

**AGENDA**  
**DESIGN REVIEW MEETING**  
**BOERNE CITY HALL**  
**RONALD C. BOWMAN CITY COUNCIL CHAMBERS**  
**447 N. MAIN**  
**Thursday, December 8, 2022 - 6:00 PM**

THE CITY OF BOERNE DESIGN REVIEW COMMITTEE RESERVES THE RIGHT TO ADJOURN INTO EXECUTIVE SESSION AT ANY TIME TO DISCUSS ANY OF THE MATTERS LISTED ABOVE, AS AUTHORIZED BY TEXAS GOVERNMENT CODE §551.071 (CONSULTATION WITH ATTORNEY).

1. CALL TO ORDER – 6:00 PM

2. CONFLICT OF INTEREST

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

4. CONSENT AGENDA: ALL ITEMS LISTED BELOW WITHIN THE CONSENT AGENDA ARE CONSIDERED ROUTINE BY THE DESIGN REVIEW COMMITTEE AND MAY BE ENACTED WITH ONE MOTION. THERE WILL BE NO SEPARATE DISCUSSION OF ITEMS UNLESS A COMMISSION MEMBER OR CITIZEN SO REQUESTS, IN WHICH EVENT THE ITEM MAY BE MOVED TO THE GENERAL ORDER OF BUSINESS AND CONSIDERED IN ITS NORMAL SEQUENCE

4.A. [2022-925](#) THE MINUTES OF THE DESIGN REVIEW COMMITTEE WORKSHOP OF OCTOBER 13, 2022 AND THE MINUTES OF THE DESIGN REVIEW COMMITTEE MEETING OF OCTOBER 13, 2022.

**Attachments:** [Official Meeting Minutes 22-1013 Workshop](#)  
[Official Meeting Minutes 22-1013 Regular Meeting](#)

5. REGULAR AGENDA:

5.A. [2022-926](#) CONSIDER A PROPOSED SIGN VARIANCE FOR CRESTMONT PRIVATE WEALTH, LOCATED AT 602 S. MAIN ST. (KCAD 21609) TO ALLOW FOR A FREESTANDING MONUMENT SIGN THAT DOES NOT MEET THE MINIMUM HEIGHT REQUIREMENT OF 18 INCHES FOR THE MONUMENT BASE AS STATED IN THE UNIFIED

DEVELOPMENT CODE, SECTION 9.7.C.9, STANDARDS BY SIGN  
TYPE FOR FREESTANDING SIGNS. TAKE NECESSARY ACTION.

**Attachments:** [DRC AIS 12.8.22](#)

[ATT 01](#)

[ATT 02](#)

[ATT 03](#)

[ATT 04](#)

[ATT 05](#)

[ATT 06](#)

## 6. ADJOURNMENT

s/s Laura Haning

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Administrative Officer

### CERTIFICATION

I hereby certify that the above notice of meeting was posted on the 5th day of  
December, 2022 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 830-248-1501.

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.

**MINUTES**  
**DESIGN REVIEW COMMITTEE WORKSHOP**  
**BOERNE CITY HALL**  
**RONALD C. BOWMAN CITY COUNCIL CHAMBERS**  
**447 N. MAIN**  
**Thursday, October 13, 2022 - 5:00 PM**

PRESENT 5 - CHAIRMAN CHRIS TAYLOR, COMMITTEE MEMBER CODY KELLER, COMMITTEE MEMBER CARR STOKES, COMMITTEE MEMBER CHRIS HARTHCOCK, COMMITTEE MEMBER SHELLY CONDRA

STAFF PRESENT: MICK MCKAMIE, LAURA HANING, RYAN BASS, RYAN LEWIS, HEATHER WOOD

RECOGNIZED/REGISTERED GUESTS: KAYLA MCINTURFF

THE CITY OF BOERNE DESIGN REVIEW COMMITTEE RESERVES THE RIGHT TO ADJOURN INTO EXECUTIVE SESSION AT ANY TIME TO DISCUSS ANY OF THE MATTERS LISTED BELOW, AS AUTHORIZED BY TEXAS GOVERNMENT CODE §551.071 (CONSULTATION WITH ATTORNEY).

1. CALL TO ORDER

Chairman Chris Taylor called the Design Review Committee to order at 5:01 p.m.

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

Chairman Taylor opened public comments at 5:01 p.m.

No comments were received.

Chairman Taylor closed public comments at 5:01 p.m.

3. [2022-814](#) GENERAL DISCUSSION - DESIGN REVIEW COMMITTEE'S ROLE IN CITY GOVERNANCE.

Ms. Laura Haning, Director of Planning and Community Development,

spoke regarding general processes for the Design Review Committee, the role they play in city governance, and gave a brief overview of the goals outlined in the City's Comprehensive (Master) Plan.

Mr. Mick McKamie, Associate City Attorney, reviewed standard procedures under Robert's Rules of Order, discussed voting protocols and briefly reviewed conflicts of interest guidelines reflected in the City's Ethic's ordinance.

4. COMMENTS FROM COMMITTEE/LEGAL COUNSEL/STAFF - No discussion or action may take place

No comments.

5. ADJOURNMENT

Chairman Taylor adjourned the Design Review Committee at 5:54 p.m.

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Chairman

**CERTIFICATION**

**I hereby certify that the above notice of meeting was posted on the 7th day of  
October, 2022 at 5:00 p.m.**

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Vice Chair

**MINUTES**  
**DESIGN REVIEW COMMITTEE MEETING**  
**BOERNE CITY HALL**  
**RONALD C. BOWMAN CITY COUNCIL CHAMBERS**  
**447 N. MAIN**  
**Thursday, October 13, 2022 - 6:00 PM**

PRESENT        5 -    CHAIRMAN    CHRIS   TAYLOR,   COMMITTEE   MEMBER   CODY  
KELLER,   COMMITTEE   MEMBER   CARR   STOKES,   COMMITTEE   MEMBER  
CHRIS HARTHCOCK, COMMITTEE MEMBER SHELLY CONDRA

STAFF    PRESENT:        MICK   MCKAMIE,   LAURA   HANING,   RYAN   BASS,   RYAN  
LEWIS, HEATHER WOOD

RECOGNIZED/REGISTERED GUESTS: KAYLA MCINTURFF

THE CITY OF BOERNE DESIGN REVIEW COMMITTEE RESERVES THE RIGHT TO ADJOURN  
INTO EXECUTIVE SESSION AT ANY TIME TO DISCUSS ANY OF THE MATTERS LISTED  
BELOW, AS AUTHORIZED BY TEXAS GOVERNMENT CODE §551.071 (CONSULTATION  
WITH ATTORNEY).

1. CALL TO ORDER – 6:00 PM

Chairman Taylor called the Design Review Committee to order at 6:01  
p.m.

2. CONFLICT OF INTEREST DECLARATION

No conflicts were declared.

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

No comments were received.

4. CONSENT AGENDA: ALL ITEMS LISTED BELOW WITHIN THE CONSENT AGENDA ARE CONSIDERED ROUTINE BY THE DESIGN REVIEW COMMITTEE AND MAY BE ENACTED WITH ONE MOTION. THERE WILL BE NO SEPARATE DISCUSSION OF ITEMS UNLESS A COMMISSION MEMBER OR CITIZEN SO REQUESTS, IN WHICH EVENT THE ITEM MAY BE MOVED TO THE GENERAL ORDER OF BUSINESS AND CONSIDERED IN ITS NORMAL SEQUENCE

**THIS WAS APPROVED.**

**4.A.**     [2022-825](#)     THE MINUTES OF THE DESIGN REVIEW COMMITTEE MEETING OF AUGUST 11, 2022 AND THE MINUTES OF THE DESIGN REVIEW COMMITTEE MEETING OF SEPTEMBER 8, 2022.

A MOTION WAS MADE BY COMMITTEE MEMBER HARTHCOCK, SECONDED BY COMMITTEE MEMBER STOKES, TO APPROVE THE MINUTES OF THE DESIGN REVIEW COMMITTEE MEETING OF AUGUST 11, 2022 AND THE MINUTES OF THE DESIGN REVIEW COMMITTEE MEETING OF SEPTEMBER 8, 2022. THE MOTION CARRIED BY THE FOLLOWING VOTE:

**YEA: 4-** COMMITTEE MEMBER STOKES, COMMITTEE MEMBER KELLER, COMMITTEE MEMBER HARTHCOCK, COMMITTEE MEMBER CONDRA

**NAY: 0**

**Approved: 4-0**

5. REGULAR AGENDA:

**5.A.**     [2022-827](#)     CONSIDER A PROPOSED SIGN VARIANCE FOR LEGACY BROKER GROUP, LOCATED AT 710 E. BLANCO ROAD (KCAD 27921) TO ALLOW FOR A FREESTANDING DECORATIVE POST AND PANEL SIGN THAT EXCEEDS THE MAXIMUM SIGN AREA REQUIREMENTS IN THE UNIFIED DEVELOPMENT CODE, SECTION 9.7.C, FREE STANDING SIGNS. TAKE NECESSARY ACTION

Mr. Ryan Bass, City Environmental Planner / Urban Forester, presented the proposed variance.

Katy McInttruff, made herself available for questions.

Commission discussion ensued regarding setback distances, size of previous/proposed sign, and why the proposed sign is considered nonconforming, requiring a variance.

Ms. Laura Haning, Planning and Community Development Director, clarified that the proposed sign is considered nonconforming under the newer Unified Development Code (UDC); the size of the proposed sign is nonconforming. She further clarified that if the original sign had not been fully removed (to include the frame) and was only being refurbished, it could remain nonconforming not requiring a variance. However, the sign was completely taken down, and a brand new sign was designed/constructed, requiring a variance to come in to conformance with the UDC.

A MOTION WAS MADE BY COMMITTEE MEMBER HARTHCOCK, SECONDED BY COMMITTEE MEMBER CONDRA, TO DENY THE PROPOSED SIGN VARIANCE FOR LEGACY BROKER GROUP, LOCATED AT 710 E. BLANCO ROAD (KCAD 27921) TO ALLOW FOR A FREESTANDING DECORATIVE POST AND PANEL SIGN THAT EXCEEDS THE MAXIMUM SIGN AREA REQUIREMENTS IN THE UNIFIED DEVELOPMENT CODE, SECTION 9.7.C, FREE STANDING SIGNS. THE MOTION CARRIED BY THE FOLLOWING VOTE:

**YEA: 4-** COMMITTEE MEMBER STOKES, COMMITTEE MEMBER KELLER, COMMITTEE MEMBER HARTHCOCK, COMMITTEE MEMBER CONDRA

**NAY: 0**

**Denied: 4-0**

6. COMMENTS FROM COMMITTEE/LEGAL COUNSEL/STAFF - No discussion or action may take place

Mr. Ryan Bass discussed a recent achievement of the City of Boerne; the City recently became a Certified Scenic City (through Scenic Texas, a non-profit organization) and earned a Gold designation from the Scenic City Certification Program.

**7. ADJOURNMENT**

Chairman Taylor adjourned the Design Review Committee at 6:22 p.m.

\_\_\_\_\_  
Chairman

**CERTIFICATION**

**I hereby certify that the above notice of meeting was posted on the 7th day of  
October, 2022 at 5:00 p.m.**

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Vice Chair





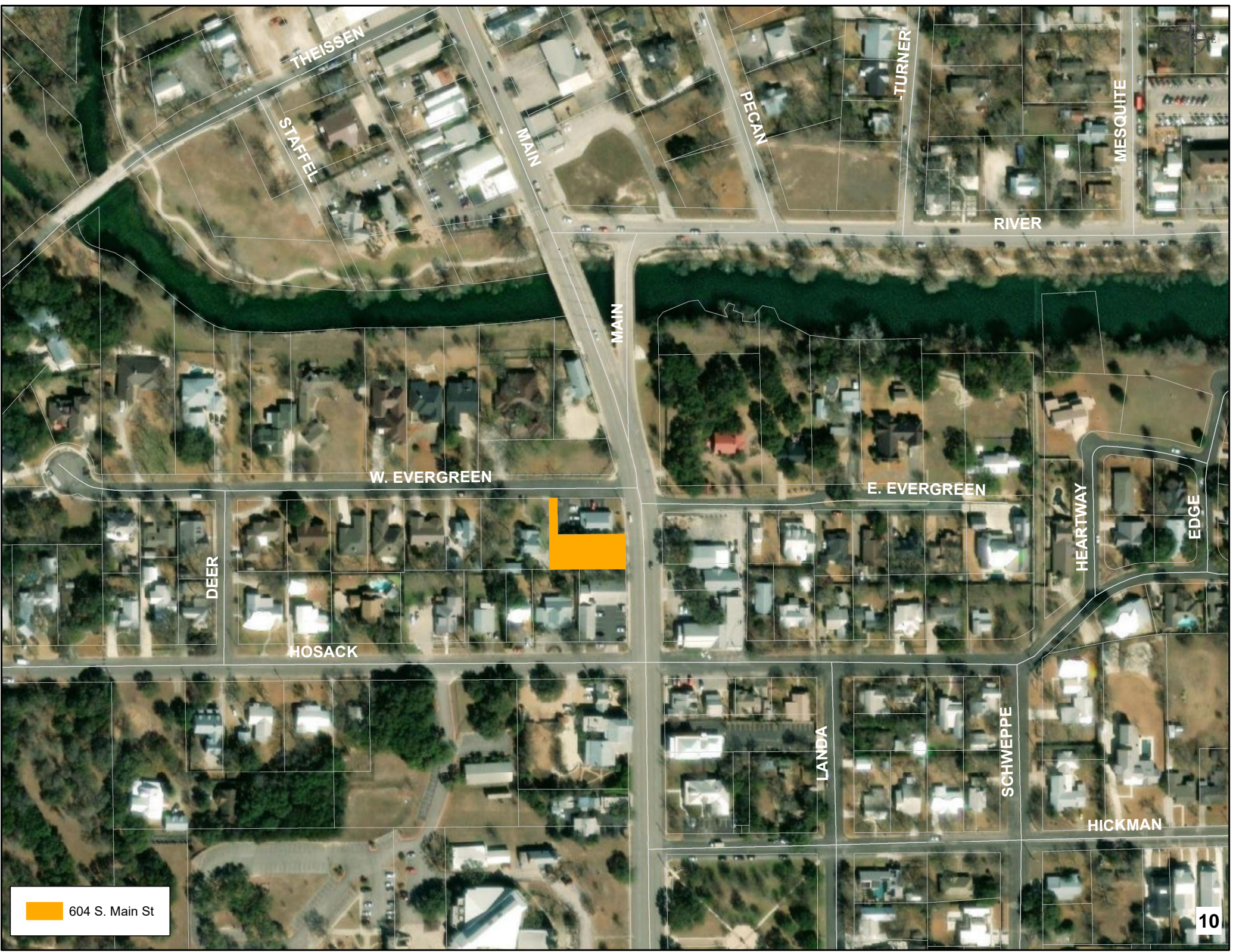
## AGENDA ITEM SUMMARY


### District Impacted

- ☐ 1 = Wolosin
- ☐ 2 = Woolard
- ☒ 3 = Scott
- ☐ 4 = Boddie
- ☐ 5 = Macaluso
- ☐ All

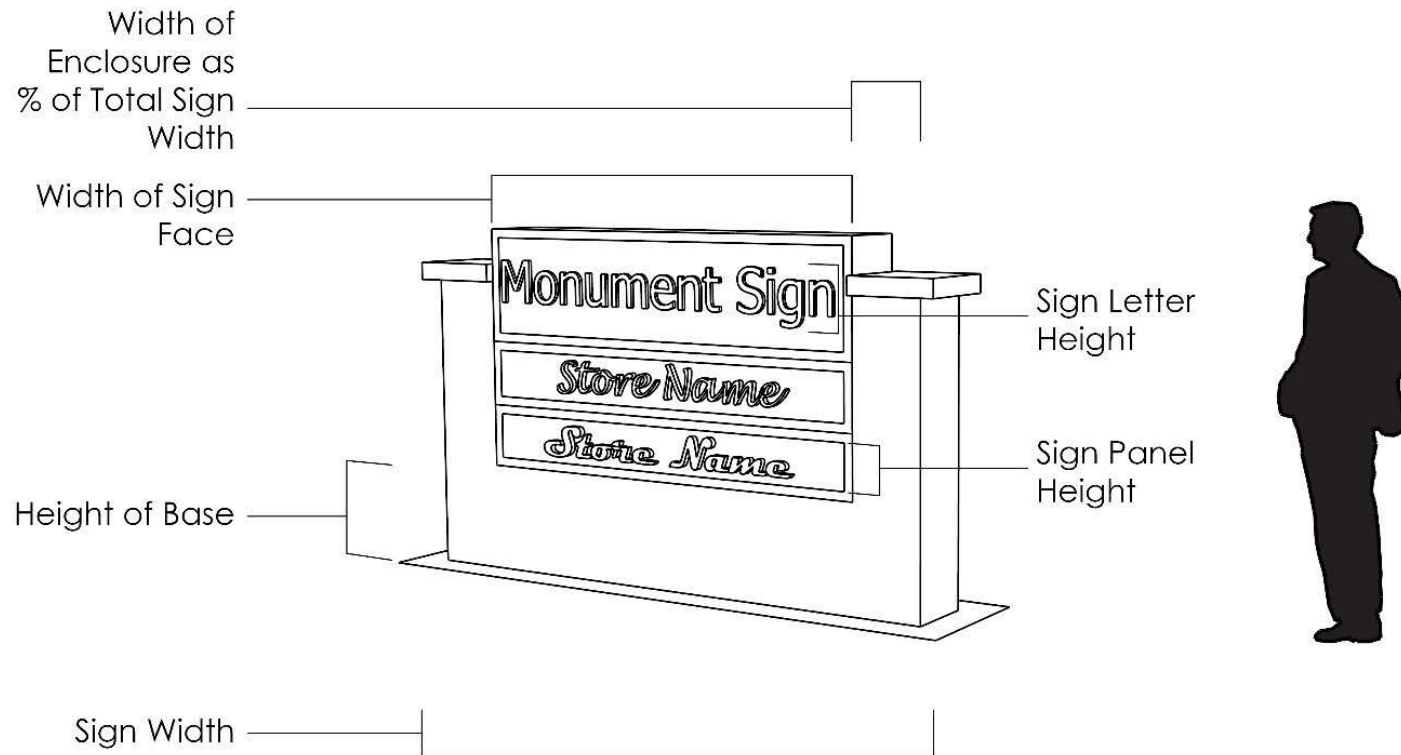
<b>Agenda Date</b>	<i>December 8, 2022</i>
<b>Requested Action</b>	CONSIDER A PROPOSED SIGN VARIANCE FOR CRESTMONT PRIVATE WEALTH, LOCATED AT 602 S. MAIN ST. (KCAD 21609) TO ALLOW FOR A FREESTANDING MONUMENT SIGN THAT DOES NOT MEET THE MINIMUM HEIGHT REQUIREMENT OF 18 INCHES FOR THE MONUMENT BASE AS STATED IN THE UNIFIED DEVELOPMENT CODE, SECTION 9.7.C.9, STANDARDS BY SIGN TYPE FOR FREESTANDING SIGNS. TAKE NECESSARY ACTION.
	Ryan Bass, Environmental Planner / Urban Forester
<b>Background Information</b>	The applicant has constructed a new masonry free standing monument sign for their business located at 602 S. Main St. Section 9.7.C.9 of the Unified Development Code requires a monument sign to have a minimum base height of 18-inches from ground level. The sign base as constructed measures 14-inches from ground level. The applicant requests a variance to allow the sign to remain as constructed.
<b>Item Justification</b>	<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Legal/Regulatory Obligation  <input type="checkbox"/> Reduce Costs  <input type="checkbox"/> Increase Revenue  <input type="checkbox"/> Drive Down Risk  <input type="checkbox"/> Master Plan Recom. </div> <div> <input type="checkbox"/> Infrastructure Investment  <input checked="" type="checkbox"/> Customer Demand  <input type="checkbox"/> Service Enhancement  <input type="checkbox"/> Process Efficiency  <input type="checkbox"/> Other: _____ </div> </div>
<b>Financial Considerations</b>	None
<b>Citizen Input/Board Review</b>	None
<b>Legal Review</b>	None
<b>Alternative Options</b>	
<b>Supporting Documents</b>	Attached are exhibits.






 604 S. Main St





## 9. Standards by Sign Type for Freestanding Signs

GENERAL STANDARDS FOR FREESTANDING SIGNS				
increasing ornamentation				
	Pole Sign	Decorative Post and Panel	Monument (8ft or less)	Pylon (>8ft)
Base (min. height)	n/a	n/a	18 "	n/a
Base (min. width)	n/a	n/a	60% total sign width	total ground contact at least 30% of sign width
Enclosure Required	no	no	at least 2 sides	no
Enclosure (min. width)	n/a	n/a	min. 12" per enclosure (including cap)	if present, total enclosure at least 30% of sign width
Cabinet Frame (color)	must match pole	n/a	n/a	n/a
Sign Area per Panel/Cabinet (max sf each)	12 sf	n/a	n/a	n/a
Sign Panel (max number)	2	n/a	n/a	n/a
Panel (minimum height)	8 in	8 in	8 in	8 in
Sign Area (max sf)	16 sf	24 sf	30 sf; or 4sf/tenant with max 40 sf	30 sf; or 4sf/tenant with max 40 sf
Max. Sign Height	10 ft	10 ft	8 ft	12 ft
Min. Sign Setback	12 ft	8 ft	8 ft	12 ft
Vertical Clearance	Min. 8 ft	Max 4 ft	0 ft	< 4ft or > 8 ft
Max Width Sign Face	6 ft	6 ft	10 ft	8 ft
Internal Illumination	yes	yes	yes	yes
External Illumination	downlighting only	yes	yes	yes













CRESTMONT  
PRIVATE WEALTH