

**MINUTES  
CITY OF HELOTES  
PLANNING AND ZONING COMMISSION**

The City of Helotes Planning and Zoning Commission met for a special meeting on March 8, 2022, at 7:00 p.m. in City Hall Council Chambers, 12951 Bandera Road, Helotes, Texas. This was an open meeting subject to the current open meeting laws of the State of Texas.

**Commission Members**

**Present:** Gregg Michel, Chair  
Jason Wightman, Vice Chair  
Ron Hozza, Secretary  
Anne Carraway  
David Cato  
Alex Blue  
Mario Rios  
Jeff Wade

**Staff Present:** Susan Darst, DS Specialist  
Marian Mendoza, City Administrator

**1. Call to order.**

Chair Michel called the meeting to order at 7:02 p.m.

**2. Roll call.**

Commissioner Hozza called roll. See above for members present.

Chairman Michel welcomed David Cato to the Planning and Zoning Commission. City Council appointed David on February 10, 2022, to fill the vacancy of Commissioner, Place Two. The Place Two seat was held by Richard Hawk, who resigned due to health reasons.

**OPEN SESSION:**

**3. Citizens to be heard.**

No one signed up to speak.

ITEMS FOR INDIVIDUAL CONSIDERATION:

4. **Discussion of and action on the minutes of the Regular Meeting of the Planning and Zoning Commission dated February 1, 2022. (Approval Item; Staff)**

Motion was made by Commissioner Hozza, second by Commissioner Blue, to approve the minutes as submitted.

Motion to approve carried unanimously.

5. **Discussion of and action on a request by Fast Signs for approval of a hanging sign pursuant to Municipal Code of Ordinances Chapter 66 *Signs*, Section 66-51 *Commercial Signs: Projecting, Wall and Hanging, or In/On Windows*, subparagraph (c) *Projecting and Hanging Signs* for Mushin Brazilian Jiu Jitsu located at 12340 Bandera Road, Suite 101, Helotes, Texas 78023, more particularly described as BCAD Prop. ID No. 1040214. (Recommendation Item; Applicant)**

Motion was made by Commissioner Wightman, second by Commissioner Rios, to recommend approval of Signage Plan Option 1.

Motion to recommend approval carried unanimously.

6. **Discussion of and action on a request by Phillip Manea for approval of a freestanding sign for wayfinding purposes pursuant to Municipal Code of Ordinances Chapter 66 *Signs*, Section 98-72 *Old Town Helotes Special District*, subsection (g)(6)(b)(3) *Off-Premises Signs* for the Shops at Old Town Helotes located at 14743 Old Bandera Road, Helotes, Texas 78023, more particularly described as BCAD Prop. ID No. 1154308. (Recommendation Item; Applicant)**

Speaking on this item was Phillip Manea, applicant and owner of the Shops at Old Town Helotes. The purpose of the off-premises sign is to provide wayfinding for the 150-car capacity parking area in the rear. Phillip believes the off-premises sign will also relieve street parking and congestion along Old Bandera Road.

Motion was made by Commissioner Blue, second by Commissioner Carraway, to recommend approval of this item as presented.

Motion to recommend approval carried unanimously.

**7. Discussion of and direction on amending Municipal Code of Ordinances Chapter 66 Signs and Chapter 98 Zoning, Article III District Regulations, Section 98-72 Old Town Helotes Special District, subparagraph (g) Signs Authorized to modernize sign definitions, classifications, and regulations. (Staff)**

Staff presented suggested amendments to the sign ordinance. Proposed changes include defining sign types, sign height, sign area, size calculation, and pedestrian way. Additional changes include updating regulations on prohibited signs, exempt signs, removal of abandoned signs, and adding sign classifications not currently identified in Code (i.e. sandwich board signage and allowable placement).

Discussion included the sign ordinance was updated approximately eight years ago and the purpose of the suggested amendments are to bring the Code more current. A point of debate was House Bill 2439, which prohibits local restrictions on building material. Staff advised legal guidance from the City Attorney would be sought out, before any ordinance revisions are presented. Other items of discussion included regulations to allow the replication of a historical sign in Old Town Helotes and increasing monument sign height from 5 feet to 8 feet for business's in Old Town Helotes that front State Highway 16. Overall, the Commission was receptive of the suggested changes. Continued discussion will be held on this item at a future meeting.

**Adjourn.**

With no more business to come before the Commission, Chair Michel adjourned the meeting at 8:20 p.m.

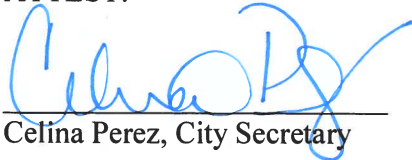
Respectfully submitted,



---

Gregg Michel, Chair

ATTEST:



---

Celina Perez, City Secretary

