

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

The City of Helotes Planning and Zoning Commission met for a regular meeting on April 6, 2021 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. Due to COVID-19, this meeting was conducted via teleconference. Physical distancing was adhered to.

Commission Members

Present: Gregg Michel, Chair (teleconference)  
Jason Wightman, Vice Chair (teleconference)  
Ron Hozza, Secretary  
Anne Carraway  
Alex Blue (teleconference)  
Jeff Wade

Absent: Richard Hawk  
Mario Rios

Council Members/Staff Present: Celina Perez, City Secretary  
Marian Mendoza, City Administrator  
Cynthia Massey, Council Liaison

**1. Call to order.**

Chair Michel called the meeting to order at 7:02 p.m.

**2. Roll call.**

Commissioner Hozza called roll. See above for members present.

Chairman Michel welcomed Anne Carraway to the Planning and Zoning Commission. City Council appointed Anne on March 11, 2021, to fill the vacancy of Commissioner, Place 1. The Place 1 seat was held by Joe Edmond, who resigned.

**PUBLIC HEARING:**

**3. 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.**

Chairman Michel opened the public hearing at 7:04 p.m. No one signed up to speak or submitted any comments on this item. Chairman Michel closed the public hearing at 7:05 p.m.

OPEN SESSION:

**4. Citizens to be heard. (teleconference)**

No one signed up to speak on this item.

ITEMS FOR INDIVIDUAL CONSIDERATION:

**5. Discussion of and action on the minutes of the Regular Meeting of the Planning and Zoning Commission dated February 2, 2021. (Approval Item; Staff)**

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

Motion to approve carried unanimously.

**6. Discussion of and action on a preliminary and 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. (Recommendation Item; Applicant)**

The requested replat converts Briceway Mountain street into Lot 14, renumbers the remaining residential lots within the block accordingly, and establishes Bricewood Subdivision, Unit-3B, Lots 14 to 23, Block 15.

Motion was made by Commissioner Wade, second by Commissioner Hozza, to recommend approval of this item as written.

Motion to recommend approval carried unanimously.

**7. Discussion of and action on a preliminary and final plat establishing Great Hearts-Helotes, being a 2.552 acre tract of land, and being the remaining portion of a called 10.429 acre tract of land recorded in Volume 15530, Pages 1950-1956, Real Property Records of Bexar County, Texas. (Recommendation Item; Applicant)**

The subject property is located behind the Falcon International Bank and abuts Cedar Springs Subdivision. The property is a 10.466 acre tract of land, with 7.194 acres in the City of San Antonio, and 2.552 acres in the City of Helotes. The developer wishes to plat two tracts, one tract being legally platted in San Antonio, and the second tract being legally platted in Helotes. The tract in San Antonio is the future development site for Great Hearts-Bandera, a public charter school. The tract in Helotes will be an open space playing field and no structures will be built on the lot.

Speaking on this item was Nicole Kinchen, Project Engineer from Pape Dawson Engineering. Nicole stated the tract in Helotes will be a soccer field and no lighting is proposed.

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

Motion to recommend approval carried unanimously.

8. **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. (Recommendation Item; Applicant)**

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

Motion to recommend approval carried unanimously.

9. **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. (Recommendation Item; Applicant)**

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

Motion to recommend approval carried unanimously.

**Adjourn.**

With no more business to come before the Commission, Chairman Michel adjourned the meeting at 7:36 pm.

Respectfully submitted,

  
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Gregg Michel, Chair

ATTEST:

  
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Celina Perez, City Secretary

