

# HISTORIC AND DESIGN REVIEW COMMISSION

January 17, 2024

**HDRC CASE NO:** 2024-016  
**ADDRESS:** 122 PRINCESS PASS  
**LEGAL DESCRIPTION:** NCB 3094 BLK 10 LOT 8  
**ZONING:** R-4, H  
**CITY COUNCIL DIST.:** 1  
**DISTRICT:** Monte Vista Historic District  
**APPLICANT:** Eva Marie  
**OWNER:** Eva Marie  
**TYPE OF WORK:** Historic Tax Verification  
**APPLICATION RECEIVED:** January 09, 2024  
**60-DAY REVIEW:** February 13, 2024  
**CASE MANAGER:** Rachel Rettaliata

## REQUEST:

The applicant is requesting Historic Tax Verification for the property at 122 Princess Pass.

## APPLICABLE CITATIONS:

*UDC Section 35-618 Tax Exemption Qualifications:*

*(e) Verification of Completion.* Upon completion of the restoration and rehabilitation, together with a fee as specified in Appendix "C" of this chapter, the owner, who may not be the same as at the time of application, shall submit a sworn statement of completion acknowledging that the historically significant site in need of tax relief to encourage preservation has been substantially rehabilitated or restored as certified by the historic and design review commission. The historic and design review commission, upon receipt of the sworn statement of completion, but no later than thirty (30) days thereafter, shall make an investigation of the property and shall recommend either approval or disapproval of the fact that the property has been substantially completed as required for certification. If the historic and design review commission recommends that it has not been substantially completed as so required, then the certified applicant may be required by the historic preservation officer to complete the restoration or rehabilitation in order to secure the tax exemption provided herein. If the verification of completion is favorable, the historic and design review commission shall recommend approval and the historic preservation office may notify the tax assessor-collector in writing of compliance. Thereafter, the tax assessor-collector shall provide the property with the historic tax exemption.

## FINDINGS:

- a. The structure located at 122 Princess Pass is a 2-story, single-family structure constructed circa 1930. The structure features a flat roof with a red clay barrel tile parapet and a cross gable red clay barrel tile front volume, stucco-cladding, a prominent mission-style chimney on the front façade, an open front porch landing with a side-facing staircase, an arched entry way, and arched and one-over-one windows. The property is contributing to the Monte Vista Historic District. The applicant is requesting Historic Tax Verification.
- b. The scope of work includes the repair of 36 wood windows, exterior painting, wrought iron repairs, interior repairs, and mechanical system upgrades.
- c. Staff completed a site visit on January 9, 2024, and verifies that the scope of work has been completed and there are no existing violations on the property.
- d. The applicant has met all requirements of the City's tax verification process as described in Section 35-618 of the UDC and has furnished evidence to that effect to the Historic Preservation Officer, including the submission of an itemized list of costs that meets the threshold to be eligible for the Substantial Rehabilitation Tax Incentive.
- e. Approval of Tax Verification by the HDRC for work completed in 2023 means that the property owner will be eligible for the Substantial Rehabilitation Tax Incentive beginning in 2024. The Substantial Rehabilitation Tax Incentive applies to the City of San Antonio tax entity line only.

**RECOMMENDATION:**

Staff recommends approval based on findings a through e.

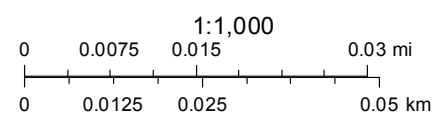


# City of San Antonio One Stop



June 1, 2023

— User drawn lines









122 Princess Pass, San Antonio 78212



Windows 1 and 2



Windows 3, 4, and 5





Windows 6 and 7



Window 6 int



Window 7 int.





Windows 8, 9, and 10

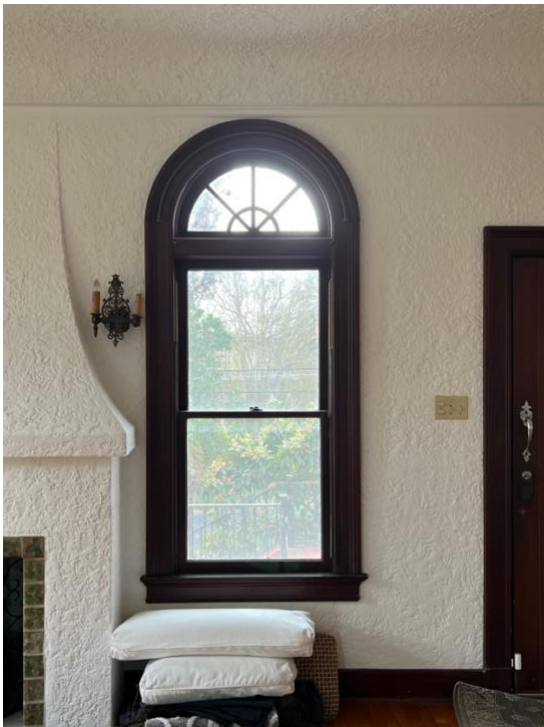


Windows 11, 12, 13





Window 14



Window 15





Windows 16, 17, 18 (L to R)



Window 19





Window 20



Window 21, 22





Windows 23, 24



Window 25





Window 26



Window 27





Window 28



Window 29























122 Princess Pass

2349

Date Revised

10/16/2023

Estimate #	Dated	Job Name		Amount	Invoice #	Dated	Revised Amount	Change In Cost	Payments	Balance
2349-101	5/22/2023	Window Restoration								
2349-103	6/22/2023	Exterior Painting								
2349-105	7/21/2023	Wrought Iron Repairs								
								\$0.00	\$0.00	\$0.00
		Totals								
		Total Balance Due								0.00

122 Princess Pass

2349

Date Revised

10/16/2023

Estimate #	Dated	Job Name		Amount	Invoice #	Dated	Revised Amount	Change In Cost	Payments	Balance
2349-102	7/5/2023	Termite Treatment								
2349-104	7/21/2023	Garage Ceiling Repairs								
2349-106	9/15/2023	A/C Replacement								
								\$0.00	\$0.00	\$0.00
		Totals								
	10/16/2023	Total Balance Due								

## Payments as Follows:

5/24/2023 [REDACTED] Bank Wire Transfer  
 6/20/2023 [REDACTED] Bank Wire Transfer  
 6/29/2023 [REDACTED] Bank Wire Transfer  
 8/14/2023 [REDACTED] Bank Wire Transfer  
 8/14/2023 [REDACTED] Bank Wire Transfer  
 8/14/2023 [REDACTED] Bank Wire Transfer

Total Payments

[REDACTED]



Window Repair Log

122 Princess Pass - Job #2349

Window #	Description	Interior Trim	2x4 Filler	Left Jamb	Right Jamb	Sill	Repair Cap Trim	Plaster Repairs	Sash Replacement	Window Stops	Brick Mold Left	Brick Mold Right	Brick Mold Top	Glass Replacement	1x8 Cap Trim	Custom Casing Trim Replacement
1	Arch Dining Room						1-1x4		Arch	2	1	1				Ext. Arch Trim
2	Double Hung Below Arch	4		1	1		1-1x6 Left		Top	4	1	1				
3	Arch Dining Room						1-1x4		Arch	1	1					Arch Trim
4	Double Hung Below Arch			1	1		Right Left		Bottom	4	1	1			2	
5	Arch Dining Room						1-1x4 Trim		Arch	1	1	1				Arch Trim
6	Double Hung Below Arch			1			1-1x4 Trim		Top & Bottom	1		1				
7	Arch Living Room								Arch		1					
8	Double Hung Below	2					1-1x4 Right		Top	2	1	1				
9	Arch Living Room						1-1x4 Trim		Arch	2	1					Arch Trim
10	Double Hung Below	1							Top & Bottom	2	1	1				
11	Arch Living Room															
12	Double Hung Below Arch	3			1	Repair	1-1x4		Top & Bottom	2	1				1	
13	Arch															
14	Double Hung Below			1	1	Repair			Top	2			1	1	1	
15	Arch															
16	Double Hung			1		Repair	1-1x4 Right			3		1			1	
17	Double Hung Bedroom Mid			1			1-1x4		Bottom	1	1					
18	Double Hung Bedroom			1	1				Bottom	3	1	1	1	1	2	
19	Double Hung Bedroom Mid				1		1-1x4		Top & Bottom			1		1		
20	Double Hung Bath				1		2-1x4 and Top		Top	4	1	1	1			
21	Double Hung Bedroom Back				1	1	1-1x4 Left Right Top		Top	3	1	1	1			







Window #	Description	Interior Trim	2x4 Filler	Left Jamb	Right Jamb	Sill	Repair Cap Trim	Plaster Repairs	Sash Replacement	Window Stops	Brick Mold Left	Brick Mold Right	Brick Mold Top	Glass Replacement	1x8 Cap Trim	Custom Casing Trim Replacement
B5				1	1	1	3-1x4			1	1	1	1			
B6				1	1		3-1x4			1	1	1	1			
B7					1					1	1	1	1			
B8				1			1-1x4 & 1-1x6									
B9				1	1	1	3-1x4 New				1	1	1			
	Totals	10	0	14	17	5	0	1	Arch=5 & Double Hung=27	63	35	31	26	9	12	0
		Interior Trim	Top jamb	Left Jamb	Right Jamb	Sill	Repair Cap Trim	Plaster Repairs	Sash Replacement	Window Stops	Brick Mold Left	Brick Mold Right	Brick Mold Top	Glass Replacement	Interior 1x8 Cap Trim	Custom Casing Trim Replacement





# CITY OF SAN ANTONIO OFFICE OF HISTORIC PRESERVATION

## ADMINISTRATIVE CERTIFICATE OF APPROPRIATENESS RE-ISSUE

May 8, 2023

**ADDRESS:** 122 PRINCESS PASS  
**LEGAL DESCRIPTION:** NCB 3094 BLK 10 LOT 8  
**HISTORIC DISTRICT:** Monte Vista  
**PUBLIC PROPERTY:** No  
**RIVER IMPROVEMENT OVERLAY:** No  
**APPLICANT:** Eva Marie - 122 eva@evamarie.com  
**OWNER:** Eva Marie - 122 eva@evamarie.com  
**TYPE OF WORK:** Repair and Maintenance

### REQUEST:

The applicant is requesting a Certificate of Appropriateness for approval to repair all the existing windows on the property in-kind.

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

**DATE:** 5/8/2023 1:28:58 PM

**ADMINISTRATIVE APPROVAL TO:** Approval to repair all the existing windows on the property in-kind.

No modifications to the existing window openings or sashes are to take place. Sashes may be removed from the frames to make repairs; elements such as rails and stiles that are rotten or missing may be replaced with new solid wood elements to match the existing (in kind repairs only). Glass should feature a clarity comparable to the existing (tinted glass should not be used).?

**APPROVED BY:** Bryan Morales

### RE-ISSUE REASON:

Added stipulations.

**RE-ISSUE DATE:** 5/8/2023 1:28:58 PM

**RE-ISSUED BY:** Bryan Morales

**Shanon Shea Miller  
Historic Preservation Officer**

A Certificate of Appropriateness (COA) serves as a record of design approval and is valid for 180 days. Work that is not completed in accordance with this certificate may be subject to correction orders and other penalties.

A COA does not take the place of any required building permits nor does it authorize the use of a property beyond what is allowed by the Unified Development Code. Prior to beginning your construction project, please contact the Development Services Department at (210) 207-1111 to ensure that all requirements have been met.

This Certificate must remain posted on the job site for the duration of your project. Modifications to an approved design or an expired approval will require a re-issue of your Certificate of Appropriateness by OHP staff. Please contact OHP Staff at (210) 207-0035 with





# CITY OF SAN ANTONIO OFFICE OF HISTORIC PRESERVATION

## ADMINISTRATIVE CERTIFICATE OF APPROPRIATENESS

January 12, 2024

**ADDRESS:** 122 PRINCESS PASS  
**LEGAL DESCRIPTION:** NCB 3094 BLK 10 LOT 8  
**HISTORIC DISTRICT:** Monte Vista  
**PUBLIC PROPERTY:** No  
**RIVER IMPROVEMENT OVERLAY:** No  
**APPLICANT:** Eva Marie/Marie, Eva -  
**OWNER:** Eva Marie/Marie, Eva -  
**TYPE OF WORK:** Repair and Maintenance

### REQUEST:

The applicant is requesting a Certificate of Appropriateness for approval to: (1) repair the existing wrought iron railings on the front porch, porch steps, and front facade, and (2) paint the exterior elevations, window trim, and the wrought iron railings.

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

**DATE:** 1/12/2024 10:22:53 AM

**ADMINISTRATIVE APPROVAL TO:**

1. Repair the existing wrought iron railings on the front porch, porch steps, and front facade.
2. Paint the exterior elevations, window trim, and the wrought iron railings.

**APPROVED BY:** Rachel Rettaliata

**Shanon Shea Miller**  
**Historic Preservation Officer**

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