

NOTE: Notice is hereby given that there may be a quorum of The City of Balcones Heights City Council Members. There will be no formal action taken by city council members.

NOTICE OF MEETING OF THE
City of Balcones Heights
PLANNING AND ZONING COMMISSION

AGENDA

Notice is hereby given that a meeting of the Planning and Zoning Commission of the City of Balcones Heights, Bexar County, Texas will be held **Tuesday, March 5, 2013 at 6:00 P.M.**, at the Justice Center, located at 3300 Hillcrest Drive, Balcones Heights, Texas, at which time the following subjects will be discussed, to-wit:

I. CALL TO ORDER AND RECORDING OF QUORUM:

II. APPROVAL OF MINUTES:

Minutes – January 8, 2013

Minutes – Joint Workshop with City Council February 5, 2013

III. PUBLIC HEARING:

1. Commission will conduct a **PUBLIC HEARING** to hear from the public regarding a Special Use Permit (SUP) submitted by Catering by Celebrations for catering services at 3303 and 3307 Hillcrest Drive.
2. Commission will conduct a **PUBLIC HEARING** to hear from the public regarding Planning and Zoning Commission's proposed changes to sign requirements.

IV. Business Items:

1. Commission will consider and may approve request submitted for a Special Use Permit (SUP) for Catering by Celebrations at 3303 and 3307 Hillcrest Drive.
2. Commission will consider and may approve recommendation to City Council of the proposed changes to the zoning code regarding sign requirements.
3. Development Services Coordinator Mark Boyd will present quarterly report for Commission's approval to present at the April 8, 2013 City Council Meeting.

V. CITIZENS TO BE HEARD:

At this time, citizens who have filled out a registration form prior to the start of the meeting may speak on any topic they wish to bring to the attention of the governing body *so long as that topic is not on the agenda for this meeting*. Citizens may speak on specific agenda items when that item is called for discussion. During the *Citizens to be Heard* section no action may take place and no discussion or response is required to the speaker. A time limit of five minutes per speaker is permitted; the council may extend this time at their discretion.

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VI. NEXT MEETING:

1. Next scheduled meeting will be held on Tuesday, April 2, 2013.

VII. ADJOURNMENT:

NOTICE OF ASSISTANCE AT THE PUBLIC MEETING

The City of Balcones Heights Planning and Zoning commission meeting is available to all persons regardless of disability. This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations, should you require special assistance, must be made 48 hours prior to this meeting. Braille is not available. Please contact the City Secretary's office at 735-9148 ext. 236 or write to 3300 Hillcrest Drive, Balcones Heights, Texas 78201.

I, the undersigned authority, do hereby certify that this Notice of Meeting was posted at the City of Balcones Heights, Texas, a place convenient and readily accessible to the general public at all times, and said Notice was posted on the following date and time: **March 1, 2013 at 4:00 p.m.** and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

City of Balcones Heights, Texas

By: _____
DELIA FLORES, TRMC