

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

The City of Helotes Planning and Zoning Commission met for a regular meeting on March 6, 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
Richard Hawk
Mike McGlothing
Mario Rios
Jeff Wade

Council members/staff present: Rick Schroder, City Administrator
Susan Darst, Assistant to City Administrator
Alex Blue, Council Member
Cynthia Massey, 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 HEARINGS:

- 3. Public Hearing to give all interested persons the right to appear and be heard on a request by Verizon Wireless for a Specific City Council Approved Use Permit for the construction of a telecommunications tower and a variance to Chapter 98 Zoning, Article XI Telecommunication Facilities, Section 98-368 Standards for Transmission Towers and Antennae authorizing a reduction in the required separation distance of 2,000 feet between telecommunications towers on property zoned Neighborhood Service District (B-2) and located at 13218 Bandera Road, Helotes, Texas 78023, more particularly described as BCAD Property ID No. 242513.**

Chair Michel opened the public hearing at 7:02 p.m. Speaking in opposition to this item was Brenda Sanders. Chair Michel closed the public hearing at 7:05 p.m.

4. **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 Chapter 98 Zoning, Section 98-69 Overlay District (B3-OD) and the addition of regulations to the same Chapter regulating ornamental tower, cupola, dome, spire, and similar structural element heights that are not designed for occupancy.**

Chair Michel opened the public hearing at 7:05 p.m. No one signed up to speak on this item. Chair Michel closed the public hearing at 7:05 p.m.

OPEN SESSION:

5. **Citizens to be heard.**

No one signed up to speak on this item.

ITEMS FOR INDIVIDUAL CONSIDERATION:

6. **Discussion of and action on the minutes of the Regular Meeting of the Planning and Zoning Commission dated February 6, 2018. (Approval Item; Staff)**

Motion was made by Commissioner Wade, second by Commissioner McGlothing, to approve the minutes as submitted.

Motion to approve carried unanimously.

7. **Discussion of and action on a request by Verizon Wireless for approval of a Specific City Council Approved Use Permit for the construction of a telecommunications tower and a variance to Chapter 98 Zoning, Article XI Telecommunication Facilities, Section 98-368 Standards for Transmission Towers and Antennae authorizing a reduction in the required separation distance of 2,000 feet between telecommunications towers on property zoned Neighborhood Service District (B-2) and located at 13218 Bandera Road, Helotes, Texas 78023, more particularly described as BCAD Property ID No. 242513. (Recommendation Item; Applicant)**

Discussion included the requirement of a visual study, landscaping, and display, as required by Code. Additionally, the variances pertaining to this item were discussed. The applicant is non-compliant with the following, which would require a variance:

- 1.) Separation distance between transmission towers – Transmission towers shall be constructed within 2,000 feet from any pre-existing transmission tower. The proposed tower is approximately 1,300 feet from the tower located at City Hall; and
- 2.) Setback requirements for property lines - Transmission towers shall be set back a minimum of 50 feet from adjacent property lines. The proposed tower's set back is approximately 40 feet from the adjacent, rear property line.

Motion was made by Commissioner Wade, second by Commissioner Hozza, to recommend approval of a request by Verizon Wireless for a Specific City Council Approved Use Permit for the construction of a telecommunications tower and the necessary variances, on the condition that landscape buffering be provided on all four sides of the tower and that the cross design not be approved.

Motion to approve carried: 5 Ayes – Commissioner Wightman, Commissioner Hozza, Commissioner Edmond, Commissioner Hawk and Commissioner Wade; 2 Nays – Commissioner McGlothing and Commissioner Rios.

Although the Commission did approve the request, there was strong sentiment for encouraging the City to work with the applicant to instead locate the proposed tower on municipal grounds, so as to move it away from a residential area.

8. **Discussion of and action on a request by Phillip Manea for approval of a wayfinding / parking sign, pursuant to Municipal Code of Ordinances Chapter 98 Zoning, Section 98-72 Old Town Helotes Special District, Subparagraph (g) Sign Regulations, for the Shops at Old Town Helotes located at 14743 Bandera Road, Helotes, Texas 78023, more particularly described as BCAD Prop. ID No. 1154308. (Approval Item; Applicant)**

Appearing on this item was Phillip Manea, the applicant. Mr. Manea withdrew this request and will return at a future meeting with an updated design.

9. **Discussion of and direction on a request by BR Anderson, Jr. for approval of pole sign, pursuant to Municipal Code of Ordinances Chapter 98 Zoning, Section 98-72 Old Town Helotes Special District, Subparagraph (g) Sign Regulations, for B Daddy's BBQ located at 14436 Bandera Road, Helotes, Texas 78023, more particularly described as BCAD Prop. ID No. 242097. (Discussion Item; Applicant)**

Speaking on this item was BR Anderson, Jr, the applicant. Mr. Anderson stated the purpose of the proposed pole sign request along S.H. 16 was to help visitors in locating B Daddy's BBQ and to help in advertising the restaurant.

The consensus of the Commission was that they did not want a pole sign, but would possibly consider a monument sign with a total allowable height of 12 to 15 feet.

The Commission directed the applicant to work with City Staff.

10. **Discussion of and action on a request by Sherrie Skeans for approval of pole / freestanding and wall signage, including requisite variances to Municipal Code of Ordinances Chapter 66 Signs, for Ten Oaks Storage located at 16304 Bandera Road, Helotes, Texas 78023, more particularly described as BCAD Prop. ID No. 1272397. (Recommendation Item; Applicant)**

Discussion included that pole / freestanding signs are prohibited by Code and the wall signage size requirement. The Code allows for 36 square feet, and the proposed wall signage is approximately 90 square feet. Although, the sign is slightly larger than allowed by Code, the Commission can utilize the 25% rule to approve the wall sign.

Motion was made by Commissioner Wightman, second by Commissioner Hozza, to approve the wall signage on the condition that sign lettering be changed to all white.

Motion to approve carried unanimously.

Motion was made by Commissioner Wightman, second by Commissioner McGlothing, to recommend denial of the variance request for a pole / freestanding sign.

Motion to fail carried unanimously.

11. **Discussion of and action on a preliminary and final subdivision plat, pursuant to Municipal Code of Ordinances Chapter 78 *Subdivisions*, establishing the Lago Vista Acres Unit II Subdivision, Lots 3 and 4, Block 6, County Block 4556, Bexar County, Texas, and being 10.083 acres of land out of the J.A. Torres Survey No. 228 ¼ , Abstract 768, and being a portion of that certain 114.068 acre tract of land conveyed to Los Reyes, Inc., as described in Volume 7702, Page 368, Official Public Records of Bexar County, Texas. (Recommendation Item; Applicant)**

Motion was made by Commissioner Wade, second by Commissioner McGlothing, to recommend approval of this item as written.

Motion to approve carried unanimously.

12. **Discussion of and action on a request by Vizza Wash, Inc. for approval of a monument sign, pursuant to Municipal Code of Ordinances Chapter 66 *Signs*, Section 66-49 *Commercial Signs: Single-Business Use (Monument Type)*, for The Wash Tub located at 12462 Bandera Road, Helotes, Texas 78023, more particularly described as BCAD Prop. ID No. 1274713. (Approval Item; Applicant)**

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

- That landscaping be provided at the base of the sign;
- That the sign be mounted on a base of at least 18 inches; and
- That each end of the sign be painted black, not red.

Motion to approve carried unanimously.

13. **Discussion of and action on a request by Facility Solutions Group for approval of a pole / freestanding sign, including requisite variances to Municipal Code of Ordinances Chapter 66 *Signs*, for T&D Moravits Concrete Contractors located at**

10511 Shaenfield Road, San Antonio, Texas 78254, more particularly described as BCAD Prop. ID No. 234207. (Recommendation Item; Applicant)

Appearing on this item was Nick Harris, the applicant's representative. Pole / freestanding signs are prohibited by Code, therefore, Mr. Harris withdrew this request. The applicant may bring another sign request back for a future meeting agenda.

14. Discussion of and action on a request by Architect Nicholas C. Melde for approval of a conceptual design plan for Haciendas del Rio located within the Old Town Helotes Special District at 14743 Old Bandera Road, Helotes, Texas 78023, more particularly described as BCAD Prop. ID No. 1046345, including, but not limited to, the following:

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

Motion was made by Commissioner Wightman, second by Commissioner McGlothing, to recommend approval of the site plan, building design, signage and exterior lighting for Haciendas Del Rio on the following conditions:

- The proposed sign be considered as a Creative Sign and should be landscaped, and include the street address, as per Code; and
- The exterior lighting should be limited in height to 16' and dark-sky compliant.

Motion to approve carried unanimously.

Additionally, the Commission was in support that the Board of Adjustment grant a variance to allow for two structures on the property to be closer than permitted by Code to neighboring residences.

Chairman Michel recessed the meeting at 9:53 p.m. and reconvened at 10:07 p.m.

15. Discussion of and action on amendments to Municipal Code of Ordinances Chapter 98 Zoning, Section 98-69 Overlay District (B3-OD) and the addition of regulations to the same Chapter regulating ornamental tower, cupola, dome, spire, and similar structural element heights that are not designed for occupancy (Recommendation Item; Staff)


The Commission discussed amendments to the zoning ordinance. This item will be brought back in a future meeting agenda for further discussion.

Adjourn.

Motion was made by Commissioner Hozza, second by Commissioner McGlothing, to adjourn the meeting at 10:35 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

