

**THIS IS A DRAFT AND WILL BE REPLACED BY THE  
FINAL SIGNED ORDINANCE ADOPTED BY CITY COUNCIL**

**AN ORDINANCE**

**AMENDING CHAPTER 35, UNIFIED DEVELOPMENT CODE OF THE  
CITY CODE OF SAN ANTONIO, TEXAS ADOPTING NOTICE  
PROCEDURES AND A DEFINITION FOR COURTESY NOTICE TO  
REGISTERED NEIGHBORHOOD CONSERVATION DISTRICTS AND  
HISTORIC DISTRICTS REGARDING PERMIT APPLICATIONS AND  
PRELIMINARY PLAN REVIEW MEETINGS FOR PROJECTS WITHIN  
THE RESPECTIVE DISTRICTS AS REQUESTED BY COUNCIL  
MEMBER TREVINO, DISTRICT 1**

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**WHEREAS**, Council Member Trevino, District 1 submitted a Council Consideration Request to adopt procedures to notify Registered Neighborhood Conservation Districts And Historic Districts regarding permit applications and preliminary plan review meetings for projects within the respective districts; and

**WHEREAS**, a public hearing was held after notice and publication regarding this amendment to the Official Zoning Map at which time parties in interest and citizens were given an opportunity to be heard; and

**WHEREAS**, the Zoning Commission has submitted a final report to the City Council regarding this amendment to the Official Zoning Map of the City of San Antonio; **NOW THEREFORE**,

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAN ANTONIO:**

**SECTION 1.** Chapter 35 of the City Code of San Antonio, Texas is hereby amended by adding language that is underlined (added) and deleting the language that is stricken (~~deleted~~) to the existing text as set forth in this Ordinance.

**SECTION 2.** Chapter 35 of the City Code of San Antonio, Texas is hereby amended as follows:

Chapter 35, Article IV, Division 1, Table 403-1 Notice Requirements, is amended as follows:

**Table 403-1**  
Notice Requirements

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)
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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	<u>Applications within Neighborhood Conservation Districts and Historic Districts</u>
<b>Publication:</b> Publication in an official newspaper of general circulation before the 15th day before the date of the hearing.	*	*	*	—	*	*(6)	(6)	—	*	—	—	
<b>Mail:</b> Written notice of the public hearing shall be sent.	—	*(1)(2)	*(1)(2)	—	*(1)(2)	(6)	(6)	—	*(1)	*(1)(2)	*(2)(8)	
<b>Internet:</b> Post notice on the city's Internet website until the process has been completed.	*(7)	*	*	*(7)	*	*(7)	*(7)	*	*	*	—	
<b>Signage:</b> Post a sign on the property subject to the application. Signs to be installed and provided by the city	—		*(4)(5)	—	—	—	—	*	—	*	—	
<b>E-Mail: Courtesy Reports of Applications shall be sent.</b>												<u>*(9)</u>

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 by thirty-six 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.**

Chapter 35, Appendix A: Definitions and Rules of Interpretation, is amended by adding the definition of courtesy notice as follows:

## APPENDIX A: DEFINITIONS AND RULES OF INTERPRETATION

**Sec. 35-A101. Generally.**

Council. The city council of the City of San Antonio.

**Courtesy Notice. Notice, either in the form of an email or written, of the scheduled public hearing or permit applications or preliminary plan review meetings.**

Courtyard. A space, open and unobstructed to the sky, located at or above grade level on a lot and bounded on three (3) or more sides by the walls of a building.

**SECTION 3.** All other provisions of Chapter 35 of the City Code of San Antonio, Texas shall remain in full force and effect unless expressly amended by this ordinance.

**SECTION 4.** Should any Article, Section, Part, Paragraph, Sentence, Phrase, Clause, or Word of this ordinance, for any reason be held illegal, inoperative, or invalid, or if any exception to or limitation upon any general provision herein contained be held to be unconstitutional or invalid or ineffective, the remainder shall, nevertheless, stand effective and valid as if it had been enacted and ordained without the portion held to be unconstitutional or invalid or ineffective.

**SECTION 5.** The publishers of the City Code of San Antonio, Texas are authorized to amend said Code to reflect the changes adopted herein and to correct typographical errors and to index, format and number paragraphs to conform to the existing code.

**SECTION 6.** This ordinance shall become effective \_\_\_\_\_.

**PASSED AND APPROVED** this \_\_\_\_ day of \_\_\_\_\_ 2017.

**M A Y O R**  
**Ivy R. Taylor**

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Leticia M. Vacek, City Clerk

\_\_\_\_\_  
Andrew Segovia, City Attorney