

**CITY OF SAN ANTONIO  
INTERDEPARTMENTAL MEMORANDUM  
DEVELOPMENT SERVICES DEPARTMENT**

**TO:** Mayor and City Council

**FROM:** Florencio Peña III, Director, Development Services

**COPIES:** Roderick J. Sanchez, AICP Assistant Development Services  
Director; File

**SUBJECT:** Revision to the Unified Development Code

**DATE:** October 24, 2002

**SUMMARY AND RECOMMENDATIONS**

This ordinance contains an amendment to the Unified Development Code (UDC), which was originally adopted by City Council on May 3, 2001. This amendment will clarify that staff has 50 calendar days to review major plats. This amendment has been reviewed and approved by the UDC Technical Advisory Committee (UDCTAC), the Zoning Commission and the Planning Commission. Staff recommends approval.

**BACKGROUND INFORMATION**

One of the goals of the revised UDC, adopted on May 3, 2001, was to reduce the time it takes for the technical reviews of major plats. The previous UDC provided 60 days for the initial technical review and an additional 60 days for resubmissions, for a total of 120 working days. The revised UDC successfully reduced the major plat review time by 50%. Staff is limited to a 10-day completeness review and a 50-day technical review for a total of 60 days. When describing the major plat review process, the revised UDC makes reference to "days" without specifying working or calendar days. Staff has interpreted "days" to mean working days, which is consistent with the previous UDC. Based on staff's interpretation and platting activity in FY 2001, appropriate personnel were budgeted in the FY 2002 budget. The UDC Technical Advisory Committee has since interpreted "days" to mean calendar days and has recommended this amendment to the UDC clarifying "days" means calendar days. The City Council Urban Affairs Committee was briefed on this item on September 13, 2002 and provided direction to take it forward to City Council for action.

## **POLICY ANALYSIS**

This amendment will reduce the amount of time that staff has to review major plats by clarifying that staff has 50 calendar days to complete the review and not 50 working days. Although platting activity has dropped by 20% in FY 2002, staff anticipates that with current staffing levels that approximately 25 out of a total of 473 plats would not receive a complete review within the newly established 50 calendar days. However, those plats would be scheduled for Planning Commission consideration and the agendas are prepared 2 weeks in advance of the meeting. It is anticipated that staff would be able to complete the review for those 25 plats within the 2 week scheduling time period for the Planning Commission.

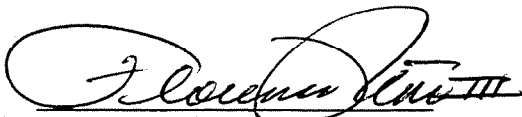
## **FISCAL IMPACT**

This amendment has no general fund impact.

## **COORDINATION**

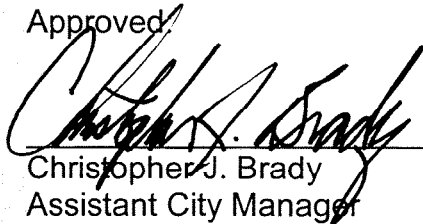
This ordinance was coordinated with Mark White (UDC Consultant), the City Attorney's Office and the Planning Department.

## **SIGNATURES**

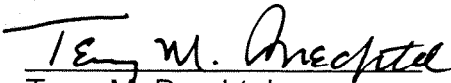


Florencio Peña III  
Director, Development Services

Approved



Christopher J. Brady  
Assistant City Manager



Terry M. Brechtel  
City Manager