

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

The City of Helotes Planning and Zoning Commission met for a regular meeting on April 2, 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.**

Stuart Birnbaum, Carolyn Kennedy, and Emory Bluhm spoke on Agenda Item No. 8, a conceptual design plan for Judicial Services Company, a proposed office building located at 15248 Scenic Loop Road. The speakers voiced concerns on lighting, tree preservation, water runoff, and traffic.

**COUNCIL LIAISON REPORT:**

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

- **A request by Dunkin' Donuts for approval of a Specific City Council Approved Use Permit for a restaurant with drive-thru facility at Helotes Crossing Shopping Center located at 12423 Bandera Road, Helotes, Texas 78023;**

- **A request by Pulte Homes of Texas, L.P. for approval of a residential subdivision entry sign for Silver Canyon Subdivision located near the intersection of Galm Road and Mill Park; and**
- **A request by Helotes Gallery for approval of a wall sign located at 14391 Riggs Road, Helotes, Texas 78023.**

Council Member Blue reported on March 14, 2019 City Council approved all aforementioned items in a unanimous vote and generally agreed with the Commission's recommendations, with the exception of the subdivision entry sign for Silver Canyon Subdivision. Council felt the sign package as submitted, was a considerable improvement from the existing sign.

**ITEMS FOR INDIVIDUAL CONSIDERATION:**

- 5. Discussion of and action on the minutes of the Regular Meeting of the Planning and Zoning Commission dated March 5, 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.

- 6. Discussion of and action on a preliminary and final subdivision plat, pursuant to Municipal Code of Ordinances Chapter 78 *Subdivisions*, establishing Bricewood Subdivision, Unit-3, being a 31.5223 acre tract of land out of the called 100 acre tract of land, the eastern half of Section 5, Volume 6591, Page 259, and 15.8506 acres out of the called 30 acre tract of land recorded in Volume 5757, Page 1303 of the Official Public Records of Bexar County, Texas. (Recommendation Item; Applicant)**

Motion was made by Commissioner Wade, second by Commissioner McGlothing, to recommend approval of this item as written.

Motion to recommend approval carried unanimously.

- 7. Discussion of and action on a request by Russell Young for approval of a conceptual design plan for a building addition for Young Brothers Fire Protection located at 14107 Bandera Road, Helotes, Texas 78023, more particularly described as BCAD Prop. ID No. 242275. (Recommendation Item; Applicant)**

Motion was made by Commissioner Wade, second by Commissioner Hozza, to recommend approval of this item on the condition that 3 feet of wainscoting wrap the entire proposed building and that the "front" side of the proposed building (the side that faces Bandera Road) include wainscoting or another design feature that extends to the

roofline for the dual purpose of design enhancement and to naturally separate the existing building from the proposed building.

Motion to recommend approval carried unanimously.

**8. Discussion of and action on a request by Parker & Parker Investment Properties, LP for approval of a conceptual design plan for Judicial Services Company a proposed office building located at 15248 Scenic Loop Road, Helotes, Texas 78023, more particularly described as BCAD Prop. ID No. 242030, including, but not limited to, the following:**

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

Speaking on this item were Ron Alvarado, representative, and Thomas and Cynthia Parker, property owners. Collectively, they conveyed their intention to meet Code. Additionally, a habitat study concluded that no potential habitats for endangered species were observed. The study would be submitted to the City.

Motion was made by Commissioner McGlothing, second by Commissioner Hozza, to recommend approval of this item on the condition that the back side of the building include wainscoting (just as the front), a motion-sensor or timer be enabled on the exterior lighting, and if needed, that any buffer zone regulations be met, as prescribed by Code.

Motion to recommend approval carried: 6 Ayes – Commissioner Wightman, Commissioner Hozza, Commissioner Edmond, Commissioner Hawk, Commissioner McGlothing and Commissioner Rios; 1 Nay – Commissioner Wade.

**9. Discussion of and action on proposed revisions to Municipal Code of Ordinances Chapter 66 Signs, Section 66-51 Commercial Signs, Subparagraph (b) Wall Signs, establishing a size requirement for an individual business with a small building or unit façade frontage. (Recommendation Item; Planning & Zoning Commission)**

Commissioner Hozza requested to place this item on the agenda. A discussion was held on creating a formula for modifying wall sign size requirements for individual businesses with minimal front façades. The Commission agreed to continue its discussion at the May meeting.

**Adjourn.**

Planning and Zoning Commission  
April 2, 2019 Regular Meeting Minutes


Motion was made by Commissioner Hozza, second by Commissioner McGlothing, to adjourn the meeting at 8:32 pm.

Motion to approve carried unanimously.

Respectfully submitted,

  
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Gregg Michel, Chair

ATTEST:

  
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Celina Perez, City Secretary

