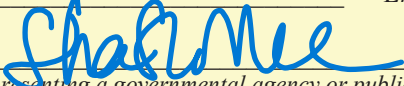




UDC Amendment Request Application for Internal Parties
(City of San Antonio Departments)

Part 1. Applicant Information

Name: Shanon Miller Organization (if applicable): Office of Historic Preservation
Address: 1901 S Alamo
Phone: 210-207-0035 Email: shanon.miller@sanantonio.gov
Signature:  Date: 1.31.22
(Include title if representing a governmental agency or public/private organization)

Part 2. Basis for Update (check only one)

- ☐ Clarification amendments to provide for ease of interpretation and understanding of the existing provisions of the UDC
(Note: Clarification amendments should not change or alter the intent or meaning of existing UDC provisions)
- ☐ Editing change that does not alter the impact of the provisions being addressed including changes such as spelling, grammar correction, formatting, text selection, or addition of text in compliance with existing ordinance, statutes or case law
- ☐ Completed Rule Interpretation Determination (*RID*)
- ☐ Requested by the Zoning Commission, Planning Commission, Board of Adjustment, HDRC, City Council or other appropriate city board or council (CCR, resolution or signature of the chairperson is required)
- ☒ City of San Antonio Staff Amendment

Part 3. Reason(s) for Update (check all that apply)

- ☒ Modify procedures and standards for workability and administrative efficiency
- ☐ Eliminate unnecessary development costs
- ☐ Update the procedures and standards to reflect changes in the law or the state of the art in land use planning and urban design
- ☐ See Part 4 (if none of the provided choices in this section apply, please discuss the reasons for the proposed update in Part 4)

Part 4. Summary of Proposed Update with Suggested Text (see application instructions)

35-403 Notice Provisions. See Attached.

Part 5. Cost Impact Statement

Section 35-11(a) of the UDC requires that all requests for amendments include a Cost Impact Statement. The Cost Impact Statement should be justified with substantiating information, such as cost estimates or studies.

The requested change to the UDC (*please check appropriate box*):

By how much?

(Indicate either a dollar amount or percentage above or below current construction and/or development costs)

- A. ☒ Will not impact the cost of construction and/or development.
- B. ☐ Will increase the cost of construction and/or development.
- C. ☐ Will decrease the cost of construction and/or development.

Part 6. Cost Impact Narrative and Back-Up Information

Please fully quantify the Cost Impact Statement that was provided in Part 5. Attach all relevant data and associated costs that you wish to have considered as well as a narrative explaining how the Cost Impact Statement was developed. If you need additional space, please attach additional sheets.

Be sure to:

- *Consider and indicate initial and long-term maintenance costs;*
- *Consider city cost (i.e. personnel costs and costs to enforce);*
- *Indicate and be able to rationalize the baseline (current costs) and the cost projections associated with your request.*

N/A

UDC 2021 Proposed Amendment

Amendment 20-7**Applicant:** Office of Historic Preservation**Amendment Title** – ‘Sec. 35-403. – Notice Provisions.’**Amendment Language:**

Sec. 35-403. - Notice Provisions.

Table 403-1
Notice Requirements

(A)	****	(I)	****	(K)	(L)	****	(N)
Type of Notice	****	Certificate of Appropriateness Requiring a Public Hearing (Not Including Administrative Approval Certificates)	****	Request for Demolition of a Historic Landmark or Contributing Property or Potential Historic Landmark	Historic Designation Application Approved by Historic Preservation Officer	****	Finding of Historic Significance Requiring a Public Hearing
Publication: Publication in an official newspaper of general circulation before the 15th day before the date of the hearing.	****	—	****	—	—	****	
Mail : Written notice of the public hearing shall be sent.	****	—	****	* (1)(2)	* (2)(8)(10)	****	* (2)
Internet: Post notice on the city's Internet website until the process has been completed.	****	*	****	*	—	****	
Signage: Post a sign on the property subject to the application. Signs	****	* (3)	****	*	—	****	

to be installed and
provided by the city

Notes:

(1) Notice shall be sent to each owner, as indicated by the most recently approved municipal tax roll, of real property, within two hundred (200) feet of the property. Notice for zoning cases shall be sent prior to the tenth day before the date of the public hearing at the zoning commission. Notice for demolition applications shall be sent prior to the seventh day before the date of the public hearing at the historic design and review commission. Notice shall not be required for text amendments to the Community, Neighborhood, Perimeter or Sector Plans.

(2) Notice shall be sent to registered neighborhood associations within two hundred (200) feet of the project.

(3) The sign shall measure not less than eighteen by twenty-four inches and shall contain:
City's _____ name,

[Address of subject property](#)

[Description of request](#)

~~HDRC Case # _____;~~

~~Name of Case Manager;~~ and

Contact

telephone

number.

The sign shall be constructed of corrugated plastic sign stock and shall be in a highly visible fluorescent style color with contrasting colors. Lettering shall be a block font in as large a type as permitted by the sign size.

(4) The sign shall measure not less than twenty-four (24) by thirty-six (36) inches and shall contain:
City's _____ name,

Zoning

Case# _____

Contact

telephone

number

of

case

manager

(General)

Purpose:

From _____

To _____

The sign shall be constructed of corrugated plastic sign stock and shall be in highly visible fluorescent style color with contrasting colors. Lettering shall be a block font in as large a type as permitted by the sign size.

(5) The requirement for the posting of signs on individual lots and properties shall be waived for city initiated area-wide rezoning consisting of six (6) or more individual lots. However, signs will be placed at the general location of the boundary of the area-wide zoning project and its intersection with major arterial and collector streets that provide ingress/egress to the area subject to rezoning.

(6) Notice for replat applications shall be sent in accordance with Local Government Code Ch. 212.015.

(7) Notice will include project name, number of acres, and approximate location.

(8) The historic preservation officer shall notify all property owners within a proposed historic district boundary of the date, time, place and purpose of the historic and design review commission hearing at least thirty (30) days prior to the historic and design review commission hearing on the historic district designation.

(9) Notice of Courtesy Reports of general building permits, sign permits, and Preliminary Plan Review meeting requests shall be sent weekly to all registered neighborhood associations. These notices are sent as a courtesy. Any failure to send or receive courtesy reports shall not restrict the issuance of the applicable permit. (

10) No later than the 15th day before the date of the initial hearing on historic designation of a property as an individual landmark, the historic preservation officer shall provide the property owner a historic designation impact statement that describes the impact that a historic designation of the owner's property may have on the owner and the owner's property. The historic designation impact statement shall include the:

a. [Regulations that may be applied to any structure on the property after designation;](#)

b. [Procedures for the designation;](#)

c. [Tax benefits that may be applied to the property after the designation; and](#)

d. [Rehabilitation or repair programs that the municipality offers for a property designated as historic.](#)