




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)

35-602 HPO. 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 20-10**Applicant:** Office of Historic Preservation**Amendment Title** – ‘Sec. 35-602. – City Historic Preservation Officer.’**Amendment Language:**

Sec. 35-602. - City Historic Preservation Officer.

The city historic preservation officer, through the office of historic preservation, shall administer this article and shall advise the historic and design review commission on each application under this article that shall come before the commission. This person shall have expertise in archaeology, history, architectural history, historic preservation, or a closely related field. The city historic preservation officer shall have the following powers and duties:

- (a) To approve, deny or approve with conditions, applications submitted to the office of historic preservation when acting as the city manager designee.
- (b) To coordinate with [relevant City departments concerning matters related to historic and design review](#) ~~the department of CIMS who shall administer the public art and design enhancement program under division 5 of article VI.~~
- (c) To coordinate the city's preservation and urban design activities with those of local, state and federal agencies and with local, state, and national preservation and urban design organizations in the private sector.
- (d) To recommend to the commission buildings, objects, sites, structures, and districts for designation as landmarks or historic districts in accordance with the criteria established by this chapter.
- (e) To recommend to the commission buildings, objects, sites, structures, and districts for nomination to the National Register of Historic Places. Such recommendations shall be guided by the criteria established in the National Historic Preservation Act of 1966, as amended.
- (f) To maintain and hold open for public inspection all records pertaining to the provisions of historic and design regulations as provided for in article VI and article III, and to keep a copy available for public viewing all historic district specific guidelines, Secretary of the Interior Standards, Guidelines for Archeology and Historic Preservation, and any other guidelines which are referenced in article VI. Public viewing may include available office of historic preservation websites.
- (g) To review, approve or deny applications for building and demolition permits required by section 35-108.
- (h) To review plans for proposed development to assure that all necessary permits have been obtained from these federal, state or local government agencies from which prior approval is required as provided in this chapter for historic and design review.
- (i) To administratively review office of historic preservation applications and forms for completeness.
- (j) To approve administrative certificates of appropriateness.
- (k) To convene meetings of the design review committee of the historic and design review commission.
- (l) To designate objects, buildings and structures submitted for review as contributing or noncontributing to a historic landmark or historic district.

(Ord. No. 98697 § 6) (Ord. No. 2010-06-24-0616, § 2, 6-24-10) (Ord. No. 2014-04-03-0206, § 6, 4-3-14)