



CITY OF SAN ANTONIO
**DEVELOPMENT SERVICES
DEPARTMENT**

TO: DSD/Land Development - Land Entitlements Staff

SUBJECT: **Standard Operating Procedure 525** Procedure for “Planning Commission (PC) Agenda Preparation”

DATE: August 26, 2010; *revised* October 24, 2012, *revised* March 17, 2016

3 - Weeks before the PC meeting:

Thursday:

- Planners enter Public Hearing notices for Commercial Recorder. See public notice template request for publication is sent to:
 - Email to: Cynthia Castillo: ccastillo@expres-news.net
 - CC email to: Luz Gonzales: Luz.Gonzales@sanantonio.gov
 - Rachel Ramirez: Rachel.Ramirez@sanantonio.gov
 - Veronica Hernandez: Veronica.Hernandez@sanantonio.gov
 - David Linares: David.Linares@sanantonio.gov
- Planners prepare Public Hearing notices for replats and send 15 days prior to the scheduled meeting date. Any requests for translation services will be coordinated through www.worldwidelanguages.net or reservations may be made by phone with Justin Surface at (210)805-8844. Requests require 24 hour advanced notice.

2 - Weeks before the PC meeting:

Monday:

- Planners enter filing date on TPLT system for all plats meeting PC agenda deadline.

Tuesday:

- Planners confirm if updates are needed to the SAWS screen for any BSL Replats.
- Planners send email to agencies for Pre-Approval.

Wednesday:

- Place agenda item caption and recommendations into Legistar for the next scheduled meeting.
- Planners place PC recommendations and one set of blue lines on the Subdivision table.

Friday:

- Draft PC agenda is sent to all stake holders, to include the Deputy City Managers, and the Executive Team.

1- Week before the PC meeting:

Tuesday:

- Senior Planner begins review of Draft Agenda – All case managers are on standby in case questions come up regarding their project.

Wednesday/Thursday:

- Draft Agenda Packet is compiled and provided to Principle Planner and Planning Manager to review final PC Agenda and back-up documentation one last time for any changes or corrections.
- Comments are provided to Planners to make corrections to the staff recommendations.
- Final corrections are entered into Legistar.
- If calls are received by the Board Liaison or Case Manager(s), work with the Management Analyst 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
- 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.

Friday:

- AA Duties:
 - Post Agenda online and downtown at City Hall.
 - Email the Legistar link of the PC Agenda to PC Commissioners.
 - Confirm Commissioners attendance for the meeting
 - Provide an attendance report to PM regarding attendance by COB Monday.
 - Remind PC of the start time of work session.
 - Place original PC Agenda and back-up documents in the PC binder and PDF version on line in the K drive.
 - 2- Single sided sets are provided to the Lead Planner and Planning Manager binders for PC Meeting.
 - 3 – Double sided agendas are provided to the Senior Engineer, PC and one extra for staff
 - Prepare folder for all resolutions for the PC Agenda and the minutes from previous meeting.
 - Bookmarks PC Agenda and back-up material according to agenda PC coversheet.
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- Management Analyst Duties:
 - Arrange the Mylar's in numeric order and bundle together. Be sure the original is first. Check the Mylar's again for:
 - All signatures required.
 - No blanks left except for P/C and County Clerk (and county judge if applicable).
 - All seals as required (notary, engineer, surveyor).

- Must have PC block and NOT Director block.
- General conformance overall.
- Place 'SIGN HERE' tabs on each of the sheets of Mylar's and PUD's documents. Flag each Mylar that is to be transmitted to county, public hearing date filled in and vacating declarations. Attach all vacating declarations to plats.
- Prepare a Plat/PUD Approval memo for each file. Bundle together and set aside.
- Prepare transmittals for any plats to be sent to County. Bundle together and set aside. (Will add copy of approval memo, copy of performance agreement/legal instruments, if any; and two blue lines at time of transmittal).
- Prepare deferral approval distribution with staff recommendation attached, printout from TPLT (260 screen**). Include one blue line each for House Numbering and building permitting. Bundle together and set aside.

The week of the meeting:

Monday:

Administrative Assistant duties:

- Prepare the appropriate sign in sheets for the PC meeting.
- Prepare meeting signs that will be placed in the lobby and on doors the day of the meeting.

Tuesday:

- Management Analyst ensures Sharpie black fine tip markers are available and working for Chair and Secretary signatures on approved documents.
- Ensure all presentations have been received for cases.

Wednesday before meeting:

AA duties:

- Verify that Tobin Room and Board Room are clean and set up appropriately
- Post meeting signs on each door of the boardroom and at the front counter.
- Coordinate with ITSD liaison to set up computers and audio.
- Place copies of agenda cover sheet and place on lead table in board room.
- Place sign-in sheet with pens on lead table in board room.
- Prepare main recorder to record the PC Meeting.
- Set-up name plates for PC members and Staff
- Prepare drinks for PC members.
- Place tape recorder, back-up tape, extra batteries, and extra copies of the agenda on Tobin Room table nearest the clock on the wall.
- Place the resolution/minute folder on the table for the PC Chair signature.

Wednesday during the meeting:

- AA shall follow agenda and discussion for proper role call and minutes.
- Planners shall follow agenda and discussion for applicable interaction as needed.
- Any request for a translator that occur at the meeting will require that item to be postponed to the next agenda at no cost to the applicant.

MA duties:

- After deferrals are approved, distribute copies to applicant and/or engineer if they are present at meeting.
- As applicable take Mylars/PUDs to PC Chair and Assistant Director for signature.

Wednesday after meeting:

AA duties:

- Retrieve audio from media control room
- Turn off applicable equipment in media control room.
- Pick up all name plates, agendas and copies and replace in appropriate locations.
- Remove posted meeting signs.
- Remove PowerPoint's from the computer (IMPORTANT- please place any power points by applicants in applicable files found at: [K:\Land Entitlements\1 Planning Commission Agenda\Agenda - Coversheet & Staff Recommendation\Agendas](#))
- Retrieve signed resolution from PC Chair and signed minutes from previous meeting.
- Number the signed resolutions and PDF and place hard copy where applicable and an electronic copy in the K Drive. At: [K:\Land Entitlements\1 Planning Commission Agenda\Agenda - Coversheet & Staff Recommendation\Agendas](#) and email to case manager

MA duties:

- Immediately following meeting, update TPLT system with P/C approval for each plat.
- Date and seal each page of the Mylar's. Date each PUD (4 of each), staple an approval memo to each and send one set to the Engineer and return the file to the case manager for finish out, filing, and PDF final executed document.
- Scan all signed, dated and stamped Mylar/PUDS that were approved. Move to "approved" folder. The ICL plats are placed in the flat drawer, while the OCL are processed separately – they will eventually be forwarded to Bexar County.
- Stamp remaining blue lines with Approved stamp using the date of PC approval.
- Place copies of staff recommendations into appropriate file.
- Email approval letters (plats, PUD, deferrals, rescind, time extensions, and variances) for engineers and place in file.
- Clean up file - place copies of county transmittals (if Applicable), approval memos, staff recommendations, maps, on right side of folder; place original tax certificates, final plat applications, performance agreements, and legal instruments loose on left side of folder under plat application;
- Stamp approval date on front of folder.
- Place file in "APPR" cabinets.
- Distribute remaining deferral approval packages.
- Email Post Approval distribution to applicable agencies
- Finalize ETJ Mylar packages, which includes: transmittal sheet, staff recommendation, approval memo, and copies of the Performance Agreement, Legal Instrument – if applicable) for transmittals and bundle for courier to take to county; contact Ary Dunn @ 335-6792 to inform her that plats are ready for pickup.