

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

The City of Helotes Planning and Zoning Commission met for a regular meeting on April 3, 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: Jason Wightman, Vice Chair  
Ron Hozza, Secretary  
Richard Hawk  
Mario Rios  
Jeff Wade

Absent: Gregg Michel, Chair  
Joe Edmond  
Mike McGlothing

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

**1. Call to order.**

Vice Chair Wightman called the meeting to order at 7:01 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.

**ITEMS FOR INDIVIDUAL CONSIDERATION:**

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

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

Motion to approve carried unanimously.

5. **Discussion of and action on a request by Phillip Manea for approval of a wayfinding sign to be located in the Municipal Right-of-Way, pursuant to Municipal Code of Ordinances Chapter 98 Zoning, Section 98-72 Old Town Helotes Special District, Subparagraph (g)(6)(b)(3) Off-Premises Signs, 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)**

Motion was made by Commissioner Wade, second by Commissioner Rios, to approve this item as written, contingent that the applicant submits an Encroachment License application, and have the same approved by City Council.

Motion to approve carried unanimously.

6. **Discussion of and action on a request by BR Anderson, Jr. for approval of a pole / freestanding sign, including requisite variances 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. (Recommendation Item; Applicant)**

The consensus of the Commission was that they did not want a pole / freestanding sign. The Commission provided further direction to the applicant of what would possibly be considered, including that the shape of the proposed sign be flat, not "wedge shaped", a total allowable sign height of 12 to 15 feet, ensure that the sign has a rock base, and that the sign look as close as possible to a monument sign.

Mr. BR Anderson withdrew this request and will return at a future meeting with a revised multitenant monument sign design.

7. **Discussion of and action on an Ordinance of the City Council of the City of Helotes, Texas amending Municipal Code of Ordinances Chapter 98 Zoning by adding Section 98-11 Ornamental Towers and Similar Structural Elements in order to prescribe maximum heights for said structures and amending Section 98-69 Overlay District's (B3-OD) permitted and non-permitted uses; declaring a public purpose; authorizing the City Administrator to take all necessary steps to implement the provisions of this Ordinance; incorporating recitals; providing for severability; and adopting an effective date. (Recommendation Item; Staff)**

Motion was made by Commissioner Wade, second by Commissioner Hozza, to recommend approval of the Ordinance as presented, to include the amendments to Chapter 98 Zoning, Section 98-69 Overlay District (B3-OD), regarding permitted and non-permitted uses in the said district. The amendments to Section 98-69 Overlay District (B3-OD) included moving the uses of Funeral Home and Hotel to a Specific City Council Approved Use Permit process and making the uses of Manufacturing Light, Newspaper Printer and Storage Building as non-permitted uses.

Motion to approve carried unanimously.

Motion was made by Commissioner Wade, second by Commissioner Rios, to recommend approval of adding to Chapter 98 *Zoning*, Section 98-11 *Ornamental Towers and Similar Structural Elements*, in order to prescribe maximum heights for said structures. The restricted height for such structures will be 15 feet above average grade in all Zoning Districts.


Motion to approve carried unanimously.

**Adjourn.**

Motion was made by Commissioner Hozza, second by Commissioner McGlothing, to adjourn the meeting at 8:14 pm.

Motion to approve carried unanimously.

Respectfully submitted,

  
Jason Wightman, Vice Chair  
Planning and Zoning Commission  
City of Helotes

ATTEST:

  
Ron Hozza, Secretary  
Planning and Zoning Commission  
City of Helotes

