



TO: Development Services Department Customers

SUBJECT: **INFORMATION BULLETIN 546**  
Joint Base San Antonio (JBSA) – Lackland Notification Process

DATE: June 30, 2012 – Executed Memorandum of Understanding  
*Revised: August 1, 2014/March 26, 2015/February 11, 2016*

CREATED BY: Policy Administration

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**Purpose:**

As a customer service initiative, the Development Services Department (DSD) **revised** and updated this Information Bulletin (IB 546) on the JBSA-Lackland Notification Process. This bulletin has been updated with current military contact information and City organizational responsibilities.

**Scope:**

On November 3, 2011, City Council approved a strategy to address, support, and protect Lackland Air Force Base and its appurtenances. One of the items included in the City Council action was a notification plan for development applications for property located within the JBSA-Lackland Military Influence Area (MIA). The final notification process was executed in a [Memorandum of Understanding \(MOU\)](#) between the United States Air Force 502<sup>nd</sup> Air Base Wing and the City of San Antonio (CoSA) on June 12, 2012. 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 are 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 (1) 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:
  - [margaret.a.reyes.civ@mail.mil](mailto:margaret.a.reyes.civ@mail.mil)
  - [sharonn.d.brew.civ@mail.mil](mailto:sharonn.d.brew.civ@mail.mil)
  - [usaf.jbsa.502-abw.mbx.502-abw-cag-workflow@mail.mil](mailto:usaf.jbsa.502-abw.mbx.502-abw-cag-workflow@mail.mil)

Pursuant to the MOU, development applications affected include:

- Requests for land use plan amendments
- Requests for Major Thoroughfare Plan amendments\*
- Requests to Rezone property
- Requests for a Zoning Variance or Special Exception
- Subdivision Plats
- Master Development Plans (MDPs)

- Planned Unit Development (PUD)
- Preliminary Development Meetings
- 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 and/or Non-annexation agreements\* \*

\* **This development application and associated notification responsibilities are coordinated by the Transportation Planning and Capital Improvements Department.**

\*\* **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 may 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-Lackland.
- The City will post maps online illustrating the JBSA-Lackland 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](mailto:land.development@sanantonio.gov))

**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](mailto: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](mailto:gloria.garza@tpwd.texas.gov), 512.389.4571, 4200 Smith School Road, Austin, Texas 78744. Electronic plan submittal: [whab@tpwd.texas.gov](mailto:whab@tpwd.texas.gov)
- JBSA: Meg Reyes, JBSA Executive Director for Installation Encroachment, [margaret.a.reyes.civ@mail.mil](mailto:margaret.a.reyes.civ@mail.mil), 210.808.7505 or 210.382.5425

- Bexar County: Andrew Winter, PE, RAS, Environmental Engineer, [awinter@bexar.org](mailto: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](mailto:ce@cpsenergy.com), 210.353.4050.
- SAWS: Sam Mills, Director of Infrastructure Planning, [Sam.Mills@saws.org](mailto:Sam.Mills@saws.org), 210.233.3742.
- CoSA DSD Land Entitlements: Luz Gonzales, Interim Planning Manager, [luz.gonzales@sanantonio.gov](mailto:luz.gonzales@sanantonio.gov), 210.207.7893.
- CoSA DSD Zoning: Catherine Hernandez, Planning Manager, [catherine.hernandez@sanantonio.gov](mailto:catherine.hernandez@sanantonio.gov), 210.207.5085.

**Summary:**

This Information Bulletin elaborates on the notification procedures outlined in the 2012 MOU between the U.S. Air Force 502<sup>nd</sup> Air Base Wing and the City of San Antonio. It is for informational purposes only.

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