

MINUTES  
REGULAR MEETING  
HELOTES CITY COUNCIL  
APRIL 8, 2021

The City of Helotes City Council met for a regular meeting Thursday, April 8, 2021 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. Due to COVID-19, this meeting was conducted via teleconference.

Present: Thomas A. Schoolcraft, Mayor  
Bert Buys, Mayor Pro Tem  
Craig Sanders  
Linda Salazar  
Cynthia Massey  
Paul Friedrichs

Staff Present: Marian Mendoza, City Administrator  
Celina Perez, City Secretary

**1. Call to Order.**

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

**PUBLIC HEARING:**

**2. Public Hearing to give all interested persons the right to appear and be heard on a request by New Leaf Homes, LLC on a replat establishing Bricewood Subdivision, Unit-3B, Lots 14 to 23, Block 15, generally located on Galm Road.**

Mayor Schoolcraft opened the public hearing at 7:01 pm. No one signed up to speak. Mayor Schoolcraft closed the public hearing at 7:02 pm.

**OPEN SESSION:**

**3. Citizens to be Heard.**

No one signed up to speak on this item.

CONSENT AGENDA (ITEM NOS. 4 - 8): All items marked with an asterisk (\*\*) on the consent agenda were voted on by one motion. Motion was made by Council Member Massey, second by Council Member Sanders, to approve items 4 through 8 on the consent agenda. Motion to approve carried unanimously.

**4.\*\* Approval of the minutes of the Regular Meeting dated March 25, 2021. (Staff)**

**5.\* \* Approval of the Fiscal Year Ending (FYE) 2021 City of Helotes Revenue and Expense, Balance Sheet, and Encumbrance Reports dated March 31, 2021. (Staff)**

- 6.\*\* Approval of cancelling the April 22, 2021 City Council Regular Meeting due to City Hall Council Chambers being used as a voting center for the May 1, 2021 Election. (Staff)**
- 7.\*\* Approval of a Resolution of the City Council of the City of Helotes, Texas authorizing the closure of portions of Old Bandera, Bandera (S.H. 16), Leslie, Signal Hill and Rainbow Ridge Roads during certain hours for the 54<sup>th</sup> Annual Helotes Cornyval Parade; approving a parade route; and approving notification to the Texas Department of Transportation (TxDOT). (Staff)**
- 8.\*\* Approval of a Stormwater Management Plan, Version 3, pursuant to Municipal Code of Ordinances Chapter 34 *Environment*, Article IV *Stormwater Detention and Drainage*, for Helotes Retail Center located at 14108 Bandera Road, Helotes, Texas 78023, more particularly described as BCAD Prop. ID No. 242105. (Applicant)**

ITEMS FOR INDIVIDUAL CONSIDERATION:

- 9. Discussion of and action on a final replat, pursuant to Municipal Code of Ordinances Chapter 78 *Subdivisions*, Section 78-74 *Replatting without Vacating Previous Plat*, establishing Bricewood Subdivision, Unit-3B, Lots 14 to 23, Block 15, and replatting Bricewood Subdivision, Unit-3A, Lots 1 to 9, Block 26, recorded in Volume 20001, Pgs. 1364 – 1365, of the Official Public Records of Bexar County, Texas. (Applicant)**

(Note: On April 6, 2021 the P&Z Commission recommended approval of the replat establishing Bricewood Subdivision, Unit-3B, Lots 14 to 23, Block 15.)

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

Motion to approve carried unanimously.

- 10. Discussion of and action on a request by Maria Cordoneda for approval of a wall sign pursuant to Municipal Code of Ordinances Chapter 66 *Signs*, Section 66-51 *Commercial Signs: Projecting, Wall and Hanging, or In / On Windows*, subparagraph (b) *Wall Signs* for Farmers Insurance located at 13663 #2 Bandera Road, Helotes, Texas 78023, more particularly described as BCAD Prop. ID No. 242310. (Applicant)**

(Note: On April 6, 2021 the P&Z Commission recommended approval of a wall sign for Farmers Insurance, located at 13663 #2 Bandera Road.)

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

Motion to approve carried unanimously.

11. **Discussion of and action on a request by Colleen Miller for approval of wall signage pursuant to Municipal Code of Ordinances Chapter 98 Zoning, Section 98-72 Old Town Helotes Special District, Subparagraph (g)(6)(b)(2) Commercial Signs – Projecting, Wall, Hanging, or In/On Windows for Helotes Creek Winery located at 14391 #2 Old Bandera Road, Helotes, Texas 78023, more particularly described as BCAD Prop. ID No. 1151554. (Applicant)**

(Note: On April 6, 2021 the P&Z Commission recommended approval of two wall signs, one fronting the exterior pedestrian way, towards Old Bandera Road and the second fronting the interior pedestrian way, towards Riggs Road, for Helotes Creek Winery located at 14391 #2 Old Bandera Road.)

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

Motion to approve carried unanimously.

12. **Discussion of and action on an Ordinance of the City Council of the City of Helotes, Texas amending Municipal Code of Ordinances Chapter 86 Traffic and Vehicles by adding Article VIII Recreational Vehicles for the purpose of establishing standards on the parking and storage of recreational vehicles and prohibiting the permanent or temporary habitation use of recreational vehicles. (Staff)**

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

There are currently no regulations within City Code to prohibit utilizing recreational vehicles as permanent or rental dwellings. Adding Article VIII *Recreational Vehicles* will include defined terms, establish parking and storage regulations, and prohibit the habitation of any RV that is parked or stored in an R-1 and R-TH zoning district. Most importantly, the amendments will help with preventing illegal, illicit discharge into the City's Municipal Separate Storm Sewer System (MS4), and with stopping any unpermitted utility work from being done.

Discussion included identifying a maximum occupancy period in the defined term *vacation usage*. The Council consensus was to identify 10 days as the maximum occupancy period. Additionally, the Council was in support of having the owner apply for a vacation use permit, which could be done online, but did not want a permit fee assessed to the owner.

Motion to amend was made by Council Member Sanders to approve the ordinance as written, with the condition of revising the defined term *vacation usage* to include that 10 days will be the maximum occupancy period and the vacation permit will be issued at no fee. The amended motion was seconded by Council Member Massey.

Motion to amend carried unanimously.

13. **Discussion of and action on an Ordinance of the City Council of the City of Helotes, Texas amending Municipal Code of Ordinances Chapter 74 Parks, Streets, Sidewalks and other Public Places by revising Article III Right-of-Way Management Regulations, Division 2 Technical Specifications, Section 74-114 Attachments to Poles and by adding Article IV Right of Way Management Regulations for Wireless Network Providers to establish regulations on the physical use, occupancy, and maintenance of city rights-of-way by Wireless Network Providers. (Staff)**

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

Chapter 284 of Texas Local Government Code prescribes how cities may regulate Wireless Network Providers within their jurisdiction. The proposed ordinance will establish regulations for network providers and was reviewed by the City Attorney. Without an ordinance in place, network providers would be allowed to operate in the public right-of-way with little, to no local oversight. This ordinance will not prohibit network providers from operating and installing equipment within the city, but will establish standards for permitting and will prohibit pole attachments next to residential properties, municipal parks, and historic districts. Furthermore, the ordinance establishes fees per permit type. These fees are established by the State and cannot be changed by local governments.

Motion to approve carried unanimously.

CLOSED SESSION:

Mayor Schoolcraft read the caption below and adjourned the meeting into closed session at 7:33 pm.

14. **Closed Session in accordance with Texas Government Code §551.072 *Deliberation Regarding Real Property*. In addition to the matters listed below, any matter scheduled for Open Session may be discussed in Closed Session, as appropriate and authorized by law:**

- **§551.072 *Deliberation Regarding Real Property* - To review the terms of acquisition on the purchase of real property for municipal purposes.**

Mayor Schoolcraft convened the meeting into open session at 7:43 pm and announced that no action had been taken in closed session.

ITEMS FOR INDIVIDUAL CONSIDERATION:

15. **Discussion of and action on authorizing the Mayor to approve the terms of acquisition on the purchase of real property for municipal purposes. (City Council)**

No action was taken on Item 15.

**Adjourn**

With no more business to come before Council, Mayor Schoolcraft adjourned the meeting at 7:43 p.m.



Rich Whitehead, Mayor

ATTEST:



Celina Perez, City Secretary

