

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

The City of Helotes Planning and Zoning Commission met for a regular meeting on May 4, 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.

Commission Members

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

Council Members/Staff Present: Celina Perez, City Secretary
Marian Mendoza, City Administrator
Michael Gallardo, Development Services Coordinator
Cynthia Massey, Council Liaison (teleconference)

1. Call to order.

Chair Michel called the meeting to order at 7:00 p.m.

2. Roll call.

Commissioner Hozza called roll. See above for members present.

Chairman Michel welcomed new hire, Michael Gallardo, Development Services Coordinator.

PUBLIC HEARING:

3. 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.

Chairman Michel opened the public hearing at 7:01 p.m. Brian Planto submitted written comments via email to the City Secretary regarding bright lighting located at the rear of the aforementioned property, and that shine brightly into the upstairs of his home, located in the Helotes Crossing Subdivision. Chairman Michel closed the public hearing at 7:03 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 April 6, 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 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. (Recommendation Item; Applicant)

Speaking on this item was Kevin Richter, Administrative Director of Operations for Methodist Healthcare. The proposed Methodist Emergency Room (ER) will be open 24/7 and will receive patients via ambulance and pedestrian drop off. Methodist ER is not considered a hospital, but has to follow state hospital licensing rules. Methodist ER can observe a patient for a max period of 24 hours and the facility will treat adults and children.

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

Motion to recommend approval carried unanimously.

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

Chairman Michel noted this item had four parts and each part would be acted on separately.

Item 7a: Motion was made by Commissioner Wightman, second by Commissioner Wade, to recommend approval of Item 7a as presented. Motion to recommend approval carried unanimously.

Item 7b: Motion was made by Commissioner Wightman, second by Commissioner Hozza, to recommend approval of Item 7b, with the following two (2) variances: 1.) to allow a base height of 16 inches and 2.) to waive the required 2 feet of landscaping around the base. Motion to recommend approval carried unanimously.

Item 7c: Motion was made by Commissioner Wightman, second by Commissioner Carraway, to recommend approval of Item 7c, with the following three (3) variances: 1.) to allow a signage size of 111.80 square feet; 2.) to allow a total of two (2) wall signs; and 3.) to allow the *Children's ER* wall sign to exceed the 20 foot height requirement. The applicant will confirm the height on the *Children's ER* wall sign to verify whether a third variance is needed. The *Emergency* and *Patient Drop Off* wall signs are state required and city code exempts official governmental signs. Motion to recommend approval carried: 6 Ayes – Commissioner Wightman, Commissioner Hozza, Commissioner Carraway, Commissioner Blue, Commissioner Hawk, and Commissioner Rios; 1 Nay – Commissioner Wade.

Item 7d: Motion was made by Commissioner Carraway, second by Commissioner Rios, to recommend approval of Item 7d, with one (1) variance, allowing a signage size of 112 square feet. Motion to recommend approval carried unanimously.

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

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

Motion to recommend approval carried unanimously.

9. **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 *Commercial Signs*: Subparagraph (b) *Wall Signs*. (Recommendation Item; Applicant)**

On August 13, 2021, Council approved a Development Agreement for Bandera Oaks Subdivision. The Agreement allows for an off premise subdivision entry sign to be constructed on the existing island located at the intersection of S.H. 16. Additionally, the Agreement required the construction of a masonry wall or wood fence to separate the subdivision from the commercial area. The developer chose to construct a masonry wall and is requesting a wall mount sign.

Motion was made by Commissioner Blue, second by Commissioner Hozza, to recommend approval of Item 9a, an off premise residential entry subdivision sign pursuant to the Development Agreement, and Item 9b, as written.

Motion to recommend approval carried unanimously.

10. **Discussion of and action on a preliminary and final plat establishing Leslie Road, 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. (Recommendation Item; Applicant)**

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

Motion to recommend approval carried unanimously.

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

Motion was made by Commissioner Blue, second by Commissioner Hozza, to recommend approval of the 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 8:13 pm.

Respectfully submitted,



Gregg Michel, Chair

ATTEST:



Celina Perez, City Secretary

