

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

The City of Helotes Planning and Zoning Commission met for a regular meeting on June 6, 2023, 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  
Jason Wightman, Vice Chair  
Alex Blue, Secretary  
Anne Carraway

Absent: Buck Russel

Staff Present: Michael Gallardo, DS Coordinator

**1. Call to order.**

Chair Michel called the meeting to order at 7:05 p.m.

**2. Roll call.**

Commissioner Blue 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 Michael and Kathryn Arena to set the official zoning classification as *Office and Professional District (B-1)* for 4.5528 acres of newly annexed property located on F.M. 1560, near its intersection with Braun Road, and described as BCAD Property Tax ID No. 236993.**

Chair Michel opened the public hearing at 7:06 p.m. No one signed up to speak on this item. Chair Michel closed the public hearing at 7:06 p.m.

**OPEN SESSION:**

**4. Citizens to be heard.**

No one signed up to speak.

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 Wightman to nominate Gregg Michel as Chairman, Jason Wightman as Vice-Chairman, and Alex Blue as Secretary. Second by Commissioner Carraway. There being no further nominations, Chair Michel called the question.

Motion to approve carried unanimously by those present.

**6. Discussion of and action on the minutes of the Special Meeting of the Planning and Zoning Commission dated May 16, 2023. (Approval Item; Staff)**

Motion was made by Commissioner Wightman, second by Commissioner Carraway, to approve the minutes.

Motion to approve carried unanimously by those present.

**7. Discussion of and action on a request by Michael and Kathryn Arena to set the official zoning classification as *Office and Professional District (B-1)* for 4.5528 acres of newly annexed property located on F.M. 1560, near its intersection with Braun Road, and described as BCAD Property Tax ID No. 236993. (Recommendation Item; Applicant)**

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

Motion to recommend approval carried unanimously by those present.

**8. Discussion of and action on a request by Southwest Texas Sign Service, Inc. for approval of a wall sign pursuant to Municipal Code of Ordinances Chapter 66 *Signs*, Section 66-51 *Commercial Signs: Projecting, Wall and Hanging, or In or On Windows* for Christus Trinity Clinic, located at 12340 Bandera Road, Helotes, Texas 78023, and identified as BCAD Property ID No. 1040214. (Approval Item; Applicant)**

Motion was made by Commissioner Carraway, second by Commissioner Wightman, to approve the item as presented.

Motion to approve carried unanimously by those present.

**9. Discussion of and action on a request by Britton Lift & Installation for approval of signage for Public Storage located at 12260 Bandera Road, Helotes, Texas 78023, identified as BCAD Property ID No. 239333, and including the following:**

- a) Wall sign pursuant to Municipal Code of Ordinances Chapter 66 Signs, Section 66-51 Commercial Signs: Projecting, Wall and Hanging, or In or On Windows; and**
- b) Monument sign pursuant to Municipal Code of Ordinances Chapter 66 Signs, Section 66-49 Commercial Signs: Single Business Use (Monument Type). (Approval Item; Applicant)**

Motion was made by Commissioner Carraway, second by Commissioner Wightman, to approve Item No. 9A, the wall sign, as presented.

Motion to approve Item No. 9A carried unanimously by those present.

Discussion on Item No. 9B concluded that this item is a nonconforming sign (pole sign) that predates Code and not a monument sign as written. The Commission agreed since it is a nonconforming sign that is being refaced for maintenance operations, and no structural changes are being made, then Development Services could take appropriate administrative action on this item.

Motion was made by Commissioner Blue, second by Commissioner Wightman, to refer Item No. 9B to Development Services to take appropriate action per Code (Section 66-61 *Nonconforming Signs*).

Motion to approve the direction to Development Services carried unanimously by those present.

**STAFF REPORT:**

**10. Refacing of existing sign that identifies the Old Town Helotes Special District, located on S.H. 16. (Information Item; Staff)**

Staff informed the Commission of the proposed refacing of the Old Town Helotes Special District sign by the Helotes Economic Development Corporation (HEDC). Commissioner Carraway expressed concern about the purview of the Commission for this sign. Chair Michel requested that Staff research the past approval process regarding this sign and report the findings at the next meeting.

**11. Special Meeting on July 11, 2023, at 7:00 p.m. due to the Independence Day holiday. (Information Item; Staff)**

Staff informed the Commission that next month's regular meeting lands on the Independence Day holiday (Tuesday, July 4), therefore a special meeting is scheduled on Tuesday, July 11.

**Adjourn.**

With no more business to come before the Commission, Chair Michel adjourned the meeting at 7:52 p.m.

Respectfully submitted,

  
\_\_\_\_\_  
Gregg Michel, Chair

ATTEST:

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

