



**AGENDA
CITY OF HELOTES
PLANNING AND ZONING COMMISSION
June 3, 2025**

The City of Helotes Planning and Zoning Commission will meet for a Regular Meeting on Tuesday, June 3, 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.

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 Special Meeting of the Planning and Zoning Commission dated April 1, 2025. (Approval Item; Staff) - [Agenda Item](#)
5. Discussion of and action on a preliminary and final plat, pursuant to Municipal Code of Ordinances Chapter 78 *Subdivisions*, establishing the Beverly Plat, being approximately 1.593 acres of land, out of an unplatted portion of Block 5, County Block 4469, Beverly Hills Subdivision. Ad addition situated in the City of Helotes, Bexar County, Texas, according to the map or plat thereof recorded in Volume 5300, Page 267, Deed and Plat Records of Bexar County, Texas and being the same property conveyed in a Warranty Deed with vendor's lien record in Volume 18817, Page 406, Official Public Records, Bexar County, Texas. (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 preliminary and final plat, pursuant to Municipal Code of Ordinances Chapter 78 *Subdivisions*, establishing the Fritz Creek Plat for Lots 1 and 2, County Block 4481, being a 12.105 acre tract of land, lying in the Samuel Swartout Survey Number 221, Abstract 712, Bexar County, Texas, said 12.105 acre tract being all of 12.110 acre tract of land as described in Document Number 20210117554, Official Public Records, Bexar County, Texas. (Recommendation Item; Applicant) - [Agenda Item](#)
7. Discussion of and action on a request by COR3 Design Development Companies, LLC for approval of a conceptual design plan establishing the site idea for Take 5 Oil Change to be located at 11395 Shanefield Road, San Antonio, Texas 78254, identified as BCAD Prop. ID Nos. 236168 and 236169, and including the following:
 - A) Site plan;
 - B) General building concept;
 - C) Exterior lighting; and
 - D) Signage – Two (2) wall signs 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 - One (1) monument sign pursuant to Municipal Code of Ordinances Chapter 66 *Signs*, Section 66-49 *Commercial Signs: Single Business Use (Monument Type)*.
 - F) Signage - Three (3) traffic control signs pursuant to Municipal Code of Ordinances Chapter 66 *Signs*, Section 66-45 *Traffic Control Signs*. (Recommendation Item; Applicant) - [Agenda Item](#)
8. Discussion of and action on a request by Pape-Dawson Engineers for approval of a conceptual design plan establishing the site idea for McDonald's to be located at 11395 Shanefield Road, San Antonio, Texas 78254, identified as BCAD Prop. ID Nos. 236168 and 236169, and including the following:
 - A) Site plan;
 - B) General building concept;
 - C) Exterior lighting; and
 - D) Signage - One (1) monument sign pursuant to Municipal Code of Ordinances Chapter 66 *Signs*, Section 66-49 *Commercial Signs: Single Business Use (Monument Type)*.
 - E) Signage – Six (4) wall signs pursuant to Municipal Code of Ordinances Chapter 66 *Signs*, Section 66-51 *Commercial Signs: Projecting, Wall and Hanging, or In or On Windows* ***with associated variances***; and
 - F) Signage – Three (3) canopy signs pursuant to Municipal Code of Ordinances Chapter 66 *Signs*, Section 66-52 *Miscellaneous Signs* subparagraph (d); and
 - G) Signage – Five (5) traffic control signs pursuant to Municipal Code of Ordinances Chapter 66 *Signs*, Section 66-45 *Traffic Control Signs* and;

- H) Signage – Two (2) menu boards signs pursuant to Municipal Code of Ordinances Chapter 66 *Signs*, Section 66-52 *Miscellaneous Signs* subsection (b) *Menu Boards* and;
 - I) Signage – Six (6) parking signs pursuant to Municipal Code of Ordinances Chapter 66 *Signs*, Section 66-45 *Traffic Control Signs*. (Recommendation Item; Applicant) - [Agenda Item](#)
9. Discussion of and action on a request by Marian Cordoneda Insurance Agency Inc. 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 Farmers Insurance, located at 13663 Bandera Road Unit 2, Helotes, Texas 78023, more particularly described as BCAD Prop. ID No. 242310 and including the following:
- A) Site plan; and
 - B) General Building design. (Recommendation Item; Applicant) - [Agenda Item](#)
10. Discussion of and action on a request by Walmart for approval of a conceptual design plan for the installation of Electric Vehicle Charging Stations to be located at 12550 Leslie Road, Helotes, Texas 78023, identified as BCAD Prop. ID No. 1175530, and including the following:
- A) Site plan;
 - B) General building concept to include eight (8) charging stations ; and
 - C) Signage – Five (5) parking signs pursuant to Municipal Code of Ordinances Chapter 66 *Signs*, Section 66-45 *Traffic Control Signs*. (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 May 30, 2025, at __7:30__ p.m.

Michael Gallardo

Michael Gallardo, DS Coordinator