



**AGENDA  
CITY OF HELOTES  
PLANNING AND ZONING COMMISSION  
June 6, 2023**

The City of Helotes Planning and Zoning Commission will meet for a regular meeting on Tuesday, June 6, 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.

**PUBLIC HEARING:**

3. Public Hearing to give all interested persons the right to appear and be heard on a request by Michael and Kathryn Arena to set the official zoning classification as *Office and Professional District (B-1)* for 4.5528 acres of newly annexed property located on F.M. 1560, near its intersection with Braun Road, and described as BCAD Property Tax ID No. 236993. - [Agenda Item](#)

**OPEN SESSION:**

4. 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:**

5. Discussion of and action on the election of Commission Officers, to include the following:
  - Chairman;
  - Vice-Chairman; and
  - Secretary. (Approval Item; Commission) - [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 the minutes of the Special Meeting of the Planning and Zoning Commission dated May 16, 2023. (Approval Item; Staff) - [Agenda Item](#)
7. Discussion of and action on a request by Michael and Kathryn Arena to set the official zoning classification as *Office and Professional District* (B-1) for 4.5528 acres of newly annexed property located on F.M. 1560, near its intersection with Braun Road, and described as BCAD Property Tax ID No. 236993. (Recommendation Item; Applicant) - [Agenda Item](#)
8. Discussion of and action on a request by Southwest Texas Sign Service, 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 or On Windows* for Christus Trinity Clinic, located at 12340 Bandera Road, Helotes, Texas 78023, and identified as BCAD Property ID No. 1040214. (Approval Item; Applicant) - [Agenda Item](#)
9. Discussion of and action on a request by Britton Lift & Installation for approval of signage for Public Storage located at 12260 Bandera Road, Helotes, Texas 78023, identified as BCAD Property ID No. 239333, and including the following:
  - 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*; and
  - b) Monument sign pursuant to Municipal Code of Ordinances Chapter 66 *Signs*, Section 66-49 *Commercial Signs: Single Business Use (Monument Type)*. (Approval Item; Applicant) - [Agenda Item](#)

**STAFF REPORT:**


10. Refacing of existing sign that identifies the Old Town Helotes Special District, located on S.H. 16. (Information Item; Staff) - [Agenda Item](#)
11. Special Meeting on July 11, 2023, at 7 p.m. due to the Independence Day holiday. (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 June 2, 2023, at 4:20 p.m.

  
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Celina Perez, City Secretary