

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

The City of Helotes Planning and Zoning Commission met for a regular meeting on July 10, 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
Ron Hozza, Secretary
Joe Edmond
Richard Hawk
Jeff Wade

Absent: Jason Wightman, Vice Chair
Mike McGlothing
Mario Rios

Council members/staff present: Susan Darst, Assistant to City Administrator
Ernest Cruz, Development Services Director
Andrea Goff, Court Clerk
Alex Blue, Council Member

1. Call to order.

Chair Michel called the meeting to order at 7:03 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.

Chairman Michel requested to suspend the rules and move the order of the agenda items, for the sake of expediency. There being no objections, Chairman Michel continued with the order of the agenda items as follows.

NEW BUSINESS FOR INDIVIDUAL CONSIDERATION:

6. Discussion of and action on the minutes of the Regular Meeting of the Planning and Zoning Commission dated June 5, 2018.

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

Motion to approve carried unanimously.

OLD BUSINESS:

5. **Discussion of and action on a request by Keller Custom Signs for approval of a single-business use monument sign, pursuant to Municipal Code of Ordinances Chapter 66 Signs, Section 66-49 Commercial Signs: Single-Business Use, for T&D Moravits Concrete Contractors located at 10511 Shaenfield Road, San Antonio, Texas 78254, more particularly described as BCAD Prop. ID No. 234207.**

Motion was made by Commissioner Wade, second by Commissioner Hawk, to approve the monument sign with the following conditions

- That the base of the monument sign be raised from 6” to 18” of masonry; and
- That the total height of the monument sign, including the base and housing for solar equipment, be no more than 8’.

Motion to approve carried unanimously.

NEW BUSINESS FOR INDIVIDUAL CONSIDERATION CONTINUED:

7. **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 and School Buildings 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.**

Speaking on this item was Fernando Garcia, SK & A Architecture. Mr. Garcia stated the resubmittal of this item was due to the addition of the proposed school building and noted that the applicant has no proposed signage plans at this time.

Motion was made by Commissioner Edmond, second by Commissioner Rozza, to recommend approval of the site plan, building design and exterior lighting for the Hultz Retail Shell and School Buildings.

Motion to approve carried unanimously.

OLD BUSINESS CONTINUED:

4. **Discussion of and action on an Ordinance amending City of Helotes Code of Ordinances Chapters 34 *Environment*, 66 *Signs*, and 98 *Zoning* and providing for City Council review and action on commercial developments and single family residential subdivision developments' exterior lighting, signage, and conceptual designs; protecting the public health and promoting the public welfare of the City of Helotes by establishing rules and regulations regarding commercial development; providing for severability; repealing any other Code provisions, ordinances, parts of ordinances, and other provisions in conflict herewith; providing a penalty; and adopting an effective date.**

Council Member Blue, Planning & Zoning Commission liaison, provided an overview to the Commission on the proposed ordinance amendments. Additionally, he explained that the City Attorney identified that of the cities he represents and of the cities in this area; no other Planning & Zoning Commission has final approval authority.

The Commission expressed their comments and noted the remarks submitted by Commissioner McGlothing. Ultimately, the majority of the Commission agreed that more time was needed to allow for the review the proposed amendments and to allow for the absent Commission members to participate in the vote. Chairman Michel expressed disagreement with the majority, stating that the Commission had sufficient time to review the proposed changes and owed Council a recommendation.

Motion was made by Commissioner Edmond, second by Commissioner Wade, to postpone this item to the August 7, 2018 Planning & Zoning Meeting.

Motion to approve carried: 3 Ayes – Commissioner Edmond, Commissioner Wade, and Commissioner Hozza; 1 Nay – Commissioner Hawk.

Adjourn.


Motion was made by Commissioner Hozza, second by Commissioner Edmond, to adjourn the meeting at 8:02 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

