

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

The City of Helotes Planning and Zoning Commission met for a regular meeting on September 5, 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
Buck Russel

Staff Present: Michael Gallardo, DS Coordinator

1. Call to order.

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

2. Roll call.

Commissioner Blue called roll. See above for members present.

OPEN SESSION:

3. Citizens to be heard.

No one signed up to speak.

ITEMS FOR INDIVIDUAL CONSIDERATION:

4. Discussion of and action on the minutes of the Regular Meeting of the Planning and Zoning Commission dated August 1, 2023. (Approval Item; Staff)

Motion was made by Commissioner Carraway, second by Commissioner Russel, to approve the minutes as submitted.

Motion to approve carried unanimously.

5. **Discussion of and action on a request by the Helotes Economic Development Corporation (HEDC) for approval of a sign reface under Municipal Code of Ordinances Chapter 98 Zoning, Section 98-72 Old Town Helotes Special District, subparagraph (g)(7) Creative Sign Review, to update the external facing of an existing sign that identifies the Old Town Helotes Special District located at 14392 Bandera Road, Helotes, Texas 78023, and on property identified as BCAD Property ID No. 242137. (Recommendation Item; Applicant)**

Speaking on this item was Glenn Goolsby, HEDC Executive Director. The HEDC Board of Directors acknowledged comments made (Minutes of the City Council 06-22-2023) and revised the sign reface to include the Old Town Helotes text. The design still promotes the *Visit Helotes* rebrand by keeping the windmill graphic. The Commission expressed appreciation to the HEDC Board's responsiveness.

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

Motion to recommend approval carried unanimously.

6. **Discussion of and action on a request by Alamo Sign Solutions for the installation of signage at Chevron Xpress Lube, a new preventative auto care business in the City's Extra-territorial Jurisdiction (ETJ), located at 10865 Shaenfield Road, San Antonio, Texas 78254, identified as BCAD Property ID No. 1134659, and including the following:**
 - a) **Two (2) business name wall signs 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) **Six (6) service bay wall signs with associated size and number variances pursuant to Municipal Code of Ordinances Chapter 66 Signs, Section 66-51 Commercial Signs: Projecting, Wall and Hanging, or In or On Windows. (Recommendation Item; Applicant)**

The Commission acknowledged Item No. 6a was complaint with Code and focused their discussion on Item No. 6b, variances to size and number requirements for six service bay wall signs. The service bay wall signs are text only and include: two "Oil Change", two "Auto Care", one "Wait For Attendant", and one "Exit Only". The Commission consensus was the "Wait For Attendant" and "Exit Only" wall signs were instructional; however, the two "Auto Care" and two "Oil Change" wall signs were too large. Commissioner Blue suggested having one "Oil Change" wall sign over the first set of bay doors and one "Auto Care" wall sign over the second set of bay doors.

Chairman Michel noted this item had two parts, and each would be acted on separately.

Item No. 6a

Motion made by Commissioner Blue, second by Commissioner Wightman, to recommend approval of two business name wall signs, as submitted. The business name wall signs are labeled Sign A-1 and A-2 in the submittal.

Motion to recommend approval carried unanimously.

Item No. 6b

Motion made by Commissioner Blue to recommend approval of four service bay wall signs, including size and number variances. The signage includes:

- 1.) The “Wait For Attendant” and “Exit Only” wall signs, as submitted. These signs provide direction and are labeled Sign B-1 and B-6 in the submittal; and
- 2.) One “Oil Change” wall sign centered over the first set of bay doors and one “Auto Care” wall sign centered over the second set of bay doors, each sign not to exceed 8 square feet. These signs are labeled Sign B-2 and B-4 in the submittal. Sign B-3 and B-5 in the submittal were not recommended for approval.

Second by Commissioner Carraway.

Motion to recommend approval carried unanimously.

Adjourn.


With no more business to come before the Commission, Chair Michel adjourned the meeting at 7:39 p.m.

Respectfully submitted,



Gregg Michel, Chair

ATTEST:



Celina Perez, City Secretary

