AGENDA
CITY OF HELOTES
PLANNING AND ZONING COMMISSION
February 2, 2021

The City of Helotes Planning and Zoning Commission will meet for a Regular Meeting on Tuesday, February 2, 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, February 2. 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 following meeting minutes of the Planning and Zoning Commission:

   a. Regular Meeting dated January 5, 2021; and

   b. Called Meeting dated January 12, 2021. (Approval Item; Staff)

5. Discussion of and action on a request by JoAnne Taylor for approval of a variance to Municipal Code of Ordinances Chapter 66 *Signs,* authorizing the use of an antique 1962 Dodge truck as a Creative Sign through Section 98-72 *Old Town Helotes Special District,* subparagraph (7) *Creative Sign Review* for Old Town Depot Antiques located at 14392 Old Bandera Road, Helotes, Texas 78023, more particularly described as BCAD Prop. ID No. 242137. (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, 2021 at 3:00 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 January 5, 2021 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 (teleconference) Jason Wightman, Vice Chair (teleconference) Ron Hozza, Secretary Richard Hawk (teleconference) Alex Blue Mario Rios (teleconference) Jeff Wade (teleconference)
Absent:	Joe Edmond
Council Members/Staff Present:	Celina Perez, City Secretary Marian Mendoza, City Administrator Cynthia Massey, Council Liaison (teleconference)

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.

Chairman Michel welcomed Alex Blue back to the Planning and Zoning Commission. City Council appointed Alex on December 10, 2020, to fill the vacancy of Commissioner, Place 4. The Place 4 seat was held by Mike McGlothing, who resigned due to moving out of the City.

OPEN SESSION:

3. Citizens to be heard. (via teleconference)

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 October 6, 2020. (Approval Item; Staff)

DRAFT

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

Motion to approve carried unanimously.

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)

S.A. Total Tree Service is a new tree trimming service company located at 17285 Bandera Road, in the Helotes Extra-Territorial Jurisdiction (ETJ). Code grants the City jurisdiction on regulating exterior signage in the ETJ. The proposed signage, as presented, measures 62.4 square feet and exceeds Code by 12.4 square feet. The max allowable sign size is 50 square feet. The signage consists of the business name on one raceway and the business phone number on a second raceway.

Overall, the Commission supported a sign area increase of 25%, considering the larger size of the building. Additionally, most of the Commission believed the signage could be viewed as one wall sign, even though the sign has two raceways.

Motion was made by Commissioner Blue, second by Commissioner Hozza, to recommend approval of:

1. A variance authorizing a 25% increase over the 50 square feet, as allowed by City Code. This would authorize the sign rendering as presented, with a sign size of 62.4 square feet; and
2. A variance authorizing an increase in number from 1 to 2 wall signs.

Motion to recommend approval carried: 5 Ayes – Commissioner Wightman, Commissioner Hozza, Commissioner Hawk, Commissioner Blue, and Commissioner Wade; 1 Nay – Commissioner Rios.

Adjourn.

With no more business to come before the Commission, Chairman Michel adjourned the meeting at 7:30 pm.

Respectfully submitted,

ATTEST:

_____
Gregg Michel, Chair

_____
Celina Perez, City Secretary

DRAFT

MINUTES
CITY OF HELOTES
PLANNING AND ZONING COMMISSION

The City of Helotes Planning and Zoning Commission met for a called meeting on January 12, 2021 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 (teleconference) Jason Wightman, Vice Chair (teleconference) Ron Hozza, Secretary Richard Hawk (teleconference) Alex Blue (teleconference) Mario Rios (teleconference)
Absent:	Joe Edmond Jeff Wade

Council Members/Staff Present: Marian Mendoza, City Administrator

1. Call to order.

Chair Michel called the meeting to order at 7:11 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 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)

DRAFT

Mary's Tacos is a new restaurant 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 has obtained a building permit and is currently remodeling the interior of the existing building.

Discussion included the placement of the wall sign on the eave-like portion of the roof, causing the sign to project outward. Code requires the wall sign to be installed flat against the wall of the building.

Motion was made by Commissioner Wightman, second by Commissioner Blue, to recommend approval of the following:

a. Wall Sign, with the condition that the sign be installed flat against a wall; and

b. Monument Sign, to include landscaping as presented in the rendering.

Motion to recommend approval carried unanimously by those present.

Adjourn.

With no more business to come before the Commission, Chairman Michel adjourned the meeting at 7:31 pm.

Respectfully submitted,

_____
Gregg Michel, Chair

ATTEST:

_____
Celina Perez, City Secretary

DRAFT

PLANNING & ZONING COMMISSION
AGENDA ITEM REQUEST FORM

MEETING DATE: February 2, 2021

AGENDA PLACEMENT:

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

CAPTION:

Discussion of and action on a request by JoAnne Taylor for approval of a variance to Municipal Code of Ordinances Chapter 66 *Signs,* authorizing the use of an antique 1962 Dodge truck as a Creative Sign through Section 98-72 *Old Town Helotes Special District,* subparagraph (7) *Creative Sign Review* for Old Town Depot Antiques located at 14392 Old Bandera Road, Helotes, Texas 78023, more particularly described as BCAD Prop. ID No. 242137. (Recommendation Item; Applicant)

BACKGROUND:

Old Town Depot Antiques is a retail store located at 14392 Old Bandera Road in the Old Town Helotes Special District. The store owner has removed several exterior wall signs that were located on the building and repurposed the same wall signs by placing them on an antique 1962 Dodge truck that was already on the property. Presently, the truck is located directly behind the building, and faces S.H. 16. City Code does not specifically identify this type of signage as an authorized sign classification in the Old Town Helotes Special District. As a result, the store owner has requested a variance to approve said signage under the Creative Sign Program. The purpose of the Creative Sign Program is to:

1. Encourage signs of unique design, and that exhibit a high degree of thoughtfulness, imagination, inventiveness, and spirit; and

2. Provide a process for the application of sign regulations in ways that will allow creatively-designed signs that make a positive visual contribution to the overall image of Old Town Helotes, while mitigating the impacts of large or unusually designed signs.

In approving a variance application for a Creative Sign, the Planning and Zoning Commission shall ensure that the proposed sign meets the following design criteria:

1. *Design quality.* The sign shall:

    i. Constitute a substantial aesthetic improvement to the site and shall have a positive visual impact on the surrounding area;

    ii. Be of unique design, and exhibit a high degree of thoughtfulness, imagination, inventiveness, and spirit; and

iii. Provide strong graphic character through the imaginative use of graphics, color, texture, quality materials, scale, and proportion.

2. *Contextual criteria.* The sign shall contain at least one of the following elements:
   i. Classic historic design style;
   ii. Creative image reflecting current or historic character of Old Town Helotes; and
   iii. Inventive representation of the use, name or logo of the structure or business.

3. *Architectural criteria.* The sign shall:
   i. Utilize and/or enhance the architectural elements of the building; and
   ii. Be placed in a logical location in relation to the overall composition of the building's facade and not cover any key architectural features/details of the facade.

4. *Old Town Helotes Plan consistency.* The sign shall be consistent with the character and intent for Old Town Helotes, as described in the Old Town Helotes Plan.

The 1962 Dodge truck and signage will not be illuminated. The signage details are:

- Old Town Depot Antiques
  - New 4'x8' plywood sign with painted Old Town Depot text
  - Antiques sign repainted and relocated to new plywood sign, below Old Town Depot text
- Antiques & Collectibles 1'x8'– relocated
- We Buy 1'x2'– relocated
- We Collect 2! Approximately 1'x5' – relocated
- We Sell 1'x2'– relocated
- Overall size of truck, including sign 21'x8'

ATTACHMENTS:

Attachment A – Property Owner Authorization
Attachment B – Sign Permit Application
Attachment C – Sign Variance Application

PREPARED BY: Celina Perez, City Secretary

DATE SUBMITTED: January 29, 2021

12/26/2020

Attachment A

City of Helotes
Belenda Parker
Development Services Specialist
Sign: Authorization

Old Town Depot Antiques has my permission to display on my property the Old Town Depot Sign now on the Antique Dodge Truck.

Property Owner
Thank You
Marty Terry
210-216-0985

Marty Terry

Attachment A

Property Identification #: 242137

Geo ID:	04524-000-0510
Situs Address:	14392 BANDERA RD HELOTES, TX 78023
Property Type:	Real
State Code:	F1

Property Information: 2021

Legal Description:	CB 4524 P-51 A-645 (OUT OF P-29B)
Abstract:	A04524
Neighborhood:	NBHD code51310
Appraised Value:	N/A
Jurisdictions:	56, 11, CAD, 09, 06, 42, 10, 08

Owner Identification #: 2954598

Name:	TERRY MARTIN R JR & TERRY TIMOTHY BELL
Exemptions:	
DBA:	OLD TOWN DEPOT (EXCESS LAND)

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 B

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
DEC 16 2020
CITY OF HELOTES

SIGN PERMIT APPLICATION

CHAPTER 66,
Sign Administrative Procedures

Name of Applicant: Old Town Depot Antiques Date: 12/15/2020

Sign Location Address: 14392 Old Bandera Rd. Helotes Tx 78023

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

Use of Building: Retail Sales / Antiques Old Town

No. of Businesses: 1 Zoning: _____

Name of Property Owner: Marty Terry Phone #: 210-216-0985

Property Owner's Address: 17918 Scenic Loop Rd. Helotes Tx 78023

Name of Sign Contractor: Mauney Winterbottom

Contractor's License #: _____ Phone #: 210-695-8589

E-mail Address: oldtowndepot57@gmail.com

Contractor's Business Address: 14392 Old Bandera Rd Helotes, Tx 78023

Type of Sign:
- ☐ Monument, Multi-Tenant
- ☐ Monument, Single Business
- ☐ Traffic Control
- ☐ Wall Mount
- ☐ Hanging
- ☐ Projecting
- ☐ Window
- ☐ Residential Entry
- ☐ Public/ Non-Profit Signage
- ☑ Miscellaneous Signage
- ☐ Other See attached: Redoing old signs from building. See New placement. Preparing Depot for painting and replace old rotten boards!

Linear Feet of Building or Lease Space Frontage: see attached

Sign Dimensions: " Square Footage: " Height: " Sign Colors: "

Sign Text: Combined old signs - repainted see attached

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

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: JoAnne Taylor Date: 12/15/2020

Printed Name: JoAnne Taylor Phone #: 210-872-0137

Applicant's Address: 7743 Sandia Blf

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.

Hoping to keep old signage from Building. Same as Floores Country Store. Trying to keep Antique Look in New Sign. Thank you JT

Attachment B

NEW OLD TOWN DEPOT ANTIQUES SIGN FRONT

- MADE WITH 4'X8' PLYWOOD SHEET 3/4" THICKNESS
- PAINTED WHITE FRONT AND BACK
- VINTAGE LETTERING TO MATCH FRONT OF STORE OLD TOWN DEPOT ANTIQUES SIGN.
- OLD TOWN DEPOT - OTD LETTERS ARE 18" IN HEIGHT OTHER LETTER ARE 12" IN HEIGHT, 8 FEET IN LENGTH. ALL LETTERING IS RED WITH BLACK OUTLINING
- ANTIQUES SIGN IS A REPAINTED OLDER SIGN RELOCATED FROM PART OF BUILDING TO BELOW OLD TOWN DEPOT.
- ANTIQUES SIGN HAS RED BACKGROUND WITH BLACK OUTLINING AND WHITE LETTERS.
- NEW OLD TOWN DEPOT ANTIQUES SIGN IS BOLTED TO 3" X 3" METAL FRAME AND 1½" X 1½" CROSS BEAMS, ¼" BOLTS, WASHERS, LOCK WASHERS AND NUTS

  METAL FRAME IS BOLTED TO TO TRUCK BED CROSS BEAMS WITH 3/8" BOLTS, WASHERS, LOCK WASHERS, AND NUTS.

  TRUCK BED IS BOLTED TO TRUCK FRAME WITH 3/8" BOLTS, WASHERS, LOCK WASHERS, AND NUTS.

  2"X6" BOARD ALSO USED TO BRACE OLD TOWN DEPOT ANTIQUE SIGN
- 1"X6"X12' WOOD DECKING ON TRUCK BED.
- ALL WOOD USED IS PRESSURE TREATED LUMBER.

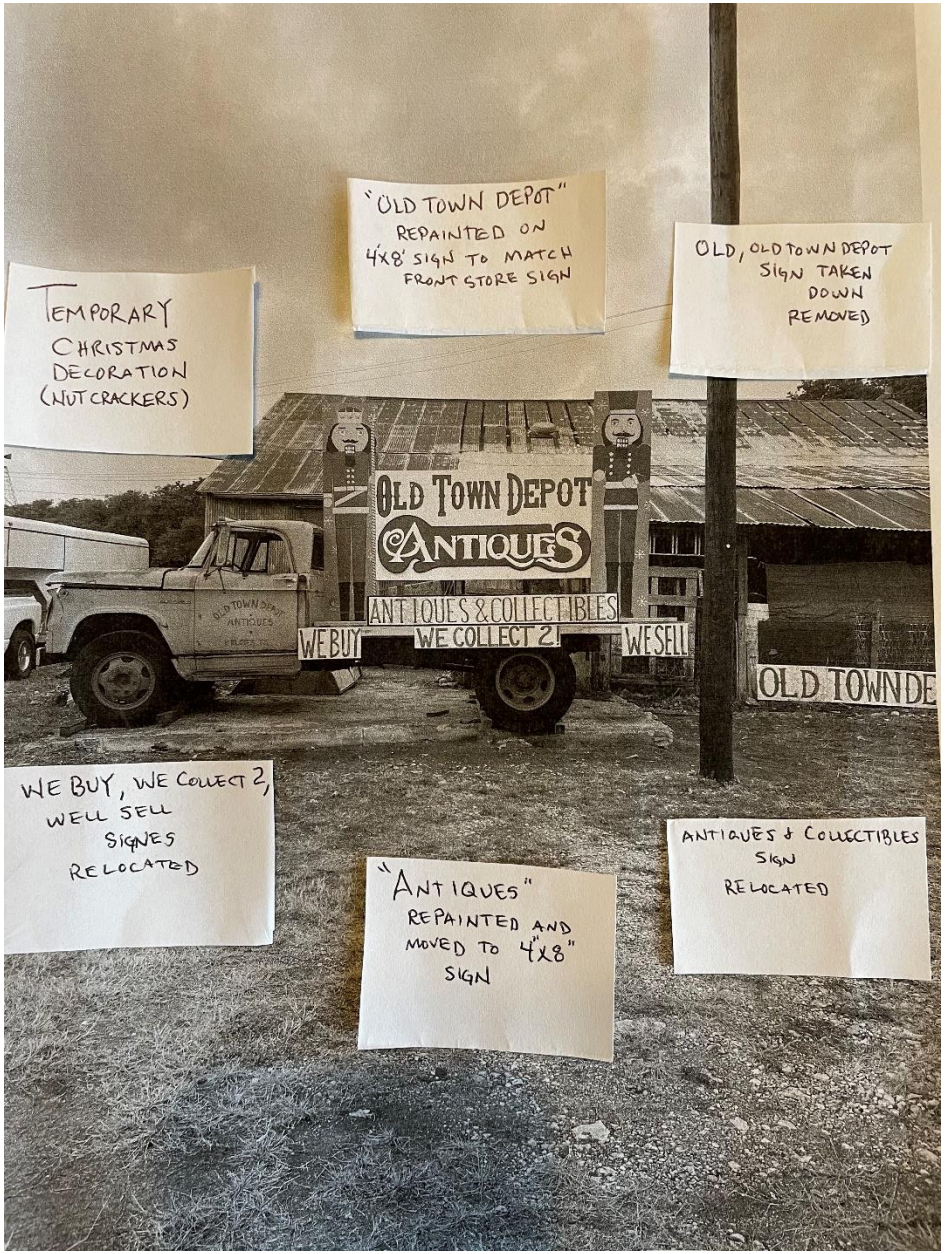
Attachment B

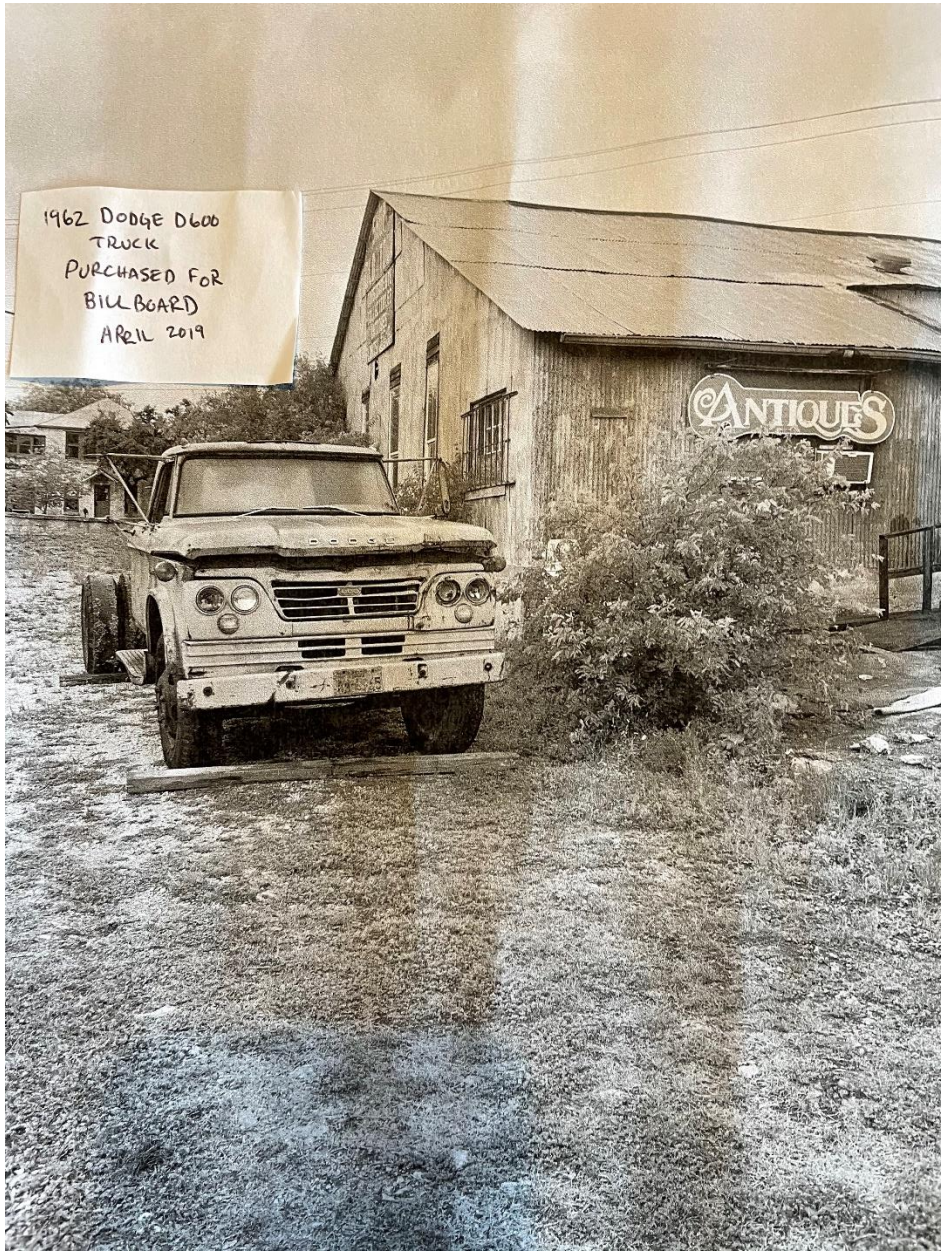
Attachment B

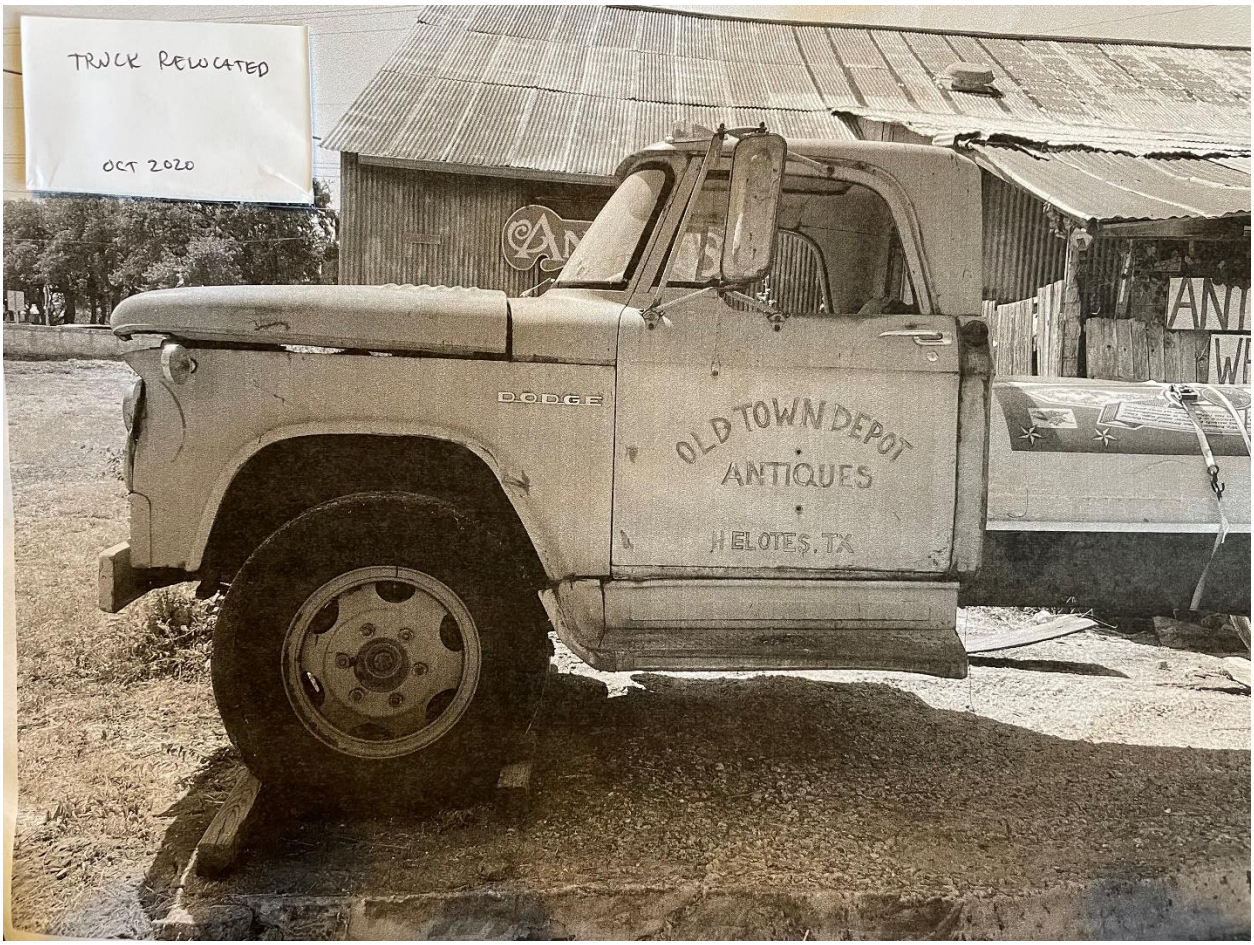
OLD TOWN DEPOT
ANTIQUES
ANTIQUES & COLLECTIBLES
WE BUY
WE COLLECT 2!
WE SELL
OLD TOWN DEPOT
ANTIQUES
HELOTES, TX

Attachment B

Attachment B


TEMPORARY
CHRISTMAS
DECORATION
(NUTCRACKERS)
"OLD TOWN DEPOT"
REPAINTED ON
4'X8' SIGN TO MATCH
FRONT STORE SIGN
OLD, OLD TOWN DEPOT
SIGN TAKEN
DOWN
REMOVED
OLD TOWN DEPOT
ANTIQUES
ANTIQUES & COLLECTIBLES
WE BUY
WE COLLECT 2!
WE SELL
OLD TOWN DE
WE BUY, WE COLLECT 2,
WE'LL SELL
SIGNES
RELOCATED
"ANTIQUES"
REPAINTED AND
MOVED TO 4"X8"
SIGN
ANTIQUES & COLLECTIBLES
SIGN
RELOCATED


1962 DODGE D600
TRUCK
PURCHASED FOR
BILLBOARD
APRIL 2019
ANTIQUES


TRUCK RELOCATED
OCT 2020
DODGE
OLD TOWN DEPOT
ANTIQUES
HELOTES, TX

Celina Perez

From: Belenda Parker
Sent: Saturday, December 19, 2020 10:33 AM
To: Belenda Parker; Nicole Mayfield; judy@esdandassociates.com
Subject: New Form Submission: Sign Variance Form

Follow Up Flag: Follow up
Flag Status: Flagged

Someone submitted the Sign Variance Form form.

Date: 12/19/2020 10:33 AM

1. Applicant Name:: Old Town Depot Antiques
2. Applicant Address:: 14392 Old Bandera Rd. Helotes Texas
3. Applicant Email:: oldtowndepot57@gmail.com
4. Applicant Phone No.:: 2106958589
5. Applicant Status::
6. Signage Address:: 14392 Old Bandera Rd. Helotes
7. Signage Dimensions:: As submitted
8. Reference the specific code relevant to this sign variance request (example: Section 66-46) : As submitted
9. Reason for Sign Variance Request:: Size and structure to maintain Old Town Antique look and feel. And to use signs already from the building. Update and maintain.
10. Electronic Signature: JoAnne Taylor
11. Payment: 62.70

Order Confirmation Number: 351601603