AGENDA
CALLED MEETING
HELOTES PLANNING & ZONING COMMISSION
January 12, 2021

The City of Helotes Planning and Zoning Commission will meet for a Called Meeting on Tuesday, January 12, 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 called 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 12. 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 a request by Economy Signs for approval of signage for Mary's Tacos located at 13439 Bandera Road, Helotes, Texas 78023, more particularly described as BCAD Prop. ID No. 242310, and including the following:

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

   b. Monument Sign, pursuant to Municipal Code of Ordinances Chapter 66 Signs, Section 66-49 *Commercial Signs: Single-Business Use Monument Type.* (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 8, 2021 at 6:00 a.m.

Celina Perez

Celina Perez, City Secretary

PLANNING & ZONING COMMISSION
AGENDA ITEM REQUEST FORM

MEETING DATE: January 12, 2021

AGENDA PLACEMENT:

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

CAPTION:

Discussion of and action on a request by Economy Signs for approval of signage for Mary's Tacos located at 13439 Bandera Road, Helotes, Texas 78023, more particularly described as BCAD Prop. ID No. 242310, and including the following:

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

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

EXECUTIVE SUMMARY:

The subject property is located at 13439 Bandera Road, just North of O'Reilly Auto Parts. A building exists on the property and was formerly the storefront for Europia, an antique shop. The applicant obtained a building permit to remodel the interior of the existing building, and plans to open Mary's Tacos, a restaurant specializing in breakfast and lunch tacos. The tract of land is zoned B-3 General Business District and the proposed restaurant is an allowed use. The applicant intends to have a drive-thru and will return at a future date for a Specific City Council Approved Use Permit (this type of request requires a public hearing and final action by City Council).

There are currently no wall or monument signs at this location. The specifications for the proposed signage are:

➢ **Item No. 5a – Wall Sign**

(1) Type: Wall Mount

(2) Size: Total wall sign size is 49 square feet – 14'x3.5' (a sign area of one square foot per linear foot of building; the building is 74 feet).

(3) Height: The wall sign is located below the roofline and 15.5 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 wall sign is proposed (one sign per street or pedestrian way which the building faces or abuts).

(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 black.

(7) Lighting: Internally illuminated by LED lighting

- **Item No. 5b - Monument Sign**

(1) Type: Single-Business Use Monument

(2) Size: Total monument sign size is 84 square feet – 10.5'x8' (the surface area of the sign shall not exceed 84 square feet, including the sign face, frame and mounting hardware).

(3) Height: The proposed monument sign height is 8 feet and the base height is 24 inches (no part of the sign shall extend above 8 feet from average grade, including a base which is not less than 18 inches above the average grade).

(4) Number: One monument sign is proposed (one sign for each street frontage on which the building abuts).

(5) Location: On premises of the business and adjacent to major traffic way which the building abuts, subject to the required clear vision area.

(6) Design: The base is the width of the sign above it. The sign will be double sided and the street address is included.

(7) Lighting: Internally illuminated by LED lighting

(8) Landscape: A minimum height of 2 feet of landscaping will be planted around the base.

ATTACHMENTS:

Attachment A – Letter of Authorization
Attachment B – Wall Sign Permit Application
Attachment C – Monument Sign Permit Application
Attachment D – Building Remodel Drawings

PREPARED BY: Celina Perez, City Secretary

DATE SUBMITTED: January 7, 2021

Attachment A

13439 Bandera Rd
Helotes, TX, 78023
Phone: 210-560-8411

11-18-2020

To whom it may concern

This letter to state we have approved the sign proposal submitted by Signs of San Antonio. We have authorized Signs of San Antonio to install the sign as described by the proposal pending all city of Helotes approvals and requirements.

Sincerely

Gilbert Villanueva Jr

Director of Operations, Mary's Tacos In Helotes LLC.

Attachment A

Property Identification #: 242310

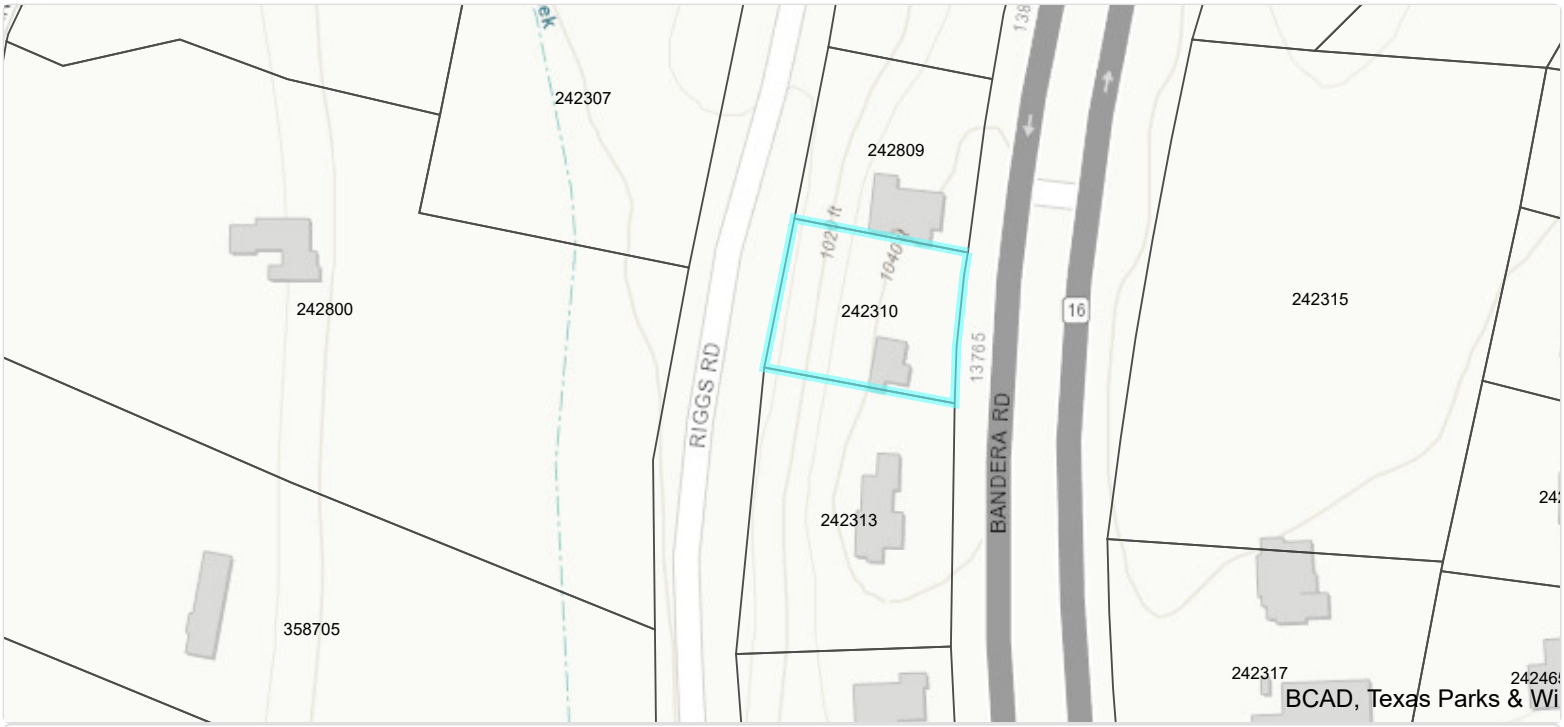
Geo ID:	04525-000-0092
Situs Address:	13663 BANDERA RD HELOTES, TX 78023
Property Type:	Real
State Code:	A1

Property Information: 2021

Legal Description:	CB 4525 P-9B ABS 172
Abstract:	A04525
Neighborhood:	HWY 16 CORRIDOR AREA #2 (NS)
Appraised Value:	N/A
Jurisdictions:	CAD, 08, 42, 10, 06, 56, 09, 11

Owner Identification #: 3255287

Name:	RODRIGUEZ ELMO SR EST OF
Exemptions:	
DBA:	Null



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.

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

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JAN 04 2021
CITY OF HELOTES

Attachment B

SIGN PERMIT APPLICATION

CHAPTER 66,

Sign Administrative Procedures

Name of Applicant: Sandra Ortiz Date: 11/20/20

Sign Location Address: 13439 Bandera Rd

Legal Description: Lot #: _____ Block #: _____ CB/NCB #: _____

Use of Building: Marys Tacos

No. of Businesses: 1 Zoning: _____

Name of Property Owner: Gilbert Villanueva Phone #: 210-560-8411

Property Owner's Address: 18870 Shallow Canyon Dr.

Name of Sign Contractor: Economy Signs

Contractor's License #: 18846 Phone #: 210-550-5964

E-mail Address: economysigns.sa@gmail.com

Contractor's Business Address: 2020 S. Brazos

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 Channel letters

Linear Feet of Building or Lease Space Frontage: 74'4" X 19'7"

Sign Dimensions: 14' X 3'5" Square Footage: 49sqft Height: 3'5" Sign Colors: Black

Sign Text: _____

Non-Illuminated Sign: ☐ Illuminated Sign: ☑ Type of Lighting: WhiteLED

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: 11/20/20

Printed Name: Sandra Ortiz Phone #: 210-463-3569

Applicant's Address: 2020 S. Brazos

Note: All exterior signage requires Planning & Zoning Commission and City Council approval prior to permitting and installation. The Commission meets on the 1st Tuesday of each month, and the deadline submittal date is 14 calendar days prior to the meeting date.

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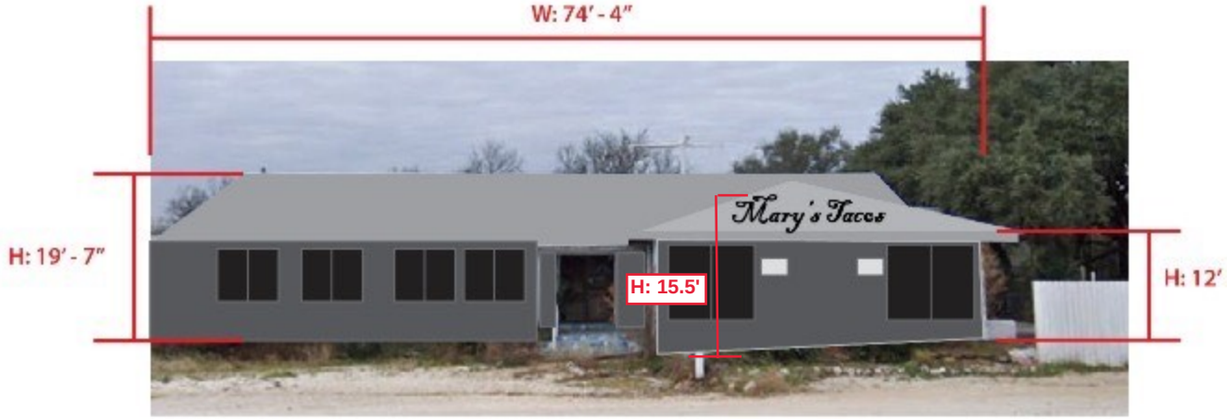
You may only use these materials for business purposes with our company only. Any alteration/modification either in whole or in part or usage of the materials for other purposes violates the copyright laws.

TEL: 210.654.7575
Sales@signsofsa.com

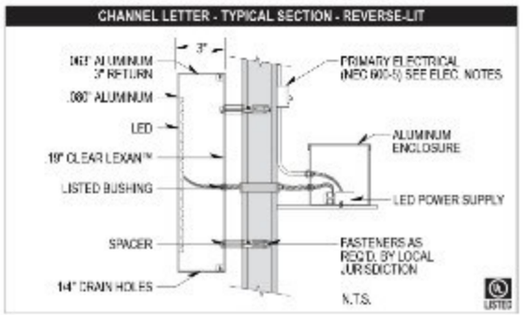
Attachment B



NIGHT VIEW

REVERSE-LIT LETTERS

FACES: BLACK
RETURN: .040 BLACK [3" DEEP"]
ILLUMINATION: WHITE LED



Mary's Tacos

FULL SIZE MARY'S TACOS W: 14' - 0" H: 3' - 5"

13439 Bandera Rd

JOB : MARYS TACOS
Date : 01.07.21

[E]

NOTE: Quote does not include removal of any existing signage, patching or painting of the existing facade. MARYS TACOS , requires that any existing signs be removed and that façade is patched and painted by the dealer, or landlord to match the color of existing fascia prior to the new signs being installed by ECONOMY SIGNS. Please contact your Field Activity Manager if you would like SIGNS OF SAN ANTONIO to quote removal of any existing signage, or patching and painting of the façade.

Underwriters Laboratories Inc. ELECTRICAL TO USE U.L. LISTED COMPONENTS AND SHALL MEET ALL N.E.C. STANDARDS

ALL ELECTRICAL SIGNS ARE TO COMPLY WITH U.L. 48 AND ARTICLE 600 OF THE N.E.C. STANDARS, INCLUDING THE PROPER GROUNDING AND BONDING OF ALL SIGNS.

Attachment C

RECEIVED
JAN 04 2021
CITY OF HELOTES

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

SIGN PERMIT APPLICATION
CHAPTER 66,
Sign Administrative Procedures

Name of Applicant: Sandra Ortiz Date: 11/20/2020

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E-mail Address: economysigns.sa@gmail.com

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- ☐ Wall Mount
- ☐ Window
- ☐ Residential Entry
- ☑ Monument, Single Business
- ☐ Hanging
- ☐ Public/ Non-Profit Signage
- ☐ Traffic Control
- ☐ Projecting
- ☐ Miscellaneous Signage
- ☐ Other Double sided sign

Linear Feet of Building or Lease Space Frontage: _____

Sign Dimensions: 10.5' x 8' Square Footage: 84 sq ft Height: 8' Sign Colors: Gray, Green, Red

Sign Text: Marys Tacos

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

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.
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- Written consent from the property owner.

Applicant's Signature: [signature] Date: 11/20/2020

Printed Name: Sandra Ortiz Phone #: 210-403-3569

Applicant's Address: 2020 S. Brazos

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Attachment C

TEL: 210.654.7575
Sales@signsofsa.com

signs OF SAN ANTONIO

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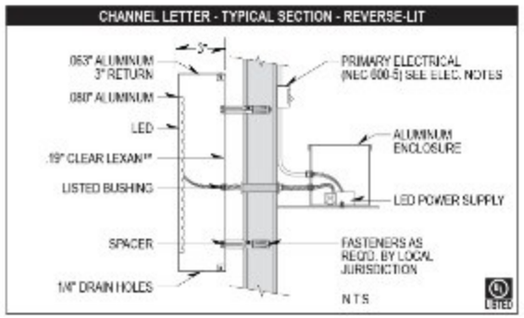
You may only use these materials for business purposes with our company only. Any alteration/modification either in whole or in part or usage of the materials for other purposes violates the copyright laws.

MONUMENT SIGN WITH REVERSE-LIT LETTERS MOUNTED ON AN OVAL BOX

BOX: DARK GRAY
FACES: WHITE
VINYL: GREEN - RED [JALAPENOS]
RETURN: .040 WHITE [3" DEEP"]
BOX BAKER: DARK GRAY ALUMINUM .090
ILLUMINATION: WHITE LED

FULL MONUMENT SIZE INCLUDING CONCRETE
W: 10.5' H: 8.0' = 84 SQFT



JOB : MARYS TACOS
Date : 01.04.21

[A]

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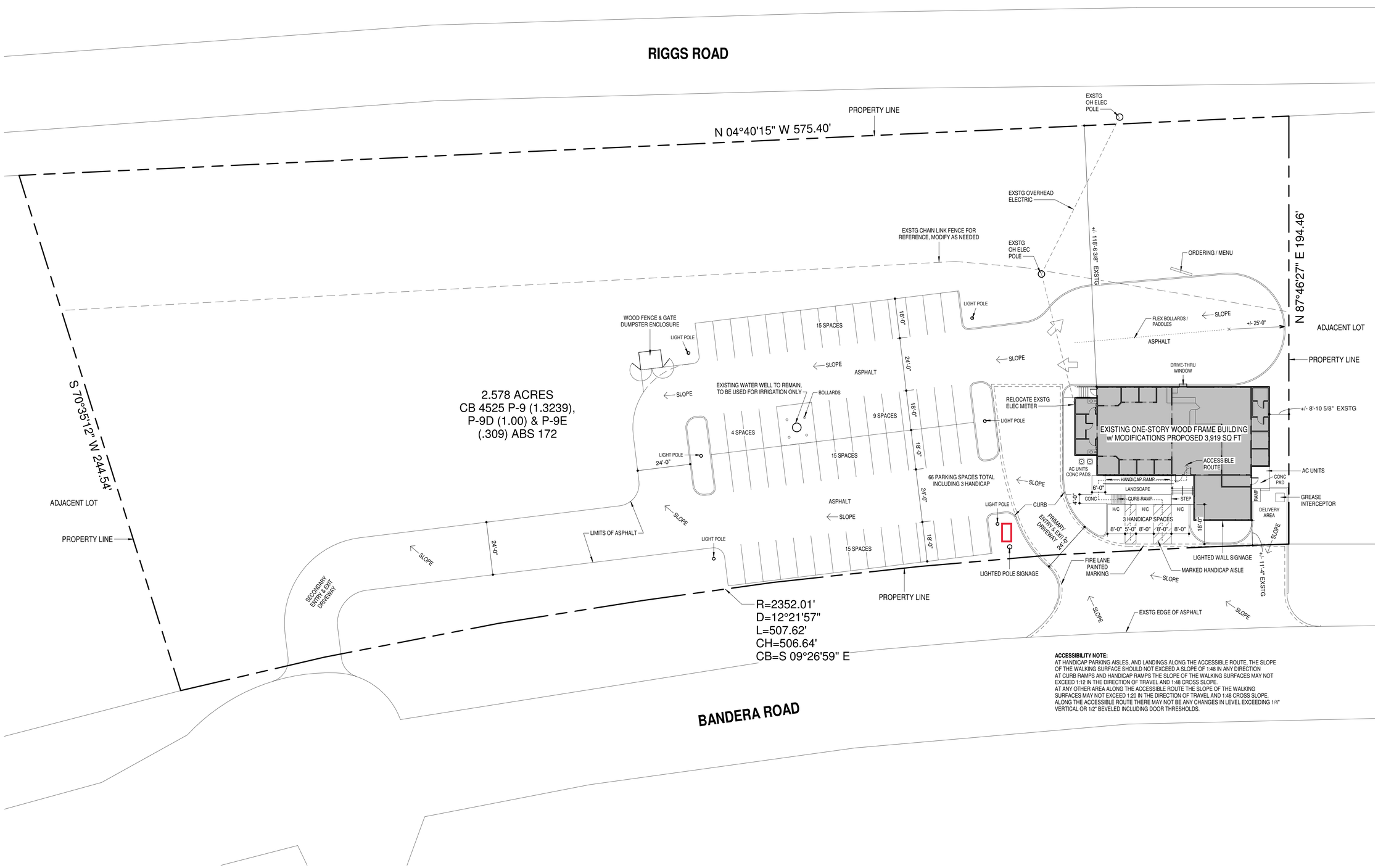


ACCESSIBILITY NOTE:
AT HANDICAP PARKING AISLES, AND LANDINGS ALONG THE ACCESSIBLE ROUTE, THE SLOPE OF THE WALKING SURFACE SHOULD NOT EXCEED A SLOPE OF 1:48 IN ANY DIRECTION
AT CURB RAMPS AND HANDICAP RAMPS THE SLOPE OF THE WALKING SURFACES MAY NOT EXCEED 1:12 IN THE DIRECTION OF TRAVEL AND 1:48 CROSS SLOPE.
AT ANY OTHER AREA ALONG THE ACCESSIBLE ROUTE THE SLOPE OF THE WALKING SURFACES MAY NOT EXCEED 1:20 IN THE DIRECTION OF TRAVEL AND 1:48 CROSS SLOPE.
ALONG THE ACCESSIBLE ROUTE THERE MAY NOT BE ANY CHANGES IN LEVEL EXCEEDING 1/4" VERTICAL OR 1/2" BEVELED INCLUDING DOOR THRESHOLDS.

1 **PROPOSED SITE PLAN**
Scale: 1" = 20'-0"

RYAN SCHMIDT DESIGN LLC
24193 Boerne Stage Rd
San Antonio, TX 78255

(210) 882-7157
ryansarchitect@gmail.com
www.ryanschmidtarchitect.com

REGISTERED ARCHITECT RYAN SCHMIDT 24415 STATE OF TEXAS

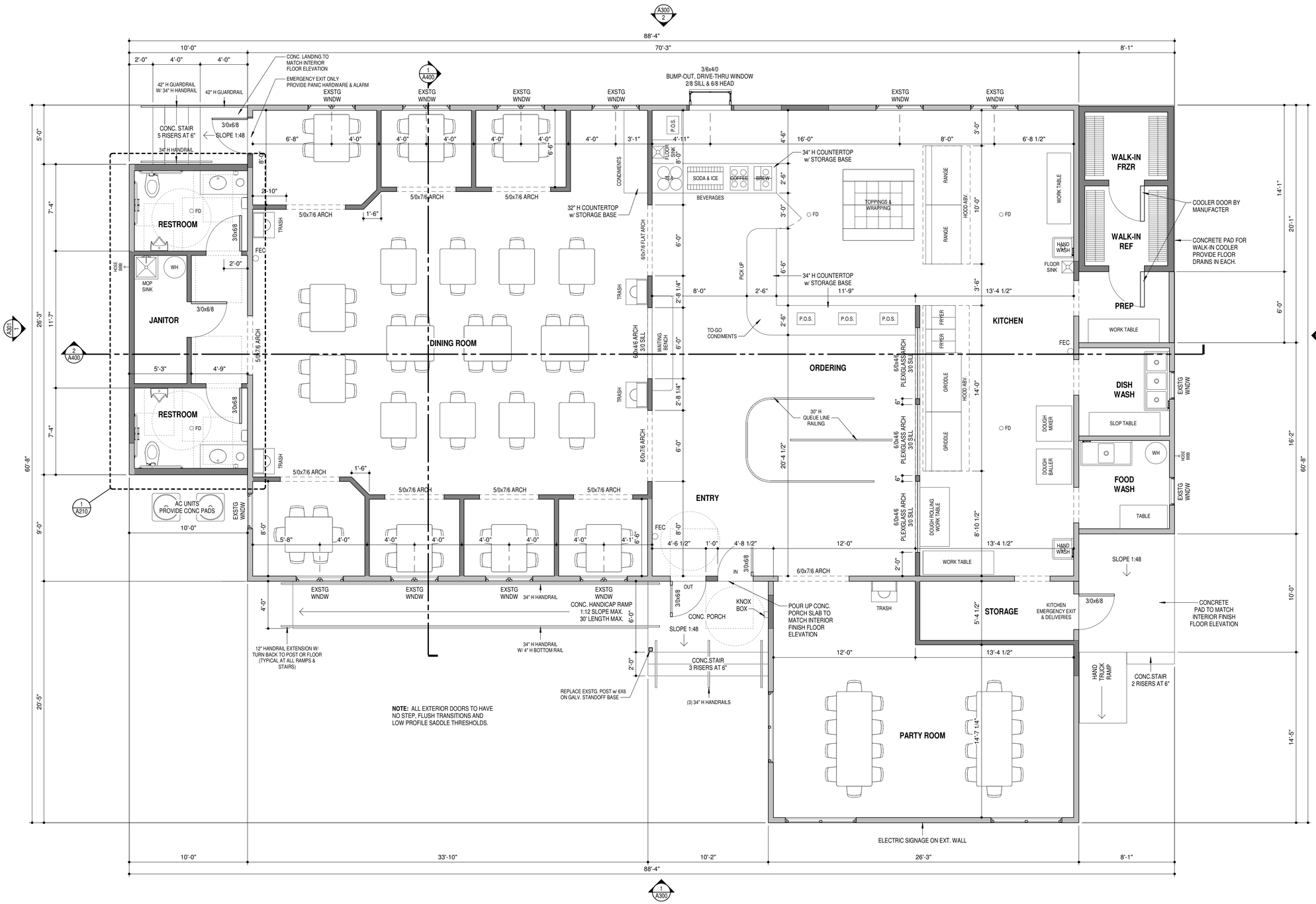
AUGUST 13, 2020
CONSTRUCTION DOCUMENTS

MARY'S TACOS HELOTES
13523 BANDERA RD, HELOTES, TX 78023

REVISIONS:

SITE PLAN

A110



1 **PROPOSED FLOOR PLAN CD**
Scale: 1/4" = 1'-0"

NORTH

RYAN SCHMIDT DESIGN LLC
24193 Boerne Stage Rd
San Antonio, TX 78255

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ryansarchitect@gmail.com
www.ryanschmidtarchitect.com

REGISTERED ARCHITECT RYAN SCHMIDT 24415 STATE OF TEXAS

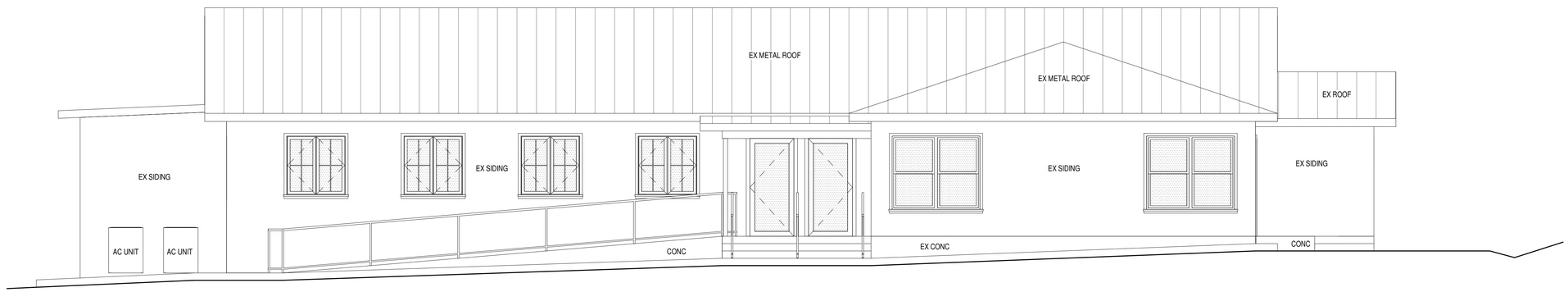
AUGUST 13, 2020
CONSTRUCTION DOCUMENTS

MARY'S TACOS HELOTES
13523 BANDERA RD, HELOTES, TX 78023

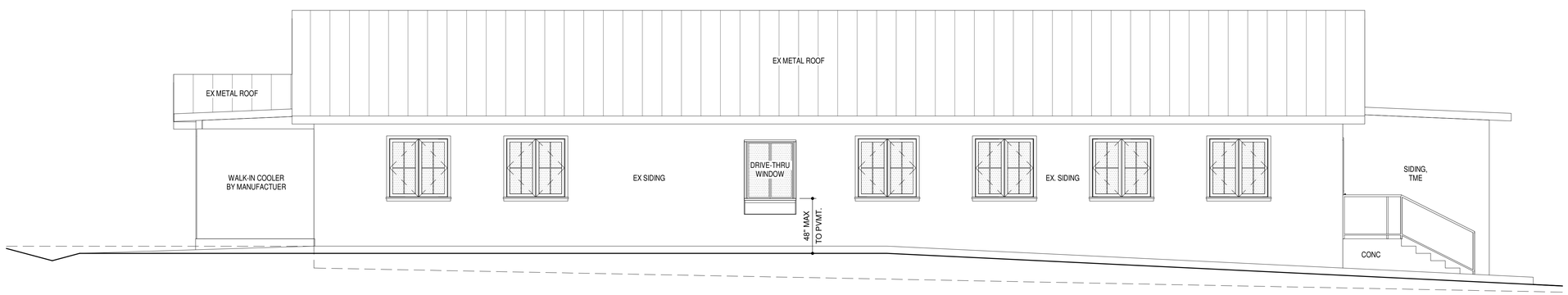
REVISIONS:

FLOOR PLAN

A200



1 **FRONT ELEVATION**
Scale: 1/4" = 1'-0"



2 **REAR ELEVATION**
Scale: 1/4" = 1'-0"

RYAN SCHMIDT DESIGN LLC
24193 Boerne Stage Rd
San Antonio, TX 78255

(210) 882-7157
ryansarchitect@gmail.com
www.ryanschmidtarchitect.com

REGISTERED ARCHITECT
RYAN SCHMIDT
24415
STATE OF TEXAS

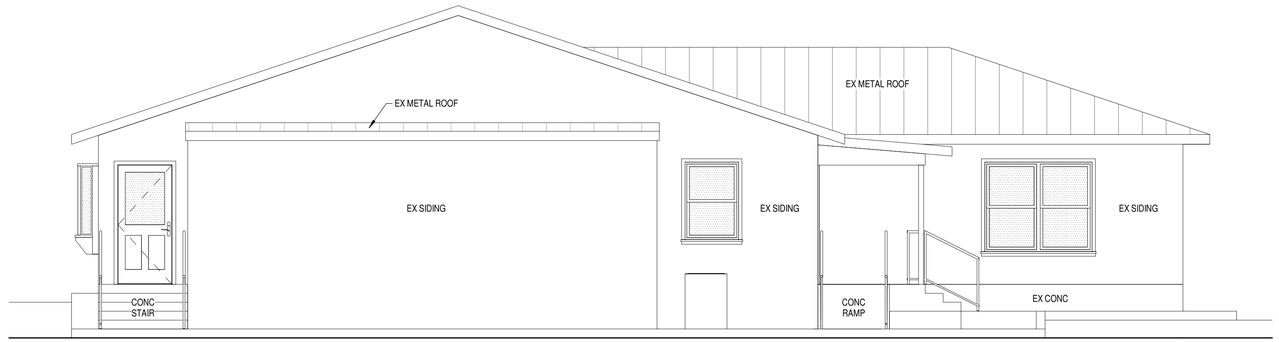
AUGUST 13, 2020
CONSTRUCTION DOCUMENTS

MARY'S TACOS HELOTES
13523 BANDERA RD, HELOTES, TX 78023

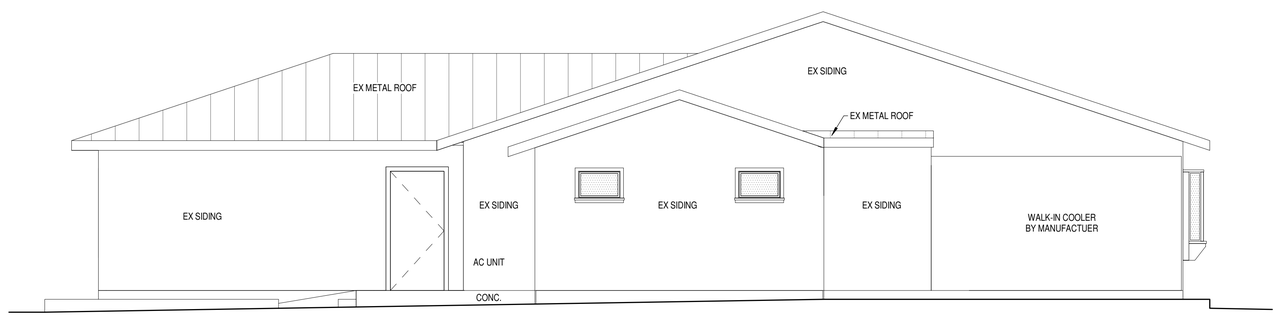
REVISIONS:

BUILDING ELEVATIONS

A300



1 **LEFT SIDE ELEVATION**
Scale: 1/4" = 1'-0"



2 **RIGHT SIDE ELEVATION**
Scale: 1/4" = 1'-0"

RYAN SCHMIDT DESIGN LLC
24193 Boerne Stage Rd
San Antonio, TX 78255

(210) 882-7157
ryansarchitect@gmail.com
www.ryanschmidtarchitect.com

REGISTERED ARCHITECT
RYAN SCHMIDT
24415
STATE OF TEXAS

AUGUST 13, 2020
CONSTRUCTION DOCUMENTS

MARY'S TACOS HELOTES
13523 BANDERA RD, HELOTES, TX 78023

REVISIONS:

BUILDING ELEVATIONS

A301