

## **AGENDA ITEM #7**

**MEETING:** Planning and Community Development Committee

**DATE:** August 26, 2021

**DEPARTMENT:** Development Services

**DEPARTMENT HEAD:** Michael Shannon, PE, CBO

**COUNCIL DISTRICTS IMPACTED:** All

**SUBJECT:** 2021 Unified Development Code (UDC) Amendment Process

### **SUMMARY:**

A briefing on the 5-year UDC amendment process, procedures, and timeline.

### **BACKGROUND INFORMATION:**

The San Antonio City Council adopted the UDC on May 3, 2001. The UDC implements the City's Comprehensive Plan and Master Plan policies. In addition, the UDC includes development regulations for subdivision platting, zoning, and street and drainage design standards, as well as historic preservation. This amendment process is intended to help strengthen and clarify regulations, and carry out City Council priorities. UDC Chapter 35-111 provides for a review and update process to occur every 5 years – years ending in “0” or “5”. The last UDC amendment process occurred in 2015. Due to the COVID-19 Public Health Emergency Declaration DSD postponed the 2020 UDC amendment process.

### **ISSUE:**

The UDC authorizes the Zoning Commission, Planning Commission, Board of Adjustment, Historic Design Review Commission, City Council, City Staff, and other appropriate city boards to initiate amendments to the UDC to modify procedures and standards for workability and administrative efficiency, eliminate unnecessary development costs, and to update the procedures and standards to reflect changes in the law or the state of the art in land use planning and urban design. Groups and individuals from outside the City may submit amendments to the UDC. Amendments submitted from outside the City should meet one of the following criteria:

1. Editing amendments to provide for editing changes that do not alter the impact of the provision being addressed and including changes such as spelling, grammar correction, formatting, text selection, or addition of text in compliance with existing ordinances, statutes or case law.
2. Clarification amendments to provide for ease of interpretation and understanding of the existing provisions of the UDC. Clarification amendments should not change or alter the intent or meaning of existing UDC provisions.

3. Rule interpretation determinations (RIDs) are written policies and administrative interpretations made by the development services director, historic preservation officer and planning and community development director for subjects which are not fully provided for in the UDC. RIDs are based on case or project experience and may or may not result in the creation of a UDC amendment.

If an amendment from outside the City does not meet one of these three criteria, then the Planning Commission may choose, at their discretion, to sponsor that amendment or modified version of the amendment.

The Development Services Department (DSD) begins receiving submittals for proposed amendments in October 2021. DSD has created a dedicated email address for correspondence related to the UDC Amendment Process as well as UDC Amendment Submittals. For UDC Amendments or questions please email [UDCAmendments@sanantonio.gov](mailto:UDCAmendments@sanantonio.gov).

DSD will continue to receive amendments until the deadline date of February 2022. Between October and February, as submittals come in, DSD will triage each amendment submittal, request additional information as necessary, and conduct small-scale focus groups consisting of the party that submitted the amendment and as applicable industry experts, applicable agencies, neighborhood leaders, and the development community. After the triage, the Planning Commission Technical Advisory Committee (PCTAC) will begin their work.

By July 2022, the PCTAC must forward their recommendations to the boards and commissions for their review and recommendation. In practice, amendments are forwarded to the Planning Commission, and as applicable to Zoning Commission, Board of Adjustment, Historic and Design Review Commission, Housing Commission, and Parks and Recreation Board. Boards and commissions must forward their recommendations to City Council by October 2022. Amendments passed by City Council become effective November 2022. After passage, DSD will coordinate with Municode in order to codify all of the amendments.

Throughout the UDC Amendment process, DSD will conduct an extensive community and stakeholder outreach program utilizing the SA Speak Up process, community meetings, social media, constant contact, and the DSD website. DSD will also conduct a comprehensive educational outreach campaign in 2023 after the UDC Amendment process ends in order to educate the community about the changes to the code, and how those changes may affect them and their development process. This outreach will be done primarily utilizing SA Speak Up and DSD Academy sessions. We will also utilize social media and constant conduct to advertise the training opportunities.

Timeline:

<b>Dates</b>	<b>Milestone</b>
October, 2021	Amendment submittals begin being submitted
October, 2021	SA Speak Up Survey gathering input about the UDC Amendment process and providing information on submitting amendments and the amendment process
February, 2022	Last day to submit amendments.

February, 2022	PCTAC begins meeting
July, 2022	Amendments forwarded to boards and commissions with PCTAC recommendations for review
August, 2022	Boards and commissions review amendments and make recommendations
September, 2022	Boards and commissions recommendations forwarded to City Council
October, 2022	City Council considers amendments
November, 2022	All passed UDC Amendments go into effect
November, 2022	Final SA Speak Up Survey gathering input about the major themes of the UDC Amendments as passed by Council, having the citizens identify their priorities for training and the PCTAC process, to inform staff as to what the demand is for UDC training
November, 2022	DSD conducts internal and external trainings and works with Municode to codify amendments

Since the 2015 UDC Update process, several changes have been made to the UDC as a result of CCRs or Stakeholder Groups. These changes have included:

- Zoning Sign and Courtesy Notice Changes
- Creating the RIO-7 Overlay in the vicinity of San Pedro Creek
- Modifications the demolition procedures for historic structures
- Military Lighting Overlay District (MLOD) update
- Comprehensive Land use Category Updates
- Short Term Rental regulations
- Infill Development Zone (IDZ) update
- Atlas 14 (stormwater) update
- Habitat Compliance Form update

City Departments, other than DSD, will submit major amendments during the 2021 Update Process. Among those we expect are amendments from the Planning Department, Neighborhood and Housing Services and the Housing Commission, Transportation Department and the Office of Historic Preservation.

#### **ALTERNATIVES:**

This item is for briefing purposes only.

#### **FISCAL IMPACT:**

There is no anticipated fiscal impact at this time.

#### **RECOMMENDATION:**

This item is for briefing purposes only.