



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

**HISTORIC AND DESIGN REVIEW COMMISSION  
MEETING MINUTES  
WEDNESDAY, MARCH 6, 2024**

The City of San Antonio Historic and Design Review Commission (“**HDRC**”) met on March 6, 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, Mazuca, Guevara, Vasquez, Cervantes, Holland, Fetzer, and Gibbs.

**ABSENT:** Savino, Velásquez, and Galloway.

- CTAB Vice-Chair Vasquez served as an alternate for Commissioner Grube.
- Commissioner Galloway joined the meeting (virtually) at 3:11 p.m.

**CHAIRMAN’S STATEMENT:**

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

**ANNOUNCEMENT:**

- Spanish interpreter services available to the public during the hearing.
- Item 14 was postponed by the applicants prior to the meeting.

**APPROVAL OF MEETING MINUTES:**

**MOTION:** Commissioner Fetzer moved to approve HDRC meeting minutes for February 21, 2024. Commissioner Cervantes seconded the motion.

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

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

**PUBLIC COMMENTS:**

- Item 2 – Voicemail from Alyssa Cedillo in support of the case.
- Item 2 – Voicemail from Amanda Patton in support of the case.
- Item 2 – Voicemail from Amanda Spence in support of the case.
- Item 2 – Voicemail from Elizabeth Acorn in support of the case.
- Item 2 – Voicemail from Kimberly Saucedo in support of the case.
- Item 2 – Voicemail from Veronica Davila in support of the case.
- Item 9 – Letter from Monte Vista Historical Association Architectural Review Committee stating no concerns with the project.
- Item 11 – Voicemail from Monticello Park Architectural Review Committee supporting staff’s recommendation.
- Item 11 – Letter from Monticello Park Architectural Review Committee with same the information provided in their voicemail.

Chairman Gibbs asked if any commissioner would like to pull items from the Consent Agenda. Commissioner Vasquez requested Items 3 and 11 be pulled for individual consideration.

**CONSENT AGENDA:**

Item 1, Case No. 2024-049	824 W MAGNOLIA AVE
Item 2, Case No. 2024-074	911 W AGARITA AVE
Item 4, Case No. 2024-078	600 THEO PARKWAY
Item 5, Case No. 2024-094	1947 N NEW BRAUNFELS AVE
Item 6, Case No. 2024-093	1522 E GRAYSON ST
Item 7, Case No. 2024-092	304 SADIE ST
Item 8, Case No. 2024-095	3244 MISSION RD
Item 9, Case No. 2024-063	112 E LYNWOOD
Item 10, Case No. 2024-079	2218 ORR DR

**MOTION:** Commissioner Fetzer moved to approve items 1, 2, 4-10 with staff stipulations. Commissioner Cervantes seconded the motion.

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

**ACTION:** MOTION PASSED with 9 AYES. 0 NAYS. 2 ABSENT.

**INDIVIDUAL CONSIDERATION ITEMS:**

**ITEM 3. HDRC NO. 2024-053**  
ADDRESS: 515 VILLITA ST  
APPLICANT: Samuel Panchevre/Alamo City Investments

**REQUEST:**

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

1. Construct a series of metal trellis structures to provide cover and shade for the terraced seating area on the river side of the property.
2. Install vinyl graphics on the street facing façade beneath the gabled roof and on a second story wall on the river side.
3. Paint murals beneath the street facing porches on both the ground and second level.
4. Install an altar structure within the existing planter bed.

**RECOMMENDATION:**

1. Staff recommends approval of item #1, the construction of a series of metal trellises based on finding c, with the following stipulations:
  - i. That the trellises be painted to complement the existing tones and colors found historically on site.
  - ii. The installation of the proposed trellis structures should not result in rainwater draining onto the public pathway at the River Walk.
2. Staff recommends approval of item #2, the installation of vinyl graphics based on finding d.
3. Staff recommends approval of item #3, painted murals beneath the street and second level porches/balconies based on finding e.
4. Staff recommends approval of item #4, the installation of an altar based on finding f with the following stipulations:
  - i. Construction documents noting the height, depth and construction means of the altar are to be submitted to OHP staff for review and approval.

ARCHAEOLOGY – The project shall comply with all federal, state, and local laws, rules, and regulations regarding archaeology, as applicable.

**PUBLIC COMMENT:** None.

**MOTION 1:** Commissioner Vasquez moved to approve the request with staff stipulations.  
Commissioner Holland seconded the motion.

**MOTION 2:** Commissioner Cervantes moved to refer the request to the Design Review Committee for a site visit.  
Commissioner Vasquez seconded the motion and withdrew his previous motion (Motion 1).

**VOTE:** AYE: Castillo, Galloway Mazuca, Guevara, Vasquez, Cervantes, Fetzer, and Gibbs.  
(Motion 2) NAY: Holland.  
ABSENT: Savino, and Velásquez.

**ACTION:** **MOTION PASSED with 8 AYES. 1 NAY. 2 ABSENT.**

**ITEM 11. HDRC NO. 2024-080**  
ADDRESS: 202 MARY LOUISE  
APPLICANT: Benjamin Rosas/ROSAS BENJAMIN J & JENNIFER F

**REQUEST:**

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

1. Construct a 216 square feet rear pergola with brick pavers.
2. Install a rear spiral staircase.

**RECOMMENDATION:**

Staff recommends approval of items 1 and 2, based on findings a through i, with the following stipulations:

- i. That the applicant paints the rear pergola's steel frame and rear spiral staircase natural tones and colors found on site.
- ii. That the applicant meets all setback standards as required by city zoning requirements and obtain a variance from the Board of Adjustment if applicable.

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

**MOTION:** Commissioner Vasquez moved to approve with staff stipulations.  
Commissioner Castillo seconded the motion.

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

**ACTION:** **MOTION PASSED with 9 AYES. 0 NAYS. 2 ABSENT.**

**ITEM 12. HDRC NO. 2024-076**  
ADDRESS: 825 BURLESON ST  
APPLICANT: Vanessa Shelton/MORGAN KEITH & SHELTON VANESSA

**REQUEST:**

The applicant requests a Certificate of Appropriateness for approval to:

1. Remove one pilaster from the front porch.
2. Replace three existing Corinthian columns with 8"-wide non-tapered fiberglass columns without capitals.

**RECOMMENDATION:**

Staff does not recommend approval of items 1 and 2, based on findings c and d. The pilaster should be returned and repaired or replaced in kind to match the existing Corinthian columns. Staff recommends the columns be retained and repaired, and that the applicant proposes a solution to compensate for additional foundation height that does not involve modifying capital or shaft of the existing columns. A new, taller shaft that matches in profile and dimensions and with a Corinthian capital may be eligible for staff review and approval.

**PUBLIC COMMENT:**

- Michael Leahey spoke in support of the case.
- Liz Franklin spoke in support of the case.
- Dee Smith spoke in support of the case.
- Voicemail from Lulu Francois, on behalf of the Dignowity Hill Architectural Review Committee (DHARC), stating that DHARC provided the applicant with resources to a contractor who could fix or recreate the columns.
- Letter from the Dignowity Hill Architectural Review Committee with same the information provided in their voicemail.

**MOTION 1:** Commissioner Cervantes moved to approve with the stipulation that decorative capitals to be added to existing columns.  
The motion was not seconded.

**MOTION 2:** Commissioner Fetzer moved to refer to the Design Review Committee with a site visit to assess the condition of the columns and capitals in person.  
Commissioner Cervantes seconded the motion.

**VOTE:** AYE: Castillo, Galloway, Mazuca, Guevara, Vasquez, Cervantes, Holland, Fetzer, and Gibbs.  
(Motion 2) NAY: None.  
ABSENT: Savino, and Velásquez.

**ACTION:** MOTION PASSED with 9 AYES. 0 NAYS. 2 ABSENT.

\* The applicant immediately objected to the action and requested the commission to reconsider and deny her request.

**MOTION 3:** Commissioner Vasquez moved to reconsider the Motion 2.  
Commissioner Cervantes seconded the motion.

**VOTE:** AYE: Castillo, Galloway, Mazuca, Guevara, Vasquez, Cervantes, Holland, Fetzer, and Gibbs.  
(Motion 3) NAY: None.  
ABSENT: Savino, and Velásquez.

**ACTION:** MOTION PASSED with 9 AYES. 0 NAYS. 2 ABSENT.

**MOTION 4:** Commissioner Vasquez moved to deny the request.  
Commissioner Fetzer seconded the motion.

**VOTE:** AYE: Castillo, Galloway, Mazuca, Guevara, Vasquez, Cervantes, Holland, Fetzer, and Gibbs.  
(Motion 4) NAY: None.  
ABSENT: Savino, and Velásquez.

**ACTION:** MOTION PASSED with 9 AYES. 0 NAYS. 2 ABSENT.

- Commissioner Galloway left the meeting at 4:35 p.m.

**ITEM 13. HDRC NO. 2024-082**

ADDRESS: 445 DEVINE ST

APPLICANT: Camden Greenlee/GREENLEE CAMDEN & TINA

**REQUEST:**

The applicant is requesting a Certificate of Appropriateness for approval to construct a rear accessory structure at 445 Devine, located within the Lavaca Historic District. The applicant has proposed for the rear accessory structure to feature an enclosed storage room and a covered parking area. The applicant has proposed for the structure's footprint to feature approximately 480 square feet.

**RECOMMENDATION:**

Staff recommends approval of the general footprint and massing of the proposed rear accessory structure; however, staff recommends that the following design elements should be amended per the above findings to receive a full recommendation of approval:

- i. That materials that are found historically within the district be used in the new construction in place of the proposed polycarbonate panels, such as wood siding or clerestory windows. Additionally, staff recommends that roofing materials that are consistent with the Guidelines should be used (standing seam metal) and that the wood or wood clad columns and exposed structural elements should be incorporated into the design in place of the exposed steel elements. Standing seam metal roof materials should be consistent with the following standards: panels should be 18 to 21 inches in width, seams should be 1 to 2 inches in height, panels should smooth with no corrugation or striation. 5 V-crimp roofing may also be used for an accessory structure.
  - ii. That the roof form be modified from a shed profile to a gabled profile, as noted in finding i.
- The applicant is responsible for complying with all zoning setback regulations.

An on-site inspection must be scheduled with OHP staff prior to the installation of roofing materials to verify that the roofing materials match the approved specifications.

All previous stipulations of past Historic and Design Review Commission approvals must be met prior to the issuance of a Certificate of Appropriateness for the proposed rear accessory structure. This includes the fabrication and installation of wood window screens on the side and rear elevations and the installation of four, one over one wood windows on the front façade. Windows are to be submitted to OHP staff for review and approval prior to purchase and installation.

**PUBLIC COMMENT:** None.

**MOTION 1:** Commissioner Holland moved to approve with staff stipulations.  
Commissioner Castillo seconded the motion.

\* Commissioner Holland withdrew his motion (Motion1).

**MOTION 2:** Commissioner Fetzter moved to approve with staff's stipulations except the proposed roofing material and approve the corrugated metal roofing material as presented by the applicant.  
Commissioner Cervantes seconded the motion.

**VOTE:** AYE: Castillo, Mazuca, Guevara, Vasquez, Cervantes, Holland, Fetzter, and Gibbs.  
(Motion 2) NAY: None.  
ABSENT: Savino, Velásquez and Galloway.

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

**ITEM 14. POSTPONED PRIOR TO HEARING**

**ITEM 15. HDRC NO. 2024-077**  
ADDRESS: 315 W SUMMIT AVE  
APPLICANT: Kurt Lehr/Lehrco LLC

**REQUEST:**

The applicant requests a Certificate of Appropriateness for approval to construct a 306-square-foot open stucco-clad addition with fireplace to the side patio.

**RECOMMENDATION:**

Staff does not recommend approval of the construction of an open stucco-clad CMU addition with fireplace to the side patio, based on findings a through d. A rear addition or side addition or pergola that is set back from the front façade would be more appropriate and may be eligible for administrative review and approval.

**PUBLIC COMMENT:**

- The Monte Vista Historic Association Architectural Review Committee submitted a letter supporting staff recommendation to deny approval.

**MOTION:** Commissioner Fetzer moved to refer to a site visit Design Review Committee.  
Commissioner Cervantes seconded the motion.

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

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

**ITEM 16. HDRC NO. 2024-084**  
ADDRESS: 511 MISSION ST  
APPLICANT: Phillip Deckard

**REQUEST:**

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

1. Install a four-foot-tall, wrought iron front yard fence.
2. Install a four-foot-tall, wrought iron swinging vehicle gate at the front of the property over the driveway.

**RECOMMENDATION:**

Item 1, staff recommends approval of the front yard fence installation based on findings b with the following stipulation:

- i. That the final construction height of the approved pedestrian gate and fencing may not exceed the maximum height of 4 feet as approved by the HDRC at any portion of the fence. Additionally, the pedestrian gate and fencing must be permitted and meet the development standards outlined in UDC Section 35-514.

Item 2, staff recommends approval of the installation of the vehicle gate based on finding c with the following stipulation:

- i. That the vehicle gate be recessed from the front façade wall plane and does not exceed a maximum height of 4 feet as approved by the HDRC at any portion of the fence. Additionally, the vehicle gate and fencing must be permitted and meet the development standards outlined in UDC Section 35-514

**PUBLIC COMMENT:**

- Voicemail from Lisa Lynde on behalf of the King William Association Architectural Review Committee in support of the case.
- Letter from the King William Association Architectural Review Committee with same the information provided in their voicemail.

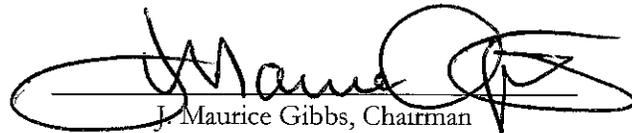
**MOTION:** Commissioner Cervantes moved to approve with staff stipulations #1.  
Commissioner Vasquez seconded the motion.

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

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

**ADJOURNMENT:** Chairman Gibbs adjourned the meeting at 5:16 p.m.

**APPROVED**

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

Date: 20 MAR 24