

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

The City of Helotes Planning and Zoning Commission met for a regular meeting on December 3, 2024, 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  
Alex Blue, Secretary  
Anne Carraway  
Buck Russel

Staff Present: Michael Gallardo, DS Coordinator

**1. Call to order.**

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

**2. Roll call.**

Chair Michel 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 September 3, 2024. (Approval Item; Staff)**

Motion was made by Commissioner Russel, second by Commissioner Wightman, to approve the minutes as submitted.

Motion to approve carried unanimously.

**5. Discussion of and action on a request by Darron Phillips for approval of signage and associated variances for Breaching Technologies Incorporated (BTI), a provider of breaching tools and equipment located at 17317 Bandera Road, Helotes, Texas 78023, and identified as BCAD Property ID No. 248409, and including the following:**

- a) Sign A – Door frame business marker pursuant to Municipal Code of Ordinances Chapter 66 Signs, Section 66-52 Miscellaneous Signs, subparagraph (g)(4) Creative Sign Review;**
- b) Sign B – Business fence marker pursuant to Municipal Code of Ordinances Chapter 66 Signs, Section 66-52 Miscellaneous Signs, subparagraph (g)(4) Creative Sign Review; and**
- c) Sign C – Wall sign pursuant to Chapter 66 Signs, Section 66-51 Commercial Signs: Projecting, Wall and Hanging, or In or On Windows. (Recommendation Item; Applicant)**

Staff explained Code does not have a sign classification for business markers, so the Applicant applied for variances through the *Creative Sign Review* process. The Commission understood Sign B (one business fence marker) and recognized Sign C (wall sign) is compliant with Code but had questions on the purpose of Sign A (one door frame marker).

Darron Phillips, owner, spoke about this item. Breaching Technologies Incorporated (BTI) distributes tactical equipment, selling mostly to police departments, the U.S. military, and special forces. Sign A is on demo doors used for breach training. There are times when prospective customers photograph the demo doors or customers film training, which is the reason for wanting a business marker on the door frame.

Motion was made by Commissioner Carraway to recommend approval of variances through the *Creative Review Process* for Signs A and B, and approve Sign C. Second by Commissioner Blue.

Motion to recommend approval of Signs A and B and approve Sign C carried unanimously.

**6. Discussion of and action on a request by Austin Community Signs for approval of two (2) wall signs pursuant to Municipal Code of Ordinances Chapter 66 Signs, Section 66-51 Commercial Signs: Projecting, Wall and Hanging, or In or On Windows, and a monument sign pursuant to Municipal Code of Ordinances Chapter 66 Signs, Section 66- 49 Commercial Signs: Single-Business Use (Monument Type) located at 12596 Bandera Road, Helotes, Texas 78023, and identified as BCAD Property ID No. 1328217. (Approval Item; Applicant)**

Staff reported this item was due to a change in business name from Caliber Auto Care to SunAuto Tire & Service. The site has two existing wall signs and a monument sign. The Applicant plans to install two new wall signs (same placement on building as existing) and reface the monument sign. The proposed signs comply with Code. The existing bay signage will not be altered.

Motion was made by Commissioner Russel to approve this item as written, acknowledging that variances (on size and number for bay signage) were granted to the previous business and will remain intact since the bay signage is not changing. Second by Commissioner Wightman.

Motion to approve carried unanimously.

**7. Discussion of and action on a request by Baseline Development Companies, LLC for approval of a conceptual design plan establishing the site idea for Sherwin Williams located at Bandera Road and Hausman Road, Helotes, Texas 78023, identified as BCAD Prop. ID No. 1328216, and including the following:**

- a) Site plan;
- b) General building concept;
- c) Exterior lighting;
- d) Signage - Two (2) business name wall signs pursuant to Municipal Code of Ordinances Chapter 66 Signs, Section 66-51 Commercial Signs: Projecting, Wall and Hanging, or In or On Windows; and
- e) Signage - One (1) monument sign pursuant to Municipal Code of Ordinances Chapter 66 Signs, Section 66-49 Commercial Signs: Single Business Use (Monument Type). (Recommendation Item; Applicant)

Jack Zanger, Triangle Engineering, spoke on this item. The property has a mutual access agreement between multiple adjacent properties and a tree preservation note that must be adhered to. The tree mitigation and landscaping plan for this project accounts for the preservation note.

Motion was made by Commissioner Wightman to recommend approval of this item in its entirety with the stipulation that the monument sign includes the landscaping required by Code. Second by Commissioner Carraway.

Motion to recommend approval carried unanimously.

**Adjourn.**

With no more business to come before the Commission, Chair Michel adjourned the meeting at 7:35 p.m.

Respectfully submitted,

ATTEST:

  
Celina Perez, City Secretary

  
Gregg Michel, Chair

