



TO: Development Services Customers

SUBJECT: **INFORMATION BULLETIN 555**
Submitting Draft Rule Interpretation Determinations (*RIDs*)

DATE: August 28, 2014

CREATED BY: Land Development Division / Policy Administration

Purpose:

As a customer service initiative, the Department created this Information Bulletin (*IB*) to advise customers how to propose *RIDs* in draft document form. Though most *RIDs* are drafted by city staff in response to a customer issue, customers also have the option of submitting draft documents themselves. This approach is encouraged, as properly formatted drafts prepared by the customer are more easily processed and reviewed.

Background:

The *Unified Development Code (UDC)* authorizes the Directors of the Development Services and Planning and Community Development Departments, along with the Historic Preservation Officer, to make determinations relating to subjects that are not fully provided for in the *UDC* and require clarification. Such written determinations are intended to provide a temporary solution until such time as the provision or regulation in question may be amended. Once the *UDC* is amended and the purpose of the *RID* satisfied, the *RID* is removed from circulation including removal from the Department web page. All *RIDs* currently in effect are accessible on the Development Services website at <http://www.sanantonio.gov/dsd>.

Scope:

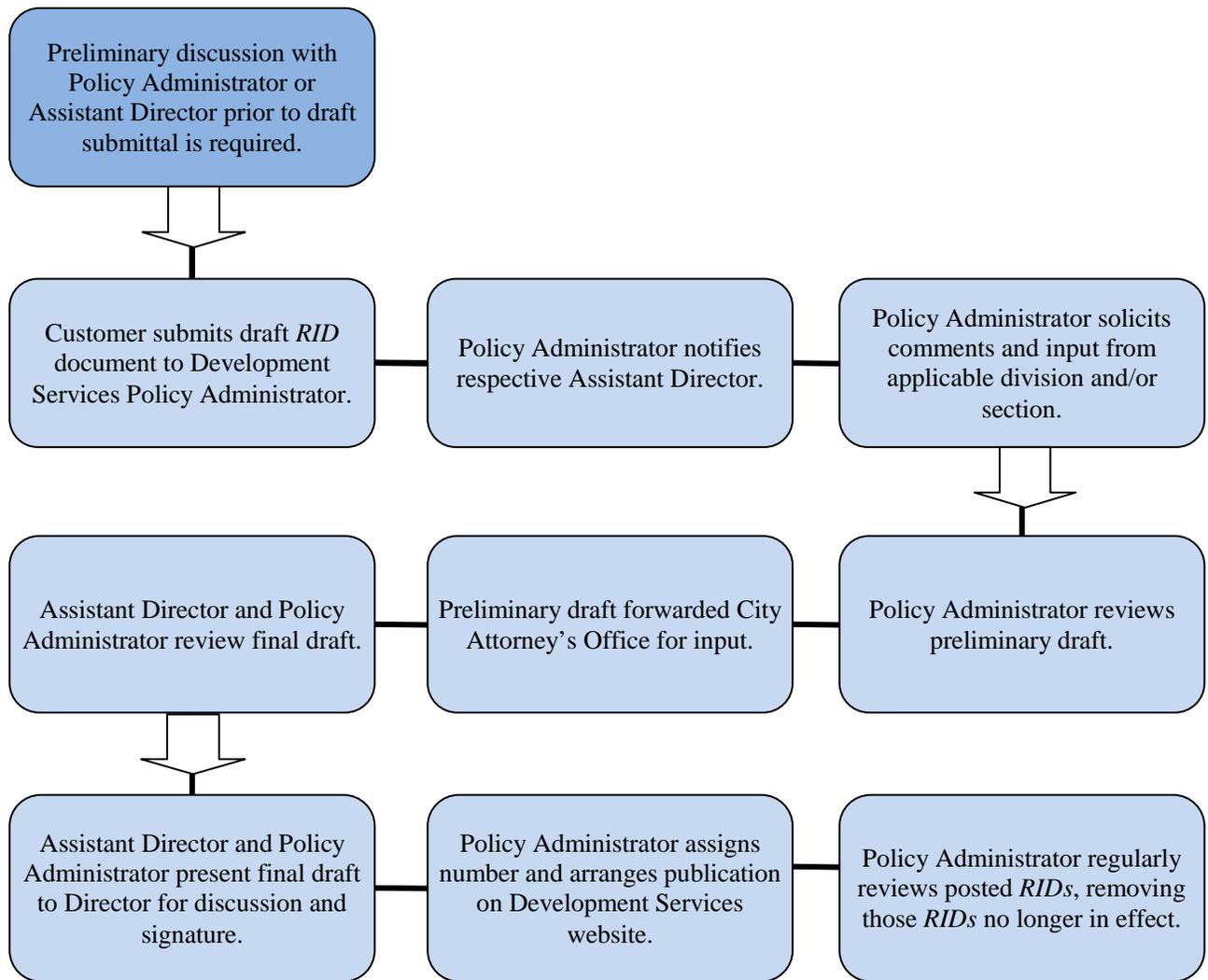
The majority of published *RIDs* are prepared by city staff in direct response to a customer issue. In those cases where a customer proposes a *RID*, the proposal is routed through the appropriate department, division and section where the need for a *RID* is considered and the appropriate drafting party is identified.

All *RIDs* are subject to the same review process. Whether drafted by city staff or a customer, the Policy Administrator coordinates this process, identifying the appropriate department(s), division(s) and section(s) to participate in the evaluation of *RID* proposals to ensure they do not create inconsistencies or conflicts with existing regulations, policies or other *RIDs*. This review may also include an evaluation by the City Attorney's Office. At the conclusion of the review

process, finalized *RIDs* are assigned an official number and published on the Development Services website.

Since the adoption of the *UDC* in 2001, numerous customers have not only submitted *RID* proposals but have also submitted draft documents for review. The Department often encourages this approach, as it facilitates the creation, review and publication of customer-initiated *RIDs*. *RIDs* drafted by the customer are to be submitted directly to the Development Services Policy Administrator and generally follow the same review process as *RIDs* drafted by city staff.

Review Process for Customer Submitted Draft *RIDs*



Summary:

This IB is intended to advise customers of the available opportunity to propose *RIDs* with submittal of a draft document. The Department encourages the use of the *RID* template (attached) to facilitate the efficient review and possible publication of proposals. This information bulletin is for informational purposes only.

Questions about this bulletin and requests for the *RID* template in Microsoft Word format (.docx) may be directed to Christopher Looney, Development Services Policy Administrator, at Christopher.Looney@sanantonio.gov or 210.207.5889.

Prepared by: Christopher Looney, Policy Administrator

Reviewed by: Christopher Looney, Policy Administrator

Authorized by: John Jacks, Assistant Director



RULE INTERPRETATION DETERMINATION

(TEMPLATE)

****Please complete only those sections highlighted in yellow****

Determination #: *(To be assigned by DSD Policy Administrator)*

Title: *(To be assigned by DSD Policy Administrator)*

Drafted by: *(Name and Organization)*

Rule in Question: *(Section, Table and/or Appendix found in the UDC)*

Department Action: *(To be determined by DSD Policy Administrator)*

Director / Officer Signature

Date of Signature

(Signature Authority to be determined by DSD Policy Administrator)

Effective Date of Determination: *(Request immediately or identify specific date)*

Please note RIDs often result in direct or related UDC amendments to codify the clarification addressed within the RID. RIDs can also be superseded by subsequent RIDs or UDC amendments. The Development Services Department will remove RIDs from the website when they are no longer valid.

Analysis: *(Provide a description of the issue and brief discussion of background and applicable UDC regulations. Analysis may be multiple pages in length.)*

Staff Position: *(To be completed by city staff)*