



**UDC OHP Amendments
Task Force Meeting
March 12, 2020**

Attendance

Barbara Witte-Howell
Monica Savino
Gemma Kennedy
Brad Carson
Irby Hightower
Tony Garcia
Sarah Gould
Alma Lozano
Jeff Fetzer
John Bustamante

City Staff

D7 – Fred Ramirez
Lauren Sage
Shanon Miller
Cory Edwards
Alma Lozano

Meeting Notes

OHP staff displays new Explorer Map
Question about if it denotes public notice
Question about how far back the survey data goes

Draft amendments
Introduces summary documents
Goes through actual amendments

Landmark designations
Questions about timeline
Suggestions about City Clerk standards on petitions (Alma, City Attorney to research)
Questions about requirements for signatures — digital or on paper, etc. OHP staff to set

Certificate of Appropriateness
Question about making it more clear that Conceptual Review is not binding
OHP staff read the proposed definition of Conceptual Review . NOR is it a decision
Question about spending money on architectural services to get 80% of construction services —> OHP is leaning more on construction document application materials required
Concerns from Monte Vista about removing the 80% requirement
Went through examples of conceptual versus final, and with the new rules what could be approved by staff or what would need to go back for final approval to HDRC



Question about when new construction shows on Explorer Map
Concerns about the requirements for MF new construction infill doesn't apply to single family infill
Discussion about context if the site is on the edge instead of the interior
What is the definition of context?
Questions about if the HDRC wants more time (not the applicant) to research. Typically the applicant doesn't want to risk denial.
Discussion about 60 day time limit to make action.
Question about if applicant can come back after not changing to meet recommendations. They can come back with anything UNLESS there is an action to deny. Discussion on how to resolve. Suggestion to add in the completeness review that there is description on how they responded to each stipulation.

Signage

- Question about if district specific guidelines would be more or less specific or would supersede city-wide.

Addition

- Monte Vista concerns of 400 square foot additions

Painting

- Maybe the paint colors can be guided by a policy document; concern from Monte Vista; maybe say that colors should be consistent in the UDC? Or create city adopted district specific design guidelines for colors

Landscape

- Question about if this section could be superseded

Administrative Review – 10 day hold review

- Discussion on the time frame and incentive for decreased time and physical requirement to show up to HDRC
- Concern about notice of NA when these are added to the map
- Discussion about how to make this easier or a weekly report noting how many in each area
- Landed on committing to policy to notifying NAs
- OHP to send reminder that the map exists
- Question about restorable materials
- Question about the IDZ process and staff's Determination of setbacks and using the worksheets
 - o John Bustamante confirmed it has been successful and zoning commission is asking about conceptual approval of site plans

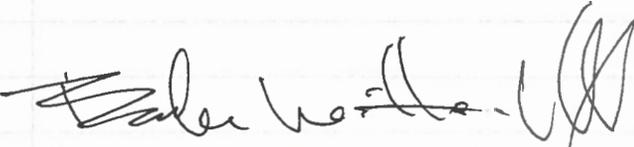
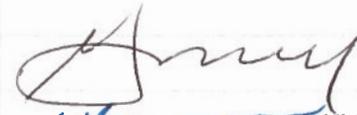
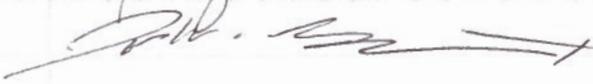
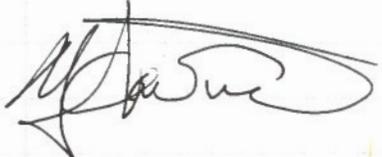
Action items

- Alma to look up petition standards
- Adding in the New construction for single family references to defining context
- Think about adding in the completeness review of a re-submittal a description on how the applicant responds to each previous stipulation.
- Once map goes live, include reminder that the map exists in all emails



Please sign by your name

**2020 UDC Updates Cycle
UDC Task Force Meeting**

Task Force Member	Please sign
Amelia Valdez	
Ashley Farrimond	
Barbara Witte-Howell	
Brad Carson	present
Cherise Rohr-Allegrini	
Curtis Fish	
Gemma Kennedy	
Irby Hightower	 and intern Austin
James McKnight	
Jay Loudon	
Jeff Fetzer	
Jim Bailey	
John Bustamante	
Kevin Covey	
Luis Miguel Martinez	
Madison Smith	
Monica Savino	
Patrick Christensen	
Patti Zaiontz	
Paul Kinnison	
Sam Aguirre	
Sarah Gould	
Tim Cone	
Tony Garcia	
Vince Michael	
Zac Harris	



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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