



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

**HISTORIC AND DESIGN REVIEW COMMISSION  
MEETING MINUTES  
WEDNESDAY, FEBRUARY 21, 2024**

The City of San Antonio Historic and Design Review Commission (“HDRC”) met on February 21, 2024, at 1901 South Alamo Street, San Antonio, Texas 78204.

**MEETING CALLED TO ORDER:**

Chairman Gibbs called the meeting to order at 3:00 p.m.

**ROLL CALL:**

**PRESENT:** Castillo, Savino, Galloway, Guevara, Grube, Cervantes, and Gibbs.

**ABSENT:** Velásquez, Mazuca, Holland, and Fetzer

- Vice-Chair Fetzer arrived at 3:39 p.m.

**CHAIRMAN’S STATEMENT:**

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

**ANNOUNCEMENT:**

- Spanish interpreter services available to the public during the hearing.
- Item 1 was withdrawn by the applicant prior to the meeting.
- Items 8 and 10 were postponed by the applicants prior to the meeting.

**APPROVAL OF MEETING MINUTES:**

**MOTION:** Commissioner Cervantes moved to approve HDRC meeting minutes for February 2, 2024. Commissioner Guevara seconded the motion.

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

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

**PUBLIC COMMENTS:**

- Item 4 – Voicemail from Robin Foster, on behalf of the Monticello Park Architectural Review Committee, in support of staff’s recommendations.
- Item 4 – Letter from the Monticello Park Architectural Review Committee, in support of staff’s recommendations and with the same information outlined in the voicemail.

Chairman Gibbs asked if any commissioner would like to pull items from the Consent Agenda. Commissioner Savino requested Items 4, 5, and 7 be pulled for individual consideration.

**CONSENT AGENDA:**

Item 2, Case No. 2024-069      603 BARBE ST  
Item 3, Case No. 2024-071      502 N ZARZAMORA ST  
Item 6, Case No. 2024-066      144 THORAIN BLVD

**MOTION:**      Commissioner Cervantes moved to approve items 2, 3, and 6 with staff stipulations.  
Commissioner Savino seconded the motion.

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

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

**INDIVIDUAL CONSIDERATION ITEMS:**

**ITEM 4.      HDRC NO. 2024-020**  
                 ADDRESS: 227 QUENTIN DR  
                 APPLICANT: Reed Kirksey

**REQUEST:**

The applicant is requesting a Certificate of Appropriateness for the construction of a 1-story 1,752-square-foot, single-family residential structure.

**RECOMMENDATION:**

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

- i.      That the fiber cement siding features a reveal of no more than 6 inches and a smooth texture based on finding h A faux wood grain finish is not permitted.
- ii.     That the applicant submits final window specifications to staff for review and approval prior to the issuance of a Certificate of Appropriateness based on finding i. 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. An alternative window material may be proposed, provided that the window features meeting rails that are 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:** Provided at the beginning of the meeting.

**MOTION:**      Commissioner Savino moved to approve with staff stipulations and the added stipulation that the paving of the driveway extend 20 feet beyond the façade of the main part of the house.  
Commissioner Cervantes seconded the motion.

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

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

**ITEM 5. HDRC NO. 2024-063**  
ADDRESS: 144 THORAIN BLVD  
APPLICANT: Michelle Burk/BURK MICHELLE H & JASON MCDEED

**REQUEST:**

The applicant is requesting a Certificate of Appropriateness for approval to construct an approximately 530sqft carport.

**RECOMMENDATION:**

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

- i. The steel members be painted to match the existing natural tones and colors found on site.
- ii. 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:**

- The Monte Vista Architectural Review Committee submitted a letter with concerns regarding the accuracy of the exhibits presented in the request.

**MOTION:** Commissioner Savino moved for a continuance to the next Historic and Design Review Commission to allow the applicant the opportunity to meet with the Neighborhood Association. Commissioner Cervantes seconded the motion.

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

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

**ITEM 7. HDRC NO. 2024-062**  
ADDRESS: 4702 S PRESA ST/4674 S PRESA ST  
APPLICANT: ZABRINA SILVA SILVA/COMET SIGNS

**REQUEST:**

The applicant is requesting a Certificate of Appropriateness for approval to construct a sign at 4674/4702 S. Presa St.

**RECOMMENDATION:**

Staff recommends approval of the request, based on finding b, with the following stipulations:

- i. That the monument sign not exceed six feet in height.
- ii. That the applicant installs the proposed stucco skirting with a smooth finish.

**PUBLIC COMMENT:** None.

**MOTION:** Commissioner Savino moved to approve with staff stipulations and add a stipulation for the applicant to submit a fully dimensioned site plan to ensure the sign does not restrict vehicle visibility. Commissioner Galloway seconded the motion.

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

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

**ITEM 8. POSTPONED PRIOR TO HEARING**

**ITEM 9. HDRC NO. 2024-039**

ADDRESS: 511 MISSION ST

APPLICANT: PHILLIP DECKARD

**REQUEST:**

The applicant requests a Certificate of Appropriateness for approval to:

1. Partially enclose the front porch balcony on the northeast elevation.
2. Replace the classic round columns on the first-floor front porch with square columns.
3. Removal of existing balcony railing and replacement with new railings.

**RECOMMENDATION:**

Item 1, staff does not recommend approval of enclosing the second-story front porch based on finding a and b. Staff recommends that the applicant submits to-scale measured elevation drawings, and floor plans and roof plans as needed, to demonstrate the proposed scope to staff for review prior to returning to HDRC.

Item 2, staff does not recommend the porch column replacement based on finding c. The current porch columns are consistent with the architectural style of the house.

Item 3, staff recommends approval of the balcony railing replacement based on finding e. Dimensioned elevation drawings should be submitted to staff for review prior to the issuance of a Certificate of Appropriateness.

**PUBLIC COMMENT:**

- Voicemail from Lisa Lynde, on behalf of the King William Association Architectural Advisory Committee, in support of staff recommendations.
- Letter from the King William Association Architectural Advisory Committee opposing the case and additional comments regarding the application being incomplete.

**MOTION:**

Commissioner Savino moved to deny item 1, approve item 2 with the stipulation that the applicant return to HDRC with the renderings of the proposed replacement that conforms to the stylistic age of the structure, and approve item 3 with staff stipulations. Commissioner Cervantes seconded the motion.

**VOTE:**

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

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

**ITEM 10. POSTPONED PRIOR TO HEARING**

**ITEM 11. HDRC NO. 2024-072**

ADDRESS: 403 MONTANA

APPLICANT: James Darren & Crystal Bazan Lassiter

**REQUEST:**

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

1. Modify the front door and sidelite configuration.
2. Replace the front, side, and rear doors.
3. Replace the second-story rear one-over-one window with a fixed window.
4. Receive Historic Tax Certification & Verification.

**RECOMMENDATION:**

Items 1 through 3, staff does not recommend approval of the fenestration modifications and door and window replacement based on findings a through d. The applicant is required to return the entryway to the original front door and side lite configuration, install fully wood doors that are period-appropriate for the architectural style and time of construction, and install a fully wood one-over-one window that meets staff's standard specifications in lieu of the existing rear fixed window.

Item 4, 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 exterior modifications as they currently exist, the property is eligible to receive Historic Tax Certification and Historic Tax Verification.

**PUBLIC COMMENT:** None.

**MOTION:** Commissioner Savino moved to approve with staff stipulations.  
(Main Motion) Commissioner Cervantes seconded the motion.

**MOTION:** Commissioner Grube moved to deny items 1 and 2 with the stipulation that the applicant return the front door configuration to the previously existing configuration, replace the front door and sidelite with a period -appropriate door and sidelite, and replace the frosted glass on the secondary front door with clear glass. The remaining existing doors are approved as installed. Approve item 3 as installed. Item 4 can be approved once the property comes into compliance. Commissioner Cervantes seconded the motion.  
(Amendment)

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

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

Chairman Gibbs called for a vote to approve the main motion as amended.

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

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

**ADJOURNMENT:** Chairman Gibbs adjourned the meeting at 4:00 p.m.

**APPROVED**

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

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