

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

The City of Helotes Planning and Zoning Commission met for a special meeting on December 13, 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  
Alex Blue  
Jeff Wade

Absent: David Cato  
Mario Rios

Staff Present: Michael Gallardo, DS Coordinator  
Susan Darst, DS Specialist

**1. Call to order.**

Chair Michel called the meeting to order at 7:00 p.m.

**2. Roll call.**

Commissioner Hozza called roll. See above for members present.

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 October 4, 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 by those present.

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 98 Zoning, Section 98-72 Signs – Old Town Helotes Special District, for Toman Brothers, Inc. located at 14839 Bandera Road, Suite 7, Helotes, Texas 78023, more particularly described as BCAD Prop. ID No. 242125. (Approval Item; Applicant)**

Motion was made by Commissioner Wightman, second by Commissioner Hozza, to approve this item as written.

Motion to approve carried unanimously by those present.

6. **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 Prop. ID No. 1134896. (Approval Item; Applicant)**

Motion was made by Commissioner Carraway to approve this item, with the stipulation that under Section III. *Building and Fascia Signs*, subsection C. *Type of Signs Permitted*, the amendment be clarified to read, “All individual signs are to be aluminum channel lit letters on a raceway mounted to building fascia sign band, except as approved by Landlord and is compliant with Code (above door signs, under canopy signs, etc.). No exposed wiring”. Second by Commissioner Wightman.

Motion to approve carried unanimously by those present.

7. **Discussion of and action on a request by Edward 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 located at 14237 Bandera Road, Helotes, Texas 78023, more particularly described as BCAD Prop. ID No. 242276. (Recommendation Item; Applicant)**

Discussion included the size of the roof-mounted sign in relation to the linear footage of the building addition under Agenda Item No. 8. For perspective, the size of the roof-mounted sign is 32 square feet and the linear footage of only the building facade for E. Villanueva & Associates is 34 square feet.

Motion was made by Commissioner Wade, second by Commissioner Hozza, to recommend approval of this item as written.

Motion to recommend approval carried unanimously by those present.

8. **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. (Recommendation Item; Applicant)**

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

Motion to recommend approval carried unanimously by those present.

9. **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)**

Motion was made by Commissioner Carraway, second by Commissioner Wade, to approve this item as written.

Motion to approve carried unanimously by those present.

10. **Discussion of and action on a request by Chris Mueller of Mueller Ventures, for approval of signage for HTeaO located at 12550 Bandera Road, Helotes, Texas 78023, more particularly described at BCAD Prop. ID No. 1159533 and including the following:**
- 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); and**
  - 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 Boards. (Approval Item; Applicant)**

The Commission acknowledged that majority of the signage items at hand were compliant with Code and focused their discussion on Agenda Item No. 10A, variances to number and size requirements on the wall sign submittal. Code allows one (1) wall sign per street or pedestrian way which the building faces or abuts with a maximum of two (2) wall signs. The allowable sign size is one square foot per linear foot of building or unit facade to which it is attached; a maximum of 100 square feet. The applicant is proposing four (4) wall signs as follows:

- East Elevation (facing Christian Brothers) – Building façade is 67 linear feet
  1. Sign A1 - HTeaO business name 30.8 square feet; and
  2. Sign B1 - Tea product mural 48 square feet.\*Total proposed signage for East Elevation is 78.8 square feet.
- South Elevation (facing Bandera Road) – Building facade is 30.375 linear feet
  3. Sign A2 - HTeaO business name 27.4 square feet.
- West Elevation (drive thru lane) – Building facade is 67 linear feet
  4. Sign A3 - HTeaO business name 30.8 square feet.

The Commission was amenable to the three (3) HTeaO business name wall signs but not the tea product mural sign. Moreover, disapproval of the mural sign would omit the second variance request to the size requirement. The Commission agreed that three (3) HTeaO wall signs and a monument sign were sufficient signage for the business without further exceeding Code.

Motion was made by Commissioner Blue to approve Agenda Item Nos. 10B, 10C, and 10D as written. Second by Commissioner Wade. Motion to approve carried unanimously by those present.

Motion was made by Commissioner Blue to recommend approval of Agenda Item No. 10A, a variance to the number requirement only, to include the three (3) HTeaO business name wall signs as depicted on the east, south, and west faces. Second by Commissioner Hozza. Motion to recommend approval carried unanimously by those present.

### Adjourn.

With no more business to come before the Commission, Chair Michel adjourned the meeting at 7:55 p.m.

Respectfully submitted,

ATTEST:

  
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Celina Perez, City Secretary



  
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Gregg Michel, Chair