



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

**HISTORIC AND DESIGN REVIEW COMMISSION  
MEETING MINUTES  
WEDNESDAY, APRIL 17, 2024**

The City of San Antonio Historic and Design Review Commission (“**HDRC**”) met on Wednesday, April 17, 2024, at 1901 South Alamo Street, San Antonio, Texas 78204.

**MEETING CALLED TO ORDER:**

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

**ROLL CALL:**

**PRESENT:** Flores, Savino, Guevara, Cervantes, Holland, Fetzer, and Gibbs.

**ABSENT:** Velásquez, Galloway, Mazuca, and Grube.

- CTAB Commissioner Flores served as an alternate for Commissioner Castillo.
- Commissioner Mazuca arrived at 3:03 p.m.
- Commissioner Grube arrived at 3:34 p.m.

**CHAIRMAN’S STATEMENT:**

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

**ANNOUNCEMENT:**

- Spanish interpreter services available to the public during the hearing.

**APPROVAL OF MEETING MINUTES:**

**MOTION:** Commissioner Holland moved to approve HDRC meeting minutes for April 3, 2024. Commissioner Savino seconded the motion.

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

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

**PUBLIC COMMENTS:**

- Item 2 – Kate Ruckman, on behalf of the Conservation Society of San Antonio, submitted a voicemail in support of the case.
- Item 2 – The Conservation Society of San Antonio submitted a letter with the same information outlined in the voicemail.
- Item 4 – The King William Association Architectural Advisory Committee submitted a letter concurring with staff recommendations and stipulations for approval.

Chairman Gibbs asked if any commissioner would like to pull items from the Consent Agenda. Commissioner Fetzer requested Item 3 be pulled from the Consent Agenda for individual consideration.

**CONSENT AGENDA:**

Item 1, Case No. 2024-104      139 PALO BLANCO ST  
Item 2, Case No. 2024-147      421 N MEDINA  
Item 4, Case No. 2024-150      1012 W MULBERRY AVE  
Item 5, Case No. 2024-124      434 ADAMS ST  
Item 6, Case No. 2024-154      147 E MISTLETOE

**MOTION:** Commissioner Cervantes moved to approve items 1, 2, and 4-6 with staff stipulations.  
Commissioner Guevara seconded the motion.

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

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

**INDIVIDUAL CONSIDERATION ITEMS:**

**ITEM 3.      HDRC NO. 2024-145**  
                  ADDRESS: 300 CONVENT  
                  APPLICANT: Katherine Moltz

**REQUEST:**

The applicant is requesting a Certificate of Appropriateness for approval of a master signage plan at 300 Convent, located within the Downtown Zoning District and the River Improvement Overlay, District 3. Within this request, the applicant has proposed the following signs for multiple tenants:

1. One (1) set of face lit channel letters to be located on the south façade to feature an approximate width of 35’ – 4” and an overall height of 5’ – 6” for a total size of approximately 194 square feet. This sign will be located approximately 276’ above grade. This sign is identified in the application documents as sign A1.
2. One (1) set of face lit channel letters to be located on the north façade to feature an approximate width of 36’ – 2” and an overall height of 5’ – 6” for a total size of approximately 199 square feet. This sign will be located approximately 276’ above grade. This sign is identified in the application documents as sign A2.
3. One (1) set of face lit channel letters to be located on the east façade to feature an approximate width of 37’ – 2” and an overall height of 5’ – 6” for a total size of approximately 204 square feet. This sign will be located approximately 360’ above grade. This sign is identified in the application documents as A3.
4. One (1) set of face lit channel letters to be located on the west façade to feature an approximate width of 37’ – 4” and an overall height of 5’ – 6” for a total size of approximately 205 square feet. This sign will be located approximately 286’ above grade. This sign is identified in the application documents as A4.
5. One (1) set of face lit channel letters to be located on the west façade of the parking structure, facing N St Mary’s, to feature an approximate width of 37’ – 2” and an overall height of 5’ – 6” for a total size of approximate 206 square feet. The sign will be located approximately 90’ above grade. This sign is identified in the application documents as A5.
6. Install three (3) retail tenant signs to feature an overall width of approximately 11’ – 4” and an overall height of 2’ – 0” for a total size not to exceed approximately 23 square feet. These signs will be located 34’ above grade on the south facade. These signs are identified in the application documents as B1, B2 and B3.

**RECOMMENDATION:**

Staff recommends approval of the proposed tenant signage referenced in request items #1 through #5 based on findings a through i with the following stipulations:

- i. That the proposed internal illumination does not produce a glare.
- ii. That all signage feature uniform installation profiles, to including mounting and illumination.

Staff recommends approval of the proposed retail signage referenced in request item #6 based on findings a through d and j with the following stipulations:

- i. That the proposed internal illumination does not produce a glare.
- ii. That all signage feature uniform installation profiles, to including mounting and illumination.

All future individual signage requests will be reviewed for consistency with the applicable guidelines including illumination intensity and glare.

**PUBLIC COMMENT:** None.

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

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

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

**ITEM 7. HDRC NO. 2024-146**  
ADDRESS: 314 MUNCEY  
APPLICANT: Adan Ochoa/AO Design, LLC

**REQUEST:**

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

1. Perform rehabilitative scopes of work including foundation repair, the removal of non-original façade materials including vinyl siding and faux brick, and in-kind roof replacement.
2. Replace the existing, non-original front door with a Craftsman style wood door.
3. Install composite shingle shakes beneath the gables on the east, west and south facades.
4. Perform modifications to the existing front porch by raising the height of the non-original concrete porch, replacing the non-original wrought iron columns, and constructing a wraparound porch element.
5. Modify the existing fenestration pattern on the south façade by removing an original ganged window opening beneath the gable and installing a set of French doors to be off set from the gable.
6. Construct a rear addition to feature a footprint of approximately 332 square feet.

**RECOMMENDATION:**

1. Staff recommends approval of item #1, rehabilitative scopes of work based on finding b with the following stipulations:
  - i. That all original siding should be repaired, in-kind and that original roof profiles and decorative elements be preserved when the roofing materials are replaced.
2. Staff recommends approval of item #3, the replacement of the existing front door based on finding d with the following stipulation:
  - i. That a door appropriate for the Folk Victorian style should be installed. This door should be submitted to OHP staff for review and approval prior to purchase and installation.
  - ii. That the historic transom window be preserved in place.
3. Staff does not recommend approval of item #4, the installation of composite shake shingle beneath roof gables based on finding e. There is no information and no historic photos that show shake shingles beneath the gables on this historic structure. The 117 wood siding proposed for the remainder of the facade would be appropriate.
4. Staff does not recommend approval of item #5, the construction of a wraparound porch element, based on finding f. While staff finds the raising of the concrete porch and replacement of columns to be appropriate, staff find the proposed wraparound porch to be inconsistent with the Guidelines. A final column detail should be submitted to OHP staff for review and approval.

5. Staff does not recommend approval of item #6, a modification to the existing fenestration pattern on the south façade by removing an original ganged window opening beneath the gable and installing a set of French doors to be off set from the gable. Staff finds the proposed modification to be inconsistent with the Guidelines. Staff recommends that the original window condition beneath the gable should be returned if modifications are proposed in this location.
6. Staff does not recommend approval of item #7, the construction of an addition, as proposed based on findings g through j. Staff recommends the following:
  - i. That the applicant reduce the addition's extension to the south by approximately half of its current length.
  - ii. That the proposed aluminum clad wood windows should meet staff's standards for windows in additions, as noted in the applicable citations.
  - iii. That the gable material profile should match that found historically on the original structure; lap siding.
  - iv. That fenestration should be added to each blank wall and that the sliding window should be modified to feature a profile consistent with those found historically within the district.

**PUBLIC COMMENT:**

- Lulu Francois, on behalf of the Dignowity Hill Architectural Review Committee submitted a voicemail concurring with staff recommendations and stipulations.
- Dignowity Hill Architectural Review Committee submitted a letter with the same information outlined in the voicemail.

**MOTION:** Commissioner Fetzer moved to approve the request with staff stipulations 1-5; Approve item 6 except the size of the addition (Stipulation 6.i.); and, Added a stipulation that the applicant submit to OHP staff a revision to the addition's gable design that maintains the historic roof's gable. Commissioner Savino seconded the motion.

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

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

**ITEM 8. HDRC NO. 2024-149**  
ADDRESS: 416 WILLOW ST  
APPLICANT: Fernando Fernandez

**REQUEST:**

The applicant is requesting:

1. A Certificate of Appropriateness for approval to replace a set of ganged one-over-one windows on the front façade with one (1) fixed window.
2. To receive Historic Tax Certification & Verification for the property at 416 Willow.

**RECOMMENDATION:**

Item 1, staff does not recommend approval of the window replacement based on findings a through d. The applicant is required to return the front window to the original one-over-one ganged window configuration as approved per HDRC Case No. 2021-301.

Item 2, staff does not recommend Historic Tax Certification & Verification at this time based on finding d. The property will be eligible for the Substantial Rehabilitation Tax Incentive once the property comes into compliance.

If the HDRC is compelled to approve the window replacement as it currently exists, the property is eligible to receive Historic Tax Certification and Historic Tax Verification.

**PUBLIC COMMENT:**

- Lulu Francois, on behalf of the Dignowity Hill Architectural Review Committee submitted a voicemail in support of staff recommendations and stipulations.
- Dignowity Hill Architectural Review Committee submitted a letter with the same information outlined in the voicemail.
- Robin Foster submitted a voicemail in support of staff recommendations and stipulations.

**MOTION:** Commissioner Savino moved to approve the request to replace a fixed window and replace with 1-over-1 windows on the front façade that meet window standards. Pending that completion grant historic tax certification and verification to the property. Commissioner Cervantes seconded the motion.

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

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

**ITEM 9. HDRC NO. 2024-148**  
ADDRESS: 1231 S ALAMO ST  
APPLICANT: Theresa Mauricio/NEW DAY CUSTOM HOMES LLC

**REQUEST:**

1. The applicant is requesting consideration and approval of a waiver pursuant to City Code Section 35-608(g) to accept the application submitted for the request to install a new curb cut and driveway off of S Alamo.
2. Should the waiver be granted, the applicant is requesting a Certificate of Appropriateness for approval to install a new curb cut and driveway off of S Alamo.

**RECOMMENDATION:**

Staff does not recommend approval a waiver pursuant to City Code Section 35-608(g), based on finding c. Should the HDRC approve the waiver to reconsider the original application, staff does not recommend approval of the installation of a new curb cut and driveway on S Alamo Street based on finding d. Staff recommends that the applicant explores alternative driveway locations that do not result in front yard parking.

If the HDRC is compelled to approve item 2, staff recommends the following stipulation:

- i. That the driveway does not exceed 10 feet in width and that the driveway apron does not exceed 12 feet in width based on finding d. The applicant is required to submit an updated measured site plan and material specifications for the proposed crushed granite to staff for review and approval prior to the issuance of a Certificate of Appropriateness.

**PUBLIC COMMENT:**

- Kate Ruckman on behalf of the Conservation Society of San Antonio submitted a voicemail in opposition to the case.
- The Conservation Society of San Antonio submitted a letter with the same information outlined in the voicemail.
- The King William Association Architectural Advisory Committee submitted a letter in opposition to the case.

**MOTION:** Commissioner Fetzer moved to deny the waiver.  
Commissioner Cervantes seconded the motion.

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

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

**ITEM 10. HDRC NO. 2024-135**  
ADDRESS: 529 DEVINE ST  
APPLICANT: VILLA JOSE & REGINA HERMINIA QUINONESVILLA

**REQUEST:**

The applicant is requesting a Certificate of Appropriateness for approval to install an approximately 400-square-foot carport with wooden posts and a standing seam metal shed roof.

**RECOMMENDATION:**

Staff recommends approval of the installation of a detached carport based on findings a through c, with the following stipulations:

- i. That the massing of the carport be reduced so that the first bay is eliminated and that a carport that is no more than 20 feet in length and should begin behind the first set of ganged windows on the east elevation based on finding b. The applicant is required to submit an updated measured site plan to staff for review and approval prior to the issuance of a Certificate of Appropriateness.
- ii. That the applicant installs 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.
- iii. That the applicant meet 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 the carport as requested with stipulations 2 and 3, with the added stipulations that the carport installation begins recessed from the first set of ganged windows on the east elevation and that the applicant submits an updated site plan that reflects the recessed carport installation to staff for review prior to the issuance of a Certificate of Appropriateness.  
Commissioner Holland seconded the motion.

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

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

**ITEM 11. HDRC NO. 2024-138**  
ADDRESS: 331 FURR DR  
APPLICANT: Aaron Longoria /All in remodeling

**REQUEST:**

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

1. Extend the second story addition's northern wall by three feet to the north.
2. Replace the existing wood shake siding with six-inch 105 wood siding or similar product.

**RECOMMENDATION:**

Staff recommends approval of item 1, based on findings a and e.

Staff does not recommend approval of item 2, based on findings a through d and finding f. Staff recommends the applicant replace the wood shake siding in-kind.

**PUBLIC COMMENT:**

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

**MOTION:** Commissioner Fetzer moved to approve item 1 as submitted by the applicant, item 2 with the following stipulations:

- i. That the applicant wholesale remove the existing wood shake siding and reinstall on the structure's original front façade and the entirety of the west wing wall. If there is not enough salvageable material, the applicant may use new wood shake siding or a composite shake siding that matches in profile and look.
- ii. That the applicant use 105 wood siding for the rest of the structure not to exceed a six-inch reveal.

Commissioner Grube seconded the motion.

**VOTE:**

AYE: Flores, Savino, Mazuca, Guevara, Grube, Cervantes, Holland, Fetzer, and Gibbs.

NAY: None.

ABSENT: Velásquez and Galloway.

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

**ADJOURNMENT:** Chairman Gibbs adjourned the meeting at 4:36 p.m.

**APPROVED**

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

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