



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

**HISTORIC AND DESIGN REVIEW COMMISSION  
MEETING MINUTES  
WEDNESDAY, May 1, 2024**

The City of San Antonio Historic and Design Review Commission (“**HDRC**”) met on Wednesday, May 1, 2024, at 1901 South Alamo Street, San Antonio, Texas 78204.

**MEETING CALLED TO ORDER:**

Vice Chair Fetzer called the meeting to order at 3:00 p.m.

**ROLL CALL:**

**PRESENT:** Castillo, Savino, Velásquez, Galloway, Mazuca, Guevara, Grube, Cervantes, Holland, and Fetzer.

**ABSENT:** Galloway and Gibbs.

**CHAIRMAN’S STATEMENT:**

Vice Chair Fetzer provided a statement regarding meeting processes, appeals, time limits, decorum.

**ANNOUNCEMENT:**

- Spanish interpreter services available to the public during the hearing.
- Staff informed the public about May being Preservation Month and a calendar of events available online.
- Item 2 was postponed by the applicant.
- Item 4 was referred to the Historic and Design Review Compliance and Technical Advisory Board.

**APPROVAL OF MEETING MINUTES:**

**MOTION:** Commissioner Savino moved to approve HDRC meeting minutes for April 17, 2024. Commissioner Guevara seconded the motion.

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

NAY: None.

ABSENT: Galloway and Gibbs.

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

**PUBLIC COMMENTS:**

- No public comment was provided for the consent agenda.

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

**CONSENT AGENDA:**

Item 1, Case No. 2024-157      146 NAVARRO ST  
Item 3, Case No. 2024-166      303 LEIGH ST  
Item 5, Case No. 2024-161      148 E ELSMERE PLACE

**MOTION:** Commissioner Savino moved to approve items 1, 3, and 5 with staff stipulations.  
Commissioner Cervantes seconded the motion.

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

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

**INDIVIDUAL CONSIDERATION ITEMS:**

**ITEM 6.      HDRC NO. 2024-106**  
                 ADDRESS: 2619 MCCULLOUGH AVE  
                 APPLICANT: Bertha Zuniga/Zuniga Law, PLLC

**REQUEST:**

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

1. Remove and infill eight wood windows on the north and south façade of the second-floor previously enclosed porch.
2. Replace the five existing operable windows on the south façade with fixed windows.

**RECOMMENDATION:**

Item 1, staff does not recommend approval of the removal and infill of eight wood windows on the north and south façade, based on finding c. Staff recommends that the applicant reinstall the wood windows that were previously in place or a salvaged product that replicates the previously installed windows in size, operation, design, and configuration.

Item 2, staff does not recommend approval of the window replacement on the south façade, based on finding d. Staff recommends that the applicant reinstall the wood windows that were previously in place or a salvaged product that replicates the previously installed windows in size, operation, design, and configuration.

**PUBLIC COMMENT:**

- Larry Powell spoke in opposition to the case.
- The Monte Vista Historical Association Architectural Review Committee submitted a letter in support in of staff's recommendations.

**MOTION:** Commissioner Grube moved to deny the request per staff's recommendations.  
Commissioner Savino seconded the motion.

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

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

**ITEM 7. HDRC NO. 2024-164**  
ADDRESS: 429 MADISON ST  
APPLICANT: John Lenz/Lenz Contractors, Inc.

**REQUEST:**

The applicant requests a Certificate of Appropriateness for approval to construct additions to the existing front stoop to create a full-width front porch.

**RECOMMENDATION:**

Staff recommends approval of the applicant's request to construct additions to the existing front stoop to create a fullwidth front porch based on findings a through c, with the following stipulations:

- i. That the applicant installs 1"x3" wood tongue and groove flooring for the patio, installed perpendicular to the facade.
- ii. That the applicant installs wood lattice to match existing skirting rather than the brick proposed.
- iii. That the applicant submits a porch railing detail to staff for review prior to the issuance of a Certificate of Appropriateness.

**PUBLIC COMMENT:**

- The King William Association Architectural Advisory Committee submitted a letter in support of staff's recommendations.

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

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

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

**ITEM 8. HDRC NO. 2024-159**  
ADDRESS: 222 CAMARGO  
APPLICANT: Daniel Cruz/Design Coop

**REQUEST:**

The applicant requests a Certificate of Appropriateness approval to:

1. Replace one window on the first story of the existing rear addition with French doors with a transom.
2. Construct a two-story rear addition with a rear deck..

**RECOMMENDATION:**

Staff recommends approval of items 1 through 3, based on findings a through j, with the following stipulations:

- i. That the applicant introduces windows on the second floor of the southwest elevation, as noted in finding f.
- ii. That the applicant submits manufacturer's specifications and a cut sheet for a new window product that conforms to Standard Specifications for Windows in Additions and New Construction prior to the issuance of a Certificate of Appropriateness, as noted in finding f.
- iii. That the applicant proposes doors with true divided lites for the addition, as noted in finding g.

**PUBLIC COMMENT:** None.

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

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

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

**ITEM 9. HDRC NO. 2024-127**  
ADDRESS: 325 E LOCUST  
APPLICANT: ricardo mccullough

**REQUEST:**

The applicant is requesting conceptual approval to:

1. Partial demolition of the rear cmu addition.
2. Construct a new, two-story rear addition.
3. Modify the structure's fenestration pattern.
4. Modify the front porch to include front addition replacement with a new front-facing gabled addition.
5. Modify the existing roof form and materials and remove the rear chimney.
6. Install rear parking.
7. Modify the existing landscape.

**RECOMMENDATION:**

Staff finds the application incomplete. There are not sufficient existing elevation drawings to document proposed changes that impact the side (east and west) elevations. Should the HDRC receive additional evidence that would warrant consideration of the request, staff recommends the following:

Item 1: Staff recommends conceptual approval of partial demolition of the rear addition, based on findings a through e.

Item 2: Staff does not recommend conceptual approval of the proposed rear addition at this time. While the proposed footprint may be appropriate, the design does not conform with Guidelines in terms of subordination and distinction from the original house.

Item 3: There is not sufficient information for staff to make a recommendation for modification to the structure's fenestration pattern. Staff recommends the applicant supply as-built drawings of these elevations and clearly demonstrate proposed changes to fenestrations and roof forms.

Item 4: Staff does not recommend conceptual approval the proposed front porch addition and alterations. Alterations to the porch should be based on existing evidence, and new front additions should be eliminated from the design.

Item 5: Staff does not recommend conceptual approval of the new roof configuration, materials, and rear chimney removal. Existing roof forms should be preserved and remain distinguishable from any proposed additions. The existing materials include a pressed metal shingle which is unique to the property and should be repaired in kind. Existing chimneys should be preserved in place.

Item 6: Staff recommends conceptual approval of the rear parking, based on findings a through c and finding t, with the following stipulation:

- i. That the applicant installs a permeable material for the parking area.

Item 7: Staff recommends conceptual approval of the landscape modifications, based on findings a through c and finding u, with the following stipulations:

- i. That the applicant includes plantings within the proposed gravel area.
- ii. That the applicant installs gravel not exceeding 2 inches in size.
- iii. That the applicant installs gravel natural in color.

**PUBLIC COMMENT:** None.

**MOTION:** Commissioner Grube moved for a continuance.  
Commissioner Velásquez seconded the motion.

**AYE:** Castillo, Savino, Velásquez, Mazuca, Guevara, Grube, Cervantes, Holland, and Fetzer.

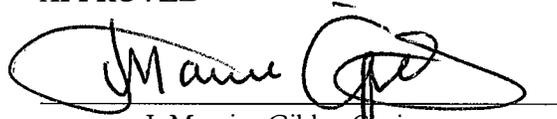
**NAY:** None.

**ABSENT:** Galloway and Gibbs.

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

**ADJOURNMENT:** Vice Chair Fetzer adjourned the meeting at 4:06 p.m.

**APPROVED**



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

Date: 15 may 24