

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

The City of Helotes Planning and Zoning Commission met for a regular meeting on June 5, 2018 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
Richard Hawk
Jeff Wade

Absent: Joe Edmond
Mike McGlothing
Mario Rios

Council members/staff present: Rick Schroder, City Administrator
Susan Darst, Assistant to City Administrator

1. Call to order.

Chair Michel called the meeting to order at 7:12 p.m.

2. Roll call.

Commissioner Hozza called roll. See above for members present.

PUBLIC HEARING:

- 3. Public Hearing to give all interested persons the right to appear and be heard on a request from City Staff to amend Municipal Code of Ordinances Chapters 34 Environment, 66 Signs, and 98 Zoning by providing for Planning and Zoning to review and make recommendations to the City Council for final action on commercial developments and single family residential subdivision developments', exterior lighting, signage, and conceptual designs.**

Chair Michel opened the public hearing at 7:13 p.m. No one signed up to speak on this item. Chair Michel closed the public hearing at 7:13 p.m.

OPEN SESSION:

4. Citizens to be heard.

No one signed up to speak on this item.

ITEMS FOR INDIVIDUAL CONSIDERATION:

5. **Discussion of and action on the minutes of the Regular Meeting of the Planning and Zoning Commission dated May 1, 2018. (Approval Item; Staff)**

Motion was made by Commissioner Wightman, second by Commissioner Hawk, to approve the minutes as submitted.

Motion to approve carried unanimously.

6. **Discussion of and action on a request by Grant Lawrence 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 Christ Fellowship United Methodist Church located at 10915 Shaenfield Road, Helotes, Texas 78023, more particularly described as BCAD Prop. ID No. 1224858. (Approval Item; Applicant)**

Motion was made by Commissioner Wade, second by Commissioner Wightman, to approve this item as written.

Motion to approve carried unanimously.

7. **Discussion of and action on a request by Natasha Smith for approval of wall signage 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 A2G Fit Studio located at 14743 Old Bandera Road, Suite 201, Helotes, Texas 78023, more particularly described as BCAD Prop. ID No. 1154308. (Approval Item; Applicant)**

Motion was made by Commissioner Wightman, second by Commissioner Hozza, to approve this item as written.

Motion to approve carried unanimously.

8. **Discussion of and action on a request by Debbie James for approval of hanging signage 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 Cheetalish retail store located at 14837 Old Bandera Road, Building D, Helotes, Texas 78023, more particularly described as BCAD Prop. ID No. 358750. (Approval Item; Applicant)**

Motion was made by Commissioner Wade, second by Commissioner Hawk, to approve this item as written, with the clarification that the sign will be a wall sign, not a hanging sign, and the background color of the sign will be a “honey” yellow, not a bright yellow.

Motion to approve carried unanimously.

9. **Discussion of and action on a request by Abel Pena for approval of wall signage, including requisite variances, pursuant to Municipal Code of Ordinances Chapter 66 Signs, Section 66-51 Commercial Signs: Projecting, Wall and Hanging, or In or On Windows, for Great Harvest Bakery Cafe located at 12415 Bandera Road, Suite 102, Helotes, Texas 78023, more particularly described as BCAD Prop. ID No. 1090286. (Approval Item; Applicant)**

City Administrator Rick Schroder clarified that the front facing sign is approximately 26 square feet and the side facing sign is approximately 28 square feet, both of which are in compliance with Code. The applicant requested a variance for the side facing sign, however, the Commission can grant approval for up to two (2) wall signs, so as long as the wall signs faces a street or a pedestrian way. The consensus of the Commission was that a variance was not needed for the side facing sign.

Motion was made by Commissioner Wightman, second by Commissioner Hawk, to approve a front facing wall sign that faces Bandera Road with full cut off lighting and a side facing wall sign that abuts the walkway, which will not be illuminated.

Motion to approve carried: 3 Ayes - Commissioner Wightman, Commissioner Hawk and Commissioner Hozza; 1 Nay – Commissioner Wade.

10. **Discussion of and action on a request by Milam Helotes Plaza, LLC for approval of exterior building colors for Helotes Plaza Retail Center located at 12940 Bandera Road, Helotes, Texas 78023, more particularly described as BCAD Prop. ID No. 242363 (Approval Item; Applicant)**

At the request of City Staff, the Commission pulled this item from the agenda. The applicant will be performing building maintenance on the said structure and such maintenance is approved administratively. Majority of the maintenance will be repainting the building two shades of beige, which is almost identical to the current building paint, and adding some stucco.

11. **Discussion of and action on amendments to Municipal Code of Ordinances Chapters 34 Environment, 66 Signs, and 98 Zoning by providing for Planning and Zoning to review and make recommendations to the City Council for final action on commercial developments and single family residential subdivision developments', exterior lighting, signage, and conceptual designs. (Approval / Recommendation Item; Staff)**

Motion was made by Commissioner Wade, second by Commissioner Hawk, to postpone this item to the July 10, 2018 meeting, given that several Commissioners, as well as the Council liaison, were not in attendance, and the significance of the proposed amendments.

Motion to approve carried unanimously.

Adjourn.

Motion was made by Commissioner Hozza second by Commissioner Hawk, to adjourn the meeting at 8:02 pm.

Motion to approve carried unanimously.

Respectfully submitted,



Gregg Michel, Chair
Planning and Zoning Commission
City of Helotes

ATTEST:



Ron Hozza, Secretary
Planning and Zoning Commission
City of Helotes

