



CITY OF SAN ANTONIO  
**OFFICE OF HISTORIC PRESERVATION**

**HISTORIC AND DESIGN REVIEW COMMISSION  
MEETING MINUTES  
WEDNESDAY, SEPTEMBER 18, 2024**

The City of San Antonio Historic and Design Review Commission (“**HDRC**”) met on Wednesday, September 18, 2024, at 1901 South Alamo Street, San Antonio, Texas 78204.

**MEETING CALLED TO ORDER:**

Chair Gibbs called the meeting to order at 3:03 p.m.

**ROLL CALL:**

**PRESENT:** Castillo (virtual), Savino, Galloway, Mazuca, Guevara (virtual), Cervantes, Fetzer, and Gibbs.

**ABSENT:** Velásquez, Grube, and Holland.

- Commissioner Grube arrived at 3:04 p.m.
- Commissioner Holland arrived at 3:09 p.m.

**CHAIR’S STATEMENT:**

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

**ANNOUNCEMENT:**

- Spanish interpreter services available to the public during the hearing.
- OHP staff invited contractors to sign up for the upcoming Certified Deconstruction Contractor trainings in October.
- Item 4 was pulled by the applicant from the consent agenda for individual consideration.

**APPROVAL OF MEETING MINUTES:**

**MOTION:** Vice Chair Fetzer moved to approve HDRC meeting minutes for September 4, 2024.  
Commissioner Cervantes seconded the motion.

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

**ACTION:** **MOTION PASSED with 9 AYES. 0 NAYS. 2 ABSENT.**

**PUBLIC COMMENTS:**

- Item 1 – The Westfort Alliance submitted the letter sent to the zoning commission regarding the concerns of smoke from the restaurant but hopes to have a good working relationship with the owners.
- Item 2 – Kate Ruckman on behalf of the Conservation Society of San Antonio submitted a voicemail in support of staff recommendations.

- Item 2 – The King William Association Architectural Advisory Committee submitted a letter in support of staff recommendations.
- Item 5 – Robin Foster on behalf of the Monticello Park Architectural Review Committee, submitted a voicemail requesting the HDRC to add a stipulation for the wood screens to be restored and reinstalled on the front elevation of the home before credits are issued by OHP.
- Item 5 – The Monticello Park Architectural Review Committee submitted a letter with the same information outlined in the voicemail.

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

- No commissioners requested an item from the Consent Agenda to be pulled for individual consideration.

**CONSENT AGENDA:**

Item 1, Case No. 2024-304	2102 BROADWAY
Item 2, Case No. 2024-306	201 W SHERIDAN
Item 3, Case No. 2024-3113	109 MAGNOLIA DR
Item 5, Case No. 2024-315	407 DONALDSON AVE

**MOTION:** Vice Chair Fetzer moved to approve items 1-3, and 5 with staff stipulations. Commissioner Savino seconded the motion.

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

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

**INDIVIDUAL CONSIDERATION ITEMS:**

**ITEM 4. HDRC NO. 2024-314**  
 ADDRESS: 2055 W GRAMERCY PLACE  
 APPLICANT: Lajla Metzler/ESSEX MOON LLC

**REQUEST:**  
 The applicant is requesting Historic Tax Certification & Verification for the property at 2055 W Gramercy.

**RECOMMENDATION:**  
 Staff recommends approval, based on findings a through f, with the following stipulation:  
 i. That the applicant reinstall or fabricate new wood window screens to be verified by staff. The applicant has stated this work will be complete by the end of the calendar year.

**PUBLIC COMMENT:**

- Robin Foster on behalf of the Monticello Park Architectural Review Committee, submitted a voicemail requesting the HDRC to add a stipulation for the wood screens and the front door wood screen door to be restored and reinstalled on the front elevation of the home before credits are issued by OHP.
- The Monticello Park Architectural Review Committee submitted a letter with the same information outlined in the voicemail.

**MOTION:** Commissioner Holland moved to approve with stipulations:

- i. that the applicant reinstalls window screens or fabricates and installs new wood window screens to match the design of the previously installed screens on the front façade and west elevation to be verified by staff.
- ii. That the applicant retains any removed window screens and the screen door on site for future use.

Commissioner Cervantes seconded the motion.

**VOTE:** Castillo, Savino, Galloway, Mazuca, Guevara, Grube, Cervantes, Holland, Fetzer, and Gibbs.  
NAY: None.  
ABSENT: Velásquez

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

**ITEM 6. HDRC NO. 2024-267**  
ADDRESS: 2619 MCCULLOUGH AVE  
APPLICANT: Matthew Gilbert/Ortiz McKnight PLLC

**REQUEST:**

1. The applicant is requesting consideration and approval of a waiver pursuant to City Code Section 35-608(g) to reconsider previously denied items:
  - a. Install five (5) fixed, replacement windows located on the first floor, south elevation. The applicant has proposed to conceal these windows with historically appropriate wood window screens.
2. Should the waiver be granted, the applicant is requesting a Certificate of Appropriateness for approval of the item listed above.

**RECOMMENDATION:**

Item 1, staff recommends approval of a waiver to reconsider this item. There is new evidence included in the request, consistent with the UDC.

Item 2, if a waiver to reconsider is approved, staff recommends the following:

- i. Approval to replace the five windows on the south facade with the stipulation that appropriate one-over-one sash windows are installed instead of fixed windows based on finding d. The proposed window screens are appropriate and may be installed regardless of commission disposition regarding the window product. If the HDRC approves retention of the fixed windows, then staff recommends the window screens be required.

**PUBLIC COMMENT:**

- The Monte Vista Historical Association Architectural Review Committee submitted a letter in support of the request with the stipulation that they install wood screens with muntins to match the small lower windows on the north facade.

**MOTION:** Vice Chair Fetzer moved to approve the waiver.  
(Item 1) Commissioner Grube seconded the motion.

**VOTE:** Castillo, Savino, Galloway, Mazuca, Guevara, Grube, Cervantes, Holland, Fetzter, and Gibbs.  
NAY: None.  
ABSENT: Velásquez

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

**MOTION:** Commissioner Grube moved to approve as presented by the applicant. (Item 2)  
Vice Chair Fetzter seconded the motion.

**VOTE:** Castillo, Savino, Galloway, Mazuca, Guevara, Grube, Cervantes, Holland, Fetzter, and Gibbs.  
NAY: None.  
ABSENT: Velásquez

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

**ADJOURNMENT:** Chairman Gibbs adjourned the meeting at 3:37 p.m.

**APPROVED**

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J. Maurice Gibbs, Chair  
Historic Design Review Commission  
City of San Antonio

Date: \_\_\_\_\_