



# DEVELOPMENT SERVICES

TO: Development Services Department Customers

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

DATE: June 30, 2012 – Executed Memorandum of Understanding  
*Revised: August 1, 2014/March 26, 2015/February 11, 2016/May 6, 2021/ July 25, 2025*

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 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.

On April 10, 2018, the MOU amended the Military Notification Area to include all military bases under JBSA jurisdiction. The following Military Influence Areas (MIAs) are established for each JBSA operating location:

- The JBSA-Camp Bullis MIA is that area within five (5) miles of the JBSA-Camp Bullis and Camp Stanley boundaries, as currently depicted by and referred to as Exhibit “A”.
- The JBSA-Lackland MIA is that area within five (5) miles of the JBSA-Lackland Training Annex and three (3) miles of the JBSA-Lackland boundary as currently depicted in Exhibit “B”.
- The JBSA-Randolph MIA is that area within five (5) miles of the JBSA-Randolph boundary as currently depicted in Exhibit “C”.
- The JBSA-Fort Sam Houston MIA is that area within one and a half (1.5) miles of the JBSA-Fort Sam Houston boundary as currently depicted in Exhibit “D”.

On October 19, 2018, there was an MOU that establish the notification policies and procedures for TXARNG’s Martindale Army Airfield similar to what was previously approved for JBSA MOU.

- The Martindale Army Airfield MIA is that area within one-half mile (1/2) mile of the box pattern flown around the airfield (to include all properties on the interior of the box flight patterns, as currently depicted in Exhibit “A-Martindale”).

Pursuant to these MOU’s all notifications are to be conducted via email, with a notification process as follows:

- Upon deeming a development application complete, City staff will 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 email. Due to contact changes with these agencies throughout the years DSD staff has created a spreadsheet with contact information that is updated internally.

Pursuant to the MOU, development applications affected include:

- Requests for land use plan amendments
- Requests for Major Thoroughfare Plan amendments\*
- Requests for Zoning and Rezoning of property
- Zoning Text Amendments
- Requests for a Zoning Variance or Special Exception
  - Zoning Variances or Special Exceptions for which notification shall be required are limited to requests related to Tree Preservation requirements, landscaping requirements, MLOD requirements, MSAO requirements, MAOZ requirements, and AHOD requirements.
- Subdivision Plats (Major and Minor)
- Master Development Plans (MDPs)
- Planned Unit Development (PUDs)
- 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\* \*

\* **These development applications 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.**

All other applications will be coordinated by Development Services Department.

The notifications will include materials from the application packet that provide the recipient information about the proposal. Staff will also include the subject property location, address, and/or the intersection of the area in these notifications. 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.
- The City will post maps online illustrating the JBSA Military Influence Areas (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))

**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 most current dark sky lighting measures of Bexar County as of court order on May 21, 2019, or the City of San Antonio's Military Lighting Overlay Zoning District current of February 8, 2018 (Ordinance 2018-02-08-0079), whichever is applicable for the project area.

**U.S. Fish and Wildlife Service:**

- When applicable, CoSA agrees to recommend applicants coordinate their project with the U.S. Fish and Wildlife Service in accordance with Ordinances 2009-08-20-0652 and 2017-01-19-0032 regarding Habitat Conservation Plans to preserve Golden-checked Warbler and Karst Invertebrate habitat. Development applicants will check the applicable box on the Habitat Compliance Form to acknowledge their understanding of their need to coordinate with USFWS.

**Planning Commission**

- Military will timely provide written comments to CoSA in accordance with the MOU.
- To facilitate resolution of Endangered Species Act issues and Dark Sky Lighting concerns, Military staff may coordinate directly with applicants, but the Military will keep CoSA informed, and provide CoSA written comments on resolved and unresolved concerns.
- Applicants should normally provide a written response to Military written comments.
- CoSA staff will indicate to applicants that Military comments are recommendations and shall not impede or interrupt standard timelines for development applications in accordance with the Unified Development Code.

**Development Application Reviews**

- Military will timely provide written comments to CoSA in accordance with the MOU.
- CoSA, at its sole discretion, may coordinate Military comments with applicants for potential resolution.
- Applicants should normally provide a written response to Military comments.
- CoSA staff will indicate to applicants that Military comments are a recommendation and shall not impede or interrupt standard timelines for development applications in accordance with the Unified Development Code.

**Project Coordination:**

DSD recommends that applicants coordinate their projects with applicable agencies. DSD staff can provide applicants with the most updated agency contact list that is updated internally when there are contact changes.

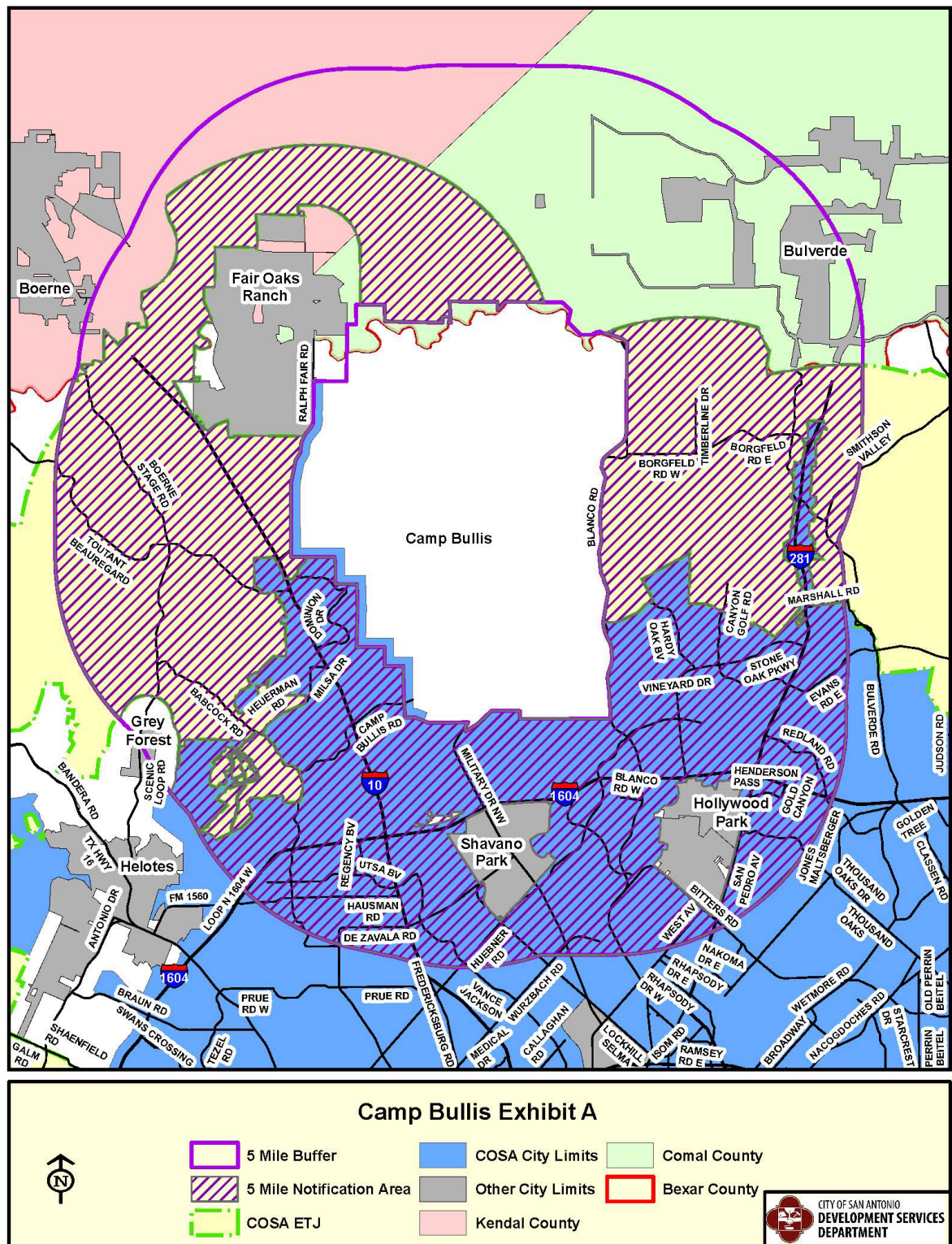
**Summary:**

This Information Bulletin elaborates on the notification procedures outlined in the 2018 MOU between the U.S. Air Force 502<sup>nd</sup> Air Base Wing and Joint Base San Antonio and the City of San Antonio. It is for informational purposes only.

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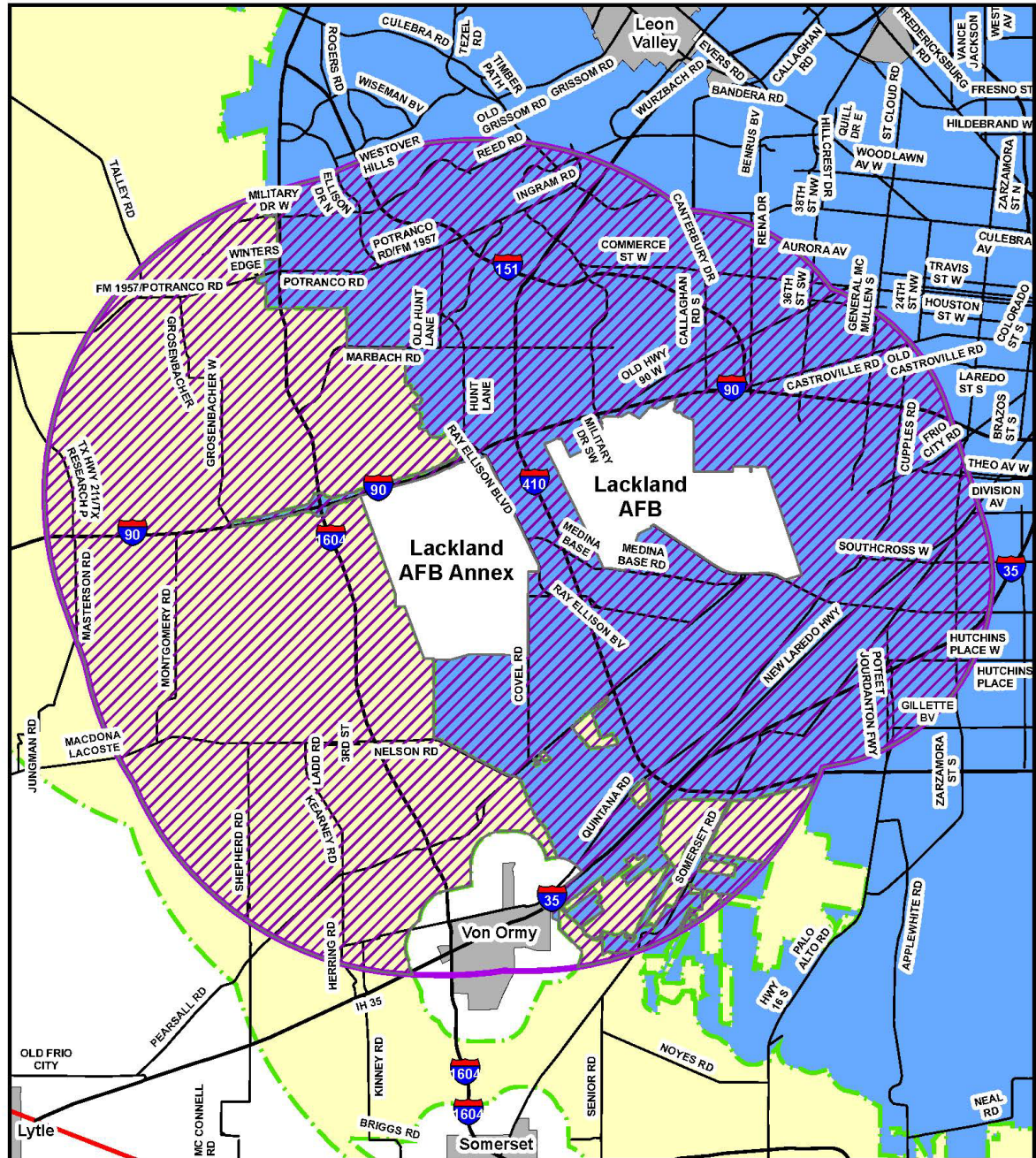


# Exhibit A



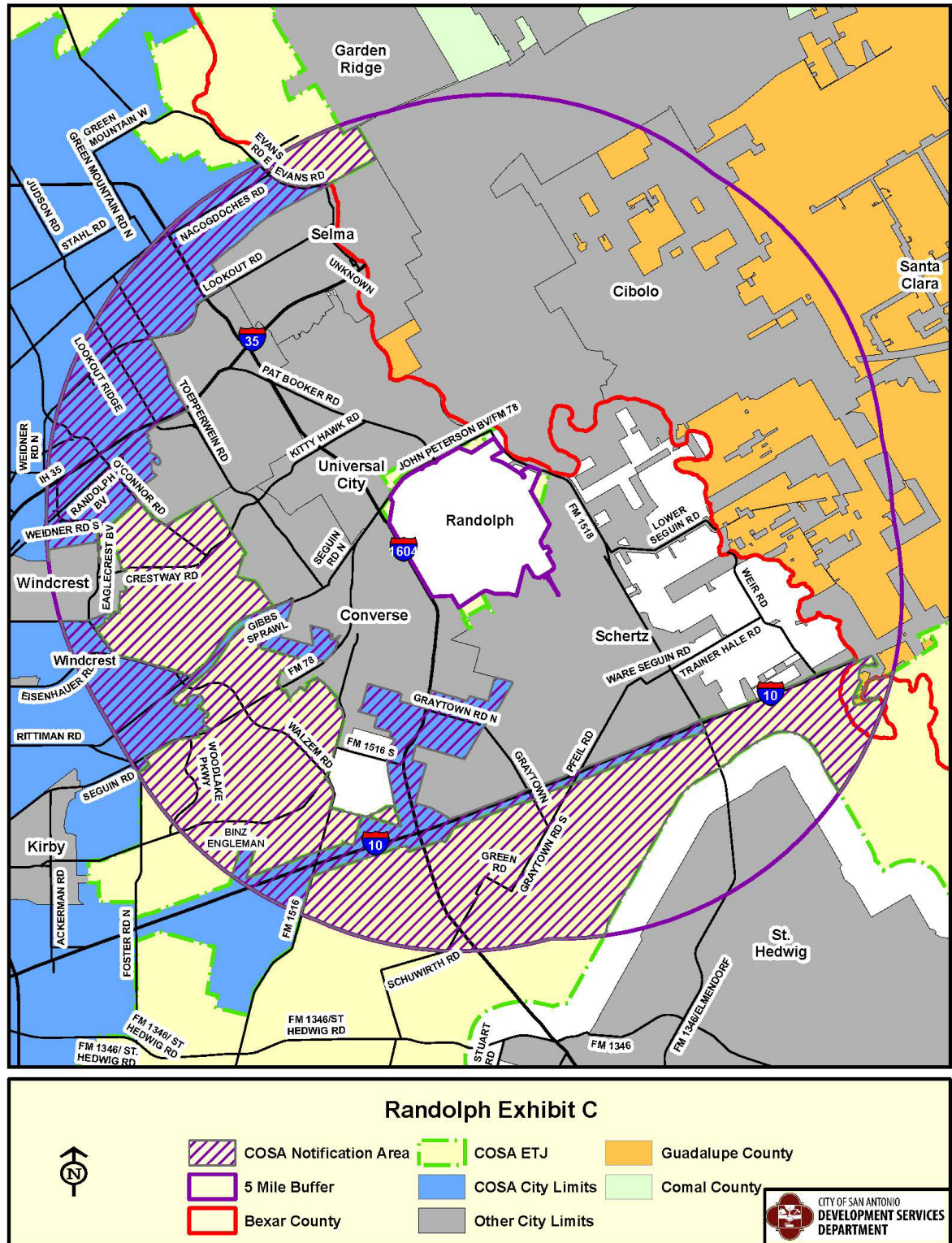


# Exhibit B

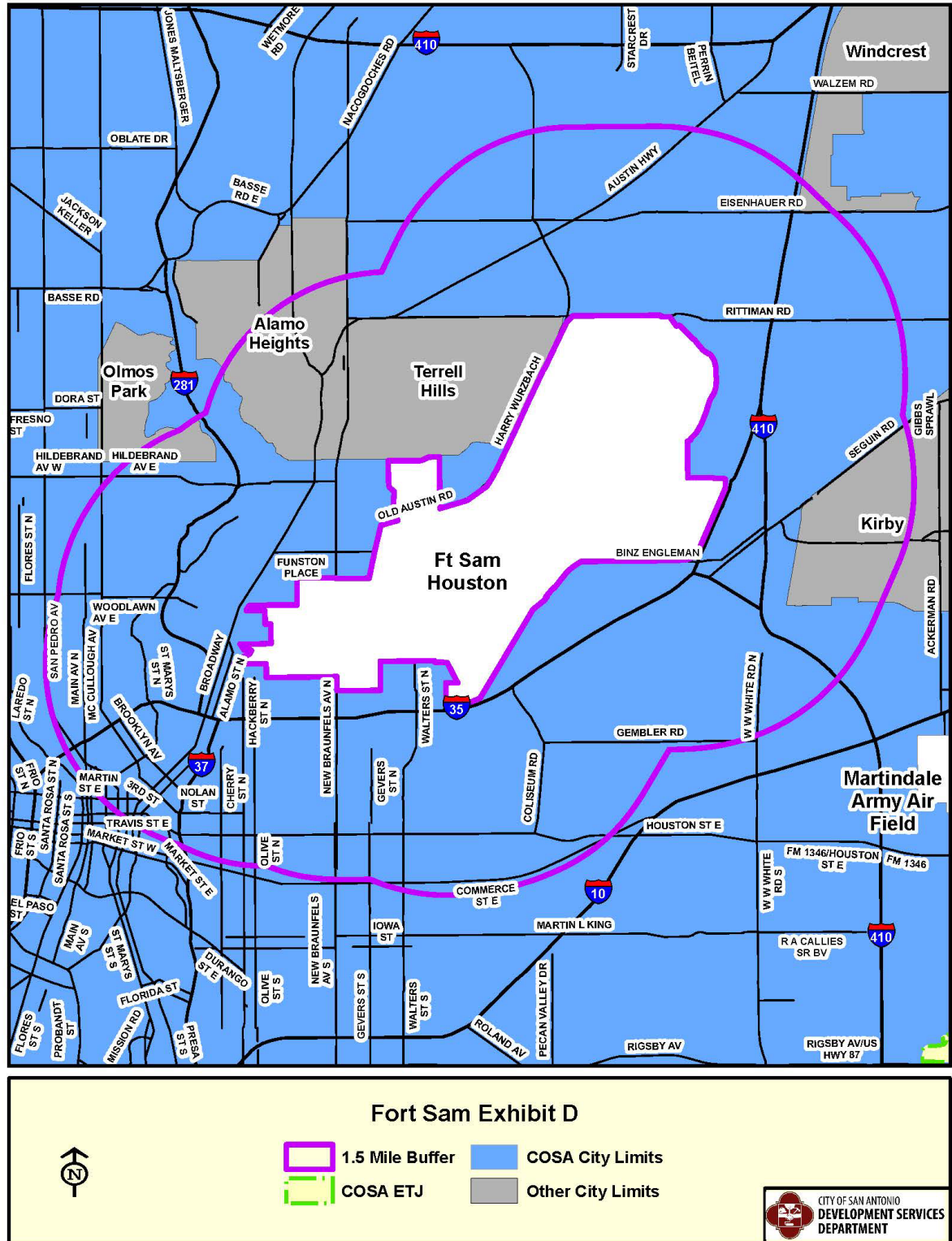




# Exhibit C



# Exhibit D





## Exhibit A-Martindale

