CITY OF SAN ANTONIO
DEVELOPMENT SERVICES DEPARTMENT
P.O. BOX 839966 I SAN ANTONIO TEXAS 78283-3966

IAS
ACCREDITED
Building Department

UDC Amendment Request Application for External Parties
(neighborhoods, external agencies, stakeholders, etc.)

Part 1. Applicant Information

Name: Steve Versteeg   *Organization (if applicable):* Tier One Neighborhood Coalition

Address: ▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮

Phone: ▮▮▮▮▮▮▮▮   *Email:* ▮▮▮▮▮▮▮▮

Signature: _[signature]_   *Date:* 1/30/2022
(*Include title if representing a governmental agency or public/private organization*)

Part 2. Basis for Update (check only one)

☐ Clarification amendments to provide for ease of interpretation and understanding of the existing provisions of the UDC (Note: Clarification amendments should not change or alter the intent or meaning of existing UDC provisions)

☐ Editing change that does not alter the impact of the provisions being addressed including changes such as spelling, grammar correction, formatting, text selection, or addition of text in compliance with existing ordinance, statutes or case law

☐ Completed Rule Interpretation Determination (*RID*)

☐ Requested by the Zoning Commission, Planning Commission, Board of Adjustment, HDRC, City Council or other appropriate city board or council (CCR, resolution or signature of the chairperson is required)

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

☐ Modify procedures and standards for workability and administrative efficiency

☐ Eliminate unnecessary development costs

☐ Update the procedures and standards to reflect changes in the law or the state of the art in land use planning and urban design

☒ See Part 4 (*if none of the provided choices in this section apply, please discuss the reasons for the proposed update in Part 4*)

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

Add email notifications and include community organizations to increase particpation and equity.

UDC 2021 Proposed Amendment

Amendment 16-11

Applicant: Tier One Neighborhood Coalition – Steve Versteeg

Amendment Title – 'Sec. 35-403. – Notice Provisions'

Amendment Language:

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Table 403-1

Notice Requirements

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)
Type of Notice	Amendments to Master Plan	Amendments to future land use or text changes to the Community, Neighborhood, Perimeter or Sector Plans	Rezoning	Master Development Plan	Items Requiring Public Hearing Before the Board of Adjustment	Subdivision Plat, Major	Subdivision Plat, Minor	Certificate of Appropriateness (Not Including Administrative Approval Certificates)	Permits, Orders or Approvals Not Mentioned Requiring Public Hearing	Request for Demolition of a Historic Landmark or Potential Historic Landmark	Historic Designation Application Approved by Historic Preservation Officer	Applications within Neighborhood Conservation Districts and Historic Districts
Publication: Publication in an official newspaper of general circulation before the 15th day before the date of the hearing.	*	*	*	—	*	*(6)	*(6)	—	*	—	—	
Mail : Written notice of the public hearing shall be sent.	—	*(1)(2)	*(1)(2)	—	*(1)(2)	*(6)	*(6)	—	*(1)	*(1)(2)	*(2)(8)	
Internet: Post notice on the city's Internet website until the process has been completed.	*(7)	*	*	*(7)	*	*(7)	*(7)	*	*	*	—	
Signage: Post a sign on the property subject to the application. Signs to be installed and provided by the city	—		*(4)(5)	—	—	—	—	*	—	* (3)	—	
E-Mail: Courtesy Reports of Applications shall be sent.	(2)(10)	(2)(10)	(2)(10)	(2)(10)	(2)(10)	(2)(10)	(2)(10)	(2)(10)	(2)(10)	(2)(10)	(2)(10)	*(9)

Notes:

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

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

(3)   The sign shall measure not less than eighteen by twenty-four inches and shall contain:
       City's name,
       HDRC Case #_____,
       Name of Case Manager, and
       Contact telephone number.
       The sign shall be constructed of corrugated plastic sign stock and shall be in a highly visible fluorescent style color with contrasting colors. Lettering shall be a block font in as large a type as permitted by the sign size.

(4)   The sign shall measure not less than twenty-four (24) by thirty-six (36) inches and shall contain:
       City's name,
       Zoning Case#_____
       Contact telephone number of case manager
       (General) Purpose: From_____To_____
       The sign shall be constructed of corrugated plastic sign stock and shall be in highly visible fluorescent style color with contrasting colors. Lettering shall be a block font in as large a type as permitted by the sign size.

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

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

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

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

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

(10) Notice shall be sent to registered community organizations within two hundred (200) feet of the project.

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