



UDC Update Request Application

Part 1. Applicant Information

Name: Cherise Bell Organization (if applicable): King William Assoc. & Monte Vista HA
Address: 122 Madison Street, San Antonio, TX 78204
Phone: 227-8786 Email: director@ourkwa.org
Signature: see attached resolutions CBell KWA Exec Dir. Date: 4-28-2015
(Include title if representing a governmental agency or public/private organization)

Part 2. Basis for Update (check only one)

- Clarification amendments to provide for ease of interpretation and understanding of the existing provisions of the UDC
(Note: Clarification amendments should not change or alter the intent or meaning of existing UDC provisions)
- Editing change that does not alter the impact of the provisions being addressed including changes such as spelling, grammar correction, formatting, text selection, or addition of text in compliance with existing ordinance, statutes or case law
- Completed Rule Interpretation Determination (RID)
- Requested by the Zoning Commission, Planning Commission, Board of Adjustment, HDRC, City Council or other appropriate city board or council (CCR, resolution or signature of the chairperson is required)

Part 3. Reason(s) for Update (check all that apply)

- Modify procedures and standards for workability and administrative efficiency
- Eliminate unnecessary development costs
- Update the procedures and standards to reflect changes in the law or the state of the art in land use planning and urban design
- See Part 4 (if none of the provided choices in this section apply, please discuss the reasons for the proposed update in Part 4)

Part 4. Summary of Proposed Update with Suggested Text (see application instructions)

The reason for this proposed UDC amendment is to enforce the Historic Design Guidelines, to clarify the approval process for certificates of appropriateness, to require adequate review of proposed changes to historic properties, and to protect the historic districts in San Antonio, Texas.

PROPOSAL SUMMARY

The reason for this proposed UDC amendment is to enforce the Historic Design Guidelines, to clarify the approval process for certificates of appropriateness, to require adequate review of proposed changes to historic properties, and to protect the historic districts in San Antonio, Texas.

FORMATTED PROPOSAL -

Sec. 35-602. – City Historic Preservation Officer. **35-602 WITHDRAWN**

- (a) To approve, deny or approve with conditions applications submitted to the office of historic preservation when acting as the city manager designee [subsequent to review and recommendation by HDRC.](#)
- (g) To review, approve or deny applications for building and demolition permits required by [section 35-108 subsequent to review and recommendation by HDRC.](#)

Sec. 35-605. - – Designation Process for Historic Districts **35-605 WITHDRAWN**

A. Informational Meeting and Notice. Provided that the historic preservation officer agrees that the proposed area indicated in the application is appropriate for designation, the office of historic preservation staff shall hold at least ~~one (1)~~ [two \(2\)](#) public meetings to provide information to property owners in the proposed designation area regarding the application and historic designation process. Prior to the required public meeting, the historic preservation officer shall send notice by mail of the receipt of an application for a proposed designation to the owner or owners of property within the proposed historic boundary as well as stating the purpose, date, time and place of the public meeting. This notice shall be in addition to notice given prior to public hearing as set forth under the city's zoning code. The historic preservation officer shall also send notice of the public meeting to any registered neighborhood associations located within the proposed district boundary.

B.

- (3) Decision. When the historic preservation officer has received verifiable written support from the owners of at least ~~thirty (30)~~ [fifty-one \(51\)](#) percent of the properties within the proposed historic district boundary the historic preservation officer shall forward the application to the historic and design review commission for a public hearing and recommendation. The historic preservation officer shall not accept written support for an expired application, however previous support that is verifiable may be resubmitted to support a new application. Property ownership shall be verified utilizing the last certified tax rolls of the appropriate county tax assessor collector for the proposed area. For purposes of calculating the support of ~~thirty (30)~~ [fifty-one \(51\)](#) percent of the property owners, each property as listed on the tax rolls shall be counted individually, regardless of whether an individual or group owns multiple properties within the proposed area. Properties owned by governmental entities shall not be counted in the ~~thirty (30)~~ [fifty-one \(51\)](#) percent support requirement, although their written preference may be submitted to any board, commission or to city council for their consideration..... property.

Sec. 35-611. - Certificate of Appropriateness - Administrative Approval.

Applications for certain minor alterations, additions, ordinary repairs or maintenance may be reviewed and approved administratively by the historic preservation officer without review by the Historic and Design Review Commission [provided proposed alterations, additions, repairs and maintenance reflect the current City of San Antonio Historic Design Guidelines.](#)

[Each application shall include a clear photograph of the proposed building, object, or structure to be repaired, a brief description of the intended work, and samples of replacement materials or paint for comparison with the existing building, object, or structure must be furnished with the application. Site plans, floor plans, building elevations and specifications of the proposed work may be required as needed for adequate administrative review as determined by](#)

the historic preservation officer. A copy of the approved application, with supporting documentation, signed and dated by the historic preservation officer shall be maintained at the project site and at the Office of Historic Preservation.

Those activities which constitute minor alterations, additions, repairs or maintenance include but are not limited to:

Ordinary Repair and Maintenance

- a) Repair using the same material and design as the original and does not require structural modifications
- b) Repainting, using the same color
- c) Reroofing, using the same type and color of material
- d) Repair of sidewalks and driveways using the same type and color of materials

Exterior Alterations

Doors/Entrances

- a) From non-historic to one in keeping with the character and era in which the home was built
- b) Removal of burglar bars
- c) Repair or slight modification to exterior steps or stairways using in-kind material
- d) Reopening of porch with ~~proper photo~~ historic condition documentation or physical evidence of the original construction.

Windows

- a) Removal of non-historic windows to replace with windows that match the ~~original~~ windows in original construction as closely as possible in material and design
- b) Restoring ~~original~~ window openings ~~with documentation~~ as originally constructed with historic condition documentation.
- c) Removal of residential metal awnings
- d) Repairing window framing
- e) Removing ~~inappropriate~~ exterior shutters that are not of historic age
- f) Removal of louvers and ~~venting vents~~ in which the vents or louvers are placed in an existing opening, in which provided there is no change in the configuration of the fenestration. ~~and the only modification to the building is the removal of glazing panels~~
- g) Removal of burglar bars

Siding

- a) Removing non-historic siding in order to unencapsulate historic siding materials and restore original siding.

Roofing

- a) Removal of ~~composite roof shingles~~ existing roofing and replacing with ~~clay tiles with documentation~~ historically documented roofing material.
- b) ~~Removal of composite roof shingles and replacing with metal roofing material with documentation and specifications~~
- c) ~~Changing color of composite roofing material~~

- d) Changing color of existing ~~metal~~ roof with ~~appropriate specifications and details~~ historically documented roofing material and color.

Additions

All additions shall require HDRC review and approval.

- ~~a) Any rear addition under two hundred (200) square feet, not visible from a public right of way, using same (non-historic) material as the existing structure as well as and existing roof ridgeline for non-contributing structures. Application must include photos of existing structure(s), plans with specifications of the proposed addition.~~

Painting

- a) Reasonable changes to paint colors on previously painted surfaces which are consistent with the historic district or historic landmark characteristics
- b) Paint removal/~~pressure water washing~~/graffiti removal by approved methods. ~~Pressure water washing or sand blasting are not approved methods.~~

Landscaping

- a) Replacing paved areas with sod or other landscaping
- b) Installing fifty (50) percent or less square feet of ~~front yard planting~~ replacement in front yard
- c) Installing sprinkler system with irrigation site ~~map plan~~
- d) Installing back yard landscaping
- e) Removal of existing landscaping or sod areas and replacing with ~~xeriscaping~~ water-saver landscape plants where not removing character defining landscaping elements
- f) Installing new plantings in keeping with the character of neighborhood

Hardscaping with site map and specifications

- ~~a) Parking pads under one hundred forty four (144) square feet~~
- b) ~~Sidewalks~~ Installing residential/commercial sidewalks with in contextually appropriate placement locations and size (such as a traditional planting strip)
- c) Driveway construction if less than twelve (12) feet in width and consistent with guidelines
- d) Parking with appropriate landscaping (non-historic properties)

Fencing

- a) Removal of chain link, wood, plywood, or vinyl fencing and replacing with historically appropriate wood, wrought iron, garden loop, or masonry
- b) Replacing or recreating any fence or handrail with historically documented fencing material
- ~~c) Installing or constructing a fence, railing, or wall where none exists (sides and rear only behind front facade plane of historic structure) with appropriate materials~~

Signage

- a) Changes in content or configuration (re-facing) that do not involve changes in sign location, dimensions, lighting or total sign area

- b) Signs that are consistent with HDRC approved master signage plans
- c) Temporary banners or signs where allowed by ~~this article~~ [UDC Section 35.612](#)
- d) Signs [less than 32 square feet total for both sides](#) that comply with UDC sections 35-678, 35-612, 35-681 ~~or~~ 35-645 [and Historic Design Guidelines](#), and have a square footage equal to or less than the requirements outlined. Signage applications above the allowable square footage shall be forwarded to the historic and design review commission for their recommendation.

New Construction

[All new construction will require HDRC review and approval.](#)

- ~~a) Rear ADA ramps.~~
- ~~b) Rear porch.~~
- ~~c) Rear deck.~~
- ~~d) Swimming pools, fountains in back yard~~

Demolition

[For any demolition meeting the criteria below, there will be a five \(5\) business days waiting period in order to allow the OHP staff to inform any CoSA Registered Neighborhood Association regarding the demolition and the opportunity to provide information which may change its eligibility status.](#)

- a) [Removing a documented](#) non-historic accessory structure that is made of non-historic materials
- ~~b) Non historic additions that are made of non historic materials~~
- ~~c) Reopen enclosed porch~~
- d) [Removing documented, non-contributing](#) carports that are made of non-historic materials
- e) [Removing documented](#) non-contributing structures located in historic district that are made of non-historic materials

Miscellaneous

- a) Reasonable changes in color ~~to~~ [of](#) awning fabric that are consistent with the district or landmark characteristics
- b) Renewal of expired certificates of appropriateness [that reflect the Historic Design Guidelines](#)
- c) Removal of any prohibited element described in City Code
- d) Minor changes to existing certificates of appropriateness
- e) Emergency installation of temporary features to protect a historic resource or to weatherize or stabilize [with the condition that temporary features will be removed when no longer needed.](#)
- f) Foundation [stabilization work](#)
- g) Mechanical units
- h) Exterior electrical
- i) Exterior plumbing
- j) Exterior electrical fixtures
- k) Antennas
- l) Glass replacement [with in-kind material](#)

m) Dumpsters with screening

~~n) Lighting~~

~~e) Rooftop HVAC, mechanical or communication equipment that is not visible from the public right-of-way and results in no modifications to the visible facades of the building~~

p) Mission protection overlay district applications being reviewed for height/angle conformity only.

~~A clear photograph of the building, object, or structure to be repaired, a brief description of the intended work, and samples of replacement materials or paint for comparison with the existing building, object, or structure must be furnished with the application. Site plan and specifications may be required as needed for adequate administrative review as determined by the historic preservation officer.~~

(Ord. No. 2010-06-24-0616, § 2, 6-24-10)

Sec. 35-613. - Relocation of a Landmark or Property Located in a Historic District.

35-613 WITHDRAWN

(c) The historic preservation officer may approve applications for relocation for properties deemed noncontributing to the historic character of a historic district subsequent to review and recommendation by HDRC.

Sec. 35-614. – Demolition.

35-614 WITHDRAWN

(f) The historic preservation officer may approve applications for demolition permits for non-contributing minor outbuildings within a historic district such as carports, detached garages, sheds, and greenhouses determined by the historic preservation officer to not possess historical or architectural significance either as a stand-alone building or structure, or as part of a complex of buildings or structures on the site subsequent to review and recommendation by HDRC.

Sec. 35-803 - Historic and Design Review Commission

C.

35-803 WITHDRAWN

(3)**Terms of Members.** Members are appointed for a term of office of two (2) years. The term of office for each board or commission member will run concurrently with the terms of office of the city council that appoints each member. Any vacancy shall be filled for the remainder of the term by the city council. Members shall serve no more than two (2) consecutive terms; members may be reappointed after a two (2) year absence from the commission.



122 MADISON ST
SAN ANTONIO, TX 78204

PHONE: (210) 227-8786

FAX: (210) 227-8030

INFO@OURKWA.ORG

WWW.KINGWILLIAMASSOCIATION.ORG

**Resolution of the Board of Directors
of the King William Association
April 28, 2015**

Whereas the King William Association (KWA) was chartered in 1967 “to preserve the history of the City of San Antonio, Texas, in general and the King William in particular;” and

Whereas the KWA 2014 Strategic Plan has a strategic initiative to advocate for zoning, historic preservation and related topics of urban living and quality of life issues; and

Whereas the City of San Antonio’s Unified Development Code (UDC) is located in Chapter 35 of the City’s Code and includes regulations for the preparation of land in anticipation of development, such as subdivision platting, zoning, and street and drainage design, as well as historic preservation.

Whereas the UDC is reviewed once every five years and amendments may be submitted for consideration and recommendation through various boards, commissions, stakeholders, or any citizen; and

Whereas, the COSA Development Services is currently accepting applications for UDC update proposals through May 1, 2015; and

Whereas the KWA Architectural Advisory Committee (AAC) and the Monte Vista Historical Association (MVHA) Architectural Review Committee (ARC) reviewed, discussed, made recommendations and concurred on proposed revised language to the UDC, Article VI – Historic Preservation and Urban Design; and

Whereas the MVHA Board of Directors passed a Resolution on April 15, 2015 to join with the KWA to submit the proposed revisions to the City of San Antonio to enforce the Historic Design Guidelines, to clarify the approval process for certificates of appropriateness, to require adequate review of proposed changes to historic properties, and to protect the historic districts in San Antonio, Texas,

THEREFORE BE IT RESOLVED, that the King William Association Board of Directors moves and accepts the proposed changes reviewed and recommended by the KWA AAC and MVHA ARC be submitted to the City of San Antonio Development Services Department 2015 UDC Update Proposals.

Moved and accepted on April 28, 2015



MONTE VISTA HISTORICAL ASSOCIATION

210.737-8212 • P.O. Box 12386 San Antonio, TX 78212 • info@montevista-sa.org • www.montevista-sa.org

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Organized 1973
Historic Designation 1975
Listed in the
National Register
of Historic Places

To encourage the preservation of the distinctive heritage of the Monte Vista area; to keep the physical identity of this late nineteenth-century district intact; to educate the public, especially the youth, with the knowledge of our inherited neighborhood values which contribute to a wholesome urban environment

Resolution of the Board of Directors of the Monte Vista Historical Association April 15, 2015

The Board of Directors of the Monte Vista Historical Association resolves to join with the King William Association in San Antonio, Texas, for the following purpose:

To propose revisions to the San Antonio, Texas, Unified Development Code, Article VI -- Historic Preservation and Urban Design. The recommended revisions are specifically addressed to the sections concerning the Historic Design and Review Commission, the City Historic Preservation Officer and the Office of Historic Preservation, in particular the Section 35-611 – Certificate of Appropriateness – Administrative Approval.

The purpose of these recommended revisions is to enforce the Historic Design Guidelines, to clarify the approval process for certificates of appropriateness, to require adequate review of proposed changes to historic properties, and to protect the historic districts in San Antonio, Texas.

By joining with the King William Association in San Antonio, Texas, we endorse the proposed revisions to Article VI of the San Antonio Unified Development Code.

Respectfully submitted,

Cee Parker, President
Monte Vista Historical Association