

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

The City of Helotes Planning and Zoning Commission met for a regular meeting on June 4, 2019 at 7:00 p.m. in City Hall Council Chambers, 12951 Bandera Road, Helotes Texas. This was an open meeting subject to the open meeting laws of the State of Texas.

**Commission Members**

Present: Gregg Michel, Chair  
Jason Wightman, Vice Chair  
Ron Hozza, Secretary  
Joe Edmond  
Richard Hawk  
Jeff Wade  
Mario Rios

Absent: Mike McGlothing

Council Members/Staff Present: Ernest Cruz, Development Services Director  
Alex Blue, Council Member

**1. Call to order.**

Chairman 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.

COUNCIL LIAISON REPORT:

**4. City Council action update on the following (Councilmember Alex Blue):**

- **A request by Deborah Keepers for approval of a monument sign and associated variance for Helotes Gentle Family Dentistry located at 15876 Bandera Road; and**
- **A request by Trent Stein for approval of a Master Sign Plan for Helotes Oaks Retail Center, a multi-tenant shopping center, located at 12850 Bandera Road.**

Council Member Blue reported on May 9, 2019, City Council agreed with the Commission's recommendations and approved all aforementioned items in a unanimous vote.

**ITEMS FOR INDIVIDUAL CONSIDERATION:**

- 5. Discussion of and action on the minutes of the Regular Meeting of the Planning and Zoning Commission dated May 7, 2019. (Approval Item; Staff)**

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

Motion to approve carried unanimously.

- 6. Discussion of and action on a request by Carlos Miranda for approval of wall signage, pursuant to Municipal Code of Ordinances Chapter 66 Signs, Section 66-51 Commercial Signs: Projecting, Wall, Hanging, or In or on Windows, and an associated variance request for sign size for State Farm - Carlos Miranda located at 12415 Bandera Road, Suite 118, Helotes, Texas 78023, more particularly described as BCAD Prop. ID No. 1090286. (Recommendation Item; Applicant)**

Motion was made by Commissioner Wade, second by Commissioner Hawk, to recommend approval of a variance request allowing the sign for State Farm – Carlos Miranda to be larger than permitted by Code. The Commission believed the request for the larger sign was justified, given that the applicant has operated in the same storefront location for eight years, and is now relocating to a new, smaller storefront within the same shopping center.

Motion to recommend approval carried unanimously.

- 7. Discussion of and action on a request by C Five Helotes, LP for approval of a conceptual design plan for Service First Automotive Center located at 12596 Bandera Road, Helotes, Texas 78023, more particularly described as BCAD Prop. ID No. 1273906, including, but not limited to, the following:**

- **Site plan;**
- **Building design;**
- **Exterior lighting; and**
- **Signage. (Recommendation Item; Applicant)**

Motion was made by Commissioner Wightman, second by Commissioner Hozza, to recommend approval of a conceptual design plan for Service First Automotive Center, with the following conditions:

- Exterior lighting be full cut off;
- Add address to the monument sign;

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- Black out background on the monument sign at night so as not to have white lighting shining brightly through the sign during the evening and overnight hours; and
- Wall signage be limited to the following, with associated variances: Sign A – Service First Automotive Center located on the tower side that fronts Bandera and the tower side that fronts Hausman Road, Sign B - Express Lube Center along Bandera Road, and Sign C – the numbers above the service bay doors.

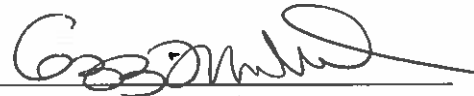
Motion to recommend approval carried unanimously.

**Adjourn.**

Motion was made by Commissioner Hozza, second by Commissioner Wightman, to adjourn the meeting at 8:08 pm.

Motion to approve carried unanimously.

Respectfully submitted,

  
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Gregg Michel, Chair

ATTEST:

  
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Celina Perez, City Secretary

