

**AGENDA**  
**SPECIAL CALLED HISTORIC LANDMARK COMMISSION MEETING**  
**RONALD C. BOWMAN CITY COUNCIL CHAMBERS**  
**447 NORTH MAIN STREET**  
**Monday, June 9, 2025 - 5:30 PM**

EXECUTIVE SESSION IN ACCORDANCE WITH THE TEXAS GOVERNMENT CODE: THE HISTORIC LANDMARK COMMISSION MAY, AS PERMITTED BY LAW, ADJOURN INTO EXECUTIVE SESSION AT ANY TIME TO DISCUSS ANY MATTER LISTED BELOW AS AUTHORIZED BY GOVERNMENT CODE §551.071 (CONSULTATION WITH ATTORNEY)

1. CALL TO ORDER – 5:30 PM

2. CONFLICT OF INTEREST

3. OATHS OF OFFICE:

**3.A.**     [2025-269](#)             Administer oaths of office

**Attachments:**     [AIS - OATHS OF OFFICE](#)

4. PUBLIC COMMENTS: This is the opportunity for visitors and guests to address the Historic Landmark Commission on any issue. The Historic Landmark Commission may not discuss any presented issue, nor may any action be taken on any issue at this time. (Attorney General opinion – JC-0169)

5. REGULAR AGENDA:

**5.A.**     [2025-266](#)             Consider a certificate of appropriateness and variance recommendation for a new sign (1 of 3) located at 101 S. Main Street, Suite C. (Mainz Meat Market)

**Attachments:**     [AIS 101 S. Main, Suite C - Mainz Meat Market - Hanging Sign COA](#)  
[Attachment 1 – Aerial Map](#)  
[Attachment 2 – Zoning Map](#)  
[Attachment 3 – Street View](#)  
[Attachment 4 – Proposed Sign \(1 of 3\)](#)

**5.B.**     [2025-267](#)             Consider a certificate of appropriateness and variance recommendation for a new sign (2 of 3) located at 101 S. Main Street, Suite C. (Mainz Meat Market)

**Attachments:**    [AIS 101 S. Main, Suite C - Mainz Meat Market - Attached Canopy Sign CO/](#)  
[Attachment 1 – Aerial Map](#)  
[Attachment 2 – Zoning Map](#)  
[Attachment 3 – Street View](#)  
[Attachment 4 – Proposed Sign \(2 of 3\)](#)

- 5.C.    [2025-268](#)    Consider a certificate of appropriateness and variance recommendation for a new sign (3 of 3) located at 101 S. Main Street, Suite C. (Mainz Meat Market)

**Attachments:**    [AIS 101 S. Main, Suite C - Mainz Meat Market - Wall Sign COA](#)  
[Attachment 1 – Aerial Map](#)  
[Attachment 2 – Zoning Map](#)  
[Attachment 4 – Proposed Sign \(3 of 3\)](#)  
[Attachment 3 – Street View](#)

6. COMMENTS FROM COMMISSION/LEGAL COUNSEL/STAFF – No discussion or action may take place.

7. ADJOURNMENT

s/s Francesca "Franci" Linder

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Administrative Officer

**CERTIFICATION**

I hereby certify that the above notice of meeting was posted on the 6th day of June,  
2025 at 5:00 p.m.

s/s Heather Wood

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Secretary

**NOTICE OF ASSISTANCE AT THE PUBLIC MEETING**

The City Hall Complex is wheelchair accessible. Access to the building and special parking is available at the front entrance of the building. Requests for special services must be received forty-eight (48) hours prior to the meeting time by calling the by calling the Planning and Community Development Office at 830-249-9511.

Pursuant to Section 30.06 Penal Code (trespass by license holder with a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a concealed handgun.

Pursuant to section 30.07 Penal Code (trespass by license holder with an openly carried handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a handgun that is carried openly.



## AGENDA ITEM SUMMARY

<b>Agenda Date</b>	June 9, 2025
<b>Requested Action</b>	Administer oaths of office
<b>Contact Person</b>	Francesca Linder, Assistant Planning Director
<b>Background Information</b>	<p>On May 27, 2025, the Boerne City Council voted to approve the following mayoral appointments to the Historic Landmark Commission:</p> <ul style="list-style-type: none"><li>• Commissioner Sharon Wright</li><li>• Commissioner Ashley Maytum</li></ul>
<b>Strategic Alignment</b>	C3 - Collaborating with community partners to enhance quality of life
<b>Financial Considerations</b>	None
<b>Citizen Input/Board Review</b>	None
<b>Legal Review</b>	This action is needed to meet statutory requirements.
<b>Alternative Options</b>	None
<b>Supporting Documents</b>	None



## AGENDA ITEM SUMMARY

<b>Agenda Date</b>	June 9, 2025
<b>Requested Action</b>	Consider a certificate of appropriateness and variance recommendation for a new sign (1 of 3) located at 101 S. Main Street, Suite C. (Mainz Meat Market)
<b>Contact Person</b>	Jo-Anmarie Andrade, Planner II (830) 816-2040, <a href="mailto:jandrade@boerne-tx.gov">jandrade@boerne-tx.gov</a>
<b>Background Information</b>	<p><b>BACKGROUND:</b></p> <p>The property is located at 101 S. Main St. It is owned by Patti Mainz, and the applicant is Mason Mainz.</p> <p>The property is located within the city limits, zoned C3 – Community Commercial within the Historic Overlay District.</p> <p>The property was approved for a certificate of appropriateness for a building permit at the May 6, 2025 HLC Meeting.</p> <p>The applicant will be requesting two variances related to the overall sign package for the tenant space at 101 S. Main Street. The first is to exceed the allowable projection for a perpendicular sign under UDC Section 9.7.D.7 (Dimensional Table), which limits projection to 60% of the depth of the structure to which the sign is attached. The second is to exceed the maximum total allowable sign area under UDC Section 9-7.D.1.b, which limits sign area to 25 square feet for tenant spaces with 50 feet or less of frontage. Both variance requests will be reviewed by the Design Review Committee on June 12, 2025. While the variance will be decided by the Design Review Committee, the Historic Landmark Commission must also determine if it is appropriate for the site.</p> <p><b>REQUEST:</b></p> <p>The property owner is requesting consideration of:</p> <ol style="list-style-type: none"> <li>1. A certificate of appropriateness for a new sign (1 of 3) at 101 S. Main Street, Suite C (Mainz Meat Market), located within the Historic Overlay District (Attachment 3).</li> </ol> <p><b>ANALYSIS:</b></p>

	<p>According to Historic District Survey records, the structure located at 101 S. Main Street was originally built in 1967 using a Hill Country Commercial architectural style. The building has a traditional storefront with a façade featuring masonry and stucco and a wraparound front porch with a metal roof supported by wooden posts mounted in masonry bases. Individual tenant suites/entryways feature their own attached canopies adorned with dark metal stars for ornamentation.</p> <p>The applicant is proposing a new hanging sign for a new business (Mainz Meat Market). The proposed sign design features the following details:</p> <ul style="list-style-type: none"> <li>• A wooden hanging sign panel with lettering and a logo measuring 2 ft. 6 in. H x 4 ft. W (10 sf) hung perpendicularly under the attached canopy structure</li> <li>• Black sans serif type font</li> <li>• Non-lit sign</li> <li>• Allows for 7 ft. 6 in. vertical/pedestrian clearance.</li> <li>• The proposed sign design follows several Historic District guidelines for signs: <ul style="list-style-type: none"> <li>• Wooden material</li> <li>• Max 2 fonts</li> <li>• Less than 4 colors</li> <li>• Earth-tone colors</li> <li>• Complements building façade</li> </ul> </li> </ul> <p>Although the proposed wall sign meets the Historic District Design Guidelines in terms of materials, scale, and design, the total sign area proposed for the tenant space exceeds the maximum allowed under UDC Section 9-7.D.1.b. Per the UDC, “For tenant spaces with a total frontage of fifty (50) feet or less on a public street or public space, the maximum sign area is twenty-five (25) square feet.” The applicant is proposing a 24 square foot canopy sign and a 48 square foot wall sign, in addition to a hanging sign, for a combined total of 82.4 square feet. Due to this overage, the applicant will be requesting a variance for total allowable sign area at the Design Review Committee meeting on June 12, 2025.</p> <p>The proposed hanging sign exceeds the projection limit for perpendicular signs under UDC Section 9.7.D.7 (Dimensional Table), which restricts projection to 60% of the depth of the structure to which the sign is attached. The applicant is proposing a 4-foot projection from a 5-foot-deep canopy, where the maximum allowed is 3 feet. A variance for the projection will also be reviewed by the Design Review Committee on June 12, 2025.</p>
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	<p><b>FINDINGS:</b></p> <ol style="list-style-type: none"> <li>Staff finds that the sign design meets Boerne’s UDC Chapter 9 sign regulations and Historic District Guidelines related to materials, scale, and appearance; however, two variances are required for compliance with UDC dimensional standards.</li> </ol> <p><b>RECOMMENDATION:</b></p> <p>Based on its alignment with the Comprehensive Master Plan, UDC Chapter 3.11 and 9, and Historic District Design Guidelines, staff recommends that the Historic Landmark Commission <b>APPROVE</b> a certificate of appropriateness for a new sign (1 of 3) at 101 S. Main Street, Suite C.</p> <p>Additionally, staff recommends Historic Landmark Commission recommend <b>APPROVAL</b> for both sign variances to the Design Review Committee, pursuant to applicable design review procedures outlined in the UDC.</p> <p><b>MOTIONS FOR CONSIDERATION:</b></p> <p>The following motions are provided to assist the Commission’s decision.</p> <p>I move that the Historic Landmark Commission accepts the findings and <b>APPROVE</b> a certificate of appropriateness for a new sign (1 of 3), including a recommendation for <b>APPROVAL</b> for both sign variances to be considered by the Design Review Committee.</p> <p>OR</p> <p>I move that the Historic Landmark Commission rejects the findings and <b>DENY</b> a certificate of appropriateness for a new sign (1 of 3). (The Commission will need to state the reasons for the denial. These reasons should reference specific regulations in the UDC).</p>
<b>Strategic Alignment</b>	<p>C2 – Seeking customer-driven feedback.</p> <p>C3 – Collaborate with community partners to enhance quality of life.</p>
<b>Financial Considerations</b>	N/A

<b>Citizen Input/Board Review</b>	N/A
<b>Legal Review</b>	Section 3.11 of the UDC requires the review of signs located within the Historic District for compliance with Historic District Guidelines.
<b>Alternative Options</b>	The Commission may consider the request for COA for sign permit: <ul style="list-style-type: none"> <li>• Approved; or</li> <li>• Approved with conditions; or</li> <li>• Denied; or</li> <li>• Denied in part.</li> </ul>
<b>Supporting Documents</b>	Attachment 1 – Aerial Map Attachment 2 – Zoning Map Attachment 3 – Street View Attachment 4 – Proposed Sign (1 of 3)

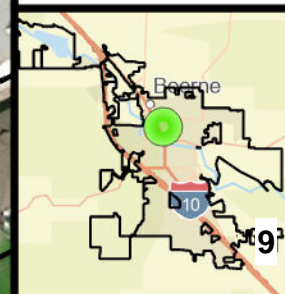




SUBJECT PROPERTY  
101 S. Main St.

### Legend

-  SUBJECT PROPERTY
-  Parcels





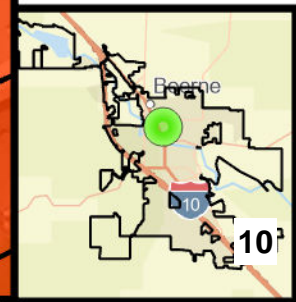
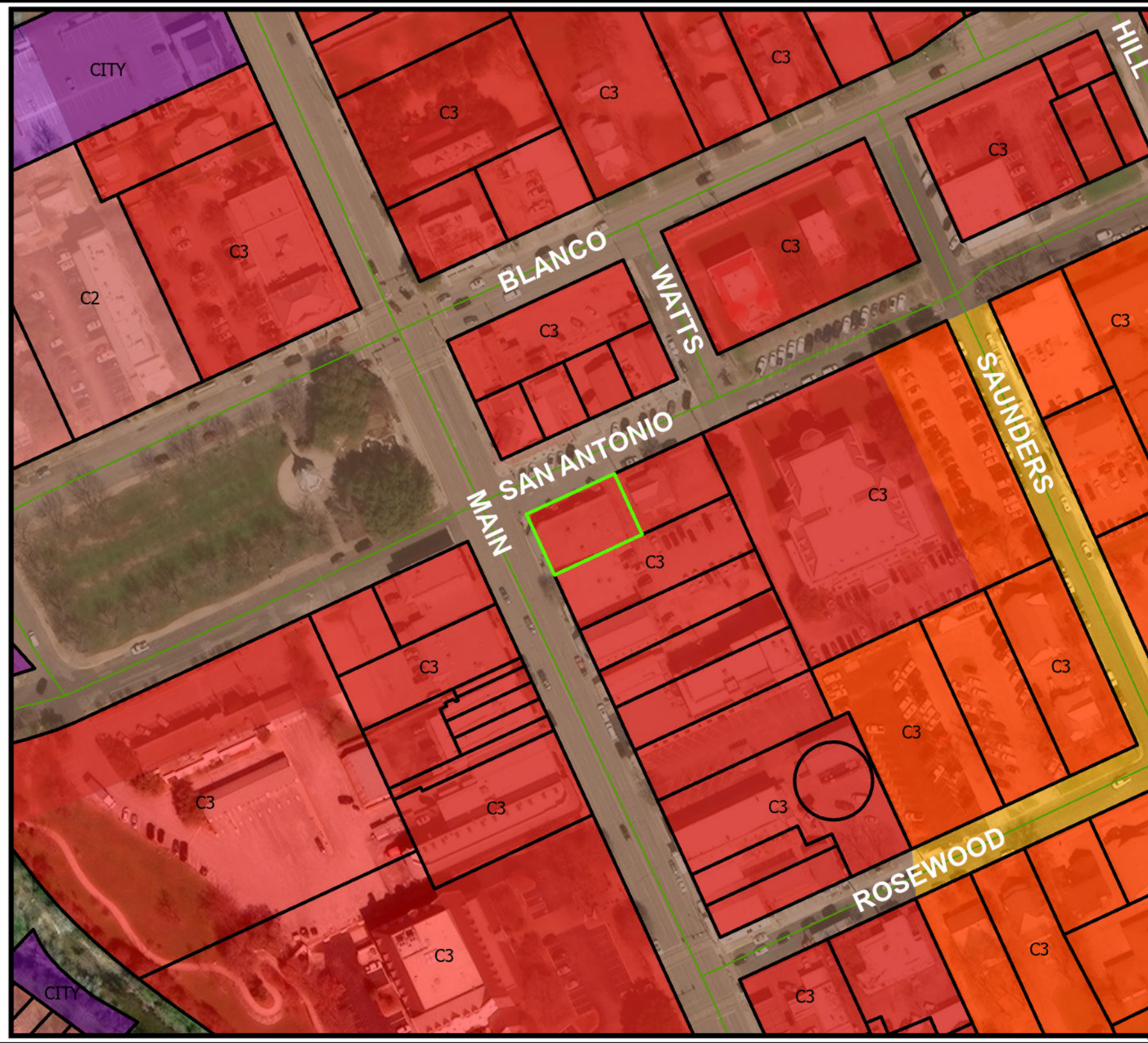


SUBJECT PROPERTY  
101 S. Main St.

### ZONING

### Legend

- SUBJECT PROPERTY
  - Parcels
  - road\_centerline
- Zoning**
- C2
  - C3
  - CITY
- Overlay Districts**
- Downtown Community
  - Entrance Corridor
  - Historic District







*Figure 1: Existing Street View along E San Antonio St*



*Figure 2: Existing Street View along Main St*



Blade Sign: 2'6" H x 4' W







## AGENDA ITEM SUMMARY

<b>Agenda Date</b>	June 9, 2025
<b>Requested Action</b>	Consider a certificate of appropriateness and variance recommendation for a new sign (2 of 3) located at 101 S. Main Street, Suite C. (Mainz Meat Market)
<b>Contact Person</b>	Jo-Anmarie Andrade, Planner II (830) 816-2040, <a href="mailto:jandrade@boerne-tx.gov">jandrade@boerne-tx.gov</a>
<b>Background Information</b>	<p><b>BACKGROUND:</b></p> <p>The property is located at 101 S. Main St. The property owner is Patti Mainz, and the applicant is Mason Mainz.</p> <p>The property is located within the city limits, zoned C3 – Community Commercial within the Historic Overlay District.</p> <p>The applicant will be requesting a variance to exceed the total allowable sign area under UDC Section 9-7.D.1.b at the upcoming Design Review Committee meeting scheduled for June 12, 2025. The variance request is related to the overall sign package for the property; while the variance will be decided by the Design Review Committee, the Historic Landmark Commission must also determine if it is appropriate for the site.</p> <p><b>REQUEST:</b></p> <p>The property owner is requesting consideration of:</p> <ol style="list-style-type: none"> <li>1. A certificate of appropriateness for a new sign (2 of 3) at 101 S. Main Street, Suite C (Mainz Meat Market), located within the Historic Overlay District.</li> </ol> <p><b>ANALYSIS:</b></p> <p>According to Historic District Survey records, the structure located at 101 S. Main Street was originally built in 1967 using a Hill Country Commercial architectural style. The building has a traditional storefront with a façade featuring masonry and stucco and a wraparound front porch with a metal roof supported by wooden posts mounted in masonry bases. Individual tenant suites/entryways feature their own</p>

	<p>attached canopies adorned with dark metal stars for ornamentation.</p> <p>The applicant is proposing a new canopy sign for a new business (Mainz Meat Market).</p> <p>The proposed sign design features the following details:</p> <ul style="list-style-type: none"> <li>• Wooden sign panel with black lettering on a white background measuring 2 ft. H x 12 ft. W (24 sf) in a curved rectangular shape to complement with the canopy structure.</li> <li>• Black sans serif type font</li> <li>• Non-lit sign</li> <li>• Allows for 11 ft. of vertical/pedestrian clearance.</li> </ul> <p>The proposed sign design follows several Historic District guidelines for signs:</p> <ul style="list-style-type: none"> <li>• Wooden material</li> <li>• Max 2 fonts</li> <li>• Less than 4 colors</li> <li>• Earth-tone colors</li> <li>• Complements building façade</li> </ul> <p>Although the proposed wall sign meets the Historic District Design Guidelines in terms of materials, scale, and design, the total sign area proposed for the tenant space exceeds the maximum allowed under UDC Section 9-7.D.1.b. Per the UDC, <i>“For tenant spaces with a total frontage of fifty (50) feet or less on a public street or public space, the maximum sign area is twenty-five (25) square feet.”</i> The applicant is proposing a 24 square foot canopy sign and a 48 square foot wall sign, in addition to a hanging sign, for a combined total of 82.4 square feet. Due to this overage, the applicant will be requesting a variance for total allowable sign area at the Design Review Committee meeting on June 12, 2025.</p> <p><b>FINDINGS:</b></p> <ul style="list-style-type: none"> <li>• Staff finds that the sign design meets Boerne’s UDC Chapter 9 sign regulations and Historic District Guidelines related to materials, scale, and appearance; however, the total proposed sign area exceeds the maximum allowed for the tenant space under UDC Section 9-7.D.1.b.</li> </ul> <p><b>RECOMMENDATION:</b></p> <p>Based on its alignment with the Comprehensive Master Plan, UDC Chapter 3.11 and 9, and Historic District Design Guidelines, staff</p>
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	<p>recommends that the Historic Landmark Commission <b>APPROVE</b> a certificate of appropriateness for a new sign (2 of 3) at 101 S. Main Street, Suite C.</p> <p>Additionally, staff recommends Historic Landmark Commission recommend <b>APPROVAL</b> for the sign variance to the Design Review Committee, pursuant to applicable design review procedures outlined in the UDC.</p> <p><b>MOTIONS FOR CONSIDERATION:</b></p> <p>The following motions are provided to assist the Commission’s decision.</p> <p>I move that the Historic Landmark Commission accepts the findings and <b>APPROVE</b> a certificate of appropriateness for a new sign (2 of 3), including a recommendation for <b>APPROVAL</b> of the sign variance to be considered by the Design Review Committee.</p> <p>OR</p> <p>I move that the Historic Landmark Commission rejects the findings and <b>DENY</b> a certificate of appropriateness for a new sign (2 of 3). (The Commission will need to state the reasons for the denial. These reasons should reference specific regulations in the UDC).</p>
<b>Strategic Alignment</b>	<p>C2 – Seeking customer-driven feedback.</p> <p>C3 – Collaborate with community partners to enhance quality of life.</p>
<b>Financial Considerations</b>	N/A
<b>Citizen Input/Board Review</b>	N/A
<b>Legal Review</b>	Section 3.11 of the UDC requires the review of signs located within the Historic District for compliance with Historic District Guidelines.
<b>Alternative Options</b>	<p>The Commission may consider the request for COA for sign permit:</p> <ul style="list-style-type: none"> <li>• Approved; or</li> <li>• Approved with conditions; or</li> <li>• Denied; or</li> <li>• Denied in part.</li> </ul>
<b>Supporting Documents</b>	<p>Attachment 1 – Aerial Map</p> <p>Attachment 2 – Zoning Map</p> <p>Attachment 3 – Street View</p>

	Attachment 4 – Proposed Sign (2 of 3)
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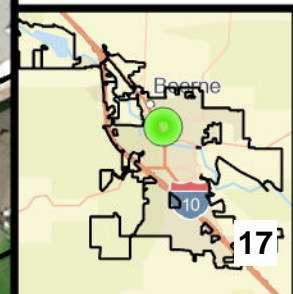




SUBJECT PROPERTY  
101 S. Main St.

### Legend

-  SUBJECT PROPERTY
-  Parcels







SUBJECT PROPERTY  
101 S. Main St.

ZONING

### Legend

SUBJECT PROPERTY

Parcels

road\_centerline

### Zoning

C2

C3

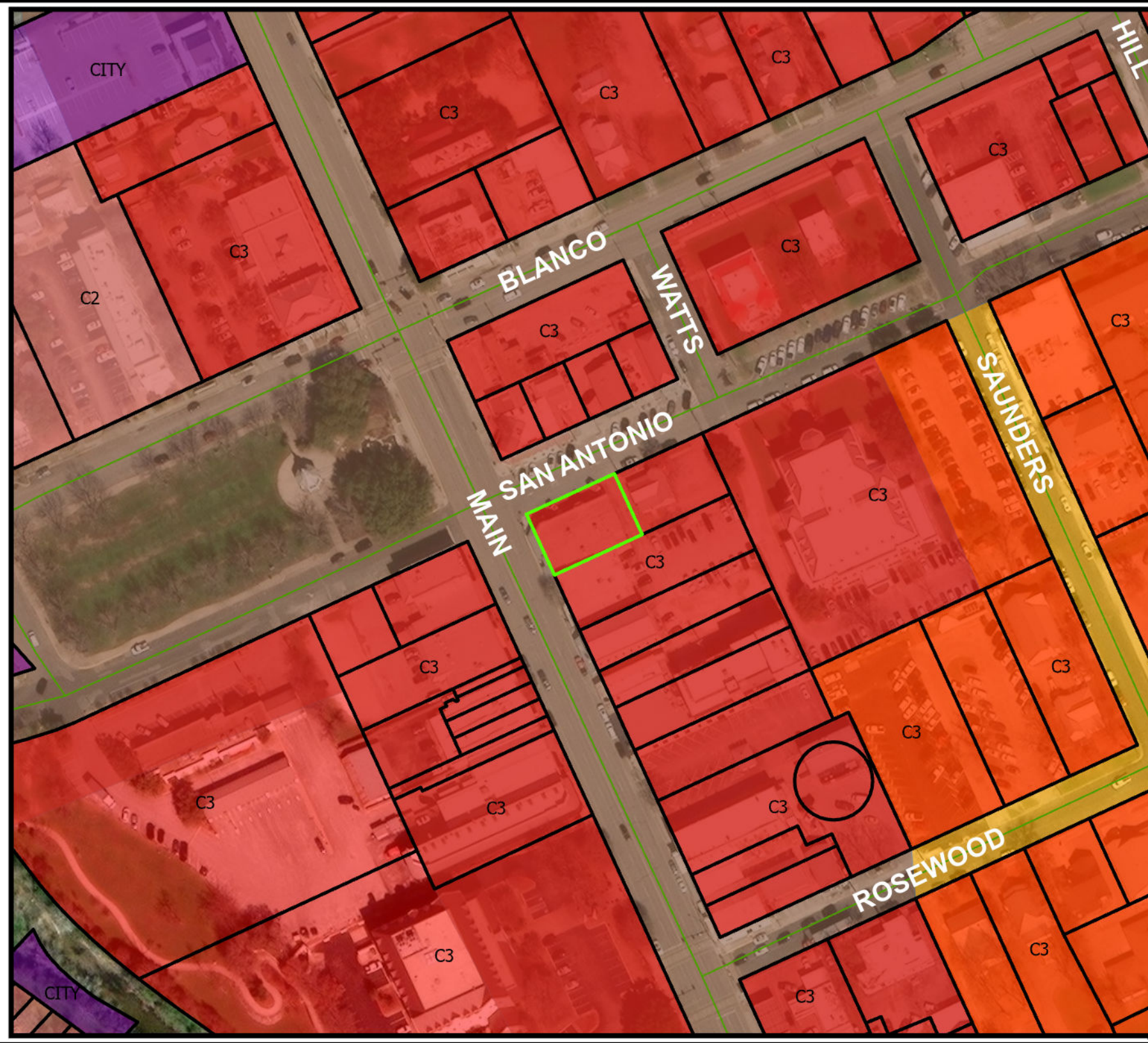
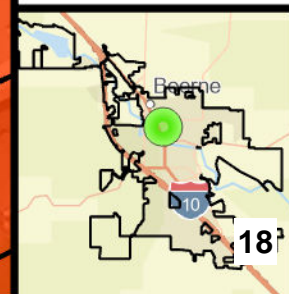
CITY

### Overlay Districts

Downtown Community

Entrance Corridor

Historic District







*Figure 1: Existing Street View along E San Antonio St*



*Figure 2: Existing Street View along Main St*



Wall Sign: 4' H x 12' W

Canopy Sign: 2' H x 12' W







## AGENDA ITEM SUMMARY

<b>Agenda Date</b>	June 9, 2025
<b>Requested Action</b>	Consider a certificate of appropriateness and variance recommendation for a new sign (3 of 3) located at 101 S. Main Street, Suite C. (Mainz Meat Market)
<b>Contact Person</b>	Jo-Anmarie Andrade, Planner II (830) 816-2040, <a href="mailto:jandrade@boerne-tx.gov">jandrade@boerne-tx.gov</a>
<b>Background Information</b>	<p><b>BACKGROUND:</b></p> <p>The property is located at 101 S. Main St. The property owner is Patti Mainz, and the applicant is Mason Mainz.</p> <p>The property is designated Downtown in the Future Land Use Map, which is intended for a vibrant mix of uses that promote walkability, historic preservation, and a dynamic urban character, accommodating retail, commercial, residential, and civic functions that support the community's cultural and economic vitality.</p> <p>The property is located within the city limits, zoned C3 – Community Commercial within the Historic Overlay District.</p> <p>The applicant will be requesting a variance to exceed the total allowable sign area under UDC Section 9-7.D.1.b at the upcoming Design Review Committee meeting scheduled for June 12, 2025. The variance request is related to the overall sign package for the property; while the variance will be decided by the Design Review Committee, the Historic Landmark Commission must also determine if it is appropriate for the site.</p> <p><b>REQUEST:</b></p> <p>The property owner is requesting consideration of:</p> <ol style="list-style-type: none"> <li>1. A certificate of appropriateness for a new sign (3 of 3) at 101 S. Main Street, Suite C (Mainz Meat Market), located within the Historic Overlay District.</li> </ol> <p><b>ANALYSIS:</b></p> <p>According to Historic District Survey records, the structure located at</p>

	<p>101 S. Main Street was originally built in 1967 using a Hill Country Commercial architectural style. The building has a traditional storefront with a façade featuring masonry and stucco and a wraparound front porch with a metal roof supported by wooden posts mounted in masonry bases. Individual tenant suites/entryways feature their own attached canopies adorned with dark metal stars for ornamentation.</p> <p>The applicant is proposing a new wall sign for a new business (Mainz Meat Market). The proposed sign design features the following details:</p> <ul style="list-style-type: none"> <li>• Wooden wall-mounted lettering and logo measuring 4 ft. H x 12 ft. W. (48 sf)</li> <li>• Black sans serif type font</li> <li>• Non-lit sign</li> </ul> <p>The proposed sign design follows several Historic District guidelines for signs:</p> <ul style="list-style-type: none"> <li>• Wooden material</li> <li>• Max 2 fonts</li> <li>• Less than 4 colors</li> <li>• Earth-tone colors</li> <li>• Complements building façade</li> </ul> <p>Although the proposed wall sign meets the Historic District Design Guidelines in terms of materials, scale, and design, the total sign area proposed for the tenant space exceeds the maximum allowed under UDC Section 9-7.D.1.b. Per the UDC, <i>“For tenant spaces with a total frontage of fifty (50) feet or less on a public street or public space, the maximum sign area is twenty-five (25) square feet.”</i> The applicant is proposing a 24 square foot canopy sign and a 48 square foot wall sign, in addition to a hanging sign, for a combined total of 82.4 square feet. Due to this overage, the applicant will be requesting a variance for total allowable sign area at the Design Review Committee meeting on June 12, 2025.</p> <p><b>FINDINGS:</b></p> <ul style="list-style-type: none"> <li>• Staff finds that the sign design meets Boerne’s UDC Chapter 9 sign regulations and Historic District Guidelines related to materials, scale, and appearance; however, the total proposed sign area exceeds the maximum allowed for the tenant space under UDC Section 9-7.D.1.b.</li> </ul> <p><b>RECOMMENDATION:</b></p> <p>Based on its alignment with the Comprehensive Master Plan, UDC</p>
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	<p>Chapter 3.11 and 9, and Historic District Design Guidelines, staff recommends that the Historic Landmark Commission <b>APPROVE</b> a certificate of appropriateness for a new sign (3 of 3) at 101 S. Main Street, Suite C.</p> <p>Additionally, staff recommends Historic Landmark Commission recommend <b>APPROVAL</b> for the sign variance to the Design Review Committee, pursuant to applicable design review procedures outlined in the UDC.</p> <p><b>MOTIONS FOR CONSIDERATION:</b></p> <p>The following motions are provided to assist the Commission’s decision.</p> <p>I move that the Historic Landmark Commission accepts the findings and <b>APPROVE</b> a certificate of appropriateness for a new sign (3 of 3), including a recommendation for <b>APPROVAL</b> of the sign variance to be considered by the Design Review Committee.</p> <p>OR</p> <p>I move that the Historic Landmark Commission rejects the findings and <b>DENY</b> a certificate of appropriateness for a new sign (3 of 3). (The Commission will need to state the reasons for the denial. These reasons should reference specific regulations in the UDC).</p>
<b>Strategic Alignment</b>	<p>C2 – Seeking customer-driven feedback.</p> <p>C3 – Collaborate with community partners to enhance quality of life.</p>
<b>Financial Considerations</b>	N/A
<b>Citizen Input/Board Review</b>	N/A
<b>Legal Review</b>	Section 3.11 of the UDC requires the review of signs located within the Historic District for compliance with Historic District Guidelines.
<b>Alternative Options</b>	<p>The Commission may consider the request for COA for sign permit:</p> <ul style="list-style-type: none"> <li>• Approved; or</li> <li>• Approved with conditions; or</li> <li>• Denied; or</li> <li>• Denied in part.</li> </ul>

<b>Supporting Documents</b>	Attachment 1 – Aerial Map Attachment 2 – Zoning Map Attachment 3 – Street View Attachment 4 – Proposed Sign (3 of 3)
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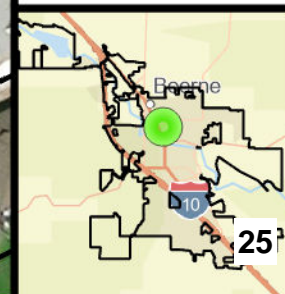




SUBJECT PROPERTY  
101 S. Main St.

### Legend

-  SUBJECT PROPERTY
-  Parcels







SUBJECT PROPERTY  
101 S. Main St.

## ZONING

### Legend

SUBJECT PROPERTY

Parcels

road\_centerline

### Zoning

C2

C3

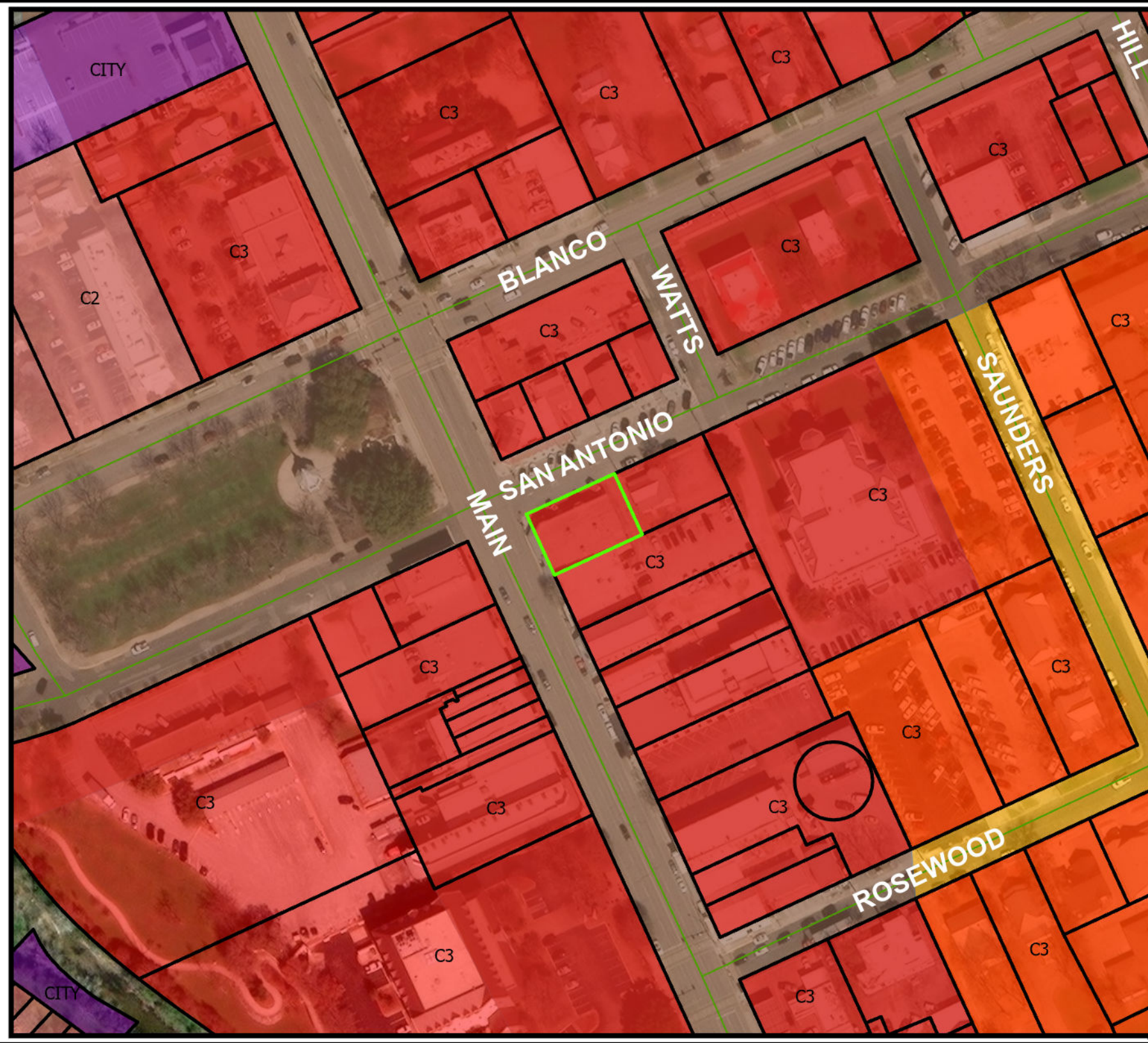
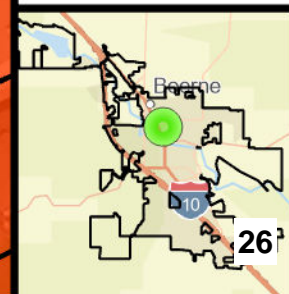
CITY

### Overlay Districts

Downtown Community

Entrance Corridor

Historic District





Wall Sign: 4' H x 12' W

Canopy Sign: 2' H x 12' W







*Figure 1: Existing Street View along E San Antonio St*



*Figure 2: Existing Street View along Main St*