



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

**HISTORIC AND DESIGN REVIEW COMMISSION  
MEETING MINUTES  
WEDNESDAY, OCTOBER 18, 2023**

The City of San Antonio Historic and Design Review Commission met on Wednesday, October 18, 2023, at 1901 South Alamo Street, San Antonio, Texas 78204.

**MEETING CALLED TO ORDER:**

Chairman Fetzer called the meeting to order at 3:11 p.m. for work session.

**ROLL CALL:**

**PRESENT:** Gibbs, Savino, Velásquez, Mazuca, Vasquez, Cervantes, Holland, and Fetzer.

**ABSENT:** Castillo, Guevara, and District 4 Commissioner (Vacant).

\*Commissioner Vasquez with HDRCTAB serving as the alternate to District 7 HDRC Commissioner Grube.

**CHAIRMAN'S STATEMENT:**

Chairman Fetzer provided a statement regarding meeting and appeal processes, time limits, and decorum.

**ANNOUNCEMENTS:**

- Spanish interpreter services available to the public during the hearing.
- OHP staff invited the public to the Historic Run Crew: Eastside Cemeteries event on Saturday, October 21, 2023, highlighting the Cemetery Stewards Program.

**APPROVAL OF MEETING MINUTES:**

**MOTION:** Commissioner Cervantes moved to approve the minutes for the Wednesday, October 4, 2023, Historic and Design Review Commission (HDRC) meeting.  
Commissioner Velásquez seconded the motion.

**VOTE:**  
AYE: Gibbs, Savino, Velásquez, Mazuca, Vasquez, Cervantes, Holland, and Fetzer.  
NAY: None.  
ABSENT: Castillo, Guevara, and District 4 Commissioner (Vacant).

**ACTION:** **MOTION PASSED with 8 AYES. 0 NAYS. 3 ABSENT.**

**PUBLIC COMMENT:**

- Item 5 – Bianca Maldonado on behalf of the Monticello Park Neighborhood Association supported the case.
- Item 6 – Mary Ellen Hardee spoke in opposition to the case.
- Item 6 – Valerie Cortez on behalf of the Concerned Citizens of Dignowity Hill opposed the demolition of building 4; supported other scopes of work proposed.
- Item 6 – the Concerned Citizens of Dignowity Hill submitted a letter stating opposed the demolition of building 4; supported other scopes of work proposed.
- Item 7 – Mickey Conrad provided a list of additional stipulations for consideration to the case.
- Item 7 – Mark Hogensen provided comments on the case.
- Item 7 – The King William Architectural Advisory Committee submitted a letter concurring with the OHP recommendations and provided additional stipulations for consideration.
- Item 8 – Bianca Maldonado on behalf of the Monticello Park Neighborhood Association supported the case.

Chairman Fetzer asked if any commissioner would like to pull items from the consent agenda.

Commissioner Savino requested Items 6 and 7 to be pulled from the consent agenda for individual consideration.

**CONSENT AGENDA:**

|                           |                   |
|---------------------------|-------------------|
| Item 1, Case No. 2023-396 | 1210 E ELMIRA ST  |
| Item 2, Case No. 2023-397 | 410 PROBANDT ST   |
| Item 3, Case No. 2023-414 | 204 E CAROLINA ST |
| Item 4, Case No. 2023-415 | 423 E DEWEY PLACE |
| Item 5, Case No. 2023-416 | 302 FURR DR       |
| Item 8, Case No. 2023-402 | 723 DONALDSON AVE |

**MOTION:** Commissioner Gibbs moved to approve items 1-5 and 8 with staff stipulations.  
Commissioner Cervantes seconded the motion.

**VOTE:** AYE: Gibbs, Savino, Velásquez, Mazuca, Vasquez, Cervantes, and Holland.  
NAY: None.  
ABSENT: Castillo, Guevara, and District 4 Commissioner (Vacant).  
RECUSED: Fetzer.

**ACTION:** MOTION PASSED with 8 AYES. 0 NAYS. 3 ABSENT. 1 RECUSAL.

**INDIVIDUAL CONSIDERATION ITEMS:**

**ITEM 6. HDRC NO. 2023-327**  
ADDRESS: 1023 N PINE ST  
APPLICANT: Brian Sowell/WestEast Design Group, LLC

**REQUEST:**

The applicant is requesting:

1. A Certificate of Appropriateness for approval to demolish one (1) structure at the Ella Austin campus.
2. Conceptual approval of schematic replacement plans.

**RECOMMENDATION:**

Staff recommends approval of items 1 and 2 based on findings a through i with the following stipulations:

- i. That the applicant submits an architectural salvage plan for the 1932 Physical Culture Building to staff for review and approval based on finding g.
- ii. That the applicant submits full replacement plans to staff for review prior to returning to the HDRC for final approval based on finding h.

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

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

**VOTE:** AYE: Gibbs, Savino, Velásquez, Mazuca, Vasquez, Cervantes, Holland, and Fetzer  
NAY: None.  
ABSENT: Castillo, Guevara, and District 4 Commissioner (Vacant)

**ACTION:** MOTION PASSED with 8 AYES. 0 NAYS. 3 ABSENT.

**ITEM 7. HDRC NO. 2023-322**  
ADDRESS: 506 STIEREN  
APPLICANT: IDOWU NTOKA/ION HOMES AND RESORT USA LLC

**REQUEST:**

The applicant is requesting a Certificate of Appropriateness for approval to construct two, 2-story duplex structures on the lot addressed 506 Stieren.

**RECOMMENDATION:**

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

- i. That the windows are wood or aluminum-clad wood and feature an inset of two (2) inches within facades and should feature profiles that are found historically within the immediate vicinity. White color is not allowed, and color selection should be presented to staff. Meeting rails must be no taller than 1.25" and stiles no wider than 2.25". 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. The windows should feature true divided lites, faux grids are not permitted. The applicant must submit material specifications for the proposed windows and doors to staff prior to the issuance of a Certificate of Appropriateness based on finding j.
- ii. That the applicant installs traditionally sized windows in lieu of the proposed slider windows on the rear elevations based on finding j. The applicant must submit updated elevation drawings to staff for review and approval prior to the issuance of a Certificate of Appropriateness.
- iii. That the applicant installs fully wood porch columns the proposed that are no wider than 6" square and feature both capital and base trim and chamfered corners. The applicant is required to submit final material specifications for the porch columns to staff for review and approval prior to the issuance of a Certificate of Appropriateness based on finding k.
- iv. That the applicant installs fully wood doors based on finding l. The applicant must submit updated material specifications to staff for review and approval prior to the issuance of a Certificate of Appropriateness.
- v. That the applicant installs Hardie or composition siding that features a reveal no more than 6 inches and a smooth texture based on finding l.
- vi. That the applicant submits updated material specifications for fully wood or wood-look carports and an updated site plan showing the location of the carports to staff for review and approval prior to the issuance of a Certificate of Appropriateness based on finding m.
- vii. That the applicant installs a fully concrete walkway in lieu of the proposed paver walkway based on finding o. The applicant is required to submit an updated site plan to staff for review and approval prior to the issuance of a Certificate of Appropriateness.
- viii. That the applicant complies with zoning setback requirements a obtains a variance from the Board of Adjustment if applicable.

**PUBLIC COMMENT:**

- James Duerr spoke in opposition to the case.

**MOTION:** Commissioner Savino moved for a continuance to the next Historic and Design Review Commission for the applicant to include both the staff and King William Association stipulations and provide updated dimensional drawings reflecting the updated stipulations. Commissioner Holland seconded the motion.

**VOTE:** AYE: Gibbs, Savino, Velásquez, Mazuca, Vasquez, Cervantes, Holland, and Fetzer.  
NAY: None.  
ABSENT: Castillo, Guevara, and District 4 Commissioner (Vacant).

**ACTION:** **MOTION PASSED with 8 AYES. 0 NAYS. 3 ABSENT.**

**ITEM 9. HDRC NO. 2023-388**  
ADDRESS: 1630 E HOUSTON ST  
APPLICANT: Terry Martin/A Dreamweaver Florist

**REQUEST:**

The applicant is requesting a Certificate of Appropriateness for approval to install signage at 1630 E Houston Street, located within the Dignowity Hill Historic District. The proposed signage features an internally illuminated cabinet and vinyl door graphics.

**RECOMMENDATION:**

Staff does not recommend approval of the wall sign based on findings a through h. Staff recommends that the applicant propose signage that features metal construction, including metal faces and external illumination.

Staff recommends approval of the two vinyl door graphics.

Additionally, staff recommends the development of a master signage plan for the property that would result in uniform signage for each tenant space. The temporary wall sign and window graphic currently located within the storefront system have not been approved and have not been requested as part of this application. Staff recommends that this signage be removed or applied for.

**PUBLIC COMMENT:**

- The Concerned Citizens of Dignowity Hill submitted a letter in disagreement with staff recommendations for approval.

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

**VOTE:** AYE: Gibbs, Savino, Velásquez, Vasquez, Cervantes, Holland, and Fetzer  
NAY: Mazuca  
ABSENT: Castillo, Guevara, and District 4 Commissioner (Vacant)

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

**ITEM 10. HDRC NO. 2023-379**  
ADDRESS: 415 N MESQUITE ST/105 113 BROWN ST  
APPLICANT: Luisa Naves/VERGEL CONSTRUCTION LLC

**REQUEST:**

The applicant is requesting a Certificate of Appropriateness for approval to construct six, 2-story residential structures on the vacant lots addressed as 105, 107, 109, 111, and 113 Brown Street and 415 N Mesquite Street, located within the Dignowity Hill Historic District. The lots are bounded by Brown Street to the south, N Mesquite Street to the east, and Brown Alley to the north. Each of the proposed structures will feature between approximately twenty-six (26) and thirty (30) feet in height.

A previous proposal at this location was approved by the Historic and Design Review Commission on October 2, 2019. Since that time, the property owner, design team and applicant have changed. Additionally, the previously proposed and approved duplex structure has been separated into two separate structures.

**RECOMMENDATION:**

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

- i. That the applicant installs windows that adhere to staff's standards for windows in new construction regarding product specifications and installation method and profile, as noted in finding u. A mockup with the proposed window product and installation is to be construction, reviewed and approved by OHP staff prior to purchase and installation of windows.
- ii. That the proposed gable returns from roof forms be eliminated, as noted in finding q.
- iii. That fenestration align on each structure between the first and second floors, as found on historic structures throughout the district. Additionally, recommends that windows should be added within the second floor porch on lots 24 and 27 and on the front façades of structures on lots 26 and 28. Additional fenestration added to side facing facades would also be appropriate.
- iv. That the proposed internal parking be eliminated, as parking is not found internal to the footprint of historic structures found within the Dignowity Hill Historic District, as noted in finding w.

The applicant has noted the installation of parking to the north of Brown Alley. Staff has not yet reviewed documents that reflect this. Any additional parking associated with the proposed new construction must be reviewed and approved by the Commission.

A foundation inspection is to be scheduled with OHP staff to ensure that foundation setbacks and heights are consistent with the approved design. The inspection is to occur after the installation of form work and prior to the installation of foundation materials.

**PUBLIC COMMENT:**

- Valerie Cortez on behalf of the Concerned Citizens of Dignowity Hill opposed the case.

**MOTION:** Commissioner Velásquez moved to approve with staff stipulations and the stipulation that all driveways be constructed as ribbon driveways.  
Commissioner Holland seconded the motion.

**VOTE:** AYE: Gibbs, Savino, Velásquez, Mazuca, Vasquez, Cervantes, Holland, and Fetzer.  
NAY: None.  
ABSENT: Castillo, Guevara, and District 4 Commissioner (Vacant).

**ACTION:** **MOTION PASSED with 8 AYES. 0 NAYS. 3 ABSENT.**

**ITEM 11. POSTPONED PRIOR TO HEARING**

**ITEM 12. HDRC NO. 2023-411**

ADDRESS: 2305 ROOSEVELT AVE  
2300 ROOSEVELT AVE  
310 EADS AVE  
311 EADS AVE

APPLICANT: ZABRINA SILVA SILVA/COMET SIGNS

**REQUEST:**

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

1. Install one double-sided approx. 7.5'x19' monument sign at 2305 Roosevelt, totaling approx. 285 square feet.
2. Install an approx. 10.5'x11' aluminum sign at 2305 Roosevelt, totaling approx. 115 square feet.
3. Install an approx. 7.5'x19' single-sided monument sign at 310 Eads, totaling approx. 142 square feet.

Existing monuments will be removed.

**RECOMMENDATION:**

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

- i. That both signs proposed for 2305 Roosevelt be reduced to 50 square feet total per sign and less than 5' in height, as noted in finding c.
- ii. That the bases of both signs proposed for 2305 Roosevelt be constructed or faced with regionally-sourced sandstone or limestone of different shades and colors.

**PUBLIC COMMENT:** None.

**MOTION:** Commissioner Velásquez moved to approve with staff stipulations 1 and 2 for the Roosevelt locations, that the bases of both signs proposed for 2305 Roosevelt be constructed or faced with masonry, and stipulation 2 for the Eads locations.  
Commissioner Cervantes seconded the motion.

**VOTE:** AYE: Gibbs, Savino, Velásquez, Mazuca, Vasquez, Cervantes, Holland, and Fetzer.  
NAY: None.  
ABSENT: Castillo, Guevara, and District 4 Commissioner (Vacant).

**ACTION:** **MOTION PASSED with 8 AYES. 0 NAYS. 3 ABSENT.**

**ITEM 13. HDRC NO. 2023-406**  
ADDRESS: 424 E COURTLAND PLACE  
APPLICANT: Gilbert Perales/PERALES GILBERTO T &

**REQUEST:**

The applicant requests a Certificate of Appropriateness for approval to remove a brick chimney.

**RECOMMENDATION:**

Staff does not recommend approval of chimney removal based on finding c. Staff recommends the chimney be retained and repaired in place.

**PUBLIC COMMENT:**

- The Tobin Hill Community Association submitted a letter in opposition to the case.
- Frederica Kushner spoke in opposition to the case.

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

**VOTE:** AYE: Gibbs, Savino, Velásquez, Mazuca, Vasquez, Cervantes, Holland, and Fetzer.  
NAY: None.  
ABSENT: Castillo, Guevara, and District 4 Commissioner (Vacant).

**ACTION:** MOTION PASSED with 8 AYES. 0 NAYS. 3 ABSENT.

**ITEM 14. HDRC NO. 2023-412**  
ADDRESS: 501 FURR DR  
APPLICANT: Jesus Monarez/Charles Todd Helton Architect Inc.

**REQUEST:**

The applicant requests a Certificate of Appropriateness for approval to:

1. Demolish the detached garage.
2. Construct a 757-square-foot detached garage.
3. Construct of a rear covered porch.
4. Replace the existing metal backyard fence with a stucco-clad CMU wall.
5. Construct a concrete front porch with concrete balustrade.
6. Replace the existing single 15-lite door with French doors.
7. Install awnings and shutters on the primary (south) and east elevations.

**RECOMMENDATION:**

Staff does not recommend approval of item 1, the request to demolish the detached garage, based on findings c through f. Should the HDRC find demolition of the detached garage appropriate, the applicant must comply with the City's deconstruction ordinance and select a Certified Deconstruction Contractor to complete deconstruction, form submission, and permitting in accordance with UDC Chapter 12, Article II, as noted in finding g.

Regarding item 2, new construction of a detached garage, should the HDRC find demolition of the existing garage appropriate, then staff recommends that only conceptual approval be granted at this time, based on finding h, with the following stipulations:

- i. That the applicant submits full measured drawings and measured site plan, as noted in finding h.
- ii. That the applicant submits complete materials information, including but not limited to manufacturer's specifications for the garage door and pedestrian doors, as noted in finding h.
- iii. That the applicant reduces the overall footprint of the proposed garage, as noted in finding h.
- iv. That the applicant proposes a split-bay garage door, as noted in finding i.
- v. That the applicant meets all setback standards as required by city zoning requirements, and obtains a variance from the Board of Adjustment if applicable.

A demolition permit will not be approved until replacement plans are reviewed and approved by the HDRC via application for a Certificate of Appropriateness and construction permits are pulled for this scope of work.

Staff recommends approval of item 3, addition of a rear covered porch, based on finding j, with the following stipulations:

- i. That the applicant submits full measured drawings for the proposed covered porch to staff for review.
- ii. That the applicant submits full measured drawings for the treatment of the north elevation beyond the proposed covered porch.
- iii. That the fenestration pattern, including doors and windows, is retained on the north elevation beyond the proposed covered porch.

Staff does not recommend approval of items 4 through 7, based on findings k through m.

**PUBLIC COMMENT:**

- Bianca Maldonado on behalf of the Monticello Park Neighborhood Association provided comments disagreeing with staff recommendations on item 1, purposed conceptual approval for new construction of the garage and rear covered porch, and supports staff recommendation for denial on items 4 through 7.
- Bianca Maldonado on behalf of the Monticello Park Neighborhood Association submitted a voicemail highlighting the same comments listed above.

**MOTION:** Commissioner Holland moved to refer to the Design Review Committee.  
Commissioner Gibbs seconded the motion.

**VOTE:** AYE: Gibbs, Savino, Velásquez, Mazuca, Vasquez, Cervantes, Holland, and Fetzer.  
NAY: None.  
ABSENT: Castillo, Guevara, and District 4 Commissioner (Vacant).

**ACTION:** **MOTION PASSED with 8 AYES. 0 NAYS. 3 ABSENT.**

**ITEM 15. HDRC NO. 2023-410**  
ADDRESS: 310 E CAROLINA ST  
APPLICANT: Door replacement, frontporch modifications (columns)

**REQUEST:**

The applicant requests a Certificate of Appropriateness for approval to:

1. Replace one wood and one modern front door with two steel doors with decorative glass.
2. Replace the existing stucco-clad brick front-porch columns with wood posts on stucco-clad piers.

**RECOMMENDATION:**

Staff recommends approval of items 1, replacing two front doors, based on finding c, with the following stipulation:

- i. That the applicant proposes a door product that conforms to Historic Design Guidelines, namely a wood Craftsman-style door, for all replacement doors.

Staff does not recommend approval of item 2, replacing the stucco-clad brick front-porch columns with wood posts on stucco-clad piers, based on finding d. Staff recommends the columns be returned to their previous conditions.

**PUBLIC COMMENT:** None.

**MOTION:** Commissioner Velásquez moved to approve with staff stipulations and that front porch columns be reconstructed in the same style and dimensions as the previously existing columns and be clad in stucco.  
Commissioner Savino seconded the motion.

**VOTE:** AYE: Gibbs, Savino, Velásquez, Mazuca, Vasquez, Cervantes, Holland, and Fetzer.  
NAY: None.  
ABSENT: Castillo, Guevara, and District 4 Commissioner (Vacant).

**ACTION:** **MOTION PASSED with 8 AYES. 0 NAYS. 3 ABSENT.**

**ITEM 16. HDRC NO. WITHDRAWN BY APPLICANT**

**ITEM 17. HDRC NO. 2023-404**

ADDRESS: 716 SHERMAN ST

APPLICANT: Yiding Ju/DBO INVESTMENTS LLC

**REQUEST:**

The applicant is requesting a Certificate of Appropriateness for approval to remove and replace all the existing wood and aluminum windows with vinyl windows.

**RECOMMENDATION:**

Staff does not recommend approval of the replacement of wood windows based on findings b through g. Staff recommends the applicant repair the wood windows with in-kind materials (this would involve the reconstruction of windows using salvaged parts or fully wood units. The HDRC may also approve a fully-wood replacement product which meets staff's standards including inset and window trim.

**PUBLIC COMMENT:**

- The Concerned Citizens of Dignowity Hill submitted a letter in agreement with staff recommendations for denial.
- The Concerned Citizens of Dignowity Hill submitted a voicemail in agreement with staff recommendations for denial.

**MOTION:** Commissioner Savino moved to deny the removal of the existing wood windows and approve the replacement or repair of wood windows based on staff's recommendations.  
Commissioner Vasquez seconded the motion.

**VOTE:** AYE: Gibbs, Savino, Mazuca, Vasquez, Holland, and Fetzer.  
NAY: Velásquez and Cervantes.  
ABSENT: Castillo, Guevara, and District 4 Commissioner (Vacant).

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

**ITEM 18. HDRC NO. 2023-400**

ADDRESS: 927 N OLIVE ST

APPLICANT: arturo lopez/A.L.E trucking

**REQUEST:**

The applicant is requesting a Certificate of Appropriateness for approval to clad the existing wooden columns, capitals, and base with 1x8 softwood boards.

**RECOMMENDATION:**

Staff does not recommend approval of the porch column modifications based on finding b. Staff recommends that the applicant install a replacement column that meets the Guidelines with the following stipulations: The proposed wood columns should be no wider than 6" square, feature both capital and base trim and chamfered corners.

**PUBLIC COMMENT:**

- The Concerned Citizens of Dignowity Hill submitted a letter in agreement with staff recommendations for denial.

**MOTION:** Commissioner Savino moved to approve with staff stipulations.  
Commissioner Holland seconded the motion.

**VOTE:** AYE: Gibbs, Savino, Velásquez, Mazuca, Vasquez, Cervantes, Holland, and Fetzer.  
NAY: None.  
ABSENT: Castillo, Guevara, and District 4 Commissioner (Vacant).

**ACTION:** **MOTION PASSED with 8 AYES. 0 NAYS. 3 ABSENT.**



**ITEM 19. HDRC NO. 2023-398**  
ADDRESS: 107 MADISON ST  
APPLICANT: Donald Noble

**REQUEST:**

The applicant is requesting a Certificate of Appropriateness for approval to install an air conditioner unit in the front yard of the property and to install screening for the proposed air conditioner unit.

**RECOMMENDATION:**

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

- i. That the applicant install the air conditioner unit at the rear or side of the structure.

If the HDRC approves installation in the front yard, staff recommends the addition stipulation that enhanced screening be designed and submitted to staff that is consistent with the style and materials of the primary structure.

**PUBLIC COMMENT:**

- The King William Association submitted a letter in opposition to the case.

**MOTION 1:** Commissioner Velásquez moved to approve as submitted by the applicant.  
Commissioner Cervantes seconded the motion.

**VOTE:** AYE: Gibbs, Velásquez, Mazuca, and Cervantes.  
NAY: Savino, Vasquez, Holland, and Fetzer.  
ABSENT: Castillo, Guevara, and District 4 Commissioner (Vacant).

**ACTION:** **MOTION FAILED with 4 AYES. 4 NAYS. 3 ABSENT. NO MAJORITY.**

**MOTION 2:** Commissioner Cervantes moved for a continuance.  
Commissioner Savino seconded the motion.

**VOTE:** AYE: Gibbs, Savino, Velásquez, Mazuca, Vasquez, Cervantes, Holland, and Fetzer.  
NAY: None.  
ABSENT: Castillo, Guevara, and District 4 Commissioner (Vacant).

**ACTION:** **MOTION PASSED with 8 AYES. 0 NAYS. 3 ABSENT.**

**ITEM 20. HDRC NO. 2023-372**  
ADDRESS: 102 HERMINE BLVD  
APPLICANT: albert encinia/a. e. secure investments corp

**REQUEST:**

The applicant is requesting a Certificate of Appropriateness for approval to demolish the rear accessory and conceptual approval of new construction of a 455 square feet structure.

**RECOMMENDATION:**

Staff recommends approval of the demolition of the rear accessory structure, based on findings a through e.

Staff recommends conceptual approval of the replacement structure, based on findings a and f through j, with the following stipulations:

- i. That the hardie siding be installed with a maximum 6-inch reveal and the smooth side facing outward for the rear accessory structure.
- ii. That the applicant install windows 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:** None.

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

**VOTE:** AYE: Gibbs, Savino, Velásquez, Mazuca, Vasquez, Cervantes, Holland, and Fetzter.  
NAY: None.  
ABSENT: Castillo, Guevara, and District 4 Commissioner (Vacant).

**ACTION:** **MOTION PASSED with 8 AYES. 0 NAYS. 3 ABSENT.**

**ITEM 21. HDRC NO. 2023-401**  
ADDRESS: 531 DEVINE ST  
APPLICANT: TINA PALMER/PALMER TINA MARIE

**REQUEST:**

The applicant is requesting a Certificate of Appropriateness for approval to construct a 12 feet tall metal carport.

**RECOMMENDATION:**

Staff recommends approval of the request, based on findings a through d, with the following stipulations:

- i. That the applicant reduce the height of the carport to be subordinate to the primary structure.
- ii. That the applicant move the carport further toward the rear of the property away from the front façade of the primary structure and send to staff an updated site plan for approval.
- iii. That the applicant construct a carport with wood materials.
- iv. That the applicant install a standing seam metal roof on the carport 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.
- v. That the applicant meet all setback standards as required by city zoning requirements and obtain a variance from the Board of Adjustment if applicable.

**PUBLIC COMMENT:** None.

**MOTION 1:** Commissioner Velásquez moved to approve as submitted by the applicant.  
Commissioner Cervantes seconded the motion.

**VOTE:** AYE: Velásquez, Mazuca, and Cervantes.  
NAY: Gibbs, Savino, Vasquez, Holland, and Fetzter.  
ABSENT: Castillo, Guevara, and District 4 Commissioner (Vacant).

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

**MOTION 2:** Commissioner Savino moved to approve with staff stipulations.  
Commissioner Holland seconded the motion.

**VOTE:** AYE: Gibbs, Savino, Vasquez, Holland, and Fetzter.  
NAY: Velásquez, Mazuca, and Cervantes.  
ABSENT: Castillo, Guevara, and District 4 Commissioner (Vacant).

**ACTION:** **MOTION PASSED with 5 AYES. 3 NAYS. 3 ABSENT.**

**ITEM 8. HDRC NO. 2023-402**  
ADDRESS: 723 DONALDSON AVE  
APPLICANT: ALLISON CHAMBERS/FORD, POWELL & CARSON ARCHITECTS

**MOTION:** Commissioner Vasquez moved to reconsider pulling Item 8 from the consent agenda for individual consideration.

**VOTE:** AYE: Gibbs, Savino, Vasquez, and Holland.  
NAY: Velásquez and Cervantes.  
ABSENT: Castillo, Guevara, and District 4 Commissioner (Vacant).  
RECUSED: Fetzer.

**ACTION:** **MOTION PASSED with 4 AYES. 2 NAYS. 3 ABSENT. 1 RECUSAL.**

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

**VOTE:** AYE: Gibbs, Savino, Velásquez, Mazuca, Vasquez, Cervantes, Holland, and Fetzer.  
NAY: None.  
ABSENT: Castillo, Guevara, and District 4 Commissioner (Vacant).

**ACTION:** **MOTION PASSED with 8 AYES. 0 NAYS. 3 ABSENT.**

**ADJOURNMENT:** The meeting adjourned at 7:17 p.m.

**APPROVED**

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Jeffrey Fetzer, Chair  
Historic Design Review Commission  
City of San Antonio

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