

Appendix B

CITY OF SAN ANTONIO
Planning & Development Services Department
Neighborhood Planning & Urban Design
PO Box 839966, San Antonio, TX 78283-3966
Phone: 207-7873 Fax Number: 207-7897

Registration Policy

POLICY STATEMENT ON NEIGHBORHOOD ASSOCIATIONS, PARTNERSHIP ORGANIZATIONS, AND COMMUNITY ORGANIZATIONS

Master Plan Consistency

The City of San Antonio Master Plan includes several statements related to neighborhoods including:

Goal 1: Preserve, protect and enhance the integrity, economic viability and livability of San Antonio's neighborhoods. Policy 1g under this goal, calls for encouraging the establishment of neighborhood associations, recognizing their importance in achieving the goals set for neighborhood development.

Registration Benefits

- Permits organizations within the San Antonio City Limits and Extraterritorial Jurisdiction (ETJ) to register
- Provides notification of public hearings for zoning, plan amendment, proposed demolition and board of adjustment cases to voluntary and mandatory neighborhood associations and partnership organizations within 200 feet of the proposed change
- Guides and unifies community efforts for neighborhood improvement
- Fosters working relationships with City Departments and City Council
- Posts an official listing with E-mail addresses of contacts available on the City's web page
- Supports communication network to area agencies
- Encourages business, property owner, resident, religious organization, and civic institution participation

Organizational Principles

The Planning and Development Services Department requires voluntary and mandatory neighborhood associations, city partnership organizations and community organizations to follow these standards:

- At least 51% of membership should reside or own property within the group's geographic boundary , if a boundary is registered
- Shall adopt written by-laws and elect officers
- Shall serve to better the quality of life of a community
- Shall schedule regular meetings that shall be open to all residents and property owners within the group's geographic boundary, if a boundary is registered

Definitions

Voluntary Neighborhood Association – a voluntary, not-for-profit association organized for neighborhood improvement that has a geographic boundary.

Mandatory Neighborhood Association – a homeowners or property owners not-for-profit association that requires mandatory membership for all or a majority of the owners of property, in accordance with Title 11 of the Texas Property Code.

Partnership Organization – a not-for-profit organization established through a city program including but not limited to a Cellular-On-Patrol group, Partnership Project, a Neighborhood Commercial Revitalization Project, community development corporation, public improvement district, or groups formed due to a historical designation or overlay-zoning district.

Community Organization – a voluntary, not-for-profit group; a city-wide organization such as a governmental or public service agency; a board or commission; a council district neighborhood alliance; or a group representing the needs of special populations;

Housing unit- a house, an apartment, a mobile home or trailer, a group of rooms or a single room that is occupied as a separate living quarters, or if vacant, is intended for occupancy as a separate living quarters.

Boundaries and Geographic Size

Boundaries identified by a detailed map or written description shall be submitted with the registration application. To amend its boundaries, a registered association or group shall submit a written request to the Planning and Development Services Department stating the purpose of the amendment.

A voluntary neighborhood association shall select well-defined boundaries that include a contiguous area of appropriate geographic size. The association shall include at least fifty (50) housing units, and its boundaries, generally, should follow major arterials, natural barriers and other environmental features.

A mandatory neighborhood association shall set boundaries in accordance with the properties included into the association's jurisdiction by covenant or dedicatory instrument. To register, the mandatory neighborhood association shall include at least fifty (50) housing

units. Boundaries may overlap other mandatory and voluntary neighborhood associations or partnership organizations.

City partnership organizations will adhere to the city-approved boundaries of their respective programs and may overlap boundaries of other partnership organizations and mandatory and voluntary neighborhood associations. There is no housing unit requirement for partnership organizations.

Boundaries are not registered for community organizations. There is no housing unit requirement for community organizations.

Voluntary association boundaries may overlap with another voluntary association or partnership organization only with the written consent of the affected association. Changes to boundaries shall be done with the cooperation and participation of all affected voluntary neighborhood associations and submitted by each party in writing to the Planning and Development Services Department. A letter of consent written and signed by the affected association shall be submitted to the Planning and Development Services Department to permit the overlap with the registration application or update.

Formation of new Voluntary Neighborhood Associations with Boundary Overlap

The proposed voluntary neighborhood association shall provide a formal written notice to the registered voluntary neighborhood association or partnership organization of its concerns about policy and practice.

- The registered voluntary neighborhood association or partnership organization shall hear the concerns from the group requesting secession, at its regularly scheduled board meeting. A written response shall be sent to the proposed group with answers and/or action steps to addressing the concerns.
- If the proposed group believes the response and/or action plan does not satisfactorily address its concerns, a new neighborhood association may be registered with the mutual agreement of all parties.
- If parties are in agreement to allow the formation of a new neighborhood association, a letter signed by the registered group's president allowing boundary overlap or secession shall be submitted to the Planning and Development Services Department with the proposed association's completed registration form.

Registration Requirements

Voluntary associations, mandatory associations, and partnership organizations shall comply with the following procedures for registration (Sec. 35-408 of the *Unified Development Code*):

(a) Applicability. Neighborhood registration is established in order to provide notification of neighborhoods for purposes of zoning cases, Neighborhood Plans, Community Plans and

Sector plans as provided in other sections of the Unified Development Code. The purpose of this section is to establish procedures for the registration of neighborhoods.

(b) Contents. A neighborhood registry shall be maintained by the Planning and Development Services Department. In order to be included within the neighborhood registry, the neighborhood association or partnership organization shall provide the following information:

- A map or written description of the neighborhood boundaries.
- A list of the officers in the association, including their address and phone number (Mandatory associations must list at least a management company contact for publication and the president's contact information for the file).
- A signed copy of the adopted by-laws.
- A regular meeting location and a regular meeting date.
- Date the association was founded.
- Number of association members.
- Approximate number of housing units in the area.
- Approximate population of neighborhood.

The neighborhood association or partnership organization shall contact the Planning and Development Services department in the event of a change in the above-referenced information. An applicant shall be entitled to rely on the above-referenced information for purposes of preparing any notices or otherwise contacting neighborhood associations.

(c) Effect of Neighborhood Registry. When a neighborhood association or partnership organization has been registered as provided herein, the Planning and Development Services Department shall notify the group of any application for rezoning or master development plan approval application filed within the boundaries of a registered neighborhood association or partnership organization. Individual citizens who reside outside the two hundred-foot notice required by this chapter, but within the boundaries of a registered neighborhood association or partnership organization are considered notified when any such notification is sent to the neighborhood association or partnership organization within two hundred (200) feet of the subject site. This notice is a courtesy and hearings may proceed despite claims of a lack of notice.

(d) Community organizations shall provide the following information with their registration:

- A written description of the organization's target area
- A list of the officers in the organization, including their address and phone number.
- A signed copy of the adopted by-laws.
- A regular meeting location and a regular meeting date.
- Date the organization was founded.

Community organizations will not receive notification of public hearings.

Annual Registration Update

Neighborhood associations, partnership organizations, and community organizations are required to submit an annual registration update to the Planning and Development Services Department. The annual registration update documents recent elections, updates officer listings (including names, residential addresses, mailing addresses, and phone numbers), amendments to the bylaws, and verifies boundaries. The annual update carries a sixty (60) day deadline.

Inactive Status

If the Planning and Development Services Department does not receive an annual update within the 60-day deadline, the neighborhood association, partnership organization or community organization is considered inactive and will no longer receive notices of public hearings. After one year of inactive status, the organization will be removed from the registry.

Removal from Registry

The City of San Antonio may remove an organization from the city registry if the organization has remained inactive for one year.

Any voluntary or mandatory neighborhood association, partnership organization or community organization may request, in writing, removal from the city registry. The president, as recognized by the most current by-laws, will submit the request to the Planning and Development Services Department.

Grievances

The association's by-laws will govern disputes concerning board of directors or officer or Committee elections. Each affected board is responsible for following its by-laws. The City will recognize the most recently approved set of by-laws in the database. Grievances against neighborhood associations, partnership organizations and community groups are a civil matter and are the responsibility of the group. The City of San Antonio does not mediate disputes among groups and/or its members. However, the City of San Antonio may assist with referrals to the Bexar County Mediation Center.