

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

The City of Helotes Planning and Zoning Commission met for a regular meeting on December 7, 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  
Ron Hozza, Secretary  
Anne Carraway  
Alex Blue  
Mario Rios  
Jeff Wade

Absent: Jason Wightman, Vice Chair

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

**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 October 5, 2021. (Approval Item; Staff)**

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

Motion to approve carried unanimously.

5. **Discussion of and action on a request by Republic Sign for approval of two (2) wall signs pursuant to Municipal Code of Ordinances Chapter 66 Signs, Section 66-51 Commercial Signs: subparagraph (b) Wall Signs, for Builders First Source (formerly doing business as BMC Millwork) located at 9815 Signal Hill, Helotes, Texas 78023, more particularly identified as BCAD Property ID Nos. 240035 and 240037. (Recommendation Item; Applicant)**

BMC Millwork has merged and is now doing business as Builders First Source. Due to the merger, the signage needs to reflect the new business name. The applicant is proposing to replace an existing wall sign that faces Rainbow Ridge and install a second wall sign that abuts Leslie Road. Code allows for one sign per street or pedestrian way which the building faces or abuts with a max of two signs.

Discussion centered around the proposed second wall sign that abuts Leslie Road. Council Member Blue shed light on the unique location of the subject property and its relation to the placement of the existing wall sign facing Rainbow Ridge, and the proposed second wall sign abutting Leslie Road/the NISD Transportation Bus Station. Commissioner Wade believed the proposed second wall sign did not abut a street or pedestrian way, and therefore did not meet Code.

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

Motion to recommend approval carried: 4 Ayes – Commissioner Blue, Commissioner Carraway, Commissioner Rios, and Commissioner Hozza; 1 Nay – Commissioner Wade.

Before adjourning, Chairman Michel announced Richard Hawk submitted his resignation from the Commission, and acknowledged his many years of public service. (Note – Staff received Mr. Hawk’s resignation on December 6, 2021. Council will officially accept his resignation at their next regular meeting on January 13, 2022.)


**Adjourn.**

With no more business to come before the Commission, Chair Michel adjourned the meeting at 7:19 pm.

Respectfully submitted,

  
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Gregg Michel, Chair

ATTEST:

  
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Celina Perez, City Secretary

