



Infill Design Application Supplement

Historic Design Guidelines for New Construction, Appendix A

Applicability

Completion of the following supplemental worksheets is **required** for all requests for infill projects having two or more attached or detached units on a single parcel or two or more detached single-family dwellings developed as part of a platted subdivision in a predominately residential historic district. All worksheets must be completed upon submittal of a request for a Certificate of Appropriateness in accordance with the requirements set forth in UDC Section 35-608.

For historic infill requests also requiring a **change in zoning**, these worksheets shall take the place of the "Ground Plan Comparison Form" required under UDC Section 35-343.01.

Review Process - Standard

Prior to any permitting for a project, infill projects located within a historic district require approval and issuance of a Certificate of Appropriateness (COA) by the Historic and Design Review Commission (HDRC). In most cases, the COA is the final step in the design development of projects within a historic district. In its consideration, the HDRC shall evaluate projects for conformance with the Historic Design Guidelines for New Construction.

In order to move forward, all requests for a COA must meet the following **application requirements**:

- i. Measured and to-scale site plan, floor plan(s), roof plan, and building elevations of each side of the proposed structure;
- ii. Detailed landscaping and hardscaping plan showing proposed driveways and parking areas, fencing, and building footprints;
- iii. Measured and to-scale wall section at typical window;
- iv. Specifications of proposed windows and exterior doors;
- v. Specifications of proposed roofing material;
- vi. Specifications of proposed siding material;
- vii. *Infill projects having two or more attached or detached units on a single parcel or two or more detached single-family dwellings developed as part of a platted subdivision in residential historic districts shall also complete and submit the Infill Design Application Supplement (**this document**).*

****Applicants are encouraged to engage with OHP staff early in the process to avoid costly design revisions or delays in the process.****

There are a number of options and potential steps in the process for developing the design of an infill project that is in keeping with the Historic Design Guidelines in order to receive a COA:

- 1) **Staff consultation** is strongly encouraged prior to any formal request to the City. Upon request, staff will meet informally with applicants prior to submission of a formal application for a COA.
- 2) **Subcommittee Review** by the Design Review Committee (DRC) of the HDRC provides informal feedback from Commissioners. A DRC may be scheduled upon request and can occur prior to or following a formal application.



- 3) **Conceptual review by the HDRC** is not required, but is strongly encouraged for all new construction projects subject to HDRC review. Conceptual review requires that a formal application be submitted and all relevant application fees be paid. The HDRC does not consider the proposed density (units per acre), but allowable building placement, scale, massing, orientation, setbacks, and site design may be informed by the review. Through conceptual review, the HDRC may consider various schematic design elements including consideration of a site plan only. The result of this step is a **Commission Action Letter** stating the request, date of hearing, and recommendations of the HDRC.

Keep in mind that all three of these informal review options provide non-binding feedback only. A recommendation from HDRC resulting from conceptual review does not result in a COA nor a decision by the City. Feedback from the HDRC at this stage is non-binding but may inform future applications for a COA as your design develops.

Q: What are the application requirements for **Conceptual Review**?

A: It's simple! You may submit as much (or as little) detail as you have available in order to receive feedback in the form of a Commission Action letter. Once you have all of the documentation listed in the application requirements above, then you are eligible to request and receive a Certificate of Appropriateness.

Review Process – Change in Zoning

All three informal review options listed above are strongly encouraged prior to making a request for a change in zoning to accommodate your project.

It is highly recommended that review by OHP and/or the HDRC take place prior to a change in zoning request. Failure to design a project in accordance with the Historic Design Guidelines may result in:

- A negative recommendation from City staff for your zoning application
- A denial of future building permits associated with the development of the site
- The need to rezone the property to amend the zoning site plan for consistency with the HDRC recommendation

Consistent with UDC Section 35-611, OHP staff may issue an **Administrative Approval** for a site plan consistent with the Historic Design Guidelines for the purposes of recommending a change in zoning request to the Zoning Commission. Proposals that appear to be inconsistent with the Historic Design Guidelines may be forwarded to the HDRC for conceptual review.

Staff's decision will be informed by the documentation provided in these worksheets, so be sure to take the time to accurately represent your project!

**The following pages demonstrate how applicants can use the worksheets to demonstrate conformance with the Historic Design Guidelines within an established context area. Specific software or online tools may vary depending on user resources or capability.



USING THE WORKSHEETS

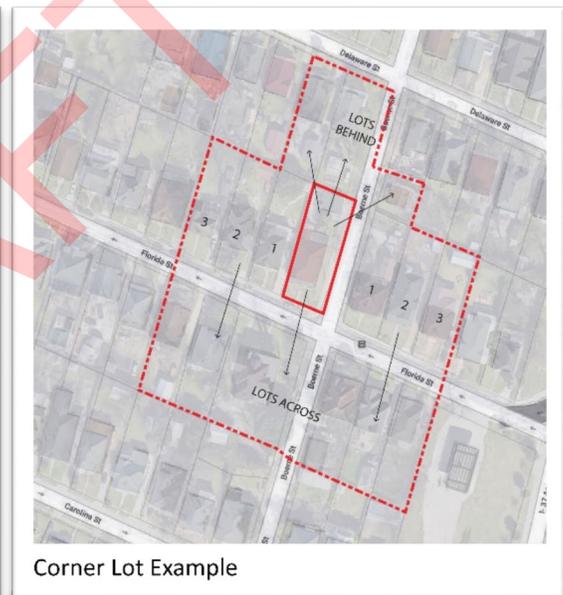
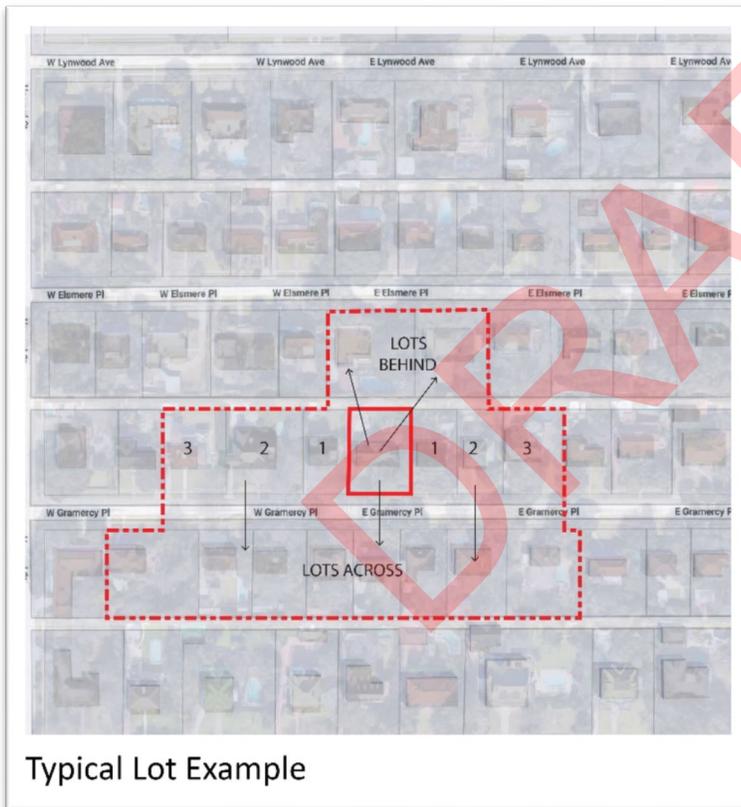
Step 1: Establish the Context Area

- a. Understand what parcels to include in the context area around your property.

CONTEXT RULES

1. Include three parcels on both sides of proposed site
2. Include the parcels directly across the street from site and parcels included in previous step.
3. Include all parcels touching the rear property line.

Reference the examples below when establishing your own context area.



If you have questions about a specific or unusual condition concerning your site, please the assigned OHP staff for your area:

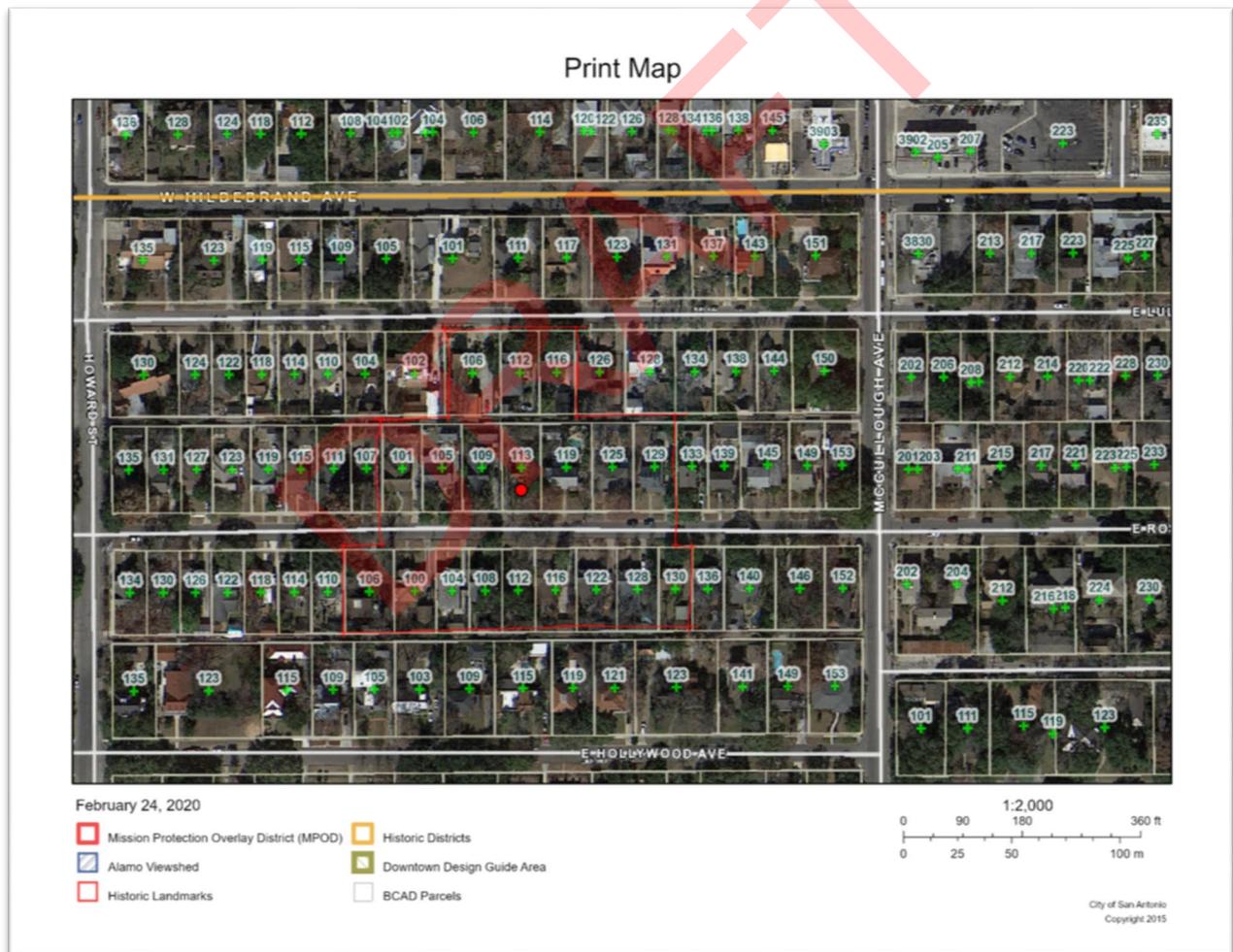
<https://www.sanantonio.gov/historic/HDRC/Before-Getting-Started>



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b. Create map illustrating context area:

1. Visit link <https://qgis.sanantonio.gov/ohpsearch/viewer/view.html>
2. Search address of proposed site (Search bar left side of screen)
3. Click drop down menu (Top Right) and select Hybrid
4. Click on Tools menu; you should see 'Annotate Map' options
5. Use a point to indicate your site and lines to show context area
6. Click print setting drop down (Gear left print button) and make sure scale bar units is set to feet
7. To print map, click the dropdown option labeled Format and select PNG32 (this will make it easy to insert into the worksheet later)
8. Once the map is saved click on the file a new window will appear. Right click and save image as in a location of your choice (see below for context area map example)





Step 2: Identify Existing Conditions

- a. Document the structure(s) on each parcel with a photograph taken from a public street. The image should clearly show the Structure. *(Please do not trespass to obtain photos. If a photo cannot be obtained from a public street, a screen shot from google earth or google maps illustrating the parcels condition may be used. See acceptable examples below)*



Context buildings should fit entirely within the frame of your photos.



Aerial perspective only accepted when photo cannot be obtained from public street.

- b. Measuring building setbacks and heights
 1. Building setbacks can be estimated using the measure tool in google earth:
 - i. Launch google earth
 - ii. Find the proposed site
 - iii. Use measure tool on left side of screen (Ruler Icon)
 2. Front setbacks should be measured from a consistent point of reference. They can typically be measured from the interior edge of the sidewalk to the closest building face or front porch. If there is no sidewalk use the edge of the street. (See examples below) Side and rear setbacks are measured from property line to the closest building face.





c. Estimate building heights

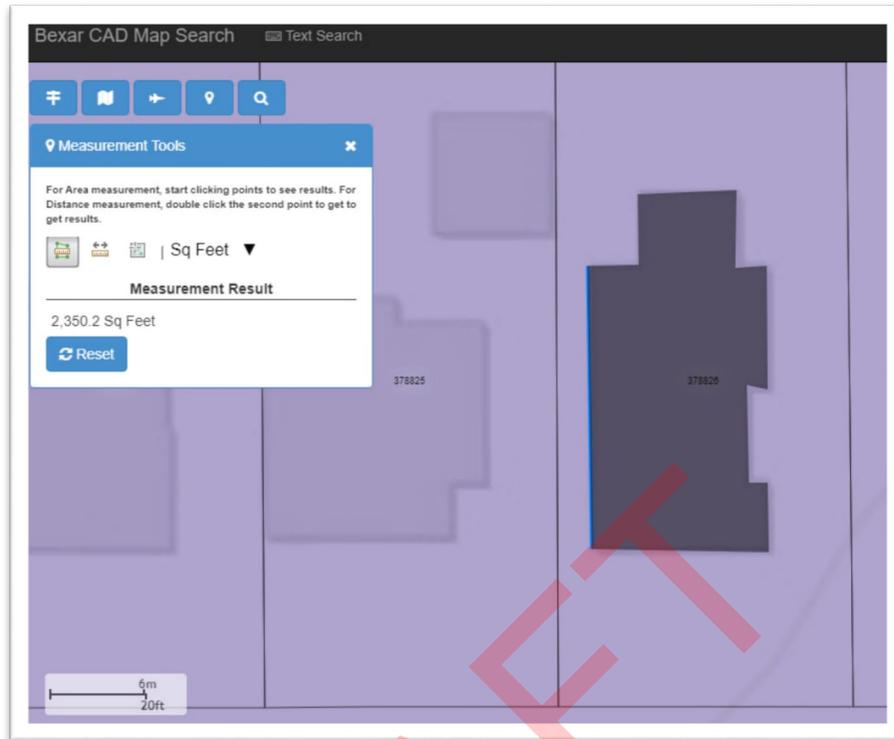
1. In google street view or in person use know dimensions of building elements to estimate building height.
2. For example, estimate steps at 0'-6" each and doors at 6'-8". The building below is about 3 steps and 2 doors high. Therefore you can add 1'-6" (three steps)+6'-8"+6'-8"= 14'-10". This is not an exact measurement, so an appropriate estimate is 15'-0". (see example below)



d. Look up approximate area of building footprint

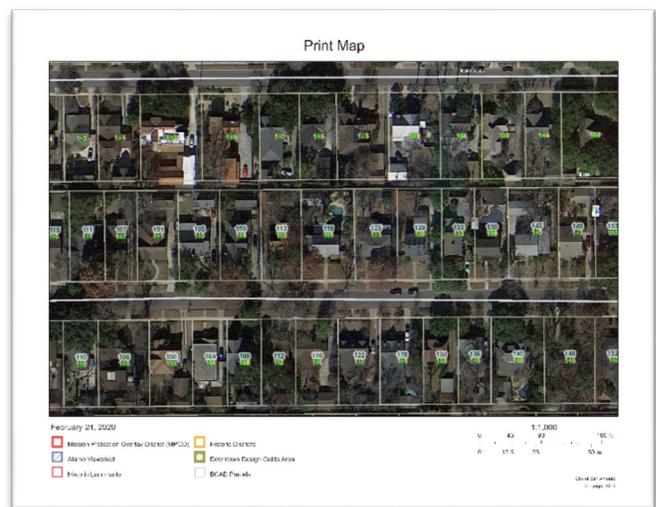
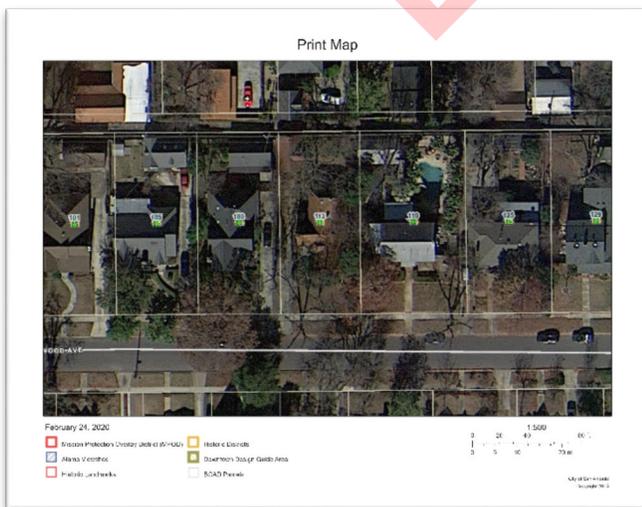
1. Visit link <http://www.bcad.org/mapSearch>
2. Find the proposed site
3. Click measuring tool icon located top left corner of screen
4. Select the Area option and switch units from Acres to Sq Feet
5. Click each corner of building footprint. The estimate will be displayed in the dialog box on the left of your screen (See image below)
6. Reset area to repeat process to get approximate lot size or reference BCAD data available.
7. *You can also check BCAD Property details for first floor living area and porch areas. These should closely reflect what can be measured using the map function:*

Improvement / Building						
Improvement #1:	Residential	State Code:	A1	Living Area:	2320.0 sqft	Value: \$167,450
Type	Description	Class CD	Exterior Wall	Year Built	SQFT	
→ LA	Living Area	G - WS		1910	1160.0	
→ OP	Attached Open Porch	G - NO		1910	424.0	



Step 3: Demonstrate Conformance

- a. Creating site plans with your proposal
 1. Following the same method used to create the context map in step one, create two maps. One showing all necessary context (zoomed-out) determined in step one and another showing the three properties on either side (zoomed-in). (see images below)





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- i. Open the plans created in step (i) in an editing program of your choosing (Photoshop, Paint, Adobe Acrobat {needs to be pdf}, etc.)
- ii. Paste in your proposal and scale it to fit the site. Save the file. The outcome should be the context with your proposal superimposed onto it. (see image below)
- iii. Repeat this process for both the zoomed-in view and the zoomed-out view.



- b. Filling out context information
 - i. Use methods described above to fill out the following sections in the worksheet
 - ii. If a context parcel is vacant, footprints found on historic maps give an accurate depiction of the historic character. Maps can be found by visiting: https://www.loc.gov/resource/g4034sm.g4034sm_g087401896/?sp=1&r=-0.914,-0.018,2.829,1.308,0 (other resources may be used as well).



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- iii. Setbacks documented in packet serve the purpose of proving conformance with neighboring conditions. **Prior to issuance of a permit for foundation work, OHP staff will perform an inspection of formwork to field verify that all approved setbacks are met.**
- iv. Filling out the tables in the following section should help you make a one to one comparison of your proposal and its surrounding context. (see image below)

			
Lot Number	113	Lot Number	109
Driveway Location	Left (Solid)	Driveway Location	Left (Ribbon)
Entry Location	Front (Porch)	Entry Location	Front
Parking Location	Garage + Driveway (Carport)	Parking Location	Garage + Driveway (Carport)
Approximate Building Height	15'-0"	Approximate Building Height	13'-0"
Front Setback (from sidewalk or street)	40'-0"	Front Setback (from sidewalk or street)	35'-0"
Rear Setback	50'-0"	Rear Setback	55'-0"
Left Setback	10'-0"	Left Setback	15'-0"
Right Setback	10'-0"	Right Setback	10'-0"
Approximate Lot Size (Area)	7,560 SF	Approximate Lot Size (Area)	10,500 SF
Approximate Building Footprint (Area)	1,300 SF	Approximate Building Footprint (Area)	1,500 SF