



**AGENDA
CITY OF HELOTES
PLANNING AND ZONING COMMISSION
March 4, 2025**

The City of Helotes Planning and Zoning Commission will meet for a Regular Meeting on Tuesday, March 7, 2025, 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 Shaenfield CSW, LP, to set the official zoning classification as *General Business District* (B-3) for 6.714 acres of newly annexed property (two tracts) on Shaenfield Road, near its intersection with FM 1560, and identified as BCAD Property Tax ID Nos. 236168 and 236169. - [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 minutes of the Regular Meeting of the Planning and Zoning Commission dated December 3, 2024 and January 7, 2024. (Approval Item; Staff) - [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 Shaenfield CSW, LP to set the zoning classification as General Business District (B-3) for 6.714 acres of newly annexed property (two tracts) on Shaenfield Road, near its intersection with FM 1560, and identified as BCAD Property Tax ID Nos. 236168 and 236169. (Recommendation Item – Applicant) - [Agenda Item](#)

7. Discussion of and action on a request by Lina Duque for approval of a conceptual design plan pursuant to Municipal Code of Ordinances Chapter 98 *Zoning*, Section 98-253 *Procedures and Review Standards*, for a building addition to the Tractor Supply Company, located at 11946 Leslie Road, Helotes, Texas 78023, more particularly described as BCAD Prop. ID No. 1201535 and including the following:
 - A. Site plan;
 - B. General building concept;
 - C. Exterior lighting; and
 - D. Signage – One (1) wall sign with associated variances for number of signs and size pursuant to Municipal Code of Ordinances Chapter 66 *Signs*, Section 66-51 *Commercial Signs: Projecting, Wall and Hanging, or In or On Windows*; and
 - E. Signage – Two (2) Veterans Parking Spaces pursuant to Municipal Code of Ordinances Chapter 66 *Signs*, Section 66-45 *Traffic Control Signs: subsection A Traffic control signs upon private property*; and
 - F. Signage – Two (2) Online Order Pick Up signs for parking pursuant to Municipal Code of Ordinances Chapter 66 *Signs*, Section 66-45 *Traffic Control Signs: subsection A Traffic control signs upon private property*; and
 - G. Signage – One (1) Feed Fencing and More sign pursuant to Municipal Code of Ordinances Chapter 66 *Signs*, Section 66-45 *Traffic Control Signs: subsection A Traffic control signs upon private property*; and
 - H. Signage – One (1) Exit sign pursuant to Municipal Code of Ordinances Chapter 66 *Signs*, Section 66-45 *Traffic Control Signs: subsection A Traffic control signs upon private property*; and
 - I. Signage – One (1) Thanks For Shopping sign pursuant to Municipal Code of Ordinances Chapter 66 *Signs*, Section 66-45 *Traffic Control Signs: subsection A Traffic control signs upon private property*; -(Recommendation Item; Applicant)-
[Agenda Item](#)

8. Discussion of and action on a request by Diva Dog Lady LLC for approval of signage and associated variances for K9 Café Boutique & Spa, a pet grooming and pet spa provider located at 10822 Braun Road, San Antonio, Texas 78254, and identified as BCAD Property ID No. 236986, and including the following:
 - a) Sign A – Wall sign pursuant to Chapter 66 *Signs*, Section 66-51 *Commercial Signs: Projecting, Wall and Hanging, or In or On Windows*; and
 - b) Sign B – Wall sign pursuant to Chapter 66 *Signs*, Section 66-51 *Commercial Signs: Projecting, Wall and Hanging, or In or On Windows*; and
 - c) Sign C – A request for a variance to Municipal Code of Ordinances Chapter 66 *Signs*, Section 66-51 *Commercial Signs: Projecting, Wall and Hanging, or In or On Windows*. (Recommendation Item; Applicant)- [Agenda Item](#)
9. Discussion of and action on a request by David Alvarez for approval of signage for SA Total Tree Service with associated variances located at 17285 Bandera Road, Helotes, Texas 78023, and identified as BCAD Property ID No. 248413, and including the following:
 - a) Monument sign pursuant to Municipal Code of Ordinances Chapter 66 *Signs*, Section 66-49 *Commercial Signs: Single-Business Use (Monument Type)*
 - b) 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*, (Recommendation Item; Applicant)- [Agenda Item](#)

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 February 28, 2025, at __6:30__ p.m.

Michael Gallardo

Michael Gallardo, DS Coordinator