



City of San Antonio

Agenda Memorandum

File Number: 17-2450

Agenda Item Number: 1.

Agenda Date: 4/4/2017

In Control: Zoning Commission

DEPARTMENT: Development Services

DEPARTMENT HEAD: Michael Shannon

COUNCIL DISTRICT(S) IMPACTED: All

SUBJECT:

Consideration and Recommendation of a City Council Consideration Request to Provide Weekly Neighborhood Conservation District (NCD) and Historic District (HD) Permit Reports to Registered Neighborhood Associations

SUMMARY:

Councilmember Trevino initiated a Council Consideration Request (CCR) for Development Services staff to provide weekly reports to registered neighborhood associations with an NCD zoning overlay, regarding permit applications and/or preliminary plan review meetings for projects located within their respective NCD.

BACKGROUND INFORMATION:

Currently there are 9 NCDs that have been approved by City Council within the following Council Districts:

- NCD-1: South Presa/South St. Mary's Street NCD located in Council District 1
- NCD-2: Alta Vista NCD is located in Council District 1
- NCD-3: Ingram Hills NCD is located in Council District 7
- NCD-4: Whispering Oaks NCD is located in Council District 9
- NCD-5: Beacon Hill NCD is located in Council District 1
- NCD-6: Mahncke Park NCD is located in Council District 2
- NCD-7: Jefferson NCD is located in Council District 7
- NCD-8: The Woodlawn Lake Area NCD is located in Council District 7
- NCD-9: The Westfort Alliance NCD is located in Council District 2

Currently Development Services Department (DSD) website lists weekly reports:

- For all business and residences that have received utility releases from CPS Energy.
- All commercial and residential plans submitted for processing.
- Building permits that have been granted and new businesses that have opened.

Since August 26, 2016 DSD has been providing, by email, weekly reports on commercial, residential,

and sign permits within all NCDs to Council District 1. The Council Office has been forwarding the report to the Neighborhood Association Presidents since that time.

ISSUE:

DSD proposes to bring forward a UDC amendment to the notification procedures in Article 4 of Chapter 35 that will provide weekly notification to registered neighborhood associations presidents for permits and preliminary plan review meetings. Historic District permits will also be included in the list of permit notifications. All reports will be identified on DSD website and on the City Council websites.

Weekly notification will be in the form of an email of the link to the website where all reports are already displayed. The email will be a courtesy notice to the registered neighborhood associations. Failure to send or receive the notification will not restrict the issuance of the permit. To help clarify "Courtesy Notice" and amendment to Appendix A, Definitions, is proposed to define "Courtesy Notice". DSD is working with ITSD on a long term solution for technology options to have the reports sent automatically to the registered Neighborhood Association Presidents.

ALTERNATIVES:

Denial of the proposed amendment will result in no email notification to registered neighborhood associations.

FISCAL IMPACT:

No fiscal impact.

RECOMMENDATION:

Staff recommends approval of the UDC amendment to the Notification Procedures in Article 4 and Appendix A, Definitions, to provide weekly email notification of permits and plan review meetings to presidents of registered neighborhood associations.