

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

The City of Helotes Planning and Zoning Commission met for a regular meeting on February 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  
Jeff Wade

Absent: Mario Rios

Council members/staff present: Rick Schroder, City Administrator  
Alex Blue, Council Member

**1. Call to order.**

Commissioner Wightman called the meeting to order at 7:05 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 January 2, 2018. (Approval Item; Staff)**

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

Motion to approve carried unanimously.

Chairman Michel presided over the meeting at 7:06 p.m.

5. **Discussion of and action on a request by Simply Raw Nutrition for approval of a patio cover, pursuant to Municipal Code of Ordinances Chapter 98 Zoning, Section 98-72 Old Town Helotes Special District, on the front exterior of an existing building within the Shops at Old Town Helotes located at 14743 Bandera Rd., Bldg. No. 5, Helotes, Texas 78023, more particularly described as BCAD Prop. ID No. 1154308. (Approval Item; Applicant)**

Motion was made by Commissioner Edmond, second by Commissioner McGlothing, to approve this item as written.

Motion to approve carried unanimously.

6. **Discussion of and action on a request by SK & A Architecture for approval of a conceptual design plan, pursuant to Municipal Code of Ordinances Chapter 98 Zoning, Section 98-72 Old Town Helotes Special District, for the Hultz Retail Shell Building located at 14789 Old Bandera Road, Helotes, TX 78023, more particularly described as BCAD Prop. ID No. 242066, including, but not limited to, the following:**

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

Motion was made by Commissioner Wade, second by Commissioner Hozza, to recommend approval of the site plan, building design and exterior lighting for the Hultz Retail Shell Building by SK & A Architecture, on the following conditions:

- Exterior lighting be full cut-off; and
- Dimension standards for impervious cover be limited to 60% of the property, instead of the applicant's proposed 70%.

Motion to approve carried unanimously.

7. **Discussion of and action on a request by Villa Park Architecture/Planning/Interiors, P.L.L.C. for approval of a conceptual design plan for a speculative shell building located at 12850 Bandera Road, Helotes, TX 78023, more particularly described as BCAD Prop. ID No. 242422, including, but not limited to, the following:**

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

Motion was made by Commissioner Wightman, second by Commissioner Edmond, to approve the site plan, building design, signage and exterior lighting for a speculative shell building by Villa Park Architecture/Planning/Interiors, P.L.L.C, on the following conditions:

- Exterior lighting be full cut-off;
- Landscaping be provided around the monument sign, extending a minimum of two feet around the base of the sign; and
- Add rock wainscoting along the entire South, East and West building facades.

Motion to approve carried unanimously.

**8. Discussion of and action on revisions to Municipal Code of Ordinances Chapter 66 Signs. (Recommendation Item; Staff)**

The Commission held a detailed discussion on the proposed revisions to the sign ordinance, and thereafter, came to a consensus to recess the meeting.

Chairman Michel recessed the meeting at 8:25 p.m. and reconvened at 8:36 p.m.

Motion was made by Commissioner Wightman, second by Commissioner McGlothing, to recommend approval of the revisions as presented, and to include the new revisions discussed during the meeting, to the Municipal Code of Ordinances Chapter 66 *Signs*.

Motion to approve carried unanimously.

**9. Discussion of and action on revisions 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)**

City Administrator Rick Schroder requested to table this item until a red lined document on Section 98-69 *Overlay District (B3-OD)* and the regulations for towers, and similar structures, is presented to the Commission for review. Additionally, Mr. Schroder requested to begin the public hearing process regarding this same item.

The Commission's consensus was to hold off on this item, and schedule the public hearing process to start at next month's meeting.

**Adjourn.**

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Motion was made by Commissioner Hozza, second by Commissioner McGlothing, to adjourn the meeting at 8:49 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

