



CITY OF SAN ANTONIO
DEVELOPMENT SERVICES DEPARTMENT
P.O. BOX 839966 | SAN ANTONIO TEXAS 78283-3966



CITY OF SAN ANTONIO
PLANNING DEPARTMENT

TO: Planning Department (PLNG) and Development Services Department (DSD) Staff

SUBJECT: STANDARD OPERATING PROCEDURE (SOP) related to the coordination and review of Plan Amendment and Rezoning cases in instances where a sub-area plan is not yet adopted.

DATE: September 13, 2022

Purpose:

The purpose of this SOP is to assist PLNG and DSD staff with procedures for coordinating review of plan amendment and rezoning cases by PLNG staff to ensure consistency of requests with the goals and recommendations of the SA Tomorrow Comprehensive Plan in instances where an SA Tomorrow Sub-Area Plan is not yet adopted.

Background:

In 2016, the City Council adopted the SA Tomorrow Comprehensive Plan. Since the adoption of the Comprehensive Plan, PLNG has been developing individual sub-area plans that will ultimately provide a future land use map for the entire city. Sub-area plans address many of the same topics as the Comprehensive Plan but include a greater level of detail. The following is a list of the SA Tomorrow Sub-Area Plans adopted by City Council thus far:

- Brooks Area Regional Center Plan (05-02-2019, Ordinance # 2019-05-02-0363)
- Midtown Area Regional Center Plan (06-06-2019, Ordinance # 2019-06-06-0457)
- UTSA Area Regional Center Plan (10-03-2019, Ordinance # 2019-10-03-0815)
- Medical Center Area Regional Center Plan (10-03-2019, Ordinance # 2019-10-03-0814)
- Downtown Area Regional Center Plan (12-05-2019, Ordinance # 2019-12-05-0998)
- Port San Antonio Area Regional Center Plan (12-02-2021, Ordinance # 2021-12-02-0923)
- Highway 151 and Loop 1604 Area Regional Center Plan (04-14-2022, Ordinance # 2022-04-14-0275)
- NE I-35 and Loop 410 Area Regional Center Plan (09-01-2022, Ordinance # 2022-09-01-0648)

PLNG will notify DSD when a new sub-area plan is adopted.

Plan amendments and rezoning cases located within these adopted sub-area plans, as well as sub-area plans subsequently adopted by City Council, will be reviewed by DSD staff as part of the regular rezoning and plan amendment case management processes. Should DSD staff need to seek other general input from PLNG, staff will answer questions and provide comment via email rather than a formal review.

Procedure:

- 1) Not more than two working days after the application deadline, the DSD Planning Coordinator shall forward the following types of plan amendments and rezoning cases to the PLNG Comprehensive Rezoning Planning Coordinator for formal review and comment, as necessary:

- Cases involving properties located within a SA Tomorrow Sub-Area Plan geography that is in progress.
- Cases involving properties located within an area where an SA Tomorrow Sub-Area Plan has yet to be adopted.
- Cases involving properties on the south side of San Antonio, within the roadway boundaries of Loop 410, IH-37, Loop 1604, and IH-35.

2) Within 10 working days of receipt of the case, PLNG staff will email the review to the assigned DSD Case Manager. Reviews will include information such as Comprehensive Plan Goals, Policies, and Actions that contribute to the recommendation.

3) Any changes or updates made to the rezoning and/or plan amendment requests will be conveyed in a timely manner by the DSD Case Manager to the PLNG Comprehensive Rezoning Planning Coordinator via email.



Michael Shannon, PE, CBO
Director
Development Services Department



Bridgett White, AICP
Director
Planning Department