



**AGENDA  
CITY OF HELOTES  
PLANNING AND ZONING COMMISSION  
December 6, 2022**

The City of Helotes Planning and Zoning Commission will meet for a Regular Meeting on Tuesday, December 6, 2022, at 7:00 p.m. in the City Hall Council Chamber, 12951 Bandera Road, Helotes, Texas 78023. Commission Members may participate remotely by videoconferencing; however, a physical quorum of the Planning & Zoning Commission shall be present at Helotes City Hall. This is an open meeting, subject to the open meeting laws of the State of Texas.

1. Call to order.
2. Roll call.

**OPEN SESSION:**

3. Citizens to be heard. *The Planning and Zoning Commission may not discuss any presented issue, nor may any action be taken on any issue at this time (Attorney General Opinion JC-0169). The Commission will accept comments from citizens, business owners, business representatives, property owners, and representatives of property owners of the City of Helotes and its Extraterritorial Jurisdiction (ETJ) only. Comments are limited to three (3) minutes, and this time is not transferable. Each person may only speak once. No profanity or threats will be tolerated.*

**ITEMS FOR INDIVIDUAL CONSIDERATION:**

4. Discussion of and action on the minutes of the Regular Meeting of the Planning and Zoning Commission dated October 4, 2022. (Approval Item; Staff) - [Agenda Item](#)
5. Discussion of and action on a request by Rely Signs, LLC for approval of a wall sign pursuant to Municipal Code of Ordinances Chapter 66 *Signs*, Section 66-51(b) *Commercial Signs: Wall signs* for Toman Brothers, Inc. at 14839 Bandera Road, Suite 7, Helotes, Texas 78023, more particularly described as BCAD Prop. ID No. 242125. (Approval Item; Applicant) - [Agenda Item](#)

**NOTICE OF ASSISTANCE AT THE PUBLIC MEETING**

The City of Helotes City Hall is wheelchair accessible, and accessible parking spaces are available. In compliance with the Americans with Disabilities Act, the City of Helotes will provide reasonable accommodations for persons attending the meeting. To better serve you, requests should be received seventy-two (72) hours prior to the meeting. For assistance, contact the City Secretary at 210.695.5911.

6. Discussion of and action on a request by Ed Villanueva for approval of a roof-mounted sign in the Old Town Helotes Special District pursuant to Municipal Code of Ordinances Chapter 98 *Zoning*, Section 98-72 *Old Town Special District*, subparagraph (g)(7) *Creative Sign Review* for E. Villanueva & Associates at 14237 Bandera Road, Helotes, Texas 78023, more particularly described as BCAD Prop. ID No. 242276. (Recommendation Item; Applicant) - [Agenda Item](#)
7. Discussion of and action on a request by Robert James for approval of a wall sign pursuant to Municipal Code of Ordinances Chapter 98 *Zoning*, Section 98-72 *Signs – Old Town Helotes Special District* for Cheetahlish Country located at 14436 Old Bandera Road, Unit 2, Helotes, Texas 78023, more particularly described as BCAD Prop. ID No. 242097. (Approval Item; Applicant) - [Agenda Item](#)
8. Discussion of and action on a request by Chris Mueller of Mueller Ventures, located at 12550 Bandera Road, Helotes, Texas 78023, more particularly described at BCAD Property ID No. 123456 for approval of the following: - [Agenda Item](#)
  - A. A request for a variance to Municipal Code of Ordinances Chapter 66 *Signs*, Section 66-51 *Commercial signs: projecting, wall and hanging, or in or on windows*. (Recommendation Item; Applicant)
  - B. A request for approval of a monument sign pursuant to Municipal Code of Ordinances Chapter 66 *Signs*, Section 66-49 *Commercial signs: single business use (monument type)*. (Approval Item; Applicant).
  - C. A request for approval of directional signage pursuant to Municipal Code of Ordinances, Chapter 66 - *Signs*, Section 66-45 *Traffic control signs, subsection A Traffic control signs upon private property* (Approval Item: Applicant).
  - D. A request for approval of a menu board sign pursuant to Municipal Code of Ordinances, Chapter 66 - *Signs*, Section 66-52 *Miscellaneous Signs, subsection B Menu Board Signs* (Approval item; Applicant).
9. Discussion of and action on a request by Aetna Sign Group, on behalf of Circle Bar Investments LLC, for approval of an amendment to a Master Sign Plan pursuant to Municipal Code of Ordinances, Chapter 66 – *Signs*, Section 66-71 *Permits, certificates and approval required; master sign plan* for Bandera Plaza located at 12540 Bandera Road, Helotes, Texas 78023, more particularly described at BCAD Property ID No. 1134896. (Approval Item: Applicant) - [Agenda Item](#)
10. Discussion of and action on a request by Edward Villanueva for approval of a conceptual design plan pursuant to Municipal Code of Ordinances Chapter 98 *Zoning*, Section 98-27 *Old Town Helotes Special District*, for a building addition to Dominion Commercial Management LLC, dba Owens Law Firm, located at 14237 Old Bandera Road, Helotes, Texas 78023, more particularly described as BCAD Prop. ID No. 242276 and including the following: site plan, building design and exterior lighting. (Approval Item: Applicant) - [Agenda Item](#)

*Adjourn.*

**NOTE:** It is possible that a quorum of the City Council and/or other Municipal Advisory and Governmental Bodies may be in attendance at the above-stated meeting. No action will be taken by the City Council and/or other Municipal Advisory and Governmental Bodies at the above-stated meeting, other than the body specifically referred to in the above notice.

The Planning and Zoning Commission reserves the right to adjourn into Closed Session at any time during the course of this meeting to discuss any of the exceptions to the requirement that a meeting is open to the public, in accordance with Texas Government Code, Chapter 551 *Open Meetings*, Subchapter D *Exceptions to Requirement that Meetings be Open*. No action may be taken in Closed Session.

I certify that this Agenda was posted on December 2, 2022, at 3:00 p.m.

*Michael Gallardo*

Michael Gallardo, DS Coordinator

**MEETING CANCELED - LACK OF QUORUM**