

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

The City of Helotes Planning and Zoning Commission met for a regular meeting on April 4, 2023, 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  
Dave Cato  
Alex Blue  
Mario Rios  
Jeff Wade

Staff Present: Michael Gallardo, DS Coordinator  
Nicole Mayfield, DS Specialist  
Celina Perez, City Secretary

**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 March 7, 2023. (Approval Item; Staff)**

Commissioner Carraway pointed out two corrections on Agenda Item No. 5. On the initial motion, switch the names in the Aye/Nay vote. On the final motion, remove Commissioner Hozza's name from the Nay vote.

Motion was made by Commissioner Carraway, second by Commissioner Hozza, to approve the minutes with the noted corrections.

Motion to approve carried unanimously.

5. **Discussion of and action on a request by Tony Durand for approval of a creative sign pursuant to Municipal Code of Ordinances Chapter 98 Zoning, Section 98-72 Old Town Special District, subparagraph (g)(7) Creative Sign Review, authorizing the use of a roof-mounted sign for Abby & Ashley, a women's clothing boutique, located at 14433 Old Bandera Road, Helotes, Texas 78023, and identified as BCAD Prop. ID No. 242085. (Recommendation Item; Applicant)**

The majority of the Commission supported the item as presented and believed it met the creative sign criteria. Commissioner Wade believed the sign did not fully meet the creative sign criteria.

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

Motion to recommend approval carried: 6 Ayes – Commissioner Carraway, Commissioner Blue, Commissioner Rios, Commissioner Cato, Commissioner Wightman, and Commissioner Hozza; 1 Nay – Commissioner Wade.

6. **Discussion of and action on a request by Tony Durand for approval of a creative sign pursuant to Municipal Code of Ordinances Chapter 98 Zoning, Section 98-72 Old Town Special District, subparagraph (g)(7) Creative Sign Review, authorizing the use of an above awning sign for Serenity Manor, an event venue, located at 14405 Old Bandera Road, Helotes, Texas 78023, and identified as BCAD Prop. ID No. 242085. (Recommendation Item; Applicant)**

The majority of the Commission supported the item as presented and believed it met the creative sign criteria. Commissioner Wade believed the sign did not fully meet the creative sign criteria.

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

Motion to recommend approval carried: 6 Ayes – Commissioner Rios, Commissioner Cato, Commissioner Wightman, Commissioner Hozza, Commissioner Carraway, and Commissioner Blue; 1 Nay – Commissioner Wade.

7. **Discussion of and action on a request by Ramiro Mena, KNRG Architecture, for approval of a conceptual design plan establishing the site idea for the Northside Independent School District Agriculture Science and Technology Academy (ASTA) at O'Connor High School, located at 12221 Leslie Road, Helotes, Texas 78023, identified as BCAD Prop. ID Nos. 240068 and 240060, and including the following:**

- **Site plan;**
- **General building concept; and**
- **Exterior lighting. (Recommendation Item; Applicant)**

Speaking on this item was Shawn Kaarlsen, KNRG Architecture. The project description includes the relocation of an existing grazing area and the construction of five new buildings - an administration/science lab, welding shop, poultry barn, green house, and storage facility.

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

Motion to recommend approval carried unanimously.

8. **Discussion of and action on a request by Carlos and Gabriel Garcia for approval of a conceptual design plan establishing the site idea for Twin Bros Burgerz located at 13247 Bandera Road, Helotes, Texas 78023, identified as BCAD Prop. ID No. 242325, and including the following:**

- **Site plan;**
- **General building concept;**
- **Exterior lighting; and**
- **Wall signage. (Recommendation Item; Applicant)**

Speaking on this item was Frank Valadez, SA Partnership Architects. The subject site was previously Bobby J's Old-Fashioned Hamburgers. The project description includes the remodel of the existing building and the addition of a covered patio, game room, and play ground. The existing covered area to the North end of the property will remain untouched at this time.

Motion was made by Commissioner Rios, second by Commissioner Wightman, to recommend approval of this item with the stipulation that all exterior lighting must be downward-facing and fully compliant with Code.

Motion to recommend approval carried unanimously.

9. **Discussion of and action on a preliminary and final plat pursuant to Municipal Code of Ordinances Chapter 78 *Subdivisions*, establishing the Parker and Parker Office Building Subdivision, Block 1, Lot 1, being a 4.17 acre tract of land out of a 21.112 acre tract situated in John M. Ross Survey Nos. 223 and 224, Abstract 645, and recorded in Document No. 20180253179 of the Official Public Records of Bexar County, Texas. (Recommendation Item; Applicant)**

Discussion included a previously granted variance to Municipal Code of Ordinances Chapter 78 *Subdivisions*, which allowed the applicant to obtain a building permit before approval and recordation of a plat. Present day, the applicant wishes to plat 4.17 acres and sell the remaining approximately 17.612 acres that the prospective buyer will need to plat.

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

Motion to recommend approval carried: 6 Ayes – Commissioner Cato, Commissioner Wightman, Commissioner Wade, Commissioner Hozza, Commissioner Carraway, and Commissioner Blue; 1 Nay – Commissioner Rios.

**Adjourn.**

With no more business to come before the Commission, Chair Michel adjourned the meeting at 7:58 p.m.


Respectfully submitted,



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Gregg Michel, Chair

ATTEST:



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Celina Perez, City Secretary

