

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

The City of Helotes Planning and Zoning Commission met for a regular meeting on October 6, 2020 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 (via teleconference)  
Jason Wightman, Vice Chair (via teleconference)  
Ron Hozza, Secretary  
Joe Edmond (via teleconference)  
Richard Hawk (via teleconference)  
Mike McGlothing (via teleconference)  
Mario Rios (via teleconference)  
Jeff Wade (via teleconference)

Council Members/Staff Present: Ernest Cruz, Development Services Director  
Marian Mendoza, City Administrator  
Alex Blue, Council Member

**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.

**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 the minutes of the Regular Meeting of the Planning and Zoning Commission dated August 11, 2020. (Approval Item; Staff)**

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

Motion to approve carried unanimously.

5. **Discussion of and action on a request by PR Custom Signs for approval of a wall sign, pursuant to Municipal Code of Ordinances Chapter 98 Zoning, Section 98-72 Old Town Helotes Special District, Subparagraph (g)(6) (b)(2) Commercial Signs – Projecting, Wall, Hanging, or In/On Windows for Texas Property Group located at 14893 Bandera Road, Suite 5B, Helotes, Texas 78023, more particularly described as BCAD Prop. ID No. 242125. (Recommendation Item; Applicant)**

Texas Property Group is a new tenant in the office building located at 14893 Bandera Road. The building is situated in the Old Town Helotes zoning district and the proposed wall sign for the new business meets the zoning regulations.

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

Motion to recommend approval carried unanimously.

6. **Discussion of and action on a request by Southwest Texas Sign Service, Inc. for approval of signage for O'Reilly Auto Parts located at 13523 Bandera Road, Helotes, Texas, 78023, more particularly described as BCAD Prop. ID No. 1273575, and including the following:**
  - a. **Secondary Wall Sign, pursuant to Municipal Code of Ordinances Chapter 66 Signs, Section 66-51 Commercial Signs: Subparagraph (b) Wall Signs; and**
  - b. **Secondary Monument Sign, pursuant to Municipal Code of Ordinances Chapter 66 Signs, Section 66-49 Commercial Signs: Single-Business Use Monument Type (Recommendation Item; Applicant)**

Speaking on this item was James Lacy, Southwest Texas Sign Service. O'Reilly Auto Parts asserts the downward slope of the property hinders building visibility and believes additional signage will help customers spot the store. The applicant is requesting a secondary wall sign on the side of the building (north elevation) for visibility when travelling southbound on Bandera Road and a secondary monument sign behind the store for visibility when travelling on Riggs Road.

Chairman Michel noted this item had two parts and each would be discussed separately.

#### **Item No. 6a – Secondary Wall Sign**

Code allows for a max of two wall signs, one sign per street or pedestrian way which the building faces or abuts. The Commission understood this to mean one wall sign for Bandera Road and one wall sign for Riggs Road. Since the existing wall sign already faces Bandera Road, most of the Commissioners believed the secondary wall sign required a variance request. The remaining Commissioners felt a secondary wall sign was unnecessary, due to the existing monument sign that fronts Bandera Road.

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

Motion to recommend denial of Item No. 6a carried unanimously.

**Item No. 6b – Secondary Monument Sign**

The secondary monument sign is at the max allowable size of 84 square feet. Majority of the Commission expressed concern on the size of the monument sign, in relation to its location along Riggs Road, a smaller street with slower traffic. If the applicant wished to make the monument sign smaller, it would be appreciated.

Motion was made by Commissioner Wade, second by Commissioner Hozza, to recommend approval of this item, with the condition that the street address be added, and to consider reducing the size to fit better with the surroundings on Riggs Road.

Motion to recommend approval of Item No. 6b carried: 6 Ayes – Commissioner Wightman, Commissioner Hozza, Commissioner Edmond, Commissioner Hawk, Commission McGlothing, and Commissioner Wade; 1 Nay – Commissioner Rios.

Before adjourning, Commissioner McGlothing announced this would be his last meeting as he is moving out of the City. The Commission thanked him for his many years of dedicated public service.

**Adjourn.**

With no more business to come before the Commission, Chairman Michel adjourned the meeting at 7:44 pm.

Respectfully submitted,



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Gregg Michel, Chair

ATTEST:

  

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Celina Perez, City Secretary

