

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

The City of Helotes Planning and Zoning Commission met for a regular meeting on May 7, 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
 Mike McGlothing
 Mario Rios

Council Members/Staff Present: Rick Schroder, City Administrator
 Susan Darst, Assistant to City Administrator
 Alex Blue, Council Member

1. Call to order.

Chairman Michel called the meeting to order at 7:00 p.m.

2. Roll call.

Commissioner Hozza called roll. See above for members present.

OPEN SESSION:

3. Citizens to be heard.

COUNCIL LIAISON REPORT:

- 4. City Council action update on the following (Councilmember Alex Blue):**
- **A final subdivision plat establishing Bricewood Subdivision, Unit-3;**
 - **A request by Parker & Parker Investment Properties, LP for approval of a conceptual design plan for Judicial Services Company located at 15248 Scenic Loop Road, Helotes, Texas 78023; and**
 - **A request by Russell Young for approval of a conceptual design plan for a building addition to Young Bros. Fire Protection located at 14107 Bandera Road, Helotes, Texas 78023.**

Council Member Blue reported on April 11, 2019, City Council approved all aforementioned items in a unanimous vote. Although all items were approved, Council did differ with the Commission's recommendation on Judicial Services Company and Young Bros. Fire Protection, and instead, approved the conceptual design plans as submitted.

ITEMS FOR INDIVIDUAL CONSIDERATION:

5. **Discussion of and action on the minutes of the Regular Meeting of the Planning and Zoning Commission dated April 2, 2019. (Approval Item; Staff)**

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

Motion to approve carried unanimously.

6. **Discussion of and action on a request by Deborah Keepers for approval of a monument sign and a variance to Municipal Code of Ordinances Chapter 66 Signs, Section 66-49 Commercial Signs: Single-Business Use (Monument Type) for Helotes Gentle Family Dentistry located at 15876 Bandera Road, Helotes, Texas 78023, more particularly described as BCAD Prop. ID No. 247068. (Recommendation Item; Applicant)**

Motion was made by Commissioner McGlothing, second by Commissioner Edmond, to recommend approval of a variance request on a proposed two-faced v-shaped monument sign for Helotes Gentle Family Dentistry. Given the location, the Commission recommended not to require landscaping.

Motion to recommend approval carried unanimously.

7. **Discussion of and action on a request by Trent Stein for approval of a Master Sign Plan, pursuant to Municipal Code of Ordinances Chapter 66 Signs, Section 66-71 Permits, Certificates, and Approval Required; Master Sign Plan for Helotes Oaks Retail Center, a multi-tenant shopping center, located at 12850 Bandera Road, Helotes, Texas 78023, more particularly described as BCAD Prop. ID No. 242422. (Recommendation Item; Applicant)**

Motion was made by Commissioner Wade, second by Commissioner McGlothing, to recommend approval of a Master Sign Plan for Helotes Oaks Retail Center. Any tenant seeking a wall sign that is larger than permitted by Code will follow the process and submit a variance application. The variance application will return to the Commission for review and recommendation.

Motion to recommend approval carried unanimously.

Adjourn.

Motion was made by Commissioner Hozza, second by Commissioner Edmond, to adjourn the meeting at 7:53 pm.

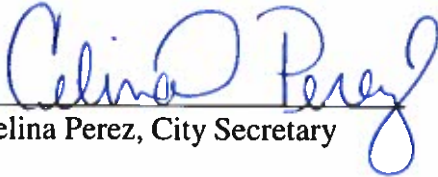
Motion to approve carried unanimously.

Respectfully submitted,



Gregg Michel, Chair

ATTEST:



Celina Perez, City Secretary

