TO: Development Services Customers

SUBJECT: INFORMATION BULLETIN 555
Substituting 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**

1. Preliminary discussion with Policy Administrator or Assistant Director prior to draft submittal is required.
2. Customer submits draft RID document to Development Services Policy Administrator.
3. Policy Administrator notifies respective Assistant Director.
4. Policy Administrator solicits comments and input from applicable division and/or section.
5. Preliminary draft forwarded City Attorney’s Office for input.
6. Policy Administrator reviews preliminary draft.
7. Assistant Director and Policy Administrator review final draft.
8. Assistant Director and Policy Administrator present final draft to Director for discussion and signature.
9. Policy Administrator assigns number and arranges publication on Development Services website.
10. Policy Administrator regularly reviews posted RIDs, removing those RIDs no longer in effect.
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)