

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

The City of Helotes Planning and Zoning Commission met for a regular meeting on August 6, 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
Mike McGlothing

Absent: Jeff Wade
Mario Rios

Council Members/Staff Present: Susan Darst, Assistant to the 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.

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 Chapter 18 *Buildings and Building Regulations* and Chapter 98 *Zoning* amending building permit expiration and extension terms and required inspections and requiring a certificate of occupancy for residential structures.

Chairman Michel opened the public hearing at 7:01 p.m. No one signed up to speak on this item. Chairman Michel closed the public hearing at 7:02 p.m.

OPEN SESSION:

4. Citizens to be heard.

No one signed up to speak on this item.

COUNCIL LIAISON REPORT:

5. City Council action update on the following (Councilmember Alex Blue):

- **A subdivision re-plat establishing Bandera Oaks Subdivision.**

Council Member Blue reported on July 25, 2019, City Council approved the re-plat of Bandera Oaks Subdivision as submitted. It was noted that the trees along the rear of the property will remain protected.

ITEMS FOR INDIVIDUAL CONSIDERATION:

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

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

Motion to approve carried unanimously.

7. Discussion of and action on an Ordinance of the City Council of the City of Helotes, Texas amending Municipal Code of Ordinances Chapter 18 *Buildings and Building Regulations*, Articles I *In General* and II *Technical Codes*, Sections 18-2 *Building Permits*, 18-3 *Certificates of Occupancy for Residential Structures*, 18-11 *International Residential Code Adopted*, and 18-12 *International Building Code Adopted* and Chapter 98 *Zoning*, Article XIV *Administration and Enforcement*, Section 98-463 (a) *Certificate of Occupancy* by amending building permit expiration and extension terms and required inspections and requiring a certificate of occupancy for residential structures; authorizing the City Administrator to implement the provisions of this Ordinance; providing for severability; repealing any other Code provisions, ordinances, or parts of ordinances, and other provisions in conflict herewith; providing a penalty; incorporating recitals; and adopting an effective date. (Recommendation Item; Staff)

Motion was made by Commissioner Edmond, second by Commissioner McGlothing, to recommend approval of the proposed amendments to the ordinance with the comment of changing the proposed permit time limitation from 9 months to 12 months. Additionally, the Commission suggested for Council to review Section 18-2 *Building Permits*, Subparagraph (e) *Permit Extension*, to ensure the fee structure language is clear, specifically following the fourth extension.

Motion to recommend approval carried unanimously.

8. Discussion of and action on a request by Stanley and Phyllis Goodson for approval of a conceptual design plan for Helotes Retail Center located on a 1.963 acre tract of land situated, generally, near the intersection of S.H. 16 (South) and Old Bandera Road, more particularly described as BCAD Prop. ID No. 242105, including, but not limited to, the following:

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

Motion was made by Commissioner Wightman, second by Commissioner McGlothing, to recommend approval of the conceptual design plan for Helotes Retail Center.

Motion to recommend approval carried unanimously.

Adjourn.

Motion was made by Commissioner Hoza, second by Commissioner McGlothing, to adjourn the meeting at 7:45 pm.

Motion to approve carried unanimously.

Respectfully submitted,



Gregg Michel, Chair

ATTEST:



Celina Perez, City Secretary

