



**AGENDA
CITY OF HELOTES
PLANNING AND ZONING COMMISSION
February 4, 2020**

The City of Helotes Planning and Zoning Commission will meet for a Regular Meeting on Tuesday, February 4, 2020 at 7:00 p.m. in the City Hall Council Chamber, 12951 Bandera Road, Helotes, Texas 78023. 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 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.*

COUNCIL LIAISON REPORT:

4. City Council action update on the following (Councilmember Alex Blue):
 - A final subdivision plat establishing Iron Horse Townhomes (BCAD Prop. ID Nos. 240904 & 240908); and
 - A request by Kyle Hultz for approval of a Master Sign Plan for Hultz Office Building located at 14789 Old Bandera Road (BCAD Prop ID No. 1289679).

ITEMS FOR INDIVIDUAL CONSIDERATION:

5. Discussion of and action on the minutes of the Regular Meeting of the Planning and Zoning Commission dated December 3, 2019. (Approval Item; Staff)

NOTICE OF ASSISTANCE AT THE PUBLIC MEETING

The City of Helotes Municipal Complex 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 forty-eight (48) hours prior to the meeting. Please contact the City Secretary's Office by phone at 210.695.5911 or by facsimile at 210.695.2123.

ITEMS FOR INDIVIDUAL CONSIDERATION Contd:


6. Discussion of and action on a request by Harvest Real Estate for approval of a wall sign, pursuant to Municipal Code of Ordinances Chapter 98 *Zoning*, Section 98-72 *Old Town Helotes Special District*, Subparagraph (g)(6)(b)(2) *Commercial Signs – Projecting, Wall, Hanging, or In/On Windows*, located at 14743 Old Bandera Road, Suite 11-101, Helotes, Texas 78023, more particularly described as BCAD Prop. ID No. 1154308. (Recommendation Item; Applicant)

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 be 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 January 29, 2020 at 1:30 a.m. / (p.m.)



Celina Perez, City Secretary

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

The City of Helotes Planning and Zoning Commission met for a regular meeting on December 3, 2019 at 7:00 p.m. in City Hall Council Chambers, 12951 Bandera Road, Helotes Texas. This was an open meeting subject to the open meeting laws of the State of Texas.

Commission Members

Present: Gregg Michel, Chair
Jason Wightman, Vice Chair
Ron Hozza, Secretary
Joe Edmond
Richard Hawk
Jeff Wade
Mike McGlothing
Mario Rios

Council Members/Staff Present: Susan Darst, Assistant to the City Administrator
Alex Blue, Council Member

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 on this item.

COUNCIL LIAISON REPORT:

4. City Council action update on the following (Councilmember Alex Blue):

- A final subdivision plat establishing Goodson Subdivision.

Council Member Blue reported on November 14, 2019, City Council unanimously approved the aforementioned item as presented.

ITEMS FOR INDIVIDUAL CONSIDERATION:

- 5. Discussion of and action on the minutes of the Regular Meeting of the Planning and Zoning Commission dated November 5, 2019. (Approval Item; Staff)**

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

Motion to approve carried unanimously.

- 6. Discussion of and action on a preliminary and final subdivision plat, pursuant to Municipal Code of Ordinances Chapter 78 Subdivisions, establishing Iron Horse Townhomes, being a 5.09 acre tract of land out of the Charles Stolz Survey No. 431 ½, Abstract No. 734 of the Official Public Records of Bexar County, Texas. (Recommendation Item; Applicant)**

Speaking on this item was Javier Castello, Cude Engineers. The applicant reduced the number of townhome lots to thirty-five (35), increased the amount of greenspace, and acquired an additional one (1) acre tract of land to the west boundary of the site to use as extra buffer between the proposed townhome development and Iron Horse Canyon Subdivision.

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

Motion to recommend approval carried: 6 Ayes – Commissioner Wade, Commissioner Hawk, Commissioner Wightman, Commissioner Hozza, Commissioner Edmond and Commissioner McGlothing; 1 Nay – Commissioner Rios.

- 7. Discussion of and action on a request by Kyle Hultz for approval of 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 Hultz Office Building located at 14789 Old Bandera Road, Helotes, Texas 78023, more particularly described as BCAD Prop. ID No. 1289679. (Recommendation Item; Applicant)**

Discussion included that each individual tenant will be responsible for obtaining a permit, which would be reviewed and approved administratively.

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

Motion to recommend approval carried unanimously.

Adjourn.

Planning and Zoning Commission
December 3, 2019 Regular Meeting Minutes

Motion was made by Commissioner Hozza, second by Commissioner McGlothing, to adjourn the meeting at 7:27 pm.

Motion to approve carried unanimously.

Respectfully submitted,

ATTEST:

Gregg Michel, Chair

Celina Perez, City Secretary

DRAFT

**City of Helotes
PLANNING AND ZONING COMMISSION**

AGENDA ITEM REQUEST FORM

DATE: February 4, 2020

AGENDA PLACEMENT: **CONSENT**
 INDIVIDUAL
 PRESENTATION
 CLOSED

CAPTION:

Discussion of and action on a request by Harvest Real Estate for approval of a wall sign, pursuant to Municipal Code of Ordinances Chapter 98 *Zoning*, Section 98-72 *Old Town Helotes Special District*, Subparagraph (g)(6)(b)(2) *Commercial Signs – Projecting, Wall, Hanging, or In/On Windows*, located at 14743 Old Bandera Road, Suite 11-101, Helotes, Texas 78023, more particularly described as BCAD Prop. ID No. 1154308. (Recommendation Item; Applicant)

BACKGROUND:

Signs Authorized Specifically in the Old Town Helotes Subdistricts. The following sign requirements shall replace those of Chapter 66, Article 5, Secs. 66-49 thru 66-51.

Code	Compliant	Variance Required
<i>Wall Signs.</i> Wall signs by single businesses or an individual business in a multi-tenant shopping center, office complex, or business park shall be regulated as follows:		
1) <i>Area.</i> Wall signs shall have a maximum sign area of 32 square feet, including sign face, framing, and mounting hardware.	Yes	No
2) <i>Height.</i> The top of the sign shall be below the eave line and at a height no greater than 20 feet above the ground immediately adjacent to the sign.	Yes	No
3) <i>Number.</i> One sign per street or pedestrian way which the building faces or abuts, with a maximum of two signs.	Yes	No
4) <i>Location.</i> All wall signs shall be installed flat against the wall of a building and shall not extend from the wall more than 12 inches. Not allowed in conjunction with a monument sign on the same	Yes	No

frontage.		
5) <i>Lighting</i> . Indirect, internally illuminated, or neon.	Yes	No
6) An individual business with a basement entrance with no calculable frontage may have one wall sign with a maximum area of six square feet.	N/a	N/a

FINANCIAL: N/A

RECOMMENDATION: City Staff recommends approval.

SUBMITTED BY: Susan Darst, Assistant to the City Administrator

DATE SUBMITTED: January 27, 2019

SUGGESTED MOTION: Motion to approve a request by Harvest Real Estate for approval of a wall sign, pursuant to Municipal Code of Ordinances Chapter 98 *Zoning*, Section 98-72 *Old Town Helotes Special District*, Subparagraph (g)(6)(b)(2) *Commercial Signs – Projecting, Wall, Hanging, or In/On Windows*, located at 14743 Old Bandera Road, Suite 11-101, Helotes, Texas 78023, more particularly described as BCAD Prop. ID No. 1154308.

Celina Perez

Subject: FW: Harvest Real Estate Sign Permit Application

-----Original Message-----

From: City of Helotes [mailto:info@helotes-tx.gov]

Sent: Monday, January 20, 2020 11:07 AM

To: Ernest Cruz; Belenda Parker

Subject: New Form Submission: Sign Permit

Someone submitted the Sign Permit form:

Date: 01/20/2020 11:06 AM

1. Date: : 20/01/2020

2. Applicant Name: : Peter Haller

3. Applicant Phone No.: : 8556596500

4. Applicant Email: : peter@imagemastersigns.com

5. Sign Location Address: : Address: 14743 Old Bandera Rd Address 2: #11-101

City: Helotes

State: TX

Zip: 78023

Country: United States

6. Business Use: : Commercial Frontage

7. No. of Businesses: : 1

8. Current Zoning: : OCL

9. Property Owner Name (if different from applicant): :

10. Property Owner's Address (if different from applicant): : Address:

Address 2:

City:

State:

Zip:

Country: United States

11. Master Sign License Holder Name: : Peter Haller

12. Master Sign Contractor's License No.: : 18989

13. Master Sign Contractor's Phone No.: : 8556596500

14. Master Sign Contractor's Email: : peter@imagemastersigns.com
15. Sign Company Name : Image Master Custom Signs
16. Sign Company Business Address: : Address: 3700 Fredericksburg Rd Address 2: #118
City: San Antonio
State: TX
Zip: 78201
Country: United States
17. Sign Type: : Wall Mount
18. Linear Feet of Applicable Building or Lease Space Frontage: : 25
19. Sign Dimensions: : 84"x36"
20. Sign Square Footage: : 21
21. Sign Height: : 8'
22. Sign Colors: : Black, white
23. Sign Text: : Harvest Real Estate
24. Sign Lighting: : Non-Illuminated
25. If illuminated, indicate type of lighting: :
26. Signage Plans: : <http://u2166302.ct.sendgrid.net/wf/click?upn=Pn->
27. Signage Color Sketches and Photographs: : <http://u2166302.ct.sendgrid.net/wf/click?upn=Pn->
28. Signage Site Plan: : <http://u2166302.ct.sendgrid.net/wf/click?upn=Pn->
29. Property Owner's Consent: :
30. Applicant Signature : Peter Haller

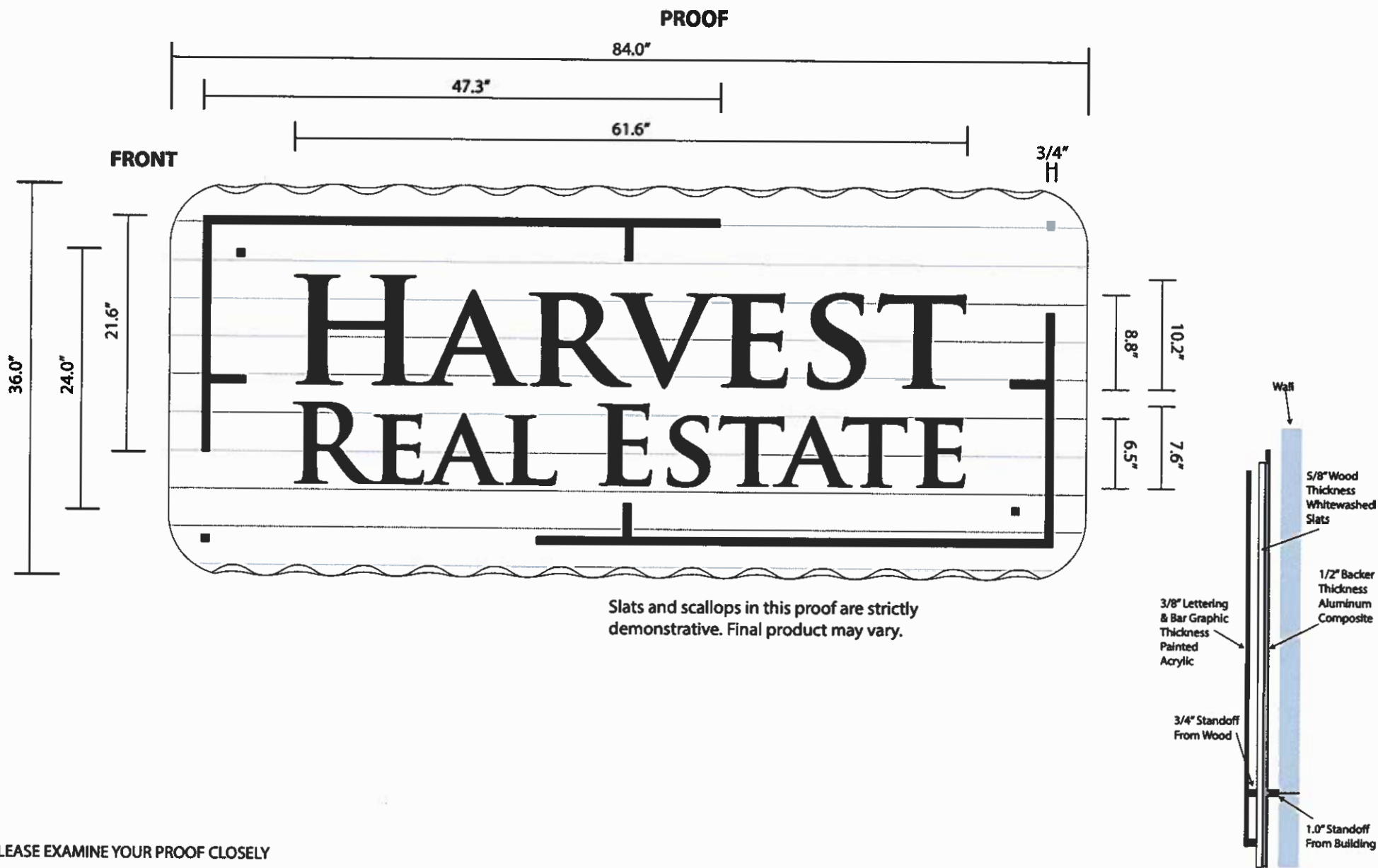
Property Identification #: 1154308	Property Information: 2020	Owner Identification #: 3100181
Geo ID: 04524-001-0020	Legal: CB 4524H (HELOTES OLD TOWN), BLOCK 1 LOT 2	Name: DOUBLE DP INVESTMENTS INC
Situs: 14743 OLD BANDERA RD HELOTES, TX 78023	Description: TOWN), BLOCK 1 LOT 2	Exemptions:
Address: TX 78023	Abstract: 9619/56-59	DBA: Null
Property Type: Real	Neighborhood: NBHD code51310	
State: F1	Appraised Value: N/A	
Code: F1	Jurisdictions: CAD, 42, 09, 08, 56, 06, 11, 10	



Bexar CAD Map Search

This product is for informational purposes only and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries. The Bexar County Appraisal District expressly disclaims any and all liability in connection herewith.





PLEASE EXAMINE YOUR PROOF CLOSELY

Once approved, your order goes to the production queue and will be printed exactly as shown on your proof. If you request a revision after you have submitted your proof approval, we can only accommodate your revision request if we have not yet begun production on your order. You will also be required to review the revision and submit a subsequent Approval, which may delay production and shipping of your order. Image Master Custom Signs does not accept returns for approved proof errors, so be sure to carefully review and confirm that every detail on your proof is correct before approving. Please be sure to double-check spelling, grammar, layout and design before approving artwork. If a proof containing errors is approved, you are responsible for payment of all original costs of printing (design time, printing, tax if applicable) including corrections and reprints. You are 100% responsible for approvals of Copyright, Trademark and Licensing Agreements of artwork and it is your responsibility to get approvals from your landlord or property manager, if needed, prior to approval.

By approving these proof(s) you acknowledge your approval of applicable artwork and release Image Master Custom Signs or any third party from liability.

SIDE



shall be integrated into parking areas to the maximum extent feasible.

Subdistrict	Parking Pod Size (max.)
Mixed Use Village	30 spaces
Service Village	45 spaces

(4) *Parking Ratios.* The following parking shall be provided on the project site or in a location within 600 feet of the project site that is contractually reserved for parking purposes for a minimum of 10 years:

Use	Required Parking Spaces (min.)
Residential Uses	
Single-family detached, attached or townhouse	2 spaces per dwelling unit
Multifamily, under 2 bedrooms	1¼ spaces per dwelling unit
Multifamily, 2 bedrooms or more	2 spaces per dwelling unit
Senior living	1 space per 2 bedrooms
All Civic Uses	1 space per 500 square feet of gross floor area
All Commercial Uses	1 space per 500 square feet of gross floor area

- (5) *Cooperative Parking Plan.* Any individual use or group of uses may prepare a cooperative parking plan, notwithstanding the restrictions of [Section 98-104](#), provided the form of the parking agreement is approved by the City Attorney.
- (6) *Reduction for Access to Public Parking.* Where public parking is available within 1,000 feet of the project site, the City Council may consider a reduction of up to 100 percent of the required parking.
- (7) *Parking Surfaces.* Any parking surface that is intended for use by the general public (other than required handicapped spaces) may be surfaced with alternative surfaces that are more pervious than typical asphalt or concrete. Pervious surfaces are preferred; however, other materials such as asphalt, concrete, or another material acceptable to the City Engineer are allowed. All such surfaces shall be stable, firm, and slip-resistant.

(g) Sign Regulations.

- (1) *Intent.* The intent of the sign regulations in the OTH subdistricts is to create and maintain the small-town rural feel of the area. Signs should suggest hand craftsmanship in their design and materials. Pole-mounted and freestanding signs for wayfinding and advertising purposes throughout the area are appropriate. All other signs should be focused on the pedestrian and not on vehicular traffic associated with adjacent roadways.
- (2) *Existing Regulations Apply.* The sign regulations of [Chapter 66](#) shall apply to signs in the OTH subdistricts,

except as expressly set forth below.

- (3) *Design and Construction.* Sign materials and design shall be suggestive of hand craftsmanship, and the use of local materials is encouraged.
- (4) *Exempted and Restricted Signs.* See sign regulations of Chapter 66. No internally illuminated awnings are permitted.
- (5) *Signs and Acts Prohibited.* See sign regulations of Chapter 66. Pole-mounted and freestanding signs are acceptable for wayfinding and advertising purposes within the Old Town Helotes Special District.

(6) Signs Authorized.

a. *Signs Authorized By Reference.* See the following sections:

1. Residential signs (Chapter 66, Article 5, Sec. 66-42);
2. Residential subdivision entry signs (Chapter 66, Article 5, Sec. 66-43);
3. Banners, temporary and site development signs (Chapter 66, Article 5, Sec. 66-44);
4. Traffic control and directional amenity signs (Chapter 66, Article 5, Sec. 66-45);
5. Freestanding real estate signs that do not meet the requirements of Chapter 66, Article 5, Sec. 66-46;
6. Political signs (Chapter 66, Article 5, Sec. 66-47);
7. Public institutions, schools and churches (Chapter 66, Article 5, Sec. 66-48);
8. Miscellaneous signs (Chapter 66, Article 5, Sec. 66-52);

b. *Signs Authorized Specifically in the Old Town Helotes Subdistricts.* The following sign requirements shall replace those of Chapter 66, Article 5, Secs. 66-49 thru 66-51.

1. Commercial Signs: Single-Business or Multi-Tenant Shopping Center, Business Park, or Office Complex (Monument-Type)
 - i. *Size.* The surface area of the sign shall not exceed 20 square feet, including the sign face, framing, and mounting hardware.
 - ii. *Height.* No part of the sign shall extend above five feet from average grade, including a base which is not less than 18 inches above the average grade.
 - iii. *Number.* One sign for each street frontage on which the building abuts. Not allowed in conjunction with a wall sign on the same frontage.
 - iv. *Location.* On premises of the business or office and adjacent to major traffic way which the building abuts, subject to the required clear vision area.
 - v. *Design.* The monument sign design should contain the address where it is located, but the address may be placed on the sign frame or face. The base of the monument sign shall have a minimum height of 18 inches in a landscaped setting, and any design shall be shown not to create a traffic hazard.
 - vi. *Lighting.* Indirect or internally illuminated.
 - vii. *Landscaping.* Shall be as follows:
 - 1) A landscaped area shall extend a minimum of two feet from each face around the base of the sign subject to the granting of an exception by the Planning and Zoning Commission if justified by unusual site conditions;
 - 2) All landscaped areas shall be maintained in a healthy, neat and clean condition;
 - 3) Any unhealthy or dead landscaping materials shall be replaced with comparable materials; and

- 4) A plan showing the landscaping must be submitted to the Planning and Zoning Commission
2. **Commercial Signs - Projecting, Wall, Hanging, or In/On Windows.** Businesses may elect to have one of the following signs per street or pedestrian way which the building faces or abuts, with a maximum of two such signs. Such signs must be submitted to the Planning and Zoning Commission for review and approval prior to installation.
- i. **Wall Signs.** Wall signs by single businesses or an individual business in a multi-tenant shopping center, office complex, or business park shall be regulated as follows:
 - 1) **Area.** Wall signs shall have a maximum sign area of 32 square feet, including sign face, framing, and mounting hardware.
 - 2) **Height.** The top of the sign shall be below the eave line and at a height no greater than 20 feet above the ground immediately adjacent to the sign.
 - 3) **Number.** One sign per street or pedestrian way which the building faces or abuts, with a maximum of two signs.
 - 4) **Location.** All wall signs shall be installed flat against the wall of a building and shall not extend from the wall more than 12 inches. Not allowed in conjunction with a monument sign on the same frontage.
 - 5) **Lighting.** Indirect, internally illuminated, or neon.
 - 6) An individual business with a basement entrance with no calculable frontage may have one wall sign with a maximum area of six square feet.
 - ii. **Projecting and Hanging Signs.** Hanging commercial signs may be used by single-businesses or an individual business in a multi-tenant shopping center, office complex, or business park and shall be regulated as follows:
 - 1) **Area.** Hanging signs shall have a maximum sign area of 24 square feet, including sign face, framing, and mounting hardware.
 - 2) **Height.** No part of the sign shall extend below eight feet from the average grade nor shall it extend above the eave line of the building to which it is attached.
 - 3) **Number.** One sign per street or pedestrian way which the building faces or abuts, with a maximum of two signs.
 - 4) **Lighting.** Indirect, internally illuminated, or neon.
 - 5) **Special Provisions.** Projecting and hanging signs must hang from a structural element of the exterior wall, awning, or overhang.
 - iii. **Commercial Signs In or On Windows/Doors.** Commercial signs in or on windows or doors or window signs may be used by single-businesses or an individual business in a multi-tenant shopping center and shall be regulated as follows:
 - 1) **Size.** A maximum area of eight square feet or no more than one-half the area of the window or door, whichever is smaller, including sign face, framing, and mounting hardware. A maximum area of six square feet is allowed if the area of the window or door is less than 12 square feet. Area used for the business address, hours of operation, and open or closed status is excluded from the maximum size limit.
 - 2) **Height.** No part of the sign shall extend above eight feet from the average grade, unless a greater height is necessary to center the sign in the window.
 - 3) **Number.** One sign per street or pedestrian way which the building faces or abuts.
 - 4) **Location.** In or on the window or door and entirely within the perimeter of the window or door.