



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

**HISTORIC AND DESIGN REVIEW COMMISSION  
MEETING MINUTES  
WEDNESDAY, DECEMBER 21, 2022**

The City of San Antonio Historic and Design Review Commission met on Wednesday, December 21, 2022, at 1901 South Alamo Street, San Antonio, Texas 78204.

**MEETING CALLED TO ORDER:**

Chairman Fetzer called the meeting to order at 3:00 p.m. for work session.

**ROLL CALL:**

Present: Fish, Savino, Mazuca, Grube, Cervantes, Baker, Fetzer

Absent: Gibbs, Velásquez, Morales, Carpenter

**CHAIRMAN'S STATEMENT:**

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

\* Commissioner Gibbs arrived at 3:06 p.m.

**APPROVAL OF MEETING MINUTES:**

**MOTION:**

Commissioner Morales moved to approve the minutes for the Wednesday, December 7, 2022 Historic and Design Review Commission (HDRC) meeting.  
Commissioner Gibbs seconded the motion.

**VOTE:**

AYE: Gibbs, Fish, Savino, Mazuca, Grube, Cervantes, Baker, Fetzer

NAY: None.

ABSENT: Velásquez, Morales, Carpenter

**ACTION:**

**The MOTION PASSED with 8 AYES. 0 NAYS. 3 ABSENT.**

**ANNOUNCEMENTS:**

Spanish interpreter services available to the public during the hearing.

Items 11, 12, and 14 were postponed prior to hearing.

City offices will be closed the week of December 26, 2022. HDRC Meetings will reconvene on January 18, 2023.

Information on Historic Homeowner Fair provided by OHP staff.

**PUBLIC COMMENT:**

Item 2 – Lisa Lynde on behalf of the King William Assoc. Architectural Advisory Committee provided comments on the case.

Item 3 – Bianca Maldonado on behalf of Monticello Park Neighborhood Association. agrees with support staff's recommendations, however, views the application as incomplete.

Item 5 – Sarah Gould, a resident of D7, provided comments on the case.

Item 5 – Graciela Sanchez, supports the case.

Item 5 – Irma Solis Hoffman, supports the case.

Item 9 – Juan Munoz, opposes the case.

Item 9 – Bianca Maldonado on behalf of Monticello Park Neighborhood Assoc. offered comments and agreed with staff's recommendations on the fenestration.

Item 9 – Patrick Mayo, opposes the case.

Commissioner Fetzer asked if any commissioner would like to pull items from the Consent agenda.

Commissioner Savino requested Item 2 be pulled for individual consideration.

Commissioner Grube requested Items 3 and 9 be pulled for individual consideration.

**CONSENT AGENDA:**

Item 1, Case No. 2022-590	4301 BROADWAY/DEBUISS HALL, UNIVERSITY OF THE INCARNATE WORD
Item 4, Case No. 2022-574	145 NAVARRO ST
Item 5, Case No. 2022-579	411 E CEVALLOS/E Cevallos between I-35 and Probandt St
Item 6, Case No. 2022-584	828 NEVADA
Item 7, Case No. 2022-585	722 S ST MARYS ST
Item 8, Case No. 2022-002	1135 S ST MARYS ST

**MOTION:** Commissioner Savino moved to approve items 1, 4–8 with staff stipulations.  
Commissioner Grube seconded the motion.

**VOTE:** AYE: Gibbs, Fish, Savino, Mazuca, Grube, Cervantes, Baker, Fetzer  
NAY: None.  
ABSENT: Velásquez, Morales, Carpenter

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

**INDIVIDUAL CONSIDERATION ITEMS:**

**ITEM 2. HDRC NO. 2022-573**  
ADDRESS: 413 WICKES  
APPLICANT: Scott Ruptier/Buy Land Holdings LLC

**REQUEST:**

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

1. Repair siding and paint the rear accessory structure.
2. Perform fenestration modifications to the front façade of the rear accessory structure.
3. Perform fenestration modifications to the rear façade of the rear accessory structure.

**RECOMMENDATION:**

Staff recommends approval of item #1, repair, and maintenance, including painting, based on finding c with the stipulation that all work be done in-kind, with like materials.

Staff recommends approval of item #2, fenestration modifications to the rear accessory structure's front façade based on finding d with the following stipulations:

- i. That original garage door openings remain articulated through the existing casing and a compatible infilled material.
- ii. That proposed windows should be consistent with staff's standards for windows in new construction and additions.

Staff recommends approval of item #3, fenestration modifications to the rear façade based on finding e with the stipulation that the proposed French doors be wood.

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

**MOTION:** Commissioner Savino moved approve with all staff stipulations and for all windows to meet OHP standards.  
Commissioner Grube seconded the motion.

**VOTE:** AYE: Gibbs, Fish, Savino, Mazuca, Grube, Cervantes, Baker, Fetzer  
NAY: None.  
ABSENT: Velásquez, Morales, Carpenter

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

**ITEM 3. HDRC NO. 2022-581**  
ADDRESS: 2014 W KINGS HWY  
APPLICANT: ERIC GRAAF/EG INVESTMENT GROUP LLC

**REQUEST:**

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

1. Repair siding and paint the rear accessory structure.
2. Perform fenestration modifications to the front façade of the rear accessory structure.
3. Perform fenestration modifications to the rear façade of the rear accessory structure.

**RECOMMENDATION:**

Staff recommends approval of item #1, repair and maintenance, including painting, based on finding c with the stipulation that all work be done in-kind, with like materials.

Staff recommends approval of item #2, fenestration modifications to the rear accessory structure’s front façade based on finding d with the following stipulations:

- i. That original garage door openings remain articulated through the existing casing and a compatible, infilled material.
- ii. That the proposed windows should be consistent with staff’s standards for windows in new construction and additions.

Staff recommends approval of item #3, fenestration modifications to the rear façade based on finding e with the stipulation that the proposed French doors be wood.

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

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

**VOTE:** AYE: Gibbs, Fish, Savino, Mazuca, Grube, Cervantes, Baker, Fetzer  
NAY: None.  
ABSENT: Velásquez, Morales, Carpenter

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

**ITEM 9. HDRC NO. 2022-576**  
ADDRESS: 2219 W Gramercy  
APPLICANT: JAMES BAILEY

**REQUEST:**

The applicant is requesting a Certificate of Appropriateness for approval to construct a new 2-story, single-family residence at 2219 W Gramercy.

**RECOMMENDATION:**

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

- i. That the applicant submits a diagram showing the scale and massing relative to adjacent structures to staff for review prior to returning to the issuance of a Certificate of Appropriateness based on finding d.
- ii. That the applicant submits the total square footage and the percentage of lot coverage to staff for review prior to the issuance of a Certificate of Appropriateness based on finding f.
- iii. That the proposed cornice features a traditional or troweled finish based on finding g.
- iv. That the applicant submits final window specifications to staff for review prior to the issuance of a Certificate of Appropriateness based on finding g. 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.
- v. That the applicant proposes an updated fenestration pattern for the west elevation that features traditional proportions and a traditional window configuration and submits updated drawings to staff for review prior to the issuance of a Certificate of Appropriateness based on finding i.
- vi. That the applicant submits the total square footage of the garage and final material specifications for the proposed garage doors to staff for review prior to the issuance of a Certificate of Appropriateness based on finding k.

vii. That the applicant submits a measured site plan detailing all proposed site work to staff for review the issuance of a Certificate of Appropriateness based on finding m.

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

**MOTION:** Commissioner Fish moved to conceptually approve with staff stipulations and suggest the applicant explore other roof options.  
Commissioner Savino seconded the motion.

**VOTE:** AYE: Gibbs, Fish, Savino, Mazuca, Grube, Cervantes, Baker, Fetzer  
NAY: None.  
ABSENT: Velásquez, Morales, Carpenter

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

**ITEM 10. HDRC NO. 2022-575**  
ADDRESS: 103 BROWN STREET  
APPLICANT: Andrew Douglas/Douglas Architects

**REQUEST:**

Applicant is requesting a Certificate of Appropriateness for approval to install a surface parking lot at 103 Brown Street, located within the Dignowity Hill Historic District. The proposed surface lot will feature twenty-four (24) parking stalls.

**RECOMMENDATION:**

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

- i. That the applicant utilize the existing curb cuts at Brown Street and Brown Alley for access to the proposed parking lot and eliminate the central, proposed curb cut.
- ii. That the applicant install an attractive, screening element along each property line to buffer the proposed surface parking from the right of way.

Public access to Brown St. should not be impeded without proper review and approval from Public Works Department.

**PUBLIC COMMENT:**

Lulu Francois, on behalf of Concerned Citizens of Dignowity Hill, provided comments in a letter for HDRC to review.

**MOTION:** Commissioner Savino moved to approve the driveway as presented, the installation of a screening element along the north property line, and for applicant to submit a light fixture schedule and specifications to light fixtures.  
Commissioner Grube seconded the motion.

**VOTE:** AYE: Gibbs, Fish, Savino, Mazuca, Grube, Cervantes, Baker, Fetzer  
NAY: None.  
ABSENT: Velásquez, Morales, Carpenter

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

**ITEM 11. POSTPONED PRIOR TO HEARING**  
**HDRC NO. 2022-396**  
ADDRESS: 206 LAVACA ST  
APPLICANT: Sam Xu/Lake Flato Architects

**ITEM 12. POSTPONED PRIOR TO HEARING**  
**HDRC NO. 2022-577**  
ADDRESS: 305 LAVACA ST  
APPLICANT: Tim Rodgers/South Flores Construction

**ITEM 13. HDRC NO. 2022-586**  
ADDRESS: 311 EAGLELAND DR  
APPLICANT: 540 Adams LLC/(not updated in BCAD yet)

**REQUEST:**

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

1. Partially demolish the rear accessory structure with the removal of the west elevation.
2. Reconstruct the west elevation.
3. Construct a second-story addition to the rear accessory structure.

**RECOMMENDATION:**

Item 1, staff recommends approval based on findings 1a through 1c with the following stipulation:

- i. That the existing west elevation is deconstructed versus demolished and that any existing siding that is not deteriorated beyond repair is salvaged where possible to be reused in the reconstruction.
- ii. Items 2 & 3, staff recommends approval of the reconstruction of the west elevation with the construction of a second-story addition based on findings 2a through 2i with the following stipulations:
- iii. That the applicant submits height information for the primary structure and provides a diagram showing the relationship between the proposed height for the rear accessory structure and adjacent structures and that the rear accessory structure will be visually subordinate to the primary structure to staff for review prior to the issuance of a Certificate of Appropriateness based on finding 2b.
- iv. That the applicant submits the percentage of total lot coverage to staff for review prior to the issuance of a Certificate of Appropriateness based on finding 2c.
- v. That the applicant simplifies the proposed roof form and submits updated drawings to staff for review prior to the issuance of a Certificate of Appropriateness based on finding 2d.
- vi. That the applicant installs fully wood or aluminum-clad wood windows and doors that meet staff's standard window specifications and submits final material specifications to staff for review prior to the issuance of a Certificate of Appropriateness based on finding 2f. Wood 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. Faux divided lites are not permitted.
- vii. That the applicant incorporates a more traditional fenestration pattern into the plans for the rear accessory structure and provides evidence that the window proportions are similar to those on surrounding garages and outbuildings based on finding 2g. The applicant should submit updated drawings and documentation to staff for review prior to the issuance of a Certificate of Appropriateness.
- viii. That applicant submits final material specifications and dimensions for proposed wood post supports and proposed window awning to staff for review prior to issuance of a Certificate of Appropriateness based on finding 2h.
- ix. That the applicant submits a comprehensive site plan showing the fence location, site work modifications, and a landscaping plan to staff for review prior to the issuance of a Certificate of Appropriateness based on finding 2i.

**PUBLIC COMMENT:** Lisa Lynde, on behalf of the King William Association, provided comments.

**MOTION:** Commissioner Fish moved for a continuance to a DRC.  
Commissioner Gibbs seconded the motion.

**VOTE:** AYE: Gibbs, Fish, Savino, Mazuca, Grube, Cervantes, Baker, Fetzer  
NAY: None.  
ABSENT: Velásquez, Morales, Carpenter

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

**ITEM 14. POSTPONED PRIOR TO HEARING**  
**HDRC NO. 2022-582**  
ADDRESS: 211 MARY LOUISE  
APPLICANT: DORIN REGUS/STONE OAK RENOVATIONS

**ITEM 15. HDRC NO. 2022-593**  
ADDRESS: 109 W MULBERRY AVE  
APPLICANT: Steve Graham/HOMEUP LLC

**REQUEST:**

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

1. Install a front-yard fence.
2. Add artificial turf to the front yard.
3. Add an 8'-wide concrete ribbon drive with an apron flaring from 8' at the sidewalk to 10' at the street.
4. Construct a 10'x24' backyard shed.
5. Install a 15'x35' concrete paver patio next to the proposed backyard shed.

**RECOMMENDATION:**

Staff recommends denial of item 1, installation of a front-yard fence, based on finding c.

Staff recommends denial of item 2, addition of artificial turf to the front yard, based on finding d. A request to install plantings or traditional lawn instead of artificial turf is eligible for administrative approval and would not require review by the HDRC. Staff recommends approval of item 3, addition of an 8'-wide concrete ribbon drive with an apron flaring from 8' at the sidewalk to 10' at the street, based on finding e.

Staff recommends approval of item 4, construction of a 10'x24' backyard shed, based on findings f and g, with the following stipulations:

- i. That the horizontal Hardie siding be installed with a 4" reveal, smooth side out.
- ii. That the applicant proposes a hipped or gabled roof form.

Staff recommends approval of item 5, installation of a 15'x35' concrete paver patio next to the proposed backyard shed, based on finding g.

**PUBLIC COMMENT:**

Monte Vista Historical Association submitted a letter for Commissioners to review.

**MOTION:** Commissioner Cervantes moved for a continuance to a DRC.  
Commissioner Baker seconded the motion.

**VOTE:** AYE: Gibbs, Fish, Savino, Mazuca, Grube, Cervantes, Baker, Fetzer  
NAY: None.  
ABSENT: Velásquez, Morales, Carpenter

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

**ITEM 16. HDRC NO. 2022-570**  
ADDRESS: 337 MADISON ST  
APPLICANT: Nathan Manfred/French & Michigan

**REQUEST:**

The applicant is requesting a Certificate of Appropriateness to construct an exterior elevator.

**RECOMMENDATION:**

Staff does not recommend approval to construct an exterior elevator based on finding f. Staff recommends the applicant explore other options that do not include introducing new fenestration to the stone structure.

**PUBLIC COMMENT:**

Lisa Lynde, on behalf of the King William Architectural Advisory Committee, supports the case.

**MOTION:** Commissioner Cervantes moved to approve as submitted with the stipulations added during conceptual approval.  
Commissioner Fish seconded the motion.

**VOTE:** AYE: Gibbs, Fish, Savino, Mazuca, Grube, Cervantes, Baker, Fetzler  
NAY: None.  
ABSENT: Velásquez, Morales, Carpenter

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

**ITEM 17.** HDRC NO. 2022-527  
ADDRESS: 108 SCHREINER PLACE  
APPLICANT: John Russell/RUSSELL JOHN R

**REQUEST:**  
The applicant is requesting a Certificate of Appropriateness for approval to construct a carport.

**RECOMMENDATION:**  
Staff recommends approval to construct a carport based on findings d and e, with the following stipulation:  
i. That the applicant proposes a carport with a roof form subordinate to that of the primary structure, specifically one that is shorter than the primary roof.

**PUBLIC COMMENT:**  
Monte Vista Historical Association submitted a letter for Commissioners to review.

**MOTION:** Commissioner Grube moved for a continuance to a DRC.  
Commissioner Gibbs seconded the motion.

**VOTE:** AYE: Gibbs, Fish, Savino, Mazuca, Grube, Cervantes, Baker, Fetzler  
NAY: None.  
ABSENT: Velásquez, Morales, Carpenter

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

**ADJOURNMENT:** The meeting adjourned at 5:34 p.m.

**APPROVED**

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

Date: 6/21/23

