

City of Balcones Heights  
Planning and Zoning Commission  
3300 Hillcrest Drive  
Balcones Heights, Texas 78201

**MINUTES**

Date: October 25, 2016

Time: 6:06 p.m.

MEMBERS PRESENT: Stephen Lara George Monsive  
Ashley Leising Madeline Slay

MEMBERS ABSENT: Carolyn Sequeira

SIGN IN SHEET:

**I. CALL TO ORDER AND RECORDING OF QUORUM:**

Meeting was called to order and quorum was present.

**II. BUSINESS ITEMS:**

1. **WORKSHOP: Planning and Zoning Commission/City Council Joint Workshop** regarding the Zoning Code pertaining to signs and other matters herewith.

Community Development Director Rita Hoyl came up and went over the power point presentation given at the previous meeting on the following:

- Sign code language into one chapter
- Updating definitions
- Updating Use Matrix
- Creating exterior construction & design standards
- Prescribing SUP for unlisted Zoning Districts
- Masonry Wall
- Easements, Utilities, Refuse
- Temporary Signs (One Chapter with other signage requirements)
- Fees, permits, licensing
- Discussion of future meeting dates

After presentation the definitions were discussed in length.

**III. CITIZENS TO BE HEARD:**

None

**IV. ADJOURNMENT:**

Motion was made by Madeline Slay and seconded by Ashley Leising to adjourn meeting at 7:16 p.m.

**Submitted by:**

**DELIA FLORES  
City Secretary**