

# HISTORIC AND DESIGN REVIEW COMMISSION

March 06, 2024

**HDRC CASE NO:** 2024-095  
**ADDRESS:** 3244 MISSION RD  
**LEGAL DESCRIPTION:** NCB 7659 BLK LOT S IRR 144.25 FT OF 2  
**ZONING:** C-1, H  
**CITY COUNCIL DIST.:** 3  
**DISTRICT:** Mission Historic District  
**APPLICANT:** Anthony Cascarano  
**OWNER:** 3244 Mission LLC  
**TYPE OF WORK:** Historic Tax Verification  
**APPLICATION RECEIVED:** February 28, 2024  
**60-DAY REVIEW:** April 28, 2024  
**CASE MANAGER:** Rachel Rettaliata

## REQUEST:

The applicant is requesting Historic Tax Verification for the property at 3244 Mission Rd.

## 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 3244 Mission is a 2-story structured constructed circa 1940. The structure features a flat roof with decorative parapets, stucco cladding, and replacement windows. The property is contributing to the Mission Historic District. The applicant is requesting Historic Tax Verification.
- b. The scope of work includes a comprehensive interior remodel, electrical and plumbing upgrades, and roof replacement.
- c. Staff completed a site visit on March 1, 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 in 2024 means that the property owner will be eligible for the Substantial Rehabilitation Tax Incentive beginning in 2025. The Substantial Rehabilitation Tax Incentive applies to the City of San Antonio tax entity line only.

## RECOMMENDATION:

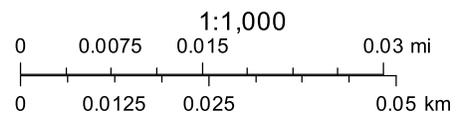
Staff recommends approval based on findings a through e.

# City of San Antonio One Stop



February 29, 2024

— User drawn lines







SUBSTANTIAL REHAB TAX INCENTIVE: TAX CERT, PART 2

3244 Mission Rd, San Antonio, TX 78214

Anna Cascarano

**1. DETAILED WRITTEN NARRATIVE OF THE COMPLETED WORK**

We commenced with and completed various permitted work projects in 2023 in accordance with our rehabilitation plan. The largest and most costly were complete replacement of the the buidling's roof, sewer, plumbing and electrical systems. Also started and completed was interior remodeling. Foundation work commenced in 2022.

**2. WORK COMPLETED / COMPLETION TIMELINE / FINAL COST**

A) TPO membrane roof replacement/	April 2023/	\$	
B) Updated plumbing and sewerline/	August 2023/	\$	
C) Updated electrical and service/	August 2023/	\$	
D) Interior remodeling/	October 2023/	\$	

**3. COLOR PHOTOS OF THE EXTERIOR AND INTERIOR**

See attached

**4. COLOR PHOTO OF THE HOME FROM THE STREET**

See attached

**5. FINAL BUILDING INSPECTION ON CLEARANCE: COO & COA**

See attached COO and COAs



# CITY OF SAN ANTONIO OFFICE OF HISTORIC PRESERVATION

## ADMINISTRATIVE CERTIFICATE OF APPROPRIATENESS

May 11, 2023

**ADDRESS:** 3244 MISSION RD  
**LEGAL DESCRIPTION:** NCB 7659 BLK LOT S IRR 144.25 FT OF 2  
**HISTORIC DISTRICT:** Mission  
**PUBLIC PROPERTY:** No  
**RIVER IMPROVEMENT OVERLAY:** No  
**APPLICANT:** Marta Alonzo/Sip & Sit with ME - 3244 Mission Rd  
**OWNER:** Anthony Cascarano/CASCARANO ANNA FERRANTE - 113 E RIDGEWOOD CT  
**TYPE OF WORK:** Parking Lot

### REQUEST:

The applicant is requesting a Certificate of Appropriateness for approval to install a 38'x21' gravel parking pad on the west side of the building along Mission Rd.

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

**DATE:** 5/11/2023 10:33:33 AM

**ADMINISTRATIVE APPROVAL TO:** Approval to install a 38'x21' gravel parking pad on the west side of the building along Mission Rd. No modifications to the concrete apron or other concrete site elements are approved at this time.

**APPROVED BY:** Jessica Anderson

**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

April 6, 2023

**ADDRESS:** 3244 MISSION RD  
**LEGAL DESCRIPTION:** NCB 7659 BLK LOT S IRR 144.25 FT OF 2  
**HISTORIC DISTRICT:** Mission  
**PUBLIC PROPERTY:** No  
**RIVER IMPROVEMENT OVERLAY:** No  
**APPLICANT:** Marta Alonzo/Sip & Sit with ME - 3244 Mission Rd  
**OWNER:** CASCARANO ANNA FERRANTE - 113 E RIDGEWOOD CT  
**TYPE OF WORK:** Exterior lighting, Signage, Temporary signage, Window replacement/fenestration changes

### REQUEST:

The applicant requests a Certificate of Appropriateness for approval to:

- Widen the door on the non-primary elevation (Roosevelt side) from 32" to 36" and replace the existing wood door with a six-lite exterior metal door. The wood door will remain on site, per applicant.
- Remove the existing non-historic security gate on door of non-primary elevation (Roosevelt side).

### CITY OF SAN ANTONIO OFFICE OF HISTORIC PRESERVATION

**DATE:** 4/6/2023 3:47:46 PM

**ADMINISTRATIVE APPROVAL TO:** Approval to:  
- Widen the door on the non-primary elevation (Roosevelt side) from 32" to 36" and replace the existing wood door with a six-lite exterior metal door. The wood door will remain on site, per applicant.  
- Remove the existing non-historic security gate on door of non-primary elevation (Roosevelt side).

**APPROVED BY:** Jessica Anderson

**Shanon Shea Miller**  
Historic Preservation Officer

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# CERTIFICATE OF OCCUPANCY

## CITY OF SAN ANTONIO, TEXAS DEVELOPMENT SERVICES DEPARTMENT

**Date:** 10/21/2023

**Certificate No:** COO-COMM23-38101016

The described portion of the following structure has been inspected for compliance with the **2021 International Building Code (IBC)** and meets the minimum requirements for occupancy and division of occupancy, along with the use for which the proposed occupancy is classified.

**Business Name:** Sip & Sit with ME

**Occupancy Group:** Business B

**Building Address:**

3244 MISSION RD, City of San Antonio, TX, 78214

**Occupancy Use:** Coffee Shop

**Building Number:** 1

**Construction Type:** Type V-B

**Unit/Suite Number:** N/A

**Special Stipulations and Conditions:** N/A

**Name and Address of Owner / Authorized Agent:**  
Marta Alonzo

**Occupant Load**

**20**

Automatic Fire Sprinkler: No

Automatic Fire Sprinkler Required: No

Automatic Fire Alarm: No

Automatic Fire Alarm Required: No

Code Modification Request No(s):

N/A



**Michael P. Shannon, PE, CBO**  
Director, Development Services Department

