

MINUTES
REGULAR MEETING
HELOTES CITY COUNCIL

The City of Helotes City Council met for a regular meeting Thursday, June 13, 2019 at 7:00 p.m. in the City Hall Council Chamber, 12951 Bandera Road, Helotes, Texas. This was an open meeting, subject to the open meeting laws of the State of Texas.

Present: Thomas A. Schoolcraft, Mayor
Alex Blue, Mayor Pro Tem
Jim Meadows
Bert Buys
Cynthia Massey
Paul Friedrichs

Staff Present: Rick Schroder, City Administrator
Susan Darst, Assistant to the City Administrator

1. Call to Order.

Mayor Schoolcraft called the meeting to order at 7:00 p.m. Council Member Massey led the invocation. Mayor Schoolcraft led the pledge to the U.S. flag and the Texas flag.

2. Mayor's Report:

- Planning and Zoning Commission Workshop on June 15, 2019 at 10 a.m.

Mayor Schoolcraft advised the Planning and Zoning Commission Workshop had been cancelled as a result of new bills in the state legislature that will impact building development. The bills are currently awaiting action by the governor.

OPEN SESSION:

3. Citizens to be Heard.

No one signed up to speak on this item.

CONSENT AGENDA (ITEM NOS. 4 - 5): All items marked with an asterisk (**) on the consent agenda were voted on by one motion. Motion was made by Council Member Meadows, second by Council Member Friedrichs, to approve items 4 and 5 on the consent agenda. Motion to approve carried unanimously.

4. Approval of the minutes of the Regular Meeting dated May 23, 2019. (Staff)**

5. Approval of the Fiscal Year Ending (FYE) 2019 City of Helotes Revenue and Expense, Balance Sheet, and Encumbrance Reports dated June 3, 2019. (Staff)**

ITEMS FOR INDIVIDUAL CONSIDERATION:

6. **Discussion of and action on a request by Carlos Miranda for approval of wall signage, pursuant to Municipal Code of Ordinances Chapter 66 Signs, Section 66-51 Commercial Signs: Projecting, Wall, Hanging, or In or on Windows, and an associated variance request for sign size for State Farm - Carlos Miranda located at 12415 Bandera Road, Suite 118, Helotes, Texas 78023, more particularly described as BCAD Prop. ID No. 1090286. (Applicant)**

(Note: On June 4, 2019 the Planning & Zoning Commission recommended approval of a variance request on the size of a wall sign for State Farm – Carlos Miranda. The Commission believed the request for the larger sign was justified, given the business was relocating to a smaller store front within the same shopping center.)

Motion was made by Council Member Friedrichs, second by Council Member Buys, to discuss and act on this item as written.

Motion to approve carried unanimously.

7. **Discussion of and action on a request by C Five Helotes, LP for approval of a conceptual design plan and associated sign variance requests for Service First Automotive Center located at 12596 Bandera Road, Helotes, Texas 78023, more particularly described as BCAD Prop. ID No. 1273906, including, but not limited to, the following:**

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

(Note: On June 4, 2019 the Planning & Zoning Commission recommended approval of a conceptual design plan for Service First Automotive Center, with the following conditions: exterior lighting be full cut off, add address to the monument sign, black out background on the monument sign at night, the wall signage, with associated variances, be limited to Sign A – Service First Automotive Center located on the tower that fronts Bandera and Hausman Road, Sign B - Express Lube Center along Bandera Road, and Sign C – the numbers above the service bay doors.)

Motion was made by Council Member Buys, second by Mayor Pro Tem Blue, to discuss and act on this item as written.

Discussion included the proposed dog park along Bandera Road. City Staff noted safety concerns and recommended to relocate the dog park to the rear of the property.

Motion to amend was made by Council Member Buys, second by Mayor Pro Tem Blue, to relocate the dog park to the rear of the property (by dumpster area or back parking area), so long as it is away from Bandera and Hausman Road rights-of-way, add a second gate to the dog park

creating a “sally port” entrance to minimize the risk of dogs escaping as a new dog owner and dog enter, and include all recommendations by the Planning and Zoning Commission.

Motion to amended carried: 4 Ayes - Council Member Meadows, Mayor Pro Tem Blue, Council Member Buys, and Council Member Massey; 1 Nay – Council Member Friedrichs.

8. Presentation by Public Works Supervisor Joshua Mair and discussion of and action on the City of Helotes Street Maintenance Plan for Year 2019 including, but not limited to, associated bid documentation, contract award to the lowest responsible bidder(s), and the expenditure of Street Maintenance Sales and Use Tax for the same. (Staff)

Joshua Mair, Public Works Supervisor, gave a presentation on the Street Maintenance Plan for Year 2019. Public Works uses Cartegraph, a software program for street asset management. Based on the street condition results from Cartegraph, Public Works was able to produce a recommended street maintenance plan.

Motion was made by Council Member Buys, second by Mayor Pro Tem Blue, to approve the item as written.

Motion to approve carried unanimously.

9. Discussion of and direction on amendments to Municipal Code of Ordinances Chapter 18 *Buildings and Building Regulations*, 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*, Section 98-643 *Certificate of Occupancy*, amending, generally, building permit expiration and extension terms and requiring a certificate of occupancy for residential structures. (Staff)

Discussion included the increase of expired building permits and extensions. Currently, the Code does not address expired permits and extensions. The proposed amendments would change permit time limitation from 271 days to 9 months; establish a permit extension fee schedule, begin the requirement of a certificate of occupancy for single-family residential homes prior to occupancy, and remove the temporary on permit set (TOPS) inspection and replace with a final / certificate of occupancy inspection. Council was in support of the proposed amendments and agreed to have Staff proceed with the public hearings.

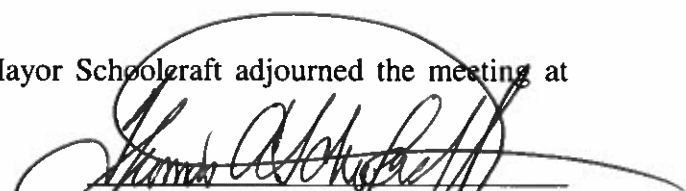
Adjourn

With no more business to come before Council, Mayor Schoolcraft adjourned the meeting at 8:01 p.m.

ATTEST:


Celina Perez, City Secretary




Thomas A. Schoolcraft, Mayor