

MINUTES
REGULAR MEETING
HELOTES CITY COUNCIL
May 13, 2021

The City of Helotes City Council met for a regular meeting Thursday, May 13, 2021 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. Due to COVID-19, this meeting was conducted via teleconference.

Present: Rich Whitehead, Mayor
Craig Sanders
Linda Salazar
Matthew McCrossen
Cynthia Massey
Matthew Merchant

Staff Present: Marian Mendoza, City Administrator
Celina Perez, City Secretary

1. Call to Order.

Mayor Whitehead called the meeting to order at 7:00 p.m. Dale Whitehead (Mayor Whitehead's father) led the invocation. Mayor Whitehead led the pledge to the U.S. flag and the Texas flag.

CEREMONIAL

2. Oath of Office administered by presiding Helotes Municipal Court Judge Mario Trevino to the following:

- Mayor – Rich Whitehead;
- Council Member Place 3 – Matthew McCrossen; and
- Council Member Place 5 – Matthew Merchant.

The City Secretary administered the official oath to Rich Whitehead, Matthew McCrossen, and Matthew Merchant on May 12, 2021. Judge Trevino proceeded with administering the oath for ceremonial purposes.

RECOGNITION:

3. Proclamation presented by the Mayor to the City of Helotes Public Works Department in recognition of National Public Works Week occurring May 16 - May 22, 2021.

Mayor Whitehead presented the proclamation to the Helotes Public Works team and recognized the department.

4. Proclamation presented by the Mayor to the City of Helotes Fire/EMS Department in recognition of National EMS Week occurring May 16 - May 22, 2021.

Mayor Whitehead presented the proclamation to the Helotes Fire/EMS team and recognized the department.

PUBLIC HEARING:

5. Public Hearing to give all interested persons the right to appear and be heard on a request by Methodist Emergency Room for a Specific City Council Approved Use Permit to allow a medical institution (other than a hospital) on property zoned Overlay District (B3-OD), located at 12285 Bandera Road, Helotes, Texas 78023, and identified as BCAD Property ID No. 1227502.

Mayor Whitehead opened the public hearing at 7:13 pm. No one signed up to speak. Mayor Whitehead closed the public hearing at 7:14 pm.

OPEN SESSION:

6. Citizens to be Heard.

Dan Jones signed up to speak but was not present. No other individuals signed up to speak.

CONSENT AGENDA (ITEM NOS. 7 - 14): 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 Salazar, to approve items 7 through 14 on the consent agenda. Motion to approve carried unanimously.

7. Approval of the minutes of the Regular Meeting dated April 8, 2021. (Staff)**

8. ** Approval of the Quarterly Investment Reports for the City of Helotes and the Helotes Economic Development Corporation (HEDC) for the quarter ending March 2021. (Staff)

9. Approval of the Fiscal Year Ending (FYE) 2021 City of Helotes Revenue and Expense, Balance Sheet, and Encumbrance Reports dated May 5, 2021. (Staff)**

10. Approval of a final plat establishing Great Hearts-Helotes, Lot 37, Block 3, 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. (Applicant)**

(Note: On April 6, 2021 the Planning & Zoning Commission recommended approval of the aforementioned plat establishing Great Heart Helotes.)

11. Approval of a Stormwater Management Plan, pursuant to Municipal Code of Ordinances Chapter 34 *Environment*, Article IV *Stormwater Detention and Drainage*, and an associated fee-in-lieu of detention in the amount of \$9,000.14 for the final plat establishing Great Hearts-Helotes. (Applicant)**

- 12.** Approval of a final plat establishing Leslie Road Subdivision, being a 3.038 acre tract of land described in deed of trust recorded in Document No. 20190014929, Real Property Records of Bexar County, Texas, more particularly described as BCAD Prop. ID No. 1334698. (Applicant)**

(Note: On May 4, 2021 the Planning & Zoning Commission recommended approval of the aforementioned plat establishing Leslie Road Subdivision.)

- 13.** Approval of a Stormwater Management Plan, pursuant to Municipal Code of Ordinances Chapter 34 *Environment*, Article IV *Stormwater Detention and Drainage*, and an associated fee-in-lieu of detention in the amount of \$10,714.11 for Leslie Road Subdivision. (Applicant)**

- 14.** Approval of a Traffic Impact Analysis pursuant to Municipal Code of Ordinances Chapter 78 *Subdivisions*, Article II *Subdivision Regulations*, for Leslie Road Subdivision. (Applicant)**

ITEMS FOR INDIVIDUAL CONSIDERATION:

- 15. Discussion of and action on a request by Methodist Emergency Room for a Specific City Council Approved Use Permit to allow a medical institution (other than a hospital) on property zoned Overlay District (B3-OD), located at 12285 Bandera Road, Helotes, Texas 78023, more particularly described as BCAD Property ID No. 1227502. (Applicant)**

(Note: On May 4, 2021 the Planning & Zoning Commission recommended approval of the aforementioned use for Methodist Emergency Room.)

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

Discussion included the said property was previously the location for First Choice Emergency Room.

Motion to approve carried unanimously.

- 16. Discussion of and action on a request by Executive Signs for approval of signage for Methodist Emergency Room located at 12285 Bandera Road, Helotes, Texas 78023, more particularly described as BCAD Prop. ID No. 1227502, and including the following:**

- a. Monument Sign fronting Bandera Road, pursuant to Municipal Code of Ordinances Chapter 66 Signs, Section 66-49 *Commercial Signs: Single-Business Use Monument Type*;**
- b. Monument Sign fronting Cedar Trail, with two (2) variances, pursuant to Municipal Code of Ordinances Chapter 66 Signs, Section 66-49 *Commercial Signs: Single-Business Use Monument Type*;**

- c. **Wall Signage fronting Bandera Road, with two (2) variances, pursuant to Municipal Code of Ordinances Chapter 66 Signs, Section 66-51 Commercial Signs: Subparagraph (b) Wall Signs; and**
- d. **Wall Signage fronting Cedar Trail, with one (1) variance, pursuant to Municipal Code of Ordinances Chapter 66 Signs, Section 66-51 Commercial Signs: Subparagraph (b) Wall Signs. (Applicant)**

(Note: On May 4, 2021 the Planning & Zoning Commission recommended approval of the aforementioned signage items, with associated variances, for Methodist Emergency Room.)

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

Council commended the Planning & Zoning Commission for their thorough review of this item, including the associated variances. Specifically, the variances are as follows:

- Item 6b. Monument Sign fronting Cedar Trail: Variance to allow a base height of 16 inches and to waive the required 2 feet of landscaping around the base;
- Item 6c. Wall Signage fronting Bandera Road: Variance to allow a signage size of 111.80 square feet, instead of the max allowable size of 77.7 square feet, and to allow a total of 2 wall signs, instead of the max allowable 1 wall sign. The Emergency and Patient Drop Off signs are state required and city code exempts official governmental signs. The Street Number Address sign is a city code requirement.; and
- Item 6d. Wall Signage fronting Cedar Trail: Variance to allow a signage size of 112 square feet, instead of the max allowable size of 100 square feet.

Motion to approve carried unanimously.

17. **Discussion of and action on a request by Britten Lift & Installation, 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 Realty ONE Group Emerald located at 11535 Galm Road, Suite #101, San Antonio, Texas 78254, more particularly described as BCAD Prop. ID No. 1122682. (Applicant)**

(Note: On May 4, 2021 the Planning & Zoning Commission recommended approval of the aforementioned wall sign for Realty ONE Group Emerald.)

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

Motion to approve carried unanimously.

18. Discussion of and action on a request by Keller Custom Signs for approval of signage for Bandera Oaks Subdivision located at the intersection of Access Drive and S.H. 16 (Bandera Road), and including the following:

- a. Residential Subdivision Entry Sign, pursuant to Municipal Code of Ordinances Chapter 66 Signs, Section 66-43 Residential Subdivision Entry Signs; and**
- b. Wall Sign, pursuant to Municipal Code of Ordinances Chapter 66 Signs, Section 66-51 Subparagraph (b) Wall Signs. (Applicant)**

(Note: On May 4, 2021 the Planning & Zoning Commission recommended approval of the aforementioned signage for Bandera Oaks Subdivision.)

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

Discussion included the type of lighting proposed for the entry sign and masonry wall sign. It was noted that the applicant intends to use removable, solar stake lights for both sign installations.

Motion to approve carried unanimously.

19. Discussion of and action on a request by Adelantus Inc., for approval of a conceptual design plan for Astro Homes Inc., a business specializing in the sale of sheetrock, located at 11978 Leslie Road, more particularly described as BCAD Property ID No. 1215354, including the following:

- **Site plan;**
- **Building design; and**
- **Exterior lighting. (Applicant)**

(Note: On May 4, 2021 the Planning & Zoning Commission recommended approval of the aforementioned conceptual design plan for Astor Homes Inc.)

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

Motion to approve carried unanimously.

20. Discussion of and action on a Resolution of the City of Helotes City Council authorizing the E-commerce Accelerator Incentive Program per the City of Helotes Economic Development Corporation FYE 2021 Strategic Work Plan and approving the reallocation of budgeted FYE 2021 funds into EDC Operating Account No. 05-510-5211 Marketing/Tourism to support this program. (Staff)

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

On March 25, 2021, Council approved the EDC FYE 2021 Strategic Work Plan, which included Goal 1: Accelerate Recovery. The accelerator program itself is now being presented to Council, in accordance with EDC Bylaws Article 4 *Functional Corporate Duties and Requirements*, Section 4.1 (d). All agreements with a cumulative value at or above an expenditure of more than \$10,000.00 require approval by Council.

The E-Commerce Accelerator Incentive Program will provide a maximum \$5,000.00 matching grant per business, to reimburse up to 75% of total project cost (whichever is less) to establish, operate, and promote e-commerce for their business. Examples of eligible expenses are website creation, point of sale (pos) system upgrades, and digital advertising. The EDC will provide a list of participating service providers; however, the business can choose the provider they feel best meets their needs. The EDC will monitor this program. If the accelerator program is approved, up to \$75,000.00 will be reallocated into EDC Account No. 05-510-5211 *Marketing / Tourism* from EDC Account Nos. 05-510-5208 *Construction Design and Land Use Plans*, 05-510-5228 *Visitor Center*, and 05-510-5230 *Marketing / City Events*. These funds are budgeted and were not used due to the pandemic.

Motion to approve carried unanimously.

- 21. Discussion of and action on a Resolution of the City of Helotes City Council authorizing the Mayor to execute an Easement Agreement between the City of Helotes and the San Antonio Water System (SAWS) Board of Trustees for permanent and temporary sewer pipeline easements on city owned property, Tract I being located near the intersection of Parrigin Road and F.M. 1560, and Tract II being located on Old F.M. 1560, generally by the entrance to the Municipal Complex at 12951 Bandera Road. (Staff)**

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

Discussion included that aforementioned Easement Agreement is part of the SAWS Helotes Creek Gravity Main and Lift Station #246 Elimination Project.

Motion to approve carried unanimously.

- 22. Discussion of and action on an Ordinance of the City Council of the City of Helotes, Texas authorizing the City to consent to the assignment of the Development Agreement from VT Bandera Oaks, Ltd., to Gehan Homes, Ltd., as allowed per Ordinance No. 20-08, Article VII, Section 7.1 *Assignment*. (Staff)**

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

Motion to approve carried unanimously.

City Council Regular Meeting
May 13, 2021

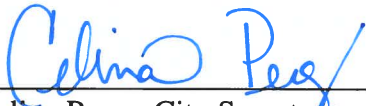
Adjourn

With no more business to come before Council, Mayor Schoolcraft adjourned the meeting at 7:44 p.m.



Rich Whitehead, Mayor

ATTEST:



Celina Perez, City Secretary

