

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

The City of Helotes Planning and Zoning Commission met for a regular meeting on January 2, 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  
Joe Edmond  
Mario Rios  
Jeff Wade

Absent: Richard Hawk  
Mike McGlothing

Council members/staff present: Rick Schroder, City Administrator  
Susan Darst, Assistant to City Administrator  
Bert Buys Mayor Pro-Tem  
Alex Blue, Council Member

**1. Call to order.**

Chair Michel called the meeting to order at 7:00 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 by Milam Helotes Plaza, LLC for approval of a Specific City Council Approved Use Permit to turn an existing, nonconforming restaurant (Dairy Queen) with drive-thru facility into an existing, conforming restaurant (Dairy Queen) with drive-thru facility on property zoned Neighborhood Service District (B-2) located at 12902 Bandera Road, Helotes, Texas 78023, more particularly described as BCAD Property ID No. 242364.**

Chair Michel opened the public hearing at 7:03 p.m. Speaking in favor of this item was the applicant's representative, Patrick Christensen. Chair Michel closed the public hearing at 7:04 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 December 5, 2017. (Approval Item; Staff)**

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

Motion to approve carried unanimously.

**6. Discussion of and action on a request by Milam Helotes Plaza, LLC for approval of a Specific City Council Approved Use Permit to turn an existing, nonconforming restaurant (Dairy Queen) with drive-thru facility into an existing, conforming restaurant (Dairy Queen) with drive-thru facility on property zoned Neighborhood Service District (B-2) located at 12902 Bandera Road, Helotes, Texas 78023, more particularly described as BCAD Property ID No. 242364. (Recommendation Item; Applicant)**

Motion was made by Commissioner Edmond, second by Commissioner Wade, to recommend approval of the Specific Use Permit to turn Dairy Queen, an existing, nonconforming restaurant with a drive-thru facility into an existing, conforming restaurant with a drive-thru facility.

Motion to approve carried unanimously.

**7. Discussion of and action on a preliminary and final plat establishing Hultz Office Building Subdivision, Lot 31, C.B. 5924A, being a total of 1.106 acres of land, being Lots 1, 2, 3, and 4 of an unrecorded subdivision of a 2.732 acre tract out of the John M. Ross Survey No. 223, Abstract No. 645, Helotes, Texas and called 1.104 acres by deed recorded in Volume 3968, Page 1615, Real Property Records of Bexar County, Texas. (Approval Item; Applicant)**

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

Motion to approve carried unanimously.

- 8. Discussion of and action on a request by Honey Care Properties, LLC for approval of a combined residential subdivision entry and single-business use monument sign, including necessary variances to Municipal Code of Ordinances Chapter 66 *Signs*, for Helotes Ranch Acres Subdivision and Changing Seasons Assisted Living - Honey's House located at 10410 Parrigin Road, Helotes, Texas 78023, more particularly described as BCAD Property ID No. 1060460. (Recommendation Item; Applicant)**

The applicant is requesting approval of a variance to allow a commercial monument sign for Changing Seasons, to be placed on top of the subdivision entry sign for Helotes Ranch Acres. The proposed sign does not comply with the codes sign height, sign design and landscaping requirement.

Motion was made by Commissioner Wightman, second by Commissioner Wade, to recommend approval of the variance request on the following conditions:

- That the sign height be lowered to 8 feet maximum;
- That the sign include the business address;
- That the sign comply with the landscaping requirement; and
- That the base of the sign be fully enclosed.

Motion to approve carried unanimously.

- 9. Discussion of and action on a request by Texas Premier Capital for approval of a site development sign, including necessary variances to Municipal Code of Ordinances Chapter 66 *Signs*, for a proposed retail shopping center located at 13523 Bandera Road, Helotes, Texas 78023, more particularly described as BCAD Property ID No. 242314. (Recommendation Item; Applicant)**

The applicant is requesting approval of a variance to allow two site development signs for a proposed retail shopping center. The signs do not comply with the codes sign size, sign height, number of signs and lighting requirement.

Motion was made by Commissioner Wade, second by Commissioner Edmond, to recommend approval of a variance to allow only one site development sign, not two, on the following conditions:

- That the sign comply with the square footage requirement;
- That the sign height be a maximum of 13 feet; and
- That the sign have no lighting.

Motion to approve carried: 4 Ayes – Commissioner Wade, Commissioner Edmond, Commissioner Hozza and Commissioner Wightman; 1 Nay – Commissioner Rios.

10. **Discussion of and action on a request by Facility Solutions Group for approval of a single-business use monument sign, pursuant to Municipal Code of Ordinances Chapter 66 *Signs*, Section 66-49 *Commercial signs: single-business use (monument-type)*, for a Kentucky Fried Chicken restaurant located near the intersection of Cedar Trail and S.H. 16, more particularly described as BCAD Property ID No. 1274714 and CB 4477G (Bandera Oaks), Block 2, Lot 4. (Approval Item; Applicant)**

Motion was made by Commissioner Rios, second by Commissioner Edmond, to approve the monument sign on the following conditions:

- Include the business address on the sign; and
- That the face of the sign be made opaque, so that the red coloring is not visible at night and only the white coloring will be illuminated at night.

Motion to approve carried unanimously.

11. **Discussion of and action on revisions to Municipal Code of Ordinances Chapter 98 *Zoning*, Section 98-69 *Overlay District (B-3 OD)*. (Approval / Recommendation Item; Staff)**

No discussion was held on this item. It will be discussed at next month's meeting.

12. **Discussion of and action on revisions to Municipal Code of Ordinances Chapter 66 *Signs*. (Approval / Recommendation Item; Staff)**

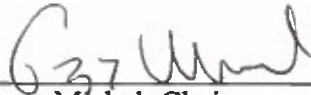
The Commission thanked City Council, Staff, and especially, the City Administrator, for their assistance on the revisions. The Commission expects to complete the revisions at next month's meeting, and then forward to Council for consideration.

**Adjourn.**


Motion was made by Commissioner Hozza, second by Commissioner Edmond, to adjourn the meeting at 9:19 pm.

Motion to approve carried unanimously.

Respectfully submitted,

  
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Gregg Michel, Chair  
Planning and Zoning Commission  
City of Helotes

ATTEST:

  
Ron Hozza, Secretary  
Planning and Zoning Commission  
City of Helotes

