

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

The City of Helotes Planning and Zoning Commission met for a Special Meeting and an Educational Training on Tuesday, July 19, 2022, at 7:00 p.m. in City Hall Council Chambers, 12951 Bandera Road, Helotes, Texas. This was an open meeting subject to the current open meeting laws of the State of Texas.

Commission Members

Present: Gregg Michel, Chair
Jason Wightman, Vice Chair
Ron Hozza, Secretary
Anne Carraway
David Cato
Alex Blue
Mario Rios
Jeff Wade

Staff Present: Susan Darst, DS Specialist
Michael Gallardo, DS Coordinator
Marian Mendoza, City Administrator
Frank Garza, City Attorney

1. Call to order.

Chair 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.

Larry Theis and Terry Gray expressed concerns on Bricewood Subdivision Unit-5 (Agenda Item No. 9). Concerns included having adequate privacy fencing between Bricewood Subdivision Unit 5 and Beverly Hills Subdivision and through traffic between the two subdivisions on Malibu Drive.

ITEMS FOR INDIVIDUAL CONSIDERATION:

4. Discussion of and action on the minutes of the Regular Meeting of the Planning and Zoning Commission dated June 7, 2022. (Approval Item; Staff)

Motion was made by Commissioner Hozza, second by Commissioner Wightman, to approve the minutes as submitted.

Motion to approve carried unanimously.

5. **Discussion of and action on a request by Santech Signs, LLC 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 Take 5 Oil Change located at 12266 Bandera Road, Helotes, Texas 78023, more particularly described as BCAD Prop. ID No. 239599. (Approval Item; Applicant)**

Motion was made by Commissioner Wade, second by Commissioner Rios, to approve this item as written.

Motion to approve carried unanimously.

6. **Discussion of and action on a request by Executive Signs Enterprises, Inc. 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 Rise Church located at 12274 Bandera Road, Suite 109, Helotes, Texas 78023, more particularly described as BCAD Prop. ID No. 239598. (Approval Item; Applicant)**

Motion was made by Commissioner Rios, second by Commissioner Wightman, to approve this item as written.

Motion to approve carried unanimously.

7. **Discussion of and action on a request by Juve Construction for approval of a monument sign pursuant to Municipal Code of Ordinances Chapter 66 Signs, Section 66-49 Commercial Signs: Single-Business Use (Monument Type) for Christ Fellowship Church located at 10915 Shaenfield Road, San Antonio, Texas 78254, more particularly described as BCAD Prop. ID No. 1224858. (Approval Item; Applicant)**

Motion was made by Commissioner Carraway, second by Commissioner Hozza, to approve this item as written.

Motion to approve carried unanimously.

8. **Discussion of and action on a preliminary and final plat pursuant to Municipal Code of Ordinances Chapter 78 Subdivisions, establishing QT 4022, being a total of a 5.28-acre tract out of the John M. Ross Survey No. 223, Abstract 645, County Block 45242 and recorded in Volume 15756, Page 1094, of the Official Public Records of Bexar County, Texas. (Recommendation Item; Applicant)**

Motion was made by Commissioner Wightman, second by Commissioner Cato, to recommend approval of this item.

Motion to recommend approval carried: 6 Ayes – Commissioner Wightman, Commissioner Cato, Commissioner Hozza, Commissioner Carraway, Commissioner Blue, and Commissioner Wade; 1 Nay - Commissioner Rios.

9. **Discussion of and action on a preliminary and final plat pursuant to Municipal Code of Ordinances Chapter 78 *Subdivisions*, establishing Bricewood Subdivision Unit-5, being a total of a 27.79-acre tract recorded in Volume 5757, Page 1303, of the Official Public Records of Bexar County, Texas. (Recommendation Item; Applicant)**

Speaking on this item was the project engineer, Salah Diab, P.E., Seda Consulting Engineers, Inc. Initially, an emergency access gate was to be installed on Malibu Drive, however, the developer decided to plat a residential lot instead. This means a thoroughfare would not exist between Bricewood Subdivision and Beverly Hills Subdivision.

Motion was made by Commissioner Carraway, second by Commissioner Wightman, to recommend approval of this item.

Motion to recommend approval carried unanimously.

10. **Discussion of and action on a preliminary and final plat pursuant to Municipal Code of Ordinances Chapter 78 *Subdivisions*, establishing Rocking Umlaut, being a 1.000-acre tract of land and a 1.992-acre tract of land out of the Comanche Creek Irrigation Company Survey No. 355, Abstract 172, County Block 4525, and recorded in a deed as Document No. 20180207562, of the Official Public Records of Bexar County, Texas. (Recommendation Item; Applicant)**

Motion was made by Commissioner Wightman, second by Commissioner Hozza, to recommend approval of this item.

Motion to recommend approval carried unanimously.

11. **Discussion of and action on a preliminary and final plat pursuant to Municipal Code of Ordinances Chapter 78 *Subdivisions*, establishing Leslie AP, being a 2.4653-acre tract out of the S.A. & M.G.R.R. Survey No. 415, Abstract 716, County Block 4478 and also being out of the JNR Enterprises, Inc. 7.946-acres described in Document No. 20190014929, of the Official Public Records of Bexar County, Texas. (Recommendation Item; Applicant)**

Motion was made by Commissioner Wightman, second by Commissioner Carraway, to recommend approval of this item.

Motion to recommend approval carried unanimously.

ORIENTATION:

12. Training Session conducted by City Attorney on the following topics:

- a. Texas Open Meetings Act;**
- b. Agenda Posting Requirements;**
- c. Meeting Decorum;**
- d. Helotes Planning & Zoning Commission Duties and Authority;**
- e. Ethical Principles in Planning; and**
- f. Overview of the Planning & Zoning Process.**

Frank Garza, City Attorney, led an educational training session on the aforementioned topics.

Adjourn.

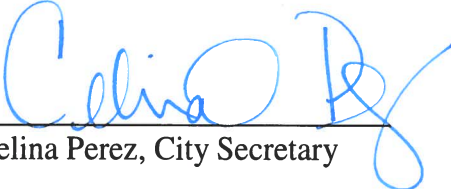
With no more business to come before the Commission, Chair Michel adjourned the meeting at 9:06 p.m.

Respectfully submitted,



Gregg Michel, Chair

ATTEST:



Celina Perez, City Secretary

