



**AGENDA
CITY OF HELOTES
PLANNING AND ZONING COMMISSION
November 1, 2016**

The City of Helotes Planning and Zoning Commission will meet on Tuesday, November 1, 2016 at 7:00 p.m. in the City Hall Council Chamber, 12951 Bandera Road, Helotes, Texas 78023. This is an open meeting, subject to the open meeting laws of the State of Texas.

1. Call to order.
2. Roll call.

OPEN SESSION:

3. Citizens to be heard. *The Planning and Zoning Commission may not discuss any presented issue, nor may any action be taken on any issue at this time (Attorney General Opinion JC-0169). The Commission will accept comments from citizens of the City of Helotes only. Comments are limited to three (3) minutes, and this time is not transferable. Each person may only speak once. No profanity or threats will be tolerated.*

UNFINISHED BUSINESS:

4. 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, Article VI Planned Residential Unit Development*; protecting the public health and promoting the public welfare of the City of Helotes by establishing rules and regulations regarding zoning and development, generally; providing for severability; repealing any other Code provisions, ordinances, or parts of ordinances, and other provisions in conflict herewith; providing a penalty; and adopting an effective date. (City Staff; Recommendation Item)

ITEMS FOR INDIVIDUAL CONSIDERATION:

5. Discussion of and action on the minutes of the Regular Meeting of the Planning and Zoning Commission dated October 4, 2016. (Staff; Approval Item)

NOTICE OF ASSISTANCE AT THE PUBLIC MEETING

The City of Helotes Municipal Complex is wheelchair accessible, and accessible parking spaces are available. In compliance with the Americans with Disabilities Act, the City of Helotes will provide reasonable accommodations for persons attending the meeting. To better serve you, requests should be received forty-eight (48) hours prior to the meeting. Please contact the City Secretary's Office by phone at 210-695-5911 or by facsimile at 210-695-2123.

Planning and Zoning Commission Agenda

November 1, 2016

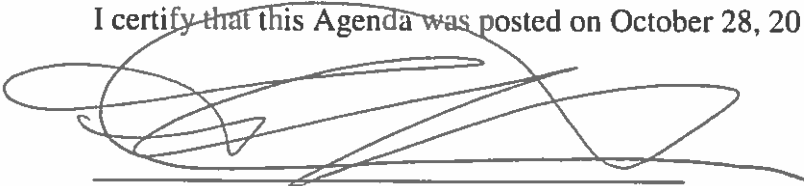
Page 2.

6. Discussion of and action on a request by New Leaf Homes for residential subdivision entry signage, pursuant to Municipal Code of Ordinances Chapter 66 *Signs*, Section 66-43 *Residential Subdivision Entry Signs*, for Bricewood Subdivision, generally located at the intersection of Galm Rd. and Bricewood Park, more particularly described as BCAD Property ID No. 1231539. (Applicant)

Adjourn.

Note: It is possible that members of and, possibly, a quorum of the City Council or other governmental bodies of the municipality may be in attendance at the above stated meeting. No action will be taken by the City Council or any other governmental body at the above stated meeting, other than the body specifically referred to in the above notice.

I certify that this Agenda was posted on October 28, 2016 at 12:00 p.m. (Noon).



Rick Schroder
City Administrator

ORDINANCE NO. _____

AN ORDINANCE AMENDING CITY OF HELOTES CODE OF ORDINANCES CHAPTER 98 ZONING, ARTICLE VI *PLANNED RESIDENTIAL UNIT DEVELOPMENT*; PROTECTING THE PUBLIC HEALTH AND PROMOTING THE PUBLIC WELFARE OF THE CITY OF HELOTES BY ESTABLISHING RULES AND REGULATIONS REGARDING ZONING AND DEVELOPMENT, GENERALLY; PROVIDING FOR SEVERABILITY; REPEALING ANY OTHER CODE PROVISIONS, ORDINANCES, OR PARTS OF ORDINANCES, AND OTHER PROVISIONS IN CONFLICT HEREWITH; PROVIDING A PENALTY; AND ADOPTING AN EFFECTIVE DATE.

WHEREAS, after proper notice, the Planning and Zoning Commission and the City Council held public hearings on proposed amendments to Municipal Code of Ordinances, Chapter 98 Zoning, Article VI *Planned Residential Unit Development* on October 4, 2016 and October 27, 2016, respectively, as required by the Code of Ordinances and State Law; and

WHEREAS, the City Council wishes to amend its current Zoning Code to establish a clear set of rules and regulations regulating planned development within the City; and

WHEREAS, the City Council contends that the zoning amendments included within this Ordinance promote the health, safety, and welfare of its residents.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HELOTES, TEXAS THAT:

SECTION ONE. AMENDMENT. Chapter 98 Zoning, Article VI *Planned Residential Unit Development* of the Municipal Code of Ordinances is hereby amended to read as follows:

~~“ARTICLE VI. - PLANNED RESIDENTIAL UNIT DEVELOPMENT~~

Sec. 98-161. - Purpose.

It may be desirable that some properties in the City be developed in accordance with site plans prepared and approved in advance of development. To encourage such planned unit development, regulatory provisions are provided in Sections 98-162 and 98-163.

Sec. 98-162. - Authorized uses.

Whenever any property is designed as being within ~~the~~ a planned residential unit development, the following types of uses may be authorized:

- (1) Residential housing development consistent with area zoning, as deemed appropriate by City Council. ~~on tracts with a minimum of 20 acres.~~

- (2) Commercial uses development consistent with area zoning, as deemed appropriate by City Council, ~~permitted in the neighborhood service district , on tracts with a minimum area of two acres and when~~ and considered to be an integral part of a planned residential unit development.
- (3) Recreation area / open space.
- (4) A combination of any of the types of developments listed above, ~~or other uses permitted in the Zoning Districts corresponding to property on the Zoning District Map.~~

Sec. 98-163. - Site plan; procedures.

- (a) A site plan setting forth the uses to be incorporated into the planned ~~residential~~ unit development shall be approved and filed as part of the ordinance. The provisions of Article XII of this Chapter shall govern the review and processing of each application for a planned ~~residential~~ unit development.
- (b) Such required site plan shall show the provisions for ingress and egress to the property, access from a public street, number and type of housing and/or commercial units proposed, sidewalks, utilities, drainage, parking spaces, height of buildings, maximum lot coverage, yards and open spaces, screening walls or fences and other development and protective requirements considered necessary to create a reasonable transition and protection of the adjacent property.
- (c) The Planning and Zoning Commission may recommend that the City Council impose conditions relative to the standards of development and as a part of the planned ~~residential~~ unit development zoning.
- (d) Site plans submitted for consideration under the provisions of Subsections (a) and (b) may be altered or amended after initial approval with the approval of the ~~Planning and Zoning Commission~~ City Council, but any other change in the development shall be considered an amendment to the Zoning Chapter and shall be processed in accordance with Article XII of this Chapter.”

SECTION TWO. AUTHORIZATION. The City Administrator is authorized to take all necessary steps to implement the provisions of this Ordinance and provide documentation thereof to the City Secretary for recording.

SECTION THREE. DECLARATION OF COMPLIANCE AND INCORPORATION OF RECITALS. The City Council declares that the Public Hearings held by the Planning and Zoning Commission and City Council prior to the amendment of the Municipal Zoning Code were properly noticed in the manner prescribed by Law, and the Ordinance was adopted at an open meeting in compliance with Tex. Gov. Code Ann Chapter 551. Additionally, the City Council finds that the recitals contained in the preamble to this Ordinance are true and correct and incorporates them as findings of fact.

SECTION FOUR. REPEALER. All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION FIVE. SEVERABILITY. If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional or illegal, such decision shall not affect the validity of the remaining sections of this Ordinance. The City Council hereby

declares that it would have passed this Ordinance, and each section, subsection, clause, or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared void; and that in lieu of each clause or provision of this Ordinance that is invalid, illegal, or unenforceable there be added as a part of the Ordinance a clause or provision as similar in terms to such invalid, illegal or unenforceable clause or provision as may be possible, legal, valid and enforceable.

SECTION SIX. PENALTY. Any person, firm, company, partnership, corporation, or association violating any provision of this Ordinance shall be deemed guilty of a misdemeanor and, upon conviction thereof, shall be fined an amount of not more than five hundred dollars (\$500.00) for each violation, and each and every day that the provisions of this Ordinance are violated shall constitute a separate and distinct offense.

SECTION SEVEN. EFFECTIVE DATE. This Ordinance shall become effective immediately upon the approval of the City Council and shall be published in the official newspaper of the municipality.

APPROVED THIS 10th DAY OF November 2016.

By: _____

Hon. Thomas A. Schoolcraft, Mayor
City of Helotes, Texas

Attest:

Grace Tamez, City Secretary
City of Helotes

Published: San Antonio Express News
(Date)

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

The City of Helotes Planning and Zoning Commission met for a meeting on October 4, 2016 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
Mike McGlothing, Vice-Chair
Ronald Hozza, Secretary
Joe Edmond
Jeff Wade

Absent: Richard Hawk
Juliette Serafine

Council members/staff present: Ernest Cruz, Development Services Director
Alex Blue, Council Member

1. Call to order.

Chair Michel called the meeting to order at 7:06 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 amendments to Municipal Code of Ordinances Chapter 98 Zoning, Article VI Planned Residential Unit Development.

Chair Michel opened the public hearing at 7:07 p.m. Blair Weaver spoke against the proposed changes. Michel closed the public hearing at 7:10.

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 Special Meeting of the Planning and Zoning Commission dated September 13, 2016. (Staff; Approval Item)

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 Laura Curtis for approval of a multi-tenant monument sign, pursuant to Municipal Code of Ordinances Chapter 66 Signs, Section 66 -50 Commercial signs: multi-tenant shopping center, business park, or office complex (monument-type) on property located at 13523 E. Bandera Rd., Helotes, Texas 78023, more particularly described as BCAD Property ID No. 242314. (Applicant; Approval Item)

The Commission spent considerable time discussing the fact that a second, non-conforming sign exists on the property. While this second sign received Council approval in 2012, there was concern that this second sign does not comply with Code requirement for number of signs allowed and the second sign should be removed. Discussion also included the design of the proposed multi-tenant sign; the proposed sign should look like a monument sign and not a pole sign.

Motion was made by Commissioner Wade, second by Commissioner Edmond, to approve the monument sign with the conditions that it conform to City Code requirements including, landscaping, 18 inch base height, the addition of the street number, and to modify the width and height of the "Texas Medium" sign to hide the poles.

Motion to approve carried: 3 Ayes; 1 Nay – Commissioner McGlothing; 1 Abstain – Chair Michel*.

*The presiding officer maintained his impartial position by exercising his right to abstain.

7. Discussion of and action on a request by Chandler Growald, CKG Architecture, Inc., for approval of a Conceptual Design Plan, pursuant to Municipal Code of Ordinances Chapter 98 Zoning, Article IX Architectural Review by Planning and Zoning Commission, for the construction of an addition on the existing Church of Jesus Christ of Latter-day Saints on property located at 13153 Iron Horse Way, Helotes, Texas 78023, more particularly described as BCAD Property ID No. 240049, including, but not limited to, the following:

- Site plan; and
- Building design. (Applicant; Approval Item)

Chandler Growald, applicant, gave an overview of the proposed project.

Motion was made by Commissioner McGlothing, second by Commissioner Hozza, to approve the site plan and building design as presented.

Motion to approve carried unanimously.

Commissioners thanked Mr. Growald for presenting high quality, professional, and thorough plans.

- 8. 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, Article VI Planned Residential Unit Development; declaring compliance with Municipal zoning regulations, the City Master Plan, State Law, and public notice and hearing requirements; incorporating recitals; repealing ordinances or parts of ordinances in conflict herewith; providing for severability; and declaring an effective date. (City Staff; Recommendation Item)**

After discussion, consensus was to request more information from Staff.

Motion was made by Commissioner McGlothing, second by Commissioner Wade, to postpone this item to the November 1, 2016 regular Planning and Zoning meeting.

Motion to approve carried unanimously.

Adjourn.

Motion was made by Commissioner Hozza, second by Commissioner McGlothing, to adjourn the meeting at 8:12 p.m.

Motion to approve carried unanimously.

Respectfully submitted,

Gregg Michel, Chair
Planning and Zoning Commission
City of Helotes

ATTEST:

Ronald Hozza, Secretary
Planning and Zoning Commission
City of Helotes

RECEIVED

OCT 14 2016



City of Helotes
Development Services
Department
P.O. Box 507
12951 Bandera Road
Helotes, TX 78023
Phone (210) 695.8877
Fax (210) 695.2123

CITY OF HELOTES

BUILDING PERMIT APPLICATION APPLICABLE TO CITY LIMITS AND ETJ CHAPTER 18, General

Property Address: Briewood - Subdivision - Monument.

Property Owner: NewLeaf Homes Phone # 210-558-9899

Lot: _____ Block: _____ Subdivision: Briewood

Lot Size: _____

Scope of Work: We would like to build a Monument at the entrance,
wich we be build in concrete block and the exterior will
be a gray Stone. and Stucco
Attached Plan and photo gray Stone

Note: Please attach copies of all general and subcontractors' State-issued master licenses, driver's licenses, and certificates of insurance to this application. You are on notice that State and Federal laws mandate Texas Department of Licensing and Regulation (TDLR) registration if the construction valuation is \$50,000 or more. See <http://www.license.state.tx.us>. You are on notice that State and Federal laws mandate asbestos surveys be completed before commencing commercial renovation / demolition work within the State of Texas. See <http://www.dshs.state.tx.us/asbestos>. You are on notice that C-6 Disposal Systems is the City's garbage and debris collection franchisee. Contractors shall coordinate all disposal services through the City's franchisee. See <http://www.c6disposal.com>.

PD (Initial)

Structure Information Monument Entrance

Building Dimensions: _____ Total Living Area: _____

Number of Floors: _____ Number of Rooms: _____

Garage Sq. Ft.: _____ Number of Bathrooms: _____

Building Materials: _____ Exterior Wall Gray Stone Interior Wall Concrete Block
Stucco

Sanitary Sewer Information

S.A.W.S. Service: () Yes () No

If no, please provide your Bexar County septic permit number:

Bexar County Septic Permit No.: _____ Date Permit Approved: _____

Owner: Fred Ghavidel Phone No.: (210) 559 1888

Owner Address: Po Box 5310 San Antonio TX 78201

General Contractor: Newleaf Homes Phone No.: (210) 559 1888

Contractor Address: Po Box 5310 San Antonio TX 78201

Contractor E-mail Address: newleaf_homes@msn.com

Electrical Contractor: RDT Lighting & Electric, Ltda Phone No.: (210) 695 2424

Master Electrician's Name & License No.: Raul Gonzalez Lic# 8985

Electrical Contractor's Address: 2501 NW Loop 410 San Antonio TX 78230

Plumbing Contractor: Murray Plumbing Co LLC Phone No.: (210) 277 7127

Master Plumber's Name & License No.: James R Murray Lic# 37007

Plumbing Contractor's Address: 4430 Center Gate, San Antonio TX 78217

HVAC Contractor: 1st choice Heating & A/C LLC Phone No.: (210) 225 3033

Master HVAC's Name & License No.: David Lavterstein

HVAC Contractor's Address: 15018 Tradesman Dr San Antonio TX 78249

Anticipated Construction Valuation: \$ _____
Commercial - \$ 108.75 Per Sq. Ft.
Residential - \$ 98.51 Per Sq. Ft. - Living Area
Residential Garage - \$49.26 Per Sq. Ft.

Note: The City reserves the right to request additional documentation verifying construction valuation.

Please allow ten (10) business days for processing.

[Signature]
Applicant's Signature

10/12/16
Date

Fred Ghavidel
Print Name

OFFICE USE ONLY:

Permit No.: No. _____

Permit Fee: \$ _____

Plan Review Fee: \$ _____

Property Identification # 1231539

Property Information 2017

Owner Identification # 2741918

Geo ID: 04450-020-9050
 Situs Address BRICEWOOD PARK TX
 Property Type Real
 State Code C1

Legal CB 4450R (BRICEWOOD UT-1),
 Description LOT 905
 Abstract: 9684/157
 Neighborhood BRICEWOOD UT-1
 Appraised Value N/A
 Jurisdictions 56, 06, 10, 42, 08, 11, 09, CAD

Name 4GB-1 LLC
 Exemptions
 DBA. Null



Bexar CAD Map Search

This product is for informational purposes only and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries. The Bexar County Appraisal District expressly disclaims any and all liability in connection herewith

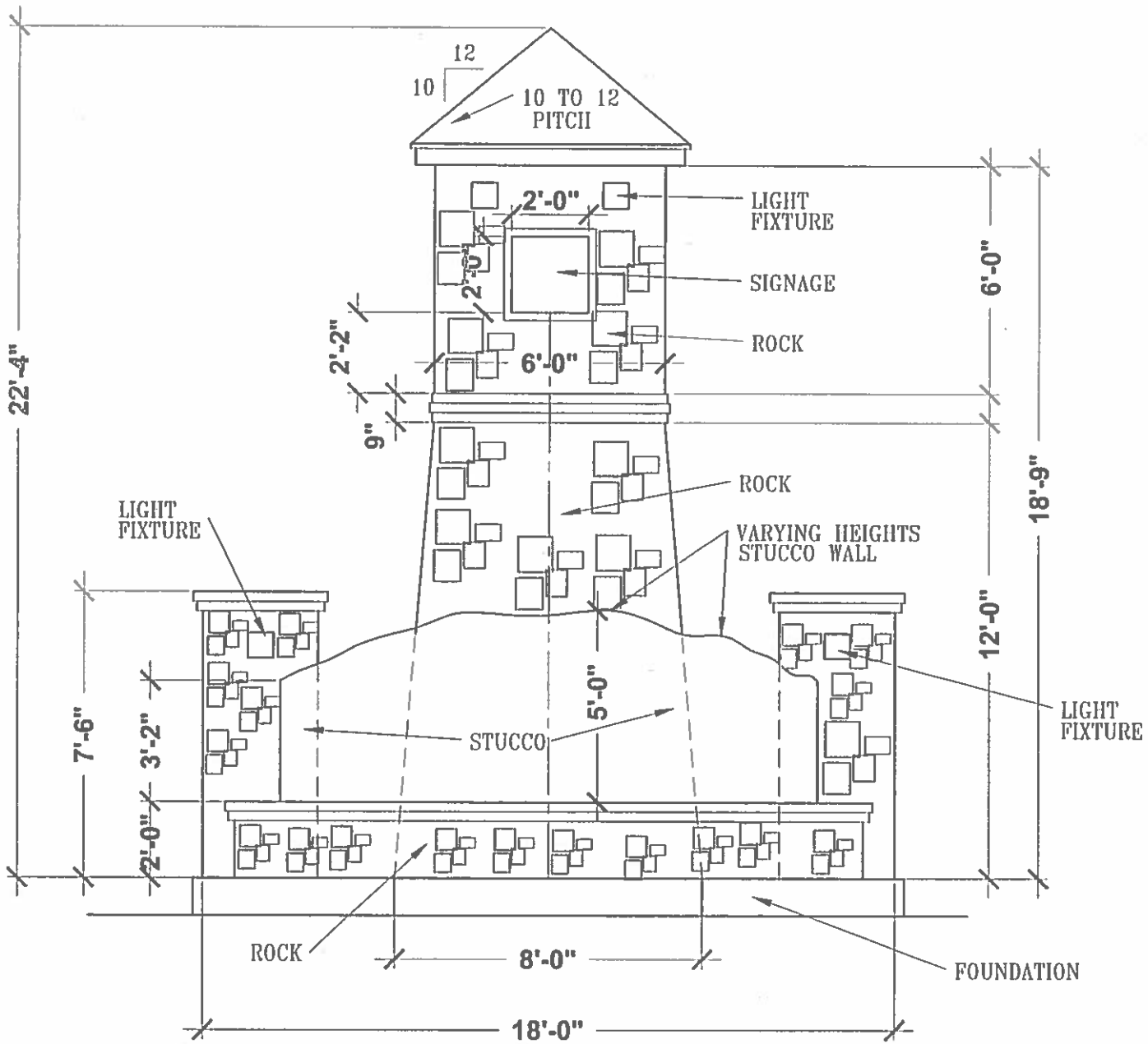
Code of Ordinances
Chapter 66 Signs

Sec. 66-43. - Residential subdivision entry signs.

Residential subdivision entry signs shall be regulated as follows:

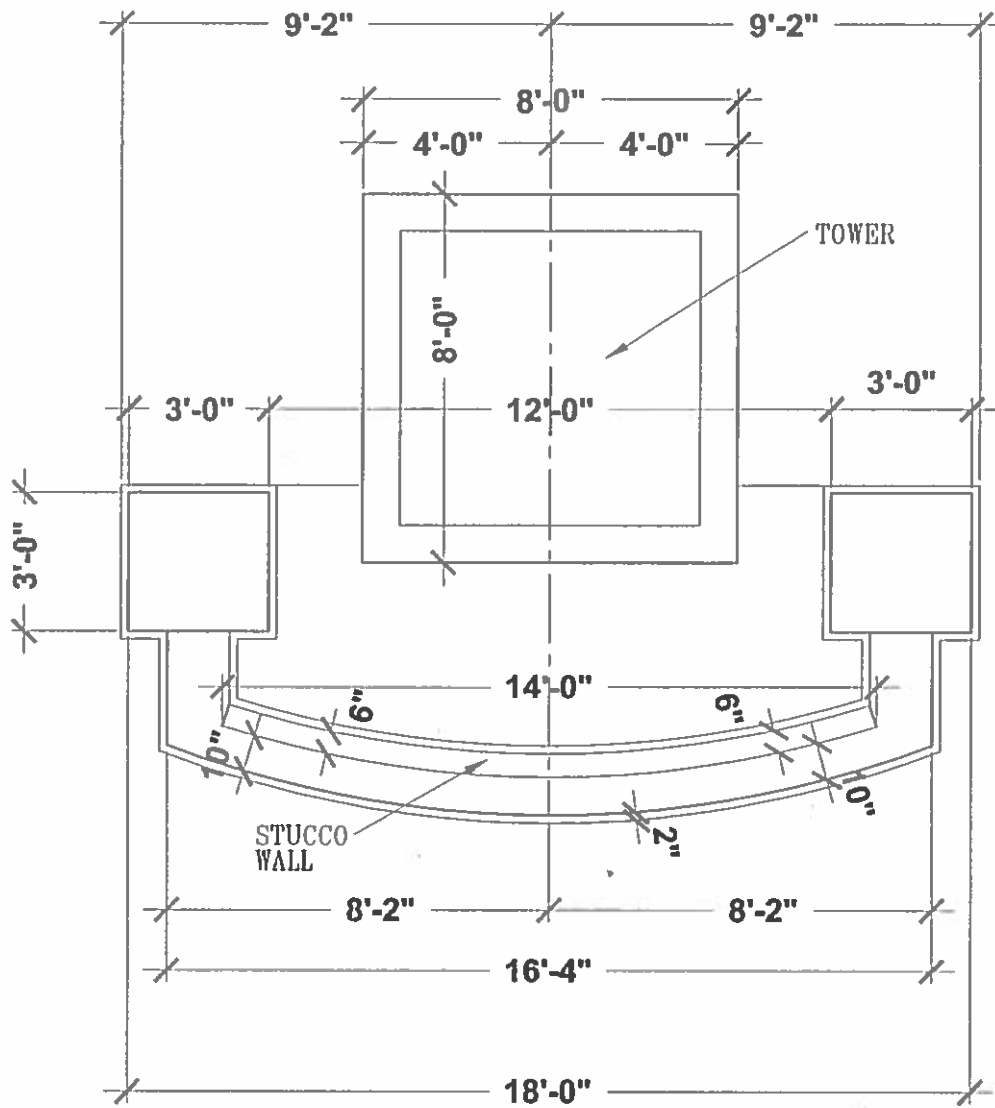
- (1) *Purpose.* Identify a residential subdivision.
- (2) *Size.* Surface area shall not exceed 145 square feet.
- (3) *Height.* No part of the sign shall extend above eight feet from average grade.
- (4) *Number.* Limited to one sign for each entry to the subdivision.
- (5) *Location.* Subdivision entry.
- (6) *Design.* In accordance with the criteria in section 66-11.
- (7) *Lighting.* Indirect or internally illuminated.
- (8) *Landscaping.*
 - a. A landscaped area shall be required at the base of the sign and for each sign face shall extend no less than two feet from the base, subject to the granting of an exemption by the P&Z if justified by unusual site conditions;
 - b. All landscaped areas shall be maintained in a neat, clean and healthy condition; and
 - c. A plan showing the landscaping must be presented to the P&Z by the applicant at the time of application.
- (9) *Duration.* So long as the residential subdivision is in existence.
- (10) *Special provisions.* The surface area shall not contain any type of advertising.
- (11) *Permit.* A permit must be obtained in accordance with the provisions of this chapter prior to installation.

(Ord. No. 249, § 1(150.503), 2-26-2004; Ord. No. 391, § 1, 1-22-2009; Ord. No. 570, § 1, 6-11-2015)



FRONT ELEVATION

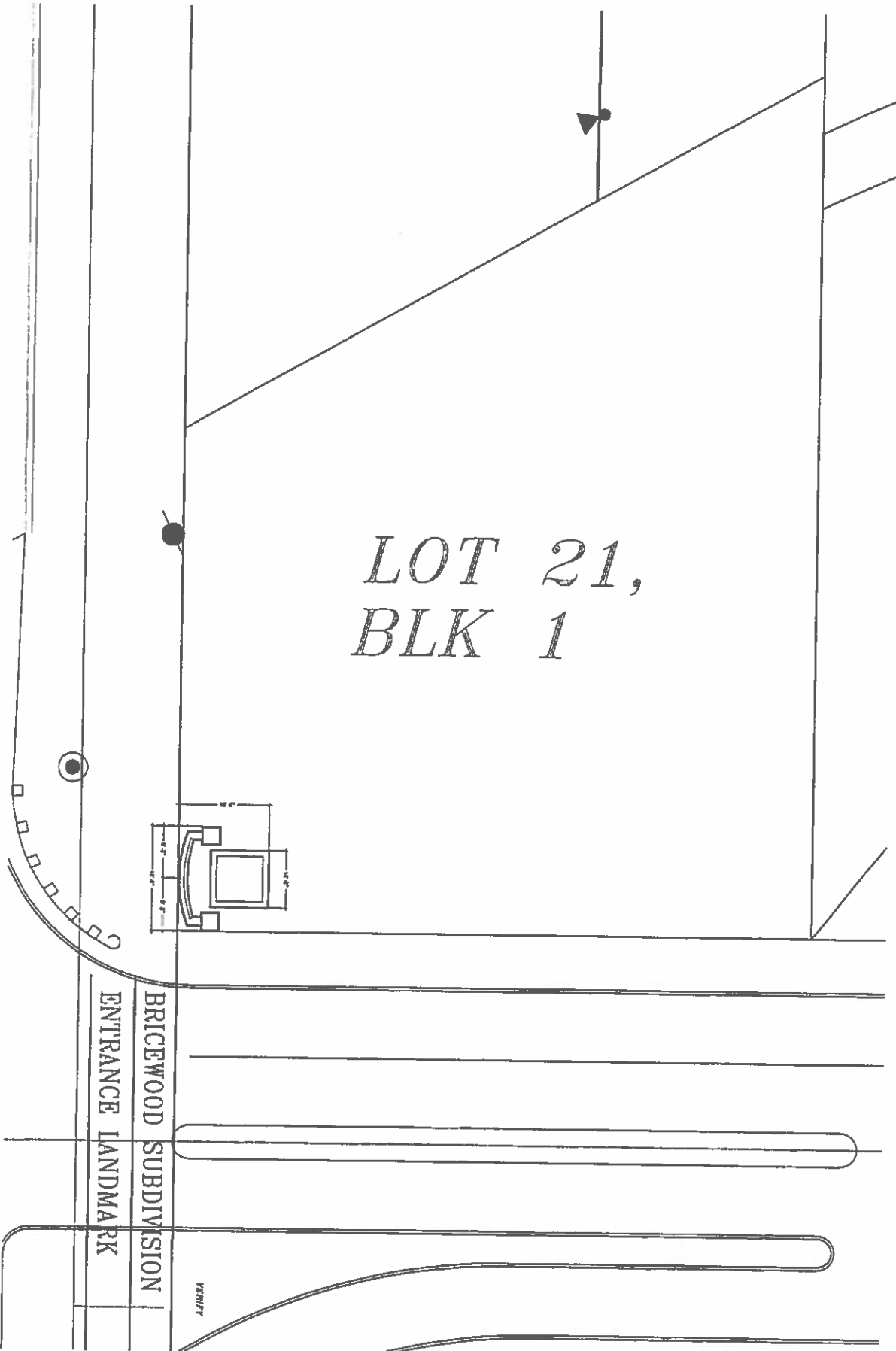
SCALE: 1/4" = 1'-0"



FLOOR PLAN

SCALE: 1/4" = 1'-0"

*LOT 21,
BLK 1*



BRICEWOOD SUBDIVISION
ENTRANCE LANDMARK

UTILITY

