



CITY OF SAN ANTONIO
OFFICE OF HISTORIC PRESERVATION

Proposed UDC Amendments and Policy Changes

March 2020 – PUBLIC COMMENT

Goals from OHP UDC Task Force (June 2019):

- Streamline review process and public participation
- Improve consistency, predictably, and effectiveness of review
- Shorten length of public meetings; alleviate Commissioner time commitment

1) Updates to HDRC Rules of Procedure (UDC 35-803)

- Increase HDRC membership; Council and Mayor appoint 2 commissioners each
- Establish new **Compliance and Technical Advisory Board (CTAB)** to meet once per month
 - Work without approval
 - Conditions assessments (windows, doors, replacement materials, etc)
- CTAB members may serve as **alternates** to the regular HDRC
- Subcommittee membership will be comprised of both regular members and alternates as well as citizen members
- Address applicant speaking times

2) Changes to Certificate of Appropriateness Process (UDC 35-608; 35-611; 35-B129)

- Move procedures from Article IV to Article VI; consolidate provisions
- Clarify requirements for conceptual vs. final approval
 - Eliminate requirement for “80% working drawings”
 - Update application requirements for a COA in Appendix B
 - OHP will continue to review and verify consistency with HDRC action during permitting process; reserve right to refer substantial changes to the HDRC
- Expand Administrative Review Authority (Staff Approval)
 - Approximately 25% additional requests would be handled by staff
- Develop two review types that can be processed without a public hearing:
 - **Expedited Review** (processed within 24 hours)
 - Can be considered as “anything that would be approved administratively today”
 - **Standard Review** (processed following 10-day completeness review period)
 - Can be considered the expanded list of items now eligible for administrative approval:
 - Fencing
 - Porch reconstructions
 - Rear additions
 - Addition of fenestration on non-primary facades
 - Approval of a site plan to inform zoning process
 - Detached carports

- Replacement materials
- Solar array
- Finding of Historic Significance
- Demolition of non-contributing structures following assessment
- Other items for which the Commission may adopt one or more design guidelines from time to time and designate by resolution as appropriate for administrative approval
- Develop and adopt **new guidance** (policy docs) for approval:
 - Solar and energy retrofit
 - Front yard landscaping
 - Fences
 - Replacement materials
 - Porch reconstruction
 - Update to existing Windows Policy Doc

3) Clarifications and Updates to Landmark Designation Process (35-403; 35-606; 35-B129)

- Updates related to HB 2496 regarding owner consent in designation process; supermajority voting requirements
 - Notification and participation of property owner in designation process
 - Clarification of Finding of Historic Significance vs. designation process and related public hearing schedule
- Changes to Process for Third-Party Requests for Review of Historic Significance
- Expand application requirement to include a **petition**:
 - Petition
 - For properties without a recent assessment (within last 5 years)
 - Requires names, addresses, and signatures of 30 individuals
 - Requires notification of registered Neighborhood Association and Council Office
 - Requires research, documentation, and statement of significance
- A different process would apply to previously-reviewed or inventoried sites that were found by OHP staff to be not eligible for historic designation:
 - Re-assessment of Eligibility
 - For properties that have been determined ineligible within the last 5 years
 - Application fee - \$150 (in line with Designation Verification)
 - Requires research and statement of significance and **additional evidence** that was not previously considered in prior reviews

4) Neighborhood Infill (Chapter 4 of Historic Design Guidelines; 35-B129)

- Create new **worksheets** and guide for review of multifamily infill in a historic district
- Update **application requirements** to include completion of the worksheets
- Revise height guidance in Historic Design Guidelines for New Construction and add **new section** specific to multi-family infill
- Reinforce IB regarding IDZ process and OHP / HDRC review of a site plan

5) Other Housekeeping and Clarifying Amendments (various sections)

- Strike all procedures from Article IV. Move relevant and updated procedures language to appropriate sections in Article VI to address each review / application type.
- Eliminate language referencing National Register of Historic Places
- Eliminate outdated language referencing department names, etc.
- Eliminate outdated language referencing review of non-contributing buildings (intrusions, etc)

Customer Service Improvements:

1) Online applications portal

- Currently accommodating more than 70% of all requests
- Working with ITSD to increase functionality and services provided

2) Public Explorer Map

- Identify designations and review authority
- Incorporate survey data and previously-inventoried sites
- Receive notice of projects currently under review
- Case histories from 2014 – present
- Archived records for properties