

MINUTES
REGULAR MEETING
HELOTES CITY COUNCIL
April 11, 2024

The City of Helotes City Council met for a regular meeting on Thursday, April 11, 2024, 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
Dave Cato
Cynthia Massey
Matthew Merchant

Staff Present: Marian Mendoza, City Administrator
Celina Perez, City Secretary
Jaime Ostrander, Dispatch Supervisor
Glenn Goolsby, HEDC Executive Director
Rob Hunley, Police Chief

1. Call to Order.

Mayor Whitehead called the meeting to order at 7:00 p.m. Council Member Massey led the invocation. Mayor Whitehead led the pledges to the U.S. flag and to the Texas flag.

RECOGNITION:

2. Civic Award presented by the Mayor to Donny Jones for 21 years of public service on the City of Helotes Board of Adjustment. (Staff)

Mayor Whitehead informed the City Council that this item was being postponed to a future date due to Mr. Jones being ill.

3. Proclamation presented by the Mayor to the Helotes Dispatch Center in recognition of National Public Safety Telecommunicators Week (NPSTW) occurring April 14 - 20, 2024. (Staff)

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

OPEN SESSION:

4. Citizens to be Heard.

Terry Gray voiced concern about the tree removal and mitigation option selected by the developer of Bricewood Subdivision Unit-5. Her backyard fence is the line between the Beverly Hills Subdivision and the Bricewood Subdivision and stated the rugged beauty/rural landscape is being lost. She believed this Council was kicking the can down the road just because the Bricewood development was done through prior annexation agreements. Photos of the clear-cutting were displayed.

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 Cato, to approve Item 5 on the consent agenda. Motion to approve carried unanimously.

5.* Approval of the minutes of the Regular Meeting dated March 14, 2024. (Staff)

MAYOR'S REPORT:

6. Updates on the following:

- **TxDOT improvements; and**
- **Helotes City Hall will not be a vote center for the May 4, 2024 General Election.**

Mayor Whitehead reported construction activity resumed on the S.H. 16 (Bandera Road) project. The target completion date is August 2024. To help construction move along, TxDOT is closing the Diamond K crossover starting Monday, April 15. Lastly, Mayor Whitehead announced Helotes City Hall will not be a vote center (early and election day) for the upcoming May 4, 2024 General Election. The vote centers list is on the Bexar County Elections Department website.

OLD BUSINESS:

7. Discussion of and action to reconsider the condition placed on the nomination of Austin Lane to fill the vacancy of Place Two on the City of Helotes Economic Development Corporation (HEDC) Board of Directors, pursuant to Amendment No. 3 of the HEDC Bylaws, Article Two Board of Directors, Section 2.1 (c) and (e); and for said nominee to serve the remainder of the term expiring September 30, 2024. (HEDC Board of Directors)

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

The HEDC Board of Directors submitted an appeal letter regarding the condition that Mr. Austin Lane resign as Chairman of the Helotes Area Chamber of Commerce within 60 days (*City Council Meeting on March 14, 2024*). The letter assured a policy did not exist that prevented individuals from serving on the HEDC Board and the Chamber Board; however, the HEDC Board placed a requirement as part of Mr. Lane's appointment that he not seek re-election to the position of Chair with the Chamber. The HEDC Board agreed that Mr. Lane could finish his term as Chair, ending December 2024. The letter also addressed potential conflicts of interest with the Chamber, to which Mr. Lane could recuse himself.

Council Member Massey wished the discussion between the HEDC Board and Mr. Lane had been known at the previous City Council Meeting, as this information would have been helpful in the City Council's vote. Moving forward, she believed a policy should be written to prohibit an individual from serving on both the EDC Board of Directors and the Helotes Area Chamber of Commerce Board of Directors to prevent conflicts.

Mayor Whitehead apologized for the policy misinformation; he made a mistake, and a rule does not exist that prohibits an individual from serving on both the EDC Board of Directors and the Helotes Area Chamber of Commerce Board of Directors.

Austin Lane introduced himself and acknowledged the need to be transparent regarding potential conflicts of interest.

Motion to approve the item as written carried unanimously.

ITEMS FOR INDIVIDUAL CONSIDERATION:

- 8. Discussion of and action on a request by Sophia Jeffery for approval of a creative sign pursuant to Municipal Code of Ordinances Chapter 98 Zoning, Section 98-72 Old Town Special District, subparagraph (g)(7) Creative Sign Review, authorizing the use of a roof-mounted sign for Spread the Loaves, a microbakery located at 14743 Old Bandera Road, Unit 6, Helotes, Texas 78023, and identified as BCAD Prop. ID No. 1154308. (Applicant)**

(Note: On April 2, 2024, the Planning & Zoning Commission recommended approval of the roof-mounted sign for Spread the Loaves through the Creative Sign Review program.)

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 written carried unanimously.

- 9. Discussion of and action on a request by Cynthia Parker for approval of signage variances for The View at Helotes Creek, an event center located at 15248 Scenic Loop Road, Helotes, Texas 78023, identified as BCAD Prop. ID Nos. 242030 and 242036, and including the following:**

- a) Sign A – Cistern business marker pursuant to Municipal Code of Ordinances Chapter 66 Signs, Section 66-52 Miscellaneous Signs, subparagraph (g)(4) Creative Sign Review; and**
- b) Sign B – Two business fence markers pursuant to Municipal Code of Ordinances Chapter 66 Signs, Section 66-52 Miscellaneous Signs, subparagraph (g)(4) Creative Sign Review. (Applicant)**

(Note: On April 2, 2024, the Planning & Zoning Commission recommended approval of Sign A, the cistern business marker for the View at Helotes Creek through the Creative Sign Review program. The Planning & Zoning Commission recommend denial of Sign B, the two business fence markers.)

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

Cynthia Parker, the owner, explained Judicial Services has transitioned to a work-from-home company, and only two employees work in the building. Since the building is empty, she decided to use the first floor of the building as an event center.

The City Council was amenable to the cistern sign but not the two (2) signs on the fence. The Council believed the fence signs were a temporary solution. The permanent solution is to convert the existing single-business-use monument sign to a multi-tenant monument sign as dictated by Code.

There being no further discussion, Mayor Whitehead stated this item had two parts, and each would be acted on separately.

Mayor Whitehead called the question on Item No. 9a, the cistern business marker. Motion to approve this item as written carried unanimously.

Mayor Whitehead called the question on Item No. 9b, the two business fence markers. Motion to deny this item as written carried unanimously.

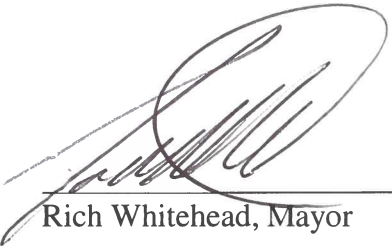
10. Discussion of and action on an Ordinance of the City Council of the City of Helotes, Texas, authorizing Amendment No. 3 to the FYE 2024 Budget by reclassifying a full-time Patrol Officer position to a full time Captain position in the Helotes Police Department. (Staff)

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 written carried unanimously.

Adjourn.

With no more business to come before the City Council, Mayor Whitehead adjourned the meeting at 7:56 p.m.



Rich Whitehead, Mayor

ATTEST:



Celina Perez, City Secretary

