



TO: Development Services Department Customers

SUBJECT: **INFORMATION BULLETIN 518**
Camp Bullis Notification Process

DATE: Effective: August 7, 2008 by City Council Action and December 9, 2008 Executed Memorandum of Understanding.
Revised: April 30, 2012/ August 15, 2012/August 1, 2014/March 26, 2015/February 11, 2016

CREATED BY: Policy Administration

Purpose:

As a customer service initiative, the Development Services Department (DSD) **revised** and updated this Information Bulletin (IB 518) on the Camp Bullis notification process. This bulletin has been updated with current military contact information and City organizational responsibilities.

Scope:

On August 7, 2008, City Council approved a strategy to address, support, and protect Camp Bullis and neighboring Camp Stanley. One of the items included in the City Council action was a notification plan for development applications for property located within five (5) miles of Camp Bullis and Camp Stanley. On October 8, 2008, the notification process was redefined to exclude development applications for properties comprising ten (10) acres or less, or located south of Loop 1604. The change also stated that a development application for property abutting the Camp Bullis or Camp Stanley boundary, regardless of size, will follow the established notification process. The final notification process was executed in a [Memorandum of Understanding \(MOU\)](#) between Fort Sam Houston and the City of San Antonio (CoSA) on December 9, 2008. Pursuant to the MOU all notifications are to be conducted via email, with a notification process as follows:

- Upon deeming a development application complete, City staff is to notify the City Manager's Office, Chief of Staff in the Mayor's Office, and the City Council District within which the subject property is located. For projects located within San Antonio's Extraterritorial Jurisdiction (ETJ), staff will notify the closest affected City Council District(s).
- One business day after this initial notification, staff will notify the City's Office of Military Affairs, and send notice to the Military via the following email addresses:
 - usaf.jbsa.502-abw.mbx.502-abw-cag-workflow@mail.mil
 - margaret.a.reyes.civ@mail.mil
 - sharonn.d.brew.civ@mail.mil

Pursuant to the MOU, development applications affected include:

- Requests to Rezone Property
- Preliminary Development Meetings
- Requests for a Zoning Variance or Special Exception
- Subdivision Plats
- Master Development Plans (MDPs)
- Planned Unit Developments (PUDs)
- Local Government Code, Chapter 245 Determinations
- Annexations*
- Municipal and ETJ Boundary Adjustments*
- Requests to Incorporate within the ETJ*
- Agreements for Services In-Lieu of Annexation (Non-annexation agreements)*

* **These development applications and associated notification responsibilities are coordinated by the Department of Planning and Community Development.**

The notifications will include materials from the application packet that provide the recipient information about the proposal. From the date of notification, a response from the Military will be provided within five (5) working days for minor plats and within ten (10) working days for all other applications. Military staff will forward responses to the City Manager's Office, the Mayor's Office, the affected City Council District(s), the Office of Military Affairs, and the applicable CoSA reviewing body.

Pursuant to the MOU, Military development application responses are advisory in nature and CoSA cannot require an applicant to meet recommendations that CoSA does not have the legal authority to enforce. If the Military makes a recommendation that CoSA does have the legal authority to enforce, the pertinent CoSA board or commission, and/or City Council, often has discretion regarding addition of the recommendation to the development proposal depending on the type of application. Military comments are considered recommendations and shall not impede or interrupt standard timelines for development applications in accordance with the City's Unified Development Code.

City Staff Communication and Training:

- DSD will continue to train staff on these procedures and stress the importance of this strategy.
- Applications and processes have been amended to reflect coordination efforts between CoSA and Joint Base San Antonio/Camp Bullis.
- The City will post maps online illustrating the Camp Bullis Military Influence Area (MIA).
- Standard Operating Procedures (SOPs) or Information Bulletins (IBs) have been modified to include this notification process.
- A distribution email has been created for DSD staff to maximize communication.
(land.development@sanantonio.gov)

Utilities Coordination:

- San Antonio Water Systems (SAWS), and CPS Energy, will follow the same notification procedures outlined above on any Utility Service Agreements that are requested for property located within five (5) miles of Camp Bullis. The utility companies will copy DSD on their email notification 24 hours prior to notifying the Military.

- CPS Energy, Bexar County and CoSA DSD coordinated their efforts to implement downward lighting requirements within the military influence area. Applicants will need to comply with the dark sky lighting measures of Bexar County as of court order on July 22, 2008, or the City of San Antonio’s Military Lighting Overlay Zoning District (MLOD-1) of April 2, 2009 (Ordinance 2009-04-02-0258), whichever is applicable for the project area.

Project Coordination:

DSD recommends that applicants coordinate their projects with applicable agencies.

- United States Fish and Wildlife Service (USFW): Christina Williams, Fish and Wildlife Biologist, Christina_Williams@fws.gov, 512.490.0057 ext 235 regarding environmental studies.
- Texas Parks and Wildlife (TPWD): Gloria Garza, Wildlife Habitat Assessment Program, gloria.garza@tpwd.texas.gov, 512.389.4571, 4200 Smith School Road, Austin, Texas 78744. Electronic plan submittal: whab@tpwd.texas.gov
- JBSA: Meg Reyes, JBSA Executive Director for Installation Encroachment, margaret.a.reyes.civ@mail.mil, 210.808.7505 or 210.382.5425
- Bexar County: Andrew Winter, PE, RAS, Environmental Engineer, awinter@bexar.org, 210.335.6487.
- CPS Energy (for requests for new services from customers): Shawn Eddy, Senior Director of Customer Engineering, ce@cpsenergy.com, 210.353.4050.
- SAWS: Sam Mills, Director of Infrastructure Planning, Sam.Mills@saws.org, 210.233.3742.
- CoSA DSD Land Entitlements: Luz Gonzales, Interim Planning Manager, luz.gonzales@sanantonio.gov, 210.207.7893.
- CoSA DSD Zoning: Catherine Hernandez, Planning Manager, catherine.hernandez@sanantonio.gov, 210.207.5085.

Summary:

This Information Bulletin elaborates on the notification procedures outlined in the 2008 MOU between Fort Sam Houston and the City of San Antonio. It is for informational purposes only.

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