



## **PLANNING & ZONING COMMISSION MEETING AGENDA**

**Tuesday, January 6, 2026 at 6:00 PM  
Bulverde City Hall Council Chamber  
30360 Cougar Bend, Bulverde, Texas 78163**

*Time is provided for public comments on any posted agenda item at the time the item is considered. Each person should fill out the speaker's register prior to the meeting. The presiding officer, during the agenda item, will call on those persons who have signed up to speak on each item, in the order they have registered. Presentations should be limited to no more than (3) three minutes.*

***All remarks shall be addressed to the Planning & Zoning Commission as a body, and not to any individual member thereof. Any person making personal, impertinent, or slanderous remarks while addressing the Commission may be requested to leave the meeting.***

*There will be time after the completion of the Regular Agenda Items for the public to make comments on topics and items not posted on this agenda. Discussion by the Commission of any item not on the agenda shall be limited to statements of specific factual information given in response to any inquiry, a recitation of existing policy in response to an inquiry, and/or a proposal to place the item on a future agenda.*

### **1. CALL THE MEETING TO ORDER**

### **2. REGULAR AGENDA ITEMS**

- 2.I. Consider approval of the Planning and Zoning Commission Meeting Minutes from December 2, 2025.
- 2.II. Consider a request by Alex and Michele Laytano, on behalf of Bullet Flooring, LLC, for a variance to Section 3.08.103(L) of the City of Bulverde Code of Ordinances, at 29905 Bulverde Ln, Bulverde, TX 78163.

### **3. PUBLIC COMMENTS NOT RELATED TO POSTED AGENDA ITEMS**

### **4. ADJOURNMENT**

Sandra V. Ham, City Secretary

City Hall is wheelchair accessible and accessible parking spaces are available. Requests for accommodation must be made 48 hours prior to the meeting. Please contact the City Secretary at 830.438.3612 or FAX 830.438.4339 for information or assistance.

A quorum of the City Council, Planning & Zoning Commission, Parks & Recreation Advisory Board, and/or Zoning Board of Adjustment may be present at this meeting in order to discuss agenda items related to board business.

I, the undersigned authority, do hereby certify that the above Notice of Meeting of the Planning & Zoning Commission of the City of Bulverde was posted on the bulletin board in front of Bulverde City Hall, which is readily accessible to the public at all times, and on the City's website, [www.bulverdetx.gov](http://www.bulverdetx.gov), by 6:00 pm on December 23, 2025.

These minutes have been prepared to satisfy the requirements of Section 551.021 of the Texas Government Code. Audio recordings of most City meetings can be obtained at [www.bulverdetx.gov](http://www.bulverdetx.gov).

**City of Bulverde, Texas  
Planning & Zoning Commission Meeting  
Tuesday, December 2, 2025  
Meeting Duration: 6:00 PM to 6:27 PM**

**CALL THE MEETING TO ORDER**

The Planning & Zoning Commission meeting was called to order at 6:00 PM.

**Members of Planning & Zoning Commission Present:**

Chair Ashley Cartier  
Vice Chair Brad McCollum  
Commissioner James Flavin  
Commissioner Fred Perry  
Commissioner Gregory Porter  
Commissioner Michelle Molina

**Members of Planning & Zoning Commission Absent:**

Commissioner Jeffrey Burrier  
Commissioner Jason Ewing (Alternate)

**City Staff Present:** Planning Director Danny Batts, City Secretary Sandra V. Ham, Planner II Heath Edwards, and Planner II Bailey Dorn

**REGULAR AGENDA ITEMS**

**2.I. Consider approval of the Planning and Zoning Commission Meeting Minutes from November 4, 2025.**

**Motion:** Commissioner Porter made a motion seconded by Commissioner Molina to approve the Planning and Zoning Commission meeting minutes from November 4, 2025.

**Vote:** Motion carried (6) ayes to (0) nays.

**2.II. Hold a public hearing and consider a request by Lindsay Sutcliffe, on behalf of David Weekly Homes, for the approval of a Special Use Permit to allow a Guest House located at 1032 Siddoway Ln, Bulverde, TX, 78163.**

Chair Cartier opened the public comments at 6:09 PM. There being no one wishing to speak, the public comments were immediately closed.

**Motion:** Commissioner Flavin made a motion seconded by Commissioner Molina to recommend approval of a request by Lindsay Sutcliffe, on behalf of David Weekly Homes, for the approval of a Special Use Permit to allow a Guest House located at 1032 Siddoway Ln, Bulverde, TX, 78163.

**Vote:** Motion carried (6) ayes to (0) nays.

- 2.III. Hold a public hearing and consider a request by Lindsay Sutcliffe, on behalf of David Weekly Homes, for the approval of a Special Use Permit to allow a Guest House located at 1014 Rapidan Ln, Bulverde, TX, 78163.**

**Motion:** Vice-Chair McCollum made a motion seconded by Chair Cartier to recommend approval of a request by Lindsay Sutcliffe, on behalf of David Weekly Homes, for the approval of a Special Use Permit to allow a Guest House located at 1014 Rapidan Ln, Bulverde, TX, 78163.

**Vote:** Motion carried (5) ayes to (1) nay, Commissioner Molina opposed.

- 2.IV. Consider a request by Jane and Robert Pavlicek for a variance to Section 17.04.004, related to Fills, of the City of Bulverde Code of Ordinances, on 1.10-acres located at 671 Butler Oaks, Bulverde, TX 78163, for the construction of concrete decking surrounding a swimming pool.**

**Motion:** Commissioner Molina made a motion seconded by Commissioner Flavin to recommend approval of a request by Jane and Robert Pavlicek for a variance to Section 17.04.004, related to Fills, of the City of Bulverde Code of Ordinances, on 1.10-acres located at 671 Butler Oaks, Bulverde, TX 78163, for the construction of concrete decking surrounding a swimming pool.

**Vote:** Motion carried (6) ayes to (0) nays.

#### **PUBLIC COMMENTS NOT RELATED TO POSTED AGENDA ITEMS**

Chair Cartier opened the public comments at 6:27 PM. There being no one wishing to speak, the public comments were immediately closed.

#### **ADJOURNMENT**

6:27 PM

There being no further business to come before the Planning & Zoning Commission, the meeting was adjourned.



PLANNING AND ZONING COMMISSION ITEM:

VR 25-20

## SIGN VARIANCE

29905 Bulverde Ln

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**MEETING DATE:** January 6, 2026

**DEPARTMENT:** Planning & Development

**PRESENTED BY:** Bailey Dorn, Planner II

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### REQUEST:

Consider a request by Alex and Michele Laytano, on behalf of Bullet Flooring, LLC, for a variance to Section 3.08.103(L) of the City of Bulverde Code of Ordinances, at 29905 Bulverde Ln, Bulverde, TX 78163.

### OWNER/APPLICANT:

LAYTANO HERBERT A & MICHLE  
31011 PANTHER DR  
BULVERDE, TX 78163-4573

### PROPERTY INFORMATION:

Address: 29905 BULVERDE LN BULVERDE, TX 78163  
Existing Land Use: ETJ (Commercial)  
Existing Zoning: N/A, ETJ

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### SUMMARY:

The Laytano's, on behalf of Bullet Flooring, LLC, are requesting a variance to authorize three off-site signs to be located at 29905 Bulverde Lane (adjacent to the City park). Bullet Flooring's main operations are located in a suite at 30069 US HWY 281 N. The applicants have stated that they have a warehouse at the Bulverde Lane location where they perform administrative operations and daily logistics, and also store material.

The applicants are looking to construct three 8' by 4' signs. One sign affixed to the Laytano's fence, facing south towards the City Park. Two signs affixed to a frame in a truck, parked on the east side of the lot, facing Bulverde Lane.

The City regulates off-site signs in both the City Limits and the Extra-territorial Jurisdiction. The approval of this variance would authorize a sign advertising the primary business operations of Bullet Flooring, LLC at the US Highway 281 storefront.

**ANALYSIS:**

**Section 3.08.103(l)** of the City Code of Ordinances prohibits off-site signs.

**Section 3.08.001** of the City Code of Ordinances defines an “off-site sign” as follows:

**Sign, off-site.** *A sign which directs attention to a business, commodity, service, good, product, or entertainment not related to the site upon which such sign is located or to which it is affixed.*

**Section 216.002** of the Texas Local Government Code defines an “off-premise sign” as follows:

**Off-premise sign.** *Means a sign displaying advertising copy that pertains to a business, person, organization, activity, event, place, service, or product not principally located or primarily manufactured or sold on the premises on which the sign is located.*

**CRITERIA FOR EVALUATION:**

The City Code has established criteria for approval of variances to the Signage Regulations. Section 3.08.072 of the City Code states:

*“The city council, after review by the planning and zoning commission, may authorize variances to any restriction set forth in this article, including but not limited to the number, type, area, height, or setback of signs, or any other aspect involved in the sign permitting process. In granting any variance, the city council shall determine that a literal enforcement of the sign regulations will create an unnecessary hardship or a practical difficulty on the applicant, that the situation causing the unnecessary hardship or practical difficulty is unique to the affected property and is not self-imposed, that the variance will not injure and will be wholly compatible with the use and permitted development of adjacent properties, and that the granting of the variance will be in harmony with the spirit and purpose of this article.”*

**ATTACHMENTS:**

- A. Application

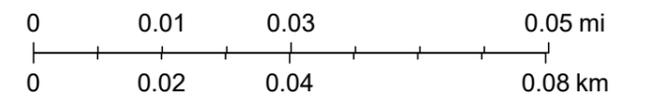
# 22905 Bulverde Lane



12/23/2025, 9:43:34 AM

- |            |                      |                         |            |
|------------|----------------------|-------------------------|------------|
| Addresses  | City ETJs            | Scaled County Boundary  | Floodplain |
| Streets    | Bulverde ETJ Permits | County Maintained Roads |            |
| City Limit | Parcels              | Septic                  |            |
| Bulverde   | Piprow/Driveway      |                         |            |

1:1,270



This dataset is maintained by Comal County GIS department.



# Application for Variance Ch. 3 – Signs

30360 Cougar Bend, Bulverde, TX 78163  
Telephone: 830-438-3612 - Fax: 830-438-4339  
[www.ci.bulverde.tx.us](http://www.ci.bulverde.tx.us)

Date: 12-12-2025

Case No. VR 25-20

### Applicant Information:

Bullet Flooring, LLC 830-438-1830  
Name 30069 US Hwy 281 N Phone Bulverde TX Fax 78163  
Address michele@bulletflooring.com Email

### Property Owner Information:

Herbert 'Alex' & Michele Lantano 210 393 7220 / 210 857 7402  
Name 31011 Panther Drive Phone Bulverde Fax TX 78163  
Address michele@bulletflooring.com Email

*\*\* If property owner is not the applicant, a letter of authorization from the owner is required with application submittal (See page 3 of this application).*

### Property Identification:

Street Address: 29905 Bulverde Lane, Bulverde TX 78163  
Legal Description: A-206 SUR-192 G Herrera Acres 2.998  
Zoning District Classification: N/A Bulverde ETJ

### Description of Request:

1. Variance to Section 3.08.103(1) of the City of Bulverde Code of Ordinances, which requires: The restriction of off site sign
2. Variance to Section \_\_\_\_\_ of the City of Bulverde Code of Ordinances, which requires: \_\_\_\_\_
3. Variance to Section \_\_\_\_\_ of the City of Bulverde Code of Ordinances, which requires: \_\_\_\_\_
4. Variance to Section \_\_\_\_\_ of the City of Bulverde Code of Ordinances, which requires: \_\_\_\_\_
5. Variance to Section \_\_\_\_\_ of the City of Bulverde Code of Ordinances, which requires: \_\_\_\_\_



# Application for Variance Ch. 3 – Signs

30360 Cougar Bend, Bulverde, TX 78163  
Telephone: 830-438-3612 - Fax. 830-438-4339  
[www.ci.bulverde.tx.us](http://www.ci.bulverde.tx.us)

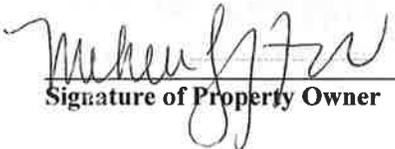
**Sign Variance Review Fee - \$500.00 (per Section/Provision of the Code)**

The undersigned agrees to pay the **non refundable** application fee and any other applicable fees as outlined in the Planning and Development Fee Schedule and agrees to pay fees for any additional review requiring consultation with City Consultants, including involvement of a contract engineer in a predevelopment conference. To the extent possible, City Staff will provide the Owner/Applicant with an estimate of fees should outside consultation be required. The undersigned also acknowledges the City Staff may require additional appropriate information be submitted to aid in the review.

### PROPERTY OWNER'S ACKNOWLEDGEMENT

  
\_\_\_\_\_  
Signature of Property Owner

12/12/25  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Signature of Property Owner

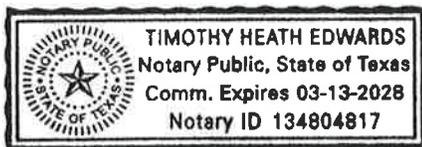
Dec 12, 2025  
\_\_\_\_\_  
Date

*(Add additional pages if additional signatures are necessary)*

STATE OF TEXAS  
COUNTY OF COMAL

Sworn to and subscribed before me on the 12<sup>TH</sup> day of DECEMBER, 2025,

by HERBERT + MICHELE LAYTANO (name of property owner).

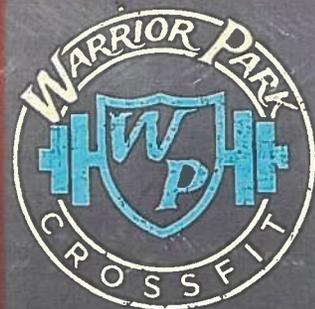


  
\_\_\_\_\_  
Notary Public's Signature

(Notarial Seal)







CrossFit Classes  
Foundations  
Kids Crossfit

210-393-7220

Training Mental and Physical Toughness

41x8

**From:** [michele@bulletflooring.com](mailto:michele@bulletflooring.com)  
**To:** [Heath Edwards](#)  
**Cc:** [Alex Laytano](#)  
**Subject:** Questions for Variance  
**Date:** Monday, December 22, 2025 11:50:30 AM

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Hi Heath,

Thank you for the opportunity to submit responses in support of our request for a sign variance. Please find our answers to the required questions below.

1. Describe how the situation causing the unnecessary hardship or practical difficulty is unique to the property and not self-imposed.

Our property is uniquely situated in that it serves as both our office and warehouse location for Bullet Flooring, a business that lives and works within the Bulverde community. While we do maintain a retail storefront located at the corner of Highway 281 and FM 1863, this property is where our administrative operations, material storage, and daily logistics occur. It is an active business location, not a vacant or unrelated site. Additionally, the property is positioned along a roadway frequently traveled by local residents and customers. Visibility at this location is important to identify the presence of our business where it actively operates and serves the community. This circumstance is inherent to the property's use and location and is not self-imposed.

2. Describe the unnecessary hardship that would result due to literal enforcement of the regulation.

Literal enforcement of the regulation would prevent us from displaying our company sign on our own property, limiting our ability to identify our business to local customers and vendors. This creates practical challenges for delivery drivers who routinely access our warehouse, which is located toward the back of the property, and rely on visible signage for navigation. Additionally, the inability to display our sign reduces visibility to residents who pass by and have come to recognize our services through our established presence in Bulverde.

3. Describe how granting the variance will not injure and will be wholly compatible with the use and permitted development of adjacent properties.

Granting the requested variance will not negatively impact adjacent properties. The proposed signage will be consistent in style, scale, and purpose with existing signs currently on the property, which simply identify our business name and services. The sign is not intended to introduce visual clutter or commercial intrusion but to maintain continuity with existing, compliant signage and surrounding development.

4. Additional Statement

We share and support the downtown vision of the City of Bulverde and are committed to serving our local community with professionalism and pride. Bullet Flooring strives to be Bulverde's preferred home improvement company and has been honored to receive "Best of Bulverde" recognition for two consecutive years. Our request is made in good faith to continue serving the community we live and work in while remaining respectful of the City's goals and regulations.

Thank you for your time, consideration, and continued support of local businesses. Please let us know if any additional information or documentation is needed.

Sincerely,  
Michele Laytano  
Bullet Flooring