

## HISTORIC AND DESIGN REVIEW COMMISSION

February 05, 2025

**HDRC CASE NO:** 2025-019  
**ADDRESS:** 330 MISSION ST  
**LEGAL DESCRIPTION:** NCB 944 BLK LOT SW 108.72 OF 35  
**ZONING:** RM-4, H  
**CITY COUNCIL DIST.:** 1  
**DISTRICT:** King William Historic District  
**APPLICANT:** MICHAEL PEREZ/AGUA VERDE ENTERPRISES, INC.  
**OWNER:** MICHAEL PEREZ/PEREZ MICHAEL  
**TYPE OF WORK:** Carport enclosure, front walkway replacement, and front door replacement  
**APPLICATION RECEIVED:** January 17, 2025  
**60-DAY REVIEW:** March 18, 2025  
**CASE MANAGER:** Bryan Morales  
**REQUEST:**

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

1. Enclose an existing carport to create approximately 396' sf of living space and to construct an approximately 120' sf attached covered porch.
2. Replace existing front walkway with a brick paver walkway.
3. Replace the existing front door.

### APPLICABLE CITATIONS:

*Historic Design Guidelines, Chapter 2, Exterior Maintenance and Alterations*

#### 6. Architectural Features: Doors, Windows, and Screens

##### A. MAINTENANCE (PRESERVATION)

- i. *Openings*—Preserve existing window and door openings. Avoid enlarging or diminishing to fit stock sizes or air conditioning units. Avoid filling in historic door or window openings. Avoid creating new primary entrances or window openings on the primary façade or where visible from the public right-of-way.
- ii. *Doors*—Preserve historic doors including hardware, fanlights, sidelights, pilasters, and entablatures.
- iii. *Windows*—Preserve historic windows. When glass is broken, the color and clarity of replacement glass should match the original historic glass.
- iv. *Screens and shutters*—Preserve historic window screens and shutters.
- v. *Storm windows*—Install full-view storm windows on the interior of windows for improved energy efficiency. Storm window may be installed on the exterior so long as the visual impact is minimal and original architectural details are not obscured.

##### B. ALTERATIONS (REHABILITATION, RESTORATION, AND RECONSTRUCTION)

- i. *Doors*—Replace doors, hardware, fanlight, sidelights, pilasters, and entablatures in-kind when possible and when deteriorated beyond repair. When in-kind replacement is not feasible, ensure features match the size, material, and profile of the historic element.
- ii. *New entrances*—Ensure that new entrances, when necessary to comply with other regulations, are compatible in size, scale, shape, proportion, material, and massing with historic entrances.
- iii. *Glazed area*—Avoid installing interior floors or suspended ceilings that block the glazed area of historic windows.
- iv. *Window design*—Install new windows to match the historic or existing windows in terms of size, type, configuration, material, form, appearance, and detail when original windows are deteriorated beyond repair.
- v. *Muntins*—Use the exterior muntin pattern, profile, and size appropriate for the historic building when replacement windows are necessary. Do not use internal muntins sandwiched between layers of glass.
- vi. *Replacement glass*—Use clear glass when replacement glass is necessary. Do not use tinted glass, reflective glass, opaque glass, and other non-traditional glass types unless it was used historically. When established by the architectural style of the building, patterned, leaded, or colored glass can be used.
- vii. *Non-historic windows*—Replace non-historic incompatible windows with windows that are typical of the architectural style of the building.
- viii. *Security bars*—Install security bars only on the interior of windows and doors.



- ix. *Screens*—Utilize wood screen window frames matching in profile, size, and design of those historically found when the existing screens are deteriorated beyond repair. Ensure that the tint of replacement screens closely matches the original screens or those used historically.
- x. *Shutters*—Incorporate shutters only where they existed historically and where appropriate to the architectural style of the house. Shutters should match the height and width of the opening and be mounted to be operational or appear to be operational. Do not mount shutters directly onto any historic wall material.

#### *Historic Design Guidelines, Chapter 4, New Construction*

### 5. Garages and Outbuildings

#### A. DESIGN AND CHARACTER

- i. *Massing and form*—Design new garages and outbuildings to be visually subordinate to the principal historic structure in terms of their height, massing, and form.
- ii. *Building size* – New outbuildings should be no larger in plan than 40 percent of the principal historic structure footprint.
- iii. *Character*—Relate new garages and outbuildings to the period of construction of the principal building on the lot through the use of complementary materials and simplified architectural details.
- iv. *Windows and doors*—Design window and door openings to be similar to those found on historic garages or outbuildings in the district or on the principle historic structure in terms of their spacing and proportions.
- v. *Garage doors*—Incorporate garage doors with similar proportions and materials as those traditionally found in the district.

#### B. SETBACKS AND ORIENTATION

- i. *Orientation*—Match the predominant garage orientation found along the block. Do not introduce front-loaded garages or garages attached to the primary structure on blocks where rear or alley-loaded garages were historically used.
- ii. *Setbacks*—Follow historic setback pattern of similar structures along the streetscape or district for new garages and outbuildings. Historic garages and outbuildings are most typically located at the rear of the lot, behind the principal building. In some instances, historic setbacks are not consistent with UDC requirements and a variance may be required.

#### *Historic Design Guidelines, Chapter 5, Guidelines for Site Elements*

### 5. Sidewalks, Walkways, Driveways, and Curbing

#### A. SIDEWALKS AND WALKWAYS

- i. *Maintenance*—Repair minor cracking, settling, or jamming along sidewalks to prevent uneven surfaces. Retain and repair historic sidewalk and walkway paving materials—often brick or concrete—in place.
- ii. *Replacement materials*—Replace those portions of sidewalks or walkways that are deteriorated beyond repair. Every effort should be made to match existing sidewalk color and material.
- iii. *Width and alignment*— Follow the historic alignment, configuration, and width of sidewalks and walkways. Alter the historic width or alignment only where absolutely necessary to accommodate the preservation of a significant tree.
- iv. *Stamped concrete*—Preserve stamped street names, business insignias, or other historic elements of sidewalks and walkways when replacement is necessary.
- v. *ADA compliance*—Limit removal of historic sidewalk materials to the immediate intersection when ramps are added to address ADA requirements.

#### B. DRIVEWAYS

- i. *Driveway configuration*—Retain and repair in place historic driveway configurations, such as ribbon drives. Incorporate a similar driveway configuration—materials, width, and design—to that historically found on the site. Historic driveways are typically no wider than 10 feet. Pervious paving surfaces may be considered where replacement is necessary to increase stormwater infiltration.
- ii. *Curb cuts and ramps*—Maintain the width and configuration of original curb cuts when replacing historic driveways. Avoid introducing new curb cuts where not historically found.

#### C. CURBING

- i. *Historic curbing*—Retain historic curbing wherever possible. Historic curbing in San Antonio is typically constructed of concrete with a curved or angular profile.
- ii. *Replacement curbing*—Replace curbing in-kind when deteriorated beyond repair. Where in-kind replacement is not be feasible, use a comparable substitute that duplicates the color, texture, durability, and profile of the original. Retaining walls and curbing should not be added to the sidewalk design unless absolutely necessary.



### *Standard Specifications for Windows in New Construction*

- GENERAL: New windows on additions should relate to the windows of the primary historic structure in terms of materiality and overall appearance. Windows used in new construction should be similar in appearance to those commonly found within the district in terms of size, profile, and configuration. While no material is expressly prohibited by the Historic Design Guidelines, a high-quality wood or aluminum-clad wood window product often meets the Guidelines with the stipulations listed below. Whole window systems should match the size of historic windows on property unless otherwise approved.
- SIZE: Windows should feature traditional dimensions and proportions as found within the district.
- SASH: Meeting rails must be no taller than 1.25". Stiles must be no wider than 2.25". Top and bottom sashes must be equal in size unless otherwise approved.
- DEPTH: There should be a minimum of 2" in depth between the front face of the window trim and the front face of the top window sash. This must be accomplished by recessing the window sufficiently within the opening or with the installation of additional window trim to add thickness.
- TRIM: Window trim must feature traditional dimensions and architecturally appropriate casing and sloped sill detail. Window track components such as jamb liners must be painted to match the window trim or concealed by a wood window screen set within the opening.
- GLAZING: Windows should feature clear glass. Low-e or reflective coatings are not recommended for replacements. The glazing should not feature faux divided lights with an interior grille. If approved to match a historic window configuration, the window should feature real exterior muntins.
- COLOR: Wood windows should feature a painted finish. If a clad product is approved, white or metallic manufacturer's color is not allowed, and color selection must be presented to staff.

### **FINDINGS:**

- a. The property located at 330 Mission St is a one-story, single-family Folk Victorian house constructed c. 1912 and first appears on the 1912 Sanborn Map. The property features a wraparound porch, decorative porch columns, a metal roof, scalloped gables, and detailed wood windows. This property contributes to the King William Historic District.
- b. ADMINISTRATIVE APPROVAL – The applicant has requested a Certificate of Appropriateness for approval to repair porch decking, railing features, damaged siding, window trim, fascia, soffits, and gutters. Additionally, the applicant has requested approval to paint the exterior. The requested scopes of work are eligible for administrative approval and do not require review by the Historic and Design Review Commission (HDRC).
- c. ADMINISTRATIVE 10-DAY REVIEW – The applicant is requesting a Certificate of Appropriateness for approval to install a 3' tall front yard fence. This request is eligible for administrative approval after a 10-day hold.
- d. REAR ACCESSORY STRUCTURE (CARPORT ENCLOSURE) – The applicant is requesting approval to enclose an existing carport to create approximately 396' sf of living space and to construct an approximately 120' sf attached covered porch at the rear of the property. The existing carport is not historic to the property and was constructed in 2014. The Guidelines for New Construction 5.A. notes that new outbuildings should be visually subordinate to the primary historic structure in terms of their height, massing, and form, and should be no larger in plan than forty percent of the primary historic structure's footprint. The existing primary structure on the lot features a footprint of approximately 2,128 square feet and one story in height. The proposed enclosed carport features a total footprint of approximately 516 square feet, or approximately 24% of the primary structure's footprint. Accessory structures on the block are predominately single story. Staff finds the proposed height and general massing conforms to Guidelines.
- e. ORIENTATION & SETBACKS (CARPORT ENCLOSURE) – The applicant has proposed both an orientation and setback for the accessory structure that are consistent with the Guidelines for New Construction 5.B.
- f. ARCHITECTURAL DETAILS (CARPORT ENCLOSURE) – The applicant is requesting approval to enclose an existing carport to create approximately 396' sf of living space and to construct an approximately 120' sf attached covered porch at the rear of the property. The Guidelines for New Construction 5.A.iii. and 5.A.iv. note that new accessory structures should relate to the period of construction of the primary historic structure on the lot by using complementary materials and simplified architectural details. New Construction 2.B.i states that roof forms—pitch, overhangs, and orientation—consistent with those predominately found on the block should be incorporated. Staff finds the proposed Stieren St-facing gable roof conforms to Guidelines. Staff finds the proposed architectural details generally appropriate.
- g. ARCHITECTURAL DETAILS (MATERIALS) (CARPORT ENCLOSURE) – The applicant is requesting approval to enclose an existing carport to create approximately 396' sf of living space and to construct an approximately 120'



sf attached covered porch at the rear of the property with a metal roof, board and batten siding with unspecified materials, and a double garage door bay with unspecified materials. The Guidelines for New Construction 5.A.iii. and 5.A.iv. note that new accessory structures should relate to the period of construction of the primary historic structure on the lot by using complementary materials and simplified architectural details. Staff finds the proposed metal roof generally appropriate; however, the applicant should adhere to the standing seam metal roof specifications within the Guidelines. Generally, the installation of either fiber cement or wood board and batten siding is appropriate; however, they should adhere to the specifications listed in staff's recommendations below. A garage door material specification sheet will be required for review prior to the issuance of a Certificate of Appropriateness.

- h. ARCHITECTURAL DETAILS (FENESTRATION PATTERN) (CARPORT ENCLOSURE) – The applicant is proposing to install two garage door bays on the front elevation; one pedestrian door, a transom window, and two four-over-four windows on the right elevation; and a sliding door system approximately 18' wide on the rear elevation. The Guidelines for New Construction 2.C.i. related to window and door openings stipulates to incorporate window and door openings with a similar proportion of wall to window space as typical with nearby historic facades. Staff finds the proposed fenestration pattern generally appropriate; however the left elevation should incorporate additional window openings.
- i. WINDOWS & DOORS (MATERIALS) (CARPORT ENCLOSURE) – The applicant has not provided window or door specifications to staff for review. Per *Standard Specifications for Windows in New Construction*, new windows on new construction should relate to the windows of the primary historic structure in terms of materiality and overall appearance. Windows used in new construction should be similar in appearance to those commonly found within the district in terms of size, profile, and configuration. Window and door specifications will be required for staff review prior to the issuance of a Certificate of Appropriateness.
- j. MECHANICAL EQUIPMENT – Per Guideline 6.B.ii for New Construction, all mechanical equipment should be screened from view at the public right-of-way.
- k. FRONT WALKWAY – The applicant is requesting approval to replace the existing concrete walkway with red brick pavers using a similar footprint. The Historic Design Guidelines for Site Elements 5.A.i. states to retain and repair historic sidewalk and walkway paving materials – often brick or concrete – in place. Site Elements 5.A.iii. states to follow the historic alignment, configuration, and width of sidewalks and walkways and to alter the historic width or alignment only where absolutely necessary to accommodate the preservation of a significant tree. Staff finds the material change from concrete to brick generally appropriate.
- l. FRONT DOOR REPLACEMENT – The applicant is requesting to repair the existing front door located at 330 Mission St; however, the applicant has noted they would like to replace the door if the historic door is beyond repair. Exterior Maintenance and Alterations 6.B.i. states to replace doors, hardware, fanlight, sidelights, pilasters, and entablatures in-kind when possible and when deteriorated beyond repair. When in-kind replacement is not feasible, ensure features match the size, material, and profile of the historic element. Staff finds the replacement of the front door with an architecturally appropriate wood door generally appropriate.

## RECOMMENDATION:

Item 1: Staff recommends approval of the carport enclosure, based on the findings, with the following stipulations:

- i. That the applicant installs a fully wood or aluminum clad window that meet staff's standard window stipulations and submits updated specifications to staff for review and approval. The windows should feature an inset of two (2) inches within facades and should feature profiles that are found historically within the immediate vicinity. Meeting rails must be no taller than 1.25" and stiles no wider than 2.25". White manufacturer's color is not allowed, and color selection must be presented to staff. There should be a minimum of two inches in depth between the front face of the window trim and the front face of the top window sash. This must be accomplished by recessing the window sufficiently within the opening or with the installation of additional window trim to add thickness. Window trim must feature traditional dimensions and architecturally appropriate sill detail. Window track components must be painted to match the window trim or concealed by a wood window screen set within the opening.
- ii. That the applicant install a standing seam metal roof on the porch featuring panels that are 18 to 21 inches wide, seams that are 1 to 2 inches high, a crimped ridge seam, and match the current finish or a standard galvalume finish. Panels should be smooth without striation or corrugation. Ridges are to feature a double-munch or crimped ridge configuration; no vented ridge caps or end caps are allowed. All chimney, flue, and related existing roof details must be preserved. An inspection must be scheduled with OHP staff prior to the start of work to verify that the roofing material matches the approved specifications. No modifications to the roof pitch or roof form are requested or approved at this time.



- iii. That the applicant install an architecturally appropriate door and provide final door specifications to OHP staff for review prior to the issuance of a Certificate of Appropriateness.
- iv. That the applicant install a fully wood garage door or a garage door with a design that mimics wood construction and features a smooth finish without a faux wood grain texture. Final garage door specifications must be submitted to staff for review and approval prior to the issuance of a Certificate of Appropriateness.
- v. That new wood columns be a maximum of 6x6" in width and feature a traditional cap and base and chamfered corners.
- vi. That the board and batten siding features boards that are twelve (12) inches wide with battens that are 1 – ½" wide.
- vii. That the applicant meets all setback standards as required by city zoning and obtain a variance from the Board of Adjustment if applicable.

Item 2: Staff recommends approval of the walkway replacement, based on the findings.

Item 3: Staff recommends approval for replacement of the existing front door, based on the findings, with the following stipulation:

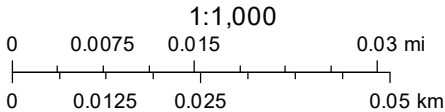
- i. That the applicant install an architecturally appropriate wood door and provide final door specifications to OHP staff for review prior to the issuance of a Certificate of Appropriateness.



City of San Antonio One Stop



January 31, 2025





























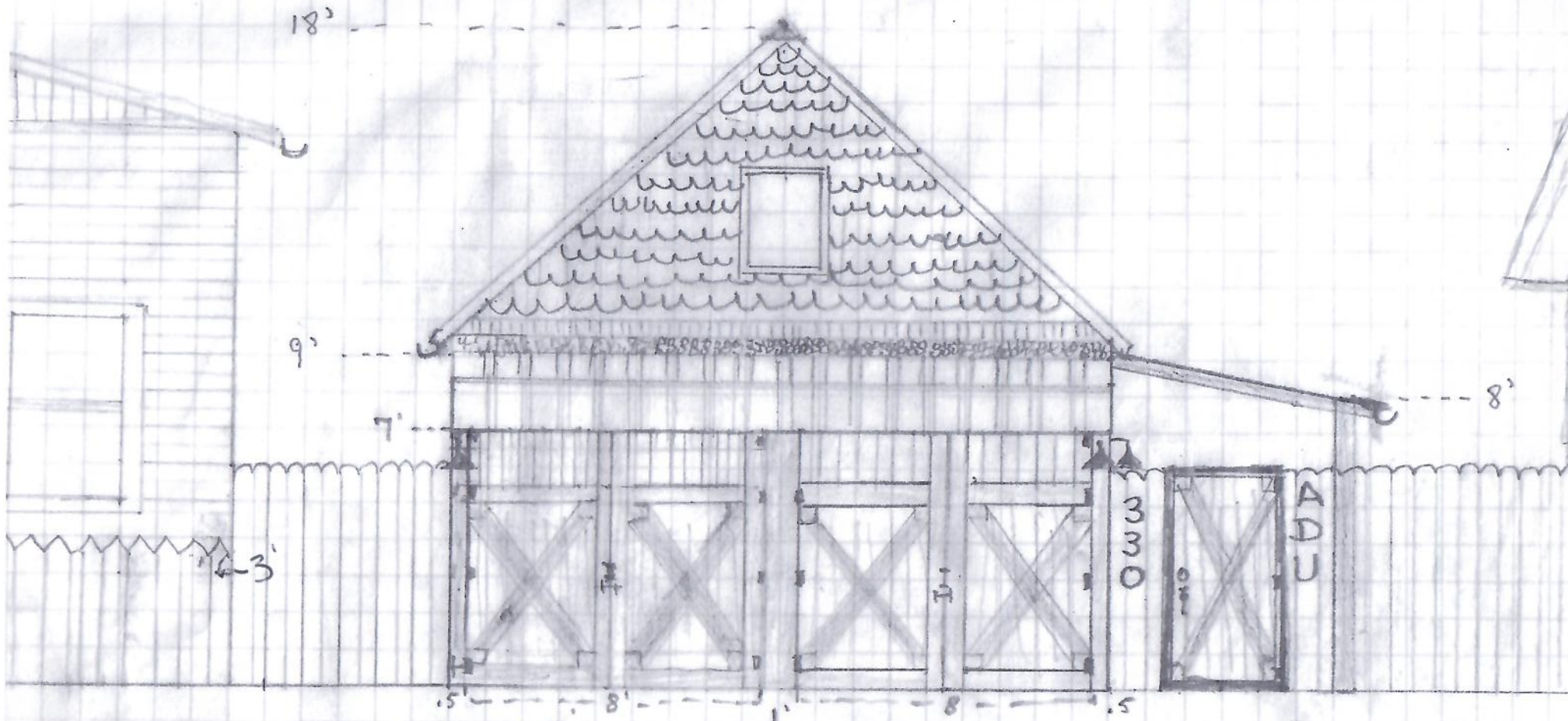








MICHAEL A. PEREZ  
MP2 URBAN DEVELOPMENT



FRONT ELEVATION  
GARAGE TO ADU CONVERSION: 330 MISSION ST



MICHAEL A PEREZ  
MP2 URBAN DEVELOPMENT

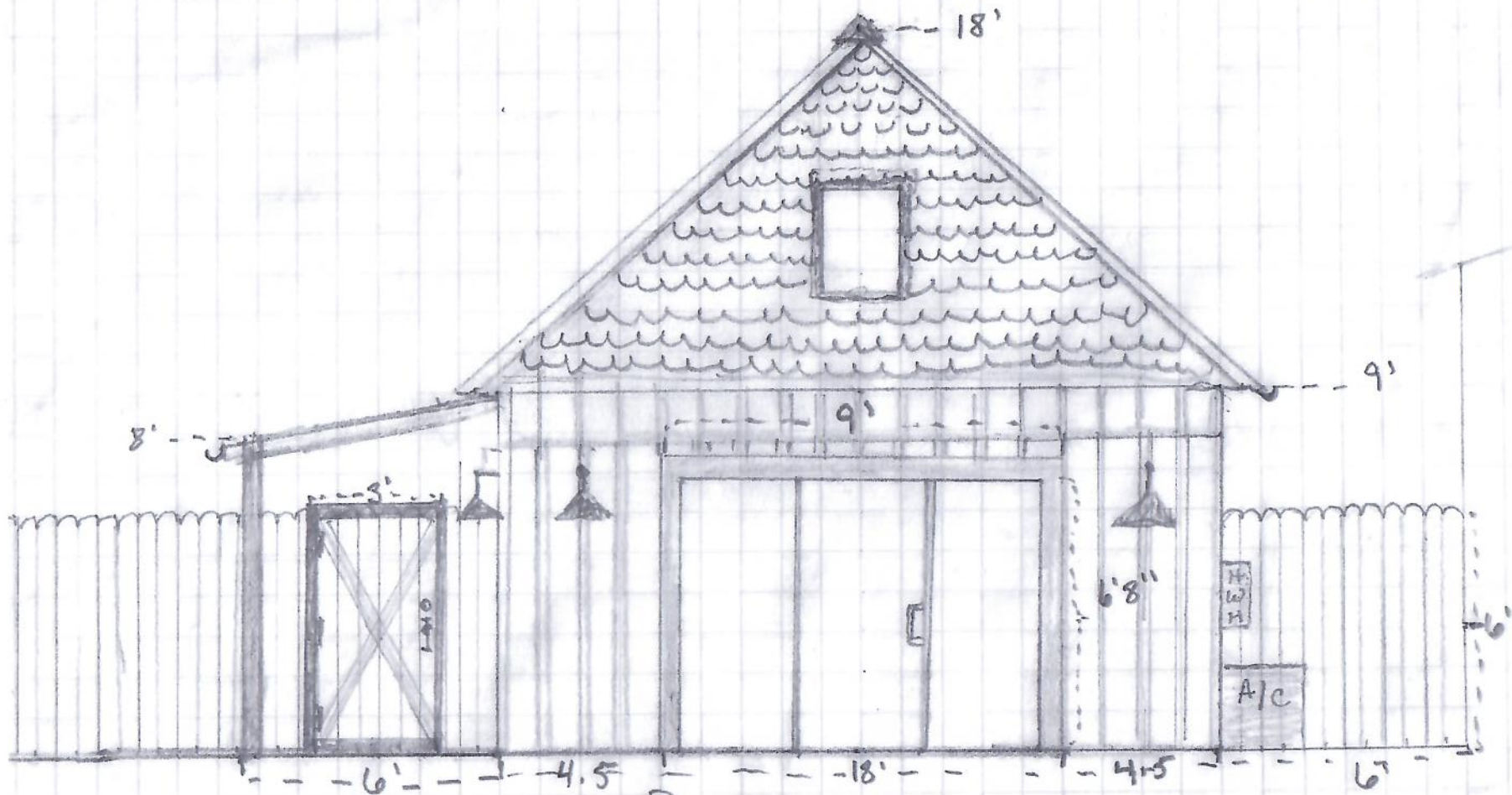


RIGHT SIDE ELEVATION

GARAGE TO ADU CONVERSION: 330 MISSION ST



MICHAEL A PEREZ  
MP2 URBAN DEVELOPMENT

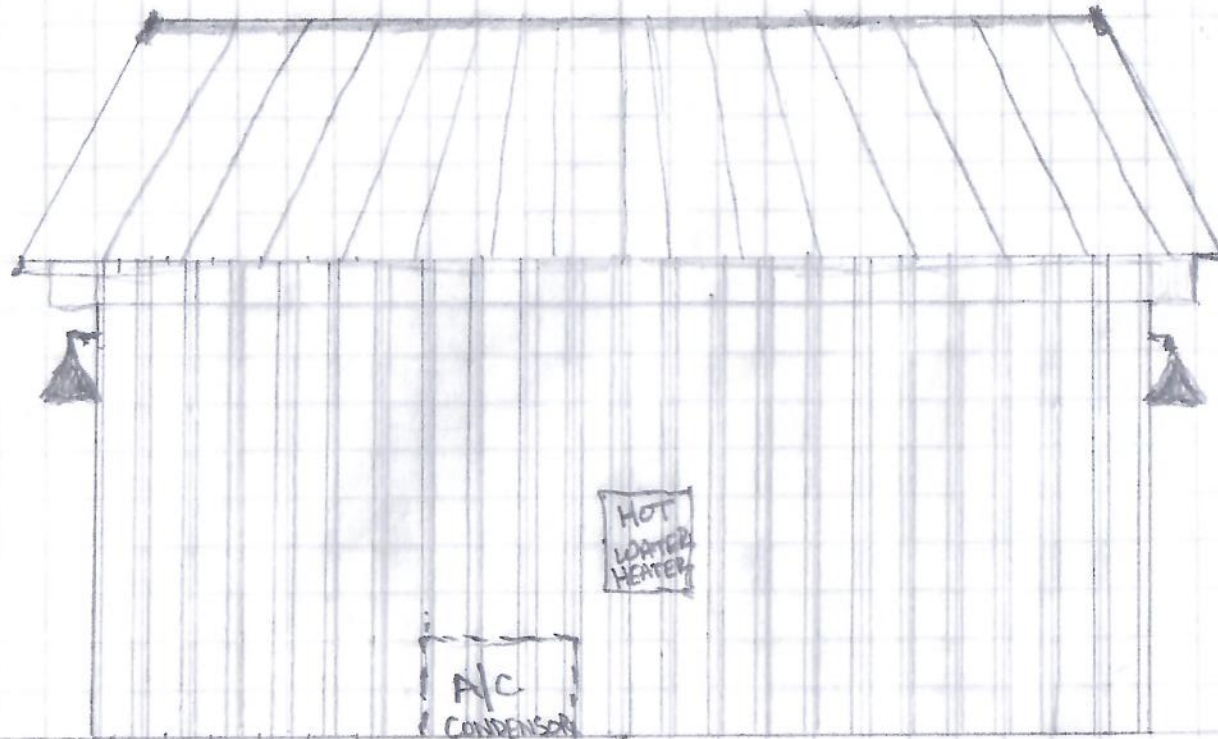


REAR ELEVATION

GARAGE TO ADU CONVERSION: 330 MISSION ST



MICHAEL A. PEREZ  
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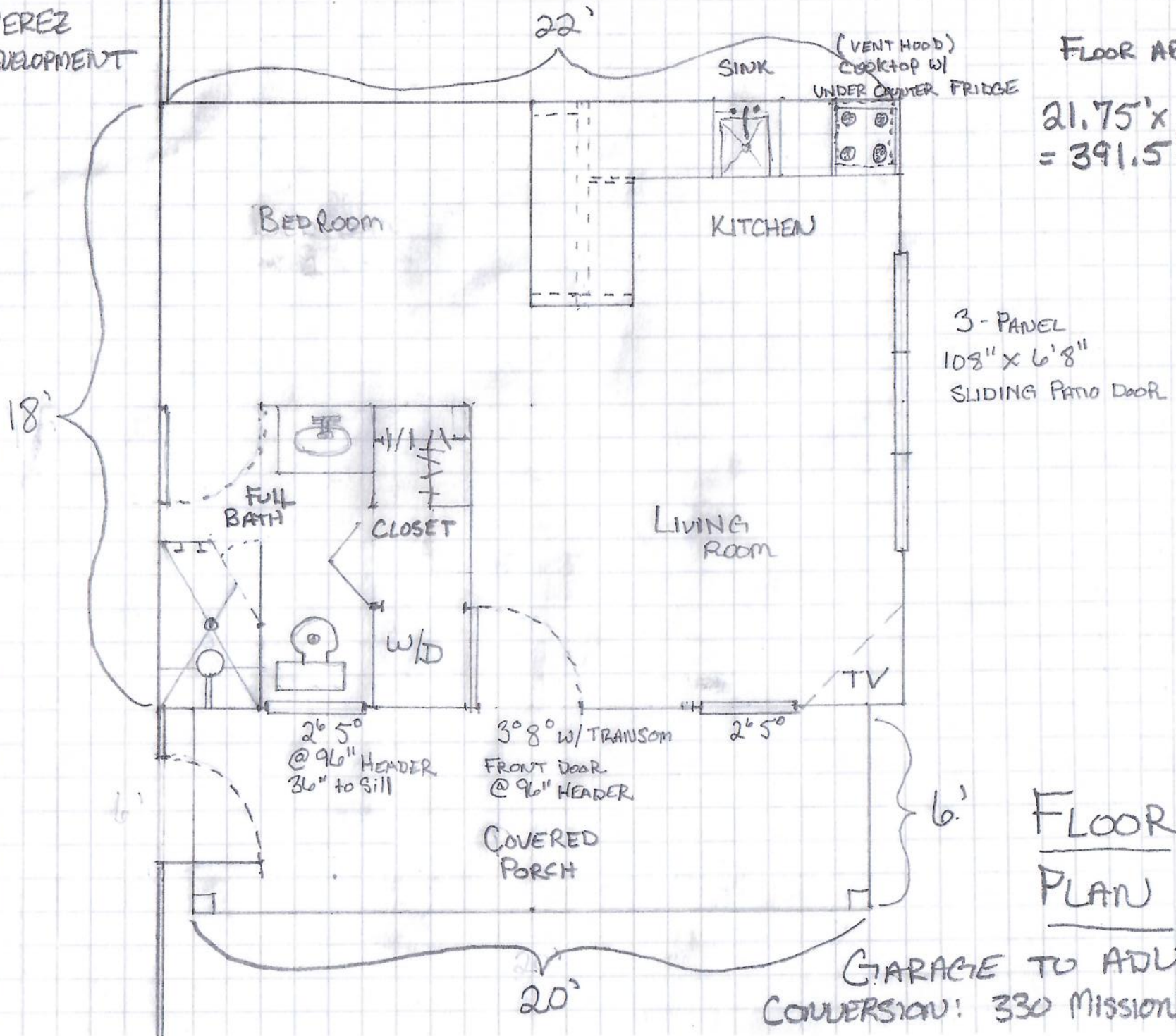


LEFT SIDE ELEVATION

GARAGE TO ADU CONVERSION: 330 MISSION ST



MICHAEL A. PEREZ  
MP2 URBAN DEVELOPMENT



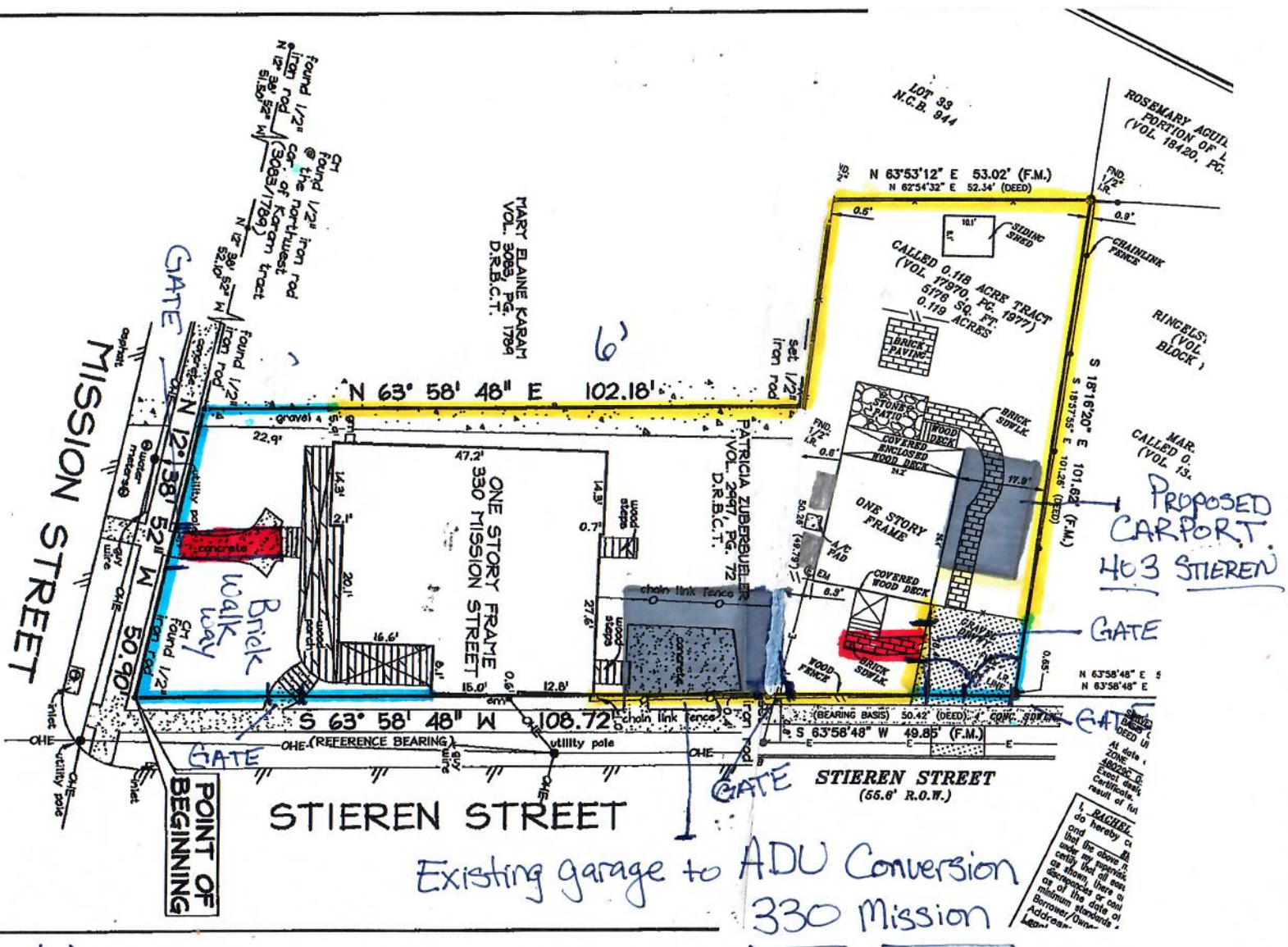
FLOOR AREA:




$$21.75' \times 18' = 391.5' \text{ sf}$$

FLOOR  
PLAN



330 & 403  
MISSION & STIEREN



-  - YELLOW = 6' FENCE
-  - BLUE = 1' FENCE
-  - RED = BRICK WALKWAYS

JOB NO: 813-0203



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State: 

Texas

City: 

San Antonio

Date: 

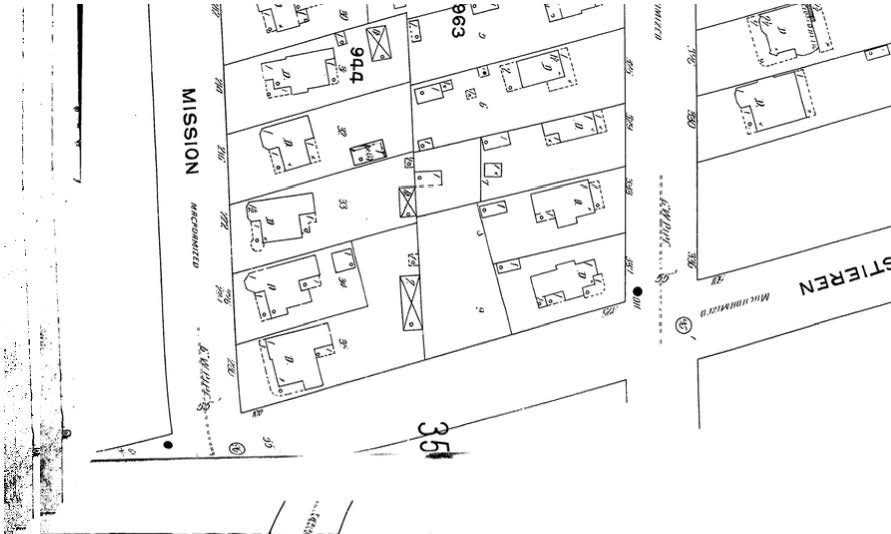
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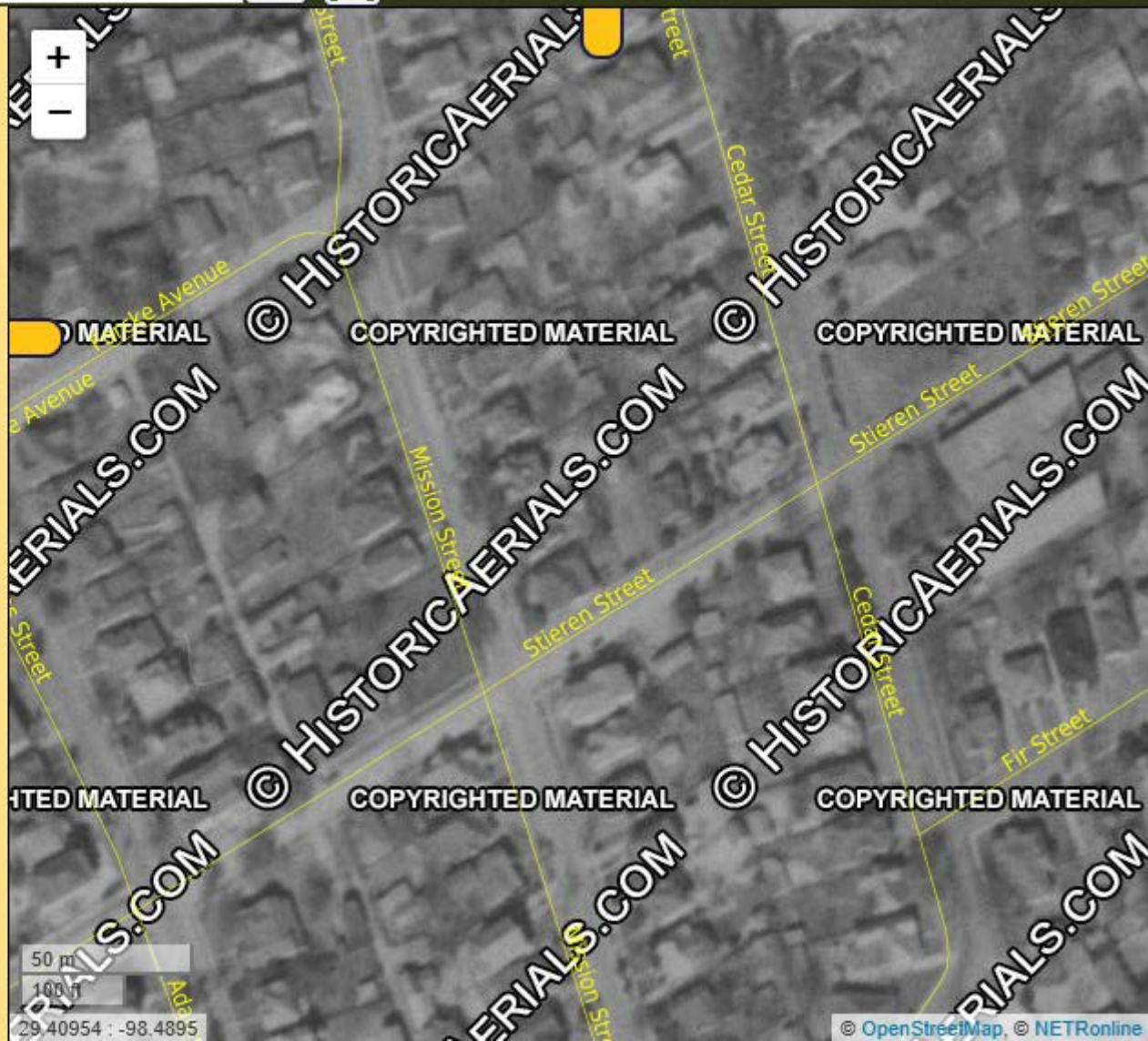
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