

City of San Antonio



AGENDA

Planning Commission

Development and Business Services

Center

1901 South Alamo

Monday, March 14, 2022

12:30 PM

1901 South Alamo

****Planning Commission Technical Advisory Committee****

The Planning Commission Technical Advisory Committee (PCTAC) is a subcommittee that advises the Planning Commission on matters as requested by the Commission. Members of the PCTAC are appointed by the Planning Commission.

To watch and listen to this meeting, visit www.sanantonio.gov/DSD/Boards/MeetingVideos. To listen to audio only, call 210 206 LIVE (5483).

Public Comment

Members of the public may provide comment on any agenda item, consistent with procedural rules governing the Planning Commission Technical Advisory Committee meetings and state law. Public comment may also be provided as follows:

1. Submit written comments by email to udcamendments@sanantonio.gov or drop off written comments at 1901 S Alamo by 8am the day of the meeting. Please include your full name, home or work address and agenda item number. Written comments will be part of the official written record only.
2. Leave a voice message of a maximum of two minutes by dialing 210206(PLNG)7564. Your message will be played during the meeting. Please include your full name, home or work address and agenda item number.

*Note: Written comments, voicemails, and request to make comments during the live meeting must be received by Monday March 14, 2022 at 8am to give time for translation.

12:30 Call to Order

Roll Call

Present: George Peck, Julia Carrillo Haynes, Michael Garcia, Robert Sipes, Allision Cohen, Juan Fernandez, Bob Liesman, Armando Niebla, Ken Brown Robert Hanley, Christopher Fullerton, Robert Tapia, Erik Estrada, Phillip Manna, Deborah Reid, Alex Ramirez, Jesse Vasquez, Bianca Maldonado, Joe Nix, Michael Moore

Absent: Seth Teel, Ashley Farrimond, Susan Wright, Cara Tackett, Ryan Plagens, Jody Sherrill

City Staff: Melissa Ramirez, Logan Sparrow, Monique Mercado, Valerie Huerta- Rodriguez, Audrey Zamora, Joseph Harney, Catherine Hernandez, Stephen Stokinger, Rachel Holder, Mark Bird, Christina De La Cruz,

Old Business

26. Approval of minutes from February 28, 2022 and March 8, 2022 meetings

MOTION

A motion was made by Committee Member Hanley and seconded by Committee Member Manna to Approve as presented.

A verbal vote was taken, and all voted in affirmed. Mr. Peck Abstained from the vote.

MOTION CARRIED

City Staff presented a link on the DSD webpage to track the Public Comment received per PCTAC meeting.

Public Comment– 1 voicemail received.

Monique Mercado, Principal Planner, Development Services Department, read the following written comment received into the record:

- Amendment 23-5, 1 notice received in favor.

She stated these public comments were provide to TAC Committee Members.

New Business

1. Discussion and possible action on UDC amendment item 6-1, affecting Division 5- Natural Resource Protection: Statement of Purpose. (Logan Sparrow, Policy Administrator, 210-207- 8691, UDCamendments@sanantonio.gov, Development Services Department).

Leslie Provence, Food Policy Council, applicant, stated the request is to help make food accessible to everyone in San Antonio.

Public Comment:

Voicemail:

Steve Versteeg, spoke in favor for amendments 6.1 & 6.6, and he spoke in opposition for amendment 23.5.

MOTION

A motion was made by Committee Member Maldonado and seconded by Committee Member Manna to Approve as Amended.

- SA Tomorrow Sustainability Plan, FS8: Pilot a program that includes incentives and resources to facilitate urban agricultural uses on vacant or underutilized land. Increasing soil organic matter through regenerative agricultural practices, including the use of cover crops and grazing, increases resilience and resistance to both floods and droughts. It also improves water quality by reducing runoff and filtering out impurities. A 1 percent increase in soil organic matter content can retain an additional 19,000 gallons of water per acre. (NRCS)
- SA Tomorrow Sustainability Plan, FS9: Develop an urban agriculture training program to train new urban farmers in agriculture and business practices (including food production and processing).

A verbal vote was taken, and all voted in affirmative.

MOTION CARRIED

2. Discussion and possible action on UDC amendment item 18-4, affecting section 35-523: Tree Preservation. (Logan Sparrow, Policy Administrator, 210-207-8691, UDCamendments@sanantonio.gov, Development Services Department).

Doug Melnick, Office of Sustainability, stated the request is for the Tree Canopy to be as robust as possible in the City and ETJ.

MOTION

A motion was made by Committee Member Hanley and seconded by Committee Member Reid to Approve as Amended.

- To ensure that the City of San Antonio maximizes encourages tree canopy as a tool to address climate change, as trees sequester carbon, mitigate extreme heat, and improve air quality. This is particularly important in areas with a high combined equity score in the City of San Antonio's Equity Atlas, as well as areas with significant Urban Heat Island (UHI) impacts. Tree species selection should consider future climate change impacts to ensure that San Antonio's overall tree population is more resilient to climate trends as outlined in the SA Climate Ready Plan.

A verbal vote was taken, and all voted in affirmative.

MOTION CARRIED

3. Discussion and possible action on UDC amendment item 15-4, affecting section 35-523 (a)(1)F & 35-523 (b)(4): Tree Preservation. (Logan Sparrow, Policy Administrator, 210-207-8691, UDCamendments@sanantonio.gov, Development Services Department).

Bryan Walworth, CPS Energy, stated the request is to waive the Tree Mitigation fees and be exempt from the requirements by the City of San Antonio for the CPS substations due to many outages caused by fallen trees.

MOTION

A motion was made by Committee Member Maldonado and seconded by Committee Member Hanley for Denial.

A verbal vote was taken, and all voted in affirmative. Ms. Carrillo Haynes Abstained from the vote.

MOTION CARRIED

4. Discussion and possible action on UDC amendment item 5-12, affecting section 35-523(e): Tree Preservation. (Logan Sparrow, Policy Administrator, 210-207-8691, UDCamendments@sanantonio.gov, Development Services Department).

Stephen Stokinger, Development Services, stated the request is for clarification on the Tree Canopy fund.

MOTION

A motion was made by Committee Member Reid and seconded by Committee Member Garcia to Approve as Amended.

- (e) **Final Tree Canopy Cover.** The intent of this subsection is to promote tree canopy coverage in the city and the city's ETJ. The development of any property shall meet the final canopy percent requirements as described below based on the land use and can be accomplished by maximizing the preservation of trees through a tree survey method or tree stand delineation alternative and by tree planting (if necessary) or payment into the tree canopy mitigation fund.

A verbal vote was taken, and all voted in affirmative.

MOTION CARRIED

Committee Member Brown entered the PCTAC meeting at 1:05 pm.

5. Discussion and possible action on UDC amendment item 23-5, affecting section 35-523(f)(7): Tree Preservation. (Logan Sparrow, Policy Administrator, 210-207-8691, UDCamendments@sanantonio.gov, Development Services Department).

Public Comment:

Written:

1 notice received in favor.

Rachel Smith, Neighborhood and Housing, stated the request would allow trees in the right of way to be counted for tree credit for affordable projects.

Stephen Stokinger, Development Services, answered committee members questions.

MOTION

A motion was made by Committee Member Maldonado and seconded by Committee Member Brown for Denial.

A verbal vote was taken, and all voted in affirmative.

MOTION CARRIED

6. Discussion and possible action on UDC amendment item 8-1, affecting section 35-523(g): Tree Preservation. (Logan Sparrow, Policy Administrator, 210-207-8691, UDCamendments@sanantonio.gov, Development Services Department).

Justin Krobot, applicant, stated the request is for submissions for Tree Care plans to have successful tree preservation.

MOTION

A motion was made by Committee Member Maldonado and seconded by Committee Member Manna to Approve as amended.

<u>Implementation of an approved tree care plan</u>	<u>Dollars spent on tree care activities to enhance the health of preserved trees such as assessment, monitoring, nutrient amendment, and aeration on site above minimum requirements to be credited towards outstanding mitigation</u>	<u>Tree care plan to be written by a qualified certified ISA arborist and authorized by project owner at permit submittal. Costs to be verified at time of project closure.</u>
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A verbal vote was taken, and all voted in affirmative except for Mr. Liesman, he voted in opposition.

MOTION CARRIED

7. Discussion and possible action on UDC amendment item 5-13, affecting section 35-523 Table 523-2 Mitigation: Tree Preservation. (Logan Sparrow, Policy Administrator, 210-207-8691, UDCamendments@sanantonio.gov, Development Services Department).

Stephen Stokinger, Development Services, stated the request is for clarification to add the canopy fund with the mitigation fund.

MOTION

A motion was made by Committee Member Carrillo Haynes and seconded by Committee Member Niebla to Approve as amended.

Payment to the tree mitigation fund <u>or tree canopy fund</u>	In lieu of meeting the minimum preservation or final canopy standards of this section, a payment to the tree mitigation fund <u>or tree canopy fund</u> may be provided in accordance with 35-C110.	See subsection (o) tree mitigation fund <u>or subsection (q) tree canopy fund</u> for the authorized collection and disbursement of these funds.
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A verbal vote was taken, and all voted in affirmative.

MOTION CARRIED

8. Discussion and possible action on UDC amendment item 22-24, affecting section 35-523(i)(6)D: Tree Preservation. (Logan Sparrow, Policy Administrator, 210-207-8691, UDCamendments@sanantonio.gov, Development Services Department).

Micah Diaz, Planning Department, stated the request is to update the types of plans in the section.

MOTION

A motion was made by Committee Member Maldonado and seconded by Committee Member Garcia to Approve as presented.

- (i) **Tree Preservation Incentives.** An individual may apply for, and subject to verification, shall receive incentives for tree preservation as follows:

- (6) **Minimum Lot Size and Setbacks.** The board of adjustment may waive the minimum lot size and setback requirements of the applicable zoning district for an individual lot or lots where the applicant demonstrates the following:

- D. The resulting lot sizes or setbacks do not violate the master plan or the applicable neighborhood community, perimeter, sector, or sub-area plan.

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A verbal vote was taken, and all voted in affirmative.

MOTION CARRIED

9. Discussion and possible action on UDC amendment item 18-5, affecting section 35-523(m)(7): Tree Preservation. (Logan Sparrow, Policy Administrator, 210-207-8691, UDCamendments@sanantonio.gov, Development Services Department).

Josephine Valencia, Solid Waste, stated the request is to add a soil suitability analysis to allow plants to last longer when planted.

MOTION

A motion was made by Committee Member Brown and seconded by Committee Member Maldonado to Approve as amended.

- (7) All tree planting subject to section 35-523(m) shall be required to be planted and development projects in San Antonio that require the addition or alteration of grass turf or plantings of trees, shrubs, flowers for landscaping shall be required to be planted in soil that is suitable for establishing and sustaining the plantings. In addition to containing suitable soil particle size and depth of soil zone, the soil must contain sufficient organic matter and nutrients. Testing and confirmation by landscape architect, or a Texas licensed soil testing firm shall be completed to ensure the soils are is suitable. In lieu of confirmation by a landscape architect, or a Texas licensed soil testing firm soil may be amended with compost by adding three (3) inches of compost blended into every 1 foot of soil. For complete soil replacement, such as tree plantings, an amount of 25% compost may be added to 75% native soil.

A verbal vote was taken, and all voted in affirmative except for Ms. Carrillo Haynes, she voted in opposition.

MOTION CARRIED

10. Discussion and possible action on UDC amendment item 7-2, affecting section 35-523(o)&(q): Tree Preservation. (Logan Sparrow, Policy Administrator, 210-207-8691, UDCamendments@sanantonio.gov, Development Services Department).

Sandy Jenkins, Parks and Recreation, stated the request is to add more park space by utilizing the tree mitigation funds to plant trees and to purchase additional land to create parks.

MOTION

A motion was made by Committee Member Maldonado and seconded by Committee Member Vasquez to Approve as amended.

(o) Tree Mitigation Fund.

(3) **Use of Funds.** The funds collected from civil penalties and mitigation fees in the fund shall be utilized to pay for the planting of trees, **and to include a maintenance period not to exceed three (3) years.** Generated funds may be used by **Parks and Recreation or designee the city forester** to plant trees on public or private properties **and purchase park property(ies) to plant new trees to be capped at 25 percent per fiscal year.** Trees planted with mitigation funds shall not be used to meet any municipal code requirements **including but not limited to for** preservation, mitigation, landscaping, buffers, streetscape or other requirements. Trees planted with tree mitigation funds are considered mitigation trees as defined in appendix A of the UDC. **The funding of tree preservation including the yearly digital imagery and planting programs shall be administered by the parks and recreation department and city forester.** The director of the parks and recreation department **or staff shall present a plan to seek the advice of** the parks and recreation board **in regard to** the selection of projects to be funded. A portion of the fund may be used, on an annual basis, to fund activities directed towards **public education,** educating the public on the importance of trees in the environment, ecological issues, **invasive species control, disease management** and pollution prevention **with consideration of priority sites as identified as low canopy areas within the most recent Urban Forest Inventory and Analysis and the City's Equity Atlas.**

(4) **Funds to be Kept Separate.** The balance within the fund shall be recorded and accounted for in a manner that distinguishes them from other general funds of the city and shall be disbursed in a manner consistent with the purposes for which this fund has been established. The balance of this fund shall not be transferred to the general fund at the end of each budget year, but rather, the balance remaining in the fund at the close of the city's fiscal year shall roll over **into the and become the beginning** balance for the next fiscal year.

(q) Tree Canopy Investment Fund.

(3) **Use of Funds.** The funds collected shall be utilized to pay for the planting and maintenance of trees to include a maintenance period **not to exceed three (3) years.** Generated funds may be used by the city forester to plant trees on public or private properties, **purchase additional park property(ies) to plant new trees to be capped at 25 percent per fiscal year and the yearly digital imagery to proactively enhance the city's tree canopy area.** Trees planted utilizing funds from the tree canopy fund are protected trees, and if approved to be removed, shall be mitigated at 1:1 unless heritage size which are mitigated at 3:1 (with the exception of species listed in table 523-2, column B, row 1 which will be mitigated at 1:1) and are to be maintained by the project applicant. **In addition, ten (10) percent of the funds collected will be kept in a separate budget line to be used for any litigation necessary in the enforcement of this section.** The program is to be administered by the parks and recreation department. The director of the parks and recreation department **and the city or staff forester shall present to seek the advice of** the parks and recreation board on the selection of projects to be funded **with consideration of priority sites as identified as low canopy areas within the most recent Urban Forest Inventory and Analysis and the City's Equity Atlas.**

A verbal vote was taken, and all voted in affirmative.

MOTION CARRIED

11. Discussion and possible action on UDC amendment item 6-6, affecting section 35-525(a): Outdoor Storage Standards. (Logan Sparrow, Policy Administrator, 210-207-8691, UDCamendments@sanantonio.gov, Development Services Department).

Leslie Provence, Food Policy Council, stated the request is to clarify what an urban farm can store outdoors.

MOTION

A motion was made by Committee Member Brown and seconded by Committee Member Garcia to Approve as amended.

(5) **Class 5 Storage.** Class 5 storage includes any of the following:

(6) **Urban Farm Storage.** Outdoor storage of tools, materials, and produce from Urban Farms. As defined in this Chapter, shall be allowed on all operating Urban Farms, according to the following standards:

- A. Chemical fertilizers and pesticides may be stored outdoors but shall meet all requirements of the International Fire Code and all directives of the Fire Marshal's Office, and shall be secured behind a locked, fully opaque fence.
- B. Organic soil amendment materials (such as, but not limited to, wood chips, leaves, compost) may be stored outdoors but shall be secured from erosion and runoff by tarps or dry material when not in active use. These piles should be no higher than 6 feet in height and shall not cause noxious odors. Soil organic material shall be screened from public view.
- C. Plants and produce can be stored outdoors at any time.
- D. Farm equipment, including motor vehicles and motorized farm equipment, may be stored outdoors so long as they are properly secured while in storage and screened from public view.
- E. Vehicle fuels including gasoline and diesel fuel, shall not be stored outside.
- F. All outdoor storage must comply with the San Antonio Property Maintenance Code and the San Antonio Fire Code.

A verbal vote was taken, and all voted in affirmative.

MOTION CARRIED

12. Discussion and possible action on UDC amendment item 5-37, affecting section 35-525(c): Outdoor Storage Standards. (Logan Sparrow, Policy Administrator, 210-207-8691, UDCamendments@sanantonio.gov, Development Services Department).

Christina De La Cruz, Development Services, stated the request is to add outdoor storage for drive isles language.

MOTION

A motion was made by Committee Member Brown and seconded by Committee Member Vasquez to Approve as presented.

Amendment Language:

- (c) Drainage and Surfacing. All drive isles and drive lanes for vehicular access to and from Class 3, Class 4, and Class 5 storage areas shall be properly graded for drainage; surfaced with an all weather surface; and maintained in good condition free of weeds, dust, trash, and debris.

A verbal vote was taken, and all voted in affirmative.

MOTION CARRIED

The PCTAC recessed for a break at 2:40 pm and reconvened at 2:50 pm.

13. Discussion and possible action on UDC amendment item 18-3, affecting section 35-526(f): Parking and Loading Standards. (Logan Sparrow, Policy Administrator, 210-207-8691, UDCamendments@sanantonio.gov, Development Services Department).

Doug Melnick, Office of Sustainability, stated the request is to add language to encourage the use of permeable materials for off-street parking

MOTION

A motion was made by Committee Member Manna and seconded by Committee Member Maldonado to Approve as amended.

- (f) **Construction and Maintenance.** Off-street parking facilities shall be constructed, maintained and operated in accordance with the following specifications:
- (1) **Drainage and Surfacing.** Areas shall be properly graded for drainage, surfaced with concrete, asphaltic concrete, or asphalt and maintained in good condition free of weeds, dust, trash and debris, and may utilize permeable materials and/or green infrastructure, if appropriate. To help mitigate Urban Heat Island (UHI) impact, cool pavement asphalt treatments or concrete with a solar reflectivity of at least 33% is encouraged.
- *****
- (4) **Lighting.** Facilities shall be arranged so that the source of light is concealed from public view and from adjacent residential properties and does not interfere with traffic. Fixtures shall be Dark Sky compliant to reduce light pollution, provide better lighting quality, decrease energy consumption, improve the health and well-being of residents and visitors, protect wildlife and plant life, and decrease unsightly and dangerous glare. All lighting shall utilize appropriate color temperature not to exceed 3000° Kelvin and comply with Section 35-339.04(F)(2).
- *****
- (10) **Low Carbon Materials.** Low-carbon materials are encouraged, as these materials are less carbon intensive than traditional conventional materials and can be identified by evaluating material Environmental Product Declarations (EPDs).

A verbal vote was taken, and all voted in affirmative.

MOTION CARRIED

A motion to reconsider amendment 18-3 was made by Committee Member Fullerton and seconded by Committee Member Maldonado.

A verbal vote was taken, and all voted in affirmative.

MOTION CARRIED

A motion was made by Committee Member Fullerton and seconded by Committee Member Manna to Approve with all edits.

(f) **Construction and Maintenance.** Off-street parking facilities shall be constructed, maintained and operated in accordance with the following specifications:

- (1) **Drainage and Surfacing.** Areas shall be properly graded for drainage, surfaced with concrete, asphaltic concrete, or asphalt and maintained in good condition free of weeds, dust, trash and debris, and may utilize permeable materials and/or green infrastructure, if appropriate. To help mitigate Urban Heat Island (UHI) impact, cool pavement asphalt treatments or concrete with a solar reflectivity of at least 33% is encouraged.

- (4) **Lighting.** Facilities shall be arranged so that the source of light is concealed from public view and from adjacent residential properties and does not interfere with traffic. Fixtures shall be Dark Sky compliant to reduce light pollution, provide better lighting quality, decrease energy consumption, improve the health and well-being of residents and visitors, protect wildlife and plant life, and decrease unsightly and dangerous glare. All lighting shall utilize appropriate color temperature not to exceed 3000° Kelvin and comply with Section 35-339.04(F)(2).

- (10) **Low Carbon Materials.** Low-carbon materials are encouraged, as these materials are less carbon intensive than traditional conventional materials and can be identified by evaluating material Environmental Product Declarations (EPDs).

A verbal vote was taken, and all voted in affirmative.

MOTION CARRIED

14. Discussion and possible action on UDC amendment item 20-9, affecting section 35-601: Purpose. (Logan Sparrow, Policy Administrator, 210-207-8691, UDCamendments@sanantonio.gov, Development Services Department).

Cory Edwards, Office of Historic Preservation, agreed with the committee for a single motion for items 14, 15, 16, 17, 18, 19, 20, 21, and 22.

MOTION

A motion was made by Committee Member Maldonado and seconded by Committee Member Cohen to Approve as presented for items 14, 15, 16, 17, 18, 19, 20, 21, and 22.

The purpose of this article is to provide the procedures, standards and criteria for protection of historic, cultural, archaeological and artistic resources.

A verbal vote was taken, and all voted in affirmative.

MOTION CARRIED

15. Discussion and possible action on UDC amendment item 20-10, affecting section 35-602(b): City Historic Preservation Officer. (Logan Sparrow, Policy Administrator, 210-207-8691, UDCamendments@sanantonio.gov, Development Services Department).

Cory Edwards, Office of Historic Preservation, agreed with the committee for a single motion for items 14, 15, 16, 17, 18, 19, 20, 21, and 22.

MOTION

A motion was made by Committee Member Maldonado and seconded by Committee Member Cohen to Approve as presented for items 14, 15, 16, 17, 18, 19, 20, 21, and 22.

- (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.~~

A verbal vote was taken, and all voted in affirmative.

MOTION CARRIED

16. Discussion and possible action on UDC amendment item 20-11, affecting section 35-603(a): Historic and Design Review Commission. (Logan Sparrow, Policy Administrator, 210-207-8691, UDCamendments@sanantonio.gov, Development Services Department).

Cory Edwards, Office of Historic Preservation, agreed with the committee for a single motion for items 14, 15, 16, 17, 18, 19, 20, 21, and 22.

MOTION

A motion was made by Committee Member Maldonado and seconded by Committee Member Cohen to Approve as presented for items 14, 15, 16, 17, 18, 19, 20, 21, and 22.

35-603. Historic and Design Review Commission.

(a) "Commission" Defined. For purposes of this article, the term "commission" refers to the historic and design review commission. Procedures and administrative functions of the commission are provided in 35-805 of this chapter.

A verbal vote was taken, and all voted in affirmative.

MOTION CARRIED

17. Discussion and possible action on UDC amendment item 20-12, affecting Article VI Division 2: Statement of Purpose. (Logan Sparrow, Policy Administrator, 210-207-8691, UDCamendments@sanantonio.gov, Development Services Department).

Cory Edwards, Office of Historic Preservation, agreed with the committee for a single motion for items 14, 15, 16, 17, 18, 19, 20, 21, and 22.

MOTION

A motion was made by Committee Member Maldonado and seconded by Committee Member Cohen to Approve as presented for items 14, 15, 16, 17, 18, 19, 20, 21, and 22.

This division implements the following provisions of the comprehensive master plan:

- Preserve and enhance the city's historic and cultural resources (~~Urban design, Goal 2~~).
- Promote the development of major public and private facilities which support the downtown neighborhood and historic resources (~~Neighborhoods, policy 5c~~).
- Create and adopt urban design guidelines and standards that will enhance the quality of life in San Antonio, and which specifically encourage preservation and enhancement of the city's important historic and cultural characteristics, including architectural styles and historic districts.

A verbal vote was taken, and all voted in affirmative.

MOTION CARRIED

18. Discussion and possible action on UDC amendment item 20-1, affecting section 35-605: Designation Process for Historic Districts. (Logan Sparrow, Policy Administrator, 210-207-8691, UDCamendments@sanantonio.gov, Development Services Department).

Cory Edwards, Office of Historic Preservation, agreed with the committee for a single motion for items 14, 15, 16, 17, 18, 19, 20, 21, and 22.

MOTION

A motion was made by Committee Member Maldonado and seconded by Committee Member Cohen to Approve as presented for items 14, 15, 16, 17, 18, 19, 20, 21, and 22.

<p>UDC 2021 Proposed Amendment</p> <p>*** Recommended Approval by PCATAC on March 14, 2022 ***</p> <p>Amendment 20-1 Applicant: Office of Historic Preservation Amendment Title: Sec. 35-605 - Designation Process for Historic Districts Amendment Language:</p> <p>Sec. 35-605 - Designation Process for Historic Districts.</p> <p>a. Authority. The city council may designate by zoning ordinance certain areas in the City of San Antonio as historic districts. Such districts shall bear the word "historic" (H) in their zoning designation. The procedures for designation shall be subject to notice as prescribed in article IV of this chapter for a zoning amendment, and shall conform to the federal and state constitution.</p> <p>b. Initiation. Any person owning property within the proposed area, the historic preservation officer, the historic and design review commission, the zoning commission or the city council may initiate a historic district designation by filing an application with the historic preservation officer. Requests for designation by a person owning property within the proposed area shall be made as a form obtained from the city historic preservation officer through the office of historic preservation. Requested application materials are listed in section 35-614 of this chapter. Completed applications shall be referred to the office of historic preservation for review and processing as applicable. Property submitted applications shall remain valid for one (1) year from the date it is deemed complete and thereafter shall be expired.</p> <p>c. Completeness Review. See section 35-602 of this chapter. For purposes of this section and subsection 35-602(a), the historic preservation officer is the administrative official with external jurisdiction to review applications and submitted written support for completeness.</p> <p>d. Review Process.</p> <p>1. Informational Meeting and Notice. Proposed historic districts shall be evaluated for eligibility under the Designation Criteria for Historic Districts and Landmarks outlined in 35-607. Provided that the historic preservation officer agrees that the proposed area indicated in the application is appropriate for designation, the office of historic preservation shall hold at least one (1) public meeting to provide information to property owners in the proposed designation area regarding the application and historic designation process. Prior to the required informational meeting, the historic preservation officer shall send notice by mail of the receipt of an application for a proposed designation to the owner or owners of property within the proposed historic boundaries as well as stating the address, date, time and place of the meeting. This notice shall be in addition to notice given prior to a public hearing as set forth under the city's zoning code. The historic preservation officer shall also send notice of the informational meeting to any registered neighborhood association located within the proposed district boundaries.</p> <p>2. Public Participation.</p> <p>a. Following an informational meeting and notice of the receipt of an application for a proposed designation, the historic preservation officer shall provide a public hearing to the owner or owners of property within the proposed historic boundary. Property ownership shall be verified utilizing the last certified tax roll of the appropriate county tax assessor-collector for the proposed area. For purposes of calculating the support of fifty-one (51) percent of the property owners, each property as listed on the tax rolls shall be counted individually, regardless of whether an individual or group owns multiple properties within the proposed area. Properties owned by governmental entities shall be counted in the fifty-one (51) percent support requirement, although their written preference may be submitted to any board, commission or to city council for their consideration. Additionally, for properties owned by more than one (1) party, only one (1) property owner need submit written support in order for the historic preservation officer to count the property in the calculation.</p> <p>b. At any point in the process, owners may submit with the application a written description and photographs or other visual material of any buildings or structures that they would like for the historic preservation officer to consider as non-contributing to the historic district. Such submission shall be treated in accordance with section 35-616.</p> <p>c. When the historic preservation officer has received verifiable written support from the owners of at least fifty-one (51) percent of the properties within the proposed historic district boundary, the historic preservation officer shall forward the application to the historic and design review commission for a public hearing and recommendation. The historic preservation officer shall not accept written support for an expired application, however, previous support that is verifiable may be resubmitted to support a new application.</p> <p>d. If a property within the proposed district boundaries is owned by an organization that is a religious organization under section 501(c)(3), the Code, the property may be included only if the organization consents to inclusion of the property within the proposed district designation.</p> <p>3. Interim Controls. Once an application for historic district designation is forwarded for public hearing, the provisions of this division shall apply to all properties within the proposed boundaries in accordance with section 35-606(d).</p> <p>4. Public Hearing Schedule. Property owners within the proposed boundaries included in the application for historic district designation shall be notified in accordance with section 35-602 of this chapter. Consideration of the item by relevant boards and commissions shall be scheduled for the next available public hearing which meets all legal notice and quorum requirements. The historic and design review commission shall make a recommendation for either approval or denial within thirty (30) days from the date of submitting of the designation request by the historic preservation officer. Upon recommendation of the historic and design review commission, the proposed historic district designation shall be submitted to the zoning commission with the historic and design review commission recommendations.</p> <p>e. Decision. The zoning commission and the city council shall process the application as prescribed in section 35-614 of this chapter and this section. The zoning commission shall schedule a hearing on the historic and design review commission's recommendation to be held within forty-five (45) days of receipt of the historic and design review commission's recommendation and shall forward its recommendation for either approval or denial to the city council. The city council shall schedule a hearing to be held within forty-five (45) days of its receipt of the zoning commission's recommendation. The city council shall review and shall approve or deny the proposed historic district. Upon approval of any ordinance designating an area as historic, or removing the designation of historic, the city clerk shall send notice of the fact by mail to the owner or owners of affected property.</p> <p>f. Recordation. Upon designation a historic district, the city council shall cause this designation to be recorded in the official public records of real property of Bexar County, the tax records of the city of San Antonio and the Bexar Appraisal District, and City records including the City of San Antonio's official zoning map.</p> <p>g. Design Guidelines. The city council may designate specific guidelines for particular historic districts. District specific guidelines may be adopted prior to or following designation.</p>	
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A verbal vote was taken, and all voted in affirmative.

MOTION CARRIED

19. Discussion and possible action on UDC amendment item 20-2, affecting section 35-606: Designation Process for Historic Landmarks. (Logan Sparrow, Policy Administrator, 210-207-8691, UDCamendments@sanantonio.gov, Development Services Department).

Cory Edwards, Office of Historic Preservation, agreed with the committee for a single motion for items 14, 15, 16, 17, 18, 19, 20, 21, and 22.

MOTION

A motion was made by Committee Member Maldonado and seconded by Committee Member Cohen to Approve as presented for items 14, 15, 16, 17, 18, 19, 20, 21, and 22.

UDC 2021 Proposed Amendment

Recommended Approval by PCTAC on March 14, 2022

Amendment 20-2

Applicant: Office of Historic Preservation

Amendment Title – Sec. 35-606 – Designation Process for Historic Landmarks

Amendment Language:

Sec. 35-606 - Designation Process for Historic Landmarks.

a. **Authority.** Requests for landmark designation may only be made by or with the concurrence of the property owner or by City Council. Such landmarks shall bear the words "historic landmark" (HL) in their zoning designation. In instances where a property owner does not consent to the landmark designation, the historic preservation officer shall request a resolution from city council to proceed with the designation process prior to any hearing regarding the designation by the historic and design review commission or zoning commission. Notwithstanding the foregoing, a request for landmark designation may be made and approved by the city council. Additionally, requests for designation by a property owner shall be made on a form obtained from the city historic preservation officer through the office of historic preservation. Completed request forms shall be returned to the office of historic preservation for processing. All buildings, objects, sites, structures, or clusters heretofore designated by the city council as historic landmarks under any pre-existing ordinance of the City of San Antonio shall be accorded the protection of properties designated historic landmarks under this chapter and shall continue to bear the words "historic, exceptional" (HE) or "historic, significant" (HS) in their zoning designation.

b. **Initiation.**

1. Any person, the historic and design review commission, zoning commission, the historic preservation officer, or the city council may initiate a request for review of historic significance or evaluation for eligibility for historic landmark designation. Owner consent to initiate historic landmark designation shall be required unless a city council resolution to proceed with the designation has been approved. Requests for historic landmark designation may be requested by or with verified written consent of a property owner and shall be made on a form obtained from the city historic preservation officer. Required application materials are listed in section 35-6129 of this chapter. Completed request forms shall be returned to the office of historic preservation for processing. Additionally, owners may submit with the application a written description and photographs or other visual material of any building, additions, or accessory structures that they wish to be considered as contributing to the historic landmark.

2. Requests made by a person who does not represent the property owner may be made by submitting a Request for Review of Historic Significance. Required application materials are listed in section 35-6129 of this chapter. Completed

4. Upon passage of any ordinance designating a historic landmark, or removing the designation of historic, the city clerk shall send notice of the fact by mail to the owner or owners of affected property.

h. **Subsequent Applications.** Requests seeking a finding of historic significance for a property that was previously determined by OHP or the HDRC to be non-eligible for designation shall require additional evidence that was not previously considered in prior reviews as well as required fees and application materials.

i. **Recordation.** Upon designation of a building, object, site, structure, or cluster as a historic landmark, the city council shall cause this designation to be recorded in the official public records of real property of Bexar County, the tax records of the City of San Antonio and the Bexar Appraisal District, and City records including the City of San Antonio's official zoning maps. Still further, for purposes of clarity in the zoning designation of property, all zoning maps shall reflect exceptional and significant historic landmarks or property in historic districts by inclusion of the words "historic, exceptional" (HE) or "historic, significant" (HS) as a prefix to its use designation as specified in accordance with the general zoning ordinance of the City of San Antonio.

j. **Potentially Eligible Resources.**

1. Previously-Inventoried Resources. Resources previously inventoried by the historic and design review commission but not rated due to age, shall be reviewed upon reaching twenty-five (25) years of age by the commission applying criteria set forth in section 35-607 to determine significance, if any. When a resource is found to meet criteria for historic designation the historic and design review commission at that time may recommend through the zoning commission to city council the designation of such resources following the procedures set forth in this section. Resources listed on federal, state or city inventories, but unevaluated by the historic and design review commission shall be identified in city records.

2. **Uninventoried Resources.** As required under the Certified Local Government (CLG) Program of the National Park Service and the Texas Historical Commission, the office of historic preservation on an ongoing basis shall conduct an inventory of buildings, objects, sites, structures and clusters throughout the city to determine cultural, architectural, historical, or archaeological significance, applying the criteria of section 35-607. For such inventories, the office of historic preservation shall evaluate the resources based on integrity and/or significance. Those buildings, objects, sites or structures found by the commission to meet the criteria for historic landmarks may be recommended for designation following the procedures in subsection (a) of this section. The city, including the office of historic preservation, shall require an inventory of resources in the extraterritorial jurisdiction as part of the master development plan process and the subdivision letter of certification process within the area subject to the MDP or subdivision application unless the office of historic preservation determines, after an initial review, that such an inventory is not required.

3. **Other Resources.** If any building, object, site, structure or cluster is thought to be of historical, architectural, or cultural significance, the historic preservation officer, following an initial investigation of the resource, may refer the matter to the historic and design review commission for a detailed study, review, and official recommendation of the historical, architectural, or cultural status of the building, object, site, structure, or cluster in accordance with the criteria and procedures established in this chapter. All National Register districts or landmarks, state historic

request forms shall be returned to the office of historic preservation for processing. Such request does not initiate the historic designation process or automatically result in interim controls. All applications shall be evaluated by the historic preservation officer and may be referred to the Historic and Design Review Commission for a Finding of Historic Significance in accordance with this section.

c. **Completeness Review.** See section 35-602 of this chapter. For purposes of this section and subsection 35-602(c), the historic preservation officer is the administrative official with original jurisdiction to review applications and submitted written support for completeness.

4. **Evaluation.** Following receipt of a complete application, properties shall be evaluated for eligibility under the Designation Criteria for Historic Districts and Landmarks outlined in 35-607. At his or her discretion, the Historic Preservation Officer may request a review and recommendation by the Historic and Design Review Commission for a Finding of Historic Significance.

e. **Interim Controls.** When an application is made on a building, object, site or structure that has been determined by the historic preservation officer or the historic and design review commission to be an eligible resource for historic designation in accordance with this article, and when written notice informing the property owner of such a determination has been provided, then the provisions of this chapter shall apply to the property until the lesser of one hundred eighty (180) days of the notification or action by city council on the recommendation for designation. This period may be extended at the written request of the property owner at any time. All enforcement provisions outlined in 35-491 shall apply during this period. Should the city council fail to designate the recommended building, object, site, structure or cluster as a historic landmark or the recommended area as a historic district, the director of planning and development services shall issue permits requested providing all City Code requirements are met.

f. **Public Hearing Schedule.** Consideration of the item by relevant boards and commissions shall be scheduled for the next available public hearing which meets all legal notice and quorum requirements. If the property owner requests that the public hearing schedule be extended, then the interim controls period shall be extended for the same amount of time as granted.

g. **Decision.** A Finding of Historic Significance may be approved by the Historic Preservation Officer or by the historic and design review commission by a majority vote of members present. If approved, the Historic Preservation Officer will seek concurrence from the property owner. Property owners may verify or withdraw consent at any time during the designation process.

1. All requests for a change in zoning to include a historic zoning overlay having either written, verified owner consent or resolution by City Council to proceed with the historic landmark designation will be processed in accordance with 35-421.

2. If the subject property owner does not consent to the proposed designation, the Historic Preservation Officer shall request City Council resolution to initiate historic landmark designation.

3. To designate a historic landmark, the city shall obtain consent to the designation by the owner of the property or approval of designation by three-fourths vote of the Historic and Design Review Commission recommending the designation and a three-fourths vote by the City Council. If the property is owned by an organization that is a religious organization under Section 11.20, Tax Code, the property may be designated as a historic landmark only if the organization consents to the designation.

landmarks or sites, or state archaeological landmarks and sites shall be considered eligible and identified for potential review in order maintain compliance with state requirements.

k. **Historic Landmarks Previously Designated by City Council.** All buildings, objects, sites, structures, or clusters heretofore designated by the city council as historic landmarks under any pre-existing ordinance of the City of San Antonio shall be accorded the protection of properties designated exceptional historic landmarks under this chapter and shall continue to bear the word "historic" (H) in their zoning designation.

l. **Use of Property Designated Historic.** Nothing contained in this article or in the designation of property as being a historic landmark or in a historic district shall affect the present legal use of property. Use classifications as to all such property shall continue to be governed by the general zoning ordinance of the City of San Antonio and the procedures therein established. In no case, however, shall any use be permitted which requires the demolition, relocation, or alteration of historic landmarks or of any buildings or structures in a historic district so as to adversely affect the character of the district or historic landmark, except upon compliance with the terms of this article. No provision herein shall be construed as prohibiting a property owner from continuing to use property for a nonconforming use.

m. **Removal of Designation.** Upon recommendation of the historic and design review commission based upon new and compelling evidence and negative evaluation according to the same criteria and following the same procedures set forth herein for designation, a designation made under subsection (a) of this section may be removed by city council following recommendation by the historic and design review commission. Requests shall be filed in accordance with section 35-421 of this chapter.

bo-2

A verbal vote was taken, and all voted in affirmative.

MOTION CARRIED

20. Discussion and possible action on UDC amendment item 20-13, affecting section 35-607(a): Designation Criteria. (Logan Sparrow, Policy Administrator, 210-207-8691, UDCamendments@sanantonio.gov, Development Services Department).

Cory Edwards, Office of Historic Preservation, agreed with the committee for a single motion for items 14, 15, 16, 17, 18, 19, 20, 21, and 22.

MOTION

A motion was made by Committee Member Maldonado and seconded by Committee Member Cohen to Approve as presented for items 14, 15, 16, 17, 18, 19, 20, 21, and 22.

§0-13

UDC 2021 Proposed Amendment

*** Recommended Approval by PCTAC on March 14, 2022***

Amendment 20-13
Applicant: Office of Historic Preservation

Amendment Title – “Sec. 35-607. – Designation Criteria for Historic Districts and Landmarks.”
Amendment Language:

Sec. 35-607. - Designation Criteria for Historic Districts and Landmarks.

(a) **Process for Considering Designation of Historic Districts and Landmarks.** Historic districts and landmarks shall be evaluated for designation using the criteria listed in subsection (b) ~~and the criteria applied to evaluate properties for inclusion in the National Register.~~ In order to be eligible for historic landmark designation, properties shall meet at least three (3) of the criteria listed. Historic districts shall consist of at least two (2) or more structures within a legally defined boundary that meet at least three (3) of the criteria. Additionally, all designated landmarks and districts shall demonstrate clear delineation of the legal boundaries of such designated resources.

(b) **Criteria For Evaluation.**

1. Its value as a visible or archeological reminder of the cultural heritage of the community, or national event;
2. Its location as a site of a significant local, county, state, or national event;
3. Its identification with a person or persons who significantly contributed to the development of the community, county, state, or nation;
4. Its identification as the work of a master builder, designer, architect, or landscape architect whose individual work has influenced the development of the community, county, state, or nation;
5. Its embodiment of distinguishing characteristics of an architectural style valuable for the study of a period, type, method of construction, or use of indigenous materials;
6. Its historical, architectural or cultural character as a particularly fine or unique example of a utilitarian structure, including, but not limited to, bridges, acequias, gas stations, transportation shelters, or other commercial structures;
7. Its unique location or singular physical characteristics that make it an established or familiar visual feature;
8. Its historical, architectural, or cultural integrity of location, design, materials, and workmanship;
9. Its character as a geographically definable area possessing a significant concentration, linkage, or continuity of historically, architecturally or culturally significant sites, buildings, objects or structures united by past events or aesthetically by plan or physical development;
10. Its character as an established and geographically definable neighborhood, united by culture, architectural style or physical plan and development;
11. It is distinctive in character, interest or value, strongly exemplifies the cultural, economic, social, ethnic or historical heritage of San Antonio, Texas or the United States;
12. It is an important example of a particular architectural type or specimen;
13. It bears an important and significant relationship to other distinctive structures, sites, or areas, either as an important collection of properties or architectural style or craftsmanship with few

intrusions, or by contributing to the overall character of the area according to the plan based on architectural, historic or cultural motif.

14. It possesses significant archeological value that has produced or is likely to produce data affecting theories of historic or prehistoric interest;
15. It represents a resource, whether natural or man-made, which greatly contributes to the character or image of a defined neighborhood or community area; or
16. It is designated or ~~determined eligible~~ as a Recorded Texas Historic Landmark or State Archeological Landmark, or is included on the National Register of Historic Places.

Properties eligible for designation include those listed below:

1. Buildings or places which have come to represent a part of San Antonio's cultural heritage for at least twenty-five (25) years;
2. Architectural curiosities, one-of-a-kind buildings and notable examples of architectural styles and periods or methods of construction, particularly local or regional types and buildings by internationally known architects or master builders and important works by minor ones;
3. Properties that are part of a cluster which provide a specific representation of an architectural or historic era or event;
4. Parks, plazas, bridges, streets, walkways, acequias, vistas and objects that have special cultural, historic or architectural significance, including studios of artists, writers or musicians during years of significant activity;
5. Institutions that provide evidence of the cultural history of San Antonio (churches, universities, art centers, theaters and entertainment halls) as well as stores, businesses and other properties that provide a physical record of the experience of particular ethnic groups;
6. Markets and commercial structures or blocks which are important to the cultural life of San Antonio and groups of buildings, structures and/or sites representative of, or associated with particular social, ethnic or economic groups during a particular period;
7. Archaeological sites of cultural importance to local people or social or ethnic groups, such as locations of important events in their history, historic or prehistoric cemeteries, battlefields or shrines;
8. Buildings that physically and spatially comprise a specific historical or architectural environment or clusters of historically, architecturally, or culturally related buildings that represent the standards and tastes of a specific segment of a community or neighborhood;
9. Unrelated structures that represent a historical or cultural progression or various styles and functions, or cohesive townscapes or streetscapes that possess an identity of place;
10. Objects such as fountains, clocks, markers, sculpture, bridges, and acequias which are important to the historical and cultural life of the city and related to a specific location; or
11. Walkways, setbacks, open grass or landscaped areas along the San Antonio River, including special vistas associated throughout city development patterns in and near plazas, parks and riverbanks.

(Ord. No. 98697 § 6) (Ord. No. 2010-06-24-0616, § 2, 6-24-10)

A verbal vote was taken, and all voted in affirmative.

MOTION CARRIED

21. Discussion and possible action on UDC amendment item 20-3, affecting section 35-608 & 35-610: Certificate of Appropriateness Process. (Logan Sparrow, Policy Administrator, 210-207-8691, UDCamendments@sanantonio.gov, Development Services Department).

Cory Edwards, Office of Historic Preservation, agreed with the committee for a single motion for items 14, 15, 16, 17, 18, 19, 20, 21, and 22.

MOTION

A motion was made by Committee Member Maldonado and seconded by Committee Member Cohen to Approve as presented for items 14, 15, 16, 17, 18, 19, 20, 21, and 22.

UDC 2021 Proposed Amendment

*** Recommended Approval by PCTAC on March 14, 2022 ***

Amendment 20-3

Applicant: Office of Historic Preservation

Amendment Title – Sec. 35-608. – Certificate of Appropriateness'

Amendment Language:

Sec. 35-608. - Certificate of Appropriateness and Conceptual Approval—Generally--

a. Applicability.

1. A certificate of appropriateness is required and shall be secured by a party prior to the issuance of a permit from the department of development services before said party will be allowed to undertake activities affecting a designated historic landmark, property within a designated historic district, property within the river improvement overlay district, property within the downtown business district and subject to the Downtown Design Guide, property within a mission protection overlay district, public property, public rights-of-way, public art, or properties determined by the historic preservation officer or the historic and design review commission to be an eligible resource for historic designation and subject to interim controls in accordance with section 35-606(a). Applications proposing work or changes to the exterior of a subject property shall require review for appropriateness with the provisions of this article, and any adopted design guidelines or standards. In addition, the demolition or relocation of any structure designated historic shall also require review for appropriateness in the same manner. Such applications may include, but are not limited to:

- Construction and reconstruction.
- Restoration, additions, restoration and rehabilitation.
- Relocation.
- Stabilization.
- Signage.
- Landscaping.
- Construction or reconstruction of a parking lot.
- Construction or reconstruction of an appearance.
- Acquisition or deaccessioning of artwork.
- Demolition and
- Lighting, furniture and seating plan, and awnings and umbrellas within the Riverwalk area and in the public right-of-way.

2. Non-public interior spaces are exempt from this section unless specifically designated by ordinance. The only interior spaces to be considered for review, and therefore not exempt, are those publicly owned spaces that are, or were, accessible to the public (e.g., lobbies, corridors, rotundas, meeting halls, courtrooms), and those spaces, both public and privately owned, that are individually designated and are important to the public because of any significant historical, architectural, cultural or ceremonial value.

b. Initiation. Requests for a Certificate of Appropriateness shall be made on a form obtained from the city historic preservation officer. Required application materials are listed

- Demolition of a Landmark or Contributing Property. See section 35-614 of this article.
- Demolition of a Non-contributing Property. See section 35-619 of this article.
- Public Property. See section 35-641, 35-642, and 35-643.
- River Improvement Overlay. See section 35-670 through 35-681.
- Downtown Design Guide Area. See Appendix G, Division 1.

f. Decision.

- Administrative Approval. See section 35-611.
- Commission Review. The commission shall make its written final recommendation to either approve, deny, or approve with stipulations the application within sixty (60) days after the historic preservation officer's receipt of the completed application. Applications for a Certificate of Appropriateness forwarded to the commission shall include all required materials and documents from the applicant. If the commission does not make its final recommendation within a sixty-day period, the application shall be deemed recommended by the commission for approval and the city manager or her designee shall either approve, deny, or approve with conditions the application within five (5) days of the applicant's demand. The sixty-day time period may be extended with the concurrence of the applicant if additional time is required for the preparation of information or for research required by the commission. If the property owner requests that the public hearing schedule be extended for any reason, then the sixty-day time period shall be extended for the same amount of time as granted. In cases involving demolition applications, the Historic Preservation Officer may extend this timeline consistent with subsection 35-45(d).
- City Manager Review. Upon receipt of the recommendation by the commission, or on their own initiative, the city manager or designee may implement such recommendation by notifying the applicant within ten (10) business days from receipt of such recommendation that the application has been approved, conditionally approved, or disapproved. The city manager designee for this purpose shall be the historic preservation officer, unless the city manager chooses to designate otherwise. The city manager or designee shall also submit a copy of the decision to the commission for its information, to the department of planning and development services for issuance of permits, and to other departments, as applicable. The city manager or designee shall assure the decision is based on adopted standards and guidelines and was considered by the commission in the determination as to issuance or denial of any certificate.
- Appeal. A decision by the city manager or designee to approve or deny a Certificate of Appropriateness may be appealed to the board of adjustment in accordance with the Local Government Code. In determining whether or not to grant the appeal, the board of adjustment shall consider the same factors as the commission and the report of the commission. New evidence shall not be considered. If the board of adjustment approves the application, it shall direct the city manager or designee to issue a certificate for the work covered. If the board of adjustment disapproves the application, it shall direct the city manager or designee not to issue such certificate. Such disapproval may indicate what changes in the plans and specifications would meet the conditions.

6. Subsequent Applications. In the case of disapproval of an application, a new application for the same work shall not be resubmitted for consideration until one (1) year has elapsed from the date of disapproval. The commission, by a majority of its membership, may waive the aforementioned time limitation if the application presents substantial new evidence that was not considered in the previous action, or incorporates changes based on the previous recommendations of the commission. Until such waiver is granted, a new

shall be reviewed for consistency with the historic or district specific design guidelines adopted by city council. The application shall be reviewed for conformance to the general rules and principles contained in the guidelines. Applications should be approved if in general conformance with the guidelines but denial of an application by the city manager or the city manager's designee may be based on any inconsistency or nonconformance with the approved guidelines.

(Ord. No. 2009-01-15-0001, § 2, 1-15-09) (Ord. No. 2010-06-24-0616, § 2, 6-24-10) (Ord. No. 2012-11-08-0877, § 2, 11-8-12; Ord. No. 2013-10-03-0680, § 2, 10-3-13)

b0-3

In section 35-8129 of this chapter, Completed request forms shall be returned to the office of historic preservation for processing. Applications for certificates of appropriateness may be referred to the historic and design review commission at the discretion of the historic preservation officer. In the case of an application for demolition, applications shall follow procedures specified in sections 35-614 and 35-619 of this chapter.

c. **Completeness Review.** The historic preservation officer shall review an application for a certificate of appropriateness in accordance with section 35-402 of this chapter. The applicant agency for purposes of completeness review (see subsection 35-402(c) of this chapter) shall be the historic and design review commission. Applications determined by the commission to lack sufficient documentation may be considered for conceptual review only.

d. **Conceptual Review.** Conceptual review is the review of general design ideas and principles (such as scale, massing, and design concepts). Specific design details reviewed at this stage are not binding and may only be approved through a certificate of appropriateness for final approval.

e. Approval Criteria

1. **Alteration, Restoration, Rehabilitation, and New Construction on a Landmark or Contributing Property.** In considering whether to recommend approval or disapproval of an application for a certificate to alter, restore, rehabilitate, or add to a building, object, site or structure designated a historic landmark or located in a historic district, the historic and design review commission shall be guided by the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation and provisions adopted by city council as provided in this article. The commission shall also utilize the Historic Design Guidelines as adopted by the city council, and any specific design guidelines adopted pursuant to the Unified Development Code and this article. In reviewing an application for a certificate of appropriateness, the commission shall consider the current needs of the property owner and whether the plans will be reasonable for the property owner to carry out. If conflicting provisions of this chapter and city council approved guidelines have been approved, the city manager or the city manager's designee shall reconcile the conflict if possible so that effect may be given to each. If the conflict is irreconcilable, this chapter shall prevail. Applications shall be reviewed for consistency with the historic or district specific design guidelines adopted by city council. The application shall be reviewed for conformance to the general rules and principles contained in the guidelines. Applications should be approved if in general conformance with the guidelines but denial of an application by the city manager or the city manager's designee may be based on any inconsistency or nonconformance with the approved guidelines.

2. **Signage.** Signs shall conform to chapter 28 of the City Code as well as any other applicable provision of this chapter. Additionally, if an exception from the application of chapter 28 of the City Code of San Antonio has been approved for signage in historic districts or on historic landmarks, such exception shall control. If conflicting provisions of this chapter and city council approved guidelines have been approved, the city manager or the city manager's designee shall reconcile the conflict if possible so that effect may be given to each. If the conflict is irreconcilable, this chapter shall prevail. Applications shall be reviewed for consistency with the historic or district specific design guidelines adopted by city council. The application shall be reviewed for conformance to the general rules and principles contained in the guidelines. Applications should be approved if in general conformance with the guidelines but denial of an application by the city manager or the city manager's designee may be based on any inconsistency or nonconformance with the approved guidelines.

application shall not be considered complete and is not subject to the review periods outlined in subsection f. If a motion to approve such a waiver fails to receive the requisite number of votes, the application shall be considered disapproved; a revised application may be submitted in accordance with this section.

h. **Amendments.** A certificate of appropriateness shall be amended in the same manner as the approval of the original application.

i. **Scope of Approval.** A certificate of appropriateness shall authorize only those modifications to a building or structure requested in the application and approved as provided herein. The historic and design review commission shall recommend approval, denial, or approval with conditions for the application before it, unless said application is revised with the consent of the applicant. Following commission approval and issuance of a certificate, an applicant must secure permits within one hundred eighty (180) days and start work within one hundred eighty (180) days of issuance of permits or the certificate becomes null and void and of no force or effect. Thereafter, the applicant must reapply for reissuance of a certificate to the historic preservation officer. The historic preservation officer will determine whether significant changes have occurred to the final design. If the historic preservation officer determines that significant changes have occurred, then plans must be resubmitted to the commission for rehearing and action.

j. **Recording Procedures.** A certificate of appropriateness need not be recorded, but shall be maintained and displayed by the applicant on the premises. The historic preservation officer shall also retain a copy of the certificate of appropriateness for public inspection.

k. **Enforcement.** See section 45-491.

Sec. 35-609. - Reserved.

Editor's note—Ord. No. 2012-11-08-0877, adopted Nov. 8, 2012, deleted § 35-609, which pertained to criteria for certificate of appropriateness - new construction and derived from Ord. No. 2010-06-24-0616, § 2, adopted June 24, 2010.

Sec. 35-610—Alteration, Restoration, Rehabilitation, and New Construction—

(e) ~~In considering whether to recommend approval or disapproval of an application for a certificate to alter, restore, rehabilitate, or add to a building, object, site or structure designated a historic landmark or located in a historic district, the historic and design review commission shall be guided by the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation and provisions adopted by city council as provided in this article. The historic and design review commission shall also utilize the Historic Design Guidelines as adopted by the city council, and any specific design guidelines adopted pursuant to the Unified Development Code and this article. If conflicting provisions of this chapter and city council approved guidelines have been approved, the city manager or the city manager's designee shall reconcile the conflict if possible so that effect may be given to each. If the conflict is irreconcilable, this chapter shall prevail. Applications shall be reviewed for consistency with the historic or district specific design guidelines adopted by city council. The application shall be reviewed for conformance to the general rules and principles contained in the guidelines. Applications should be approved if in general conformance with the guidelines but denial of an application by the city manager or the city manager's designee may be based on any inconsistency or nonconformance with the approved guidelines. Non-public interior spaces are exempt from this section. The only interior spaces to be considered for review, and therefore not exempt, are those publicly owned spaces that are, or were, accessible to the public (e.g., lobbies, corridors, rotundas, meeting halls, courtrooms), and those spaces, both public and privately owned, that are individually designated and are important to the public because of any significant historical, architectural, cultural or ceremonial value.~~

(f) ~~Signs shall conform to chapter 28 of the City Code as well as any other applicable provision of this chapter. Additionally, if an exception from the application of chapter 28 of the City Code of San Antonio has been approved for signage in historic districts or on historic landmarks, such exception shall control. If conflicting provisions of this chapter and city council approved guidelines have been approved, the city manager or the city manager's designee shall reconcile the conflict if possible so that effect may be given to each. If the conflict is irreconcilable, this chapter shall prevail. Applications~~

A verbal vote was taken, and all voted in affirmative.

MOTION CARRIED

22. Discussion and possible action on UDC amendment item 20-4, affecting section 35-611: Certificate of Appropriateness-Administrative Approval. (Logan Sparrow, Policy Administrator, 210-207-8691, UDCamendments@sanantonio.gov, Development Services Department).

Cory Edwards, Office of Historic Preservation, agreed with the committee for a single motion for items 14, 15, 16, 17, 18, 19, 20, 21, and 22.

MOTION

A motion was made by Committee Member Maldonado and seconded by Committee Member Cohen to Approve as presented for items 14, 15, 16, 17, 18, 19, 20, 21, and 22.

UDC 2021 Proposed Amendment	
*** Recommended Approval by PCTAC on March 14, 2022***	
Amendment 20-4 Applicant: Office of Historic Preservation	3. Windows
Amendment Title – Sec. 35-611. – Certificate of Appropriateness – Administrative Approval	A. Removal of non-historic or inappropriate windows to replace with windows that are more consistent with adopted standards and guidelines
Amendment Language:	B. Restoring original window openings with documentation and elevation drawings
Sec. 35-611. - Certificate of Appropriateness - Administrative Approval.	C. Removal of non-original residential metal awnings.
Applications for certain alterations, additions, ordinary (ppp) or maintenance may be reviewed and approved administratively by the historic preservation officer without review by the historic and design review commission. All applications are subject to a completeness review in accordance with this chapter. All applications must meet the minimum application requirements and materials outlined in Appendix B of this chapter which includes working scale drawings and specifications, a scaled site plan, photographs (current, clear, and color) of the property, and materials samples or examples where necessary. All applications must also demonstrate conformance with the Historic Design Guidelines or any other adopted guidelines and standards in order to be eligible for administrative approval.	D. Repairing window framing, sills, casing and trim.
Those activities eligible for administrative approval include but are not limited to:	E. Removing inappropriate exterior shutters that are not of historic age
1. Administrative Approval – Expedited Review	F. Louvers and venting in which the vents or louvers are placed in an existing opening, in which there is no change in the configuration of the fenestration and the only modification to the building is the removal of existing panels.
1. Ordinary Repair and Maintenance	G. Removal of burglar bars.
A. Repair using the same material and design as the original and does not require substantial modifications to original designs or materials	H. Existing windows and doors that are original to the structure or historically compatible with the style of the structure, but are deteriorated beyond repair as determined by staff, may be eligible for substantial material replacement or reconstruction. Deteriorated beyond repair is generally defined as loss of 50% or more of the original, existing material due to damage, deterioration, or missing elements, not including hardware, glass, or window paning. For example, a wood sash is considered eligible for replacement when two out of its four framing members cannot be salvaged using patching or reinforcing joinery. Repair may include full replacement of materials where existing materials are not salvageable. For substantial repair requests that include the full replacement or reconstruction of window components, the applicant must provide: 1) substantial evidence that the door or window assembly is deteriorated beyond repair and unsalvageable to staff, including interior and exterior photographs of each assembly to be cross-referenced on a submitted window or door schedule, and 2) documentation that covers the scope of the repair and demonstrates that the final reconstructed product will match the existing in material, dimensions, proportions, inset, configuration, and color and meets any adopted standards and guidelines.
B. Repainting of wood and painted masonry.	I. Adding or modifying fenestration on the rear or side facades that is architecturally and stylistically appropriate for the structure, provided that the window material, dimensions, proportions, inset, configuration and color meet CHD's Guidelines and Window Policy Document. Modifications to existing opening sizes, including enclosure or removal, may be considered at the administrative level if 1) the openings have been previously modified and/or are not original, and substantial information to corroborate this is provided by the applicant to staff, or 2) the proposal balances or responds to existing facade details and is deemed appropriate by staff on a case-by-case basis.
C. Reroofing, using the same type and color of material, or other materials in keeping with the architectural style or construction period of the structure.	J. Adding window screens that are historically appropriate in design and material. Applicant must provide documentation on proposed design.
D. Repair of sidewalks and driveways using the similar type and color of materials or other materials in keeping with the character or historic development pattern of the area.	
2. Doors/Entrances	
A. From non-historic to one in keeping with the character and era in which the home was built. Applies to pedestrian entrances and garage doors.	
B. Removal of burglar bars.	
C. Repair or modification to exterior steps or stairways using in-kind material.	
D. Reopening of porch with proper photo documentation or physical evidence and accurate construction documents.	
E. Removal of existing wrought iron or non-original columns or porch railings with new architecturally appropriate replacements	
dimensions, and installation method. Blackout or heavy duty materials are not eligible for administrative approval.	
Siding	
A. Removing non-historic siding in order to un-encapsulate historic siding materials.	B. Paint removal/pressure water washing at appropriate setting; graffiti removal.
B. Existing, non-original siding may be replaced with a new material provided that substantial evidence is provided by the applicant to staff that demonstrates that the proposed replacement siding material is historically accurate or documented for the style of the structure. Wholesale replacement of historic siding material with matching materials is only eligible for administrative approval where more than 50% of the original material are significantly deteriorated and deemed unsalvageable by staff. Replacement of any existing, historic siding material (stucco, wood lap, stone) with a modern, composite material is not eligible for administrative approval and is highly discouraged.	C. Art mural installations on non-primary facades of commercial buildings that do not include signage elements or permanently obscure or detract from architectural features.
5. Roofing	8. Landscaping
A. Removal of composite roof shingles and replacing with clay tiles with historical documentation	A. Replacing paved areas with sod or other landscaping.
B. Removal of composite roof shingles and replacing with metal roofing material with historical documentation and specifications. New metal roofs must conform to the Historic Design Guidelines Checklist for Metal Roofs.	B. Front yard landscaping or xeriscaping proposals that meet CHD's Xeriscaping and Responsible Landscaping Policy Guide and retain at least 50% of the existing landscaped area and incorporate native, drought-tolerant species provided that a detailed site plan is submitted to staff and no significant character defining landscaping features are removed or modified (berms, etc.).
C. Changing color of composite roofing material	C. Sprinkler system with site map
D. Changing color of existing metal roof with appropriate specifications and details.	D. Backyard landscaping
E. Removal of existing roofing material if non-original or deteriorated beyond repair and replacing with roofing material that is historically and architecturally appropriate.	E. Creation of new planting beds or gardens in keeping with the Historic Design Guidelines
6. Additions	9. Hardscaping
A. Additions to any rear accessory structure, provided that the original form is distinguishable, that the new, total footprint of the accessory does not exceed forty (40) percent of the primary historic structure on the property, and, that materials that match that of the primary historic structure, or materials that meet staff's specifications in regards to profile, texture, detailing and appearance are used.	A. Impervious parking pads under one hundred forty-four (144) square feet in historically-appropriate contexts (side or rear yards, adjacent behind the front wall plane of the primary historic structure on the site).
B. Additions to primary historic structures on the property that are less than 400 square feet total area and features materials that match that of the primary historic structure, or materials that meet staff's specifications in regards to profile, texture, detailing and appearance. If an inset in wall plane is proposed, composite siding may be used. If no inset is proposed, matching wood siding shall be used with a vertical trim piece separating the addition from the historic structure. Rear porches must continue to read as porches or open air elements.	B. Sidewalks residential/commercial with contextually appropriate placement (such as a traditional planting strip).
7. Painting	C. Driveway construction if no more than ten (10) feet in width and consistent with guidelines.
A. Repainting wood or other previously-painted surfaces with solid colors. Color selection is generally not reviewed, but may be informed where district-specific guidelines have been adopted.	D. Parking with appropriate landscaping (non-historic properties)
	10. Fencing
	A. Removal of chain link, plywood, or vinyl and replacing with wood, wrought iron, garden hoop, masonry, or otherwise consistent with the design guidelines
	B. Replacing or recreating any fence or handrail with historic document and elevation drawings.
	C. Installing or constructing a fence, railing, or wall where none exists (sides and rear only behind front facade plane of historic structure) with appropriate materials and elevation drawings.
	D. Patio or outdoor cafe fencing that is not taller than four feet in height and not located in the public right-of-way
	11. Signage
	A. Changes in content or configuration (re-facial) that do not involve changes in sign location, dimensions, lighting or total sign area
	B. Signs that are consistent with HDRC approved master signage plans
	C. Temporary banners or signs where allowed by this article
	D. Signs that comply with UDC sections 35-678, 35-612, 35-681 or 35-645, and have a square footage equal to or less than the requirements outlined. Signage applications above the allowable square footage shall be forwarded to the historic and design review commission for their recommendation.

- E. Signage that is consistent with the UDC Section 35-678; 35-681, the Downtown Design Guide and the Historic Design Guidelines or signage that utilizes new methods or materials to meet the intent of any adopted guidelines and standards
12. New Construction
- A. An ADA ramp on the rear or side of a historic structure that does not immediately attach to, deform or modify the structure or historic materials provided that detailed and dimensioned construction documents are submitted along with a detailed site plan. Temporary ramps may be installed on front of a structure provided it is not attached and is removed within 180 days. COAs may be extended with demonstrated need and a timeline for removal.
- B. Rear porch with elevation drawings.
- C. Rear deck with accurate measured site plan.
- D. Swimming pools, fountains, pergolas, or seating areas in back yard.
- E. Systematic deconstruction of existing historic rear accessory structure to reassemble in same location on site. Elevation drawings need to be submitted with the request.
- F. Backyard canopies, pavilions, outdoor kitchens, or other structures that are not visible from the public right of way and meet historic design guidelines.
13. Demolition Activity
- A. Reopen enclosed porch
- B. Carports and freestanding canopies or pergolas that are made of non-historic materials
14. Miscellaneous
- A. Reasonable changes in color to awning fabric that are consistent with the district or landmark characteristics.
- B. Removal of any prohibited element described in City Code.
- C. Changes to existing certificates of appropriateness or changes that are in keeping with the Historic Design Guidelines and do not materially or measurably increase the approved scope of work.
- D. Emergency installation of temporary features to protect a historic resource or to weatherize or stabilize
- E. Foundation with no modifications to skirting design; replacement skirting may utilize a cement board product installed with a similar design as existing.
- F. Mechanical units.
- G. Exterior electrical
- H. Exterior plumbing.
- I. Exterior electrical fixtures.
- J. Glass replacement
- K. Screening for dumpsters or service areas.
- L. Replacement or removal of non-original fixtures or lighting elements

screens closely match the existing window pattern; and 3) the screens are inset within the existing window frame.

- B. Adding fenestration that is architecturally and stylistically appropriate for the structure, provided that the window material, dimensions, proportion, inset, configuration, and color meet OHP's Guidelines and Window Policy Document. Modifications to existing opening sizes, including enclosure or removal, may be considered at the administrative level if 1) the openings have been previously modified and/or are not original, and substantial information to corroborate this is provided by the applicant to staff, or 2) the proposal balances or responds to existing facade details and is deemed appropriate by staff on a case-by-case basis.
5. New Construction.
- A. Approval of a site plan that is fully consistent with the Historic Design Guidelines for the purposes of recommending a change in zoning request to the Zoning Commission. Infill worksheets must be completed and submitted for consideration.
- B. Detached carports set behind the front facade of the primary structure covering a parking area of no more than 400 sf. Carport designs must be consistent with the Historic Design Guidelines and any adopted standards or guidelines.
6. Repair and Maintenance.
- Selective replacement of original materials with new, substitute materials that are consistent with adopted guidelines and standards. Replacement materials must be proven to be a match in terms of appearance, texture, and dimension.
7. Telecommunication equipment.
- A. Installation of equipment onto existing infrastructure in the public right-of-way including but not limited to utility poles, street light poles, and traffic light poles; the equipment must feature a stealth aesthetic and be flush mounted to the greatest extent possible.
- B. Installation of equipment mounted onto rooftops or parapets of buildings that are minimally visible from public right-of-way, feature a stealth aesthetic, and be flush mounted to the greatest extent possible.
- C. All installation of telecommunication equipment must adhere to UDC Sec-29-139. Attachments to Poles Including Division V. Additional Aesthetic Requirements in Design Districts.
- D. Installation of a new pole or the use of a new stealth aesthetic may require additional review by the Historic Preservation Officer and/or the Historic Design Review Commission.
8. Miscellaneous.
- A. Finding of Historic Significance reviewed in accordance with 35-607.
- B. Demolition or partial demolition of a non-contributing resources or structures and demolitions of non-contributing additions or portions of a resource or structure reviewed in accordance with 35-619.

- M. Rooftop HVAC, mechanical or communication equipment that is not visible from the public right-of-way and results in no modifications to the visible facades of the building
- N. Mission protection overlay district applications being reviewed for height/angle conformity only.
- O. Any modifications that restore an original architectural element or modify a non-original element to one that is more in consistent with the Historic Design Guidelines
- P. Small sheds in the rear yard (less than 200 sq feet) not on a permanent foundation and featuring materials comparable to the historic structure on site or in the district
- Q. Applications for signage in the Downtown Business District consistent with the Downtown Design Guide and all other applicable standards and guidelines.

2. Administrative Approval – Standard 10-day Review.

Requests for Certificates of Appropriateness that are eligible for Administrative Approval which do not allow for an expedited review may be approved following a 10-business day review period. Staff reserves the right to refer any request to the Historic and Design Review Commission for any reason. At any time, the Commission may adopt policy documents consistent with the Historic Design Guidelines to inform administrative approval.

1. Fencing

A new front yard fence that meets adopted standards and guidelines and does not exceed 4 feet in height or the height of an adjacent contributing fence, a material and design that is consistent with historic precedents in the district or vicinity does not feature a front gate that spans the driveway at the sidewalk, and that meets all development standards as outlined in UDC Section 35-514. Front yard fences in neighborhoods or areas which do not predominately feature front yard fences shall require review by the Commission.

2. Porch

The enclosure of a rear porch with detailed and dimensioned construction documents, materials that match that of the primary historic structure, or materials that meet staff's specifications in regards to profile, texture, detailing and appearance. Porches must continue to read as porches or open air elements. Front porch enclosures or enclosures of highly visible side porches are not eligible for Administrative Approval.

3. Additions

Any rear addition that is fully consistent with the Historic Design Guidelines.

4. Windows & Fenestration Modifications

- A. Installation of exterior storm screens or windows provided that the original windows are retained underneath and the following conditions are met: 1) no existing screens or storms are present; 2) the proportion, configuration, dimensions, and materiality of the

- C. The historic and design review commission from time to time may designate additional work types for administrative approval with the adoption of additional standards or guidelines.

Ordinary Repair and Maintenance

- ~~a) Repair using the same material and design as the original and does not require structural modifications.~~
- ~~b) Repainting using the same color.~~
- ~~c) Reroofing using the same type and color of material.~~
- ~~d) Repair of sidewalks and driveways using the same type and color of materials.~~
- Exterior Alterations**
- ~~Doors/Entrances~~
- ~~a) From non-historic to one in keeping with the character and era in which the home was built.~~
- ~~b) Removal of burglar bars.~~
- ~~c) Repair or slight modification to exterior steps or stairways using in-kind material.~~
- ~~d) Reopening of porch with proper photo documentation or physical evidence.~~
- Windows**
- ~~a) Removal of non-historic windows to replace with windows that match the original windows as closely as possible in material and design.~~
- ~~b) Restoring original window openings with documentation.~~
- ~~c) Removal of residential metal awnings.~~
- ~~d) Repairing window framing.~~
- ~~e) Removing inappropriate exterior shutters that are not of historic age.~~
- ~~f) Louvers and venting in which the vents or louvers are placed in an existing opening, in which there is no change in the configuration of the fenestration and the only modification to the building is the removal of glazing panels.~~
- ~~g) Removal of burglar bars.~~
- Siding**
- ~~a) Removing non-historic siding in favor of historic siding materials.~~
- Roofing**
- ~~a) Removal of composite roof shingles and replacing with clay tiles with documentation.~~
- ~~b) Removal of composite roof shingles and replacing with metal roofing material with documentation and specifications.~~
- ~~c) Changing color of composite roofing material.~~
- ~~d) Changing color of existing metal roof with appropriate specifications and details.~~
- Additions**
- ~~a) Any rear addition under two hundred (200) square feet using same (non-historic) material as existing structure as well as existing roof ridge line for non-contributing structures must include plans with specification.~~
- Painting**
- ~~a) Reasonable changes to paint colors on previously painted surfaces which are consistent with the district or landmark character.~~
- ~~b) Paint removal/pressure water washing/graffiti removal.~~
- Landscaping**
- ~~a) Replacing paved areas with sod or other landscaping.~~
- ~~b) Fifty (50) percent or less square feet of front yard replacement.~~
- ~~c) Sprinkler system with site map.~~
- ~~d) Back yard landscaping.~~
- ~~e) Removal of existing landscaping or sod areas and replacing with xeriscaping where not removing character-defining landscaping elements.~~
- ~~f) New plantings in keeping with the character of neighborhood.~~
- Hardscaping with site map and specifications**
- ~~a) Parking pads under one hundred forty-four (144) square feet.~~
- ~~b) Sidewalks residential/commercial with contextually appropriate placement (such as a traditional planting strip).~~

~~e) Driveway construction if less than twelve (12) feet in width and consistent with guidelines~~
~~f) Parking with appropriate landscaping (non-historic properties)~~
Fencing-
~~a) Removal of chain-link, plywood, or vinyl and replacing with wood, wrought-iron, garden-loop, or masonry~~
~~b) Replacing or recreating any fence or handrail with historic document~~
~~c) Installing or constructing a fence, railing, or wall where none exists (sides and rear only behind front facade plane of historic structure) with appropriate materials~~
Signage-
~~a) Changes in content or configuration (re-facing) that do not involve changes in sign location, dimensions, lighting or total sign area~~
~~b) Signs that are consistent with HDRC approved master signage plans~~
~~c) Temporary banners or signs where allowed by this article~~
~~d) Signs that comply with UDC sections 35-678, 35-612, 35-681 or 35-645, and have a square footage equal to or less than the requirements outlined. Signage applications above the allowable square footage shall be forwarded to the historic and design review commission for their recommendation~~
New Construction-
~~a) Rear ADA ramps~~
~~b) Rear porch~~
~~c) Rear deck~~
~~d) Swimming pools, fountains in back yard~~
Demolition-
~~a) Non-historic accessory structure that is made of non-historic materials~~
~~b) Non-historic additions that are made of non-historic materials~~
~~c) Reopen enclosed porch~~
~~d) Carports that are made of non-historic materials~~
~~e) Non-contributing structures located in historic district that are made of non-historic materials~~
Miscellaneous-
~~a) Reasonable changes in color to awning fabric that are consistent with the district or landmark characteristics~~
~~b) Renewal of expired certificates of appropriateness~~
~~c) Removal of any prohibited element described in City Code~~
~~d) Minor changes to existing certificates of appropriateness~~
~~e) Emergency installation of temporary features to protect a historic resource or to weatherize or stabilize~~
~~f) Foundation~~
~~g) Mechanical units~~
~~h) Exterior electrical~~
~~i) Exterior plumbing~~
~~j) Exterior electrical fixtures~~
~~k) Antennas~~
~~l) Glass replacement~~
~~m) Dumpsters with screening~~
~~n) Lighting~~
~~o) Rooftop HVAC, mechanical or communication equipment that is not visible from the public right-of-way and results in no modifications to the visible facade of the building~~
~~p) Mission protection overlay district applications being reviewed for height angle conformity only. A clear photograph of the building, object, or structure to be repaired, a brief description of the intended work, and samples of replacement materials or paint for comparison with the existing building, object, or structure must be furnished with the application. Site plan and specifications may be required as needed for adequate administrative review as determined by the historic preservation officer.~~
(Ord. No. 2010-06 24-0616, § 2, 6 24-10) (Ord. No. 2014-10-02-0742, § 2, 10 2-14)

A verbal vote was taken, and all voted in affirmative.

MOTION CARRIED

23. Discussion and possible action on UDC amendment item 20-5, affecting section 35-614: Demolition. (Logan Sparrow, Policy Administrator, 210-207-8691, UDCamendments@sanantonio.gov, Development Services Department).

Cory Edwards, Office of Historic Preservation, requested a continuance for items 23 and 24 due to a pending meeting with stakeholders regarding the amendments.

MOTION

A motion was made by Committee Member Hanley and seconded by Committee Member Maldonado to continue items 23 and 24 to a future PCTAC meeting date, TBD.

A verbal vote was taken, and all voted in affirmative.

MOTION CARRIED

24. Discussion and possible action on UDC amendment item 20-14, affecting section 35-620: Demolition of Permit Review. (Logan Sparrow, Policy Administrator, 210-207-8691, UDCamendments@sanantonio.gov, Development Services Department).

Cory Edwards, Office of Historic Preservation, requested a continuance for items 23 and 24 due to a pending meeting with stakeholders regarding the amendments.

MOTION

A motion was made by Committee Member Hanley and seconded by Committee Member Maldonado to continue items 23 and 24 to a future PCTAC meeting date, TBD.

A verbal vote was taken, and all voted in affirmative.

MOTION CARRIED

25. Discussion and possible action on UDC amendment item 5-50, affecting section 35-645(f)(3)F: Signs and Billboards. (Logan Sparrow, Policy Administrator, 210-207-8691, UDCamendments@sanantonio.gov, Development Services Department).

Cory Edwards, Office of Historic Preservation, stated the request is to define government signs.

MOTION

A motion was made by Committee Member Maldonado and seconded by Committee Member Reid to approve as amended.

- (f) **Prohibited Signs.** Signs that shall not be permitted include:

- (3) Digital and/or LED lighted signs, not to include LED light sources that do not meet the definition of a sign, with or without rotating, flashing lettering, icons or images. Except as provided below:

F. Signs by a Government Agency meeting the definition of a Government Sign, provided that all other applicable design standards and guidelines are met or otherwise approved through a Certificate of Appropriateness.

Amendment Title – ‘Sec. 35-A101. – Definitions and Rules of Interpretation.’

Amendment Language:

Government Signs - Signs by a Government Agency for the purpose of providing public information, legal notices, or benefit to the general public.

A verbal vote was taken, and all voted in affirmative.

MOTION CARRIED

Directors Report: Update on UDC Amendment Process

Logan Sparrow, Policy Administrator, went over the upcoming amendments.

ADJOURNMENT

There being no further business, the meeting was adjourned at 3:03 pm

APPROVED

George Peck, Chairman

ATTEST:

Logan Sparrow, Executive Secretary