AGENDA
REGULAR MEETING
HELOTES CITY COUNCIL
January 28, 2021
7:00 p.m.

The City of Helotes City Council will meet for a Regular Meeting on Thursday, January 28, 2021 at 7:00 p.m. in the City Hall Council Chambers, 12951 Bandera Road, Helotes, Texas 78023. This is an open meeting, subject to the open meeting laws of the State of Texas.

SUPPLEMENTAL NOTICE OF PARTICIPATION BY TELEPHONE CONFERENCE

As a result of COVID-19, the Governor of Texas issued an order on March 16, 2020, suspending various provisions of the Open Meetings Act, which now authorizes the participation in a meeting by videoconference and / or teleconference. In order to advance the public health goal of physical distancing, the City of Helotes City Council will conduct this regular meeting by telephone conference. No in person input will be allowed. To speak remotely, register in advance by using the fillable Citizen Comment Form on the City website. The comment form is due by 12:00 pm on Thursday, January 28. Once the comment form is received, the speaker will receive a confirmation email with the toll-free phone number and access code. Speakers will be placed in a queue until their time to speak. Watch the livestream meeting broadcast on the City's YouTube channel. The digital meeting packet is available on the City website.

1. Call to order.

- Invocation.
- Pledge of Allegiance.

OPEN SESSION:

2. Citizens to be Heard. ***The City Council shall not discuss any presented issue, nor may any action be taken on any issue at this time (Attorney General Opinion JC-0169). The Council will accept comments from citizens 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.***

CONSENT AGENDA (ITEM NOS. 3 - 5):
All Consent Agenda items listed below are considered routine by City Staff and are intended to be enacted by one motion. There will be no separate discussion of these items, unless a Councilmember requests it, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the Agenda.

3. Approval of the minutes of the Regular Meeting dated January 14, 2021. (Staff)

CONSENT AGENDA contd.:

4. Approval of the Quarterly Investment Reports for the City of Helotes and the City of Helotes Economic Development Corporation (EDC) for the quarter ending December 2020. (Staff)

5. Approval of an Ordinance of the City Council of the City of Helotes, Texas calling for a General Election to be held on Saturday, May 1, 2021 for the purpose of electing a Mayor, one (1) Council Member Place 3, and one(1) Council Member Place 5; providing for early voting and for notice of the Election; making provisions for the conduct of the Election; authorizing the Mayor to negotiate and execute a Contract for Election Services with Bexar County, Texas; and resolving other matters related to such election. (Staff)

ITEMS FOR INDIVIDUAL CONSIDERATION:

6. Discussion of and action on a request by Economy Signs for approval of signage for Mary's Tacos located at 13439 Bandera Road, Helotes, Texas 78023, more particularly described as BCAD Prop. ID No. 242310, and including the following:

   a. Wall Sign, pursuant to Municipal Code of Ordinances Chapter 66 *Signs,* Section 66-51 *Commercial Signs:* Subparagraph (b) *Wall Signs*; and

   b. Monument Sign, pursuant to Municipal Code of Ordinances Chapter 66 Signs, Section 66-49 *Commercial Signs: Single-Business Use Monument Type.* (Applicant)

7. Discussion of and action on the appointment of Allison Higgins to the Board of Adjustment, Place 1a, with a term expiring May 2021. (Mayor Schoolcraft)

Adjourn meeting.

The City Council 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 be 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.

Thomas A. Schoolcraft, Mayor

I certify that this Agenda was posted on January 22, 2021 at 2:45 p.m.

Celina Perez, City Secretary

MINUTES
REGULAR MEETING
HELOTES CITY COUNCIL
JANUARY 14, 2021

The City of Helotes City Council met for a regular meeting Thursday, January 14, 2021 at 7:00 p.m. in the City Hall Council Chamber, 12951 Bandera Road, Helotes, Texas. This was an open meeting, subject to the open meeting laws of the State of Texas. Due to COVID-19, this meeting was conducted via teleconference.

Present:	Thomas A. Schoolcraft, Mayor Craig Sanders Linda Salazar Bert Buys Paul Friedrichs
Absent:	Cynthia Massey
Staff Present:	Marian Mendoza, City Administrator Celina Perez, City Secretary

1. Call to Order.

Mayor Schoolcraft called the meeting to order at 7:00 p.m. Council Member Friedrichs led the invocation. Mayor Schoolcraft led the pledge to the U.S. flag and the Texas flag.

OPEN SESSION:

2. Citizens to be Heard. (via teleconference)

No one signed up to speak on this item.

CONSENT AGENDA (ITEM NOS. 3 - 6): All items marked with an asterisk (**) on the consent agenda were voted on by one motion. Motion was made by Council Member Buys, second by Council Member Friedrichs, to approve items 3 through 6 on the consent agenda. Motion to approve carried unanimously by those present.

3.* Approval of the minutes of the Regular Meeting dated December 10, 2020. (Staff)

4.* Approval of the Fiscal Year Ending (FYE) 2021 City of Helotes Revenue and Expense, Balance Sheet, and Encumbrance Reports dated January 7, 2021. (Staff)

5.* Approval of a Stormwater Management Plan, pursuant to Municipal Code of Ordinances Chapter 34 *Environment*, Article IV *Stormwater Detention and Drainage*, and an associated fee-in-lieu of detention in the amount of $6,203.47 for Haciendas del Rio located at 14743 Old Bandera Road, Helotes, Texas 78023, more particularly described as BCAD Prop. ID No. 1046345. (Applicant)

DRAFT

6.* Approval of an Ordinance of the City Council of the City of Helotes, Texas amending Municipal Code of Ordinances Chapter 2 *Administration*, Article III *Records Management* by revising Section 2-54 *Records Management Officer* for the purpose of designating the City Secretary as the Public Information Coordinator for the City. (Staff)

PRESENTATION:

7. Overview of Trinity Glen Rose Groundwater Conservation District by Joe duMenil, Board Chairman.

Joe duMenil, Board Chairman, gave a presentation on the role and district boundaries of the Trinity Glen Rose Groundwater Conservation District.

ITEMS FOR INDIVIDUAL CONSIDERATION:

8. Discussion of and action on a request by David Alvarez for approval of two variances 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* authorizing an increase in size and number on a proposed wall sign for S.A. Total Tree Service located at 17285 Bandera Road, Helotes, Texas 78023, more particularly described as BCAD Prop. ID No. 248413. (Applicant)

(Note: On January 5, 2021 the P&Z Commission recommended approval of variances authorizing an increase in size (from 50 square feet to a max allowable size of 62.5 square feet) and an increase in number (from 1 to 2) for wall signage for S.A. Total Tree Service. City Code allows the P&Z to recommend a size change of up to 25%.)

Motion was made by Council Member Buys, second by Council Member Friedrichs, to discuss and act on this item as written.

The general consensus of Council was that the proposed signage appeared as one sign, even though there are two raceways. Moreover, Council considered the increase in size to be reasonable, since the business fronts an area of S.H. 16 where traffic is fast moving, and the proposed sign was still proportionate to the building.

Motion to amend was made by Council Member Buys to consider the sign as one and to approve a variance allowing the 25% increase over the 50 square feet. This would approve the sign rendering as presented, with a sign size of 62.4 square feet. The amended motion was seconded by Council Member Friedrichs.

Amended motion to approve carried unanimously by those present.

DRAFT

9. Discussion of and action on a Resolution of the City Council of the City of Helotes, Texas authorizing the Mayor to execute an Interlocal Agreement between the City and the City of North Richland Hills, Texas, for the purpose of purchasing goods and services from vendors selected through the competitive bidding processing. (Staff)

Motion was made by Council Member Friedrichs, second by Council Member Sanders, to discuss and act on this item as written.

Approval of the Agreement will allow the City to utilize the competitive bid process thru the City of North Richland Hills, Texas, to purchase goods and services, specifically, micro-surfacing for street maintenance.

Motion to approve carried unanimously by those present.

Adjourn

With no more business to come before Council, Mayor Schoolcraft adjourned the meeting at 7:42 p.m.

_____
Thomas A. Schoolcraft, Mayor

ATTEST:

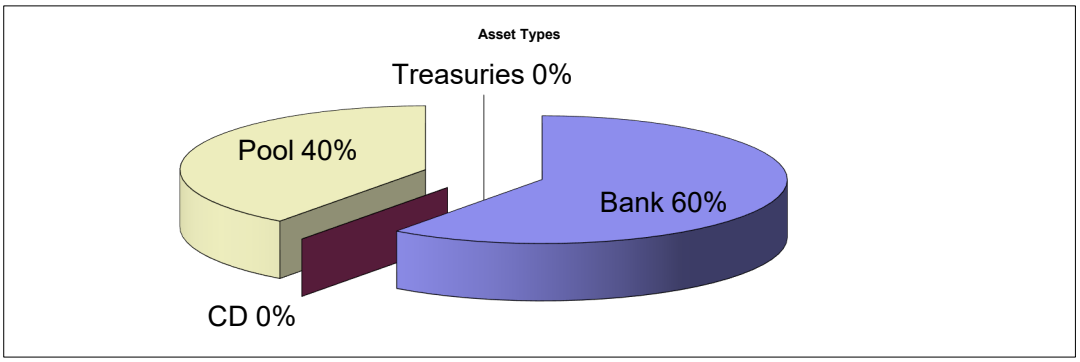
_____
Celina Perez, City Secretary

DRAFT

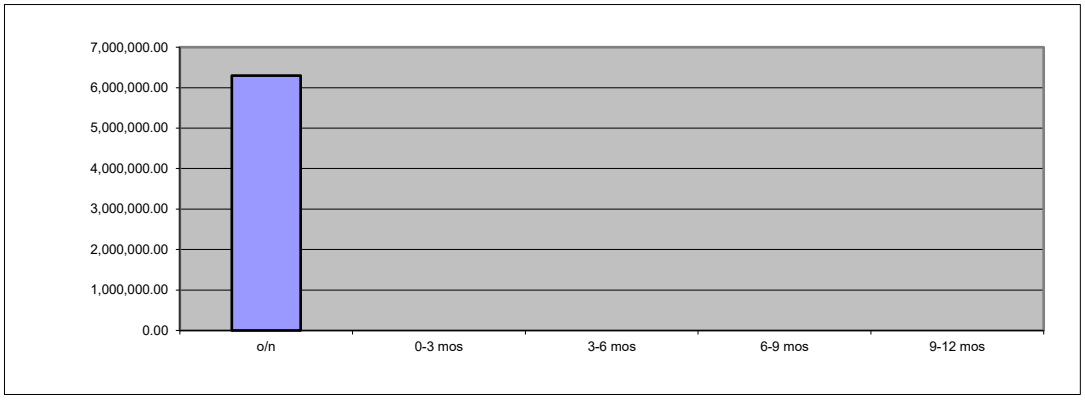
CITY OF HELOTES, TEXAS
QUARTERLY INVESTMENT REPORT SUMMARY
Period Ending 12/31/20

Beginning Book Value	$	4,263,335.93
Beginning Market Value	$	4,263,335.93
Beginning Weighted Average Maturity		0 days
Beginning Yield		0.1900%
Ending Book Value	$	6,295,192.83
Ending Market Value	$	6,295,192.83
Ending Weighted Average Maturity		0 days
Ending Yield		0.0700%
Unrealized Gain/(Loss)	$	-
Change in Market Value	$	2,031,856.90
Benchmark Yield (6 Mth. T-Bill)		0.1000%

Allocation by Type of Investment



Allocation by Maturity Date



CITY OF HELOTES, TEXAS
QUARTERLY INVESTMENT REPORT
as of
12/31/20

Purchase Date	Security	Coupon or Avg. Rate	Quarter Ending Date	Yield	Par	Price	Days to Maturity	Beginning Book	Beginning Market	Ending Book	Ending Market	Change in Market	Period Earnings
Bank Checking Accts	T-BILL -35 bps												
N/a	Frost Operating Fund	0.0100%	12/31/20	0.0100%	$ 652,199.73	100.000	0	$ 636,925.05	$ 636,925.05	$ 652,199.73	$ 652,199.73	$ 15,274.68	$ 8.88
N/a	Frost General Fund	0.0100%	12/31/20	0.0100%	$ 2,377,602.98	100.000	0	$ 372,288.85	$ 372,288.85	$ 2,377,602.98	$ 2,377,602.98	$ 2,005,314.13	$ 13.90
	Subtotal Checking Accounts				**$ 3,029,802.71**			**$ 1,009,213.90**	**$ 1,009,213.90**	**$ 3,029,802.71**	**$ 3,029,802.71**	**$ 2,020,588.81**	**$ 22.78**
Bank Money Market Accts	T-BILL - 25 bps												
N/a	Frost Interest & Sinking Fund	0.0100%	12/31/20	0.0100%	$ 163,751.13	100.000	0	$ 209,980.94	$ 209,980.94	$ 163,751.13	$ 163,751.13	$ (46,229.81)	$ 3.67
N/a	Frost Capital Fund	0.0100%	12/31/20	0.0100%	$ 60,338.82	100.000	0	$ 106,452.70	$ 106,452.70	$ 60,338.82	$ 60,338.82	$ (46,113.88)	$ 2.28
N/a	Frost Court Bldg. Security Fund	0.0100%	12/31/20	0.0100%	$ 8,653.09	100.000	0	$ 4,608.23	$ 4,608.23	$ 8,653.09	$ 8,653.09	$ 4,044.86	$ 0.20
N/a	Frost Court Technology Fund	0.0100%	12/31/20	0.0100%	$ 21,968.94	100.000	0	$ 18,517.13	$ 18,517.13	$ 21,968.94	$ 21,968.94	$ 3,451.81	$ 0.53
N/a	Frost Police Training Fund	0.0100%	12/31/20	0.0100%	$ 2,125.54	100.000	0	$ 2,885.48	$ 2,885.48	$ 2,125.54	$ 2,125.54	$ (759.94)	$ 0.06
N/a	Frost School Safety Fund	0.0100%	12/31/20	0.0100%	$ 25,572.36	100.000	0	$ 22,492.02	$ 22,492.02	$ 25,572.36	$ 25,572.36	$ 3,080.34	$ 0.61
N/a	Frost Public Access (PEG) Fund	0.0100%	12/31/20	0.0100%	$ 104,721.77	100.000	0	$ 99,296.52	$ 99,296.52	$ 104,721.77	$ 104,721.77	$ 5,425.25	$ 2.56
N/a	Frost State Forfeiture Fund	0.0100%	12/31/20	0.0100%	$ 8,718.70	100.000	0	$ 10,430.24	$ 10,430.24	$ 8,718.70	$ 8,718.70	$ (1,711.54)	$ 0.96
N/a	Frost Street Maintenance Fund	0.0100%	12/31/20	0.0100%	$ 152,691.74	100.000	0	$ 176,042.62	$ 176,042.62	$ 152,691.74	$ 152,691.74	$ (23,350.88)	$ 2.97
N/a	Frost Hot Tax	0.0100%	12/31/20	0.0100%	$ 52,056.93	100.000	0	$ 43,692.28	$ 43,692.28	$ 52,056.93	$ 52,056.93	$ 8,364.65	$ 1.24
N/a	Frost EMS Medical Billing Fund	0.0100%	12/31/20	0.0100%	$ 6,329.28	100.000	0	$ 6,870.73	$ 6,870.73	$ 6,329.28	$ 6,329.28	$ (541.45)	$ 0.38
N/a	Frost Local Truancy & Prevention Fund	0.0100%	12/31/20	0.0100%	$ 8,031.87	100.000	0	$ 4,127.63	$ 4,127.63	$ 8,031.87	$ 8,031.87	$ 3,904.24	$ 0.17
N/a	Frost Jury Fund	0.0100%	12/31/20	0.0100%	$ 122.69	100.000	0	$ 46.06	$ 46.06	$ 122.69	$ 122.69	$ 76.63	$ -
N/a	Frost COH Tree Mitigation	0.0100%	12/31/20	0.0100%	$ 137,166.95	100.000	0	$ 86,567.14	$ 86,567.14	$ 137,166.95	$ 137,166.95	$ 50,599.81	$ 11.72
	Subtotal Money Market Accounts				**$ 752,249.81**			**$ 792,009.72**	**$ 792,009.72**	**$ 752,249.81**	**$ 752,249.81**	**$ (39,759.91)**	**$ 27.35**
Pools													
N/a	LOGIC Operating Fund	0.1662%	12/31/20	0.1662%	$ 1,031,885.24	100.000	0	$ 1,231,436.15	$ 1,231,436.15	$ 1,031,885.24	$ 1,031,885.24	$ (199,550.91)	$ 449.09
N/a	LOGIC Capital Fund	0.1662%	12/31/20	0.1662%	$ 613,556.03	100.000	0	$ 613,298.99	$ 613,298.99	$ 613,556.03	$ 613,556.03	$ 257.04	$ 257.04
N/a	LOGIC Street Maintenance Fund	0.1662%	12/31/20	0.1662%	$ 866,953.96	100.000	0	$ 616,632.09	$ 616,632.09	$ 866,953.96	$ 866,953.96	$ 250,321.87	$ 321.87
N/a	TexPool Operating Fund	0.1779%	12/31/20	0.1779%	$ 66.27	100.000	0	$ 66.27	$ 66.27	$ 66.27	$ 66.27	$ -	$ -
N/a	TexPool Capital Fund	0.1776%	12/31/20	0.1776%	$ 678.81	100.000	0	$ 678.81	$ 678.81	$ 678.81	$ 678.81	$ -	$ -
	Subtotal Pools				**$ 2,513,140.31**			**$ 2,462,112.31**	**$ 2,462,112.31**	**$ 2,513,140.31**	**$ 2,513,140.31**	**$ 51,028.00**	**$ 1,028.00**
	TOTALS				**$ 6,295,192.83**			**$ 4,263,335.93**	**$ 4,263,335.93**	**$ 6,295,192.83**	**$ 6,295,192.83**	**$ 2,031,856.90**	**$ 1,078.13**

Average Weighted Maturity	**0**	**days**
Average Weighted Yield	**0.07%**	
Average Portfolio Benchmark (6 Mth. T-Bill)	**0.10%**	

This quarterly report has been prepared in compliance with the Public Funds Investment Act and the City's Investment Policy.

Note: Funds are left in the bank depository to pay for bank fees. Bank fees are charged based upon an Earnings Credit Rate (ECR) equal to the prior month's average 91-day T-bill rate + 25 points. The ECR is paid directly to the bank depository. Approx. Oct. ECR = 0.36; Nov. ECR = 0.35; Dec. ECR = 0.34

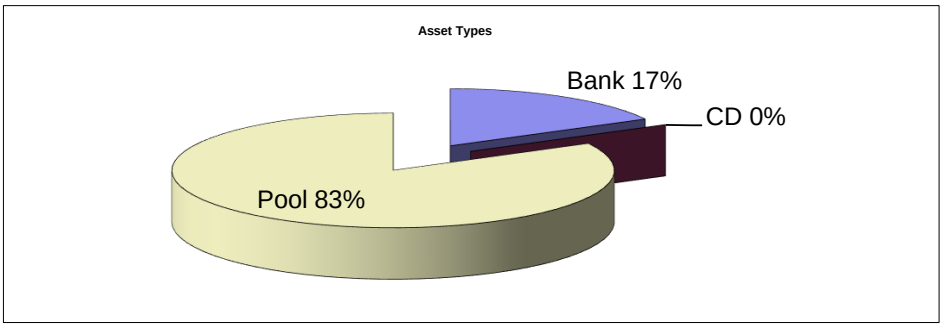
Tabitha Durr 01/19/21

Investment Officer **Date**

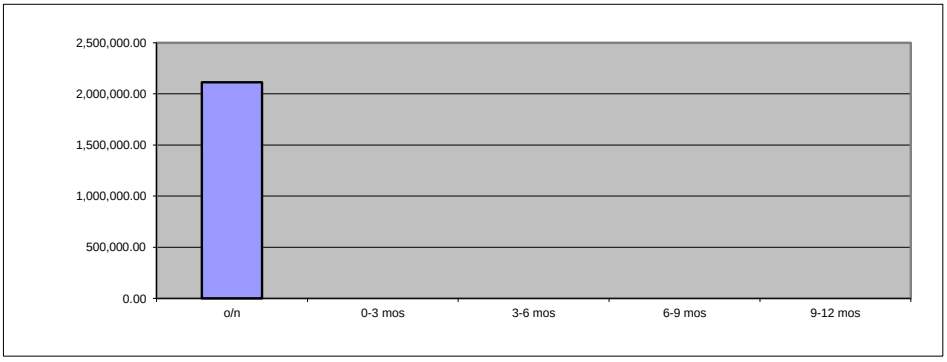
CITY OF HELOTES ECONOMIC DEVELOPMENT CORPORATION
QUARTERLY INVESTMENT REPORT SUMMARY
PERIOD ENDING 12/31/20

Beginning Book Value	$ 1,806,753.31
Beginning Market Value	$ 1,806,753.31
Beginning Weighted Average Maturity	0 days
Beginning Yield	0.2700%
Ending Book Value	$ 2,113,117.79
Ending Market Value	$ 2,113,117.79
Ending Weighted Average Maturity	0 days
Ending Yield	0.1400%
Unrealized Gain/(Loss)	$ -
Change in Market Value	$ 306,364.48
Benchmark Yield (6 Mth. T-Bill)	0.1000%

Allocation by Type of Investment



Allocation by Maturity Date



CITY OF HELOTES ECONOMIC DEVELOPMENT CORPORATION
QUARTERLY INVESTMENT REPORT
as of
12/31/20

Purchase Date	Security	Coupon or Avg. Rate	Quarter Ending Date	Yield	Par	Price	Days to Maturity	Beginning Book	Beginning Market	Ending Book	Ending Market	Change in Market	Period Earnings
Bank Checking Accounts													
N/a	Frost Operating Fund	0.0100%	12/31/20	0.0100%	$364,136.54	100.000	0	$ 320,418.04	$ 320,418.04	$ 364,136.54	$ 364,136.54	$ 43,718.50	$ 4.86
	Subtotal Checking Accounts				**$ 364,136.54**			**$ 320,418.04**	**$ 320,418.04**	**$ 364,136.54**	**$ 364,136.54**	**$ 43,718.50**	**$ 4.86**
Pools													
N/a	LOGIC Operating Fund	0.1662%	12/31/20	0.1662%	$1,748,954.43	100.000	0	$1,486,308.45	$1,486,308.45	$1,748,954.43	$1,748,954.43	$ 262,645.98	$ 645.98
N/a	TexPool Operating Fund	0.1779%	12/31/20	0.1779%	$26.82	100.000	0	$ 26.82	$ 26.82	$ 26.82	$ 26.82	$ -	$ -
	Subtotal Pools				**$ 1,748,981.25**			**$1,486,335.27**	**$1,486,335.27**	**$1,748,981.25**	**$1,748,981.25**	**$ 262,645.98**	**$ 645.98**
	TOTALS				**$ 2,113,117.79**			**$1,806,753.31**	**$1,806,753.31**	**$2,113,117.79**	**$2,113,117.79**	**$ 306,364.48**	**$ 650.84**
								Average Weighted Maturity				**0**	**days**
								Average Weighted Yield				**0.14%**	
								Average Portfolio Benchmark (6 Mth. T-Bill)				**0.10%**	

This quarterly report has been prepared in compliance with the Public Funds Investment Act and the EDC's Investment Policy.

Notes: Funds are left in the bank depository to pay for bank fees. Bank fees are charged based upon an Earnings Credit Rate (ECR) equal to the prior month's average 91-day T-bill rate + 25 points. The ECR is paid directly to the bank depository. Approx. Oct. ECR = 0.36%; Nov. ECR = 0.35%; Dec. ECR = 0.34%.

For EDC Capital Fund monies, see City's Quarterly Investment Report dated 12/31/2020.

Tabitha Durr 01/19/21

Investment Officer Date

CITY COUNCIL
AGENDA ITEM REQUEST FORM

MEETING DATE: January 28, 2021

AGENDA PLACEMENT:

- ☐ **PUBLIC HEARING**
- ☐ **CEREMONIAL**
- ☐ **UNFINISHED BUSINESS**
- ☒ **CONSENT**
- ☐ **INDIVIDUAL**
- ☐ **CLOSED**

CAPTION:

Approval of an Ordinance of the City Council of the City of Helotes, Texas calling for a General Election to be held on Saturday, May 1, 2021 for the purpose of electing a Mayor, one (1) Council Member Place 3, and one (1) Council Member Place 5; providing for early voting and for notice of the Election; making provisions for the conduct of the Election; authorizing the Mayor to negotiate and execute a Contract for Election Services with Bexar County, Texas; and resolving other matters related to such election. (Staff)

EXECUTIVE SUMMARY:

Chapter 3 of the Texas Election Code prescribes that each general election and special election shall be ordered by the governing body of a political subdivision. The governing body calling the election shall do so through an ordinance, or other document that establishes the procedures to be followed in said election.

FINANCIAL IMPACT:

Staff finds contracting with Bexar County Elections Department for election services is a necessary means to provide voting for the citizens of Helotes. Each entity that contracts with Bexar County Elections Department shall pay its proportionate share of the election cost.

The following are past election costs paid by the City of Helotes:

- May 2018 General Election $9,142.56
- May 2019 Special Election $8,672.12
- November 2020 General Election $8,144.85

ATTACHMENTS:

Attachment A – Ordinance

PREPARED BY: Celina Perez, City Secretary

DATE SUBMITTED: January 15, 2021

ORDINANCE NO. 21-_____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HELOTES, TEXAS CALLING FOR A GENERAL ELECTION TO BE HELD ON SATURDAY, MAY 1, 2021 FOR THE PURPOSE OF ELECTING A MAYOR, ONE (1) COUNCIL MEMBER PLACE 3, AND ONE (1) COUNCIL MEMBER PLACE 5; PROVIDING FOR EARLY VOTING AND FOR NOTICE OF THE ELECTION; MAKING PROVISIONS FOR THE CONDUCT OF THE ELECTION; AUTHORIZING THE MAYOR TO NEGOTIATE AND EXECUTE A CONTRACT FOR ELECTION SERVICES WITH BEXAR COUNTY, TEXAS; AND RESOLVING OTHER MATTERS RELATED TO SUCH ELECTION.

WHEREAS, Section 22.003 of the Texas Local Government Code and State Law provide that a General Election shall be held annually for the election of City Officers; and

WHEREAS, State Law provides that Section 3.001 of the Election Code of the State of Texas is applicable to said election, and, in order to comply with said Code, an order should be passed ordering said election, establishing the procedure to be followed in said election, and designating the voting place for said election; and

WHEREAS, the City desires to conduct a joint general election with Bexar County, Texas, as provided for by Texas Election Code Ann. Section 271.002; and

WHEREAS, the City finds and declares that a joint general election promotes an important public purpose by providing for an efficient, effective, and convenient means of voting for its citizens.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HELOTES, TEXAS THAT:

SECTION ONE. ORDER OF ELECTION. A joint general election with Bexar County, Texas is hereby ordered to be held on Saturday, May 1, 2021 from 7:00 a.m. to 7:00 p.m. in the City of Helotes, Texas for the purpose of electing a Mayor, one (1) Council Member Place 3, and one (1) Council Member Place 5, with each to serve a term of two (2) years, terminating in May 2023, or when their successors are duly elected and qualified. Order of Election for Municipalities is attached hereto as Exhibit "A."

SECTION TWO. ELECTION FINAL. At said election, each of the aforementioned officers shall be voted upon separately and that the person receiving the highest number of votes for each said office shall be elected to such office.

SECTION THREE. FILING. Qualified persons desiring to be candidates for the aforesaid offices shall file for election as such candidates with the City Secretary beginning on January 13, 2021 and must file no later than 5:00 p.m. on February 12, 2021.

DRAFT

SECTION FOUR. ADMINISTRATION OF ELECTION. The Elections Administrator of Bexar County, Texas shall act as the Contracting Officer and shall appoint election judges, alternate judges, and clerks, as described in the Contract for Election Services, attached hereto as Exhibit "C" and incorporated herein by reference as if fully copied and set forth at length, said Contract between the City of Helotes and Bexar County, Texas having been specifically authorized by Tex. Elec. Code Ann. Sec. 31.092.

SECTION FIVE. APPLICATIONS FOR BALLOT. The Contracting Officer shall receive applications for a ballot to be voted by mail until the close of business on April 16, 2021 if delivered in person and at the close of business on April 20, 2021 if delivered by mail. Requests for applications should be mailed to:

Jacquelyn F. Callanen
Bexar County Elections Administrator
1103 S. Frio Street, Ste. 100
San Antonio, Texas 78207

SECTION SIX. EARLY VOTING. The main early voting location shall be the Bexar County Election Department located at 1103 S. Frio Street, San Antonio, Texas. The main early voting location and other early voting locations for the joint general election have been established by Bexar County Elections Administrator and described in the Contract for Elections Services (Exhibit "C").

The dates and times for early voting by personal appearance shall be as follows:

Monday, April 19 thru Thursday, April 22, 2021.....8:00 a.m. to 6:00 p.m.
Friday, April 23, 2021 .....Closed
Saturday, April 24, 2021.....8:00 a.m. to 6:00 p.m.
Sunday, April 25, 2021 .....Closed
Monday, April 26 thru Tuesday, April 27, 2021 .....8:00 a.m. to 8:00 p.m.
(Subject to change)

SECTION SEVEN. POLLING PLACE. The polling place for the voting precincts in the City of Helotes for this election shall be as established in the Contract for Election Services (Exhibit "C").

SECTION EIGHT. VOTING SYSTEM. Voting at the election, including early voting, shall be by ExpressVote Voting System at the foregoing election polling places and for counting the ballots at said election. The voting system is provided, as set forth in the Contract for Joint Election Services with Bexar County Elections Administrator Jacquelyn F. Callanen and having been duly approved by the State of Texas Secretary of State.

SECTION NINE. CUSTODIAN. The Council appoints the City Secretary as the Custodian of Records ("Custodian") and agent to the Council to perform the duties related to the conduct and maintenance of records of the Election, as required under the Texas Election Code, during the period ending not earlier than the sixtieth (60th) day after the Election.

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SECTION TEN. NOTICE. Notice of the Election, attached hereto as Exhibit "B," stating in substance the contents of this Order, shall be published one time in the English and Spanish languages, in a newspaper published within the City's territory at least 10 days and no more than 30 days before the Election and as otherwise may be required by the Texas Election Code. Notice of the Election shall also be posted on the electronic bulletin board located at Helotes City Hall and the City of Helotes municipal internet site used by the City to post notices of the City's meetings no later than the 21st day before the Election, or if the 21st day before the Election falls on a weekend or holiday, on the first business day thereafter. The Mayor shall issue all necessary orders and writs for the election.

SECTION ELEVEN. VOTERS. All resident, qualified voters of the City of Helotes shall be permitted to vote for one (1) Mayor, one (1) Council Member Place 3, and one (1) Council Member Place 5, respectively, in said election. In addition, the required election materials, as outlined in Section 272.005 of the Texas Election Code, shall be printed in both English and Spanish for use at the polling places and for early voting for said election.

SECTION TWELVE. CANVASS. The returns of said election shall be made in accordance with the State Election Code and shall be canvassed by the City Council at a regular or special City Council Meeting to be held between May 4 - 12, 2021.

SECTION THIRTEEN. AUTHORIZATION. The Mayor is authorized to sign the Order of Election (Exhibit "A"), the Notice of Election (Exhibit "B"), and the Contract for Election Services (Exhibit "C"), on behalf of the City Council. The Notice of Election shall be published in accordance with the provisions of the Texas Election Code.

SECTION FOURTEEN. SEVERABILITY. Should any part, section, subsection, paragraph, sentence, clause, or phrase contained in this Ordinance be held to be unconstitutional or of no force and effect, such holding shall not affect the validity of the remaining portion of this Ordinance, but in all respects said remaining portion shall be and remain in full force and effect.

SECTION FIFTEEN. EFFECTIVE DATE. This Ordinance shall be effective immediately upon adoption.

PASSED AND APPROVED this 28th day of January, 2021.

CITY OF HELOTES, TEXAS

_____
Thomas A Schoolcraft, Mayor

ATTEST:

_____
Celina Perez, City Secretary

DRAFT

Attachment A
Exhibit A / Anexo A

ORDER OF ELECTION FOR MUNICIPALITIES

An election is hereby ordered to be held on May 1, 2021 for the purpose of electing a Mayor, one (1) Council Member Place 3, and one (1) Council Member Place 5.

Early voting by personal appearance will be conducted each weekday at the Bexar County Elections Department and at various locations within Bexar County. Visit www.bexar.org for a complete list of Vote Centers.

Main Early Voting Location:
Bexar County Elections Department
1103 S. Frio Street, Suite 100
San Antonio, TX 78207

Day and time for early voting by personal appearance shall be as follows:

Monday, April 19 thru Thursday, April 22, 2021.....8:00 a.m. to 6:00 p.m.
Friday, April 23, 2021 .....Closed
Saturday, April 24, 2021.....8:00 a.m. to 6:00 p.m.
Sunday, April 25, 2021 .....Closed
Monday, April 26 thru Tuesday, April 27, 2021 .....8:00 a.m. to 8:00 p.m.
(Subject to change)

Applications for ballot by mail shall be delivered:

By Mail or in Person:
Early Voting Clerk
Jacquelyn F. Callanen, Elections Administrator
1103 S. Frio Street, Ste. 100
San Antonio, TX 78207

By E-mail:
votebymail@bexar.org

Applications for ballot by mail must be received by close of business (5 p.m.) on April 16, 2021 if delivered in person and by close of business on April 20, 2021 if delivered by mail.

Issued this the 28th day of January, 2021.

_____
Thomas A. Schoolcraft, Mayor

Instruction Note: A copy of this election order must be delivered to the County Clerk/Elections Administrator and Voter Registrar not later than 60 days before Election Day.

DRAFT

Attachment A
Exhibit A / Anexo A

ORDEN DE ELECCION PARA MUNICIPIOS

Por la presente se ordena que se llevará a cabo una elección el día 1 de Mayo 2021 con el propósito de elegir un (1) Alcalde, un (1) Miembro del Consejo Lugar 3, y un (1) Miembro del Consejo Lugar 5.

La votación adelantada en persona se llevará a cabo en el Departamento de Elecciones del Condado de Bexar y en varios lugares dentro del Condado de Bexar. Visita www.bexar.org para lista completa de Centros de Votación.

Localidad Principal de Votación Adelantada:
Departamento de Elecciones del Condado de Bexar
1103 S. Frio Street, Ste. 100
San Antonio, TX 78207

Horario para la Votación Adelantada por acto de presencia será el siguiente:

Lunes, 19 de Abril, a Jueves, 22 de Abril 2021 .....8:00 a.m. a 6:00 p.m.
Viernes, 23 de Abril 2021 .....Cerrado
Sábado, 24 de Abril 2021 .....8:00 a.m. a 6:00 p.m.
Domingo, 25 de Abril 2021 .....Cerrado
Lunes, 26 de Abril, a Martes, 27 de Abril 2021 .....8:00 a.m. a 8:00 p.m.
(sujeto a cambio)

La solicitud para la boleta para votación adelantada por correspondencia se deberá enviarse a:

Por correo y en persona a:
Early Voting Clerk
Jacquelyn F. Callanen, Elections Administrator
1103 S. Frio Street, Ste. 100
San Antonio, TX 78207

Por E-mail a:
votebymail@bexar.org

La solicitud para boleta para votación adelantada por correspondencia debe ser recibida al fin de las horas de negocio (5 p.m.) el 16 de Abril 2021 si se entrega en persona y al cerrar las puertas de negocio en el 20 de Abril 2021 si se entrega por correo.

Emitida este día 28 de Enero 2021.

_____
Thomas A. Schoolcraft, Alcalde

Nota de instrucción: Se deberá entregar una copia de esta orden de elección al/a la Secretario(a) del Condado/Administrador(a) de Elecciones y el/la Registrador(a) de Votantes a más tardar 60 días antes del día de elección.

DRAFT

Attachment A
Exhibit B / Anexo B

NOTICE OF GENERAL ELECTION (AVISO DE ELECCION GENERAL)

To the registered voters of the City of Helotes, Texas:
(A los votantes registrados del Ciudad de Helotes, Texas:)

Notice is hereby given that polling places will be open from 7 a.m. to 7 p.m. on May 1, 2021 for voting in a General Election to elect one (1) Mayor, one (1) Council Member Place 3, and one (1) Council Member Place 5. (Notifíquese, por las presente, que los sitios de votación se abrirán desde las 7 a.m. hasta las 7 p.m. el 1 de Mayo de 2021 para votar en la Elección General para elegir un (1) Alcalde, un (1) Miembro del Consejo Lugar 3, y un (1) Miembro del Consejo Lugar 5.)

LOCATION OF POLLING PLACES (SITIOS DE VOTACION)
Bexar County Elections Department will set election day sites. Visit www.bexar.org for the complete list. (Departamento de Elecciones del Condado de Bexar establecerá sitios de votacion para el dia de elección. Visita www.bexar.org para lista completa.)

EARLY VOTING (VOTACION ADELANTADA)
Early voting by personal appearance will be at the main early voting location, Bexar County Elections Department, 1103 S. Frio St., Ste. 100, San Antonio, TX 78207, and other locations as set by Bexar County Elections Department. (Horario para la Votación Adelantada por acto de presencia será en la localidad principal, Departamento de Elecciones del Condado de Bexar, 1103 S. Frio St., Ste. 100, San Antonio, TX 78207, y otros lugares establecidos por Departamento de Elecciones del Condado de Bexar.)

Monday, April 19 thru Thursday, April 22, 2021 ..... 8:00 a.m. to 6:00 p.m.
Friday, April 23, 2021 ..... Closed
Saturday, April 24, 2021 ..... 8:00 a.m. to 6:00 p.m.
Sunday, April 25, 2021 ..... Closed
Monday, April 26 and Tuesday, April 27, 2021 ..... 8:00 a.m. to 8:00 p.m.
*Subject to change (*Sujeto a cambio)

Applications for ballot by mail shall be mailed to:
(La solicituded para boletas que se votarán en ausencia por correo deberán enviarse a:)

By Mail or in Person (Por correo o en persona a):
Early Voting Clerk
Jacquelyn F. Callanen, Elections Administrator
1103 S. Frio Street, Ste. 100, San Antonio, TX 78207

By E-mail (Por E-mail a):
votebymail@bexar.org

Applications for ballot by mail must be received no later than the close of business on April 17, 2020 if delivered in person and at the close of business on April 20, 2020 if delivered by mail. (La solicitudes para boletas que se votarán en ausencia por correo deberán recibirse para el fin de las horas de negocio el 17 de Abril 2020 si se entrega en persona y al cerrar las puertas de negocio en el 20 de Abril 2020 si se entrega por correo.)

Issued this the 28TH day of January, 2021 (Emitida este día 28 de Enero 2021)

_____
Thomas A. Schoolcraft, Mayor (Alcalde)
City of Helotes, Texas

DRAFT

JOINT ELECTION AGREEMENT

This Agreement is entered into by and between Bexar County Elections Administrator ("ADMINISTRATOR"), acting on behalf of Bexar County; with City of San Antonio ("COSA"); Alamo Heights Independent School District ("AHISD"); Judson Independent School District ("JISD"); San Antonio Independent School District ("SAISD"); Harlandale Independent School District ("HISD"); Northside Independent School District ("NISD"); Southside Independent School District ("SSISD"); the City of Balcones Heights ("COBH"); the City of Castle Hills ("COCH"); the City of Converse ("COC"); the City of Elmendorf ("COE"); the City of Helotes ("COH"); the City of Kirby ("COK"); the City of Leon Valley ("COLV"); the City of Live Oak ("COLO"); the City of Olmos Park ("COOP"); the City of Shavano Park ("COSP"); the City of Somerset ("COS"); BCESD #8 ("BCESD # 8"); the City of Universal City ("COUC"); the City of Windcrest ("COW") and the Town of Hollywood Park ("TOHP") and they may also be referred to, individually, as an "Entity" or, collectively, as the "Entities," acting by and through their duly appointed and qualified representatives, pursuant to Texas Election Code Section 271.002(a), for the May 1, 2021 election.

WHEREAS, COSA will conduct a general and amendment election on Saturday, May 1, 2021; and

WHEREAS, AHISD will conduct a general election on Saturday, May 1, 2021; and

WHEREAS, HISD will conduct a general election on Saturday, May 1, 2021; and

WHEREAS, JISD will conduct a general election on Saturday, May 1, 2021; and

WHEREAS, NISD will conduct a general election on Saturday, May 1, 2021; and

WHEREAS, SAISD will conduct a general election on Saturday, May 1, 2021; and

WHEREAS, SSISD will conduct a general election on Saturday, May 1, 2021; and

WHEREAS, COBH will conduct a general election on Saturday, May 1, 2021; and

WHEREAS, COC will conduct a charter election and 2 special elections on Saturday, May 1, 2021; and

WHEREAS, COCH will conduct a general election on Saturday, May 1, 2021; and

WHEREAS, COE will conduct a general election on Saturday, May 1, 2021; and

WHEREAS, COH will conduct a general and special election on Saturday, May 1, 2021; and

WHEREAS, COK will conduct a general and 2 special elections on Saturday, May 1, 2021; and

WHEREAS, COLV will conduct a general election on Saturday, May 1, 2021; and

WHEREAS, COLO will conduct a general election on Saturday, May 1, 2021; and

WHEREAS, COOP will conduct a general election on Saturday, May 1, 2021; and

WHEREAS, COSP will conduct a general and special election on Saturday, May 1, 2021; and

WHEREAS, COS will conduct a general election on Saturday, May 1, 2021; and

DRAFT

WHEREAS, COUC will conduct a general election on Saturday, May 1, 2021; and

WHEREAS, COW will conduct a charter election on Saturday, May 1, 2021; and

WHEREAS, BCESD#8 will conduct a special election on Saturday, May 1, 2021; and

WHEREAS, TOHP will conduct a general election on Saturday, May 1, 2021; and

WHEREAS, Section 271.002(a) of the Texas Election Code authorizes two or more political subdivisions to enter into an agreement to hold elections jointly in the election precincts that can be served by common polling places; and

WHEREAS, the Entities desire that a joint election be held in order to provide a convenient, simple, and cost-saving election to the voters in their respective jurisdictions; and

WHEREAS, the Entities desire to enter into an agreement setting out their respective duties and responsibilities for the May 1, 2021 election;

NOW THEREFORE, it is agreed that the Entities will hold a joint election on Saturday, May 1, 2021 (the "Joint Election") under the following terms and conditions:

I.

The Entities are each required to enter into their own separate contract with ADMINISTRATOR for election services and will hold elections jointly with other Entities in the election precincts that can be served by common polling places, using joint election officer and clerks as ADMINISTRATOR determines is necessary and appropriate.

II.

The Entities agree to conduct early voting jointly. ADMINISTRATOR will arrange for and handle early voting in person and by mail for the Joint Election in accordance with her contracts with those Entities.

III.

The Entities agree that a single ballot, containing all the measures and offices to be voted on at a particular polling place, shall be used in this Joint Election.

IV.

Each Entity is responsible for its own posting of public notices in connection with the Joint Election. ADMINISTRATOR shall be responsible for publishing a Notice of Election in a newspaper of general circulation in the territory as required of all the Entities under Section 4.003 of the Election Code, and each Entity shall pay ADMINISTRATOR its proportionate share of the publishing cost.

V.

Each Entity is responsible for paying ADMINISTRATOR for any and all other election costs, as applicable to the specific Entity and agreed upon by separate contract for election services between each Entity and ADMINISTRATOR.

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VI.

ADMINISTRATOR will tabulate the ballots and provide a set of copies of the affidavit page of each return along with the returns of the election, as agreed upon by separate contract between each Entity and ADMINISTRATOR.

VII.

Each Entity will be responsible for canvassing its respective precinct returns for the Joint Election.

VIII.

The Entities agree to comply with any and all applicable state and federal record retention statutes. Each Entity shall be the custodian of its respective election records.

IX.

If an Entity determines not to participate in the Joint Election to be held on Saturday, May 1, 2021, because it has no contested positions, the nonparticipating Entity shall promptly notify ADMINISTRATOR and the other Entities, and this Agreement shall be automatically amended to delete the nonparticipating Entity as a party to the Agreement.

X.

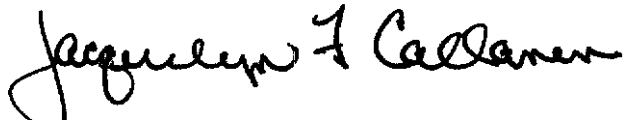
The undersigned persons are the duly authorized signatories of their Entities, and their signatures represent acceptance of the terms and conditions of this Agreement, as passed and approved by their respective governing bodies.

XI.

This Agreement may be executed in two or more counterparts. Together the counterparts shall be deemed an executed original instrument. The Entities may execute this Agreement and exchange counterparts of the signature pages by means of facsimile transmission, and the receipt of executed counterparts by facsimile transmission shall be binding on the Entities. Following a facsimile exchange, the Entities shall promptly exchange original signature pages.

SIGNED and AGREED this 28th day of January, 2021.

BEXAR COUNTY ELECTIONS ADMINISTRATOR



Jacquelyn F. Callanen

CITY OF HELOTES, TEXAS

Thomas A. Schoolcraft, Mayor

DRAFT

CITY COUNCIL
AGENDA ITEM REQUEST FORM

MEETING DATE: January 28, 2021

AGENDA PLACEMENT:

- ☐ **PUBLIC HEARING**
- ☐ **RECOGNITION**
- ☐ **UNFINISHED BUSINESS**
- ☐ **CONSENT**
- ☒ **INDIVIDUAL**
- ☐ **CLOSED**

CAPTION:

Discussion of and action on a request by Economy Signs for approval of signage for Mary's Tacos located at 13439 Bandera Road, Helotes, Texas 78023, more particularly described as BCAD Prop. ID No. 242310, and including the following:

a. Wall Sign, pursuant to Municipal Code of Ordinances Chapter 66 *Signs,* Section 66-51 *Commercial Signs:* Subparagraph (b) *Wall Signs*; and

b. Monument Sign, pursuant to Municipal Code of Ordinances Chapter 66 Signs, Section 66-49 *Commercial Signs: Single-Business Use Monument Type.* (Applicant)

EXECUTIVE SUMMARY:

The subject property is located at 13439 Bandera Road, just North of O'Reilly Auto Parts. A building exists on the property and was formerly the storefront for Europia, an antique shop. The applicant obtained a building permit to remodel the interior of the existing building, and plans to open Mary's Tacos, a restaurant specializing in breakfast and lunch tacos. The tract of land is zoned B-3 General Business District and the proposed restaurant is an allowed use. The applicant intends to have a drive-thru and will return at a future date for a Specific City Council Approved Use Permit (this type of request requires a public hearing and final action by City Council).

On January 12, 2021, the Planning & Zoning Commission reviewed the wall sign and the monument sign. The initial wall sign plan depicted the sign placement on the eave-like portion of the roof, causing the sign to project outward. Discussion included City code requires the wall sign to be installed flat against the wall of the building. The Commission recommended approval of both the wall sign and monument sign, with the condition that the wall sign be installed flat against a wall. After the Planning & Zoning Commission meeting, the applicant revised the wall sign plan, and it now shows the sign to be installed flat against the building wall.

There are currently no wall or monument signs at this location. The specifications for the proposed signage are:

- **Item No. 6a – Wall Sign**

(1) Type: Wall Mount

(2) Size: Total wall sign size is 20.5 square feet – 10' x 2' 6" (a sign area of one square foot per linear foot of building; the building is 74 feet wide).

(3) Height: The plan shows the wall sign located below the roofline and approximately 9 feet above the ground (the top of the sign shall be below the lower roofline and at a height no greater than 20 feet above the ground immediately adjacent to the sign).

(4) Number: One wall sign is proposed (one sign per street or pedestrian way which the building faces or abuts).

(5) Location: All wall signs shall be installed flat against the wall of a building and shall not extend from the wall more than 12 inches. The plan shows the sign will extend 6 inches from the building wall.

(6) Design: Aluminum text in black.

(7) Lighting: Internally illuminated by LED lighting.

- **Item No. 6b - Monument Sign**

(1) Type: Single-Business Use Monument

(2) Size: Total monument sign size is 84 square feet – 10.5'x8' (the surface area of the sign shall not exceed 84 square feet, including the sign face, frame and mounting hardware).

(3) Height: The proposed monument sign height is 8 feet and the base height is 24 inches (no part of the sign shall extend above 8 feet from average grade, including a base which is not less than 18 inches above the average grade).

(4) Number: One monument sign is proposed (one sign for each street frontage on which the building abuts).

(5) Location: The site plan indicates that the monument sign is on the premises of the business and adjacent to major traffic way which the building abuts, subject to the required clear vision area.

(6) Design: The base is the width of the sign above it. The sign will be double sided and the street address is included.

(7) Lighting: Internally illuminated by LED lighting.

(8) Landscape: A minimum height of 2 feet of landscaping will be planted around the base, as depicted in the plan.

ATTACHMENTS:

Attachment A – P&Z Meeting Report
Attachment B – Letter of Authorization
Attachment C – Wall Sign Permit Application (revised 1/20/21)
Attachment D – Monument Sign Permit Application

PREPARED BY: Celina Perez, City Secretary

DATE SUBMITTED: January 20, 2021

12 January 2021

To: City Council

From: Gregg Michel
Chairman, Planning and Zoning Commission

Re: Planning and Zoning Commission – Special Called Meeting report

The Planning & Zoning Commission held a special called meeting on January 12 and took the following action:

- Unanimously voted to approve a request by Economy Signs for signage for Mary's Tacos, 13439 Bandera Road, including both a wall and a monument sign, with the stipulations that the wall sign be mounted on the wall plane—that it lay flat—and that the monument sign include landscape as depicted in the rendering and required by code. The wall sign garnered particular discussion from the Commission to ensure that its placement on the eave-like portion of the wall conforms to code requirements that it lay against the wall and not project outward.

Attachment B

13439 Bandera Rd
Helotes, TX, 78023
Phone: 210-560-8411

11-18-2020

To whom it may concern

This letter to state we have approved the sign proposal submitted by Signs of San Antonio. We have authorized Signs of San Antonio to install the sign as described by the proposal pending all city of Helotes approvals and requirements.

Sincerely

Gilbert Villanueva Jr

Director of Operations, Mary's Tacos In Helotes LLC.

Attachment B

Property Identification #: 242310

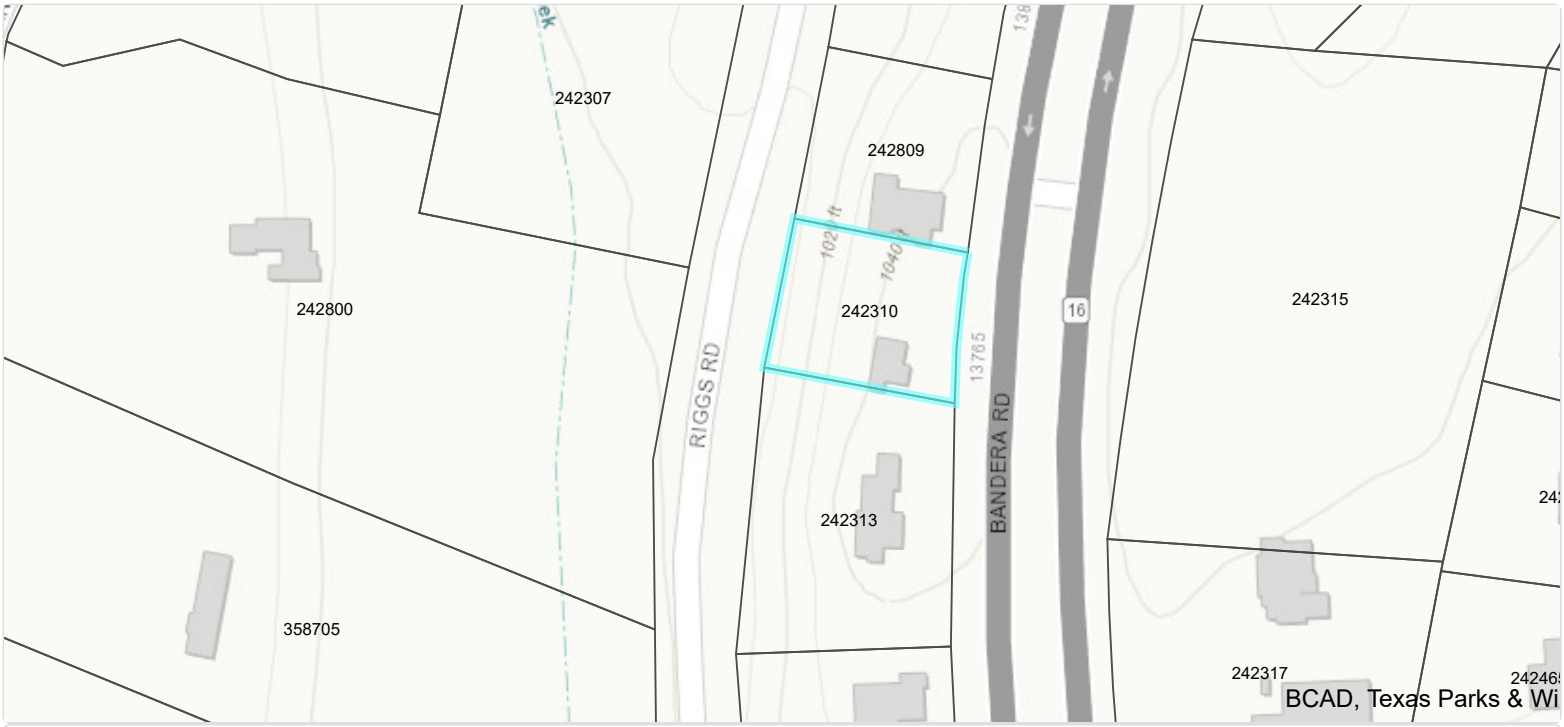
Geo ID:	04525-000-0092
Situs Address:	13663 BANDERA RD HELOTES, TX 78023
Property Type:	Real
State Code:	A1

Property Information: 2021

Legal Description:	CB 4525 P-9B ABS 172
Abstract:	A04525
Neighborhood:	HWY 16 CORRIDOR AREA #2 (NS)
Appraised Value:	N/A
Jurisdictions:	CAD, 08, 42, 10, 06, 56, 09, 11

Owner Identification #: 3255287

Name:	RODRIGUEZ ELMO SR EST OF
Exemptions:	
DBA:	Null



Bexar CAD Map Search

This product is for informational purposes only and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries. The Bexar County Appraisal District expressly disclaims any and all liability in connection herewith.

City of Helotes
Development Services Department
P.O. Box 507
12951 Bandera Road
Helotes, TX 78023
Phone (210) 695.8877
Fax (210) 695.2123

RECEIVED
JAN 04 2021
CITY OF HELOTES

Attachment C

SIGN PERMIT APPLICATION

CHAPTER 66,

Sign Administrative Procedures

Name of Applicant: Sandra Ortiz Date: 11/20/20

Sign Location Address: 13439 Bandera Rd

Legal Description: Lot #: _____ Block #: _____ CB/NCB #: _____

Use of Building: Marys Tacos

No. of Businesses: 1 Zoning: _____

Name of Property Owner: Gilbert Villanueva Phone #: 210-560-8411

Property Owner's Address: 18870 Shallow Canyon Dr.

Name of Sign Contractor: Economy Signs

Contractor's License #: 18840 Phone #: 210-550-5964

E-mail Address: economysigns.sa@gmail.com

Contractor's Business Address: 2020 S. Brazos

Type of Sign:
- ☐ Monument, Multi-Tenant
- ☑ Wall Mount
- ☐ Window
- ☐ Residential Entry
- ☐ Monument, Single Business
- ☐ Hanging
- ☐ Public/ Non-Profit Signage
- ☐ Traffic Control
- ☐ Projecting
- ☐ Miscellaneous Signage
- ☐ Other Channel letters

Linear Feet of Building or Lease Space Frontage: 74'4" x 19'7"

Sign Dimensions: 10' x 2' 6" Square Footage: 20.5 s.f. Height: 2' 6" Sign Colors: Black

Sign Text: _____

Non-Illuminated Sign: ☐ Illuminated Sign: ☑ Type of Lighting: White LED

Applicant must attach the following documents:

- Thirteen (13) sets of plans indicating sign size, color, type of material, and its parts; message size and style of lettering; type of lighting; method of attachment; associated landscaping.
- Thirteen (13) sets of color sketches, color photographs, or similar scaled presentation of the sign and building that shows how each would appear in relation to the other.
- Site plan showing location of proposed sign and copy of plat, if available, to determine easement locations.
- Written consent from the property owner.

Applicant's Signature: [signature] Date: 11/20/20

Printed Name: Sandra Ortiz Phone #: 210-463-3569

Applicant's Address: 2020 S. Brazos

Note: All exterior signage requires Planning & Zoning Commission and City Council approval prior to permitting and installation. The Commission meets on the 1st Tuesday of each month, and the deadline submittal date is 14 calendar days prior to the meeting date.

Legal Disclaimer: All materials (contents, news, information, artwork, text, audio, video or pictures/photographs) on this Email is Copyright © of ECONOMY SIGNS . and is protected by copyright laws.
You may only use these materials for business purposes with our company only. Any alteration/modification either in whole or in part or usage of the materials for other purposes violates the copyright laws.

TEL: 210.654.7575
Sales@signsofsa.com

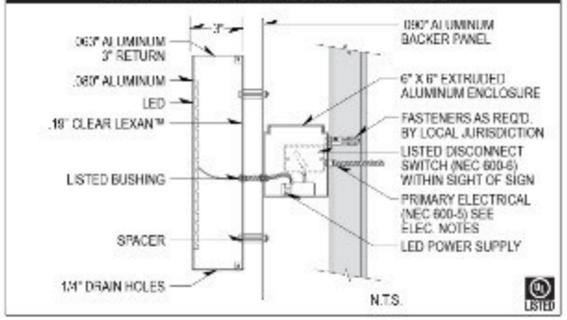
Attachment C

NIGHT VIEW

REVERSE-LIT LETTERS WITH BACKPLATE

FACES: BLACK
RETURN: .040 BLACK [3" DEEP"]
ILLUMINATION: WHITE LED
BACKPLATE: PAINTED TO MATCH WALL COLOR
MOUNTING: 6" AWAY FROM THE BUILDING

CHANNEL LETTER - TYPICAL SECTION - REVERSE-LIT



FULL SIZE MARY'S TACOS W: 10' - 0" H: 2' - 6"
BACKPLATE SIZE W: 10' - 4" H: 2' - 10"

13439 Bandera Rd

JOB : MARYS TACOS
Date : 01.20.21

[E]

NOTE: Quote does not include removal of any existing signage, patching or painting of the existing facade. MARYS TACOS , requires that any existing signs be removed and that façade is patched and painted by the dealer, or landlord to match the color of existing fascia prior to the new signs being installed by ECONOMY SIGNS. Please contact your Field Activity Manager if you would like SIGNS OF SAN ANTONIO to quote removal of any existing signage, or patching and painting of the façade.

Underwriters Laboratories Inc. ELECTRICAL TO USE U.L. LISTED COMPONENTS AND SHALL MEET ALL N.E.C. STANDARDS

ALL ELECTRICAL SIGNS ARE TO COMPLY WITH U.L. 48 AND ARTICLE 600 OF THE N.E.C. STANDARS, INCLUDING THE PROPER GROUNDING AND BONDING OF ALL SIGNS.

 Attachment D

RECEIVED
JAN 04 2021
CITY OF HELOTES

City of Helotes
Development Services
Department
P.O. Box 507
12951 Bandera Road
Helotes, TX 78023
Phone (210) 695.8877
Fax (210) 695.2123

SIGN PERMIT APPLICATION
CHAPTER 66,
Sign Administrative Procedures

Name of Applicant: Sandra Ortiz Date: 11/20/2020

Sign Location Address: 13439 Bandera Rd

Legal Description: Lot #: _____ Block #: _____ CB/NCB #: _____

Use of Building: Mary's Taco's

No. of Businesses: 1 Zoning: _____

Name of Property Owner: Gilbert Villanueva Phone #: 210-560-8411

Property Owner's Address: 18870 Shadow Canyon Dr.

Name of Sign Contractor: Economy Signs

Contractor's License #: 18846 Phone #: 210-550-5904

E-mail Address: economysigns.sa@gmail.com

Contractor's Business Address: 2020 S. Brazos

Type of Sign:
- ☐ Monument, Multi-Tenant
- ☐ Wall Mount
- ☐ Window
- ☐ Residential Entry
- ☑ Monument, Single Business
- ☐ Hanging
- ☐ Public/ Non-Profit Signage
- ☐ Traffic Control
- ☐ Projecting
- ☐ Miscellaneous Signage
- ☐ Other Double sided sign

Linear Feet of Building or Lease Space Frontage: _____

Sign Dimensions: 10.5' x 8' Square Footage: 84 sq ft Height: 8' Sign Colors: Gray, Green, Red

Sign Text: Marys Tacos

Non-Illuminated Sign: ☐ Illuminated Sign: ☑ Type of Lighting: White LED

Applicant must attach the following documents:

- Thirteen (13) sets of plans indicating sign size, color, type of material, and its parts; message size and style of lettering; type of lighting; method of attachment; associated landscaping.
- Thirteen (13) sets of color sketches, color photographs, or similar scaled presentation of the sign and building that shows how each would appear in relation to the other.
- Site plan showing location of proposed sign and copy of plat, if available, to determine easement locations.
- Written consent from the property owner.

Applicant's Signature: [signature] Date: 11/20/2020

Printed Name: Sandra Ortiz Phone #: 210-403-3569

Applicant's Address: 2020 S. Brazos

Note: All exterior signage requires Planning & Zoning Commission and City Council approval prior to permitting and installation. The Commission meets on the 1st Tuesday of each month, and the deadline submittal date is 14 calendar days prior to the meeting date.

Attachment D

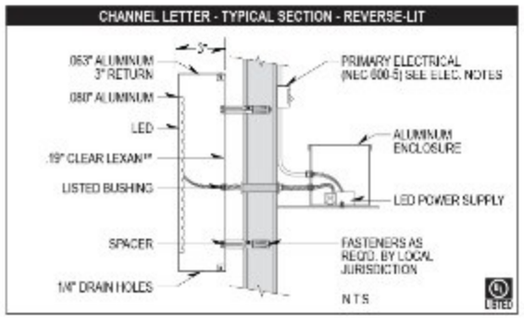
Legal Disclaimer: All materials (contents, news, information, artwork, text, audio, video or pictures/photographs) on this Email is Copyright © of ECONOMY SIGNS . and is protected by copyright laws.
You may only use these materials for business purposes with our company only. Any alteration/modification either in whole or in part or usage of the materials for other purposes violates the copyright laws.

TEL: 210.654.7575
Sales@signsofsa.com

MONUMENT SIGN WITH REVERSE-LIT LETTERS MOUNTED ON AN OVAL BOX

BOX: DARK GRAY
FACES: WHITE
VINYL: GREEN - RED [JALAPENOS]
RETURN: .040 WHITE [3" DEEP"]
BOX BAKER: DARK GRAY ALUMINUM .090
ILLUMINATION: WHITE LED

FULL MONUMENT SIZE INCLUDING CONCRETE
W: 10.5' H: 8.0' = 84 SQFT



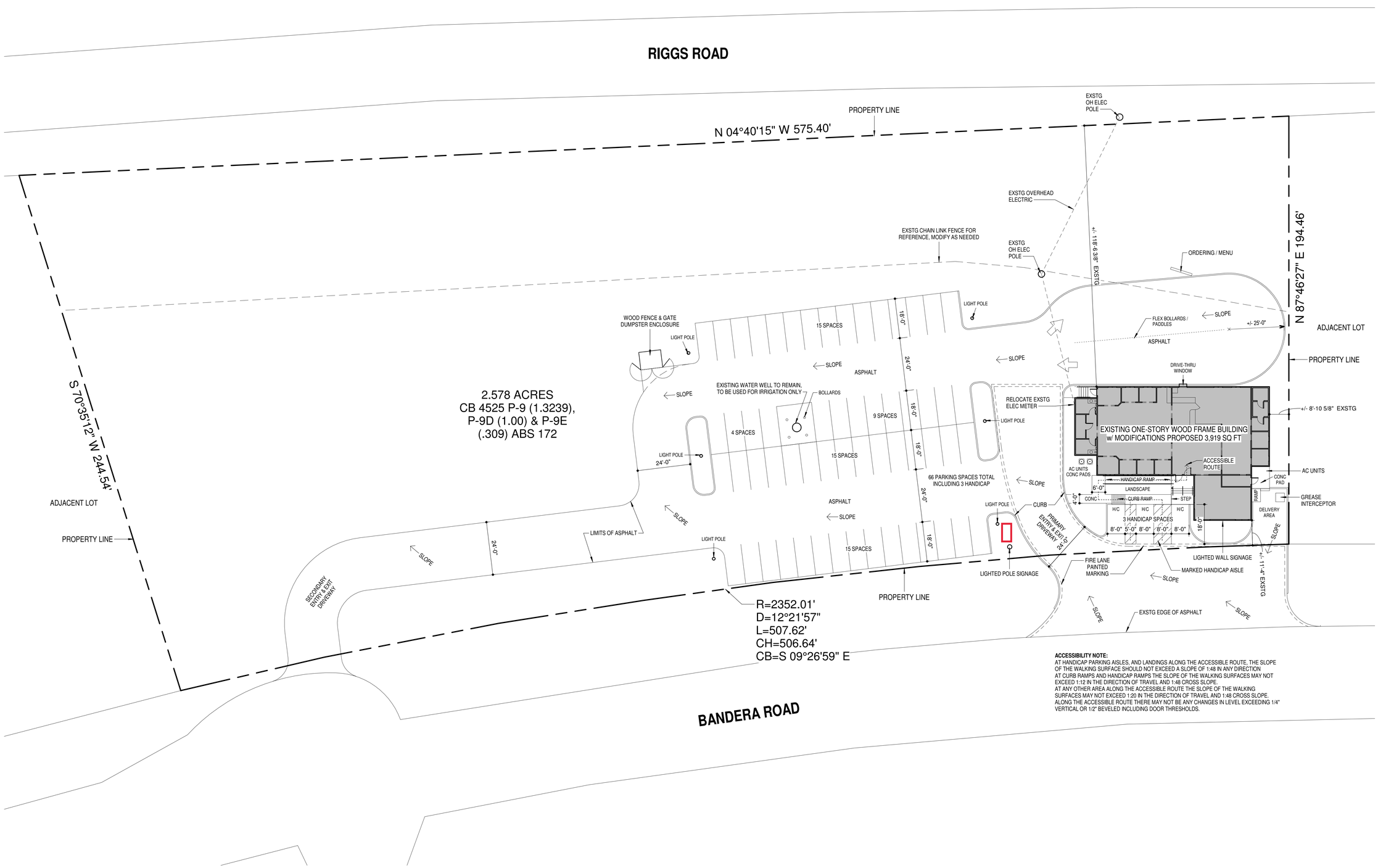
JOB : MARYS TACOS
Date : 01.04.21

[A]

NOTE: Quote does not include removal of any existing signage, patching or painting of the existing facade. MARYS TACOS , requires that any existing signs be removed and that façade is patched and painted by the dealer, or landlord to match the color of existing fascia prior to the new signs being installed by ECONOMY SIGNS. Please contact your Field Activity Manager if you would like SIGNS OF SAN ANTONIO to quote removal of any existing signage, or patching and painting of the façade.

Underwriters Laboratories Inc. ELECTRICAL TO USE U.L. LISTED COMPONENTS AND SHALL MEET ALL N.E.C. STANDARDS

ALL ELECTRICAL SIGNS ARE TO COMPLY WITH U.L. 48 AND ARTICLE 600 OF THE N.E.C. STANDARDS, INCLUDING THE PROPER GROUNDING AND BONDING OF ALL SIGNS.



ACCESSIBILITY NOTE:
AT HANDICAP PARKING AISLES, AND LANDINGS ALONG THE ACCESSIBLE ROUTE, THE SLOPE OF THE WALKING SURFACE SHOULD NOT EXCEED A SLOPE OF 1:48 IN ANY DIRECTION
AT CURB RAMPS AND HANDICAP RAMPS THE SLOPE OF THE WALKING SURFACES MAY NOT EXCEED 1:12 IN THE DIRECTION OF TRAVEL AND 1:48 CROSS SLOPE.
AT ANY OTHER AREA ALONG THE ACCESSIBLE ROUTE THE SLOPE OF THE WALKING SURFACES MAY NOT EXCEED 1:20 IN THE DIRECTION OF TRAVEL AND 1:48 CROSS SLOPE.
ALONG THE ACCESSIBLE ROUTE THERE MAY NOT BE ANY CHANGES IN LEVEL EXCEEDING 1/4" VERTICAL OR 1/2" BEVELED INCLUDING DOOR THRESHOLDS.

1 **PROPOSED SITE PLAN**
Scale: 1" = 20'-0"

RYAN SCHMIDT DESIGN LLC
24193 Boerne Stage Rd
San Antonio, TX 78255

(210) 882-7157
ryansarchitect@gmail.com
www.ryanschmidtarchitect.com

REGISTERED ARCHITECT RYAN SCHMIDT 24415 STATE OF TEXAS

AUGUST 13, 2020
CONSTRUCTION DOCUMENTS

MARY'S TACOS HELOTES
13523 BANDERA RD, HELOTES, TX 78023

REVISIONS:

SITE PLAN

A110

CITY COUNCIL
AGENDA ITEM REQUEST FORM

MEETING DATE: January 28, 2021

AGENDA PLACEMENT:

- ☐ **PUBLIC HEARING**
- ☐ **RECOGNITION**
- ☐ **UNFINISHED BUSINESS**
- ☐ **CONSENT**
- ☒ **INDIVIDUAL**
- ☐ **CLOSED**

CAPTION:

Discussion of and action on the appointment of Allison Higgins to the Board of Adjustment, Place 1a, with a term expiring May 2021. (Mayor Schoolcraft)

EXECUTIVE SUMMARY:

In line with Resolution No. 321 *Policies & Procedures of City Council, City Boards and City Commissions*, the Mayor nominates a candidate, and Council acts on said nominee to serve on the respective board or commission. The nominated candidate must reside in the corporate City limits, hold an interest in the betterment of the City, not be in any pending litigation against the City, and be a registered voter in Bexar County.

Allison Higgins has applied to fill the vacancy of Board of Adjustment Member, Place 1a, with a term expiring May 2021. The term of a board / commission member is concurrent with the Mayor's term. The Board of Adjustment membership consists of five members and four alternate members that are identified as place numbers 1a through 4a. An alternate member will serve in the absence of a regular member at Board of Adjustment meetings. All four alternate seats have been vacant since May 2019.

ATTACHMENTS:

Attachment A – Board / Commission Application

PREPARED BY: Mayor Schoolcraft

DATE SUBMITTED: January 20, 2021

Attachment A

Celina Perez

From: City of Helotes <info@helotes-tx.gov>
Sent: Monday, November 30, 2020 1:29 PM
To: Celina Perez
Subject: New Form Submission: Please complete the following Board/Commission Application:

Someone submitted the Please complete the following Board/Commission Application: form: Date: 11/30/2020 01:29 PM

1. Name: : Allison Higgins

2. Address: : 9807 Bricewood Oak

3. Telephone: : 2102016145

4. Email: : allisonhiggins@questbusinesslaw.com

5. How many years have you lived in the City? : 1

6. Subdivision: : Bricewood

7. Bexar County Voter Registration #: : [redacted]

8. Education: : JD

9. Business Owner? : Yes

10. Business Name: : Quest Business Law PLLC

11. Occupation: : Lawyer

12. Business Address: : PO Box 967, Helotes, TX 78023

13. Business Phone: : 2102016145

14. Select the following municipal committees you wish to serve on: : BOA

15. Business Email: : allisonhiggins@questbusinesslaw.com

16. If you currently serve on municipal committees, please list them here: : N/A

17. List any experience, qualifications, or special interests here: : legal experience, marketing experience, small business experience, contract drafting and review

18. Recognizing that committee work is often demanding on one's time, are you committed to attending regularly scheduled meetings? : Yes

19. How many hours can you serve each month? : 10+

Attachment A

ALLISON L. HIGGINS

(210) 201-6145 • [redacted]

PROFESSIONAL EXPERIENCE

Quest Business Law PLLC, San Antonio, TX 2020-Present
Owner & Managing Attorney
My firm assists clients with general business law and intellectual property matters including business formation, contract drafting and review, federal copyright, and trademark registration.

MBO Partners, San Antonio, TX 2020
Document Review Specialist
This job involved working on various document review projects for Pricewaterhouse Coopers (PwC). These assignments focused on due diligence, confidentiality, and eDiscovery tasks, among others.

Tulane Law School, New Orleans, LA 2018- 2019
Research Assistant
My research focused on the intersection of intellectual property and creativity, particularly in the quilting industry. This role involved traveling around the country to events and interacting with quilters and business owners to determine their intellectual property needs and create solutions for those needs.

USPTO Trademark Clinic, New Orleans, LA 2018
Student Attorney (Internship)
As a student attorney, I worked with established trademark attorney to help small businesses and nonprofits register for federal trademarks through a program sponsored by the USPTO and Tulane Law School.

EDUCATION

Tulane University School of Law, New Orleans, LA
J.D. - 2019

University of Louisiana at Lafayette, Lafayette, LA
B.A., *cum laude,* Marketing with a concentration in Legal Studies - 2016

BAR ADMISSION State Bar of Texas (#24120254)

DIGITAL RESUME https://www.linkedin.com/in/lawrenceallison/

REFERENCES [redacted]