



Contact Information:

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Development Services Department City of San Antonio PO Box 839966 San Antonio, TX 78283-3966

Program Description:

Adoption of the latest International Code Council (ICC) Building-related, Fire and Property Maintenance codes with local amendments.

Cost/Benefits:

The Development Services Department (DSD) updates the Building-related, Fire and Property Maintenance codes with local amendments every three years as a public safety benefit and best practice for the City of San Antonio (COSA). COSA generally adopts these updated codes to: utilize the most current national safety codes; allow the latest construction methods; and permit new options for compliance.

In anticipation of the new ICC Codes (I-Codes) adoption, staff coordinates code review committees to review the upcoming multiple codes with various development and neighborhood stakeholders allowing for input and discussion. This two-way communication supports our partnership with the community while advocating for acceptance and buy-in of the new, upcoming codes.

Throughout the pre-adoption process, updates are shared regularly at committee, neighborhood, and task force meetings, and through other communication outlets including newsletter publications, the DSD website, and social media.

Upon completion of the new code reviews, DSD and additional (impacted) city departments, will provide a recommendation to City Council for adoption consideration. Once adopted, the effective date is normally about 90 days for projects submitted to comply with the newly adopted codes.

DSD has followed this best practice approach for the last few cycles and is generally the first city in Texas to adopt the latest I-codes. On June 21, 2018, COSA's City Council adopted the following I-Codes, which became effective Oct. 1, 2018:

- 2018 International Building Code (IBC)
- 2018 International Existing Building Code (IEBC)
- 2018 International Residential Code (IRC)
- 2018 International Fire Code (IFC)
- 2018 International Mechanical Code (IMC)
- 2018 International Plumbing Code (IPC)
- 2018 International Fuel Gas Code (IFGC)
- 2018 International Energy Conservation Code (IECC)
- 2017 National Electric Code (NEC)
- 2018 San Antonio Property Maintenance Code (SAPMC), based on the 2018 International Property Maintenance Code

In support of the latest adoption, DSD held 29 code review committee open public meetings; this is equal to 1,000⁺ hours of meetings between staff and stakeholders.

Attached Documents:

None

<u>Categories</u> – Please check all categories that apply to your best practice

- ✓ Plan Review
- ✓ Permitting
- ✓ Inspection

 Management/Administration

 Legal
- ✓ Customer Service
- ✓ Information Technology

Contact Information:

Melissa Ramirez
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Program Description:

In order to update or develop a new ordinance, DSD goes through the process of identifying stakeholders who could be impacted by the ordinance change(s) and then invites them to attend meetings which can inform the revised or new ordinance. The stakeholders may consist of the development community, business owners, and neighborhood representatives, depending on the ordinance to be changed or created. In addition, DSD will include members from other City departments or agencies to be present during scheduled stakeholder meetings. Updates from the stakeholder process are made to a dedicated Web page on the DSD Web site to keep stakeholders and the public informed about the status of the process.

Two recent examples include adoption of the 2018 International Code Council (ICC) Building-related Fire and Property Maintenance codes as well as creation of a new ordinance for Short Term Rentals (STR). The ICC code adoption process took place over 29 meetings with stakeholders before it was presented to City Council for approval. The new STR ordinance also entailed 16 stakeholder and taskforce meetings before it was presented to City Council and adopted.

Cost/Benefits:

Employment of a stakeholder process for updating City ordinances or creation of a new ordinance ensures that individuals or entities which may be impacted are part of the process. The use of the stakeholder process ensures transparency for stakeholders, as well as buy-in or support of the changes, and could potentially result in fewer legal challenges of City Code. Ultimately, this process helps the department and City ensure that a balanced ordinance is developed and presented to City Council.

Attached Documents:

None.

Example of Web page for recent stakeholder processes: https://www.sanantonio.gov/DSD/Resources/Codes#154541588-icc-code-updates https://www.sanantonio.gov/DSD/Resources/Codes#176642678-short-term-rental

	<u>Categories</u> –	Please	check all	categories	that app	ly to	your bes	t practice
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	Plan Review
	Permitting
	Inspection
X	Management/Administration
X	Legal
X	Customer Service
	Information Technology

Best Practice Submission – Regular Meetings with Stakeholder Groups

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Program Description:

Meetings with the development community are held on a regular basis (monthly or every other month) in an effort to keep these partners informed of the status of City policies, procedures, ordinances, City Code, key initiatives, any upcoming changes to those items or status updates, and allow for dialogue with City staff on any other items deemed important to these key groups.

Other City Departments, City utilities and partner agencies are also invited to attend. Through these partnerships, the department and other City staff or agencies provide overviews of changes that may impact development and work with these stakeholders to address their questions and provide an environment that is conducive to partnering on any challenges they foresee.

Cost/Benefits:

By keeping these stakeholders informed and engaged, DSD processes are viewed as transparent which leads to increased trust not only by the development community but also by the City's neighborhoods. The development community has praised DSD for meeting with them regularly to address their concerns and have commented that other cities should develop similar practices.

Attached Documents:

None.

<u>Categories</u> – Please check all categories that apply to your best practice

- X Plan Review
- X Permitting
- X Inspection
- X Management/Administration
 - Legal
- \overline{X} Customer Service
- __ Information Technology