



Comprehensive Planning Program

Partnering to Build Better Neighborhoods

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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 achieves 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 History of Community-Based Planning Services in San Antonio

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.

To date, 27 new plans and 23 plan updates have been adopted that cover a population of 598,480 and 285.9 square miles. Additionally, 398 Neighborhood Associations have been registered under the program. As the Program has expanded, the need for additional comprehensive planning tools has become apparent. The updated Planning Program proposes additional plan types, as well as changes to the Neighborhood Registration process.

2.0 SERVICE COMPONENTS

The following Service Components make up the Comprehensive Planning Program:

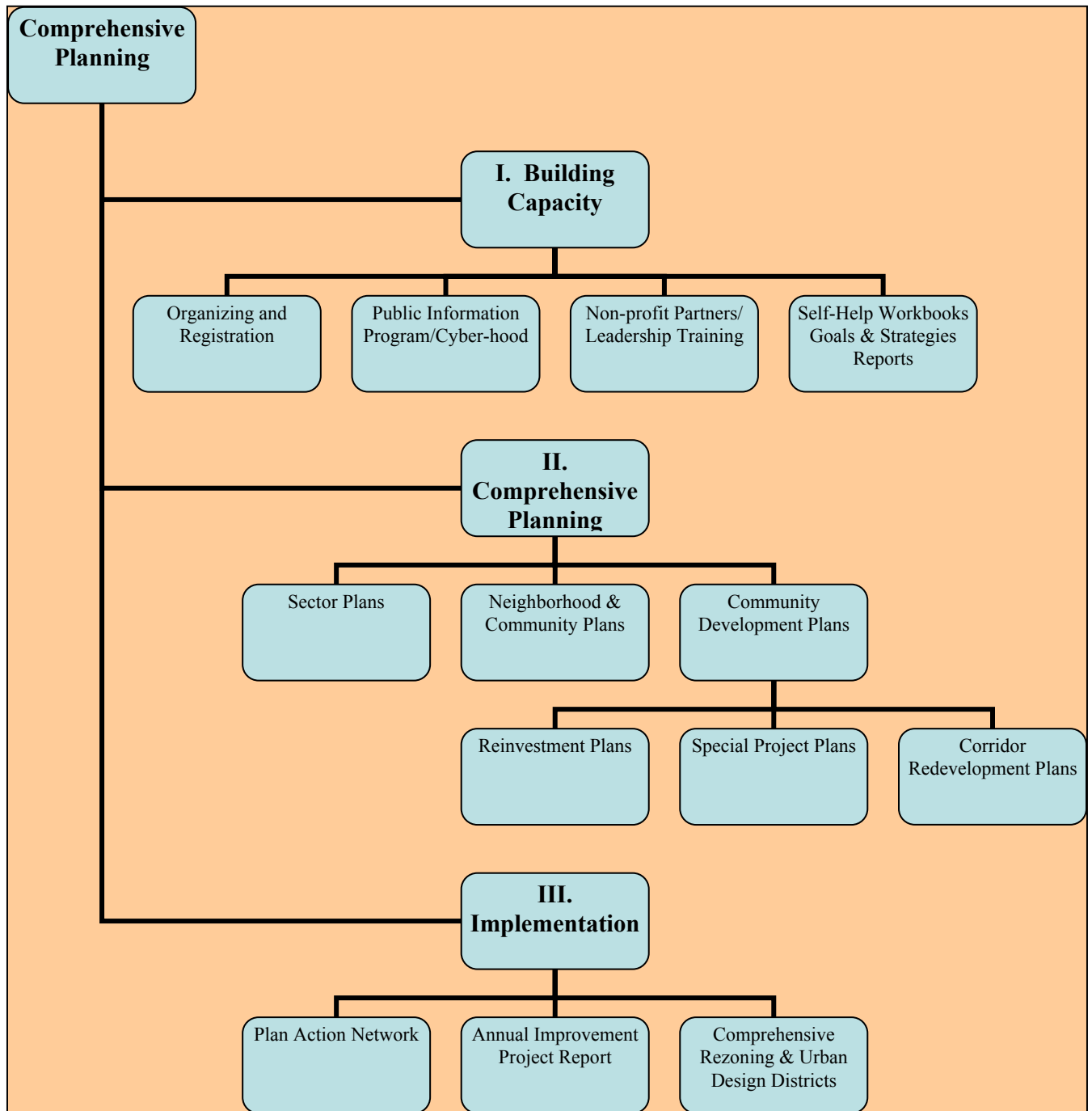
- Service I: Building Capacity
 - Organizing
 - Neighborhood/Community Registration
 - Public Information Program
 - Cyber-Hood
 - Nonprofit Partners
 - Neighborhood Leadership Training
 - Self-Help Workbooks
 - Goals and Strategies Reports
- Service II: Comprehensive Planning
 - City-wide Functional 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

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Master Plan Neighborhoods Goal 1: Preserve, protect and enhance the integrity, economic viability, and livability of San Antonio's 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: Comprehensive Planning

Desired Outcome for Service Component II: Comprehensive 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 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 and Service Component II: Focusing on the Issues 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 § 219.005 (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 Citywide Functional Plans (Level 1), serve as an “umbrella” under which additional Level 2-4 plans may be added. 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
Citywide 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: Citywide 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, it 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. These plans are generally developed by the Regional/Specialized Planning Division in coordination with the Comprehensive Planning Division.

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 exiting 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.

Although these Plans generally would address areas with already adopted Neighborhood/Community plans, they may incorporate an abbreviated neighborhood planning process and land use plan if no plan is currently in place. 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. They 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 ongoing 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. (See Appendix P for 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. Neighborhood 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 is initiated through a call for applications. 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 Neighborhood Conservation Districts 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 Neighborhood Conservation Districts 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.) A call for applications is issued every 12 to 18 months, and at least one neighborhood is selected to participate in the program. 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

Capacity Building 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 Capacity Building 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 Comprehensive Planning Services. The Planning and Development Department also 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. Comprehensive 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 Comprehensive Planning Services, the area must meet at least one of the following criteria:

Criteria to Consider Areas for Comprehensive 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 Comprehensive 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 - Capacity Building Services

Requests for Capacity Building 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 Capacity Building Service

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 - Capacity Building 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 - Capacity Building Services

Applicants for the Capacity Building 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 - Comprehensive Planning Services

Applications for Comprehensive 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 Comprehensive 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 - Comprehensive 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 positive]y 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 - Comprehensive Planning Services

All applicants for Comprehensive 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 Comprehensive Planning Services depends on anticipated staff capacity.

Applicants not selected for Comprehensive 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.

