



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

**HISTORIC AND DESIGN REVIEW COMMISSION  
MEETING MINUTES  
WEDNESDAY, NOVEMBER 1, 2023**

The City of San Antonio Historic and Design Review Commission (“HDRC”) met on Wednesday, November 1, 2023, at 1901 South Alamo Street, San Antonio, Texas 78204.

**MEETING CALLED TO ORDER:**

Chairman Fetzer called the meeting to order at 3:02 p.m. for work session.

**ROLL CALL:**

**PRESENT:** Gibbs, Castillo, Savino, Guevara, Holland, and Fetzer

**ABSENT:** Velásquez, Mazuca, Grube, Cervantes, and District 4 Commissioner (Vacant)

\* Commissioner Cervantes arrived at 3:04 p.m.

**CHAIRMAN’S STATEMENT:**

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

**ANNOUNCEMENTS:**

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

**APPROVAL OF MEETING MINUTES:**

**MOTION:** Commissioner Cervantes moved to approve the HDRC meeting minutes for October 18, 2023. Commissioner Holland seconded the motion.

**VOTE:** AYE: Gibbs, Castillo, Savino, Guevara, Cervantes, Holland, and Fetzer  
NAY: None.  
ABSENT: Velásquez, Mazuca, Grube, and District 4 Commissioner (Vacant).

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

**PUBLIC COMMENT:**

- No public comment was provided for any agenda items.

Chairman Fetzer asked if any commissioner would like to pull items from the consent agenda for individual consideration. No items were requested to be pulled from the consent agenda.

**CONSENT AGENDA:**

- |                           |   |
|---------------------------|---|
| Item 1, Case No. 2023-407 | 930 W LULLWOOD AVE  |
| Item 2, Case No. 2023-427 | 500 Block of N San Jacinto to Janie Barrera Memorial Way  |
| Item 3, Case No. 2023-395 | 207 ROOSEVELT AVE   |
|                           | 201 ROOSEVELT AVE   |
|                           | 703 LONE STAR BLVD/Parcel at the corner of S St Mary’s/Roosevelt Avenue/ and Roosevelt Park Drive |
| Item 4, Case No. 2023-399 | 124 LOSOYA ST   |
| Item 5, Case No. 2023-422 | 923 E CARSON  |
| Item 6, Case No. 2023-322 | 506 STIEREN   |
| Item 7, Case No. 2023-421 | 3218 KAISER DR  |

Item 8, Case No. 2023-336      284 THORAIN BLVD  
Item 9, Case No. 2023-424      405 N ST MARYS ST  
Item 10, Case No. 2023-425     210 W ROSEWOOD AVE  
Item 11, Case No. 2023-403     211 W SHERIDAN  
Item 12, Case No. 2023-413     504 E EVERGREEN

**MOTION:**      Commissioner Savino moved to approve items 1-12 with staff stipulations.  
                         Commissioner Gibbs seconded the motion.

**VOTE:**            AYE:            Gibbs, Castillo, Savino, Guevara, Cervantes, Holland, and Fetzer.  
                         NAY:            None.  
                         ABSENT:      Velásquez, Mazuca, Grube, and District 4 Commissioner (Vacant).

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

\* Commissioner Grube arrived at 3:07 p.m.

**INDIVIDUAL CONSIDERATION ITEMS:**

**ITEM 13.      POSTPONED PRIOR TO HEARING**

**ITEM 14.      HDRC NO. 2023-398**  
                         ADDRESS: 315 REFUGIO ST  
                         APPLICANT: David Hannan Jr/FISHER HECK ARCHITECTS

**REQUEST:**

The applicant is requesting a Certificate of Appropriateness for approval to construct an approximately 764-square-foot, 2- story rear addition.

**RECOMMENDATION:**

Staff does not recommend approval of the construction of a 2-story rear addition based on findings a through q. Staff recommends that the applicant meet the following stipulations prior to returning to the HDRC:

- i.      That the applicant reduces the overall massing of the rear addition and proposes a rear addition that does not extend beyond the front façade footprint based on finding e. The applicant must submit updated drawings to staff for review prior to returning to the HDRC.
- ii.     That the applicant modifies the second-story fenestration on the front façade to feature aligned openings based on finding j. The applicant must submit updated drawings to staff for review prior to returning to the HDRC.
- iii.    That the applicant installs a one-over-one window in lieu of the proposed fixed window on the front façade of the addition and submits an updated elevation drawing prior to returning to the HDRC based on finding i.
- iv.    That a detached garage or parking area is utilized in lieu of the proposed front-facing attached garage based on finding n.
- v.     That any landscaping modifications are submitted in a separate application to staff for review and approval prior to the start of any landscaping work based on finding q.
- vi.    That the applicant meets all setback standards as required by city zoning requirements and obtains a variance from the Board of Adjustment if applicable.

**PUBLIC COMMENT:** None.

**MOTION:**      Commissioner Cervantes moved to approve with staff stipulations 5 and 6.  
                         Commissioner Savino seconded the motion.

**VOTE:** AYE: Gibbs, Castillo, Savino, Guevara, Grube, Cervantes, Holland, and Fetzer.  
NAY: None.  
ABSENT: Velásquez, Mazuca, and District 4 Commissioner (Vacant).

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

**ITEM 15. POSTPONED PRIOR TO HEARING**

**ITEM 16. HDRC NO. 2023-423**  
ADDRESS: 309 W ASHBY PLACE  
APPLICANT: Hilary Wooldridge/Window World of Texas

**REQUEST:**

The applicant is requesting a Certificate of Appropriateness for approval to replace fourteen (14) existing wood windows with vinyl windows.

**RECOMMENDATION:**

Staff does not recommend approval of the replacement of wood windows based on findings b through e. Staff recommends the applicant repair the wood windows with in-kind materials. Staff recommends that window 3 be replaced with a fully-wood, 2-over-2 window to match existing with the following stipulation:

- i. That the applicant installs a fully wood window that meet staff's standard window stipulations and submits updated specifications to staff for review and approval. The 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.

**PUBLIC COMMENT:** None.

**MOTION:** Commissioner Grube moved to approve the replacement of window 3 and repair the remaining windows with in-kind material. If the applicant finds that more than 50% of the windows need replacement, then the applicant must provide documentation of such to staff for further review. Commissioner Gibbs seconded the motion.

**VOTE:** AYE: Gibbs, Castillo, Savino, Guevara, Grube, Holland, and Fetzer.  
NAY: Cervantes.  
ABSENT: Velásquez, Mazuca, and District 4 Commissioner (Vacant).

**ACTION:** MOTION PASSED with 7 AYES. 1 NAY. 3 ABSENT.

**ITEM 17. HDRC NO. 2023-405**  
ADDRESS: 3708 ROOSEVELT AVE  
APPLICANT: Guillermo Fabian Diaz/SIGNS LLC

**REQUEST:**

The applicant is requesting a Certificate of Appropriateness for approval to install a 40 square feet sign on the structure.

**RECOMMENDATION:**

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

- i. That the applicant use more durable materials for the sign as noted in finding c rather than the proposed polycarbonate face with vinyl.
- ii. That the applicant use external illumination for the sign as noted in finding d.
- iii. That the applicant use a dark background with light lettering as noted in finding e.

**PUBLIC COMMENT:** None.

**MOTION:** Commissioner Savino moved for a continuance to the next available HDRC meeting. Commissioner Cervantes seconded the motion.

**VOTE:**  
AYE: Gibbs, Castillo, Savino, Guevara, Grube, Cervantes, Holland, and Fetzer.  
NAY: None.  
ABSENT: Velásquez, Mazuca, and District 4 Commissioner (Vacant).

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

**ADJOURNMENT:** Chairman Fetzer adjourned the meeting at 3:41 p.m.

APPROVED



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

Date:

11/15/23