AGENDA
CITY OF HELOTES
PLANNING AND ZONING COMMISSION
January 5, 2021

The City of Helotes Planning and Zoning Commission will meet for a Regular Meeting on Tuesday, January 5, 2021 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.

SUPPLEMENTAL NOTICE OF PARTICIPATION BY TELEPHONE CONFERENCE

As a result of COVID-19, the Governor of Texas issued an order on March 16, 2020, suspending various provisions of the Open Meetings Act, which now authorizes the participation in a meeting by videoconference and / or teleconference. In order to advance the public health goal of physical distancing, the City of Helotes Planning and Zoning will conduct this regular meeting by telephone conference. No in person input will be allowed. To speak remotely, register in advance by using the fillable Citizen Comment Form on the City website. The comment form is due by 12:00 pm on Tuesday, January 5. Once the comment form is received, the speaker will receive a confirmation email with the toll-free phone number and access code. Speakers will be placed in a queue until their time to speak. Watch the livestream meeting broadcast on the City's YouTube channel. The digital meeting packet is available on the City website.

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.***

ITEMS FOR INDIVIDUAL CONSIDERATION:

4. Discussion of and action on the minutes of the Regular Meeting of the Planning and Zoning Commission dated October 6, 2020. (Approval Item; Staff)

5. Discussion of and action on a request by David Alvarez for approval of associated variances to Municipal Code of Ordinances Chapter 66 *Signs*, Section 66-51 *Commercial Signs: Projecting, Wall and Hanging, or In / On Windows,* subparagraph (b) *Wall Signs* authorizing an increase in size and number on a proposed wall sign for S.A. Total Tree Service located at 17285 Bandera Road, Helotes, Texas 78023, more particularly described as BCAD Prop. ID No. 248413. (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 December 30, 2020 at 4:30 p.m.

Celina Perez

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 October 6, 2020 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. Due to COVID-19, this meeting was conducted via teleconference. Physical distancing and the 10 people maximum were adhered to.

Commission Members

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

Council Members/Staff Present: Ernest Cruz, Development Services Director
Marian Mendoza, City Administrator
Alex Blue, Council Member

1. Call to order.

Chair Michel called the meeting to order at 7:02 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.

ITEMS FOR INDIVIDUAL CONSIDERATION:

4. Discussion of and action on the minutes of the Regular Meeting of the Planning and Zoning Commission dated August 11, 2020. (Approval Item; Staff)

Motion was made by Commissioner Hozza, second by Commissioner Edmond, to approve the minutes as submitted.

Motion to approve carried unanimously.

DRAFT

5. Discussion of and action on a request by PR Custom Signs 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* for Texas Property Group located at 14893 Bandera Road, Suite 5B, Helotes, Texas 78023, more particularly described as BCAD Prop. ID No. 242125. (Recommendation Item; Applicant)

Texas Property Group is a new tenant in the office building located at 14893 Bandera Road. The building is situated in the Old Town Helotes zoning district and the proposed wall sign for the new business meets the zoning regulations.

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

Motion to recommend approval carried unanimously.

6. Discussion of and action on a request by Southwest Texas Sign Service, Inc. for approval of signage for O'Reilly Auto Parts located at 13523 Bandera Road, Helotes, Texas, 78023, more particularly described as BCAD Prop. ID No. 1273575, and including the following:

a. Secondary Wall Sign, pursuant to Municipal Code of Ordinances Chapter 66 *Signs,* Section 66-51 *Commercial Signs:* Subparagraph (b) *Wall Signs*; and

b. Secondary Monument Sign, pursuant to Municipal Code of Ordinances Chapter 66 Signs, Section 66-49 *Commercial Signs: Single-Business Use Monument Type* (Recommendation Item; Applicant)

Speaking on this item was James Lacy, Southwest Texas Sign Service. O'Reilly Auto Parts asserts the downward slope of the property hinders building visibility and believes additional signage will help customers spot the store. The applicant is requesting a secondary wall sign on the side of the building (north elevation) for visibility when travelling southbound on Bandera Road and a secondary monument sign behind the store for visibility when travelling on Riggs Road.

Chairman Michel noted this item had two parts and each would be discussed separately.

Item No. 6a – Secondary Wall Sign
Code allows for a max of two wall signs, one sign per street or pedestrian way which the building faces or abuts. The Commission understood this to mean one wall sign for Bandera Road and one wall sign for Riggs Road. Since the existing wall sign already faces Bandera Road, most of the Commissioners believed the secondary wall sign required a variance request. The remaining Commissioners felt a secondary wall sign was unnecessary, due to the existing monument sign that fronts Bandera Road.

DRAFT

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

Motion to recommend denial of Item No. 6a carried unanimously.

Item No. 6b – Secondary Monument Sign
The secondary monument sign is at the max allowable size of 84 square feet. Majority of the Commission expressed concern on the size of the monument sign, in relation to its location along Riggs Road, a smaller street with slower traffic. If the applicant wished to make the monument sign smaller, it would be appreciated.

Motion was made by Commissioner Wade, second by Commissioner Hozza, to recommend approval of this item, with the condition that the street address be added, and to consider reducing the size to fit better with the surroundings on Riggs Road.

Motion to recommend approval of Item No. 6b carried: 6 Ayes – Commissioner Wightman, Commissioner Hozza, Commissioner Edmond, Commissioner Hawk, Commission McGlothing, and Commissioner Wade; 1 Nay – Commissioner Rios.

Before adjourning, Commissioner McGlothing announced this would be his last meeting as he is moving out of the City. The Commission thanked him for his many years of dedicated public service.

Adjourn.

With no more business to come before the Commission, Chairman Michel adjourned the meeting at 7:44 pm.

Respectfully submitted,

_____
Gregg Michel, Chair

ATTEST:

_____
Celina Perez, City Secretary

DRAFT

PLANNING & ZONING COMMISSION AGENDA ITEM REQUEST FORM

MEETING DATE: January 5, 2021

AGENDA PLACEMENT:

- ☐ **PUBLIC HEARING**
- ☐ **UNFINISHED BUSINESS**
- ☒ **INDIVIDUAL**

CAPTION:

Discussion of and action on a request by David Alvarez for approval of associated variances to Municipal Code of Ordinances Chapter 66 *Signs*, Section 66-51 *Commercial Signs: Projecting, Wall and Hanging, or In / On Windows,* subparagraph (b) *Wall Signs* authorizing an increase in size and number on a proposed wall sign for S.A. Total Tree Service located at 17285 Bandera Road, Helotes, Texas 78023, more particularly described as BCAD Prop. ID No. 248413. (Recommendation Item; Applicant)

EXECUTIVE SUMMARY:

S.A. Total Tree Service is a tree trimming service company located in the City of Helotes Extra-Territorial Jurisdiction (ETJ). The company is on Bandera Road, just North of the Triana Parkway / Ranch Parkway intersection. The City does not provide service or govern land use in its ETJ, however, Code grants the City jurisdiction on regulating tree preservation, landscaping, traffic, and exterior signage.

There is currently no wall signage at this location. The proposed sign specifications are:

(1) Type: Wall Mount

(2) *Size:

Sign A: S.A. Total Tree Service	(24'x2')	48 square feet
Sign B: 210-857-2006	(12'x1.2')	14.4 square feet
Total		62.4 square feet

A sign area of one square foot per linear foot of building. The building is 50 feet; therefore, the max allowable size is 50 square feet. The proposed signage exceeds Code by 12.4 square feet. ***A variance would be needed.** In accordance with Code, the Commission may recommend allowing changes of up to 25% of the sign area to accommodate longer words and names while retaining appropriate proportions. The recommended change equals to a sign size of 62.5 square feet (50 s.f. sign area + 25%)

(3) Height: The signage is below the lower roofline and 19.5 feet above the ground (the top of the sign shall be below the lower roofline and at a height no greater than 20 feet above the ground immediately adjacent to the sign).

(4) *Number: One sign per street or pedestrian way which the building faces or abuts. The building has one street frontage, therefore, only one wall sign is allowed. Sign A and Sign B, each on its own raceway, are proposed. The proposed signage exceeds Code by having more than one sign. ***A variance would be needed.**

(5) 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.

(6) Design: Aluminum text in green with black outline.

(7) Lighting: Internally illuminated by LED lighting.

ATTACHMENTS:

Attachment A – Sign Permit Application
Attachment B – Sign Variance Application

PREPARED BY: Celina Perez, City Secretary

DATE SUBMITTED: December 30, 2020

Attachment A

City of Helotes
Development Services Department
P.O. Box 507
12951 Bandera Road
Helotes, TX 78023
Phone (210) 695.8877
Fax (210) 695.2123

RECEIVED
OCT 30 2020
CITY OF HELOTES

Application Date: 10-20-2020

SIGN PERMIT APPLICATION

CHAPTER 66, Sign Administrative Procedures

Name of Applicant: David Alvarez Date: 10-20-2020

Sign Location Address: 17285 Bandera Rd, Helotes TX 78023

Legal Description: Lot #: _____ Block #: _____ CB/NCB #: CB 4572 P-12B ABS 212

Use of Building: Storage Warehouse No. of Businesses: 1 Zoning: OCL

Name of Property Owner: David Alvarez Phone #: (210) 884-5395

Property Owner's Address: 17285 Bandera, Rd. Helotes, TX 78023

Name of Sign Contractor: Eagle Ford Graphics

Contractor's License #: _____ Phone #: 210-286-3052 E-mail Address: [illegible]@eagleford[illegible]phics.com

Contractor's Business Address: 12682 FM 1560 N., Ste 201 Helotes, TX 78023

Type of Sign:
- ☐ Monument, Multi-Tenant
- ☑ Wall Mount
- ☐ Window
- ☐ Residential Entry
- ☐ Monument, Single Business
- ☐ Hanging
- ☐ Public/ Non-Profit Signage
- ☐ Traffic Control
- ☐ Projecting
- ☐ Miscellaneous Signage
- ☐ Other _____

Linear Feet of Building or Lease Space Frontage: 50 Ft

Sign A: 48 s.f.
Sign B: 14.4 s.f.
Total Size: 62.4 s.f.

Sign Dimensions: A: 24'x2' B: 12'x1.2' Square Footage A: 48 B: 14.4 Height A:2'/B:1.2' Sign Colors: Green and Black

Sign Text: S.A. TOTAL TREE SERVICE 210 857-2006

Non-Illuminated Sign: ☐ Illuminated Sign: ☑ Type of Lighting: LED INTERNAL

Applicant must attach the following documents:

- Thirteen (13) sets of plans indicating sign size, color, type of material, and its parts; message size and style of lettering; type of lighting; method of attachment; associated landscaping.
- Thirteen (13) sets of color sketches, color photographs, or similar scaled presentation of the sign and building that shows how each would appear in relation to the other.
- Site plan showing location of proposed sign and copy of plat, if available, to determine easement locations.
- Written consent from the property owner.

Applicant's Signature: [signature] Date: 10/29/20

Printed Name: David Alvarez Phone #: 210-857-2006

Applicant's Address: 17285 Bandera Rd

Note: All exterior signage requires Planning & Zoning Commission approval prior to permitting and installation. The Commission meets on the first Tuesday of each month, and the deadline submittal date is a week before the meeting date.

Office Use Only:

Updated 10/17/12

Attachment A

Property Identification #: 248413

Geo ID:	04572-000-0123
Situs Address:	17285 BANDERA RD HELOTES, TX 78023
Property Type:	Real
State Code:	F1

Property Information: 2021

Legal Description:	CB 4572 P-12B ABS 212
Abstract:	A04572
Neighborhood:	NBHD code51300
Appraised Value:	N/A
Jurisdictions:	06, 09, 10, 11, CAD, 56, 08, 77

Owner Identification #: 3229376

Name:	CZAR GROUP LLC
Exemptions:	
DBA:	RG WEYEL MECHANICAL

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.

Attachment A

Google Maps 17285 Bandera Rd

Imagery ©2020 Google, Map data ©2020 , Map data ©2020 20 ft

Attachment A

From: Belenda Parker
Sent: Wednesday, December 09, 2020 9:39 AM
To: Celina Perez
Cc: Nicole Mayfield; Marian Mendoza
Subject: FW: New Form Submission: Sign Variance Form

From: City of Helotes <info@helotes-tx.gov>
Sent: Tuesday, December 08, 2020 1:05 PM
To: Ernest Cruz <ECruz@Helotes-TX.gov>; Belenda Parker <BParker@Helotes-TX.gov>; Nicole Mayfield <nmayfield@Helotes-TX.gov>
Subject: New Form Submission: Sign Variance Form

Someone submitted the Sign Variance Form.

Date: 12/08/2020 1:05 PM

1. Applicant Name:: David Alvarez
2. Applicant Address:: 17285 Bandera Rd
3. Applicant Email:: dave@satotaltreeservice.com
4. Applicant Phone No.:: 2108572006
5. Applicant Status::
6. Signage Address:: 17285 Bandera Rd
7. Property Legal Description:: CB 4572 P-12B ABS212
8. Signage Dimensions:: 24' x 2' & 12' x 1.2'
9. Reference the specific code relevant to this sign variance request (example: Section 66-46) : Sec. 66-51
10. Reason for Sign Variance Request:: Square footage larger than 50 square feet
11. Electronic Signature: David Alvarez
12. Payment: 62.70

Order Confirmation Number: 353001577

From: Ernest Cruz
Sent: Thursday, November 19, 2020 1:02 PM
To: dave@satotaltreeservice.com; howard@eaglefordgraphics.com
Cc: Belenda Parker <BParker@Helotes-TX.gov>
Subject: FW: S.A. Total Tree Service - Wall Sign

Variance on number

In addition, you can only have wall mount sign, and you show two signs, on two raceways. A second sign would also require a variance as well. Thanks.

Ernest Cruz
Development Services Director
210.695.5905

City of Helotes
P.O. Box 507 12951 Bandera Road
Helotes, Texas 78023
www.helotes-tx.gov

REPLIES TO THIS COMMUNICATION ARE TO BE STRICTLY LIMITED TO THE SENDER ONLY. INDIVIDUAL APPOINTED OR ELECTED RECIPIENTS ARE NOT TO CONVERSE OR REPLY TO EACH OTHER REGARDING ANY MATTERS ADDRESSED HEREIN, EXCEPT AT AN OPEN MEETING COMPLYING WITH THE REQUIREMENTS OF TEX. GOV'T. CODE ANN. SEC. 551.001 ET. SEQ.

From: Ernest Cruz
Sent: Thursday, November 19, 2020 9:03 AM
To: 'dave@satotaltreeservice.com' <dave@satotaltreeservice.com>; 'howard@eaglefordgraphics.com' <howard@eaglefordgraphics.com>
Cc: Belenda Parker <BParker@Helotes-TX.gov>
Subject: S.A. Total Tree Service - Wall Sign

Variance on size

Good morning,

Based on the 50 linear feet of building frontage, the maximum sign size you are allowed to have is 50 square feet, and you are asking for 62.4 square feet. You'll either need to revise your application and rendering to reflect 50 square feet, or submit a sign variance application asking for the additional 12.4 square feet. Please note that there is not a guarantee the city will grant it, however, we cannot deny you the process. Please advise as soon as poosible as to which option you will be taking. Thank you.

https://library.municode.com/tx/helotes/codes/code_of_ordinances?nodeId=CD_ORD_CH66SI_ARTVIIIVA Variance Process

https://library.municode.com/tx/helotes/codes/code_of_ordinances?nodeId=CD_ORD_CH66SI_ARTVIIIVA Sign Variance Application Link

Ernest Cruz
Development Services Director
210.695.5905