



CITY OF SAN ANTONIO
OFFICE OF HISTORIC PRESERVATION

**HISTORIC AND DESIGN REVIEW COMMISSION
MEETING MINUTES
WEDNESDAY, MAY 21, 2025**

The City of San Antonio Historic and Design Review Commission (**HDRC**) met on Wednesday, May 21, 2025, at 1901 South Alamo Street, San Antonio, Texas 78204.

MEETING CALLED TO ORDER:

Chair Gibbs called the meeting to order at 3:00 p.m.

ROLL CALL:

PRESENT: Mammen, Savino, Galloway, Guevara, Fetzer, and Gibbs

ABSENT: Velásquez, Mazuca, Grube, Cervantes, and Holland

- Commissioner Velásquez arrived at 3:01 p.m.
- Commissioner Grube arrived at 3:02 p.m.
- Commissioner Cervantes arrived at 3:02 p.m.
- Commissioner Holland arrived at 3:02 p.m.

CHAIR'S STATEMENT:

Chair Gibbs provided a statement regarding meeting processes, appeals, time limits, and decorum.

ANNOUNCEMENT:

- Spanish interpreter services available to the public during the hearing.
- Staff welcomed new D1 HDRC Commissioner Christopher Mammen.
- Staff welcomed new OHP employee, Adrian Gallegos.

APPROVAL OF MEETING MINUTES:

MOTION: Commissioner Fetzer moved to approve HDRC meeting minutes for May 7, 2025. Commissioner Velásquez seconded the motion.

VOTE:
AYE: Savino, Galloway, Guevara, Grube, Holland, Fetzer, and Gibbs
NAY: Velásquez and Cervantes
ABSENT: Mazuca
ABSTAIN: Mammen

ACTION: **MOTION PASSED with 7 AYES. 2 NAYS. 1 ABSENT. 1 ABSTAIN.**

PUBLIC COMMENTS:

- Item 3 – Bianca Maldonado, President Monticello Park Neighborhood Association, submitted a voicemail in support of staff's recommendations and requested conceptual approval of the request and the inclusion of additional stipulations.

- Item 3 – The Monticello Park Neighborhood Association submitted a letter outlining the same information provided in the voicemail.
- Item 8 – The Architectural Advisory Committee of the King William Association submitted a letter in support of staff’s findings and recommendations.

CONSENT AGENDA:

Chair Gibbs asked if any commissioner would like to pull items from the Consent Agenda.

- Vice Chair Fetzer requested Item 3 be pulled from the Consent Agenda for individual consideration.

MOTION: Vice Chair Fetzer moved to approve items 1, 2, and 4 – 8 with staff stipulations. Commissioner Velásquez seconded the motion.

Items on Consent:

Item 1, Case No. 2025-117	115 W KINGS HWY
Item 2, Case No. 2025-115	2611 N MAIN AVE
Item 4, Case No. 2025-114	905 DOLOROSA
Item 5, Case No. 2025-076	238 LOVERA BLVD
Item 6, Case No. 2025-121	1231 S ALAMO ST
Item 7, Case No. 2025-120	116 CALLAGHAN AVE
Item 8, Case No. 2025-105	517 WICKES

VOTE: AYE: Mammen, Savino, Velásquez, Galloway, Guevara, Grube, Cervantes, Holland, Fetzer, and Gibbs
 NAY: None
 ABSENT: Mazuca

ACTION: MOTION PASSED with 10 AYES. 0 NAYS. 1 ABSENT.

INDIVIDUAL CONSIDERATION ITEMS:

ITEM 3. HDRC NO. 2025-108
 ADDRESS: 462 MARY LOUISE
 APPLICANT: Ramon Torres/Creedco Pros LLC

REQUEST:

The applicant is requesting a Certificate of Appropriateness to

1. Construct a 600 sf second story addition at the SE corner of the historic structure atop an existing addition.
2. Enclose an existing opening on Eastern façade of existing addition.
3. Construct a 33 sf mechanical room at the SW corner of the existing historic structure.

RECOMMENDATION:

1. Staff recommends the construction of a second story, 600 sf addition at the SE corner atop the existing pre-1955 addition with the following stipulations;
 - a. That the applicant submit all material and window specifications to staff for review prior to the issuance of a COA based on findings a, f and g.
 - b. That the applicant make every effort to salvage and reuse any removed windows from the historic structure and pre-1955 additon in the new construction based on finding h.

- c. That the applicant detail the proposed stone band of the new construction in such a way that differentiates itself from the existing stone band of the existing structure based on finding and f.
2. Staff recommends approval to enclose an existing opening on the Eastern façade of the pre-1955 addition located at the SE corner of the structure based on findings a and h.
3. Staff recommends the approval to construct a 33 sf mechanical closet at the SW corner of the existing structure based on findings a and i.

PUBLIC COMMENT: Provided at the beginning of the meeting.

MOTION: Commissioner Grube moved to approve with staff stipulations and the added stipulation that the applicant install one over one sashed windows that meet the standard specifications on the rear facade of the new addition, not fixed glass. Vice Chair Fetzer seconded the motion.

VOTE: AYE: Mammen, Savino, Velásquez, Galloway, Guevara, Grube, Cervantes, Holland, Fetzer, and Gibbs
NAY: None
ABSENT: Mazuca

ACTION: **MOTION PASSED with 10 AYES. 0 NAYS. 1 ABSENT.**

ITEM 9. HDRC NO. 2025-116
ADDRESS: 3624 BROADWAY
APPLICANT: Milton Saunders/SIGNS LLC

REQUEST:

The applicant is requesting a Certificate of Appropriateness for approval to:

1. Install an internally illuminated cabinet sign on an existing pole at 3624 Broadway. The proposed cabinet will feature an overall height of 4' – 0" and an overall width of 6' – 6" for a total size of fifty-two (52) square feet, including both sides. The sign will feature an overall height of 14' – 0".
2. Reface an existing sign board with the business name and logo to direct customers to parking. The existing sign board located at the rear of a surface parking lot at the rear of the lot, adjacent to Ethel Court. The proposed sign will feature an overall height of 4' – 0" in height and 8' – 0" in width for a total size of forty-eight (48) square feet.

RECOMMENDATION:

1. Staff does not recommend approval of item #1, the installation of an internally illuminated cabinet, as noted in finding c. Staff recommends the applicant install a monument sign that does not exceed six (6) feet in height, fifty (50) total square feet, and features lighting consistent with the UDC.
2. Staff does not recommend approval of item #2, the reface of an existing sign panel, as noted in finding d. Parking signage that does not feature a business logo or branding would be considered incidental and would not count towards signage square footage.

PUBLIC COMMENT: None.

MOTION: Commissioner Grube moved to approve item 1 with staff stipulations and approve item 2, with the stipulation that there is no business logo or business branding. Commissioner Velásquez seconded the motion.

VOTE: AYE: Mammen, Savino, Velásquez, Galloway, Guevara, Grube, Cervantes, Holland, Fetzer, and Gibbs
NAY: None
ABSENT: Mazuca

ACTION: **MOTION PASSED with 10 AYES. 0 NAYS. 1 ABSENT.**

ITEM 10. HDRC NO. 2025-122
ADDRESS: 1914 W KINGS HWY
APPLICANT: Zachary Fischer

REQUEST:

The applicant is requesting a Certificate of Appropriateness for approval to:

1. Replace 15 wood windows with new fiberglass-clad wood windows featuring faux divided lites.
2. Receive Historic Tax Certification.

RECOMMENDATION:

Item 1: Staff does not recommend approval for the wood window replacement, based on findings a and d through g. Staff recommends the applicant repair the existing wood windows in-kind.

Item 2: Staff recommends approval for the Historic Tax Certification based on the findings.

PUBLIC COMMENT:

- Bianca Maldonado, President Monticello Park Neighborhood Association, submitted a voicemail in support of staff's recommendations, noting that the applicant has not provided sufficient information for justification of wholesale window replacement.
- The Monticello Park Neighborhood Association submitted a letter outlining the same information provided in the voicemail.

MOTION: Commissioner Grube moved to approve as recommended by staff. Vice Chair Fetzer seconded the motion.

VOTE: AYE: Mammen, Savino, Galloway, Guevara, Grube, Holland, Fetzer, and Gibbs
NAY: Velásquez and Cervantes
ABSENT: Mazuca

ACTION: **MOTION PASSED with 10 AYES. 0 NAYS. 1 ABSENT.**

ADJOURNMENT: Chairman Gibbs adjourned the meeting at 3:49 p.m.

APPROVED

Jeffrey Fetzer, Vice Chair
Historic Design Review Commission
City of San Antonio

Date: _____

DRAFT