

MINUTES  
REGULAR MEETING  
HELOTES CITY COUNCIL

The City of Helotes City Council met for a regular meeting Thursday, October 11, 2018 at 7:00 p.m. in the City Hall Council Chamber, 12951 Bandera Road, Helotes, Texas. This was an open meeting, subject to the open meeting laws of the State of Texas.

Present: Thomas A. Schoolcraft, Mayor  
Cynthia Massey, Mayor Pro Tem  
Jim Meadows  
Bert Buys  
Paul Friedrichs

Absent: Alex Blue

Staff Present: Rick Schroder, City Administrator  
Celina Perez, City Secretary  
Susan Darst, Assistant to City Administrator  
Joshua Mair, Public Works Supervisor

**1. Call to Order.**

Mayor Schoolcraft called the meeting to order at 7:00 p.m and welcomed Cub Scouts from Pack 384. Councilmember Buys led the invocation. Mayor Schoolcraft led the pledge to the U.S. flag and the Texas flag.

OPEN SESSION:

**2. Citizens to be Heard.**

Albert Navarro voiced concerns on the ongoing traffic light installation at Galm Road and Mill Park located in the City's Extraterritorial Jurisdiction (ETJ) and requested help from the City, to communicate with Bexar County, in hopes to move the project along.

MAYOR'S REPORT:

**3. Report on:**

- **2018 Street Improvement Projects; and**
- **Municipal Sales and Use Tax for Street Maintenance.**

Mayor Schoolcraft and Joshua Mair, Public Works Director, gave a presentation on the 2018 Street Improvement Projects and advised of a special election scheduled to be held in May 2019. The special election will propose to Helotes residents the reauthorization of the Municipal Sales and Use Tax to provide revenue for the maintenance and repair of municipal streets. Additionally, Josh displayed a short demo video on *SeeClickFix*, a 311 request service for

citizens. Once operational, *SeeClickFix* will allow Helotes residents to submit requests to the Public Works Department via a mobile application.

UNFINISHED BUSINESS:

4. **Discussion of and action on an Ordinance of the City Council of the City of Helotes, Texas amending Municipal Code of Ordinances Chapter 86-17 *Yield Signs* by adding a yield sign location at the intersection of Mesquite Flat and Stagecoach within the Helotes Ranch Acres Subdivision; authorizing the City Administrator to implement the provisions of this Ordinance; providing for severability; repealing any other Code provisions, ordinances, or parts of ordinances, and other provisions in conflict herewith; incorporating recitals; and adopting an effective date. (Staff)**

Motion was made by Mayor Pro Tem Massey, second by Council Member Meadows, to discuss and act on this item as written.

Motion to approve carried unanimously.

CONSENT AGENDA (ITEM NOS. 5 - 7): All items marked with an asterisk (\*\*) on the consent agenda were voted on by one motion. Motion was made by Council Member Buys, second by Mayor Prom Tem Massey, to approve items 5, 6 and 7 on the consent agenda. Motion to approve carried unanimously.

5. **Approval of the minutes of the Regular Meeting dated September 27, 2018. (Staff)**
6. **Approval of the monthly Fiscal Year Ending (FYE) 2018 Revenue and Expense, Balance Sheet, and Encumbrance Reports dated October 3, 2018. (Staff)**
7. **Ratification of the following FYE 2018 General Fund interdepartmental budget adjustments:**
  - **\$3,487.68 from 01-550-5510 *Miscellaneous Expenses* to 01-545-5101 *Animal Control, Code Enforcement, Public Works Salaries*;**
  - **\$11,946.33 from 01-550-5525 *MarketPlace @ OTHSD* to 01-560-5311 *Police Department Bullet-Proof Vests*;**
  - **\$1,287.95 from 01-500-5326 *City Council Expense Reimbursement* to 01-580-5324 *Fire Department Uniform Allowance*;**
  - **\$1,175.54 from 01-520-5331 *City Secretary Advertising* to 01-580-5324 *Fire Department Uniform Allowance*;**
  - **\$1,078.17 from 01-530-5105 *Municipal Court Health Insurance* to 01-580-5312 *Fire Department Vehicles and Related Expenses*;**
  - **\$3,059.69 from 01-535-5101 *Human Resources Salaries* to 01-585-5102 *EMS Overtime*; and**
  - **\$1,618.44 from 01-535-5109 *Human Resources Longevity* to 01-585-5104 *Fire EMS Retirement*.**

ITEMS FOR INDIVIDUAL CONSIDERATION:

8. **Discussion of and action on a request by Alamo Sign Solutions for approval of wall signage, pursuant to Municipal Code of Ordinances Chapter 66 Signs, Section 66-51 Commercial Signs: Projecting, Wall and Hanging, or In or On Windows, for Take 5 Oil Change located at 12266 Bandera Road, Helotes, Texas 78023, more particularly described as BCAD Prop. ID No. 239599. (Applicant)**

(Note: On October 2, 2018 the Planning & Zoning Commission reviewed the request for wall signage for Take 5 Oil Change. The Commission believed the red striping on all sides of the building was not keeping with the Hill County aesthetic. Some Commissioners preferred that the striping be reduced, while other Commissioners preferred the striping to be completely eliminated. After some discussion, the Commission recommended approval of the wall signage, with the stipulation that the red striping be eliminated from the rear and both sides of the building, and the red stripe on the front of the building be reduced in length by 25 %.)

Motion was made by Mayor Pro Tem Massey, second by Council Member Meadows, to discuss and act on this item as written.

Discussion included the red striping. Some Council Members agreed the red color was not keeping with the Hill County aesthetic, while other Council Members were not bothered by it, since the building is set back and not visible from Bandera Road. There was also uncertainty as to what the Commission meant by reducing the length of the red stripe on the front of the building by 25%.

Speaking on this item was James Alfaro, Alamo Sign Solutions. James advised the applicant was amenable to the changes requested by the Planning & Zoning Commission and had a revised signage plan in hand for City Council to review.

Motion to amend was made by Mayor Pro Tem Massey, second by Council Member Meadows, to approve the revised front, side and rear elevation of the signage plan submitted during the City Council Meeting. The red stripe on the front of the building was reduced in height and the red stripe on the side and rear of the building were eliminated.


Amended motion to approve carried unanimously.

**Adjourn**

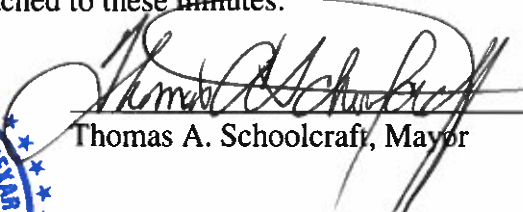
With no more business to come before Council, Mayor Schoolcraft adjourned the meeting at 7:55 pm.

The revised signage plan for Take 5 Oil Change is attached to these minutes.

ATTEST:

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



  
\_\_\_\_\_  
Thomas A. Schoolcraft, Mayor

**ADDITIONAL ELEMENT**

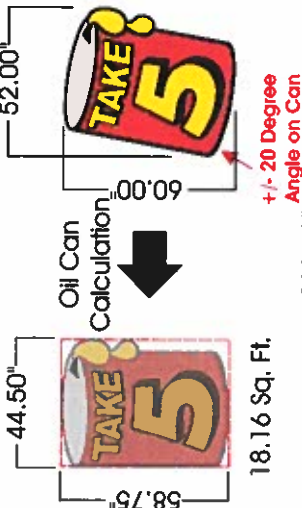
**Aluminum Pans**

Quantity: 4  
 Size: As in drawing  
 Colors: Black and White  
 Returns: 1"



NOTE: CENTERED UNDER LIGHTS AND 6" DOWN FROM THE BOTTOM OF THE SCONCES VERTICALLY

EXTERIOR FINISH SCHEDULE	
NO.	DESCRIPTION
1	PAINT
2	PAINT
3	PAINT
4	PAINT
5	PAINT



18.00" 290.50" 18.16 Sq. Ft. 36.31 Sq. Ft.

**DRIVE THRU OIL CHANGE**

64 Linear Feet



17 Linear Feet

**ADDITIONAL NOTE:**  
 • REMOVE AND DISPOSE OF ALL EXISTING SIGNAGE



**NOTES:**

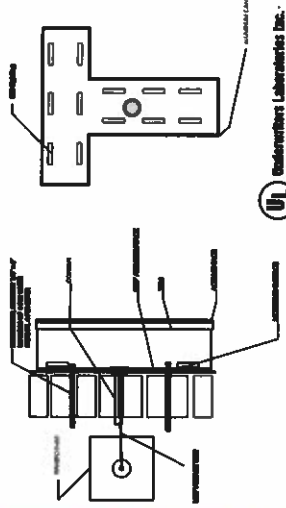
- IF ELECTRICAL LINE/J-BOX IS WITHIN 6' OF ELECTRICAL CONNECTION TO BE HANDLED BY INSTALLER. IF NOT ELECTRICAL HANDLED BY OWNER/GC
- IF ROOF PENETRATIONS ARE NECESSARY, THEY ARE TO BE SEALED BY A ROOFER. THIS IS HANDLED BY THE GC/OWNER

Landlord Approval

**Illuminated Channel Letters**  
**Flush Mounted**

Size: As in drawing  
 Trim: 3/4" Gemtrim  
 Trim Color: Black  
 Return Color: Black  
 Face Color: As in Drawing  
 Face: 1/8" Acrylic  
 Letter Interior: Gloss White  
 Illumination: LED  
 Mounting: Studded Directly to Fascia  
 Sq. Ft. Signage: 63.47  
 Allowed Signage: 64.00 Sq. Ft. (1 Sq. Ft. Per 1 Li. Ft. of Facade [64.00 Li. Ft.])

CHANNEL LETTER DETAIL WITH STUDS



**FRONT ELEVATION**  
**Take 5 Oil Change**  
 12266 Bandera Rd  
 Helotes, TX 78023

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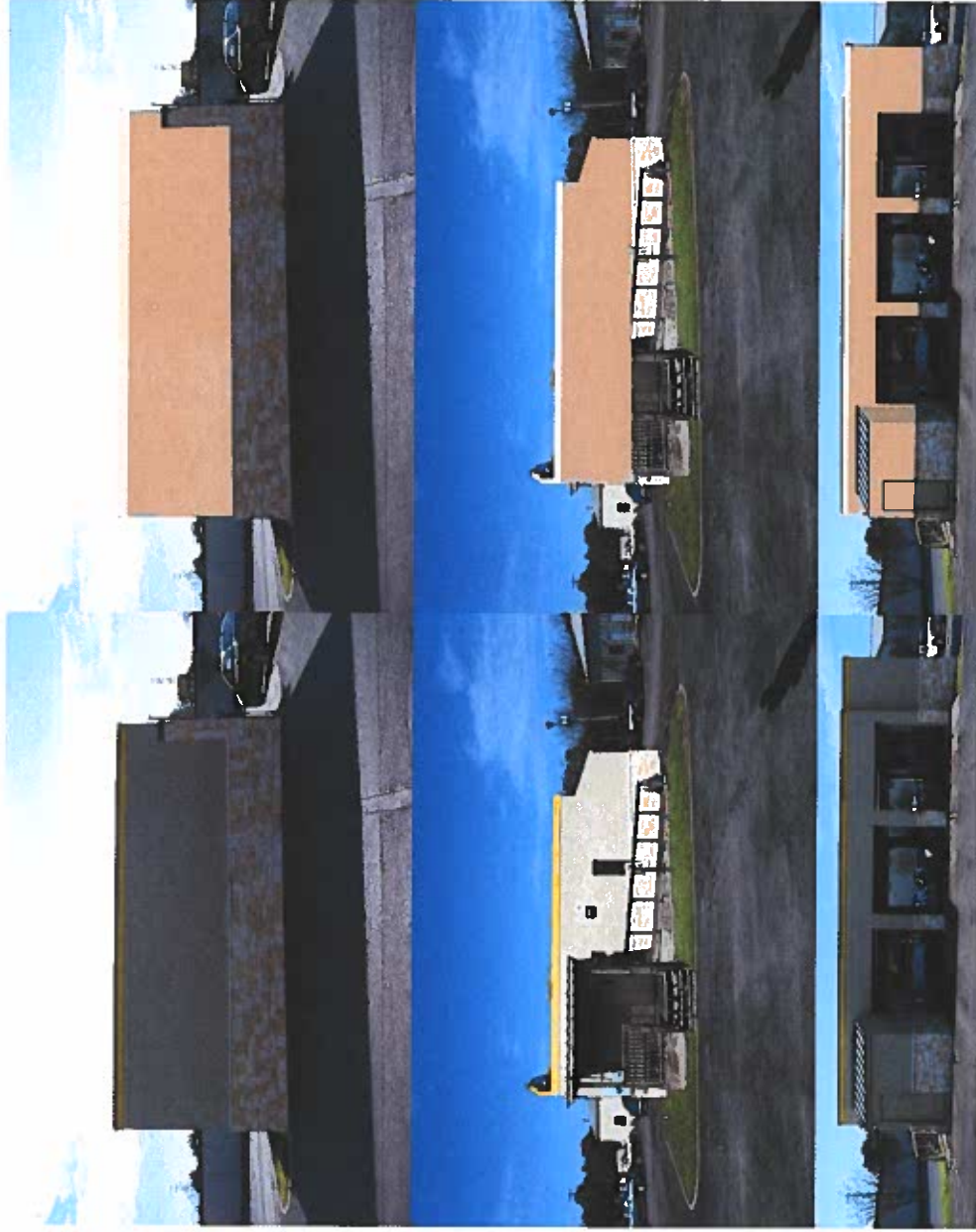
607 Ellis Rd Ste 51-A  
 Durham, NC 27703  
 919-552-8689  
 (Fax) 919-557-1322



EXISTING CONDITIONS

PROPOSED

No Signage



Landlord Approval \_\_\_\_\_



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 Durham, NC 27703  
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 reproductions thereof are the property  
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**SIDES & REAR  
 ELEVATIONS**  
**Take 5 Oil Change**  
**12266 Bandera Rd**  
**Helotes, TX 78023**



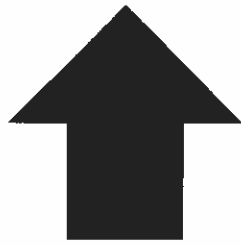
143.50" CUT SIZE  
140.00" VISUAL OPENING



# OIL CHANGE

43.00" CUT SIZE  
40.50" VISUAL OPENING

71.75" CUT SIZE  
69.00" VISUAL OPENING



37.50" CUT SIZE  
35.75" VISUAL OPENING

SIDE 1

SIDE 2



PROPOSED MONUMENT

Landlord Approval



EXISTING CONDITIONS

### PYLON PANEL REPLACEMENTS - TOP

Quantity: 2  
Size: As in drawing  
Face Color: Red, Yellow, Black & White  
Face: Flat Polycarbonate  
Mounting: Into Existing Cabinets  
Sq. Ft. Ex. Signage: 42.85 Each Panel  
Allowed Signage: N/A Replacing Existing

### PYLON PANEL REPLACEMENTS - BOTTOM

Quantity: 2  
Size: As in drawing  
Face Color: Red, Yellow, Black & White  
Face: Flat Polycarbonate  
Mounting: Into Existing Cabinets  
Sq. Ft. Ex. Signage: 18.68 Each Panel  
Allowed Signage: N/A Replacing Existing

### LED RETROFIT

N/A - All signs share bulbs

### SCOPE OF WORK:

- REMOVE EXISTING FACES & REPLACE WITH POLYCARBONATE FACES (RETROFIT AS NEED BE)
- ADD LED STICKS AND POWERSUPPLIES IN PLACE OF EXISTING BULBS AND BALLASTS
- CUT OFF DIVIDER BAR BETWEEN "EXPRESS LUBE" & "INSPECTION STATION" PANELS



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### GROUND

Take 5 Oil Change  
12266 Bandera Rd  
Helotes, TX 78023



Landlord Approval \_\_\_\_\_



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**AERIAL MAP**  
**Take 5 Oil Change**  
**12266 Bandera Rd**  
**Helotes, TX 78023**