



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

**HISTORIC AND DESIGN REVIEW COMMISSION  
MEETING MINUTES  
WEDNESDAY, MARCH 19, 2025**

The City of San Antonio Historic and Design Review Commission (**HDRC**) met on Wednesday, March 19, 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:** Castillo (virtual), Savino, Velásquez, Galloway, Mazuca, Grube, Cervantes (virtual), Holland, and Gibbs

**ABSENT:** Guevara and Fetzer

**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.
- Item #2 was pulled from the Consent Agenda to be pulled for individual consideration by the applicant.

**APPROVAL OF MEETING MINUTES:**

**MOTION:** Commissioner Savino moved to approve the HDRC meeting minutes for March 5, 2025. Commissioner Velásquez seconded the motion.

**VOTE:** AYE: Castillo, Savino, Velásquez, Galloway, Mazuca, Grube, Cervantes, Holland, and Gibbs.

NAY: None.

ABSENT: Guevara and Fetzer

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

**PUBLIC COMMENTS:**

- Item 3 – Robin Foster, on behalf of the Monticello Park Architectural Review Committee, submitted a voicemail in support of staff recommendations.
- Item 3 – The Monticello Park Architectural Review Committee submitted a letter in support of staff recommendations.
- Item 5 – The Monte Vista Historical Association Architectural Review Committee submitted a letter stating no concerns with the request.

**CONSENT AGENDA:**

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

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

**MOTION:** Commissioner Holland moved to approve items 1 and 3-5 with staff stipulations. Commissioner Grube seconded the motion.

Items on Consent:

Item 1, Case No. 2025-063	205 E HOUSTON ST
Item 3, Case No. 2025-050	1002 KAMPMANN BLVD
Item 4, Case No. 2025-059	116 CALLAGHAN AVE
Item 5, Case No. 2025-053	110 W ELSMERE PLACE

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

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

**INDIVIDUAL CONSIDERATION ITEMS:**

**ITEM 2. HDRC NO. 2025-062**  
 ADDRESS: 3314 N ST MARYS ST  
 APPLICANT: colin bass

**REQUEST:**

The applicant is requesting a Certificate of Appropriateness for approval to install a surface parking lot at 3314 N St Mary's, located within the River Improvement Overlay, District 1. The lot is currently void of existing structures.

**RECOMMENDATION:**

Staff recommends approval based on findings a through e with the following stipulations:

- i. That the proposed curb cut be reduced to no more than twenty-five (25) feet in width, as noted in finding b.
- ii. That the applicant introduce a buffer yard as required by the UDC Section 35-672(b)(3) and the UDC Table 510-2, to include the following: a minimum width of fifteen (15) feet, two (2) canopy trees, two (2) understory trees, eight (8) large shrubs and eight (8) medium shrubs.
- iii. That any future lighting elements be submitted to the Office of Historic Preservation for review and approval.
- iv. ARCHAEOLOGY – The project shall comply with all federal, state, and local laws, rules, and regulations regarding archaeology, as applicable.

**PUBLIC COMMENT:** None.

**MOTION:** Commissioner Grube moved to approve as presented by the applicant. Commissioner Velásquez seconded the motion.

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

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

**ITEM 6. HDRC NO. 2025-039**  
ADDRESS: 120 CALLAGHAN AVE  
APPLICANT: Daniel Cruz/Design Coop

**REQUEST:**

The applicant is requesting a Certificate of Appropriateness for approval to construct a 2-story, single-family historic structure on the vacant lot at 120 Callaghan. This lot is located within the Lavaca Historic District.

**RECOMMENDATION:**

Staff does not recommend approval at this time, based on findings a through v. Staff recommends the applicant address the following items prior to receiving a recommendation for approval.

- i. That a setback that is greater than both of the adjacent, historic structure should be proposed, as noted in finding e. Additionally, staff recommends that a setback diagram should be produced showing the proposed setback in relationship to all existing, historic setbacks.
- ii. That the applicant provide heights of the adjacent structures to determine if the proposed height is consistent with the Guidelines.
- iii. That a porch design, porch roof and porch roof massing that is representative of those found historically within the district be incorporated into the design at the second level balcony, as noted in findings l, n and o.
- iv. That the wood siding be dimensioned and profiled to represent historic siding within the district. Staff recommends that if metal railing are proposed, they should be proportioned and profiled to relate to those found historically within the district. The proposed standing seam metal roof should feature smooth panels that are 18 to 21 inches wide with a standard galvalume finish, seams that are 1 to 2 inches in height, and a low-profile ridge cap or ridge sleeve. Additionally, stucco facades are to feature traditional, smooth finishes.
- v. That all windows should adhere to the adopted standards for windows in new construction, as noted in finding l.
- vi. That all grouped windows should be separated by a mullion of six (6) inches in width, as found on the adjacent historic structures. Additionally, staff recommends that additional fenestration be added to both side facades as both feature expanses of unseparated walls that are atypical for residential construction within the district.
- vii. That the proposed arched porch entry at the ground level should be revised to be representative of those found historically within the district and on this block, and to be consistent with the Guidelines, which notes to incorporate architectural details that are in keeping with the predominant architectural style along with block or within the district.
- viii. That the proposed arched porch entry at the ground level be revised to be representative of those found historically within the district and on this block, and to be consistent with the Guidelines, which notes to incorporate architectural details that are in keeping with the predominant architectural style along with block or within the district.

- ix. That the front-loading garage be eliminated from the design and that the applicant proposes a parking design that is consistent with those found within the district; typically within the side or rear yard, as noted in finding p.
- x. That the proposed relocated driveway be eliminated and that the applicant maintains the existing driveway location.
- xi. That a poured concrete walkway that is consistent with the Guidelines for Site Elements be installed, as noted in finding s. The walkway should be centered on the front door.
- xii. That the proposed front yard fence not exceed four (4) feet, and that a design that is consistent with the Guidelines be submitted for review and approval, as noted in finding t.
- xiii. That a detailed landscaping plan be developed and submitted to the Commission for review and approval, as noted in finding u.

**PUBLIC COMMENT:**

- Kate Ruckman, on behalf of the Conservation Society, submitted a voicemail in support of staff's recommendations to not recommend approval of the current proposed design.
- The Conservation Society submitted a letter with the same information outlined in the voicemail.

**MOTION:** Commissioner Grube moved for a continuance to a Design Review Committee. Commissioner Savino seconded the motion.

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

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

**ITEM 7. HDRC NO. 2024-064**  
ADDRESS: 3035 ROOSEVELT AVE  
APPLICANT: Denise and Justin Andersen/JDAndersen Holding

**REQUEST:**  
The applicant is requesting a determination of non-contributing status for the primary structure at 3035 Roosevelt.

**RECOMMENDATION:**  
Staff recommends a determination of contributing status for the primary structure at 3035 Roosevelt based on findings a through e.

**PUBLIC COMMENT:**

In-person speakers

- Jane Henry, President of the Mission San Jose Neighborhood Association, spoke in support of the case.
- Brenda Pacheco spoke in support of the case.
- Rosemary Anguiano spoke in support of the case.

Letters

- The Conservation Society submitted a letter in opposition to the request.

Voicemails

- Alexander Mercado submitted a voicemail in support of the request.
- Angela Manchaca submitted a voicemail in support of the request.
- Audrey Casias submitted a voicemail in support of the request.
- Claude Blockley submitted a voicemail in support of the request.
- Danail Knox submitted a voicemail in support of the request.
- Debra Garcia submitted a voicemail in support of the request.
- Greg Blockley submitted a voicemail in support of the request.
- Kasey Chavez submitted a voicemail in support of the request.
- Kate Ruckman, on behalf of the Conservation Society, submitted a voicemail in opposition to the request.
- Marta Alonzo submitted a voicemail in support of the request.
- Martha Rios submitted a voicemail in support of the request.
- Mary Ann Garcia submitted a voicemail in support of the request.

**MOTION:** Commissioner Velásquez moved to approve the concontributing status.  
(Main Motion) Commissioner Cervantes seconded the motion.

**MOTION:** Commissioner Grube moved to amend the motion to find the front façade to be contributing to the Mission Historic District. The side and rear elevations are determined to be non-contributing.  
Commissioner Holland seconded the motion.

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

**ACTION:** MAIN MOTION AS AMENDED PASSED with 7 AYES. 2 NAYS. 2 ABSENT.

**ITEM 8. HDRC NO. 2025-052**  
ADDRESS: 332 FLORIDA ST  
APPLICANT: Nathan Manfred/French and Michigan

**REQUEST:**

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

1. Construct an approximately 190 sf covered side porch on the primary structure's east side with steps.
2. Construct an approximately 19 sf covered rear porch on the primary structure's south side with steps.
3. Construct an approximately 19 sf covered side porch on the primary structure's west side with steps.

**RECOMMENDATION:**

Staff recommends approval of items 1 through 3, based on the findings, with the following stipulations:

- i. That the proposed depth of the eastern porch be reduced to match the original porch depth of approximately 8 feet.
- ii. That the applicant install porch decking featuring 1" x 3" tongue-and-groove members laid perpendicular to the attached wall plane.

- iii. That new wood columns be a maximum of 6x6” in width and feature a traditional cap and base and chamfered corners.
- iv. That the applicant install porch skirting to match historic skirting onsite.
- v. That the applicant provide updated construction documents incorporating stipulations approved by the HDRC for final review by staff prior to the issuance of a Certificate of Appropriateness.
- vi. That the applicant meets all setback standards as required by city zoning and obtain a variance from the Board of Adjustment if applicable.

**PUBLIC COMMENT:** None.

**MOTION:** Commissioner Grube moved to approve items 1-3 with staff stipulations 2-6 and the added stipulation that the applicant consider a hipped roof and relocation of the steps connecting the east porch from the east to the south portion of the porch. This stipulation is not binding. Commissioner Savino seconded the motion.

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

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

**ADJOURNMENT:** Chairman Gibbs adjourned the meeting at 4:47 p.m.

**APPROVED**

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

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