

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

The City of Helotes Planning and Zoning Commission met for a regular meeting on March 7, 2023, 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
Dave Cato
Alex Blue
Mario Rios
Jeff Wade

Staff Present: Michael Gallardo, DS Coordinator
Celina Perez, City Secretary

1. Call to order.

Chair Michel called the meeting to order at 7:05 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.

ITEMS FOR INDIVIDUAL CONSIDERATION:

4. Discussion of and action on the minutes of the Regular Meeting of the Planning and Zoning Commission dated February 7, 2023. (Approval Item; Staff)

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

Motion to approve carried unanimously by those present.

5. **Discussion of and action on a request by Marex Solutions, LLC for approval of a conceptual design plan for Leslie Business Park, a proposed multi-building commercial development, located at 12042 Leslie Road, Helotes, Texas 78023, and identified as BCAD Prop. ID No. 1378173, including the following:**
- **Site plan;**
 - **Building design; and**
 - **Exterior lighting (Recommendation Item; Applicant)**

The Commission held a lengthy discussion on this item. Some of the Commissioners believed that the conceptual plan lacked certainty, even though the plan, by definition, is a site idea that allows for minor adjustments. Staff explained that if major changes are made, the conceptual plan would come back a second time to the Commission for consideration and to the City Council for final approval. Major plan changes include moving the location of the buildings or moving the driveway entrance to the opposite end of the property. Staff also pointed out that the city arborist, building official, fire marshal, and city engineer must review and approve the construction plans before a building permit is issued.

Motion was made by Commissioner Blue, second by Commissioner Carraway, to recommend approval of this item as presented.

Motion to approve this item lost: 4 Ayes – Commissioner Blue, Commissioner Caraway, Commissioner Cato, and Chair Michel; 4 Nays – Commissioner Rios, Commissioner Wade, Commissioner Wightman, and Commissioner Hozza.

There being a tied vote, Chair Michel entertained another motion to advance a recommendation to the City Council.

Motion was made by Commissioner Wade, second by Commissioner Wightman, to recommend denial of this item as presented.

Motion to recommend denial carried: 5 Ayes – Commissioner Wade, Commissioner Wightman, Commissioner Rios, Commissioner Hozza, and Commissioner Carraway; 2 Nays – Commissioner Cato and Commissioner Blue.

6. **Discussion of and action on a request by Britten Lift & Installation 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 or On Windows for Servpro, located at 11591 Galm Road, San Antonio, Texas 78254, and identified as BCAD Property ID No. 236172. (Approval Item; Applicant)**

Motion was made by Commissioner Rios, second by Commissioner Hozza, to approve this item as presented.

Motion to approve carried unanimously.

7. **Discussion of and action on a request by Edward Villanueva for approval of a master sign plan pursuant to Municipal Code of Ordinances Chapter 66 Signs, Section 66-71 subparagraph (c) *Master Sign Plan Application*, for Dominion Commercial Management LLC, a multi-tenant office complex including Owens Law Firm and E. Villanueva & Associates, located at 14237 Old Bandera Road, Helotes, Texas 78023, and identified as BCAD Property ID No. 242276. (Approval Item; Applicant)**

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

Motion to approve carried unanimously.

8. **Discussion of and action on a request by Stan Goodson for approval of a master sign plan pursuant to Municipal Code of Ordinances Chapter 66 Signs, Section 66-71 subparagraph (c) *Master Sign Plan Application*, for The Legacy - Helotes, a multi-tenant shopping center, located at 14108 Bandera Road, Helotes, Texas 78023, and identified as BCAD Property ID No. 1321866. (Approval Item; Applicant)**

Motion was made by Commissioner Wightman, second by Commissioner Wade, to approve this item as presented.

Motion to approve carried unanimously.

9. **Discussion of and action on a request by Dina Reyna for approval of a monument sign pursuant to Municipal Code of Ordinances Chapter 66 Signs, Section 66-50 *Commercial Signs: Multi-tenant Shopping Center, Business Park or Office Complex*, for a multi-tenant monument sign including RDR Flooring Services and Grit & Grace Counseling, PLLC, located at 11653 Galm Road, San Antonio, Texas 78254, and identified as BCAD Property ID No. 236308. (Approval Item; Applicant)**

Discussion included the definition for monument sign. Per Code, monument sign means a non-metallic self-supporting sign in which the entire bottom of the sign is mounted on or incorporated into a solid base. It was unclear to the Commission if the proposed multi-tenant monument sign was non-metallic and self-supporting.

Motion was made by Commissioner Cato, second by Commissioner Wade, to deny this item as presented.

Motion to deny this item carried unanimously.

STAFF REPORT:

- 10. Annexation proceedings on a petition by Michael and Kathryn Arena for the voluntary annexation of approximately 4.719 acres of real property on F.M. 1560, near its intersection with Braun Road. (Information Item; Staff)**

Celina Perez, City Secretary, informed the Commission of upcoming public hearings on the abovementioned voluntary annexation. Two public hearings will occur at the City Council meetings on March 9 and March 23, 2023. If the City Council approves the annexation, a public hearing will occur at a future Planning and Zoning Commission meeting to designate the zoning of the newly annexed property.


Adjourn.

With no more business to come before the Commission, Chair Michel adjourned the meeting at 8:30 p.m.

Respectfully submitted,


Gregg Michel, Chair

ATTEST:


Celina Perez, City Secretary

