



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



TO: Board Liaison and Zoning Section

SUBJECT: **Board Liaison Responsibilities for Board of Adjustments and Zoning Commission**

DATE: March 18, 2016

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### **Zoning Commission**

- Applicant submits application at the counter and consults with a Senior Planner with the information for the appropriate documents, the application deadline dates and meeting timelines, and the fees associated with the proposed application
- Board Liaison receives check and checklist invoice and processes for payment through MARR system.
- Case manager assigned
- One week after every deadline date: Update the tentative schedule report for the next two (2) upcoming meeting dates online on the DSD website. Send report to Department Website administrator.
- One week after the deadline date submittal, email the cases to the Zoning Commissioner per District, the Council Aide per District, and the case manager assigned. (Ex: D-1 case emailed to D-1 Commissioner & D-1 Council Aide)
- On Fridays 11 days prior to the Zoning Commission Meeting, after the Case Managers create the File Ids in Legistar for each case scheduled on the specific meeting date, generate the File Id report from Legistar using the Zoning Commission header and meeting date. The File Id report will have the corresponding cases by a specific Legistar File ID to locate and enter into the compiled agenda
- On Fridays 11 days prior to the Zoning Commission Meeting, compile coversheet with the Legistar template for the Zoning Commission with the meeting time, date, and location. Information included on the coversheet: the Commissioners names and Districts, work session time, the format of the meeting, scheduled cases listed in order, Director's Report information, Executive Session information, the Disability and Translator services (in English and Spanish) provided by the City of San Antonio along with the contact information
- Turn in the Coversheet to the Principal Planner a week in advance for review by management and staff
- Make revisions to the coversheet based on comments received and adjust the order of the cases



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- If calls are received by the Board Liaison or Case Manager(s), work with the Principal Planner for any cases that need translation service. Contact World Wide Languages to schedule the translator for the meeting date. Reservations can be made by calling World Wide Languages & Communication at 210-805-8844 or afterhours at 210-777-7261. Company is located at 243 W Sunset Road, 78209 Reservations can be made online at [www.worldwidelanguages.net/intrequest.html](http://www.worldwidelanguages.net/intrequest.html)
- The translation request needs to be completed 48 hrs prior to the meeting. Any agenda items need to be scheduled at the beginning of the meeting (this will help minimize costs). Any request for a translator by an applicant that occurs at the meeting will require that item to be postponed to the next agenda at no cost to the applicant.
- 4 days prior to the meeting, finalize review for management before posting electronically to the in-site calendar at [SanAntonio.gov](http://SanAntonio.gov) and at City Hall downtown in the kiosk outside
- Posting: Friday before the meeting date, print 3 copies of the finalized agenda to have time stamped by the Office of the City Clerk and posted downtown at City Hall (1 copy for posting outside in the kiosk at City Hall, 1 copy for OCC, and 1 copy for staff). Post finalized agenda electronically in-site at [SanAntonio.gov](http://SanAntonio.gov)
- Send Emails with the hyperlink of the electronic agenda. Email City Council/Council Aides, and the Zoning Commissioners
- Print out the Zoning Commission Agenda packet (4: Planning manager, Principal planner, City Attorney, and Staff filing copy)
- Print out about 30-40 copies of the coversheet for the citizens
- Meeting Date: Set up the board room for the meeting, have the sign in sheets and coversheets for the citizens, have the computer screens in the board room operating for the Commissioners to view the agenda and the power point during the Commission meeting
- Have the recording equipment ready for the meeting, and prepare the coffee and water
- Meeting Time: Gather all the sign in sheets, start the recording, and call the citizens to be heard per case
- Call Roll Call, and Roll Call Vote per case
- After the meeting: clear out the board room and stop the recording
- Minutes: Draft the minutes into the Zoning Commission template based on the order the cases were heard, the notes taken at the meeting, and the audio recording of the meeting.



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## **Board of Adjustments**

- Applicant submits application at the counter and consults with a Senior Planner with the information for the appropriate documents, the application deadline dates and meeting timelines, and the fees associated with the proposed application
- Board Liaison receives check and checklist invoice and processes for payment through MARR system.
- Once meeting date is determined, email all the cases to GIS for mapping
- Case manager will be assigned per case and case labels are made for the folders
- On Fridays 10 days prior to the Board of Adjustment Meeting, after the Case Managers create the File Ids in Legistar for each case scheduled on the specific meeting date, generate the File Id report from Legistar using the Board of Adjustment header and meeting date. The File Id report will have the corresponding cases by a specific Legistar File ID to locate and enter into the compiled agenda
- On Fridays 10 days prior to the Board of Adjustment Meeting, compile coversheet with the Legistar template for the Board of Adjustment with the meeting time, date, and location. Information included on the coversheet: the Commissioners names and Districts, work session time, the format of the meeting, scheduled cases listed in order, Director's Report information, Executive Session information, the Disability and Translator services (in English and Spanish) provided by the City of San Antonio along with the contact information
- Turn in the Coversheet to the Senior Planner a week in advance for review by management and staff
- Make revisions to the coversheet based on comments received and adjust the order of the cases
- If calls are received by the Board Liaison or Case Manager(s), work with the Principal Planner for any cases that need translation service. Contact World Wide Languages to schedule the translator for the meeting date. Reservations can be made by calling World Wide Languages & Communication at 210-805-8844 or afterhours at 210-777-7261. Company is located at 243 W Sunset Road, 78209 Reservations can be made online at [www.worldwidelanguages.net/intrequest.html](http://www.worldwidelanguages.net/intrequest.html)
- The translation request needs to be completed 48 hrs prior to the meeting. Any agenda items need to be scheduled at the beginning of the meeting (this will help minimize costs). Any request for a translator by an applicant that occurs at the meeting will require that item to be postponed to the next agenda at no cost to the applicant
- Finalize review for management before posting electronically to the in-site calendar at [San Antonio.gov](http://San Antonio.gov) and at City Hall downtown in the kiosk outside
- Posting: Friday before meeting date, print 3 copies of the finalized agenda to have time stamped by the Office of the City Clerk and posted downtown at City Hall (1 copy for posting outside in kiosk at City Hall, 1 copy for OCC, and 1 copy for staff). Post finalized agenda electronically in-site at [San Antonio.gov](http://San Antonio.gov)



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- Send Emails with the hyperlink of the electronic agenda. Email the Board of Adjustment members, City Council & Council Aides, and Staff
- Print out the Board of Adjustment Agenda packet (3: Planning manager, City Attorney, and Staff filing copy)
- Print out about 20-30 copies of the coversheet for the citizens
- Meeting Date: Set up the board room for the meeting, have the sign in sheets and coversheets for the citizens, have the computer screens in the board room operating for the Board members to view the agenda and the power point during the meeting
- Have the recording equipment ready for the meeting, and prepare the coffee and water
- Meeting Time: Gather all the sign in sheets, start the recording, and call the citizens to be heard per case
- Call Roll Call, and Roll Call Vote per case
- After meeting: clear out the board room and stop the recording
- Minutes: Draft minutes into the Board of Adjustment template based on the order the cases were heard, the notes taken at the meeting, and the audio recording of the meeting.