

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

The City of Helotes Planning and Zoning Commission met for a regular meeting on July 6, 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.

Commission Members

Present: Gregg Michel, Chair (teleconference)  
Jason Wightman, Vice Chair  
Ron Hozza, Secretary  
Anne Carraway  
Alex Blue  
Jeff Wade  
Mario Rios

Absent: Richard Hawk

Staff Present: Marian Mendoza, City Administrator  
Celina Perez, City Secretary  
Michael Gallardo, Development Services Coordinator  
Linda Salazar, Council Liaison

**1. Call to order.**

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

**2. Roll call.**

Commissioner Hozza called roll. See above for members present.

**PUBLIC HEARING:**

- 3. Public Hearing to give all interested persons the right to appear and be heard on a request by Don's & Ben's for a Specific City Council Approved Use Permit to allow alcoholic beverage retail sales (no on-premises consumption) on property zoned Overlay District (B3-OD) located at 12510 Bandera Road, Suite 105, Helotes, Texas 78023, in the Helotes Point Retail Center, and identified as BCAD Property ID No. 1308637.**

Vice Chair Wightman opened the public hearing at 7:02 p.m. No one signed up to speak or submitted any comments on this item. Vice Chair Wightman closed the public hearing at 7:02 p.m.

OPEN SESSION:

**4. Citizens to be heard.**

Tammy Pointon, Helotes Country Club, expressed concerns on the following: the continued SAWS sewer smell in the evenings in Old Town Helotes, the lack of public lighting by the pedestrian bridge, and needed directional improvements on the Old Town Helotes signage (the signage runs horizontal with the road, making visibility difficult). Additionally, she was in support of allowing food trucks in the city limits.

ITEMS FOR INDIVIDUAL CONSIDERATION:

**5. Discussion of and action on the election of Commission Officers, to include the following:**

- **Chairman;**
- **Vice-Chairman; and**
- **Secretary. (Approval Item; Commission)**

Motion was made by Commissioner Hozza, second by Commissioner Rios, to nominate Gregg Michel as Chairman and Jason Wightman as Vice-Chairman. There being no further nominations, Vice Chair Wightman called the question.

Motion to approve carried unanimously.

Motion was made by Commissioner Carraway, second by Vice Chair Wightman, to nominate Ron Hozza as Secretary. There being no further nominations, Vice Chair Wightman called the question.

Motion to approve carried unanimously.

**6. Discussion of and action on the minutes of the Regular Meeting of the Planning and Zoning Commission dated June 1, 2021. (Approval Item; Staff)**

Commissioner Carraway noted a minor correction to the minutes. On June 1, she was present at the meeting in person, and not via teleconference.

Motion was made by Commissioner Hozza, with the above noted correction. Second by Commissioner Wade.

Motion to approve carried unanimously.

**7. Discussion of and action on a request by Don's & Ben's for a Specific City Council Approved Use Permit to allow alcoholic beverage retail sales (no on-premises consumption) on property zoned Overlay District (B3-OD) located at 12510 Bandera Road, Suite 105, Helotes, Texas 78023, in the Helotes Point Retail Center, and identified as BCAD Property ID No. 1308637. (Recommendation Item; Applicant)**

Speaking on this item was Roxanne Petree, Assistant Comptroller for Don's & Ben's. Pursuant to state law, the proposed store will be open Monday through Saturday from 10 am to 9 pm. The Helotes location was selected for store front expansion. Don's & Ben's have been in San Antonio since the early 1940's.

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

Motion to recommend approval carried unanimously.

- 8. Discussion of and action on a request by Tammy Pointon for approval of a variance to Municipal Code of Ordinances Chapter 66 *Signs*, authorizing the use of a custom wooden LED light bulb sign as a Creative Sign through Section 98-72 *Old Town Helotes Special District*, subparagraph (7) *Creative Sign Review* for Helotes Country Club located at 14687 Old Bandera Road, Helotes, Texas 78023, and identified as BCAD Property ID No. 2934711. (Recommendation Item; Applicant)**

Speaking on this item was Tammy Pointon, owner of Helotes Country Club. The vacant area behind the country club was cleaned up and converted into a beer garden. The requested custom wooden LED light bulb sign is for the beer garden, which is located approximately 100+ feet from Old Bandera Road. The sign is in front of the beer garden, on top of cement blocks, and secured to the railing by metal chains. It was noted that the beer garden is not a separate business and is a part of the Helotes Country Club. Moreover, the sign will be turned off nightly.

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

Motion to recommend approval carried unanimously.

- 9. Discussion of and action on a request by Southwest Texas Sign Service, Inc. for approval of signage for CVS Store No. 8990 located at 12980 Bandera Road, Helotes, Texas 78023, more particularly identified as BCAD Property ID No. 11499810, and including the following:**
- a. Directional Amenity Signage, pursuant to Municipal Code of Ordinances Chapter 66 *Signs*, Section 66-45 *Traffic Control Signs*, subparagraph (b) *Directional Amenity Signs*; and**
  - b. Amended Master Sign Plan, pursuant to Municipal Code of Ordinances Chapter 66 *Signs*, Section 66-71 *Master Sign Plan*, subparagraph (c) *Master Sign Application*. (Recommendation Item; Applicant)**

Vice Chair Wightman noted this item had two parts and each part would be acted on separately.

**Item 9a:** Motion was made by Commissioner Carraway, second by Commissioner Wade, to recommend approval of Item 9a as presented.

Motion to recommend approval carried unanimously.

**Item 9b:** Staff advised a Master Sign Plan for CVS was not located. A Master Sign Plan should stipulate the following requirements: color scheme, lettering or graphic style, lighting, location of each sign, material, and most importantly, a total sign size that should not be exceeded. Commissioner Blue noted Council approved a Development Agreement for CVS, and the wall signage was a part of the agreement. This could be why Staff did not locate a formal Master Sign Plan. The Commission directed Staff to research the agreement, but generally had no objections to having CVS submit a formal Master Sign Plan. Furthermore, the Commission noted the applicant did not provide clear information, specifically, the current total signage size versus the proposed replacement signage size.

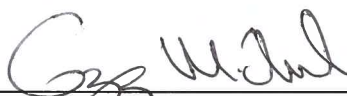
Motion was made by Commissioner Rios, second by Commissioner Carraway, to postpone Item 9b to the August meeting date in order to allow the applicant to submit a Master Sign Plan with clear information, and to have a representative attend the meeting.

Motion to postpone carried unanimously.

**Adjourn.**

With no more business to come before the Commission, Vice Chairman Wightman adjourned the meeting at 7:48 pm.

Respectfully submitted,

  
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Gregg Michel, Chair

ATTEST:

  
\_\_\_\_\_  
Celina Perez, City Secretary

