

City of San Antonio



AGENDA **Historic and Design Review Commission**

Development and Business Services
Center
1901 South Alamo

Wednesday, March 16, 2016

3:00 PM

1901 S. Alamo

- 3:00 P.M. – Call to Order – Board Room, Development and Business Services Center
- Roll Call
- Chairman's Statement
- Announcements
 - San Pedro Creek Design Guidelines Public Input Meeting - 1901 S Alamo - March 29 - 5PM
 - SApreservation Rehabber Club March Meeting - 430 Austin Street - March 31 - 5:30 PM
 - STAR - Mission Historic District April 2-3 and 9-10
 - SApreservation Rehabber Club April Meeting - 1344 S Flores - April 7 - 5:30 PM
- Citizens to be Heard

CONSENT AGENDA

The items under the consent agenda are deemed by the Commission to be routine in nature and will be approved by one motion adopting the staff findings and recommendation as part of the approval. The items on the consent agenda will not be discussed. Any member of the Commission or the public desiring to discuss an item on the consent agenda may request that it be removed and placed on the individual consideration agenda.

1. [16-2182](#) Address/Description: 323 LEIGH ST
 Historic District Name: Lavaca
 Applicant: Robert Spermo
 Request: Tax Certification
 City Council Dist.: 1

2. [16-2178](#) Address/Description: 1415 FULTON AVE
 Historic District Name: Fulton
 Applicant: Tyrone Holloway/Erus Energy, LLC
 Request: Installation of solar panels
 City Council Dist.: 1

Commission

21. [16-2196](#) Address/Description: VIA Metropolitan Transit - Next Gen
 Address: Various Locations/Public Right-of-Way
 Public Property: Yes
 Applicant: Abigail Rodriguez/VIA Metropolitan Transit
 Owner: City of San Antonio
 Request: Installation of bus shelters in various locations - BRIEFING ONLY

- Approval of the March 2, 2016, HDRC Hearing minutes

Adjourn

At any time during the meeting, the Historic and Design Review Commission may meet in executive session regarding any of the matters posted above in compliance with the Texas Open Meetings Act.

Hay servicios de traducción simultánea disponibles. Estos servicios deben ser pedidos con 48 horas de anticipación. Para más información o para servicios de traducción, llame al (210) 207- 7902.

Este edificio tiene acceso y estacionamiento para personas discapacitadas. Hay Asistencia y servicios auxiliares, y interpretes para los sordos. Estos servicios deben ser pedidos con 48 horas de anticipación. Para asistencia, llame al (210) 207-7991 o al 711.

Language interpreters are available and must be requested 48 hours prior to the meeting. For more information or to request an interpreter, call (210) 207-7902.

This meeting site is accessible to persons with disabilities. Accessible parking is located at the front of the building. Auxiliary Aids and Services, and interpreters for the deaf are also available and must be requested 48 hours prior to the meeting. For assistance, call (210) 207-7991 or 711 (Texas Relay Service for the Deaf).

Members of the San Antonio Historic and Design Review Commission

Michael Guarino - Chair |

Michael Connor - Vice Chair |

Tim Cone | Victor Salas | Betty Feldman |

Daniel Lazarine | Desiree Salmon | Kent Brittain |

John Laffoon | Anne-Marie Grube | Dr. Lori Rodriguez |



HISTORIC & DESIGN REVIEW COMMISSION APPLICATION FORM

[Print Form](#)

CITY OF SAN ANTONIO

OFFICE OF HISTORIC PRESERVATION
1901 S. ALAMO, SAN ANTONIO, TEXAS 78204
P: 210.215.9274 E: OHP@SANANTONIO.GOV

DATE RECEIVED

Date Complete: _____
Staffs Initials: _____
Date of Scheduled HDRC
Meeting: _____
60 Day Review: _____

Property Address

Historic District

Landmark Name

☐ River Improvement Overlay ☐ Public Property ☐ Other _____

Parcel ID: NCB

Block

Lot

Zoning

Name of Property Owner

Mailing Address:

Zip Code

Phone Number:

Email Address:

Name of Applicant/Authorized Representative

Mailing Address:

Zip Code

Phone Number:

Email Address:

BELOW PROVIDE A DETAILED DESCRIPTION OF THE PROJECT (USE AN ADDITIONAL PAGE IF NECESSARY)

☐ Conceptual Approval ☐ Final Approval

Original HDRC Hearing Date: _____

SEE THE FOLLOWING PAGE FOR REQUIRED EXHIBITS. NO CASE WILL BE SCHEDULED FOR A HEARING
UNTIL ALL SUPPORTING MATERIALS ARE RECEIVED.

This completed form and attachments are to be submitted in person to 1901 S. Alamo.

Hay servicios de traducción simultánea disponibles. Estos servicios deben ser pedidos con 48 horas de
anticipación. Para más información o para servicios de traducción, llame al (210) 207- 7902.

REQUIRED ATTACHMENTS: (No case will be scheduled for a hearing until all supporting materials are received.)

- ☐ **ONE ORIGINAL PRINTED COPY OF ALL MATERIALS LISTED BELOW**
- ☐ **COPY OF ALL EXHIBITS, DRAWINGS, AND PHOTOS ON A COMPACT DISC IN PDF OR JPEG FORMAT**
- ☐ Completed HDRC Application
- ☐ Photos of all sides of the structure and site (color photos no smaller than 4" X 6")
- ☐ Written narrative explaining the proposed work
- ☐ Site plan
- ☐ Elevation drawings and floorplans of planned addition or alterations (8 1/2" X 11" reproducible sheets)
- ☐ Specifications of materials to be used
- ☐ Samples of all materials, finishes, and/or fabrics
- ☐ Signage mock-up
- ☐ FEES: Commercial Projects: \$100; Sign Applications: \$100

TIP: Submit sufficient materials and information so that someone would be able to understand your project without speaking with you.

LETTER OF AUTHORIZATION

IF THE PROPERTY OWNER DOES NOT APPEAR PERSONALLY BEFORE THE COMMISSION, A LETTER OR SIGNATURE OF AUTHORIZATION MUST BE PRESENTED TO THE HISTORIC PRESERVATION OFFICER OR THE CASE WILL NOT BE HEARD.

I hereby authorize _____ of _____
(Name of Representative) (company or agency)

_____ to represent me in the matters pertaining to this case.
(Address)

PLEASE BE ADVISED THAT THE COMMISSION HAS A POLICY OF ONLY HEARING A CASE WHEN THE OWNER OR THE OWNER'S REPRESENTATIVE IS PRESENT TO PRESENT THE CASE.

A STAFF MEMBER FROM THE OFFICE OF HISTORIC PRESERVATION MAY VIDEO TAPE OR PHOTOGRAPH YOUR PROPERTY FOR THE HISTORIC AND DESIGN REVIEW COMMISSION MEETING AND PLACE A NOTICE SIGN ON THE PROPERTY.

Applicant understands the following:

1. If the Commission fails to approve any portion of a request and recommends that changes be made in the plans and specifications, the applicant will have (5) days in which to inform the Historic Preservation Officer as to whether the applicant agrees to recommended changes.
2. Following each meeting, the City Manager or designee is notified of the Commission's action. Within ten (10) days from receipt of the recommendation, the City Manager or designee shall notify the applicant as to whether their request has been approved, conditionally approved, or denied.
3. If the applicant does not concur with the Commission's recommendation, appeal to the Zoning Board of Adjustment may be made within thirty (30) days after receipt of notification.

APPROVAL BY THE COMMISSION DOES NOT TAKE THE PLACE OF A BUILDING PERMIT. PERMITS MUST BE OBTAINED FROM THE CITY OF SAN ANTONIO, DEPARTMENT OF PLANNING AND DEVELOPMENT SERVICES, 1901 S. ALAMO, AFTER COMMISSION APPROVAL.

I HAVE READ AND UNDERSTAND THE ABOVE INFORMATION AND I CERTIFY TO THE BEST OF MY KNOWLEDGE THAT ALL INFORMATION PROVIDED IN THIS APPLICATION AND ATTACHMENTS IS CORRECT.

SIGNATURE OF PROPERTY OWNER

DATE



CITY OF SAN ANTONIO
OFFICE OF HISTORIC PRESERVATION

STANDARD OPERATION PROCEDURES

2. HDRC Preparation

F. Language Translation Services – LTS Liaison

HDRC agenda - The information offering Language Translation Services should be listed on the agenda on the application. The phone number of the LTS Liaison should be included in the text on the agenda and the application. (Larry)

HDRC translation -

1. When receiving a request for an interpreter, note it should be submitted to the LTS Liaison 48 hours prior to the meeting. The request can be verbal or written.
2. Once a request is received, the LTS Liaison should
 - a. Confirm the meeting date.
 - b. If the request is in writing, call the applicant to confirm receipt.
 - c. Contact LTS contractor to request a translator.
3. The day of the meeting, the LTS Liaison will meet the applicant and the translator to facilitate.