



Comprehensive Planning Program

Partnering to Build Better Neighborhoods

City of San Antonio
Planning and Development Services Department

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1.0 PROGRAM SUMMARY

1.1 Comprehensive Planning

Comprehensive Planning is a coordinated, continuous process that helps a community achieve goals that are important to citizens. It promotes sound development, and public health, safety, and welfare.

Chapter 213 of the Texas *Local Government Code* enables a municipality to adopt a comprehensive plan for the long-range development of the municipality. A comprehensive plan may include but is not limited to provisions on land use, transportation, and public facilities; may consist of a single plan or a coordinated set of plans; and may be used to coordinate and guide the establishment of development regulations. In light of this, a municipality must develop standards for determining the consistency required between a plan and development regulations.

A Comprehensive Plan encompasses a broad geographical area and all elements that affect a municipality's physical development. The plan may be in the form of a map, a written description and policy statements, or it may consist of a set of policy statements. The plan represents a "vision" for the community and sets forth goals and objectives, and lists actions for implementation.

The umbrella document for the City of San Antonio's Comprehensive Plan is the *San Antonio Master Plan Policies*, adopted May 29, 1997. These policies provide guidance in the evaluation of future decisions on land use, infrastructure improvements, transportation, and other issues. Ordinances should be consistent with the relevant goals and policies contained in the Master Plan.

The *Master Plan Policies* set broad long-range goals for San Antonio. It is implemented through more detailed levels of planning by means of other Citywide Functional Plans, Sector Plans, Neighborhood and Community Plans, and Community Development Plans.

1.2 Community-Based Planning History

The Neighborhood Planning process was established as a component of the San Antonio Master Plan in 1983. The process was established to meet the growing movement of neighborhood associations committed to the preservation, revitalization, and enrichment of their communities, through the cooperative support of City government.

The focus of this new program was to encourage a participatory process in plan development. Secondly the public sector alone cannot solve the complicated problems that hinder neighborhood revitalization and stabilization. These problems require actions on many fronts and need a partnership between the City and the local neighborhood. Thirdly, since the City could only provide limited solutions, it could work with a neighborhood to develop self-help solutions. Finally the City

government could benefit from clearly stated and locally supported guidelines for action when considering issues that would affect a particular area or neighborhood.

In 1998, the Neighborhood Planning Process was updated with the Community Building and Neighborhood Planning Program. The CBNP Program was developed based on the Community Revitalization Action Group Report and Master Plan policies related to Neighborhoods:

Goal 1: *Preserve, protect and enhance the integrity, economic viability, and livability of San Antonio's neighborhoods.*

Goal 2: *Strengthen the use of the neighborhood planning process and neighborhood plans.*

The objectives of the Community Building and Planning Process were to:

- Simplify and provide more neighborhood planning (*Neighborhoods, Policy 2a*).
- Foster partnerships with businesses, nonprofits, schools, public agencies, and other groups.
- Strengthen the significance of neighborhood plans through incentives, zoning, and implementation (*Neighborhoods, Policy 2e*).
- Provide a variety of Service Components to meet the needs of all types of neighborhoods (*Neighborhoods, Policy 2c*).
- Support the Departments of Housing and Neighborhood Service's and Economic Development's programs.
- Develop a Citywide Comprehensive Master Plan.

Under this program, 27 new plans and 23 plan updates have been adopted that cover a population of 598,480 and 285.9 square miles. Additionally, 403 Neighborhood Associations have been registered under the program.

1.3 Program Revisions

As the Program has expanded, the need for additional comprehensive planning and capacity building tools has become apparent. Several revisions were made to the Neighborhood Registration policy to provide for greater public involvement opportunities. A minimum size of 50 households was established for registration. A new Partnership Organizations category allows Neighborhood Commercial Revitalization, Cellular on Patrol or other groups formed to participate in a city program to register with an identified boundary. The new policy provides for a one year inactive status designation to update required registration information before removal from the registry.

The updated Master Planning Program proposes additional plan types to provide several options ranging from Sector Plans to Community Development Plans. A Master Plan hierarchy ranges from overarching to specific plans and articulates the level at which more detailed plans may supersede less detailed plans.

The Plan Action Network establishes, through a Memorandum of Understanding, a Plan Action Team that will provide on-going community advocacy, participate in public hearings, prioritize projects annually for City Council's reference, and organize community projects. The Plan Action Network will be implemented through the plan adoption and plan update process.

Workload Prioritization is accomplished through established criteria for City-initiated plans and a Request for Service assessment process for community-initiated plans. The initiation of Master Planning Services will be approved by City Council in the fiscal year's work program considered with the budget adoption process.

2.0 SERVICE COMPONENTS

The following Service Components make up the Comprehensive Planning Program:

- Service I: Building Capacity
 - Organizing
 - Neighborhood/Community Registration
 - Public Information Program
 - Cyber-Hood
 - Nonprofit Partners
 - Neighborhood Leadership Training
 - Self-Help Workbooks
 - Goals and Strategies Reports
- Service II: Comprehensive Planning
 - City-wide Functional Plans
 - Sector Plans
 - Neighborhood and Community Plans
 - Community Development Plans
- Service III: Implementation
 - Plan Action Team
 - Annual Improvement Project Report
 - Comprehensive Rezoning and Urban Design Districts

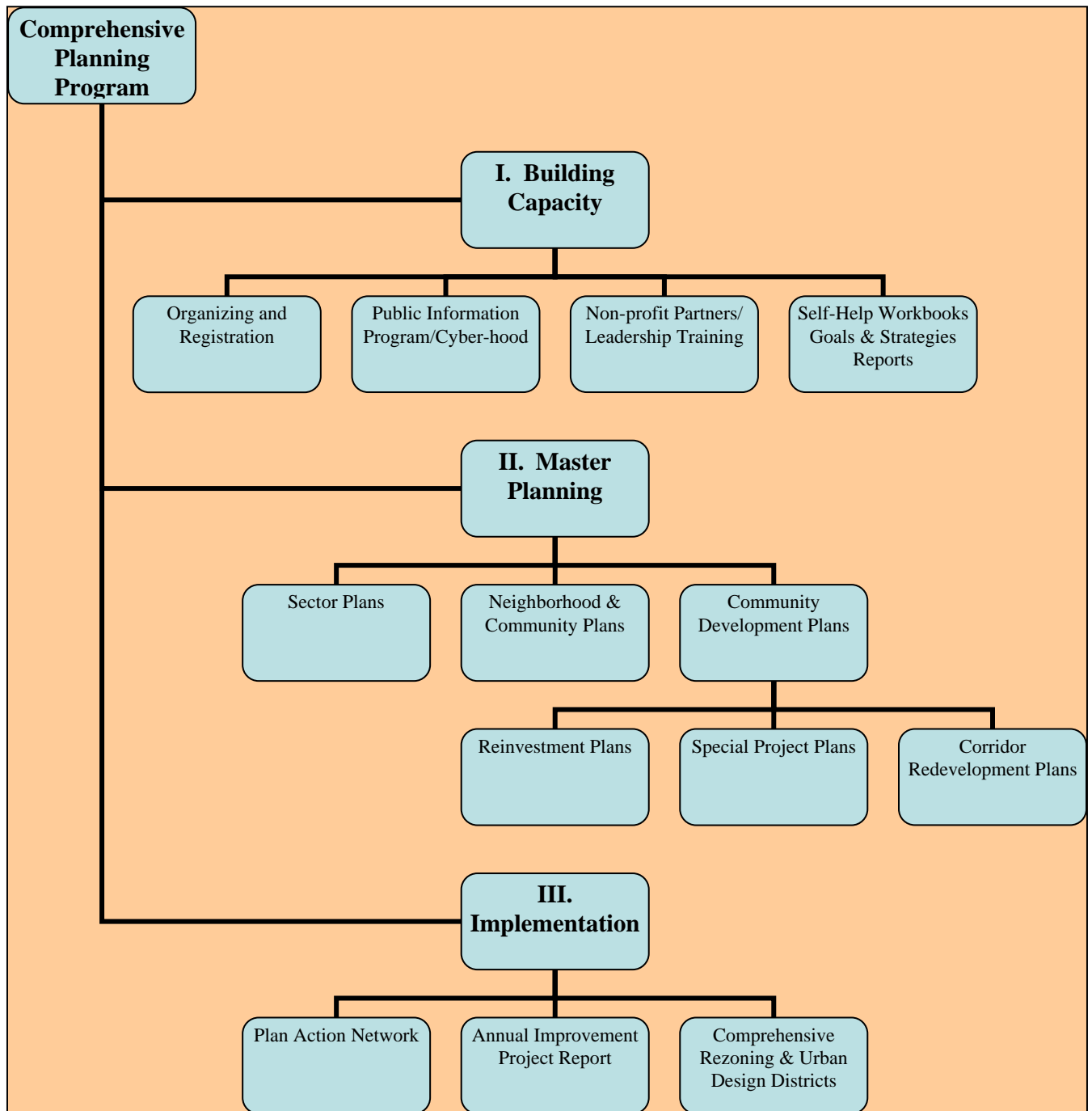


"...Livable neighborhoods make exceptional cities."

--Anonymous

Service Components

Partnering to Build Better Neighborhoods



2.1 Service Component I: Building Capacity

Desired Outcome of Service Component I: Building Capacity: Successful, sustainable, informed organizations working to improve neighborhoods.

a. Organizing

- Working with community members to create or re-energize neighborhood organizations.
- Resource Materials include a By-laws Questionnaire and By-laws Samples to assist in the creation of neighborhood associations.

b. Neighborhood/Community Registration

- Continue neighborhood registration, listing of associations, and mapping the location of registered neighborhood associations.
- Continue Community Organization registration, and listing of organizations.
- Annual Updates

See Appendix B for the registration policy, and Appendices L-O for registration forms.

c. Public Information Program

- Registered Neighborhoods and Planning Team members within 200 feet of cases before the Zoning Commission, Planning Commission, Board of Adjustment, and City Council zoning cases receive a notice of the meeting.

d. Cyber-Hood

- Continue real time data base of neighborhood associations and community organizations, and provide individual neighborhood association maps. Links to neighborhood association are available through the data base.
- Continue to include neighborhood and community plans and registered neighborhoods on the zoning interactive map application.
- Feature adopted plan's future land use on zoning interactive map application.
- Feature adopted plan on its own Web page, and include links to the plan documents and Planning Team information.
- Feature Neighborhood Link (www.neighborhoodlink.com), a free, nation-wide listing of neighborhood association and community organization web pages, and other useful resources.

e. Nonprofit Partners

- Work with nonprofit partners such as the Neighborhood Resource Center that sponsors the Annual Citywide Neighborhood Conference and conducts educational seminars.
- Provide referrals to the Non-profit Resource Center of Texas for educational seminars.
- May include joint ventures with housing and community non-profits to produce neighborhood plans.

f. Neighborhood Leadership Training

- Coordinate/partner with the Neighborhood Resource Center, Non-Profit Resource Center of Texas, and the Enterprise Foundation to refer persons interested in Leadership Training.

g. Self-Help Workbooks

- Provide a resource manual for getting organizing and staying informed.
- Provide the step-by-step guide for neighborhood groups to use in developing plans.

h. Goals and Strategies Report

- Provides a snapshot of the community's values.
- Focuses the community's initiatives to agree upon and prioritize goals and strategies.
- Focuses on developing collaborative partnerships.
- Serve as inputs into Neighborhood and Community Plans.
- Distributed to the Mayor, City Council members, and appropriate City departments

2.2 Service Component II: Master Planning

Desired Outcome for Service Component II: Master Planning: A comprehensive set of strategies and goals that outline the community's vision for the future and the action steps needed to achieve the vision.

2.2.1 Planning Process

The following plan components apply to Comprehensive Master Plans.

Initiation

The planning process shall be initiated by the Director of Planning and Development Services. (Ref. *Unified Development Code* 35-420(a))

Stakeholder Participation

The process of adopting a plan shall involve key stakeholders including residents, neighborhood associations, community organizations, non-profits, area institutions, universities, school districts, chambers of commerce, property owners, major employers, and businesses. Stakeholders shall form a planning team to assist with plan development. Plans will undergo continuing city departmental review to clarify and identify any program or policy inconsistencies. (Ref. *Unified Development Code* 35-420(a))

Planning Team

The Planning and Development Services Director shall appoint the members of the planning team. The Planning Team shall execute a memorandum of understanding which outlines each group's responsibilities and a work program which outlines timelines for plan development. The Planning Team shall include, to the extent practicable, a cross section of the land area to be included in the plan including but not limited to residents (both renters and owners), business persons (both renters and owners), property owners of developed and unimproved properties, and institutional organizations such as school districts and

churches. It is recognized that the composition of the Planning Team shall vary among the neighborhoods according to the land use and development character of each planning area. (Ref. *Unified Development Code* 35-420(a))

Incorporation of Other Studies

Planning documents created under Service Component I: Building Capacity will become inputs into Plans.

Outcomes of Plans

Plans will identify time frames, responsible parties, and potential funding sources for important strategies as well as function as a marketing tool to provide a vision for the area. Coordinating groups called Plan Action Teams will be formed to implement the plans. Planning documents are guides for decision making with no specific financial commitment by the City.

2.2.2 Adoption

City Council Adoption

Plans will undergo continuing City departmental review to clarify and identify any program or policy inconsistencies. Plans then will be forwarded to the Planning Commission and City Council for adoption as a component of the Comprehensive Master Plan per City Charter, Article 9. Adoption as a component of the Comprehensive Master Plan gives Plans the legal effect of the Master Plan. According to Article 9, Section 123 of the City Charter, once adopted as a Master Plan, no subdivision, street, park, nor any public way, ground or space, public building or structure and no public utility whether publicly or privately owned, shall be constructed or authorized in the City, nor shall any real property be acquired by the City, until and unless the location and extent is submitted to and approved by the Planning Commission. The widening, narrowing, relocation, vacation or change in the use of any street river, or watercourse, or other public way or ground or the sale of any public building or real property also has to be submitted to and approved by the Planning Commission. The City Council has the power to overrule disapproval by the Planning Commission. (Ref. *Unified Development Code* 35-420(d))

Planning Commission Review

The Planning Commission shall review the plan for the following criteria:

(1) Contents. All plans shall include the following elements: land use, community facilities, and transportation networks. The plan shall contain an existing land use map and a future land use map. The plan shall include cross-references comparing future land use categories to comparable zoning districts established by article III of this chapter. Pursuant to V.T.C.A. *Local Government Code* § 213.005 (notation on map of comprehensive plan), a map of a plan illustrating future land use shall contain the following clearly visible statement: "A comprehensive plan shall not constitute zoning regulations or establish zoning district boundaries." The plans shall include goals, objectives and policies for each element. The plans shall be consistent with the Master Plan. The plans will suggest time frames, responsible parties, and potential funding sources for implementation of the plan.

(2) General Criteria. Before adopting a plan, the Planning Commission shall determine that the plan:

- Identifies goals that are consistent with adopted city policies, plans, and regulations.
- Was developed in an inclusive manner to provide opportunities for all interest groups to participate.
- Is a definitive statement of the neighborhood or community, as applicable, and is appropriate for consultation and reference as a guide by the city council, departments, and commissions for decision-making processes.

(3) Planning Process. The Planning Commission shall also evaluate the planning process to determine if the following criteria are met:

- Meetings were open to the public;
- Schedules and planning teams were approved by the planning director;
- Appropriate departments, boards, commissions reviewed the plan; and
- That proper notification was given to nonresidential property owners and the owners of undeveloped property.

(4) Plan Contents. The Planning Commission will evaluate the plan's contents to determine if the following criteria are met:

- The plan contents are consistent with city policies, plans, and regulations;
- Comments and recommendations from the pertinent city departments have been considered;
- The elements of the plan will implement the plan's goals and objectives; and
- Issues raised by the stakeholders who are outside the city's jurisdiction are identified.

(Ref. *Unified Development Code* 35-420(d))

(5) Legal Effect. Adoption as a component of the City's Master Plan gives plans the legal effect of the Master Plan (unless and until such plans are repealed or superseded by an amendment or a new plan adopted pursuant to this section as Master Plan component). The recommended comprehensive rezoning of an area and the evaluation of rezoning requests for individual parcels shall be consistent with the adopted plan. The provisions of this subsection shall apply only to plans adopted by the city council as amendments to the city's Master Plan. (Ref. *Unified Development Code* 35-420(h))

2.2.3 Evaluation, Amendments and Updates

Urban Indicators

Urban indicators shall be developed as each plan is produced. Urban indicators are qualitative or quantitative measures that assess progress towards the goals identified in the plan. A report to measure the success of plan implementation shall be prepared every two

(2) years, based on the urban indicators found in each specific plan, by a coordinating group or Plan Action Team appointed by the Planning and Development Services Director consistent with the criteria established in subsection (b)(2), above, in order to implement the plan. The Director shall distribute the report to the City Council and City departments. The report shall not constitute a plan amendment, but shall be considered in updating and amending the plan.

Plan Amendments

A property owner or his/her agent may file for an amendment to the plan. The procedures are outlined in Appendix D.

Five-year Review and Updates

Each plan shall be subject to continuing evaluation and review by the Planning and Development Services Director and the Planning Commission. The Director shall establish and broadly disseminate to the public a public participation program identifying procedures whereby proposed amendments or revisions of the comprehensive plan are considered. The plan shall be reviewed by the Planning Commission at least once every five (5) years and if necessary amended by the City Council. If the review is not performed, any property owner in the planning area may file a petition with the Director to amend the plan. If the Director finds that the review has not been performed, he shall initiate the referenced public participation program regarding the proposed amendment and may set a schedule or deadline for the completion of the review. If the plan is not updated pursuant to a petition filed pursuant to this subsection, zoning consistency shall not apply until such time as the plan is updated.

2.2.4 Plan Hierarchy and Types

The plan hierarchy ranges from overarching to specific. The City’s Master Plan Policies document adopted in 1997 provides overarching policy goals and objectives to guide the city’s growth and development. The Master Plan Policies, along with City-wide Functional Plans (Level 1), serve as an “umbrella” under which additional Level 2-4 plans may be added as components to the Comprehensive Master Plan. Upon the adoption of a more specific plan, the more specific plan prevails over the less specific plan.

Plan	Hierarchy	Level	Adoption Process
Master Plan Policies	Overarching	0	Policy Document
City-wide Functional Plans	Functional	1	Chapter/Element of Policy Document
Sector Plans	General	2	Chapter/Element of Policy Document May be superseded by a Level 3 or 4 Plan
Neighborhood & Community Plans	Specific	3	May supersede a Level 2 Plan Neighborhood Plan supersedes Community Plan
Community Development Plans	More Specific	4	May supersede a Level 2 or 3 Plan

Level 1: City-wide Functional Plans

Citywide Functional Plans focus on systems such as the environment, transportation public facilities, parks and historic sites or districts. Examples of these plans are the Major Thoroughfare Plan, Parks Strategic Plan, Economic Development Strategic Plan, and the Airports Master Plan. These plans are city-initiated. If the plan is reviewed by the Planning Commission, a recommendation is forwarded to City Council, and City Council approves by ordinance stating it is adopted as a component of the Comprehensive Plan, if has the full legal effect of the Comprehensive Master Plan.

Level 2: Sector Plans

Usually city-initiated, Sector Plans are developed for large sub-areas of the city where growth and redevelopment issues require coordination on a regional level, with an area size greater than 30 square miles. Area plan boundaries should consider major roads, geographic features, and community plan boundaries when being developed. The plans should be coordinated with Major Thoroughfare Plan and annexation efforts. A map of the Sector Plan approach is found in Appendix H.

Sector Plans may lie within the corporate limits, the city's ETJ and that portion of the county outside of the city's present ETJ. Sector Plans shall serve as amendments to the city's Master Plan. For those areas lying within the city limits, properties shall be subject to the zoning ordinances of the City of San Antonio. All other areas covered by the Sector Plan outside of the corporate limits of the city shall be for general guidance for the subdivision of land and implementation of the Major Thoroughfare Plan. *Note: These were previously referred to as Perimeter Plans. (Ref: Unified Development Code, Section 35-420 (a)(3).*

These plans are prepared, utilizing the rational planning method, by city staff and a technical committee approved by the Director of Planning and Development Services, and should include an existing land use map, general land use plan (urban, suburban, rural, reserve, preserve, regional activity center, community activity center, neighborhood activity center, rural activity center, special activity center, high capacity corridor) and a summary of existing growth, economic development, land use, and transportation trends. A Planning Team will review/comment on the draft plan. A community open house will provide an opportunity for community input.

Sector plans may be divided into several districts for which a development framework and general goals and strategies will be delineated. Future development of neighborhood and community plans and community development project plans that would focus on the district and neighborhood level are encouraged, and when adopted would supersede the subject matter concerning the affected area of the Sector Plan.

Level 3: Neighborhood & Community Plans

Neighborhood/Community plans are grass roots driven and have more detailed strategies on addressing land use, transportation, infrastructure, and community facilities. An active Planning Team of diverse stakeholders guides the planning process that ranges from nine to

twelve months and includes a land use survey, public meetings, workshops, Planning Team meetings, and a community open house. Adopted Neighborhood and Community Plans are reviewed every five years, and updated, if warranted.

3.1 Neighborhood Plans

Neighborhood plans may include at least one (1) neighborhood unit. A neighborhood unit may encompass an area which includes residences, businesses, parks, schools, undeveloped land, and other community facilities. Populations should generally range from four thousand (4,000) to ten thousand (10,000) people depending on the geographic area and boundaries. A neighborhood unit usually contains at least one thousand five hundred (1,500) housing units. Neighborhood plans may be incorporated into community plans should be consistent with community plans and shall function as building blocks of community plan areas. Adopted neighborhood plans in community plan areas would supersede the subject matter of the affected area of the community plan or Sector plan. Neighborhood plans should consist of an area of no more than three (3) square miles. (*Unified Development Code, Section 35-420(a)(1)*).

3.2 Community Plans

Based on the Master Plan policy for sector planning, the neighborhood planning program includes a citywide system of community areas in order to develop community plans. The objective of dividing the entire city into community areas is to establish a framework for developing community plans that impact and service all citizens of San Antonio; creating a citywide service system that fosters community-based partnerships and civic awareness that improves neighborhoods; and providing a means for articulating community values that is readily available to public and private entities which shape the future development of the community. The proposed community areas shall be identified by the Planning and Development Services Department based on the city's current population, and boundaries based on community association areas, the parks and recreation system plan service areas, creeks, freeways, major arterials, and census tracts. (Ref. *Unified Development Code, Section 35-420(a)(2)*).

Community plans cover areas with populations of greater than 10,000 persons, and range in size from three (3) to thirty (30) square miles. These larger planning areas establish a framework for creating neighborhood coalitions and civic awareness that improves neighborhoods.

Level 4: Community Development Plans

Community Development Plans are the most detailed. These plans may include site-specific land use, housing and other design guidelines, streetscape recommendations and capital project priorities. Additionally, areas may be selected based on market analysis, current city initiatives such as neighborhood sweeps, economic development initiatives, or potential public/private investment opportunities. Community Development Plans with land use elements will be considered by Planning Commission and City Council for

adoption, and may be adopted as a chapter of Sector, Community or Neighborhood Plans, or the Comprehensive Plan. There are three types of Community Development Plans:

4.1 Reinvestment Plans

Reinvestment Plans may be developed to supplement a Sector, Community, Neighborhood Level or Community Development project areas to get one step closer to implementation. Reinvestment Plans focus on areas inside Loop 410, the original city limits (36 square miles), the Fort Sam Houston area of influence, and TIF/TIRZ areas. These plans examine how the city can strategically concentrate resources to rebuild neighborhoods that are most in need - especially with respect to reconstruction of aging infrastructure, rehabilitation of existing housing, and new infill development. These plans identify areas to be conserved, and the areas where infill development is encouraged. The plan may be developed from a community charrette process (3-4 meetings).

A reinvestment component of the Plan will become the tool to target resources in order to facilitate redevelopment through existing programs, toolkits, and may lead to developing new implementation tools. These plans will address, in a comprehensive fashion, how current resources will be channeled to implement future city and agency actions.

The Community Development Action Committee (CDAC) review and provides a recommendation to City Council for adoption. Reinvestment plans area adopted by City Council as a component of the Community Development Strategic Plan. Reinvestment plans within Neighborhood/Community Plan boundaries that have a land use component will be reviewed by community stakeholders, presented to the community for comment at a public open house, and will be forwarded to the Planning Commission and City Council for adoption as an amendment or update of the Neighborhood/Community Plan.

If these Plans do not already address areas with adopted Neighborhood/Community plans, they may be adopted independently through an abbreviated neighborhood planning process and incorporating a land use plan. The Reinvestment Plan also may be prepared during the 5-year plan review/update process, or incorporated into the planning process for newly initiated Neighborhood, Community, or Sector plans.

If the Reinvestment Plan area does not fall within a Neighborhood, Community, or Sector Plan, a community visioning chapter outlining community wants/needs and goals/objectives, and a land use plan shall be included in the reinvestment plan document and forwarded to the Planning Commission and City Council for adoption as a component of the Comprehensive Plan.

4.2 Specific Project Plans

Specific Project Plans are created in conjunction with the development or expansion of a public facility (airports, police stations, multimodal centers, etc.) and address primarily land use, infrastructure and urban design. The may also be developed in

conjunction with a major private investment that could significantly change/impact surrounding land uses. These plans, which are usually initiated by the city, will be based on input from key stakeholders through meetings and interviews, and will culminate in a Community Open House. If a Specific Project Plan is initiated by a neighborhood/community group through the request for services assessment process, a Planning Team will guide the planning process. They will be considered by Planning Commission, before being forwarded to City Council for consideration. Land use components of Specific Project Plans should be reviewed every five years, and updated, if necessary. Specific Project Plans may be adopted as a chapter or update of a Neighborhood, Community, or Sector Plan.

4.3 Corridor Redevelopment Plans

Corridor Redevelopment Plans are community-based plans that address strategies to revitalize commercial and office uses and may introduce residential uses (with a percentage of affordable housing) to meet the city's housing needs. Commercial retrofit strategies for failing malls and other abandoned large scale commercial projects are also an important component of revitalization. These plans also consider the potential introduction of residential uses into neighborhoods that may be suffering population decline. All Corridor Redevelopment Plans include a land use component, in addition to redevelopment strategies. A Planning Team will guide the planning process. The draft plan is presented to the community for comment at a Community Open House, and will be forwarded to the Planning Commission and City Council for adoption as a component of the Comprehensive Master Plan. Corridor overlay districts may be developed in conjunction with Corridor Redevelopment Plans, with direction by a City Council Resolution. Land Use components of Corridor Redevelopment Plans should be reviewed every five years, and updated, if necessary. Corridor Redevelopment Plans may be adopted as an amendment or update of a Neighborhood, Community, or Sector Plan.

2.3 Service Component III: Implementation

Desired Outcome Service Component III: Implementation: Community improvement through on-going community advocacy, participation in commission public hearings, annually prioritizing projects for City Council's reference, developing partnerships, organizing community projects, and initiating comprehensive zoning and urban design districts.

2.3.1 Plan Action Network

After adoption, the Planning Team becomes the Plan Action Team. All Plan Action Teams will be recognized as a network of plan coalitions that work on an annual basis to implement plan priorities. The Director of Planning and Development Services will approve the composition of the Plan Action Team, and appoint a staff liaison to work with each Plan Action Team. The Plan Action Team will be engaged in advocacy and continue to develop partners for community betterment.

Plan Action Teams will sign a Memorandum of Understanding (MOU) that outlines the work program for prioritizing projects recommended in plans, submitting these projects for the Annual Improvement Project Report, and participating in the Plan Update process. Plan Action Teams must meet at least twice a year and be responsive to cases that come before the Planning Commission, Zoning Commission, and Board of Adjustment by submitting their recommendation in writing to Planning and Development Services Department staff and/or participating in the public hearings. Plan Action Teams must make recommendations for new Plan Action Team members to ensure succession. This program will be implemented in conjunction with future plan updates. (See Appendix E for sample MOU).

2.3.2 Annual Improvement Project Report

Both capital and operating needs identified in planning efforts will be reviewed for inclusion in an annual rolling report. Before inclusion in the report, community needs will undergo a careful screening process to ensure that projects represent legitimate needs and are in keeping with City policies. In Neighborhood Policy 2e, the *Master Plan* calls for all City departments to review and follow plans to the extent possible and to consider projects identified in neighborhood plans when making decisions regarding capital improvements.

The Annual Improvement Project Report (AIPR) will be developed by the Planning and Development Services Department. The AIPR will consolidate and recommend projects from the Housing and Neighborhood services, Economic Development, Public Works, Capital Improvement Management Services, Parks & Recreation, Community Initiatives and Planning and Development Services Departments.

The AIPR will be presented to both the Planning Commission and the City Council for prior to the presentation of the annual Five Year Forecast and the City Council Goals and Objectives Work Session. This report will provide City Council with neighborhood (operating) needs that can be considered when setting budget priorities during the Goals and Objectives Work Session as well as identify neighborhood capital needs. As City Council works with the City Manager to evaluate the City's debt capacity and capital needs, this information will serve as a resource for identifying potential bond projects.

As community projects are addressed through either the operating budget, capital budget or with private dollars, they will be removed from the report. Projects not addressed will remain in the report and will continue to be provided to City Council as potential improvements for future budgets.

Projects that may be considered include:

- Operational projects such as road maintenance/resurfacing, drainage way clean-up, tree planting, sidewalks, traffic control equipment, and road layout improvements.
- Larger capital projects that will need to be considered for possible bond financing.

- Though there is no direct financial commitment from the City of San Antonio, citizens will have an incentive to participate in neighborhood plans because they know their ideas are being heard by the City of San Antonio.

2.3.3 Comprehensive Rezoning and Urban Design Districts

Land use recommendations in plans may be implemented through rezoning of base zoning districts or urban design overlay or special districts such as Neighborhood Conservation Districts, Corridor Overlay Districts, Historic Districts, Arts and Entertainment Districts, Form Based Zoning, and Flex Zoning Districts. (Appendix P - Urban Design Program Map.)

Initiation

With the exception of Neighborhood Conservation Districts, a resolution is brought forward to City Council in conjunction with the plan adoption or plan update to initiate the rezoning process. A resolution may also be brought forward based on a Council Communication Request. Neighborhood Conservation Districts may be initiated pursuant to a Neighborhood/Community Plan, or through a petition process.

District Summaries

Base Zoning Districts address the underlying zoning delineating allowable uses, lot size, setbacks, and density. These rezonings can protect and enhance a neighborhood or corridor by providing a balance of compatible uses and discouraging nuisance uses.

Neighborhood Conservation Districts address the form and design of new construction and additions. Neighborhoods eligible for this program must meet the following criteria: 1) a minimum of one block face; 2) 75% of the structures in the area at least 25 years old; 3) at least 75 % of the area is presently improved, and 4) the area possesses distinctive features that create a cohesive, identifiable setting, character or association. The NCD planning process may be initiated through an open request for services by a neighborhood. The number of NCD plan undertaken is dependent on staff resources. The NCD planning process may range from six to twelve months. A Planning Team of key stakeholders guides the planning process. Four to eight Planning Team meetings are held to draft standards and at least two public meetings are held to provide an opportunity for additional review and comment. A parcel by parcel survey is required during the planning process for NCDs to identify the character defining features of the neighborhood. The Planning and Development Services Department staff submits an annual report to property owners that are within NCDs to report on the number of certificate of compliance reviews and approvals. This letter also serves to notify new property owners that they are in a Neighborhood Conservation District. (See Appendix K for application.) The selection of more than one neighborhood is dependent on staff time and resources.

Corridor Districts establish development and design standards for in-fill development along the city's important corridors. To be designated a corridor district an area must meet the criteria of a 1) Gateway Corridor, 2) Metropolitan Corridor, or 3) Preservation Corridor. The number of Corridor District plans undertaken is dependent on staff resources. The corridor designation process ranges from six to nine months. A Planning Team of key stakeholders guides the planning process. An annual report is submitted to the corridor planning team to report on the number of certificate of compliance reviews and approvals. This letter also serves to notify new property owners that they are in a Corridor District. At least one Corridor District is initiated every 12 to 18 months. The initiation of more than one corridor is dependent on staff time and resources.

Arts and Entertainment Districts provide a framework to encourage private and public investment. These special zoning districts are designed to support existing arts and entertainment venues and promote the creation of additional venues and supporting uses. All of the Arts and Entertainment Districts require quality building design and materials, and a pedestrian-oriented, mixed use environment. The property must be located within one-half mile of an existing arterial, and either 1) at least 50% of the property to be rezoned must be located within one-fourth mile and at least 90% of the property shall be located within one-half mile of an existing publicly owned arts/entertainment venue; or 2) shall be located within the boundaries of a Neighborhood Commercial Revitalization (NCR) area designated by City Council ordinance.

Historic Districts require a petition of 51% of property owners in the area, or by owners of 51% of the area proposed for a Neighborhood Conservation District. A parcel by parcel survey is required during the planning process for Historic District to assess if it meets the criteria for district designation. This process is administered by the Office of Historic Preservation.

Form Based Zoning Districts place more emphasis on urban design and enhancing the public realm and less emphasis on use. These district encourage Comprehensive Planning, and may be considered for both Greenfield and infill development.

Flex Zoning Districts are hybrid districts that combine urban design/form and use standards based on locational criteria. The districts encourage the Comprehensive Planning of neighborhood centers, conservation subdivisions, and flex development plans featuring mixed use center. The Flex Districts may be considered for application in the comprehensive rezoning process, especially for areas on the periphery of the city to guide development.

3. Workload Prioritization and Assessment Process

Building Capacity Services are part of the Planning and Development Services annual work program. The type of planning service provided will depend upon the needs and issues present in the community. The initiation of Building Capacity Services will be dependent on available staff resources and time. To initiate this service, a neighborhood or community group shall submit a Request for Services form. (See Appendix I)

The Director of Planning and Development Services shall initiate new Master Planning Services with the approval of the department's work program by City Council. The Planning and Development Services Department will respond to requests from other City departments to coordinate planning efforts as well as requests from neighborhood and community groups.

The initiation of the Planning Services will be dependent on available staff resources and time. Proposed Master Planning Services will be presented to City Council in the department's work program submitted during the annual consideration of the proposed fiscal year budget. To be considered for Planning Services, a City-initiated planning project must meet at least one of the following criteria:

Criteria to Consider Areas for Master Planning Services

a.	Showcase of Affordable Homes and adjacent surrounding area
b.	Neighborhood Commercial Revitalization (NCR) or Partnership program area
c.	Comprehensive Rezoning initiative
d.	Tax Increment Reinvestment Zone area
e.	Community Development Reinvestment Initiatives initiated by the Community Development Advisory Committee
f.	City -initiated Sector Plans
g.	Joint Land Use Study areas
h.	Areas with current or planned municipal investments (libraries, fire stations, service centers, etc.)
i.	Areas formally developing/designating Neighborhood Conservation, Corridor or Historic Districts
j.	Areas formally rezoning to Arts and Entertainment Districts, Form Based Zoning Districts, or Flex Zoning Districts
k.	Neighborhood planning areas that do not currently have an adopted land use plan (most of these were adopted prior to 1997)

Request for Services Assessment Process

For Master Planning services that are not City-initiated, an ongoing assessment process will be available to registered neighborhoods and community organizations to qualify for planning services. Registered neighborhoods and community organizations will receive notification of this on-going assessment process. Interested groups will be asked to submit

a Request for Services form and a community survey. Depending on number of current and future work assignments and availability of staff resources, a balance will be achieved between City-initiated projects and projects selected through the Request for Services Assessment Process. These selected areas will be included in the following year’s work program and considered with the budget adoption process.

Evaluation Criteria - Building Capacity Services

Requests for Building Capacity Services will be evaluated and scored by an evaluation committee composed of members of the Planning and Development Services Department based on the criteria shown below:

Criteria to Evaluate Areas for Building Capacity Services

Criteria	
A	Extent of stakeholder involvement for the geographic area.
B	Relationship to more critical needs.
C	Number and scale of recent public improvement projects and planning efforts.

Criteria Description - Building Capacity Services

Under *Criteria A*, applicants will be asked to submit a list of stakeholders and proposed study boundaries. Higher points will be awarded to groups that include several stakeholders such as residents (both owners and renters), neighborhood associations, community organizations, area institutions, businesses, and property owners. Higher points will be awarded for larger proposed study areas.

Information supplied for *Criteria B* will help determine whether a pressing issue or critical need exists that needs to be addressed in the short-term. Neighborhoods with more critical or pressing issues will receive higher points.

Under *Criteria C*, applicants earn higher points for a greater number of recent or current public improvement projects or planning efforts. City departments will be able to provide information on upcoming projects and planning efforts in the area. Coordination of these efforts will be a consideration.

Evaluation Process - Building Capacity Services

Applicants for the Building Capacity Services Component may be interviewed by members of an evaluation committee composed of members of the Planning and Development Services Department. Based on the applicants’ scores and interviews, committee members will make a recommendation to the Director about the type of planning service the applicant(s) should receive. Applicants with higher point totals will be more likely to receive Goals and Strategies Report Services whereas applicants with lower point totals will be more likely to receive other Building Capacity Services. The Director will make the final decision on pairing applicants with service components.

Evaluation Criteria - Master Planning Services

Applications for Planning Services will be evaluated and scored by members of an interdepartmental evaluation committee and the Planning and Development Services Department based on the criteria shown below. (See Appendix J for Request for Services form.) The Planning and Development Services Department then will contract with the Planning Team for the completion of a plan. (See Appendix C for Planning Process Memorandum of Understanding and Work Program.)

Criteria to Evaluate Master Plan Areas

Criteria	
1	Extent of stakeholder involvement for the geographic area.
2	Level of organization.
3	Number and scale of recent public projects and planning efforts.
4	History of working in collaboration.
5	Demographics and community characteristics.

Criteria Description - Master Planning Services

Under *Criteria One*, applicants will be asked to submit a list of proposed stakeholders and proposed plan boundaries. This information will be used to determine if all stakeholders such as residents (both owners and renters), neighborhood associations, community organizations, area institutions, businesses, and property owners will be part of the planning effort. The proposed plan boundaries will be reviewed in comparison to a community area or a neighborhood unit. A higher number of points will be awarded to groups who include all area stakeholders and undertake areas of sufficient size.

Information supplied to meet *Criteria Two* will help determine the applicant's ability to provide community support for a planning effort. Applicants should indicate their ability to provide facilitators for community meetings, leadership for committee work, a means to inform community members of planning efforts, and a structure to develop the partnerships necessary for plan implementation. Applicants will be given the option of submitting letters of commitment from area stakeholders emphasizing their commitment to the planning process. The Planning and Development Services Department anticipates that less-organized applicants will need additional help and time in coordinating the planning process.

Under *Criteria Three*, applicants earn higher points for recent or current public improvement projects or planning efforts. Current projects or efforts are stressed for two reasons. First the presence of existing efforts offers the opportunity to coordinate and positively impacts the resources available for a plan. Second, some projects could raise issues that make planning pertinent for an area. Coordination of these efforts, such as traffic plans and park plans, will be considered in the selection process.

Criteria Four will help determine the applicant's experience working in partnership with other groups. Applicants will be asked to list collaboration projects and identify the partners involved and their accomplishments. Promoting and supporting partnerships is an objective of the Planning Program.

Criteria Five will compare demographic information for the planning area to the median household income and housing values/rents. For example, applicants with a lower percentage of households earning above median income will score higher than average, indicating most in need. The Planning and Development Services Department will compile the demographic information. Applicants will be asked to submit a description of their neighborhood/community area. This information also will be used to create a baseline for future comparison through the development of benchmarks and urban indicators.

Evaluation Process - Master Planning Services

All applicants for Master Planning Services will be interviewed by members of the interdepartmental evaluation committee. Based on the applicant's scores and interviews, the committee will make a recommendation to the Planning and Development Services Department for selection. Applicants will be ranked by point totals from the highest to the lowest. The Director then will make the final decision on selected applicants. The total number of selected applicants for Planning Services depends on anticipated staff capacity.

Applicants not selected for Planning Services would be asked to meet with the Planning and Development Services Department to further discuss their planning needs. Based on the discussion, the Department would work with the applicant to participate in the Capacity Building Component.

4. Interdepartmental Support

Planning staff will coordinate with pertinent City staff to ensure program success by inviting department or office participation during the planning process, and providing an opportunity for interdepartmental review of the draft plan. Pertinent departments may include but are not limited to:

- Animal Care Services
- Aviation
- Capital Improvement Management Services
- City Attorney
- Center City
- Cultural Affairs
- Downtown Operations
- Economic Development
- Emergency Planning
- Environmental Policy
- Fire/EMS

- Grants Monitoring and Administration
- Health
- Historic Preservation
- Housing and Neighborhood Services
- Library
- Military Transformation
- Parks and Recreation Department
- Police Department
- Public Works
- Solid Waste Department

All planning services provided under the Planning Program will be coordinated with appropriate City departments. City departmental review during plan development represents a de facto standing committee that ensures policy consistency, assists with the development of plan goals and objectives, and identifies funding sources and potential planning partners.

5. Interagency Coordination

Planning staff will coordinate with pertinent public and non-profit agencies to ensure program success by inviting their participation during the planning process, and providing an opportunity for interagency review of the draft plan. Pertinent agencies may include but are not limited to:

- Bexar County, or other bordering counties
- Bexar County Historical Commission
- Chambers of Commerce
- Colleges/Universities
- Community Development Corporations
- Green Spaces Alliance
- Land Trusts
- Military Bases
- Neighboring Municipalities
- Non-profit housing agencies
- Non-profit community service providers
- San Antonio-Bexar County Metropolitan Planning Organization
- San Antonio Conservation Society
- San Antonio Housing Authority
- San Antonio Housing Trust
- San Antonio River Authority
- Public Utility Providers (e.g. SAWS, CPS, Bexar Met)
- Texas Department of Transportation
- Texas Historical Commission
- Via Metropolitan Transit

All planning services provided under the Planning Program will be coordinated with pertinent public agencies. Agency review during plan development represents a de facto standing committee that ensures policy consistency, assists with the development of plan goals and objectives, and identifies funding sources and potential planning partners.

6. Program Evaluation

The Comprehensive Planning Program will be assessed after a five-year period to make any modifications. Program effectiveness will be measured in terms of citizens and acreage served in addition to evaluating the implementation of items found in the plan documents.



Appendix A

MASTER PLAN POLICY CONFORMANCE

The Comprehensive Planning Program substantially conforms to several goals and policies adopted in the San Antonio Master Plan. The goals and policies from the Master Plan addressed by the Neighborhood Planning Program relate to Growth Management, Economic Development, Neighborhoods, and Urban Design.

A. Growth Management

Goal 1 *Utilize City resources and authority to manage growth and development.*

Policy 1b: **Distribute land uses to meet the physical, social, cultural, economic, and energy needs of present and future populations.**

- 1-2. (not applicable)
3. Encourage public participation in the land use decision-making process.

Goal 2 *Develop a process for responding to projected change.*

Policy 2c: **Strengthen links between zoning and the goals of the community by promoting neighborhood involvement.**

1. Encourage neighborhood associations and interested citizens to review land use issues involving their community.
2. Encourage neighborhood representatives and interested citizens to participate in the planning process so their input will be considered by appointed and elected officials during the public hearing process.

B. Economic Development

Goal 3 *Create an environment of entrepreneurship, productivity, and innovation in San Antonio that promotes business start-up and business growth.*

Policy 3e: **Facilitate economic development activities that will: strengthen neighborhoods and communities; provide educational, training and employment opportunities; provide necessary support services; and promote and encourage economic participation for all San Antonio citizens.**

1. Provide to neighborhood residents information on, and assistance in, completing community development corporation applications to encourage revitalization and create job opportunities.

Goal 4 *Provide economic opportunities in targeted areas, particularly within Loop 410 and the southern sector.*

Policy 4b: **Work with affected parties to enhance and emphasize the positive assets of targeted areas in efforts to retain and attract new business and industry.**

1. Develop and evaluate infrastructure plans for targeted areas. Develop and implement neighborhood plans that include efforts to promote economic development in targeted areas.

D. Neighborhoods

Goal 1 *Preserve, protect and enhance the integrity, economic viability, and livability of San Antonio's neighborhoods.*

Policy 1g: **Encourage the establishment of neighborhood associations.**

1. Develop a citywide outreach program to encourage residents, businesses, churches, schools and other service providers to form neighborhood associations.
2. Provide information to neighborhood residents and groups who want to form neighborhood associations.

Goal 2 *Strengthen the use of the Neighborhood Planning Process and neighborhood plans.*

Policy 2a: **Provide additional technical assistance and incentives to encourage neighborhoods to plan.**

1. Develop a training program for neighborhood residents and groups interested in preparing neighborhood plans.
2. Publicize the benefits and types of neighborhood planning processes that are available.
3. Encourage the Neighborhood Resource Center to maintain and distribute a list of volunteer experts available to assist neighborhoods in the planning process.
4. Encourage consideration of currently recognized neighborhood plans by elected and appointed officials and City staff as they perform their duties and responsibilities.
5. Continue to notify residents and property owners of land use issues affecting their area in a timely manner. Evaluate and supplement the present notification process through new approaches and technologies.
6. Develop, update and make available attractive, easy to understand, bilingual neighborhood planning information, data and manual.
7. Enhance the City's ability to receive and respond to neighborhood concerns and provide neighborhood residents and property owners the opportunity to review land use issues and discuss the issues with appointed and elected officials.

Policy 2c: **Promote alternative neighborhood and sector planning processes that will address the needs of all areas of the City.**

1. Improve the existing Neighborhood Planning Process
2. Create a Sector Planning Process.
3. Participate and assist in the Neighborhood Conference Process.
4. Promote an Annual Goal Setting Process for Neighborhoods.
5. Develop a Neighborhood Revitalization Strategy.

Policy 2d: Establish a standardized format and outline for neighborhood plans that includes information such as economic data, needed community facilities, and street and drainage improvements.

1. Notify neighborhoods having City Council recognized plans to update their plans at least once every five years to prevent expiration. Provide support services similar to initial plan preparation.
2. Encourage neighborhoods to develop a future land use map in recognized neighborhood plans which illustrates the desired physical evolution of the neighborhood.
3. Encourage neighborhoods to seek sound planning and guidance when developing neighborhood plans.
4. Require neighborhood representatives to take into consideration the development trends of the San Antonio area as they form their neighborhood plans.
5. Require neighborhood representatives to reflect the goals and policies of the Master Plan of the City as they form their neighborhood plans.

Policy 2e: Encourage all City departments to review and follow neighborhood plans to the extent practical.

1. Use an interdepartmental approach to develop standard procedures to ensure that the goals and recommendations of recognized neighborhood plans are considered.
2. (not applicable)
3. Consider projects identified in neighborhood plans when making decisions regarding capital improvement projects.

F. Urban Design

Goal 1 Preserve and enhance the City's urban design.

Policy 1b: Develop urban design policies and standards which integrate and coordinate planning for historic and cultural resources, public facilities and services, and private development, infrastructure, transportation, arts and cultural resources, libraries, parks and recreation, health and human service facilities.

1. Create and adopt urban design guidelines and standards that will enhance the quality of life in San Antonio, and which specifically encourage the following:
 - Preservation and enhancement of the City's important historic and cultural characteristics, including architectural styles and historic districts, as well as existing residential and commercial districts, and neighborhood centers.
 - Distinctive physiographic, natural, and scenic features,
 - Pedestrian safety and comfort, transit access, street level amenities, and circulation between neighborhood centers.
 - Greater density and diversity of development consistent with these urban design policies.
 - Creation of City gateways and entry points,
 - Improved design and attractiveness of the City's highway, street transit and pedestrian networks, and of its open spaces and greenbelts.

Policy 1c: Encourage patterns of urban development that provide a full range of housing choices and promote a sense of community, urban vitality and the efficient provision of infrastructure.

1. Develop a comprehensive land use plan based upon the goals and policies of this Plan, using a public planning process.

Policy 1d: Develop criteria and procedures for infill development which will enhance the character of neighborhoods.

1. Involve neighborhoods in developing neighborhood-specific plans that define the character and pattern of development for their neighborhood, and that establish infill development guidelines.
2. Offer economic and infrastructure incentives to encourage infill development.

Goal 2 *Preserve and enhance the City's historic resources.*

Policy 2a: Compile and maintain a comprehensive and dynamic historic resource inventory program which includes federal, state, and local landmarks, properties, and districts.

- 1-3. (not applicable)
4. Require as part of the neighborhood planning process, the identification of potential historic resources and historic districts.

Policy 2f: Promote partnerships between public agencies and conservation and neighborhood organizations to achieve preservation objectives.

Include sessions regarding historic preservation during the annual neighborhood conference, and other appropriate forums.



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
- (If associations list a management company as a primary contact for publication, the contact information of the association's president must also be provided 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.

Appendix C

PLANNING PROCESS SAMPLE MOU AND WORK PROGRAM

I. Purpose

As part of the Comprehensive Planning Program, a Memorandum of Understanding (MOU) must be executed between the City of San Antonio Planning and Development Services Department and the authorized representative of the _____ planning area. The plan created as a result of this MOU will be presented to Planning Commission and City Council for adoption.

When adopted, plans provide guidance to City boards, commissions and departments. Adopted plans serve as a guide and do not include a specific financial commitment by the City. All adopted plans should address land use, community facilities, and transportation networks. Priority projects are considered for recommendation as a part of the Annual Improvement Project Report. This report is forwarded to City Council.

The intent of this Memorandum of Understanding is to ensure the _____ plan is developed in an open manner involving neighborhood stakeholders, consistent with City policies, and an accurate reflection of the community's values. Its purpose is to form a working relationship between the community and the Planning and Development Services Department. The Planning and Development Services Department will utilize City Master Plan Policies and Best Planning Practices in addition to input by the Planning Team and the Public in development of the Land Use Plan.

This Memorandum of Understanding sets out the responsibilities of all parties. The MOU identifies the work to be performed by the Planning Team and by the Planning and Development Services Department. Planning tasks, schedules, and finished products are identified in the Work Program.

II. Responsibilities

A general list of responsibilities follows:

NEIGHBORHOOD/COMMUNITY PLANNING TEAM RESPONSIBILITIES

1. Organize a planning team. The Planning Team should include representatives from the neighborhood stakeholders groups including: all residents, neighborhood associations, community groups, property owners, institutions, businesses, schools, etc. The final composition of the Planning Team will be approved by the Director of Planning and Development Services.
2. Develop the Work Program with the Planning and Development Services Department.
3. Organize regular meetings of the planning team in coordination with the Planning Department.

4. Assist the Planning and Development Services Department with organizing public meetings to develop the plan.
5. Identify the community resources available to support the planning effort including persons to serve as meeting facilitators and committee chairs.
6. Assist with recruiting participants for planning meetings including the development of a mailing list, distribution of flyers, and placement of meeting announcements in neighborhood newsletters.
7. Gain the support of neighborhood stakeholders for the recommendations found within the plan.
8. Submit the proposed plan to the City for interdepartmental and interagency review.
9. Work with the Planning and Development Services Department to incorporate interdepartmental comments into the proposed plan.
10. Submit the proposed plan to Planning Commission and City Council for consideration.
11. After adoption, develop a Plan Action Team to monitor and work towards plan implementation.
12. After adoption, publicize the plan to neighborhood interests and ensure new community members are aware of the plan and its contents.

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT STAFF RESPONSIBILITIES

1. Assign a staff member(s) to provide technical assistance to the planning effort.
2. Coordinate and facilitate community meetings with the assistance of the planning team.
3. Provide any necessary materials, handouts, etc. needed for public planning meetings.
4. Work with the community to collect and analyze data and develop goals and implementation strategies.
5. Provide assistance with the creation of the neighborhood plan including review, editing, and formatting.
6. Coordinate with other City departments, public agencies, and other stakeholders during plan development.
7. Coordinate the City interdepartmental and interagency review.
8. Prepare for plan consideration by Planning Commission and City Council.

Director of Planning & Development Planning Team Chair Services

Name: Signed after selection

Name: Signed after selection

Signature: _____

Signature: _____

Date: _____

Date: _____

SAMPLE WORK PROGRAM

The following provides an example Work Program for a typical planning effort. Developing this schedule will be one of the first tasks of the Planning Team.

1. Months 1-2 - Getting Started

- Organize the Planning Team.
- Sign the Memorandum of Understanding.
- Finalize the planning area boundaries and the Work Program
- Planning Team begins to identify methods to publicize meetings, locate facilitators, find potential meeting facilities, etc.
- Staff begins data collection and analysis.
- Planning Team assists with current land use surveys.

2. Months 3-4 - First Public Meeting – SWOTS (Strengths, Weaknesses, Opportunities, Threats)

- Staff organizes, with Planning Team assistance, the first public meeting to identify neighborhood strengths, weaknesses, opportunities and threats.
- Planning Team works to publicize the public meeting and identify any needed facilitators.
- Planning Team completes land use surveys.

3. Month 5- Second Public Meeting - Land Use Workshop

- Staff organizes, with Planning Team assistance, a public meeting to identify future land uses for the planning area.
- Planning Team works to publicize the public meeting and identify any needed facilitators.
- Staff organizes, with Planning Team assistance, a public meeting for commercial and business property owners to review proposed land uses, if additional outreach is necessary.

4. Months 6-8 – Implementation Strategies

- Staff provides neighborhood issues identified in the first public meeting to “Consulting Experts” to recommend implementation strategies.
- Planning Team and interested community members draft goals, objectives, and action steps, timelines, partnerships, and potential funding. This may be done through workshop format or through a series of Planning Team meetings.
- Based on the consulting experts’ and Planning Team input, staff develops a first draft of the plan that identifies implementation strategies.
- Planning Team reviews draft plan and provides comments.
- Staff updates other City departments on plan issues as needed.

5. Month 9 - Interdepartmental Review

- Staff prepares, with assistance from the Planning Team, the second draft of the plan that incorporates comments from the second public meeting and work groups.

- Staff organizes City interdepartmental and interagency review of the plan document.
 - Planning Team assists with incorporating interdepartmental and interagency comments into the plan document.
6. Month 10- Third Public Meeting - Draft Plan Review/ Open House
- Staff organizes, with Planning Team assistance, the third public meeting to review the final draft of the plan with City comments incorporated.
 - Planning Team works to publicize the public meeting and identify any needed facilitators.
 - Staff, with Planning Team assistance, incorporates comments from the third meeting into the plan document.
7. Months 11-12 - Plan Adoption
- Staff prepares the plan for consideration by Planning Commission and City Council.
8. Month 13 - After Adoption
- Planning Team assists with the development of a Coordinating Group to monitor and work towards plan implementation.
 - Coordinating Group publicizes the plan to neighborhood stakeholders and newcomers.

Director of Planning & Development President/Board Chair Services

Name: Signed after selection Name: Signed after selection

Signature: _____ Signature: _____

Date: _____ Date: _____

Appendix D

PLAN AMENDMENT APPLICATION

PROJECT INFORMATION:

DEPARTMENTAL USE ONLY	
FEE: \$ _____	FILE NUMBER: _____
COMPREHENSIVE PLAN COMPONENT(S) SUBJECT TO APPLICATION: _____ _____	
NEIGHBORHOOD ASSOCIATION(S): _____ _____	
CITY COUNCIL DISTRICT(S): _____	
APPLICATION DATE: _____	CITY INITIATED: YES/NO
TENTATIVE PC DATE: _____	
TENTATIVE CC DATE: _____	
CASE MANAGER: _____	APPLICATION ACCEPTED BY: _____
PLAN INDICATOR(S) AFFECTED: _____	

OTHER PROJECT DATA:

APPLICANT: _____	TEL: _____
(If applicant is different from owner, please complete attached affidavit.)	
PROPERTY OWNER'S NAME: _____	TEL: _____
PROJECT NAME: _____	
PROJECT STREET ADDRESS: _____	
LEGAL DESCRIPTION: LOT _____	BLOCK _____ NCB _____
(If a plat reference is not available, please provide field notes or metes and bounds description)	
PARCEL TAX ID NUMBER(S): _____	

AREA SUBJECT TO PLAN AMENDMENT:

ACRES: _____ (or) SQUARE FEET: _____
<i>PLEASE SUBMIT BEXAR APPRAISAL DATA WITH LEGAL DESCRIPTIONS AND ACREAGE OF THE SUBJECT PROPERTY(S)</i>
REQUESTED CHANGE TO FUTURE LAND USE MAP DESIGNATION: (please attach map designating tracts to be changed) _____ _____
REQUESTED CHANGE TO PLAN TEXT: _____ _____
ITEM AND PAGE NUMBER(S) OF COMPREHENSIVE PLAN DOCUMENT: _____

AREA SUBJECT TO REZONING, IF APPLICABLE:

(NOTE: A SEPARATE APPLICATION FOR REZONING IS ALSO REQUIRED)

TRACT #	ACRES OR SQ FT	EXISTING ZONING	EXISTING USE	PROPOSED ZONING	PROPOSED USE

RELATED PLANS:

MASTER DEVELOPMENT PLAN? YES/NO FILE #: _____
 PUD PLAN? YES/NO FILE #: _____
 SUBDIVISION PLAT? YES/NO FILE #: _____
 RESTRICTIVE COVENANT? YES/NO
 VOLUME/PAGE #: _____
 CITIZEN PARTICIPATION PLAN? YES/NO

REASON FOR COMPREHENSIVE PLAN AMENDMENT REQUEST:

(PLEASE ATTACH ADDITIONAL SHEETS, IF NECESSARY)

SIGNATURE OF OWNER OR AUTHORIZED AGENT: _____

FEE SCHEDULE EFFECTIVE OCTOBER 1, 2009:

0 - 0.5 acres = \$735.00 0.51 - 5.0 acres = \$1,577.50
 5.01 - 10.0 acres = \$2,445.00 10.01 - 25 acres = \$3,820.00
 Greater than 25 acres = \$3,820 + \$110.00 per additional acre to maximum of \$11,500.00
 \$400 Postponement/Withdrawal

SUPPLEMENTAL MATERIALS REQUIRED:

- AFFIDAVIT OF PROPERTY OWNER, IF APPLICABLE
- MAP DESIGNATING PROPERTIES SUBJECT TO THE COMPREHENSIVE PLAN AMENDMENT
- BEXAR APPRAISAL DATA WITH SUBJECT PROPERTY LEGAL DESCRIPTIONS AND ACREAGE
- CONCEPTUAL SITE PLAN INCLUDING LOCATION OF STRUCTURES, EASEMENTS, WATER SOURCES, FENCES, CURB CUTS, SIDEWALKS AND STREET AND ALLEY RIGHT OF WAY LINES
- FIELD NOTES OR METES AND BOUNDS DESCRIPTION OF PROPERTY, IF APPLICABLE
- DEED RESTRICTIONS, IF APPLICABLE

AFFIDAVIT

STATE OF TEXAS
COUNTY OF BEXAR

BEFORE ME, the undersigned official, on this day personally appeared _____,
who is personally known to me and first being duly sworn according to law upon his/her
oath deposed and said:

*"My name is _____ I am over eighteen (18) years of age and I
reside at _____ I have personal knowledge of the facts stated herein,
and they are all true and correct. I own property which is the subject of this request. I have
designated _____ to represent me in filling an application for
Comprehensive Plan Amendment with the City of San Antonio Planning and Development Services
Department, and to appear on my behalf at all necessary meetings of the Planning Commission with
respect to this request. In relation to this, my understanding that as owner of the aforementioned
property, either I or my representative may apply and appear on behalf of the request."*

Affiant

On _____, 20____, personally appeared _____, and
having been duly sworn by me, subscribed to the foregoing affidavit and has stated that the
facts stated herein are true and correct.

Notary Public, State of Texas

INSTRUCTIONS

1. Project Information: Section to be completed by the Planning and Development Services Department.

2. Other Project Data:

a. Applicant – Provide name of applicant requesting the Comprehensive Plan amendment. If applicant is different from owner, please complete and notarize the attached affidavit.

b. Owner's Name – Provide name of current owner. Only the current owner or authorized agent may apply for a change of zoning. In addition, if ownership is scheduled to change prior to the completion of the amendment process, please provide name of prospective owner(s).

c. Project Name – Indicate name of project, if applicable.

d. Project Street Address(es) – Indicate the address or range of addresses along any street abutting the property. For assistance, contact Addressing Services in the Planning and Development Services Department, Development and Business Services Center, 1901 S. Alamo.

e. Legal Description – Indicate the location of the property described according to a subdivision plat filed at the County Court House or City Tax Rolls. If a plat reference is not available, please provide field notes or metes and bounds description of the property.

f. Parcel Tax ID Number(s) – Please provide the parcel identification information according to the Bexar Appraisal District. *For assistance, contact the Bexar Appraisal District (210) 224-8511 or visit <http://www.bcad.org>*

3. Area Subject to Plan Amendment:

a. The area of the tract(s) for which an amendment is being requested shall be shown in acres or square feet.

b. If the amendment requires a change to the future land use designation, please explain the requested change and attach a map designating the tracts to be changed.

c. If the amendment requires a change to the plan text, please explain the requested change including the item and page number(s).

4. Area Subject to Rezoning:

Please indicate both the existing and proposed zoning and use(s). If more than one tract is involved, identify the tract by number and corresponding acreage or square footage. *Information on zoning maybe obtained from the Zoning Division of the Planning and Development Services Department located at the Development and Business Services Center, 1901 S. Alamo.*

5. Related Plans:

If this property is subject to a Master Development Plan or POADP, or if there are any pending requests on the property covered by this application, please provide the appropriate reference information. Also, deed restriction information must also be provided, indicating the volume and page numbers of the deed conveying the property to the present owner. *This information is located on the deed or is available in the County Clerk's Office, Bexar County Courthouse.*

6. Reason for Plan Amendment Request:

Please provide a brief summary identifying all reasons the Plan amendment is being requested at this time. Be sure to include a description of all proposed land uses for the subject property.

- a. It is important to send a Letter of Intent that includes the reasons for the Plan Amendment and a copy of the map designating properties subject to the Plan amendment to the members of the plan area's Planning Team for review. While this step is not mandatory, input from planning team members is received during the public hearing process, since planning teams are notified of the public hearing by mail. The Neighborhood & Urban Design Section staff can provide a list of planning team members to an applicant upon request.

7. Fee Schedule

The fees on all plan amendments will be based on the acreage of subject property(s). The fee schedule can be found on page two of the application.

8. Supplemental Materials Required:

- a. Map designating properties subject to the Plan amendment. For the purposes of this application, it may be a copy of the same map used for a rezoning application or a tax map from the Bexar Appraisal District.
- b. Bexar Appraisal data can be obtained from the Bexar Appraisal District website at www.bcad.org. When visiting the Bexar Appraisal website click on "Property Search" and follow instructions that will assist in identifying the subject property. Please attach the property information to include legal description(s), ownership, and acreage.
- c. Conceptual site plan including location of structures, easements, water sources, fences, curb cuts, sidewalk and street and alley right of way lines. *Plot plan forms are available from the Planning and Development Services Department.*
- d. Field notes or metes and bounds description of the property should be provided if a legal description of the property is not available.
- e. Deed Restrictions – please provide copies of all deed restrictions.

Appendix E

SAMPLE PLAN ACTION NETWORK MOU AND WORK PROGRAMS

Plan Action Network Memorandum of Understanding

I. Purpose

The purpose of this MOU is to encourage Plan Action Team members to identify, prioritize and address the needs and concerns of plan areas. Additionally, the MOU formalizes an understanding of responsibilities and creates a working relationship between the community and the City of San Antonio Planning and Development Services Department. The Team should comment and act on the issues being addressed by the Plan, including various aspects of implementation and the merits of different ways to achieve the vision for the local area.

As part of the Comprehensive Planning Program, a MOU must be executed between the City of San Antonio Planning and Development Services Department and the Plan Action Team for a plan area. This MOU identifies the work and responsibilities to be performed by the Team, the City of San Antonio Planning & Development Services Department and all other applicable parties. Planning tasks, schedules, and finished products for both the Annual Work Program and the Five Year Plan Update Work Program are identified in the Work Programs (see Attachments 1 and 2).

ANNUAL WORK PROGRAM

The Annual Work Program will be developed on an annual basis. Plan Action tasks will be directly related to the goals, objectives, and actions steps contained in the particular plan. Additionally, Teams will submit priority items within the plan for the Annual Improvement Project Report (AIPR). The Annual Improvement Project Report is a rolling report presented each fiscal year to the Planning Commission and the City Council, that includes operational programs or larger capital projects from adopted Neighborhood, Community, and Perimeter Plans.

PLAN UPDATES

The City reviews and revises plans as warranted. The Team, together with the Planning and Development Services Department, is responsible for updating the Land Use Plan that will guide future development in the area. The updated Land Use Plan created as a result of this MOU will be presented to Planning Commission and City Council for adoption as a component of the City's Master Plan. The plan update process will require more meetings as it is a more time and resource intensive endeavor.

The Planning and Development Services Department will utilize City Master Plan Policies, Best Planning Practices, and Planning Team and Public input to develop the updated Land Use Plan.

When adopted, community plans represent the community's consensus and provide guidance to City boards, commissions and departments. Adopted plans serve as a guide and do not include a specific financial commitment by the City.

This Memorandum of Understanding must be executed between the City of San Antonio Planning and Development Services Department and the Plan Action Team.

III. Responsibilities

A general list of responsibilities follows:

PLAN ACTION TEAM

RESPONSIBILITIES

- Assist the Planning and Development Services Department recruit a Plan Action Team. The Team should include community stakeholders from throughout the planning area, including: residents (homeowners and renters), community groups, property owners, institutions, businesses, schools, etc. The Planning and Development Services Director will approve the final composition of the Team.
- Develop a Work Program with the Planning and Development Services Department.
- Conduct a minimum of two meetings per year with the Planning and Development Services Department staff, and other City staff as needed. Utilize these meetings to facilitate communication with the City and to review City adherence and implementation to the plan.
- Designate a chair and a co-chair to arrange and conduct the meetings.
- Ensure that an adequate reserve of replacements equals the amount of current Team members. Make sure that they are readily available should you resign your position.
- Team member's appointment may be ended on the basis of one of the following:
 - Resignation
 - Regular non-attendance at meetings (members will be considered to have vacated their position on the Team when they have been absent from three meetings without an explanation).
 - Death or illness that prevents a team member from attending a regular meeting.
- Coordinate with the Planning and Development Services Department to review, monitor, recommend and work towards plan implementation.
- Respond to City initiatives related to the plan area including but not exclusive to the following: Plan Amendments, Plan Updates, and Zoning Case Reviews and the Annual Improvement Project Report.
- Submit all plan area concerns and any requested written responses to Plan Action Team Liaison, a member of the Planning and Development Services Department.
- Provide input and strategies for implementation of all aspects of the plan.
- Develop and provide specific criteria to be used in evaluating the implementation of all aspects of the Plan. Criteria must be specific to the planning area and topic under consideration (e.g. economic development, infrastructure, etc.)

- Develop Annual Improvement Project Report priority projects listing and provide to Planning and Development Services Department Staff.
- Participate in the annual Community Development Summit.

ADDITIONAL RESPONSIBILITIES FOR PLAN UPDATE

- Assist the Planning and Development Services Department with organizing public meetings to update the Land Use Plan, including helping with recruitment efforts such as developing a mailing list, distributing flyers to residents and apartment complexes, placing meeting announcements in neighborhood newsletters, etc.
- Gain and ensure proper citizen involvement and support regarding the plan update by presenting information to Plan area's community via neighborhood association meetings. In a timely manner, notify the Planning and Development Services Department of the meeting.
- Form a subcommittee for the plan update process which is more intense and requires more meetings.
- After adoption of the plan update, publicize the plan to community groups and ensure new community members are aware of the plan and its contents.
- Advocate for plan implementation at public hearings before Planning Commission, Zoning Commission, and City Council.

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT RESPONSIBILITIES

Provide a Plan Action Team Liaison who will:

- Serve as a bridge between the Plan Action Team, City departments and other related departments.
- Work with the community to design and facilitate a work program.
- Through the Annual Improvement Project Report, encourage additional interdepartmental and interagency participation in the plan implementation process.
- Provide any technical assistance and necessary materials, handouts, etc. needed for Team public & plan update meetings.
- Direct Team to data that could impact monitoring and evaluation of the plan.
- Participate in periodic meetings with Team.
- Help members feel comfortable within the Plan Action Team by providing excellent customer service.
- Facilitate meeting arrangements pertaining to initiation of a zoning change request, plan amendment, or plan update.

ADDITIONAL RESPONSIBILITIES FOR PLAN UPDATE

- Discuss planning principles and concepts as the plan is developed.
- Assist in land use verification, utilizing an Existing Land Use Map.
- Help the Team coordinate and advertise their meetings.

- Coordinate and facilitate community/public meetings with the assistance of the Team, provide flyer copies for distribution by hand, and submit press releases to local papers regarding any public meetings.
- Prepare a final, updated land use plan based on planning principles, Team input, and public input.
- Coordinate the City interdepartmental review, including review by Zoning section staff and the City Attorney.
- Present the plan update to Planning Commission and City Council.

Plan Action Network Annual Work Program-Project Prioritization

Meeting 1

- Meeting with Liaison, District Council staff, and other City Departments, as needed or requested.
- Read and review Memorandum of Understanding (MOU) and Work Program.
- Sign MOU.
- Review individual plan for goals, objectives, & action steps for implementation.
- Identify potential priority projects.
- Liaison will instruct Team to develop list of priorities to be submitted at next meeting.
- Team will go back to community and solicit input on items for discussion at next meeting.
- Team and Liaison will communicate on status of plan action progress.

Meeting 2

- Meeting with Liaison, District Council staff, and other City Departments, as needed or requested.
- Finalize priority list for AIPR. (If the Team is not able to finalize priority list, additional meetings will be required.)
- Team will submit priority list to Liaison.
- Liaison will include priority list in AIPR.
- Liaison will monitor progress of implementation of priorities.

Plan Action Network Work Program-5 Year Plan Update

This is a typical sample of a Work Program. It represents a work plan with Plan Action Team meetings held twice a month. The Planning and Development Services Director and the Plan Action Team may modify the following program as necessary in order to adjust to any unforeseen events within the city organization or the community, provided the schedule does not exceed 9 months.

Month 1: Plan Action Team Organization

- Develop a work program and finalize an MOU.
- Sign the Memorandum of Understanding.

Month 2: Existing Land Use Analysis

- Update Existing Land Use Map, including field verification.
- Update the graphic presentation of the original land use plan using currently reorganized land use categories.

Month 3: Planning Team Land Use Work Sessions

- Create an updated Land Use Map with accompanying text.
- Team works to publicize a public meeting to seek input on Land Use Plan and arranges for meeting refreshments, location, etc.

Month 4: Public Meeting(s) and Land Use Plan Preparation

- Staff holds a public meeting to receive public input on the updated Land Use Plan.
- If necessary, staff organizes, with Team assistance, a second public meeting to incorporate more public input.
- Staff creates a final Land Use Plan with accompanying text based on Team input, public meeting input, and best planning practices.

Month 5: City Interdepartmental Review

- Staff organizes review of the Land Use Plan with the Zoning section staff and City Attorney's Office.

Month 6: Final Plan Action Team Meeting

- Staff arranges a final meeting with the Team to review comments from the interdepartmental review, and look over the final draft of the Land Use Plan.

Months 7-8: Plan Adoption

- Staff prepares the plan update for consideration by Planning Commission and City Council.

Month 9: Plan Action

- The neighborhood continues to promote the plan to community stakeholders, newcomers, and plan partners and works on plan implementation.
- Staff forwards notices of plan amendment applications and zoning changes to the Team.

Appendix F

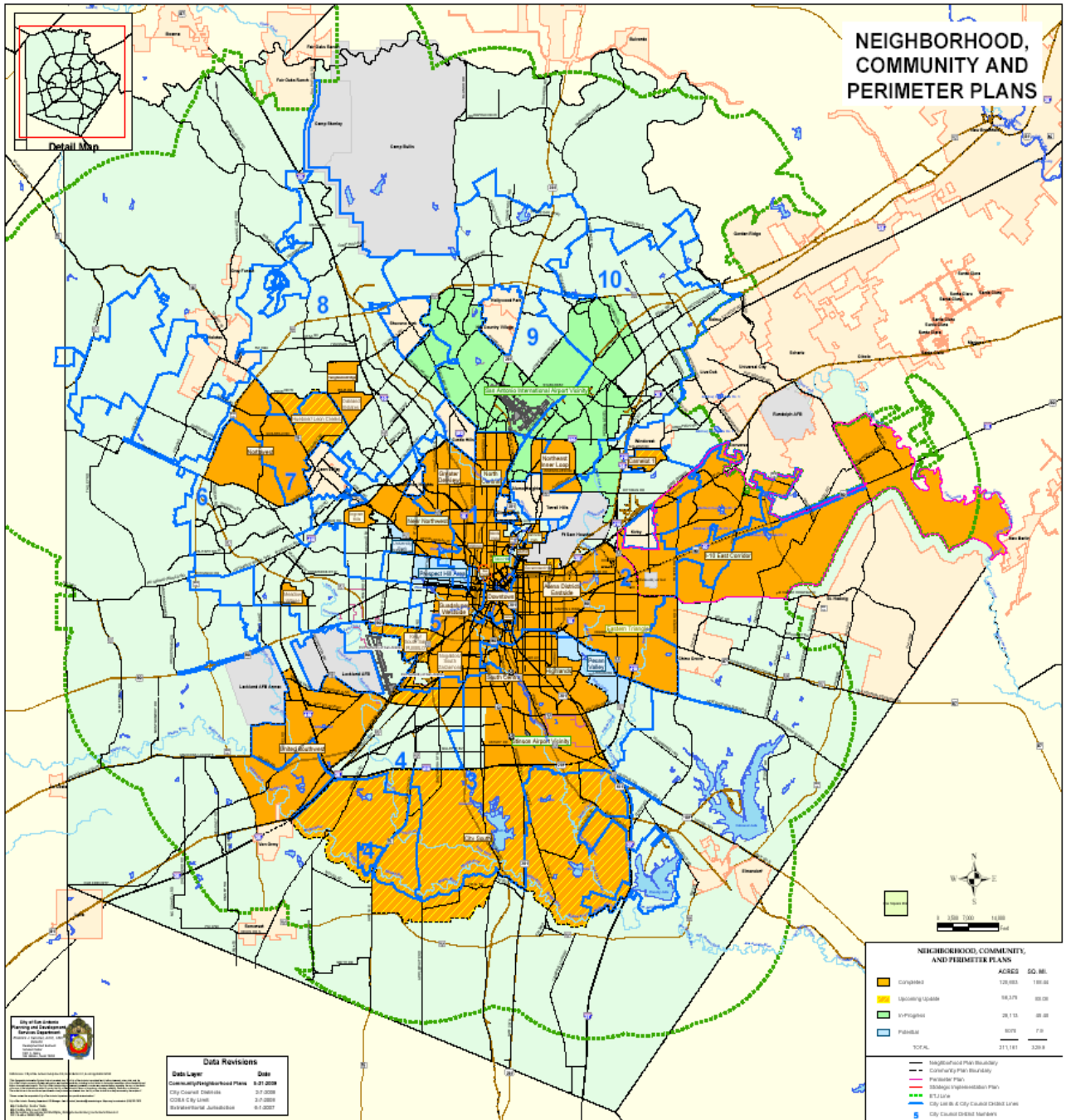
NEIGHBORHOOD, COMMUNITY, PERIMETER, AND SECTOR PLANS						
COMPLETED	CITY COUNCIL APPROVAL DATE	RESOLUTION/ ORDINANCE	Population*	ACREAGE	SQUARE MILES	CITY COUNCIL DISTRICT
Arena District/Eastside CP+	4-Dec-2003	Ord. 98562	32,062	5,056	7.9	2
Arena District/Eastside Update	4-Dec-2008	Ord. 2008-12-04-1127	0	0	0	0
Camelot I Update+	23-Sep-1999	Ord. 90553	0	0	0	2
Camelot 1 Update^	26-Aug-2004	Ord. 99619	3,753	960	1.5	2
City South CP (Southside Initiative)+^	26-Jun-2003	Ord. 97875	7,641	46,944	73	3, 4
City South CP – Expansion Land Use Plan Amendment	22-Jul-2004	Ord. 99476	428	4,080	6.4	3, 4
Downtown NP+^	13-May-1999	Ord. 89770	18,250	2,375	3.7	1, 2, 5
HemisFair Park Area Master Plan (Downtown NP)	25-Mar-2004	Ord. 99009	0	0	0	1
Downtown - West Neighborhood	15-Jan-2009	Ord. 2009-01-15-0034	0	0	0	5
Downtown- East Neighborhood	4-Dec-2008	Ord. 2008-12-04-1126	0	0	0	2
Downtown - North Neighbhd- River North	19-Mar-2009	Ord. 2009-03-19-0224	0	0	0	1
Eastern Triangle Community Plan	21-May-2009	Ord. 2009-05-21-0436	24,780	9,600	15	2
Five Points NP +	3-Feb-2000	Ord. 91227	1,886	146	0.2	1
Five Points - No Update Warranted	26-Apr-2006	Res. 06-4-26	0	0	0	1
Five Points NP Update	6-Aug-2009	Ord. 2009-08-06-0621	0	0	0	1
Government Hill NP+^	20-Sep-2001	Ord. 94594	5,354	624	1	2
Government Hill - No Update Warranted	27-Dec-2006	Res. 061203	0	0	0	2
Government Hill Update, Phase 1	16-Oct-2008	Ord. 2008-10-16-0954	0	0	0	2
Greater Dellview Area CP	29-Sep-2005	Ord. 101499	33,345	3,098	4.8	1
Guadalupe/Westside CP	3-May-2007	Ord. 2007-05-03-0508	22,015	2,239	3.5	5
Highlands CP	4-Apr-2002	Ord. 95578	29,864	3,642	5.7	3
Highlands CP Update - Boundary Change	6-Dec-2007	Ord. 2007-12-06-1276	38,170	4,324	6.8	3
Huebner/ Leon Creeks CP+	21-Aug-2003	Ord. 98049	0	0	0	7, 8
Huebner/Leon Creeks CP Update	20-Aug-2009	Ord. 2009-08-20-0665	15,691	3,143	4.9	7, 8
IH-10 East Corridor Perimeter Plan+	22-Feb-2001	Ord. 93493	0	0	0	2
IH-10 East Perimeter Plan Update	20-Mar-2008	Ord. 2008-03-20-0231	29,166	35,804	56	2
Ingram Hills NP**	4-Jun-1992	Res. 92-24-20	0	0	0	7
Ingram Hills NP Update	21-May-2009	Ord. 2009-05-21-0442	2,780	584	0.9	7
Kelly/South San PUEBLO CP+^	15-Feb-2007	Ord. 2007-02-15-0190	31,503	4,039	6.31	4, 5
Kelly/South San PUEBLO CP Update, Phase 1	18-Jun-2009	Ord. 2009-06-18-0538	0	0	0	4, 5
Lavaca NP	27-Sep-2001	Ord. 94640	2,659	257	0.4	1
Lavaca No Update Warranted	26-Apr-2006	Res. 07-04-26	0	0	0	1
Mahncke Park NP	27-Sep-2001	Ord. 94641	3,408	445	0.7	2, 9
Mahncke Park - No Update Warranted	24-Oct-2007	Res. 07-10-24	0	0	0	2, 9
Meadow Village NP	25-Feb-1993	Res. 93-09-12	3,990	567	0.9	4
Midtown Neighborhoods NP	12-Oct-2000	Ord. 92770	10,057	936	1	1
Midtown - No Update Warranted	9-Nov-2005	Res. 05-11-01	0	0	0	1
Monte Vista NP	7-Jul-1988	Res. 88-29-35	4,160	546	0.9	1
Near Northwest CP	14-Feb-2002	Ord. 95325	34,231	5,306	8.3	1, 7
Near Northwest - No Update Warranted	24-Sep-2008	Res. 08-09-24	0	0	0	1, 7
Nogalitos/S. Zarzamora CP+^	30-Sep-2004	Ord. 99820	27,856	2,060	4	4, 5
Nogalitos/S. Zarzamora CP Update, Phase 1	18-Jun-2009	Ord. 2009-06-18-0537	0	0	0	4, 5
North Central CP	14-Feb-2002	Ord. 95324	17,895	4,134	6.5	1, 9
North Cental - No Update Warranted	9-Apr-2008	Res. 08-04-01	0	0	0	1, 0
Northeast Inner Loop NP+	22-Mar-2001	Ord. 93626	0	0	0	2, 10
Northeast Inner Loop NP Update	7-Aug-2008	Ord. 2008-08-07-0677	8,707	1,586	2	2, 10
Northwest CP +	24-Sep-1998	Res. 93-35-35	0	0	0	6, 7, 8
Northwest CP Update	27-May-2004	Ord. 99256	68,906	9,171	14.3	6, 7, 8
Oakland Estates NP+	31-Aug-2000	Ord. 92440	0	0	0	8
Oakland Estates NP Update	19-Apr-2007	Ord. 2007-04-19-0460	880	930	1.5	8
River Road NP Update+	17-Aug-2000	Ord. 92344	0	0	0	1, 9
River Road NP Update	23-Mar-2006	Ord. 2006-03-23-0405	420	76	0.1	1, 9
South Central San Antonio CP+	19-Aug-1999	Ord. 90309	0	0	0	3, 4, 5
South Central San Antonio CP Update	10-Nov-2005	Ord. 101664	55,000	7,325	12	3, 4, 5
South Central San Antonio CP Update- Boundary	6-Dec-2007	Ord. 2007-12-06-1276	0	0	0.0	3, 4, 5
Stinson Airport Vicinity Land Use (SP)	2-Apr-2009	Ord. 2009-04-02-0252	20,227	6,533	10.2	3
Tanglewoodridge NP	28-Apr-1994	Res. 94-21-21	4,010	1,040	1.6	8

** Superseded by newer adopted plans. +Plans that have been amended with updated land use elements or chapters. Need to consult updated plan in addition to original document. ^Five-year review or update in progress. Bold - rezoning applications must be consistent. Population was derived from 2000 Census block-group data where boundaries do not always match plan boundaries. Efforts were made to adjust areas in order to provide an accurate population count. Acreage was determined using GIS.

<u>IN PROGRESS</u>	CITY COUNCIL ANTICIPATED APPROVAL DATE	<u>Population*</u>	ACREAGE	SQUARE MILES	CITY COUNCIL DISTRICT
San Antonio International Airport Vicinity Land Use Plan	2010	128,913	29,113	45.5	1,2,9,10
Dignowity Hill NP	2009	0	0	0	2
Government Hill NP Update (Phases 2-4)	2010	0	0	0	2
Downtown-West NP Update (Phase 2)	2010	0	0	0	5
Nogalitos/S. Zarzamora CP Update (Phase 2)	2010	0	0	0	5
Kelly/S. San Pueblo CP Update (Phase2)	2010	0	0	0	4,5
Camelot 1 NP Update	2010	0	0	0	2
City South CP Update (Area 7)	2010	0	0	0	ETJ
TOTAL		128,913	29,113	45.5	
<u>UPCOMING</u>					
TBD- Call for applications in Fall/Winter 2010					
TOTAL		0	0	0.0	

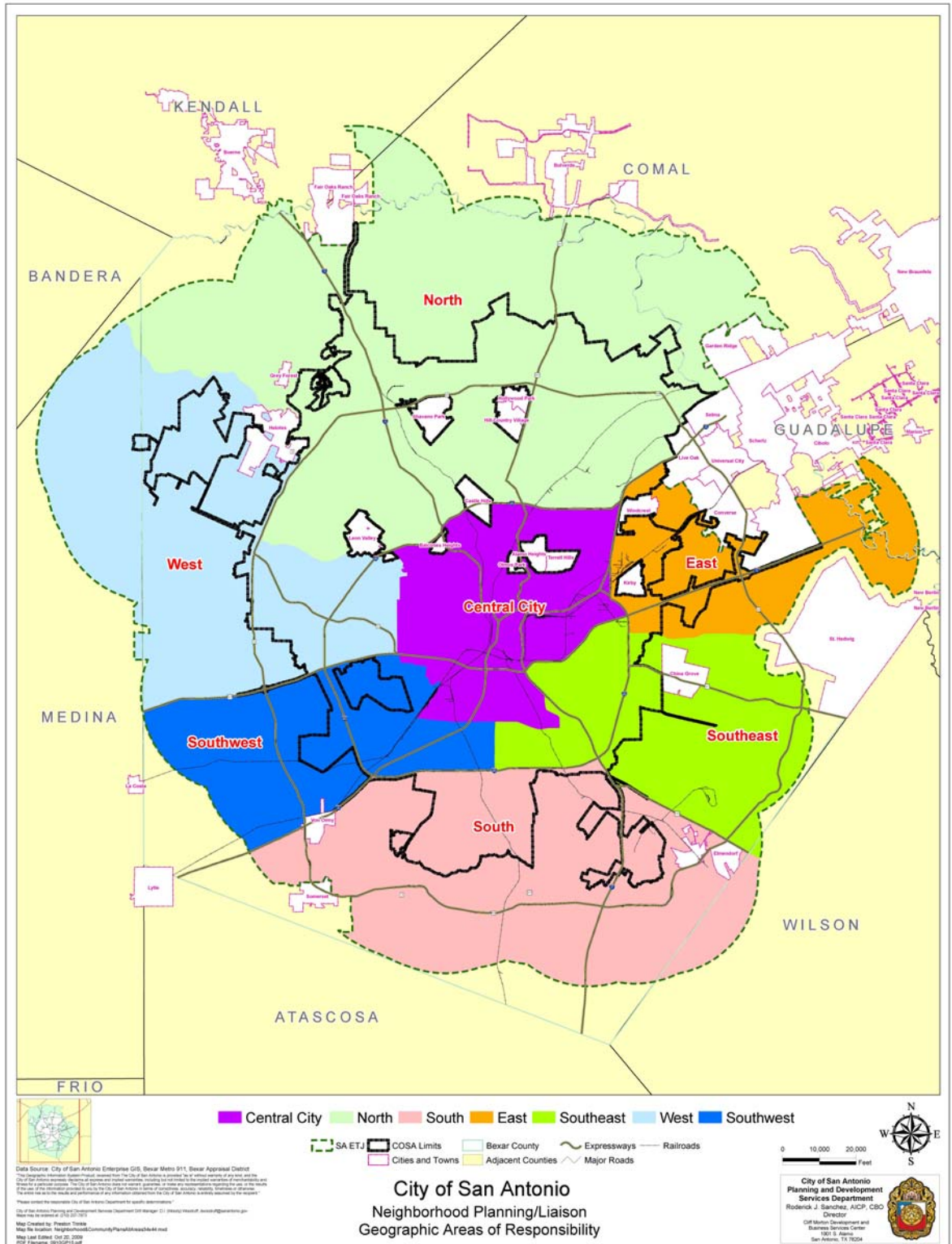
Appendix G

MAP OF PLANS - ADOPTED AND IN PROGRESS



Appendix H

MAP OF SECTOR PLANNING APPROACH



Appendix I

CAPACITY BUILDING

Request for Services

What is the “Capacity Building” Program?

The Planning and Development Services Department provides direct support to neighborhood groups who desire to improve their organizational capacity. This program assists residents who want to organize a neighborhood association or an established neighborhood association/community group that wishes to re-energize its organization. Groups receive the services of a neighborhood planner who addresses inquiries related to organizational development and provides resources for educational and leadership development opportunities. Program resources include:

- ✓ **Neighborhood Organization/Reorganization and Registration Assistance** - This service includes Cyber-Hood, Non-profit Partners referrals, Leadership Training referrals, and Self-Help materials. Two neighborhood organization meetings can be advertised through the Planning & Development Services Department.
- ✓ **Goals and Strategies Reports** - Planning staff conducts on-site workshops to assist neighborhood groups in developing strategies to address current issues. This program enables neighborhood groups to identify commonly agreed upon goals, to prioritize them, and to create strategies to build a *livable* community. The report serves as a “blue print” of what communities can do for themselves to improve their neighborhood.

Who can request Capacity Building Services?

A group of residents, neighborhood associations, and community organizations are eligible to request services for the Capacity Building Program.

Questions?

If you have questions about the preparation of your services request form, please call 207-7873. The application also may be found on the Planning and Development Services Department’s website (www.sanantonio.gov/planning/neighborhoods.asp)

For more information about these services, please call 207-7873.

Service requests will be received in person from 7:45 a.m. - 4:30 p.m. or through the mail. Additional information will not be accepted after the form is submitted. Incomplete forms will not be reviewed.

Please provide one copy of the application and necessary attachments.

By Mail:	Neighborhood & Urban Design Section Planning and Development Services Department City of San Antonio P.O. Box 839966 San Antonio, TX 78282-3966
----------	---

In Person:	Development and Business Services Center, 1901 S. Alamo, 2 nd Floor, Suite 235
------------	---

Applicant organizations may be contacted to arrange a brief interview to discuss the request for services.

Please print or type. All questions on the form must be answered as completely and accurately as possible.

GENERAL INFORMATION

Name of Applicant:	_____		
Contact Person:	_____		
Mailing Address:	_____	Zip:	_____
Phone (day/night):	_____	Email:	_____

Service Request for: *(please check the services you are interested in receiving)*

- Neighborhood Organization/Reorganization and Registration
- Goals and Strategies Report

QUALIFYING INFORMATION (scored)

1. Planning Team

The Planning and Development Services Department encourages organizations to include all stakeholders such as neighborhood associations, community organizations, residents from throughout the area, area institutions, businesses, and property owners in their planning efforts. By completing the following table, the applicant is identifying the stakeholders who will be able to participate in the planning process. Please attach an additional page as needed. *(maximum score: 10 points)*

	Organization Name	Contact Name & Phone #
Neighborhood Association (s)		
Community Group(s)		
Homeowners		
Renters		
Non-resident Property owners		
School (s)		
Churches, other religious groups		
Business(es)		
Other		

2. Proposed Boundaries

Please attach a map showing the proposed boundaries of your planning area. A hand drawn map using an existing street map is fine. *Note: A neighborhood area typically encompasses about one square mile and includes enough population to support an elementary school. Special study areas may focus, for example, on the development around a particular intersection, along key corridors, or adjacent to a major project. Higher points will be awarded to planning areas that are of a sufficient size relevant to the proposed project. The Planning and Development Services Department may work with the group to alter the proposed planning area boundaries. (maximum score: 10 points)*

3. Critical Neighborhood Issues or Opportunities

What are the three most critical issues or opportunities facing your neighborhood? List only three. (Example: a major new development that could change the character of the neighborhood, a public improvement project) Applicants with more pressing issues or opportunities will be awarded higher points. *(maximum score: 20 points)*

1.

2.

3.

4. Neighborhood Projects

Please list and briefly describe any significant public projects, private investments, and/or planning efforts that have occurred within the proposed planning area within the past few years. Please attach an additional page if needed. Applicants with a greater number or larger scale of current projects will be awarded higher points. *(maximum score: 10 points)*

1.

2.

3.

Appendix J

COMPREHENSIVE PLANNING

Request for Services

What is the Comprehensive Planning Program?

The Planning and Development Services Department provides services to organizations that require assistance in developing a master plan - a blueprint that guides future growth and development in your area. During the planning process, community stakeholders (residents, community groups, property owners, businesses, etc.) discuss issues (what works/what could be better), develop goals (where do you want to go), and create strategies (how to get from today to where we want to be). Plans include at least three basic elements: land use, transportation networks, and community facilities. Other specific issues identified by community members also can be addressed by the plan.

What is a Plan?

Neighborhood Plans focus on smaller geographic areas of about one square mile, 4,000 to 10,000 residents or at least 1,500 dwellings. Neighborhood Plans generally include the population necessary to support an elementary school. A neighborhood unit usually contains at least 1,500 housing units, and consists of an area of no more than three square miles.

Community Plans focus on larger geographic areas that include between 20,000 and 60,000 people and several neighborhoods. Community Plans include the population necessary to support at least one middle or high school. Perimeter plans address areas near the city limits on the edge of the city and in the extraterritorial jurisdiction.

Community Development Plans focus on site-specific land use, housing and other design guidelines, streetscape recommendations and capital project priorities.

- Reinvestment Plans focus on areas inside Loop 410, the original city limits (36 square miles), the Fort Sam Houston area of influence, and TIF/TIRZ areas. It identifies resources to facilitate redevelopment. (Proposed Reinvestment plan areas are presented to the Community Development Action Committee for consideration.)
- Specific Project Plans are created in conjunction with the development or expansion of a public facility or a major private investment that could significantly change/impact surrounding land uses, and address primarily land use, infrastructure and urban design.
- Corridor Redevelopment Plans address strategies to revitalize commercial uses along a corridor and may introduce residential and office uses to improve the area. Corridor overlay districts may be developed in conjunction with Corridor Redevelopment Plans, with direction by a City Council Resolution.

What are the benefits of a Plan?

Plans created with the involvement of the Planning and Development Services Department are presented to City Council for formal adoption and become a component of the City’s Comprehensive Master Plan. Although, no financial commitment is made with the adoption of a plan, the approved plan is used by City departments, boards, and commissions as a guide for decision-making. Key projects from plans may be selected for inclusion in the Annual Improvement Project Report to City Council as a part of the budget process. Plans also help communities organize their ideas into a single document that can be shared with residents, potential community partners, and investors.

Who can request Planning Services?
 Neighborhood associations, community organizations, and other community-related groups are eligible to submit a request for services. The organization must demonstrate its ability to recruit a Planning Team of as many stakeholder groups as possible who will participate in the planning process. Requests are evaluated and the selection of participants is dependent on service need, and the availability of staff resources.

Questions?
 If you have questions about the preparation of your application, please call 207-7873. The application also can be found on the Planning and Development Services Department’s website (www.sanantonio.gov/planning/neighborhoods.asp).

All service requests are received in person from 7:45 a.m. - 4:30 p.m. or by mail. Additional information will not be accepted after the form is submitted. Incomplete forms will not be reviewed.

Please provide one copy of the application and necessary attachments.

By Mail:	Neighborhood & Urban Design Section Planning and Development Services Department City of San Antonio P.O. Box 839966 San Antonio, TX 78282-3966
In Person:	Development and Business Services Center, 1901 S. Alamo St.

All organizations will be contacted to arrange a brief interview to discuss the application.

Please print or type. All questions on the application should be addressed as thoroughly and accurately as possible.

GENERAL INFORMATION

Applicant Organization: _____
 Contact Person: _____
 Mailing Address: _____ Zip: _____
 Phone (day/night): _____ Email: _____

Service request for: *(please check one)*

___ Neighborhood Plan ___ Community Plan ___ Reinvestment Plan
 ___ Specific Project Plan ___ Corridor Redevelopment Plan

QUALIFYING INFORMATION *(scored)*

1. Planning Team

The Planning and Development Services Department encourages organizations to include all stakeholders such as neighborhood associations, community organizations, all residents from throughout the area, area institutions, businesses, and property owners in the planning process. By completing and signing the following table, stakeholders are indicating their willingness to participate in the planning process which is described in the example Memorandum of Understanding and example Work Program. Developing and signing these two documents will be the first task the Planning Team will complete if selected. Please attach an additional page as needed.

(maximum score: 20 points)

	Organization Name	Name & Phone #	Signature
Neighborhood Association (s)			
Community Group(s)			
Homeowners			
Other Residents			
Non-resident Property owners			
School (s)			
Churches, other religious groups			
Business (es)			
Other			

2. Proposed Boundaries

Please attach a map showing the proposed boundaries of your Planning area. A hand drawn map using an existing street map is acceptable. *(maximum score: 10 points)*

3. Neighborhood Description

Please provide a brief description of your neighborhood. For example: most of the neighborhood is composed of single-family houses that are one-story; 50 percent of the neighborhood housing is owner-occupied; a grocery and three churches are located within the area. *(maximum score: 10 points)*

4. Organizational Capacity

(maximum score: 35 points)

Please describe the resources your group(s) will provide to the planning effort. For example, identifying facilitators for neighborhood meetings, providing leadership for committee work, improving participation at plan meetings, and developing a structure to implement plan projects. Please attach your response on one page or less.

Please list the applying organizations who:

Have adopted by-laws:

Publish a newsletter (how often?):

Meet regularly as an association (how often?):

5. Neighborhood Projects

Please list and briefly describe any significant public projects, private investments, and/or planning efforts that have occurred within the proposed planning area within the past 5 years. (*maximum score: 15 points*)

1.

2.

3.

4.

5.

6. Current or Past Collaborations.

Please provide a brief project description of current or past collaborations undertaken by the applicant group(s). Please attach your response (one page or less) including a list of partners and a date (see example below). (*maximum score: 15 points*)

<i>Project Description</i>	<i>Date</i>	<i>Partners</i>
Landscaping a median at the intersection of X Street and Y Boulevard.	Project completed October 2008.	Neighborhood Assn. Landscaping Co. Church Group City of SA

Proposed Boundaries

Identify the following information, which will be used to determine eligibility. Once a neighborhood organization is selected to participate in the NCD program, a formal analysis will be performed by NCD staff, prior to NCD initiation, to determine whether the following NCD criteria have been satisfied.

- a) Does the desired NCD area contain at least one block face?
 - Yes
 - No

- b) What is the approximate number of parcels with existing structures in the desired NCD area? _____

- c) Are 75% of the existing structures 25 years or older?
 - Yes
 - No

- d) What is the approximate number of total parcels in the desired NCD area?

- e) What is the approximate number of vacant parcels in the desired NCD area?

Attach a map, outlining the desired NCD boundary that your community understands as one that contains unique, character defining elements that satisfy the initial requirements for an NCD.

Initiation:

Please indicate which one of the following methods your neighborhood or commercial area will utilize to initiate the NCD Designation Process:

- Owners who represent 51% of the total land area in the proposed district, or
Petitions will be required at later date

- 51% of the total number of property owners within the proposed district, or
Petitions will be required at later date

- Planning Director, pursuant to a:
 - ___ Neighborhood or Community Plan, adopted by City Council, or
Attach excerpt from Plan
 - ___ City or community revitalization program
Identify specific program _____

Does the proposed NCD include an area represented by more than one organization? _____

If so, what is the name(s) of the other organization/association?

Organizational Capacity:

The NCD development process can take approximately 8 to 12 months, from its initiation to the adoption of the NCD ordinance at City Council. It is important that there be a commitment from the organization to maintain interest and provide input throughout the duration of the process, regardless of the status of external issues.

Have any planning efforts been completed within the last 5 years, in the area proposed as a NCD? If so, please explain the efforts or identify the plan document(s).

Will an established neighborhood or business organization assist with the development of the NCD Plan, including design standards, during the designation process? If so, please identify the organization's name and the name/telephone of the organization's leader or representative.

If applicable:

How often does this organization meet? _____

How many active members are there? _____

Does the organization produce a newsletter? _____

If so, how often is it distributed? _____

Character Defining Elements:

The NCD design standard development process is the basis of the NCD program, and will provide the outline for the staff review process for all projects developed in the NCD area, subsequent to the adoption of the NCD ordinance. It is important to have a clear

understanding of the character/issues present in the neighborhood, in order to define those elements desired in design standards.

Please describe how the following design elements are important issues in your neighborhood. All of the standards must be addressed in the designation process. However, you may address elements by stating “not applicable.” In addition, please submit photographs that reflect the issues defined by your responses.

a) Building height / No. of Stories: (ex: properties are one-two stories, under 35 ft. in height)

b) Building size/massing: (ex: properties are 1000-2000 sf w/ detached garages in back of the lots)

c) Principal elevation features: (ex: primary bldg. materials are wood siding or stucco; properties have wood windows and front porches, and are elevated from the ground 2-4 ft.)

d) Lot size / coverage: (ex: lot sizes are 1-3 acres, with one primary structure of approximately 3000 sf)

e) Front, side yard setbacks: (ex: commercial structures maintain a front setback of less than 12 ft.)

f) Off-street parking and loading requirements: (ex: parking lots are located behind commercial structures; bus shelters along right-of-ways and refuse container locations are landscaped)

g) Roof line/pitch: (ex: residential structures maintain a roof pitch of at least 5:12; commercial structures generally maintain flat roof lines)

h) Paving/ hardscape covering: (ex: residential lots maintain a single width driveway; commercial paving generally covers less than 50% of lot)

i) Other Issues - Please give a brief description and photographs of any other design or development issues that may be addressed through a Neighborhood Conservation District. Attach a separate sheet, if needed.

Name - NCD Neighborhood or Commercial Area Representative

Signature

Date

Appendix L

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

**NEIGHBORHOOD ASSOCIATION/PARTNERSHIP ORGANIZATION
 REGISTRATION APPLICATION FORM**

Please submit the following with the application.

- **A map or written description of your neighborhood boundaries.**
- **A list of your officers, their addresses and telephone numbers. (Email addresses are optional, but appreciated.)**
- A mandatory association may provide contact information (name, address, telephone) for the management association and the president in lieu of a list of officers.
- **A SIGNED copy of the adopted by-laws.**
- A list of your neighborhood association’s goals (*Tell us what you hope to accomplish*)
- A list of all annual community events or fun activities.

PART A: NEIGHBORHOOD ASSOCIATION INFORMATION

Name of Neighborhood Association/
 Partnership Organization: _____

City Council District(s): _____

Meeting Location: _____

Meeting Date: _____ Meeting Time: _____

Election of Officers (Month): _____ Length of Term: _____

Date the Association Was Founded: _____

Membership (*Please circle your response*): Voluntary Mandatory

No. of Neighborhood: Members # _____ Housing Units # _____ Population # _____

PART B: POINT OF CONTACT INFORMATION

Please print clearly. This information will be used for all correspondence, including notification of zoning cases for registered neighborhood associations and partnership organizations within 200 feet of a zoning case and listed on the City of San Antonio Neighborhood Association listing website. Try to find a resident or business that will allow your association to use their fax machine.

Contact

Name: _____

Mailing Address: _____ Zip code: _____

Telephone Number: _____ Fax
 Number: _____

Email
 Address: _____

Neighborhood Association Web
 Site: _____

PART C: COMMUNITY OUTREACH

Please circle your responses.

Is your neighborhood in a Historic District? Yes No If yes, which one

Does your neighborhood association publish a newsletter? Yes No

If yes, please add the Planning & Development Services Department to your newsletter mailing list.

Would you like information on the Neighborhood Conservation District program? Yes No

It is a planning tool to assist in the compatible development of new construction or additions to property, conservation and enhancement of the physical environment, etc

Do you know your SAFFE Officer? Yes No

Do you participate in the Good Neighbor (Neighborhood Watch) Program? Yes No

Do you participate in Cellular on Patrol? Yes No

I have reviewed the attached Registration Policy and agree to abide by this policy.

Signature _____

Title _____ **Date** _____

Appendix M

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

**NEIGHBORHOOD ASSOCIATION/PARTNERSHIP ORGANIZATION
UPDATE FORM**

PART A:

Please print clearly. This information will be used for all correspondence, including notification of zoning cases for registered neighborhood associations and partnership organizations within 200 feet of a zoning case and listed on the City of San Antonio Neighborhood Association listing website.

*** *Try to find a resident/business that will allow your association to use their fax * ***

Neighborhood Association/Partnership Organization Name: _____

City Council District(s): _____

Neighborhood Association Contact
Name: _____

Mailing Address: _____

Zip Code: _____

Telephone No. _____ Fax Number: _____

Email Address: _____

Web Site: _____

PART B:

Please submit this form with the following:

_____ A list of the current officers in the association, including addresses and phone numbers [A mandatory association may provide contact information (name, address, telephone) for the management association and the president in lieu of the list of officers.]

_____ Other pertinent changes (meeting dates/time, meeting location, number of members, etc.)

PART C:

If your neighborhood association/partnership organization made amendments to the Adopted By-Laws since October 2008, please check below and submit the changes with this update form.

_____ Amendments to the Adopted By-laws.

I have reviewed the attached Registration Policy and agree to abide by this policy.

Signature _____

Title _____ **Date** _____

PLEASE RETURN YOUR COMPLETED FORM AND ATTACHMENTS TO THE ABOVE ADDRESS

Appendix N

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

COMMUNITY ORGANIZATION REGISTRATION APPLICATION FORM

Please submit the following with the application:

- A written description of your organization’s service area.
- A list of your officers, their addresses and telephone numbers. (Email addresses are optional, but appreciated.)
- A SIGNED copy of the adopted by-laws
- A statement regarding your community organization’s area of interest
- A list of your community organization’s goals (*Tell us what you hope to accomplish*)
- A list of all annual community events or fun activities
- If your organization is a coalition group, provide a list of your member associations

If any bold items are missing, your application will be incomplete.

PART A: COMMUNITY ORGANIZATION INFORMATION

Name of Community
 Organization: _____

City Council District(s): _____

Meeting Location:

Meeting Date: _____ Meeting Time: _____

Election of Officers (Month): _____ Length of Term: _____

Date the Organization Was Founded: _____

PART B: POINT OF CONTACT INFORMATION

Please print clearly. This information will be used for all correspondence and listed on the City of San Antonio Community Association listing website. Try to find a resident or business that will allow your organization to use their fax machine.

Contact
 Name: _____

Mailing Address: _____ Zip Code: _____

Telephone Number: _____ Fax Number: _____

Email Address: _____

Community Organization Website: _____

PART C: COMMUNITY OUTREACH

Does your Community Organization publish a newsletter? Yes No
If yes, please add the Planning & Development Services Department to your newsletter mailing list

I have reviewed the attached Registration Policy and agree to abide by this policy.

Signature _____

Title _____ **Date** _____

PLEASE RETURN YOUR COMPLETED FORM AND ATTACHMENTS TO THE ABOVE ADDRESS

Appendix O

**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

**COMMUNITY ORGANIZATION
UPDATE FORM**

PART A

Please print clearly. This information will be used for all correspondence and listed on the City of San Antonio Community Organization listing website.

Try to find a resident or business that will allow your association to use their fax machine.

Name of Community Organization: _____

City Council District(s): _____

Community Organization Contact
Name: _____

Mailing Address: _____

Zip Code: _____

Telephone No. _____ Fax Number: _____

Email address: _____

Web Site: _____

PART B

Please submit this form with the following:

- _____ A list of the current officers in the organization, including addresses and phone numbers
- _____ Other pertinent changes (meeting dates/ time, meeting location, number of members, etc)

PART C:

If your organization made amendments to the Adopted By-Laws since October 2008, please check below and submit the changes with this update form.

_____ Amendments to the Adopted By-laws.

I have reviewed the attached Registration Policy and agree to abide by this policy.

Signature

Title _____

Date _____

PLEASE RETURN YOUR COMPLETED FORM AND ATTACHMENTS TO THE ABOVE ADDRESS

Appendix P

