



**AGENDA  
CITY OF HELOTES  
PLANNING AND ZONING COMMISSION  
March 7, 2023**

The City of Helotes Planning and Zoning Commission will meet for a regular meeting on Tuesday, March 7, 2023, at 7:00 p.m. in the City Hall Council Chamber, 12951 Bandera Road, Helotes, Texas 78023. Commission Members may participate remotely by videoconferencing; however, a physical quorum of the Planning & Zoning Commission shall be present at Helotes City Hall. This is an open meeting, subject to the open meeting laws of the State of Texas.

1. Call to order.
2. Roll call.

**OPEN SESSION:**

3. Citizens to be heard. *The Planning and Zoning Commission may not discuss any presented issue, nor may any action be taken on any issue at this time (Attorney General Opinion JC-0169). The Commission will accept comments from citizens, business owners, business representatives, property owners, and representatives of property owners of the City of Helotes and its Extraterritorial Jurisdiction (ETJ) only. Comments are limited to three (3) minutes, and this time is not transferable. Each person may only speak once. No profanity or threats will be tolerated.*

**ITEMS FOR INDIVIDUAL CONSIDERATION:**

4. Discussion of and action on the minutes of the Regular Meeting of the Planning and Zoning Commission dated February 7, 2023. (Approval Item; Staff) - [Agenda Item](#)
5. Discussion of and action on a request by Marex Solutions, LLC for approval of a conceptual design plan for Leslie Business Park, a proposed multi-building commercial development, located at 12042 Leslie Road, Helotes, Texas 78023, and identified as BCAD Prop. ID No. 1378173, including the following:
  - Site plan;
  - Building design; and
  - Exterior lighting (Recommendation Item; Applicant) - [Agenda Item](#)

**NOTICE OF ASSISTANCE AT THE PUBLIC MEETING**

The City of Helotes City Hall is wheelchair accessible, and accessible parking spaces are available. In compliance with the Americans with Disabilities Act, the City of Helotes will provide reasonable accommodations for persons attending the meeting. To better serve you, requests should be received seventy-two (72) hours prior to the meeting. For assistance, contact the City Secretary at 210.695.5911.

**ITEMS FOR INDIVIDUAL CONSIDERATION contd.:**

6. Discussion of and action on a request by Britten Lift & Installation 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 or On Windows* for Servpro, located at 11591 Galm Road, San Antonio, Texas 78254, and identified as BCAD Property ID No. 236172. (Approval Item; Applicant) - [Agenda Item](#)
7. Discussion of and action on a request by Edward Villanueva for approval of a master sign plan pursuant to Municipal Code of Ordinances Chapter 66 *Signs*, Section 66-71 subparagraph (c) *Master Sign Plan Application*, for Dominion Commercial Management LLC, a multi-tenant office complex including Owens Law Firm and E. Villanueva & Associates, located at 14237 Old Bandera Road, Helotes, Texas 78023, and identified as BCAD Property ID No. 242276. (Approval Item; Applicant) - [Agenda Item](#)
8. Discussion of and action on a request by Stan Goodson for approval of a master sign plan pursuant to Municipal Code of Ordinances Chapter 66 *Signs*, Section 66-71 subparagraph (c) *Master Sign Plan Application*, for The Legacy - Helotes, a multi-tenant shopping center, located at 14108 Bandera Road, Helotes, Texas 78023, and identified as BCAD Property ID No. 1321866. (Approval Item; Applicant) - [Agenda Item](#)
9. Discussion of and action on a request by Dina Reyna for approval of a monument sign pursuant to Municipal Code of Ordinances Chapter 66 *Signs*, Section 66-50 *Commercial Signs: Multi-tenant Shopping Center, Business Park or Office Complex*, for a multi-tenant monument sign including RDR Flooring Services and Grit & Grace Counseling, PLLC, located at 11653 Galm Road, San Antonio, Texas 78254, and identified as BCAD Property ID No. 236308. (Approval Item; Applicant) - [Agenda Item](#)

**STAFF REPORT:**

10. Annexation proceedings on a petition by Michael and Kathryn Arena for the voluntary annexation of approximately 4.719 acres of real property on F.M. 1560, near its intersection with Braun Road. (Information Item; Staff)

***Adjourn.***

**NOTE:** It is possible that a quorum of the City Council and/or other Municipal Advisory and Governmental Bodies may be in attendance at the above-stated meeting. No action will be taken by the City Council and/or other Municipal Advisory and Governmental Bodies at the above-stated meeting, other than the body specifically referred to in the above notice.

The Planning and Zoning Commission reserves the right to adjourn into Closed Session at any time during the course of this meeting to discuss any of the exceptions to the requirement that a meeting is open to the public, in accordance with Texas Government Code, Chapter 551 *Open Meetings*, Subchapter D *Exceptions to Requirement that Meetings be Open*. No action may be taken in Closed Session.

I certify that this Agenda was posted on March 3, 2023, at 5:30 p.m.

  
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Celina Perez, City Secretary