

MINUTES  
REGULAR MEETING  
HELOTES CITY COUNCIL  
April 13, 2023

The City of Helotes City Council met for a regular meeting on Thursday, April 13, 2023, 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.

Present: Rich Whitehead, Mayor  
Craig Sanders  
Jen Sones  
Matthew McCrossen  
Cynthia Massey  
Matthew Merchant

Staff Present: Marian Mendoza, City Administrator  
Michael Gallardo, Development Services Director

**1. Call to Order.**

Mayor Whitehead called the meeting to order at 7:00 p.m. and proceeded with leading the invocation. Mayor Whitehead led the pledges to the U.S. flag and to the Texas flag.

RECOGNITION:

**2. Proclamation presented by the Mayor to the Helotes Dispatch Center in recognition of National Public Safety Telecommunicators Week (NPSTW) occurring April 9 - 15, 2023.**

Mayor Whitehead presented the proclamation to the Helotes Dispatch Center and recognized the department.

PUBLIC HEARING:

**3. Second public hearing to give all interested persons the right to appear and be heard on Municipal Code of Ordinances Chapter 58, Article III *Minors*, Division I *Curfew* to continue the juvenile curfew regulations for minors under seventeen (17) years of age and over ten (10) years of age; and providing for a triennial review of the ordinance.**

Mayor Whitehead opened the public hearing at 7:04 p.m. No one signed up to speak on this item. Mayor Whitehead closed the public hearing at 7:04 p.m.

OPEN SESSION:

**4. Citizens to be Heard.**

Ken Ryan thanked City Council for working hard to resolve traffic concerns in the Beverly Hills and Halpenny communities from the Davis Ranch Subdivision connection; however, the recent adoption of the no thru traffic ordinance has inadvertently affected some Halpenny residents. Ken stated Halpenny residents can legally use the roadways in Beverly Hills due to an easement now known as Sunset Ranch.

CONSENT AGENDA: All items marked with an asterisk (\*) on the consent agenda were voted on by one motion. Motion was made by Council Member Sanders, second by Council Member Massey, to approve item 5 and 6 on the consent agenda. Motion to approve carried unanimously by those present.

**5.\* Approval of the minutes of the Regular Meeting dated March 23, 2023. (Staff)**

**6.\* Approval of the Fiscal Year Ending (FYE) 2023 City of Helotes Revenue and Expense, Balance Sheet, and Encumbrance Reports dated April 4, 2023. (Staff)**

MAYOR'S REPORT:

**7. Updates on the following:**

- **Recap of Community Meeting held on April 5, 2023, regarding traffic issues in the Beverly Hills neighborhood; and**
- **Cancellation of the second regular City Council Meeting on April 27, 2023, due to the Council Chamber Room being an early voting location for the May 6, 2023 Election.**

Mayor Whitehead provided a summary of the Community Meeting held on Wednesday, April 5 regarding traffic issues in the Beverly Hills neighborhood. The meeting was an open forum for the city to explain the implementation of the no pass thru ordinance and for attendees to share feedback. Precinct 2 Commissioner Justin Rodriguez spoke on the development of a residential subdivision along FM 1560 and the possibility of a future connection from Mill Park to FM 1560. This connection would be able to sustain heavy traffic and alleviate traffic issues in Beverly Hills. The last reminder was the cancellation of the regular City Council Meeting scheduled on Thursday, April 27. The meeting cancellation is due to the Council Chamber being an early vote center. The early vote period is Monday, April 24 – Tuesday, May 2.

ITEMS FOR INDIVIDUAL CONSIDERATION:

**8. Discussion of and action on a request by Tony Durand for approval of a creative sign pursuant to Municipal Code of Ordinances Chapter 98 Zoning, Section 98-72 *Old Town Helotes Special District*, subparagraph (g)(7) *Creative Sign Review*, authorizing the use of a roof-mounted sign for Abby & Ashley, a women's clothing boutique, located at 14433 Old Bandera Road, Helotes, Texas 78023, and identified as BCAD Prop. ID No. 242085. (Applicant)**

(Note: On April 4, 2023, the Planning & Zoning Commission recommended approval of a roof-mounted sign, through the Creative Sign Review, for Abby & Ashley.)

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

The majority of the Council supported the item as presented and believed it met the creative sign criteria. Council Member Massey opposed the pink-colored font, citing the color did not match the rustic color scheme in the Old Town Helotes historic district.

Motion to approve the item as presented carried: 4 Ayes – Council Member Sanders, Council Member Sones, Council Member McCrossen, and Council Member Merchant; 1 Nay – Council Member Massey.

- 9. Discussion of and action on a request by Tony Durand for approval of a creative sign pursuant to Municipal Code of Ordinances Chapter 98 Zoning, Section 98-72 Old Town Helotes Special District, subparagraph (g)(7) Creative Sign Review, authorizing the use of an above awning sign for Serenity Manor, an event venue, located at 14405 Old Bandera Road, Helotes, Texas 78023, and identified as BCAD Prop. ID No. 242085. (Applicant)**

(Note: On April 4, 2023, the Planning & Zoning Commission recommended approval of an above awning sign, through the Creative Sign Review, for Serenity Manor.)

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

Motion to approve the item as presented carried: 4 Ayes – Council Member Sanders, Council Member Sones, Council Member McCrossen, and Council Member Merchant; 1 Nay – Council Member Massey.

- 10. Discussion of and action on a preliminary and final plat pursuant to Municipal Code of Ordinances Chapter 78 Subdivisions, establishing the Parker and Parker Office Building Subdivision, Block 1, Lot 1, being a 4.17 acre tract of land out of a 21.112 acre tract situated in John M. Ross Survey Nos. 223 and 224, Abstract 645, and recorded in Document No. 20180253179 of the Official Public Records of Bexar County, Texas. (Applicant)**

(Note: On April 4, 2023, the Planning & Zoning Commission recommended approval of a plat establishing the Parker and Parker Office Building Subdivision, Block 1, Lot 1.)

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

Motion to approve the item as presented carried unanimously.

- 11. Discussion of and action on a request by KNRG Architecture for approval of a conceptual design plan establishing the site idea for the Northside Independent School District Agriculture Science and Technology Academy (ASTA) at O'Connor High School, located at 12221 Leslie Road, Helotes, Texas 78023, identified as BCAD Prop. ID Nos. 240068 and 240060, and including the following:**

- **Site plan;**
- **General building concept; and**
- **Exterior lighting. (Applicant)**

(Note: On April 4, 2023, the Planning & Zoning Commission recommended approval of a conceptual design plan establishing the site plan, general building concept, and exterior lighting for the Agriculture Science and Technology Academy at O'Connor High School.)

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

Motion to approve the item as presented carried unanimously.

- 12. Discussion of and action on a request by Carlos and Gabriel Garcia for approval of a conceptual design plan establishing the site idea for Twin Bros Burgerz located at 13247 Bandera Road, Helotes, Texas 78023, identified as BCAD Prop. ID No. 242325, and including the following:**

- **Site plan;**
- **General building concept;**
- **Exterior lighting; and**
- **Wall signage. (Applicant)**

(Note: On April 4, 2023, the Planning & Zoning Commission recommended approval of a conceptual design plan establishing the site plan, general building concept, exterior lighting, and wall signage for Twin Bros Burgerz. The Commission emphasized that all exterior lighting must be downward-facing and fully compliant with Code.)

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

Motion to approve the item as presented carried unanimously.

- 13. Second and final reading, and action on an Ordinance of the City Council of the City of Helotes, Texas, continuing Municipal Code of Ordinances Chapter 58, Article III Minors, Division I Curfew to keep the existing juvenile curfew regulations in effect for minors under seventeen (17) years of age and over ten (10) years of age; and providing for a triennial review of the Ordinance. (Staff)**

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

Motion to approve the item as written carried unanimously.

**14. Second and final reading, and action on an Ordinance of the City Council of the City of Helotes Texas, amending Municipal Code of Ordinances Chapter 2 Administration, Article V Planning and Zoning Commission by revising the membership composition and associated number requirement for quorum. (Staff)**

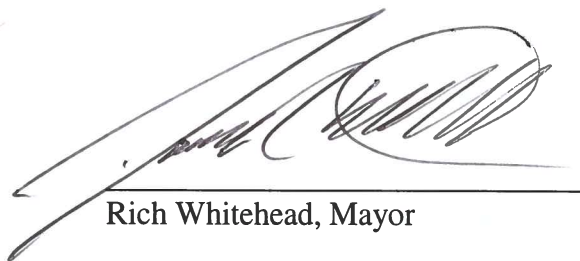
Motion was made by Council Member Merchant, second by Council Member Massey, to discuss and act on this item as written.

The effective date of the ordinance was discussed. Mayor Whitehead explained appointments run in conjunction with the Mayor's term and are usually done after the election, at the second meeting in May. The decreased composition of five (5) members would take effect on June 1.

Motion to approve the item as written carried unanimously.

**Adjourn.**

With no more business to come before Council, Mayor Whitehead adjourned the meeting at 7:48 p.m.



Rich Whitehead, Mayor

ATTEST:



Celina Perez, City Secretary

