



# City of San Antonio

## Agenda Memorandum

**File Number:**  
**{{item.tracking\_number}}**

---

**Agenda Item Number:** 4

**Agenda Date:** January 15, 2025

**In Control:** Governance Committee Meeting

---

**DEPARTMENT:** Development Services Department

**DEPARTMENT HEAD:** Amin Tohmaz, Interim Director

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Council Consideration Request by Councilmember Melissa Cabello Havrda (District 6) on Enhancing Permitting Transparency & Expediency. [John Peterek, Interim Assistant City Manager; Amin Tohmaz, Interim Director, Development Services]

**SUMMARY:**

Request by Councilmember Melissa Cabello Havrda (District 6) for consideration of a request for Enhancing Permitting Transparency and Expediency.

**BACKGROUND INFORMATION:**

The CCR requests a multi-stakeholder review of operations related to permitting and communication to enhance transparency and expediency with proposed changes to preliminary plan review meetings and cost, improved communication of changes to permit requirements and

code changes, downloadable checklists, grace periods for denied permits, expedited permit services, and steps to accomplish permitting in 30 days or less.

**ISSUE:**

The item requests that City staff assemble a multi-stakeholder group to review enhancements to permit processes to improve review times and departmental communications.

**FISCAL IMPACT:**

This item is for briefing purposes only.

**ALTERNATIVES:**

This item is for briefing purposes only.

**RECOMMENDATION:**

Staff recommends this CCR be forwarded to the Planning and Community Development Committee for further evaluation.