

## HISTORIC AND DESIGN REVIEW COMMISSION

October 16, 2024

**HDRC CASE NO:** 2024-352  
**ADDRESS:** 1103 CINCINNATI AVE  
**LEGAL DESCRIPTION:** NCB 2003 BLK LOT ALL OF BLK WOODLAWN LAKE PARK  
**ZONING:** R-6, H  
**CITY COUNCIL DIST.:** 7  
**DISTRICT:** Woodlawn Lake and Park Historic District  
**APPLICANT:** SANDY JENKINS/City of San Antonio  
**OWNER:** CITY OF SAN ANTONIO  
**TYPE OF WORK:** Monument plaque  
**APPLICATION RECEIVED:** October 01, 2024  
**60-DAY REVIEW:** December 1, 2024  
**CASE MANAGER:** Bryan Morales

### REQUEST:

The applicant is requesting a Certificate of Appropriateness for approval to install a new memorial bench along the trail at Woodlawn Lake.

### APPLICABLE CITATIONS:

*Sec. 35-645. - Signs and Billboards on Public Property or Right-of-Way.*

(a) General Provisions. All non-regulatory signage on public property, on the public right-of-way, or overhanging the public right-of-way shall conform to all city codes and must be approved by the historic preservation officer prior to installation. Permits must be obtained following approval of the application. The historic preservation officer may submit an application under this section to the historic and design review commission for their recommendation prior to approving, denying, or approving with conditions the application. Memorials, markers, naming rights of public property, and recognition of charitable donations given to the City of San Antonio shall be additionally governed by existing policies for memorials and markers and/or any formal action passed by city council. Temporary displays approved by the department exercising control of the public property are authorized if in accordance with chapter 28 of the City Code of San Antonio, Texas.

*Sec. 35-643. – Alteration, Restoration and Rehabilitation.*

(j) Wherever possible, new additions or alterations to buildings, structures, objects, or sites shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the building, structure, object, or site would be unimpaired.

*City of San Antonio – Monuments, Memorials, Markers and Plaques Policy*

**PURPOSE:** The purpose of this policy is to provide the City Council, City Staff, the Historic and Design Review Commission (HDRC), and the general public with guidelines for the acceptance, placement, and appropriateness of monuments, memorials, markers, and plaques. From time to time requests are received from individuals and organizations for permission to place monuments, memorials, markers or plaques to an individual, organization or event on City property. When properly designed, planned, and displayed, memorials may provide for simplified interpretation and furnish the general public with essential knowledge in capsule form.

The City of San Antonio, as the steward of public land, is committed to protecting the parks, open spaces, public buildings, and other public areas of the city while providing opportunities for appropriately designed monuments, memorials, markers, and plaques that honor an individual, organization or event beneficial to the greater good of the community.

This policy is not intended to address street naming requests.

**CRITERIA FOR INITIAL PROJECT REVIEW:** Before proceeding with the subsequent steps of this process, applicants desiring to place a monument, memorial, marker or plaque should submit a letter to the Historic Preservation Officer that outlines in sufficient detail the main purpose and concept of their proposal. Staff will then schedule a

feasibility consultation with the applicant and advise him or her of the content of this policy, the appropriateness of the proposed memorial or monument in light of this policy, and the necessary courses of action required to complete the application. In the case of proposals for significant memorials or monuments, the staff reserves the right to submit the applicant's preliminary proposal to the Architectural Committee of the HDRC for their review of the concept before embarking on further costly planning and study. In the case of proposals for commemorative public artworks, the staff shall advise the applicant to complete artwork review policies as set forth in Unified Development Code, Article VI, Division V. The proposed project must meet the following criteria in order to be considered by the HDRC.

1. **Use of Public Space:** Donors of monuments, memorials, markers, and plaques shall consider the primary uses of public open space in their request for a location or suitable site. While appropriate memorials may enrich an area, public open space is also a precious commodity. Therefore, monuments, memorials, markers, and plaques should be carefully reviewed to balance these two public benefits to protect the greater good.
2. **Timelessness:** The quality of timelessness shall be considered in the significance of the individual, community or event being memorialized. Memorial proposals should represent the values and principles of the community that will be relevant to future generations.
3. **Community Significance:** Proposed projects must serve to commemorate or to identify a particularly significant historic event or person. Projects that seek to honor particular individuals or events by placing them into the public realm should appeal to the broader interests of the community. To assure that the significance of an event or person has withstood the test of time, a project may only commemorate an event 1 year or older and a person 1 year or more posthumously. City Council may waive this requirement for those individuals with exceptional community significance in cases of unusual and compelling circumstances.
4. **Past Honors:** The City inventories all publicly owned fine artworks, public art, and design enhancements, in addition to all commemorative monuments, memorials, markers, and plaques in order to enable the City to effectively evaluate proposed memorials. It is recognized that specific individuals, organizations or events may have been sufficiently honored in the past.
5. **Maintenance Planning:** Maintenance concerns should be a primary consideration, with adequate financial provision made for continued future maintenance. In all cases, permanent memorials should be made from durable materials that will stand up over time. Memorials that include moveable parts or technological elements will require additional consideration and review.
6. **Financial Responsibility:** The donors of the proposed memorial are required to pay for the complete design, manufacturing, installation, and maintenance endowment to ensure adequate quality of care for the memorial. To allow for the installation of new public art projects, as well as maintenance of existing art inventory and commemorative artworks, donations shall be made to the City in a fund for public art maintenance. Contributions toward this fund may be combined towards larger scale projects, which will recognize both individual and group donations.
7. **Ownership:** Improvements made on City lands become the property of the City of San Antonio.
8. **Structures Over Six Feet in Height:** The International Building Code, the current building code adopted by the city, requires that any structure over six feet in height should be designed according to professional engineering practices and will require an engineer's letter.
9. **Riverwalk:** The Riverwalk is a unique and precious natural, cultural, and historic resource that provides a physical connection through San Antonio by linking a variety of neighborhoods, cultural sites, public parks, and destinations. This valuable resource deserves special protection. The following standards shall apply to the riverside of properties abutting the San Antonio River (River Improvement Overlay Ordinance (35-679, d)).
  - a) Texas Historical Commission (THC) markers are permitted, if mounted to walls or structures. Pole mounted THC markers are not permitted in River Improvement Overlay District 3 (RIO-3).

- b) Monuments and memorial plaques must commemorate an event or person significant to the Riverwalk or the history of the Riverwalk. To assure that the significance of an event or a person has withstood the test of time, memorial plaques may only commemorate an event 10 years or older and a person 10 years or more posthumously.
- c) The City may, from time to time, accept memorial gifts, such as benches, fountain or public art, etc. as gifts. Plaques acknowledging the gift shall be bronze and no larger than ten inches by four inches (10"x4"). Memorial plaques for a tree or other plantings are not permitted.
- d) Placement of monuments, memorials, markers and plaques will be under the jurisdiction of the City Manager or designee, after consultation with the HDRC and coordination with applicable City Departments.
- e) Plaques recognizing donors for significant improvements or plaques acknowledging the naming of significant improvement such as, but not limited to, pocket parks, footbridges, fountains, grottos, gardens, gazebos, boat landings, overlooks and other significant features may be placed along the San Antonio River. The plaques may be no larger than four (4) square feet and must be made of either cast bronze, cast aluminum (or other suitable metal), carved stone, or tile. An individual, corporation or foundation must be acknowledged with wording similar to "sponsored by, underwritten by, a gift from.." and shall not contain corporate logos.

For projects associated with the Museum Reach and Mission Reach applicants shall refer to the Policy Guidelines developed by City Council. Those guidelines shall supercede this policy until such time as those guidelines expire.

**CRITERIA FOR DESIGN/PLACEMENT REVIEW:**

The basic types of memorials vary greatly in the impact they have upon the city and open spaces; the review process for allowing them to occur on City owned land should reflect those differences. A public art review process is required for any proposals for public artwork memorials, which is outlined under Unified Development Code, Article VI, Division V. All memorials, however, will be judged for appropriateness according to the following criteria.

**Design Criteria:**

- 1. The quality, scale, and character of the memorial should be at a level commensurate with the particular location or setting.
- 2. The memorial contributes to the location from a functional or design standpoint.
- 3. The memorial should be designed by a qualified professional in the field appropriate to the size, scale, and complexity of the proposal.
- 4. Logos (symbols or trademarks designed for easy and definite recognition) may not be used in the overall design concept of the memorial. Logos may not appear on a plaque acknowledging the memorial's donors. The acknowledgment plaque should be incidental to the memorial and not the main focus of the memorial.

**Placement Criteria:**

- 1. The location under consideration shall be an appropriate setting for the memorial; in general, there should be some specific geographic justification for the memorial being located in the proposed location.
- 2. It should be considered that a particular location may reach a saturation point and it would be appropriate to limit future memorial installations at a particular location or area.
- 3. The location of the memorial should complement and enhance existing and proposed circulation and use patterns.
- 4. The location of the memorial should be supported by any public art master plan, neighborhood and community plans, area design guidelines, and the City's Master Plan Policies.

**FINDINGS:**

- a. The property located at 1103 Cincinnati Ave is commonly known as Woodlawn Lake Park. Woodlawn Lake is bordered by W Woodlawn Ave and W French Pl to the north, Alexander Ave to the east, S Josephine Tobin Dr to the south, and Bancroft Ave to the west. The lake features a prominent walking trail, a fitness station, the Woodlawn Lake Lighthouse, a tennis center, and other similar amenities. The property is owned by the City of San Antonio. This property contributes to the Woodlawn Lake and Park Historic District.

- b. MEMORIAL BENCH - The applicant is requesting approval to install a park bench along the existing lake trail. The proposed bench will be installed on the proposed concrete pad facing the large oak tree and proposed memorial plaque. Staff finds this generally appropriate.
- c. CONCRETE PAD - The applicant is requesting approval to install a concrete pad underneath the proposed bench as represented in the submitted rendering. Staff finds this generally appropriate and recommends the concrete pad not exceed the dimensions of the bench by more than 6' in all directions.
- d. MEMORIAL PLAQUE - The applicant is requesting approval to install a memorial plaque to be located on the requested bench. The memorial plaque is proposed to honor the memory of DEDE MORGAN FINNEY. The plaque will read:

IN HONOR OF OUR MOTHER

DEDE  
MORGAN FINNEY

WHO LOVED THIS HISTORIC PLACE  
AND WORKED TIRELESSLY FOR MANY YEARS  
AS  
WLA PRESIDENT  
PLANTING TREES AND LOVE WITH OUR  
DEAR FATHER, HARRIS, AT HER SIDE

The proposed plaque is in accordance with UDC Section 35-645 and is appropriate.

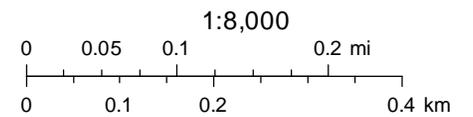
**RECOMMENDATION:**

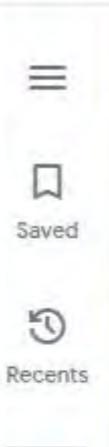
Staff recommends approval based on the findings. Installation must be done in accordance with the adopted memorials and markers policy.

# City of San Antonio One Stop



October 9, 2024





29°27'06.3"N 98°31'50.6"W

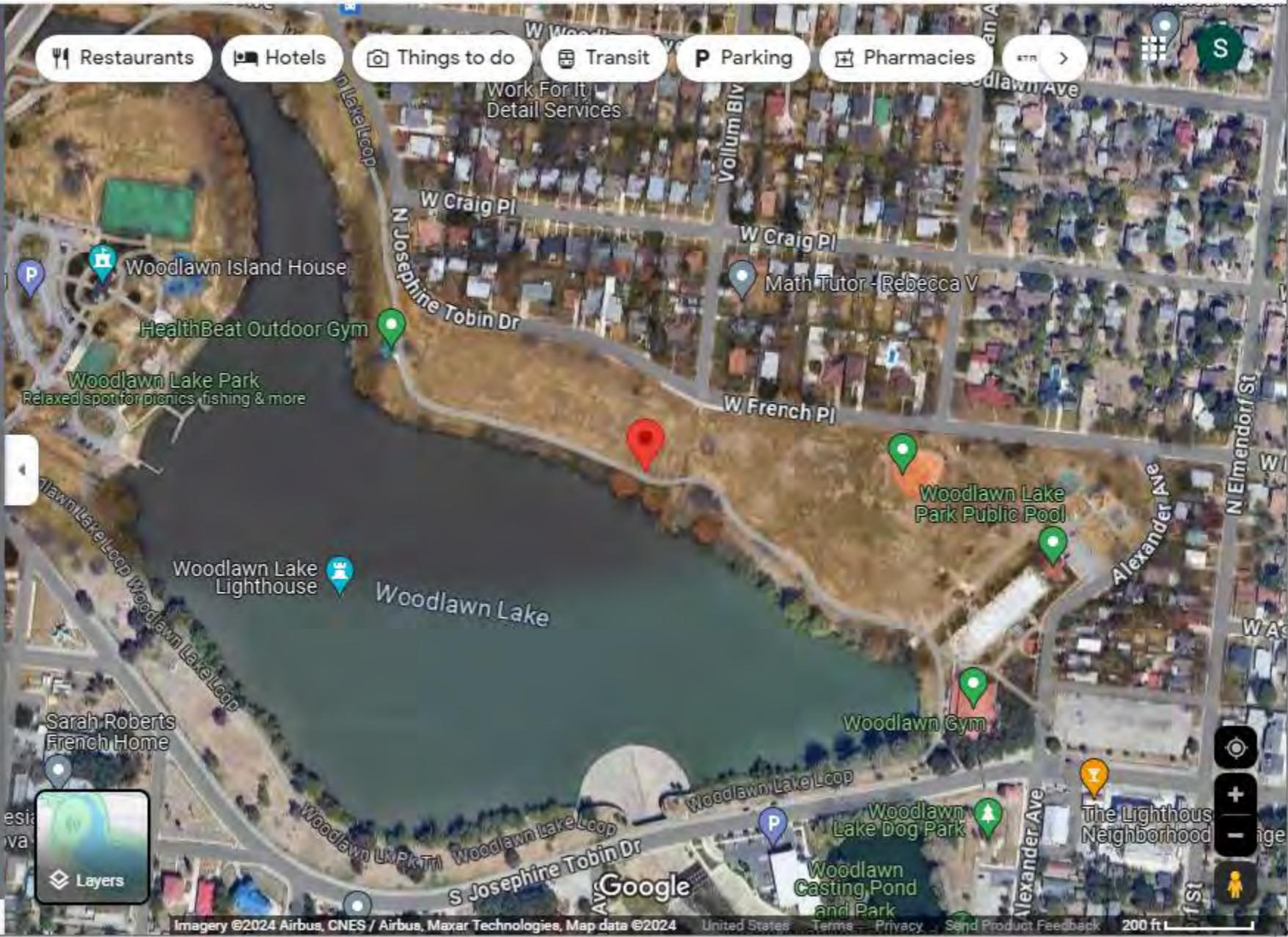


29°27'06.3"N 98°31'50.6"W

29°27'06.3" 98°31'50.6"

- Directions
- Save
- Nearby
- Send to phone
- Share

- Woodlawn Lake Loop, San Antonio, TX 78201
- FF29+PP2 San Antonio, Texas
- Add a missing place
- Add your business
- Add a label







Monarch Trophy Studio



**ARTWORK APPROVAL FORM**



Please review the attached artwork layout for  
**CORRECT LOGOS / DATES / SPELLING (Names) Etc.**



**YOUR ORDER IS ON HOLD UNTIL WE RECEIVE YOUR RESPONSE**

Artwork Approved

Make Revisions Indicated & Proceed With Order

Make Revisions, Send New Proof  
MULTIPLE PROOFS MAY INCUR  
ADDITIONAL CHARGES

Signature \_\_\_\_\_

PLEASE PRINT, SIGN and FAX TO (210) 341-4906

Date \_\_\_\_\_

*The Artwork Provided On This Proofing Form Is The Property Of Monarch Trophy Studio.*

*Monarch Does NOT Allow Other Companies To Use Their Artwork Without Written Permission. Monarch May Require An Art Fee For Use Of Their Art.*

**MONARCH WILL PROVIDE UP TO TWO PROOFS FREE OF CHARGE.**

*Changes Beyond TWO Proofs Will Require A \$10.00 Charge Per Proof.*

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

INVOICE 737868

**IN HONOR OF OUR MOTHER**

**DEDE**

**MORGAN FINNEY**

**WHO LOVED THIS HISTORIC PLACE  
AND WORKED TIRELESSLY FOR MANY YEARS**

**AS**

**WLA PRESIDENT**

**PLANTING TREES AND LOVE WITH OUR  
DEAR FATHER, HARRIS, AT HER SIDE.**