



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

**HISTORIC AND DESIGN REVIEW COMMISSION  
MEETING MINUTES  
WEDNESDAY, February 5, 2025**

The City of San Antonio Historic and Design Review Commission (**HDRC**) met on Wednesday, February 5, 2025, at 1901 South Alamo Street, San Antonio, Texas 78204.

**MEETING CALLED TO ORDER:**

Chair Gibbs called the meeting to order at 3:02 p.m.

**ROLL CALL:**

**PRESENT:** Castillo (virtual), Savino, Velásquez, Mazuca, Guevara (virtual), and Gibbs

**ABSENT:** Galloway, Grube, Cervantes, Holland, and Fetzer

- Commissioner Grube arrived at 3:03 p.m.
- Commissioner Holland arrived at 3:06 p.m.
- Commissioner Cervantes arrived at 3:08 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.
- Item 14 was postponed by the applicant.

**APPROVAL OF MEETING MINUTES:**

**MOTION:** Commissioner Savino moved to approve HDRC meeting minutes for January 15, 2025. Commissioner Velásquez seconded the motion.

**VOTE:** AYE: Castillo, Savino, Velásquez, Mazuca, Guevara, Grube, and Gibbs

NAY: None.

ABSENT: Galloway, Cervantes, Holland, and Fetzer

**ACTION:** **MOTION PASSED with 7 AYES. 0 NAYS. 4 ABSENT.**

**PUBLIC COMMENTS:**

**In-person speakers**

- Item 4 – Mickey Steenberg spoke in opposition to the case.
- Item 4 – Bryan Davis spoke in opposition to the case.
- Item 4 – Monique Weston spoke in opposition to the case.

## Voicemails

- Item 2 – Lulu Francois on behalf of the Dignowity Hill Historic Design Review Committee submitted a voicemail in opposition to the case.
- Item 2 – Valerie Cortez on behalf of the Dignowity Hill Historic Design Review Committee submitted a voicemail in opposition to the case.
- Item 4 – Bryan Baker submitted a voicemail in opposition to the case.
- Item 11 – Ryan Reed on behalf of the Monte Vista Historical Association Architectural Review Committee submitted a voicemail with general comments and concerns about the case regarding the arched entryway and the vehicular entry gate on San Pedro.

## Letters

- Item 1 – Daniel Perez submitted a letter in support of the case.
- Item 1 – Jose S submitted a letter in support of the case.
- Item 2 – The Dignowity Hill Historic Design Review Committee submitted a letter in opposition to the case.
- Item 4 – Paul on behalf of Tru Elevation Ltd submitted a letter with concerns regarding the impact of nearby businesses should the project be approved.
- Item 8 – The Architectural Advisory Committee of the King William Association submitted a letter in support of staff recommendations.
- Item 11 – the Monte Vista Historical Association Architectural Review Committee submitted a letter outlining the same information provided in the voicemail.
- Item 12 – The King William Association Architectural Advisory Committee submitted a letter in support of staff findings, recommendations, and stipulations for approval.

## CONSENT AGENDA:

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

- Commissioner Velásquez requested Items 4 and 13 be pulled for individual consideration.
- Commissioner Savino requested Item 11 be pulled for individual consideration.

**MOTION:**

Commissioner Holland moved to approve items 1-3, 5-10, and 12 with staff stipulations. Commissioner Cervantes seconded the motion.

### Items on Consent:

Item 1, Case No. 2025-017	1608 W SALINAS
Item 2, Case No. 2024-365	NHSD ADU Prototype
Item 3, Case No. 2025-007	106 E HOUSTON ST
Item 5, Case No. 2024-419	314 DELAWARE
Item 6, Case No. 2025-021	408 DWYER AVE
Item 7, Case No. 2025-006	511 E DEWEY PLACE
Item 8, Case No. 2025-003	1303 S MAIN AVE
Item 9, Case No. 2025-013	3371 ROOSEVELT AVE
Item 10, Case No. 2025-014	1103 E COMMERCE ST
Item 12, Case No. 2025-019	330 MISSION ST

**VOTE:**

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

**ACTION:**

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

## **INDIVIDUAL CONSIDERATION ITEMS:**

### **ITEM 4. HDRC NO. 2024-421**

ADDRESS: 235 E COMMERCE ST

234 RIVERWALK

APPLICANT: Christina Berlanga/Don B. McDonald Architects

### **REQUEST:**

1. Install a canvas awning at the main entry on the E Commerce Street façade.
2. Install two canvas awnings at two, 3rd story windows.
3. Install a sidewalk lift and valet station within the sidewalk at the public owned right of way on the E Commerce Street sidewalk.
4. Construct a rear, outdoor dining deck structure to extend from the rear of the historic structure. The proposed deck will feature an overall width of approximately twenty-eight (28) feet and an overall length of approximately sixty (60) feet. The proposed deck will extend over the public right of way at the river level below.
5. Perform modifications to the existing, publicly owned elevator tower to include the installation new façade materials and the construction of a stair.

### **RECOMMENDATION:**

1. Staff recommends approval of item #1, the installation of a fabric awning at the primary entrance based on finding c with the following stipulation:
  - i. That that detailed construction documents should be developed and submitted for review and approval prior to retuning to the Commission for final approval.
2. Staff recommends approval of item #2, the installation of fabric awnings within third story window openings based on finding d with the following stipulation:
  - i. That that detailed construction documents should be developed and submitted for review and approval prior to retuning to the Commission for final approval.
3. Staff recommends approval of item #3, the installation of a valet station and sidewalk lift within the right of way on E Commerce based on finding e with the following stipulations:
  - i. That the sidewalk lift should feature a door element that lies flush with the sidewalk grade.
4. Staff recommends approval of item #4, the construction of a rear deck based on findings f through i with the following stipulations:
  - i. That all composite or synthetic materials should feature profiles that relate to traditional materials, while not including faux textures.
5. Staff recommends approval of item #5, modifications to the existing elevator tower based on finding j, with the following stipulation:
  - i. That all materials relate to those used in the proposed deck and be complementary of the River Walk.

**PUBLIC COMMENT:** Provided at the beginning of the meeting.

**MOTION:** Commissioner Grube moved to approve items 1 and 2 with staff stipulations and 3-5 for conceptual approval.  
Commissioner Velásquez seconded the motion.

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

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

**ITEM 11. HDRC NO. 2024-337**  
ADDRESS: 2900 SAN PEDRO AVE  
APPLICANT: Christopher Rocha/Master Contracting

**REQUEST:**

The applicant is requesting a Certificate of Appropriateness to:

1. Restore a front entrance on the Southern facade of structure at the location of a previously-enclosed front porch. Existing windows will be removed, an arched entry and new staircase will be installed.
2. Install a 6-foot-tall stucco retaining wall along western edge of the property along San Pedro with a wooden driveway gate at rear of property and concrete parking pad at location of existing driveway apron.
3. Install a 6-foot-tall stucco wall aligned with front façade wall plane at the southern corners of structure. Wall at SW corner to feature accessible pedestrian gate.
4. Install new driveway and curb cuts at SE corner of property accessing Elsmere to include retaining wing walls on either side.
5. Deconstruct and reconstruct existing two-story historic accessory at rear of property. New construction is proposed to replicate the existing structure exactly.

**RECOMMENDATION:**

Staff recommends final approval for request items 1 through 5 based on the findings with the following stipulations:

- i. That the applicant submits an updated west elevation for the proposed retaining wall that accurately reflects the necessary height of the retaining wall and illustrates any changes to height as the wall runs from south to north based on finding d. The drawings should also confirm any changes to the elevation of the corner stone monument.
- ii. Detailed documentation and final drawings to verify dimensions and architectural details of the existing accessory structure be developed prior to the issuance of a COA based on finding g.
- iii. That the applicant submit product specifications of the proposed garage door of the rear accessory structure to staff for review prior to the issuance of a COA.

**PUBLIC COMMENT:** Provided at the beginning of the meeting.

**MOTION:** Commissioner Savino moved for a continuance to the next available Historic and Design Review Commission meeting.  
Commissioner Cervantes seconded the motion.

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

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

**ITEM 13. HDRC NO. 2025-004**  
ADDRESS: 1331 SE MILITARY DR  
APPLICANT: George Rodriguez

**REQUEST:**

The applicant is requesting a Certificate of Appropriateness for approval to install signage at 1331 SE Military Dr.

Within this request, the applicant has proposed the following:

1. Install one (1), internally illuminated cabinet sign to read “BEER N’ ALL” to be located on the front façade. The proposed signage will feature an overall width of 6’11” and height of 6’. The total size of the sign will be approximately 42 square feet.
2. Install one (1), internally illuminated cabinet sign to read “MARGARITAS” to be located on the front façade. The proposed signage will feature an overall width of 21’3” and an overall height of 5’5”. The total size of the sign will be approximately 115 square feet.
3. Install one (1), internally illuminated cabinet sign to read “MARGARITA DRIVE-THRU” to be located under the previously approved refaced pole sign. The proposed signage will feature an overall width of 7’2” and an overall height of 3’8”. The total size of the sign will be approximately 56 square feet.

**RECOMMENDATION:**

Staff recommends approval of the request, based on findings a through g, with the following stipulation:

- i. That all signs feature lighting that does not result in a glare.

**PUBLIC COMMENT:** None.

**MOTION:** Commissioner Grub moved to approve with staff stipulations.  
Commissioner Cervantes seconded the motion.

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

**ACTION:** **MOTION PASSED with 6 AYES. 3 NAYS. 2 ABSENT.**

**ITEM 14. POSTPONED PRIOR TO MEETING**

**ITEM 15. HDRC NO. 2025-016**  
ADDRESS: 203 W GRAMERCY PLACE  
APPLICANT: Abraham Alecozay

**REQUEST:**

The applicant is requesting a Certificate of Appropriateness for approval to install a garage door on a detached garage.

**RECOMMENDATION:**

Staff does not recommend approval of the request, based on findings a through d. Staff recommends the applicant install a garage door that features a wood-look and is traditionally found within the Monte Vista Historic District.

**PUBLIC COMMENT:**

- Ryan Reed on behalf of the Monte Vista Historical Association Architectural Review Committee submitted a voicemail in support of staff recommendations.
- The Monte Vista Historical Association Architectural Review Committee submitted a letter outlining the same information provided in the voicemail.

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

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

**ACTION:** **MOTION PASSED with 8 AYES. 0 NAYS. 1 ABSTAIN. 2 ABSENT.**

**ITEM 16. HDRC NO. 2025-010**  
ADDRESS: 225 MUNCEY  
APPLICANT: Mario E Carrasco/Mario E. Carrazco, Architect

**REQUEST:**

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

1. Construct an 1,806-square-foot, 1-story primary structure.
2. Construct a 300-square-foot, 1-story accessory structure.

**RECOMMENDATION:**

Staff recommends conceptual approval based on findings a through r. Staff recommends that the applicant addresses the following stipulations prior to returning to the HDRC for final approval:

- i. That the applicant submits the setback dimension from the front property line to the face of the front porch and that the applicant submits an updated site plan showing that the face of the front porch is set behind the 15-foot front setback of the historic structure at 215 Muncey prior to returning to the HDRC for final approval based on finding d.
- ii. That the applicant modifies the front entry so that it is centered beneath the porch gable and submits updated elevation drawings to staff for review prior to returning to the HDRC for final approval based on finding e.
- iii. That the applicant simplifies the material palette for the cladding and that the composite siding should feature a reveal of no more than 6 inches and a smooth texture based on finding j. The applicant is required to submit updated elevation drawings and final material specifications to staff for review prior to returning to the HDRC for final approval.
- iv. That the applicant provides detailed material specifications to staff for review based on findings j through k.
- v. That the applicant provides final window and door specifications to staff for review prior to returning to the HDRC for final approval. Fully wood, aluminum-clad wood, or quality aluminum windows are recommended and should feature an inset of two (2) inches within facades and should feature profiles and proportions that are found historically within the immediate vicinity. 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 an architecturally appropriate sill detail. Window track components must be painted to match the window trim or be concealed by a wood window screen set within the opening.

- vi. That the applicant modifies the windows on the front façade, west elevation, and south elevation of the primary structure to feature traditional proportions and true ganged configurations based on finding l. The applicant is required to submit updated elevation drawings to staff for review prior to returning to the HDRC for final approval.
- vii. That the proposed new construction incorporates architectural details that are respectful of the historic context and are consistent with the Guidelines based on finding m.
- viii. That the applicant submits elevation drawings for each elevation of the rear accessory structure and provides detailed material specifications for the rear accessory structure for staff to review prior to returning to the HDRC for final approval based on finding n.
- ix. That the applicant provides a measured site plan with walkway and driveway dimensions, material specifications, and an updated site plan with a walkway oriented to the main entrance for the primary structure to staff for review prior to returning to the HDRC for final approval based on findings o and p.
- x. The applicant submits a final landscaping plan to staff for review based on finding r.

**PUBLIC COMMENT:**

- Valerie Cortez on behalf of the Dignowity Hill Architectural Review Committee submitted a voicemail in opposition to the case.
- the Dignowity Hill Architectural Review Committee submitted a letter outlining the same information provided in the voicemail.

**MOTION:** Commissioner Savino moved conceptual approval with staff stipulations with the added stipulation that the applicant takes the comments submitted by the Dignowity Hill Neighborhood Association into consideration when making updates to the application package before returning to the HDRC for final approval. Commissioner Velásquez seconded the motion.

**VOTE:**

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

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

**ITEM 17. HDRC NO. 2024-422**  
**ADDRESS:** 305 LAVACA ST  
**APPLICANT:** Dan Gonzalez/Texas Outdoor Design Build

**REQUEST:**

The applicant is requesting a Certificate of Appropriateness to construct two (2) new uniquely designed twostory, single-family residences with rear accessory structures on vacant lots 12 and 13 currently identified as 305 Lavaca.

**RECOMMENDATION:**

Staff recommends approval of the proposal based on findings a through o with the following stipulations:

- i. That the applicant submits all product specifications to include siding exposure details, an appropriate exterior door selection, roofing specifications and fence and stair railing design prior to issuance of a COA based on findings g, h, and j.

- ii. That the applicant amends the street-facing roof form of the Lot 12 structure to feature a hip, side gable, or hip-on-gable (jerkinhead) form based on finding d.
- iii. That the applicant submits window specifications and installation details that meet Guidelines and feature traditional operations and proportions to staff for review prior to the issuance of a COA based on findings c and d.
  - a. Wood or aluminum-clad wood windows are recommended and 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.
- iv. That the applicant submits a site plan featuring the proposed privacy fence notating associated heights, and a revised front setback depth to staff for review based on findings c and j.

**PUBLIC COMMENT:** None.

**MOTION:** Commissioner Velásquez moved to approve with staff stipulations. Commissioner Grube seconded the motion.

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

**ACTION:** **MOTION PASSED with 8 AYES. 1 NAY. 2 ABSENT.**

**ITEM 18. HDRC NO. 2025-023**  
**ADDRESS: 403 STIEREN**  
**APPLICANT: MICHAEL PEREZ**

**REQUEST:**

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

1. Construct an approximately 368' sf attached carport on the east façade with a maximum height of 11'.
2. Replace the existing 3' tall wood picket fence with a 6' tall wood privacy fence.
3. Install 84x30" wood-member metal awnings on the two pairs of ganged windows on the left elevation.

**RECOMMENDATION:**

Item 1: Staff recommends approval for the carport construction, based on the findings, with the following stipulations:

- i. That the applicant install a standing seam metal roof 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.

- ii. That new wood columns be a maximum of 6x6" in width and feature a traditional cap and base and chamfered corners.
- iii. That the carport be detached from the primary structure and updated construction documents submitted to staff for final review prior to the issuance of a Certificate of Appropriateness.
- iv. 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 does not recommend approval of the fence replacement, based on the findings. Staff recommends the applicant retain the existing front yard fence configuration.

Item 3: Staff does not recommend approval of the wood-member metal awning installation, based on the findings. Staff recommends the applicant work with staff for alternative solutions to solar heat gain.

**PUBLIC COMMENT:**

- The King William Association Architectural Advisory Committee submitted a letter in support of staff findings, recommendations, and stipulations.

**MOTION:** Commissioner Velásquez moved to approve as submitted with staff stipulation 1.  
(Main Motion) Commissioner Grube seconded the motion.

**MOTION:** Commissioner Cervantes moved to amend the motion to a Design Review  
(Amendment) Committee site visit.  
Commissioner Savino seconded the motion.

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

**ACTION:** MAIN MOTION AS AMENDED PASSED with 6 AYES. 3 NAYS. 2 ABSENT.

**ITEM 19. HDRC NO. 2025-015**  
ADDRESS: 1915 W KINGS HWY  
APPLICANT: Luis Lopez/One Stop Construction and Cons

**REQUEST:**

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

1. Infill an existing garage door opening to include the installation of a door, window, and siding.
2. Replace the existing wood windows onsite with vinyl windows featuring internal faux muntins to include the resizing of existing window openings and removal of historic wood window screens.
3. Install three windows on the west facade.

**RECOMMENDATION:**

Item 1: Staff recommends approval for the garage door infill, based on findings a through d, with the following stipulations:

- i. That the applicant installs a fully wood or salvaged wood 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 provide staff with updated construction documents showing the installation of in-kind siding versus the proposed lap-and-gap siding.
- iii. That the applicant incorporate window trim to allow the installation of wood window screens if desired.
- iv. 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.

Item 2: Staff does not recommend approval for the window replacement, window opening modifications, and removal of wood window screens, based on findings a through c and finding e. Staff recommends the applicant install salvaged wood or new wood windows that meet staff's general window stipulations and return to the previously existing window openings.

Item 3: Staff recommends approval for the window installation on the west façade, based on findings a and f, with the following stipulation:

- i. That the applicant installs a fully wood or salvaged wood 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.

**PUBLIC COMMENT:**

- Robin Foster on behalf of the Monticello Park Neighborhood Association Architectural Review Committee submitted a voicemail in support of staff recommendations.
- The Monticello Park Neighborhood Association Architectural Review Committee submitted a letter with the same information outlined in the voicemail.

**MOTION 1:**

(Main Motion)

Commissioner Grube moved to deny items 1 and 2, and approve item 3 with staff stipulations.

Commissioner Holland seconded the motion.

**MOTION 2:** Commissioner Cervantes moved to approve item 1 with staff stipulations, and the added stipulation that the front façade windows be wood windows for item 2, and the windows for item 3 as presented.  
(Amendment) Commissioner Velásquez seconded the motion.

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

**ACTION:** **AMENDED MOTION FAILED with 3 AYES. 5 NAYS. 3 ABSENT.**

**VOTE:** AYE: Castillo, Savino, Velásquez, Mazuca, Grube, Holland, and Gibbs  
(Main Motion) NAY: Cervantes  
ABSENT: Galloway, Guevara, and Fetzer

**ACTION:** **MAIN MOTION PASSED with 7 AYES. 1 NAY. 3 ABSENT.**

**ADJOURNMENT:** Chairman Gibbs adjourned the meeting at 5:44 p.m.

**APPROVED**

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

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