



Activity: OHP

March 12, 2020

Thur 4:30-8:30pm

First Name	Last Name	3/12				
Amelia	VAIDEZ					
Anson	Schell		[Redacted]			
CECILIA	Kennedy					
Susan	Snow					
Patricia	Dratchitt		[Redacted]			
John	Grady					
Verisa	Swing					
Mimi	Prinstanillo					
Brie	Davis					
Tony	Garcia					
Rosemarie	Courchesne					
R.S.	Courchesne					
Bill <del>He</del>	Heiber		[Redacted]			
John	Witte					
Joseph	Gaska					
Lutasha	Dunn		[Redacted]			
Ricki	Kushner					

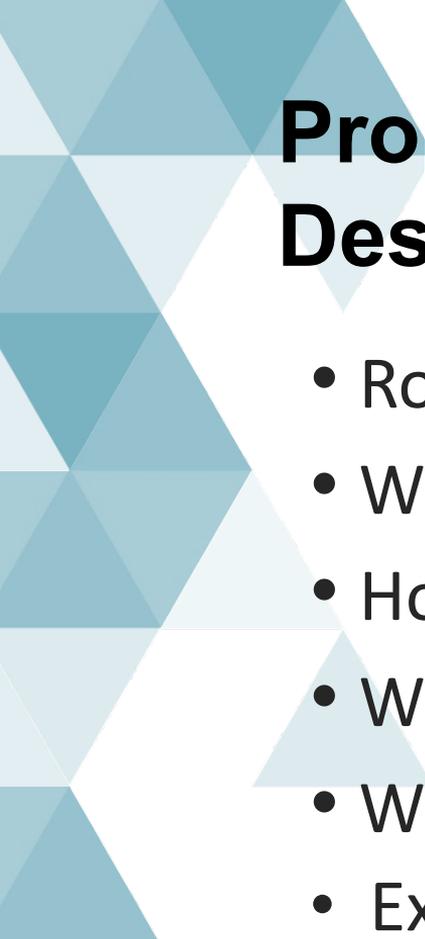
Techin 4/11  
 24 signed  
 31 in room



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

# Proposed UDC Changes: Historic & Design Review

March 12, 2020



# Proposed UDC Changes: Historic & Design Review

- Role of the Office of Historic Preservation
- What problems are we trying to solve?
- How did we develop recommendations?
- What are the proposed solutions?
- What is the process / next steps?
- Explorer Map Demonstration!

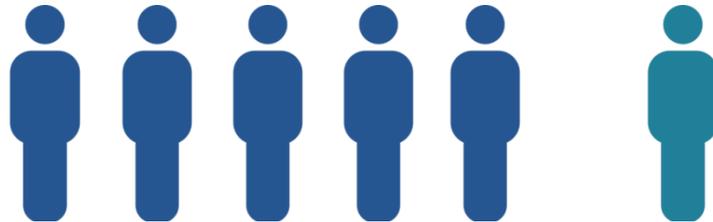


# About OHP / Roles as City Staff

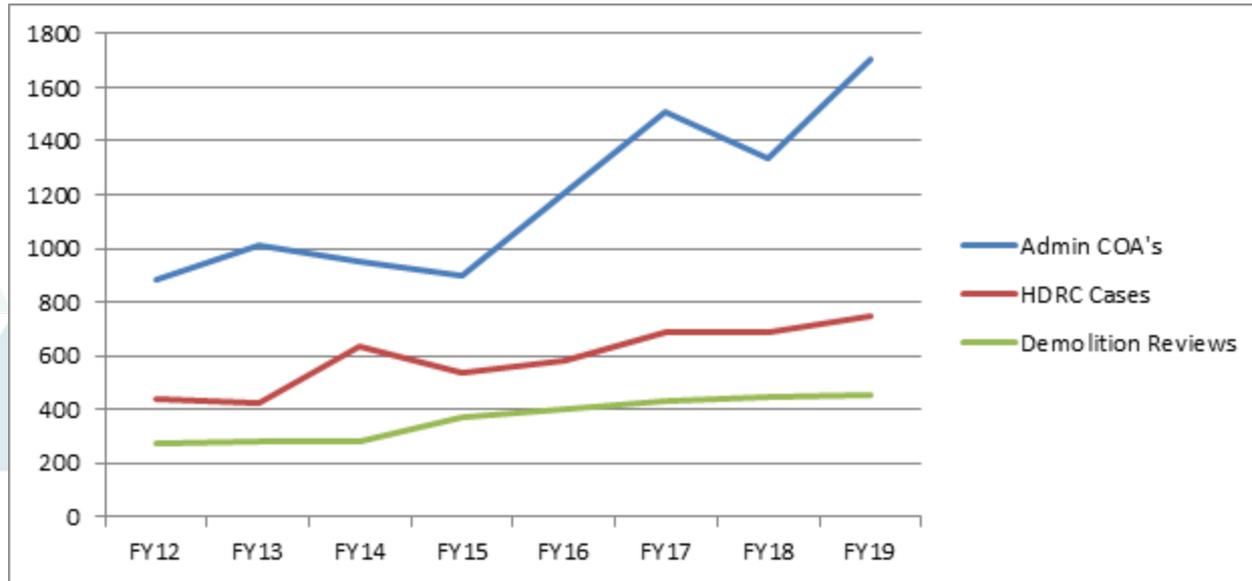
- Administer the City's preservation program:
  - Design Review & Enforcement (7)
  - Demolition Review, Survey, Designations (2)
  - Cultural Initiatives (2)
  - Archaeology (2)
  - Vacant Buildings (6)

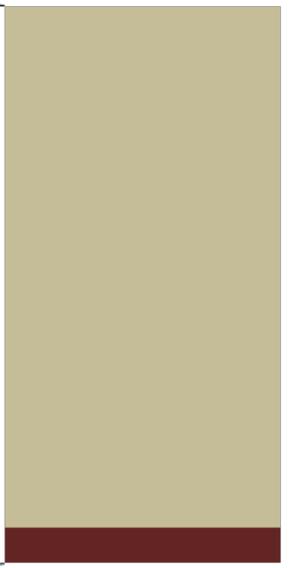
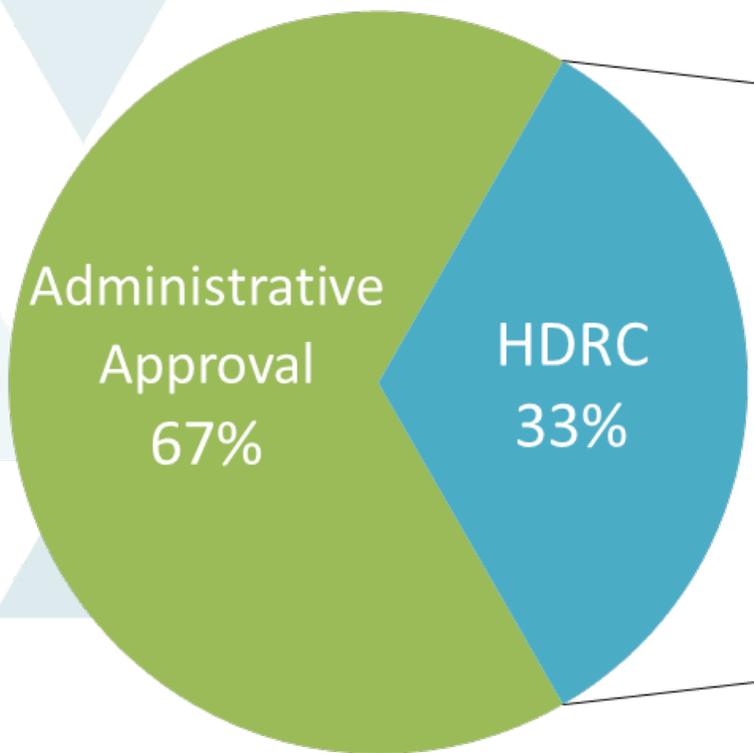
# Design Review & Demolition Stats

	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19
Admin COA's	654	883	1008	950	895	1205	1506	1332	1701
HDRC Cases	406	439	426	633	540	581	688	686	749
Demolition Reviews	378	270	279	278	369	405	431	444	452
Total Applications	1438	1592	1713	1861	1804	2191	2625	2462	<b>2902</b>



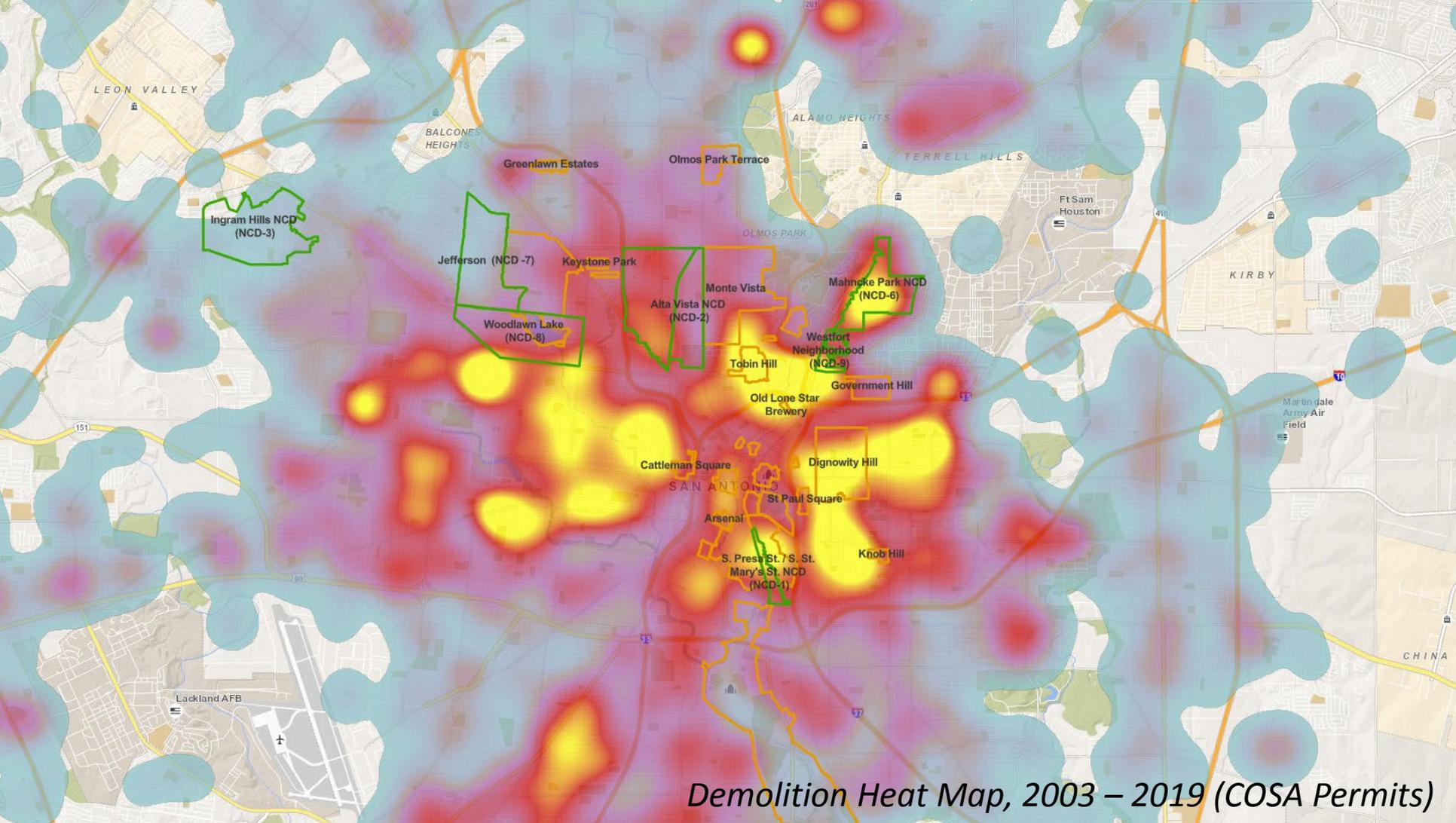
# Design Review Stats





Approved  
31%

Denied  
2%



*Demolition Heat Map, 2003 – 2019 (COSA Permits)*



## Design Review challenges:

- Case load & turnaround time
- **Administrative functions** (posting requirements, file creation, etc)
- Customer support (site visits, consultations, etc)
- Commissioner time commitment
- Inconsistent outcomes

# Admin Approval

- **Completeness Review**
- **Review for consistency**
- **Discuss possible stipulations with applicant**
- **Issue approval**

**15 – 30 mins**

# HDRC CASE

- **Completeness Review**
- **Create Case in Portal**
- **Create Preliminary Agenda**
- **Site Visit as Needed**
- **Draft Staff Report / Recommendations**
- **Design Review Committee Meeting**
- **Create Case File**
- **Publish to Public Folder**
- **Create Posting Item**
- **Create and Post Public Notice**
- **Applicant correspondence**

**2 – 6 Hours per Case**



# Task Force Focus Areas

- HDRC Rules of Procedure
- Changes to COA Review Process
- Landmark Designation Process
- Neighborhood Infill
- General Housekeeping



## There's the UDC...

- Application types / requirements
- Process (what are the steps, how long, possible outcomes, roles, etc.)
- What are the applicable standards, guidelines, or criteria?
- Decision making (by whom and for how long?)



## **...and then there's policy**

- Agenda order / groupings
- Review turnaround times
- Informational materials
- Preliminary agenda, courtesy notices
- Website, e-alerts, social media, etc.

## Administrative Review



**24 HOURS**



## HDRC Review



**10 DAYS**

**10 DAYS**





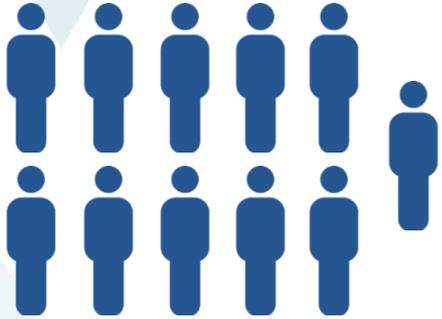
## Broad Goals in Update Initiative

- Protect a fair and defensible process
- Ensure policy is reflective of community values
- Respond appropriately to development trends
- Improve **efficiency** and **effectiveness** of design review

A photograph of a construction site, overlaid with a blue tint. The scene shows several workers in hard hats and safety vests, some standing and others working. There are stacks of materials, including bricks and concrete blocks, and various construction tools and equipment scattered around. The background features a building under construction with large windows and arches. The text "Recommendations: HDRC Rules of Procedure" is centered in white, bold font.

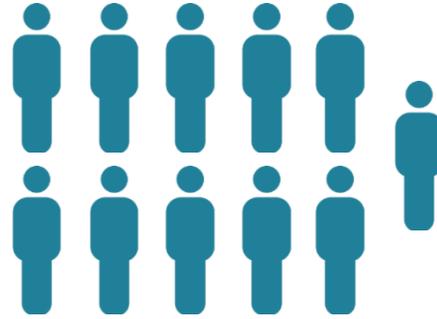
# Recommendations: HDRC Rules of Procedure

## HDRC



- **2x per month**
- **Design-focused**
  - New Construction
  - Additions and alterations
  - Site elements
  - Signage

## CTAB

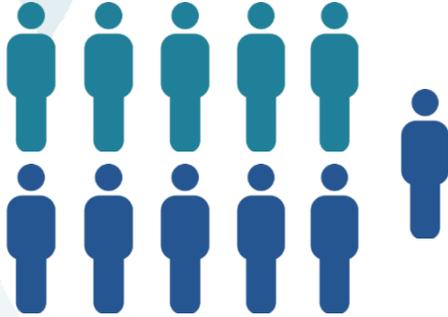


- **1x per month**
- **Compliance and Technical Advisory**
  - Compliance resolution
  - Conditions assessments
  - Replacement materials (windows, roofing, porch columns, siding, etc)

Agenda Date	A or B	Address	REQUEST
1/15/2020	B	420 E Dewey	Roof replacement
1/15/2020	B	2015 W Mistletoe	removal of a side chimney
1/15/2020	B	169 Greenlawn	window replacement
2/5/2020	B	169 Greenlawn	window replacement
2/5/2020	B	1115 E Crockett	window replacement
2/5/2020	B	533 E Carson	Siding and window replacement
2/5/2020	B	1544 W Mistletoe	window replacement
2/19/2020	B	1544 W Mistletoe	window replacement
2/19/2020	B	124 Adams	window replacement
2/19/2020	B	215 E Rosewood	window replacement
2/19/2020	B	802 Nolan	violation - landscaping
3/4/2020	B	215 E Rosewood	window replacement
3/4/2020	B	114 Glorietta	Window replacement, fenestration modifications, landscaping

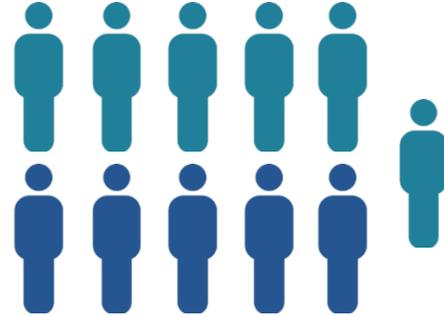
# PROPOSED SUBCOMMITTEE STRUCTURE

## Design Review Committee



- **4x per month**
- Incoming new construction
- Complicated or high-profile requests
- Cases referred by HDRC

## Demolitions and Designations



- **1x per month** (or special site visits)
- Incoming designations
- Potential designations (prompted by demolition permit review)



# Recommendations: Certificate of Appropriateness Review Process



# COA Review Process Changes

- Administrative approval
- Additional Guidelines / Policy Documents
- Application completeness review/  
threshold for “final” approval



# Administrative Approval

- Clarify / reinforce application requirements
- Reinforce online portal process
- Expand **administrative approval list**
- Adopt new policy docs
- Expand public access to items under review



# Strategic Historic Preservation Plan San Antonio, Texas



Prepared for:  
**City of San Antonio**

Prepared by:  
**The Lakota Group**  
Urban Development Services





# HISTORIC & DESIGN REVIEW COMMISSION APPLICATION FORM

## CITY OF SAN ANTONIO

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

Print Form

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:

[Description area with multiple lines]

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.**



# ADMINISTRATIVE CERTIFICATE OF APPROPRIATENESS

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

This form is to be used for certain minor alterations, additions, ordinary repairs, signage refacing, or maintenance. See reverse side for a checklist of required supporting documents.

Property Address

Historic District  Historic Landmark  River Improvement Overlay  Public Property

Property Owner:

Mailing Address: Zip Code:

Phone Number: Email Address:

Applicant: (if different from owner)

Mailing Address: Zip Code:

Phone Number: Email Address:

PROVIDE A DETAILED DESCRIPTION OF THE PROJECT BELOW:

[Description area with multiple lines]

**ALL ADMINISTRATIVE CERTIFICATES OF APPROPRIATENESS FORMS MUST BE DISPLAYED ON THE JOBSITE.** THIS FORM DOES NOT TAKE THE PLACE OF A BUILDING PERMIT. A building permit, if applicable, must be obtained from the City of San Antonio, Development Services Department.

SIGNATURE OF APPLICANT DATE

FOR STAFF COMMENTS ONLY

Completed forms and supporting documents may be submitted in person to 1901 S. Alamo or by email to: OHP@sanantonio.gov.



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Property Address:

- Historic District
- Historic Landmark
- River Improvement Overlay
- Public Property

Property Owner:

Mailing Address:  Zip Code:

Phone Number:  Email Address:

Applicant: (if different from owner)

Mailing Address:  Zip Code:

Phone Number:  Email Address:

PROVIDE A DETAILED DESCRIPTION OF THE PROJECT BELOW:

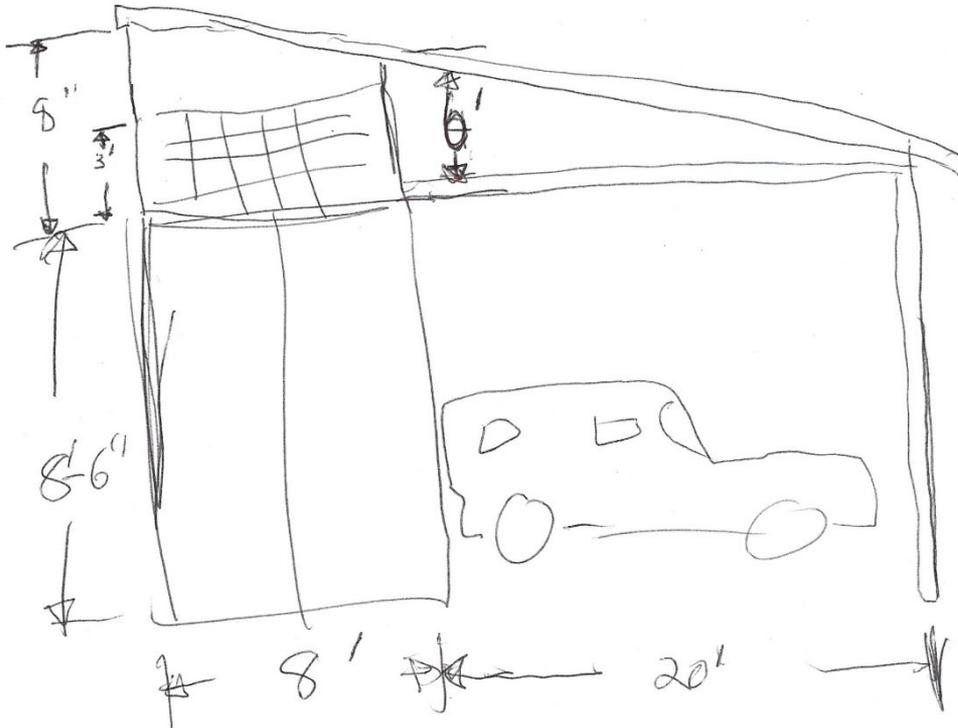
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DATE RECEIVED

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

Property Address

Historic District

Landmark Name

River Improvement Overlay  Public Property

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 AND ANY ADDITIONAL INFORMATION.**

Conceptual Approval  Final Approval

Hearing Date:

SEE THE FOLLOWING PAGE FOR REQUIRED EXHIBITS. NO CASE WILL BE SCHEDULED FOR A HEARING  
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Property Address

Historic District  Historic Landmark  River Improvement Overlay  Public Property

Property Owner:

Mailing Address:

Zip Code:

Email Address:

(from owner)

Zip Code:

Email Address:

DESCRIPTION OF THE PROJECT BELOW:

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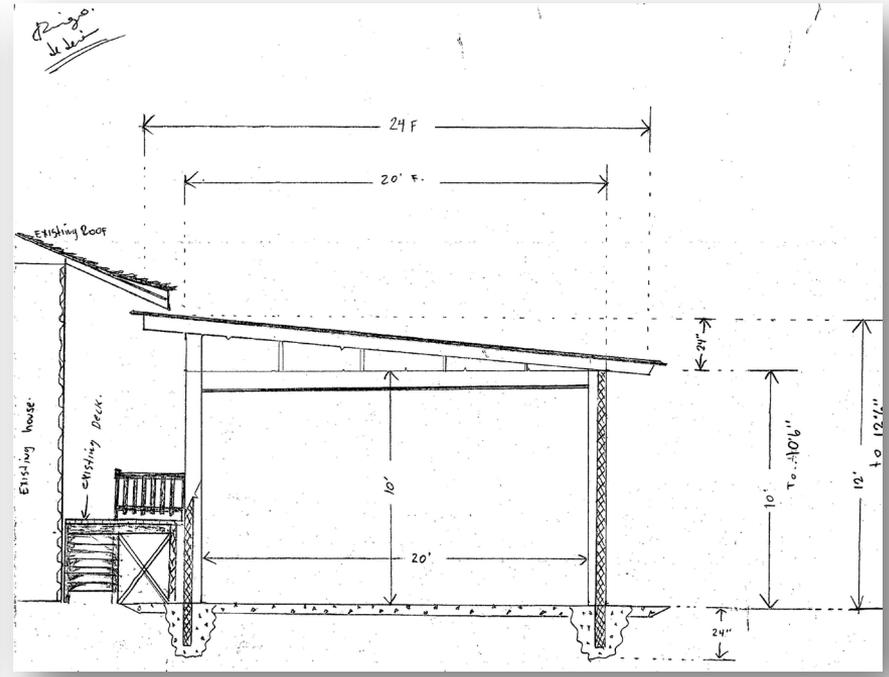
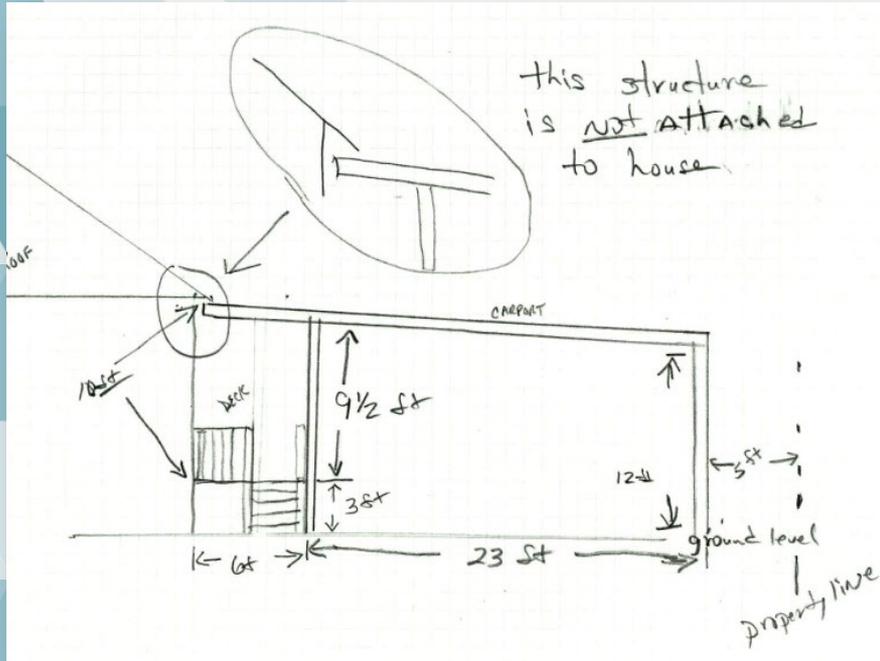
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DATE

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## Anticipated Outcomes

- Reduce HDRC agenda by approx 20%
- Encourage compliance with the guidelines
- More consistent / standardized approvals
- There is ALWAYS a path to HDRC review when appropriate



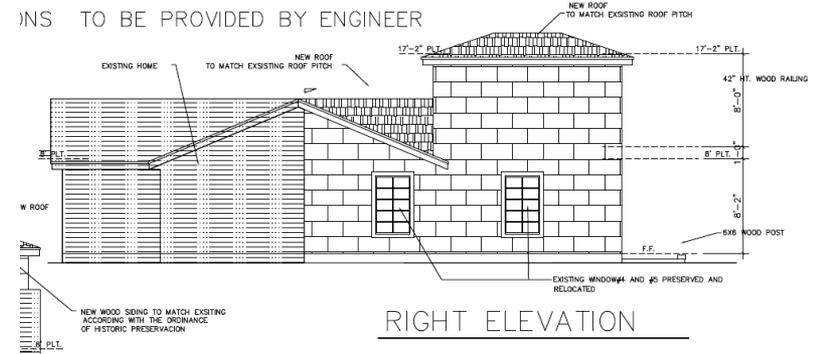
# Biggest Proposed Changes

- Additions
- Solar
- Front yard landscaping and fencing
- Approval of a site plan (tied to zoning)
- Fenestration modifications

# Admin

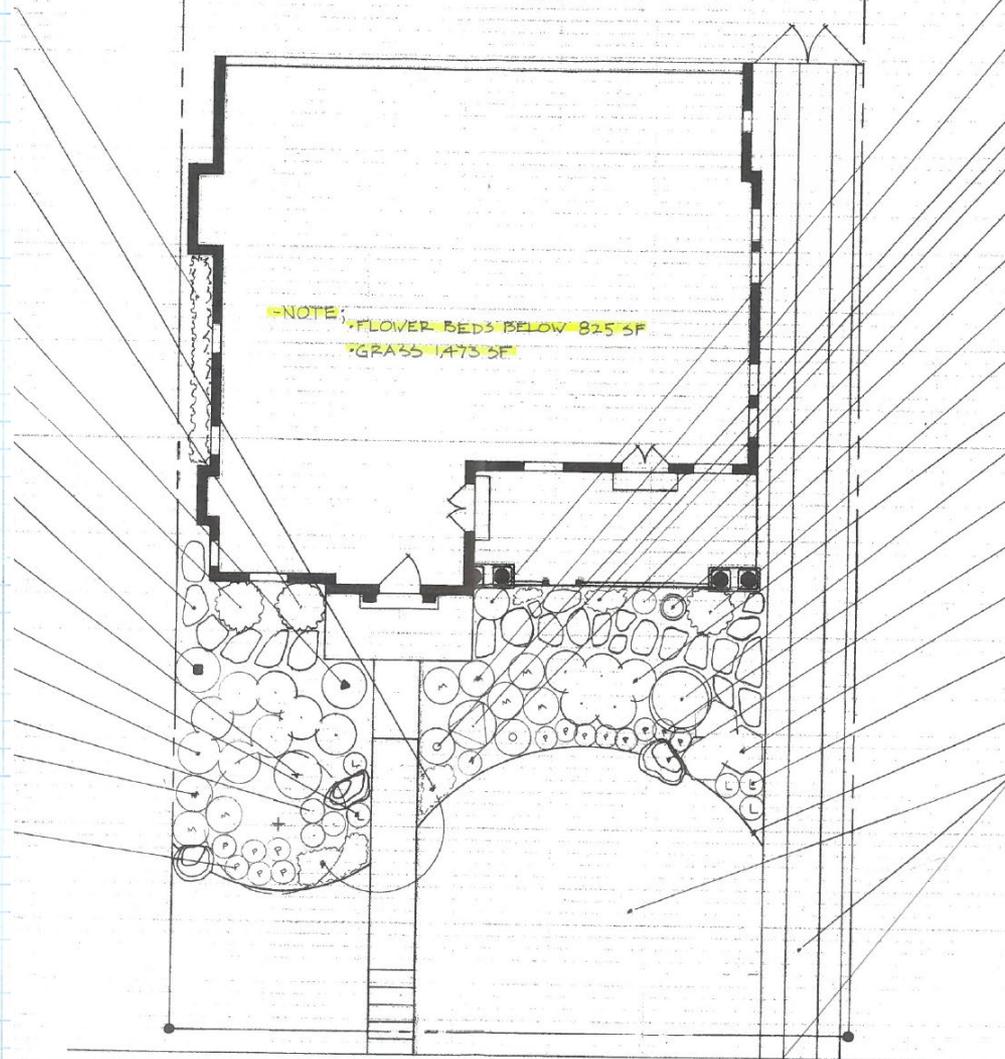
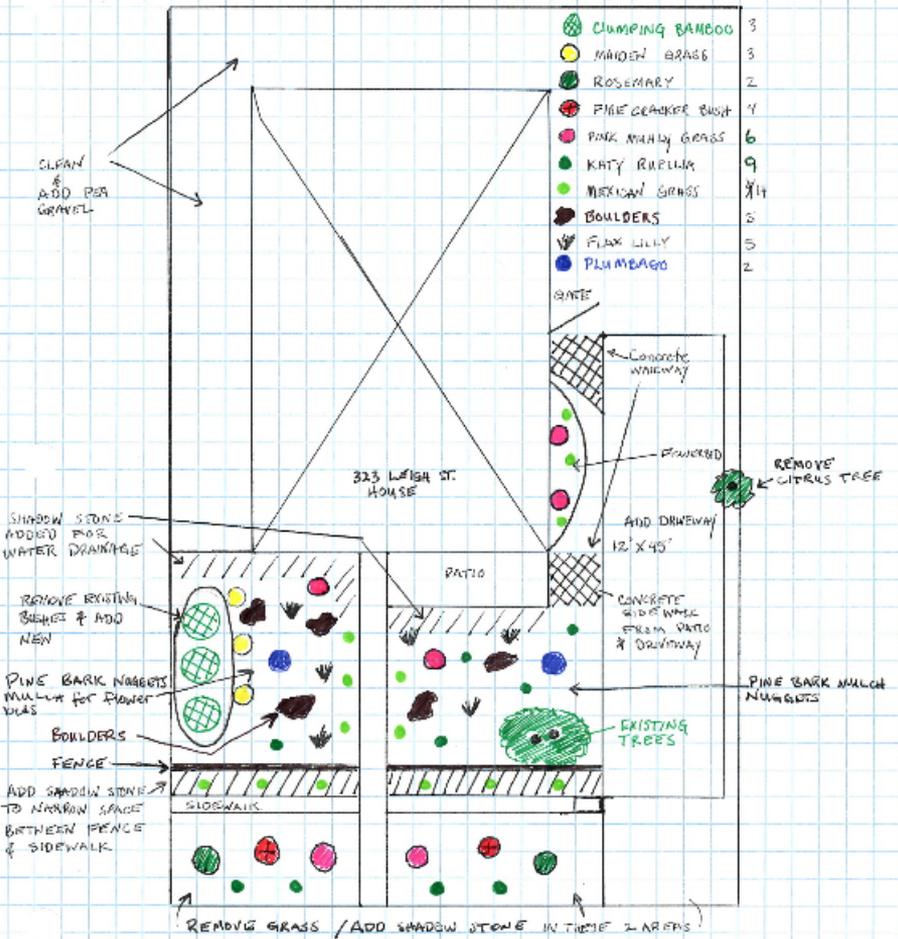


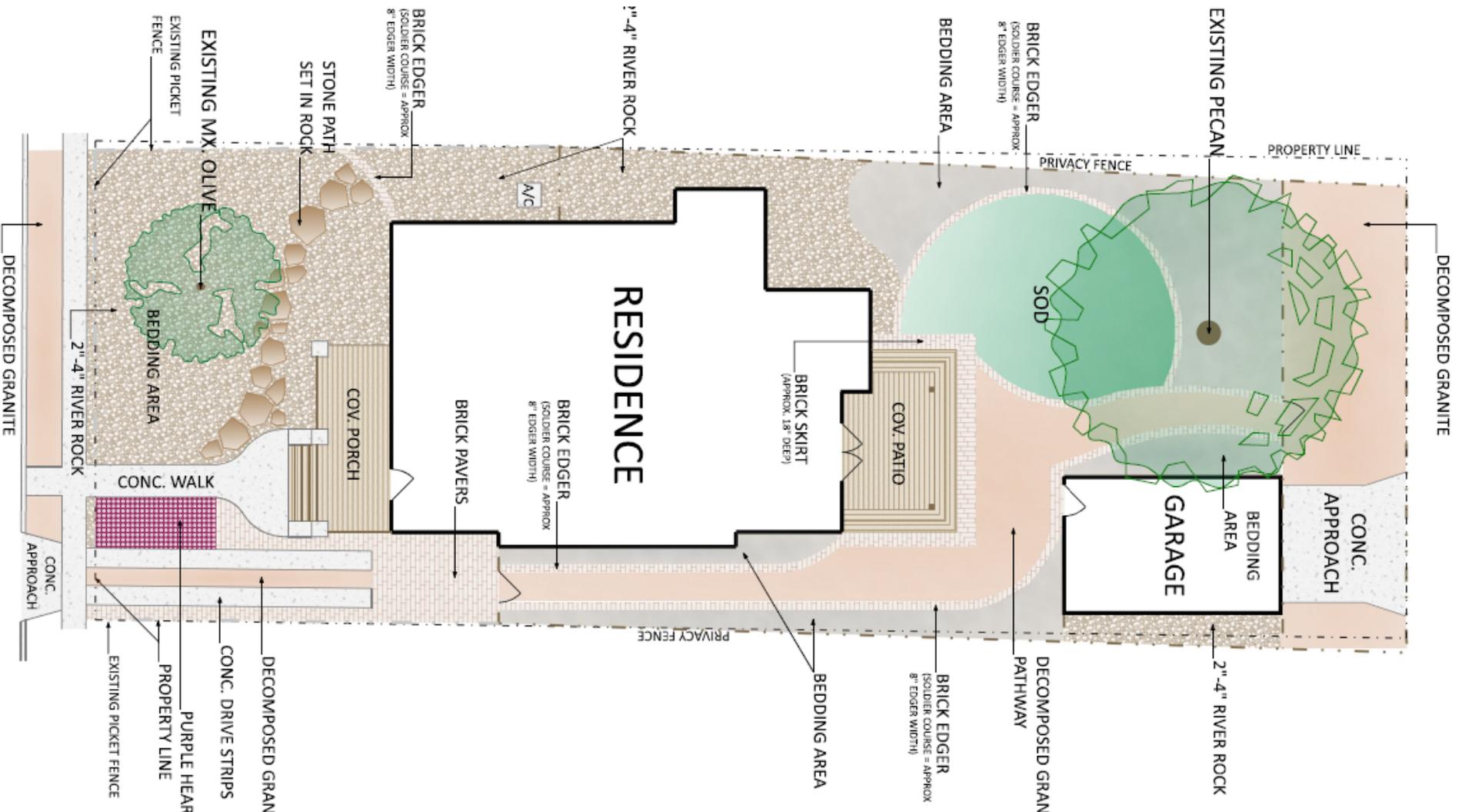
# HDRC













# Conceptual Review

- Largely applies to commercial projects
- Ambiguous & costly
- Much of the permit set does not require COA review
- May result in redundant reviews

# Clarify Minimum Application Requirements:

*Certificate of Appropriateness for NEW CONSTRUCTION shall include the following:*

- 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 available in Appendix XX of this section.*



# 80% Working Drawings / Design Development

*Completeness Review. The historic preservation officer shall review an application for a certificate of appropriateness in accordance with section 35-402 of this chapter. The appellate agency for purposes of completeness review (see subsection 35-402(c) of this chapter) shall be the historic and design review commission. **Applications determined by the commission to lack sufficient documentation may be considered for conceptual review only.***



4 **Elevations - North**  
SCALE: 1/8" = 1'-0"



3 **Elevations - South**  
SCALE: 1/8" = 1'-0"

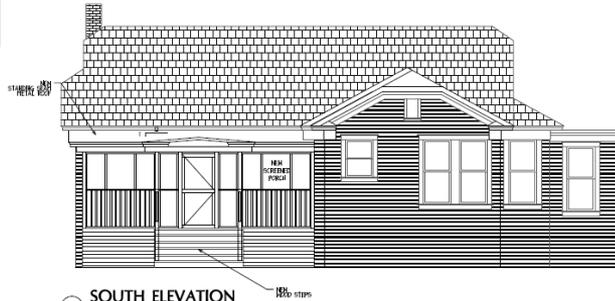




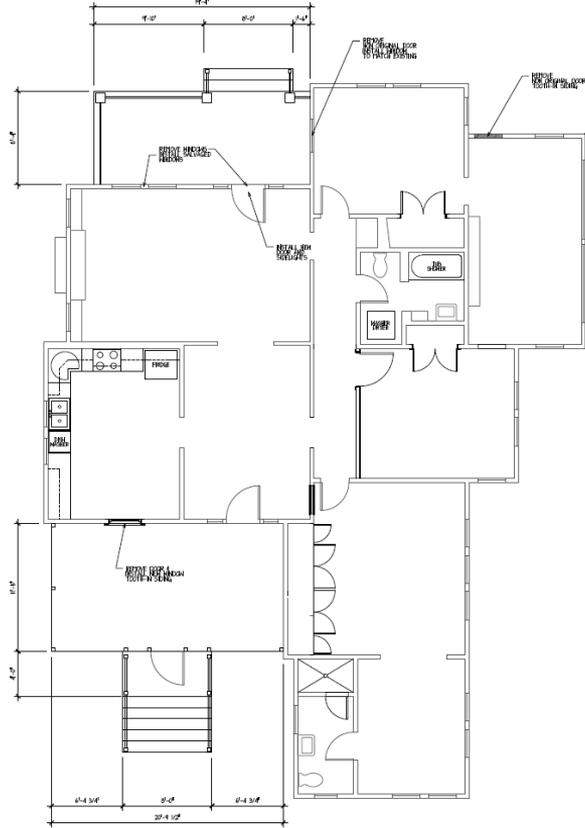
104 NORTH ELEVATION  
SCALE 1/4" = 1'-0"



103 WEST ELEVATION  
SCALE 1/4" = 1'-0"



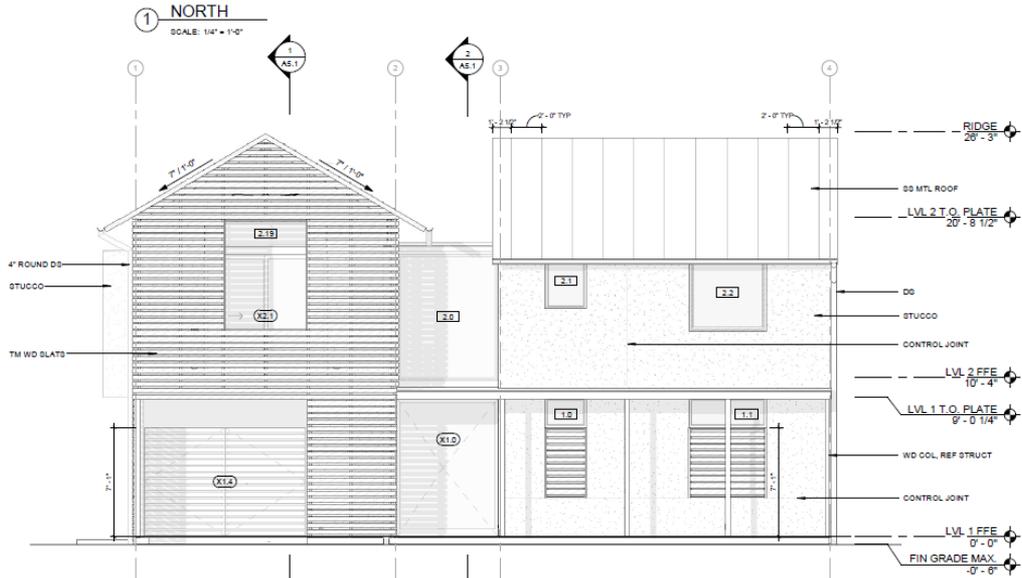
102 SOUTH ELEVATION  
SCALE 1/4" = 1'-0"



101 FLOOR PLAN  
SCALE 1/4" = 1'-0"



SOUTH ELEVATION (STREET)



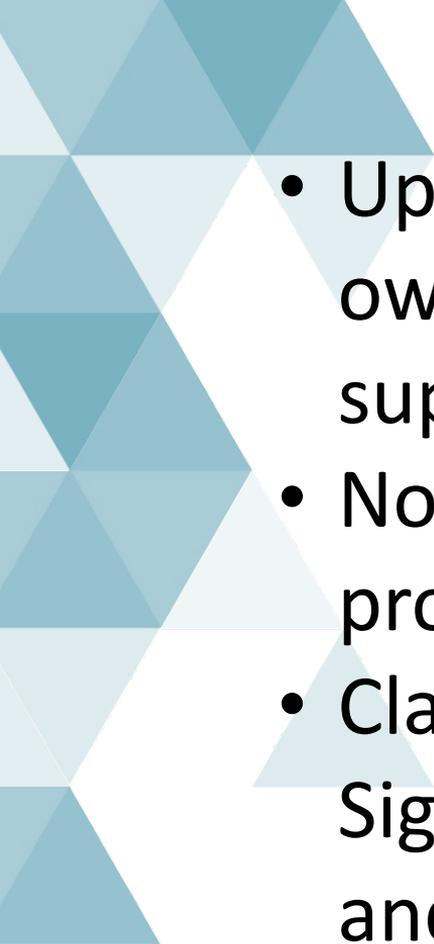
A photograph of a construction site, overlaid with a semi-transparent blue filter. In the foreground, three construction workers wearing hard hats and safety vests are walking. The background shows a building under construction with stone walls, arches, and scaffolding. The overall scene is active and industrial.

# Recommendations: Landmark Designation Process



# Landmark Designation

- Align local, non-owner designation process with state legislation
- Maintain and support a third-party designation process that is fair, equitable, efficient, and defensible

- 
- Updates related to HB 2496 regarding owner consent in designation process; supermajority voting requirements
  - Notification and participation of property owner in designation process
  - Clarification of Finding of Historic Significance vs. designation process and related public hearing schedule

# Third-party Requests





# Third-party Requests

- Update application requirements
  - Petition with names, addresses, and signatures of 30 individuals
  - Requires notification of registered Neighborhood Association and Council Office
  - Requires research, documentation, and statement of significance

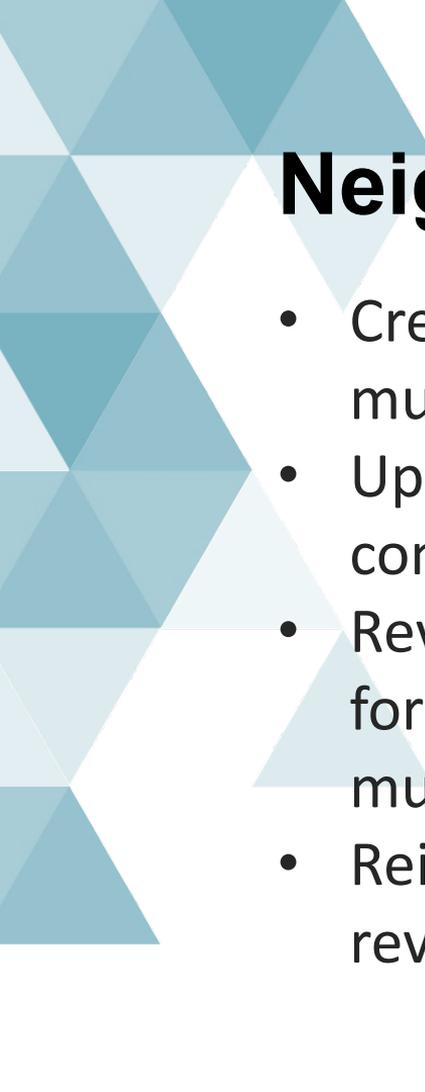


# Third-party Requests

- For previously-inventoried sites:
  - Application fee - \$150 (in line with Designation Verification)
  - Requires research and statement of significance and additional evidence that was not previously considered in prior reviews

A blue-tinted photograph of a construction site. In the foreground, several workers wearing hard hats and safety vests are walking. The ground is covered with construction materials, including stacks of white blocks and wooden planks. In the background, there are concrete pillars and walls under construction, with some scaffolding visible. The overall scene is active and shows the progress of a building project.

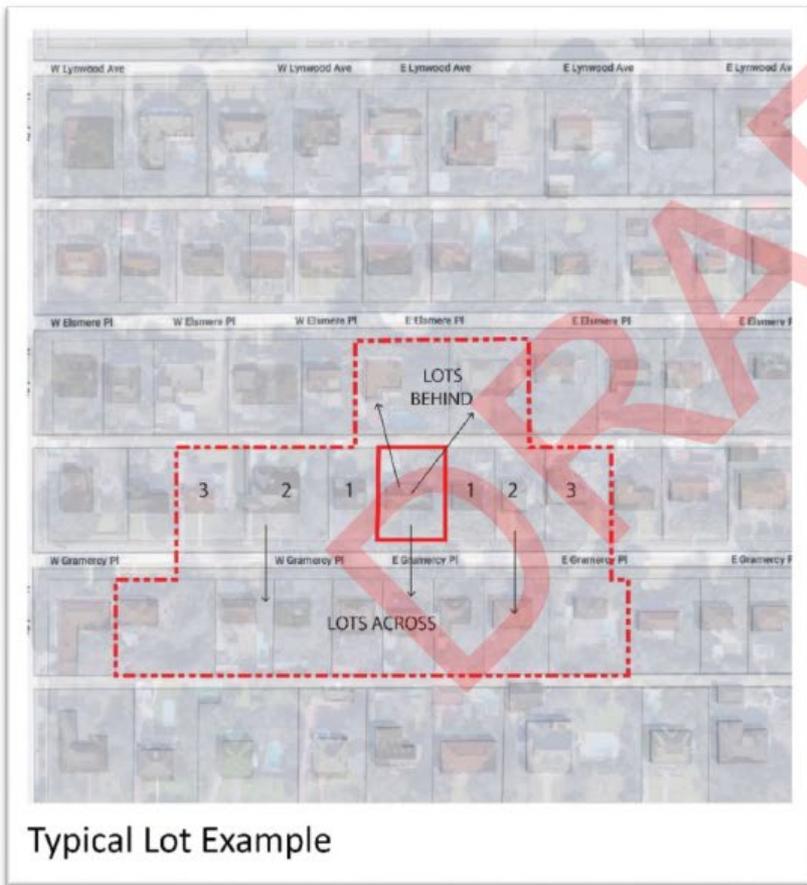
# Recommendations: Neighborhood Infill



# Neighborhood Infill

- Create new worksheets and guide for review of multifamily infill in a historic district
- Update application requirements to include completion of the worksheets
- Revise height guidance in Historic Design Guidelines for New Construction and add new section specific to multi-family infill
- Reinforce IB regarding IDZ process and OHP / HDRC review of a site plan

*Reference the examples below when establishing your own context area.*



Typical Lot Example

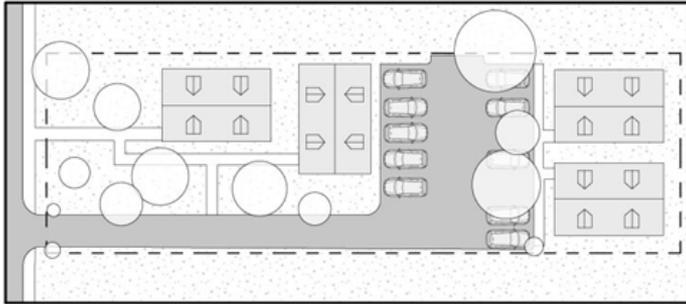


Corner Lot Example



*If you have questions about a specific or unusual condition concerning your site, please the assigned*

## This

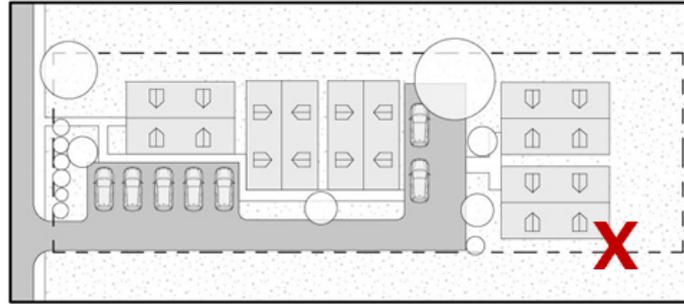


*Utilizing a deep lot, this project accomplishes four, detached units with a shared interior space for parking.*



*This proposal includes an increase in building scale at a corner location and appropriately responds to each street frontage. The buildings are separated into masses that are compatible with other buildings in the context area.*

## Not This



*This iteration of the same proposal overcrowds the site. A fifth unit restricts the ability for open space and requires that the traditional front lawn space be utilized for parking.*



*This iteration of the proposal to the left is less successful. The lack of building separation results in a mass that is incompatible with other buildings in the context area.*

## Strategies for Reducing Visual Impact

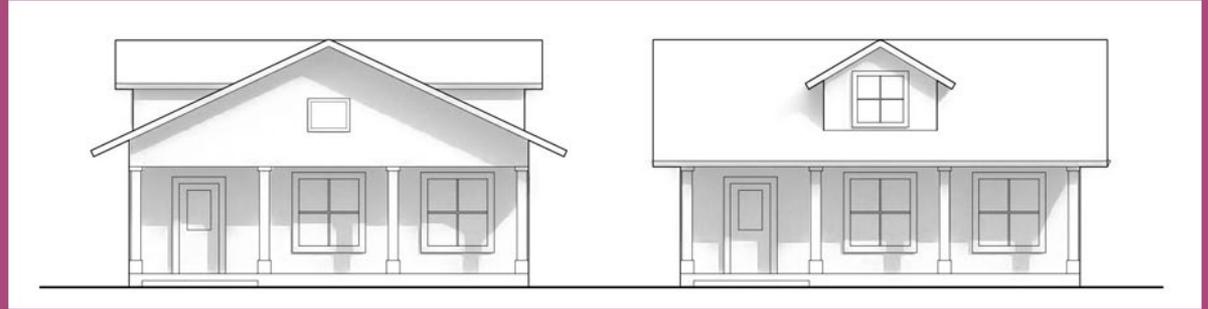
Architectural design plays an important role in mitigating the visual dominance of infill construction in sensitive neighborhoods. The example below accomplishes a relatively high density through sensitive design. Consider the following design strategies for reducing visual impact:



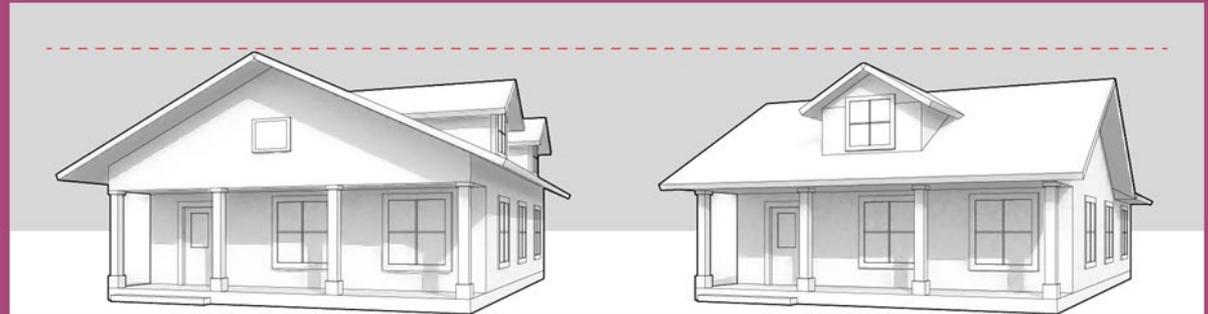
- 1) Step back the uppermost floor or incorporate into a half-story
- 2) Change the materials or color between floors or architectural bays
- 3) Establish a hierarchy of primary and secondary roof forms
- 4) Design porches and balconies to relate to a comfortable, pedestrian scale and provide shadow lines
- 5) Use façade separation to create pattern and repetition at a traditional scale
- 6) Avoid large, uninterrupted wall planes

## Roof Form Comparison

A building's roof form can have a significant impact on how its mass is perceived. The Guidelines encourage roof forms that reduce visual prominent when viewed from the street such as hip, side gable, or hip-on-gable (jerkinhead). In the example below, two very similar homes have been designed with identical footprints and overall ridge heights. In elevation, they appear similar in mass and scale:



However, when viewed from the street in true perspective, the front-gabled home appears taller and more prominent. By utilizing roof forms that slope away from the public realm, the mass and scale of the side-gabled home appear to be less:



A photograph of a construction site, overlaid with a blue tint. The scene shows several workers in hard hats and safety vests moving through a room under construction. There are stacks of white blocks, wooden planks, and other construction materials scattered on the floor. The background features stone walls and arched doorways. The text 'General Housekeeping' is centered in white over the image.

# General Housekeeping



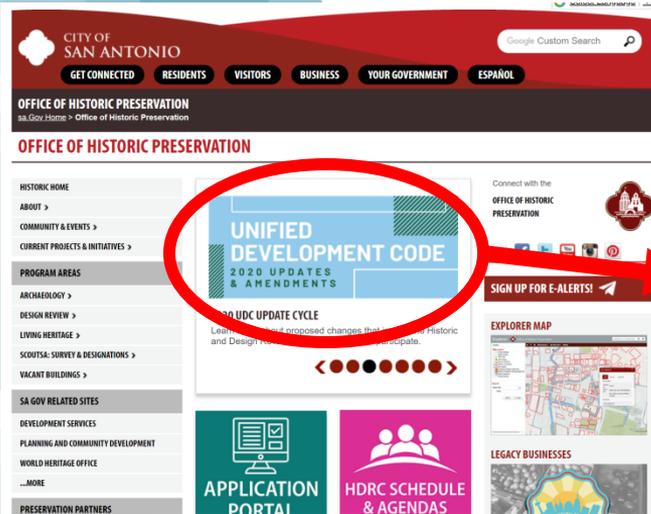
## **Other changes you'll see...**

- Strike procedures from Article IV
- Consolidate language in Article VI
- Eliminate out of date references
- Appendix B – Application Requirements



## **Next Steps (for amendments language)**

- Website will be maintained
- HDRC worksession, April 1
- HDRC recommendations, April 15
- May 1 submittal deadline
- PTAC, Boards & Commissions



## DOCUMENTS & RESOURCES

## PUBLIC INPUT

## TASK FORCE

Presentations and Draft Documents will be linked on this page as they become available.

### SUMMARY OF PROPOSED CHANGES

[HDRC and Process Changes\\_Summary.pdf](#)

### DRAFT UDC AMENDMENTS

*Coming Soon!*

### INFILL DESIGN UPDATES

[Using the Worksheets Guide\\_Draft.pdf](#)

[Infill Worksheets\\_Template\\_Draft.docx](#)

[Update to Guidelines for New Construction 2020\\_Draft.pdf](#)

### DRAFT HISTORIC DESIGN GUIDELINES POLICY DOCS

[Draft Policy Guide\\_Fences.pdf](#)

[Draft Policy Guide\\_Porches.pdf](#)

[Draft Policy Guide\\_Replacement Materials.pdf](#)

[Draft Policy Guide\\_Sustainability.pdf](#)

[Draft Policy Guide\\_Xeriscaping.pdf](#)

[Draft Policy Guide\\_Windows\\_Update.pdf](#)

# Looking Ahead



HISTORIC HOME

ABOUT >

COMMUNITY & EVENTS >

CURRENT PROJECTS & INITIATIVES >

PROGRAM AREAS

ARCHAEOLOGY >

DESIGN REVIEW >

LIVING HERITAGE >

SCOUTSA: SURVEY & DESIGNATIONS >

VACANT BUILDINGS >

SA GOV RELATED SITES

DEVELOPMENT SERVICES

...MORE

PRESERVATION PARTNERS

CONSERVATION SOCIETY

POWER OF PRESERVATION

PRESERVATION TEXAS

...MORE

LEADERSHIP

**SHANON SHEA MILLER**

Director



## 2020 UDC UPDATE CYCLE

Learn more about proposed changes that impact the Historic and Design Review Process and how to participate.



APPLICATION  
PORTAL



HDCR SCHEDULE  
& AGENDAS



REHABBER  
CLUB



SCOUT SA

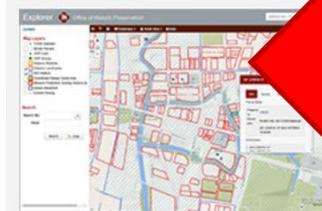
Connect with the  
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PRESERVATION



SIGN UP FOR E-ALERTS!



## EXPLORER MAP



## LEGACY BUSINESSES



## HPTV: LATEST EPISODE





## 2) Online Applications Portal (PREFERRED)

For your convenience, requests for a Certificate of Appropriateness or Demolition Review may be submitted at anytime **ONLINE** through the Application Portal. These request types are no longer accepted via email and may only be submitted through the links below.

### APPLICATIONS PORTAL LINKS

#### Certificate of Appropriateness (COA)

Request a **COA** for:

- Exterior building repairs or alterations such as a change in materials, wood replacement, or re-roof
- Additions or new construction
- Site improvements such as hardscaping, driveways, or sidewalks
- New or replacement building signage
- Demolition of a landmark of building located in a historic district
- **Requests may be approved administratively by OHP staff or referred to the HDRC.**

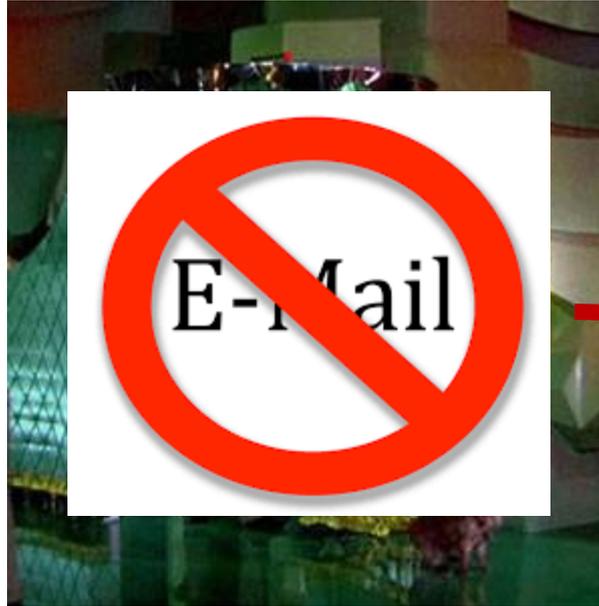
#### Demolition Review

Request a **Demolition Review** for:

- Review the demolition of a building that does not have a historic zoning overlay (check using the Explorer Map)
- This is a **required** step for anyone seeking a demolition permit



User Input



OHP Staff (Processing & Review)



Public-facing Output



Requests Assigned to Others: **157**

Request Number	Request Type	Work Type	Address/Common Name	Request Submission Date	Assign to Planner	Assigned Reviewer
<a href="#">2020-18018</a>	Demolition City Ordered		819 PEREZ	03/06/20	Katie Totman Assign	Katie Totman
<a href="#">2020-18017</a>	COA Request/Review	Roofing	504 KING WILLIAM	03/06/20	Stephanie Phillips Assign	Katie Totman
<a href="#">2020-18009</a>	COA Request/Review	Repair and Maintenance	1947 N NEW BRAUNFELS AVE	03/06/20	Edward Hall Assign	Edward Hall
<a href="#">2020-18008</a>	COA Request/Review	Right-of-Way	1250 NE 410	03/05/20	Huy Pham Assign	Huy Pham
<a href="#">2020-18007</a>	COA Request/Review	Roofing	333 N SANTA ROSA / INCOMPLETE	03/05/20	Rachel Rettaliata Assign	Rachel Rettaliata
<a href="#">2020-18006</a>	Demolition Owner Initiated		246 W JOSEPHINE	03/05/20	Katie Totman Assign	Katie Totman
<a href="#">2020-18004</a>	Demolition Owner Initiated		4508 BUENA VISTA ST	03/05/20	Rachel Rettaliata Assign	Rachel Rettaliata
<a href="#">2020-18003</a>	Demolition City Ordered		2911 CHIHUAHUA ST	03/05/20	Katie Totman Assign	Katie Totman
<a href="#">2020-18002</a>	COA Request/Review	Painting	800 DOLOROSA	03/05/20	Rachel Rettaliata Assign	Rachel Rettaliata
<a href="#">2020-18000</a>	COA Request/Review	Exterior alterations, Repair and Maintenance, Window replacement/fenestration changes	533 E CARSON	03/04/20	Huy Pham Assign	Huy Pham
<a href="#">2020-17999</a>	COA Request/Review	Repair and Maintenance	215 W LULLWOOD AVE / STOP WORK ORDER	03/04/20	Rachel Rettaliata Assign	Rachel Rettaliata

HISTORIC HOME

ABOUT >

COMMUNITY & EVENTS >

CURRENT PROJECTS & INITIATIVES >

## PROGRAM AREAS

ARCHAEOLOGY >

DESIGN REVIEW >

LIVING HERITAGE >

SCOUTSA: SURVEY & DESIGNATIONS >

VACANT BUILDINGS >

## SA GOV RELATED SITES

DEVELOPMENT SERVICES

PLANNING AND COMMUNITY DEVELOPMENT

WORLD HERITAGE OFFICE

...MORE

## PRESERVATION PARTNERS

CONSERVATION SOCIETY

POWER OF PRESERVATION

PRESERVATION TEXAS

...MORE

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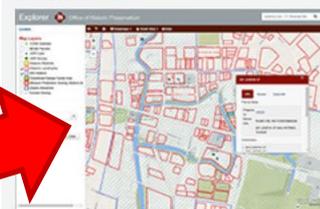


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### EXPLORER MAP



### LEGACY BUSINESSES



### HPTV: LATEST EPISODE



Content

Map Layers

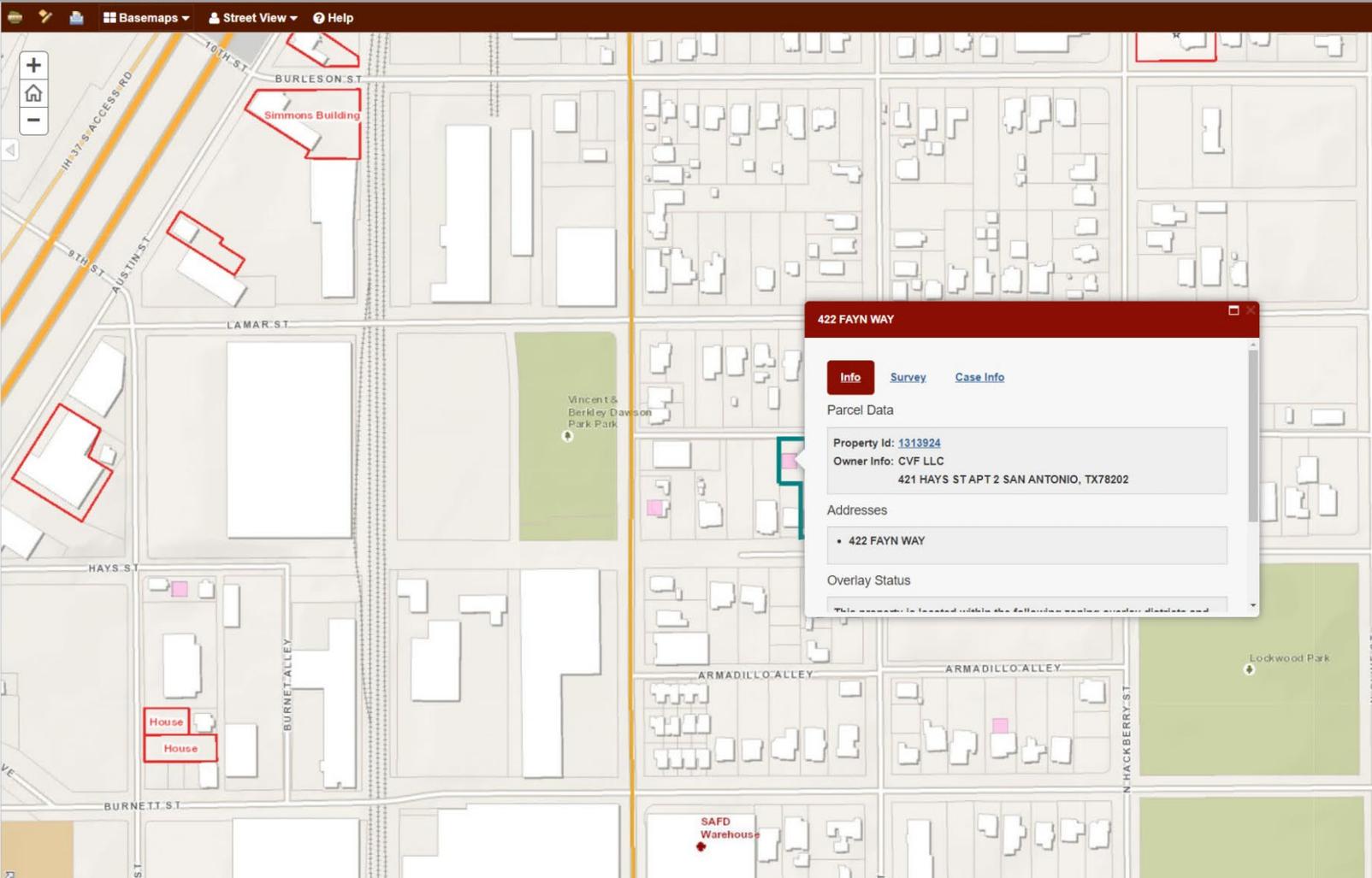
- COSA Address
- BCAD Parcels
- OHP Case
- Pending Cases
- OHP Survey
- Historic Districts
- Historic Landmarks
- RIO District
- Downtown Design Guide Area
- Mission Protection Overlay District (M)
- Alamo Viewshed
- Vacant Building Program Area
- Current Zoning

Search

Search Option

Search

Clear



**422 FAYN WAY**

[Info](#) [Survey](#) [Case Info](#)

Parcel Data

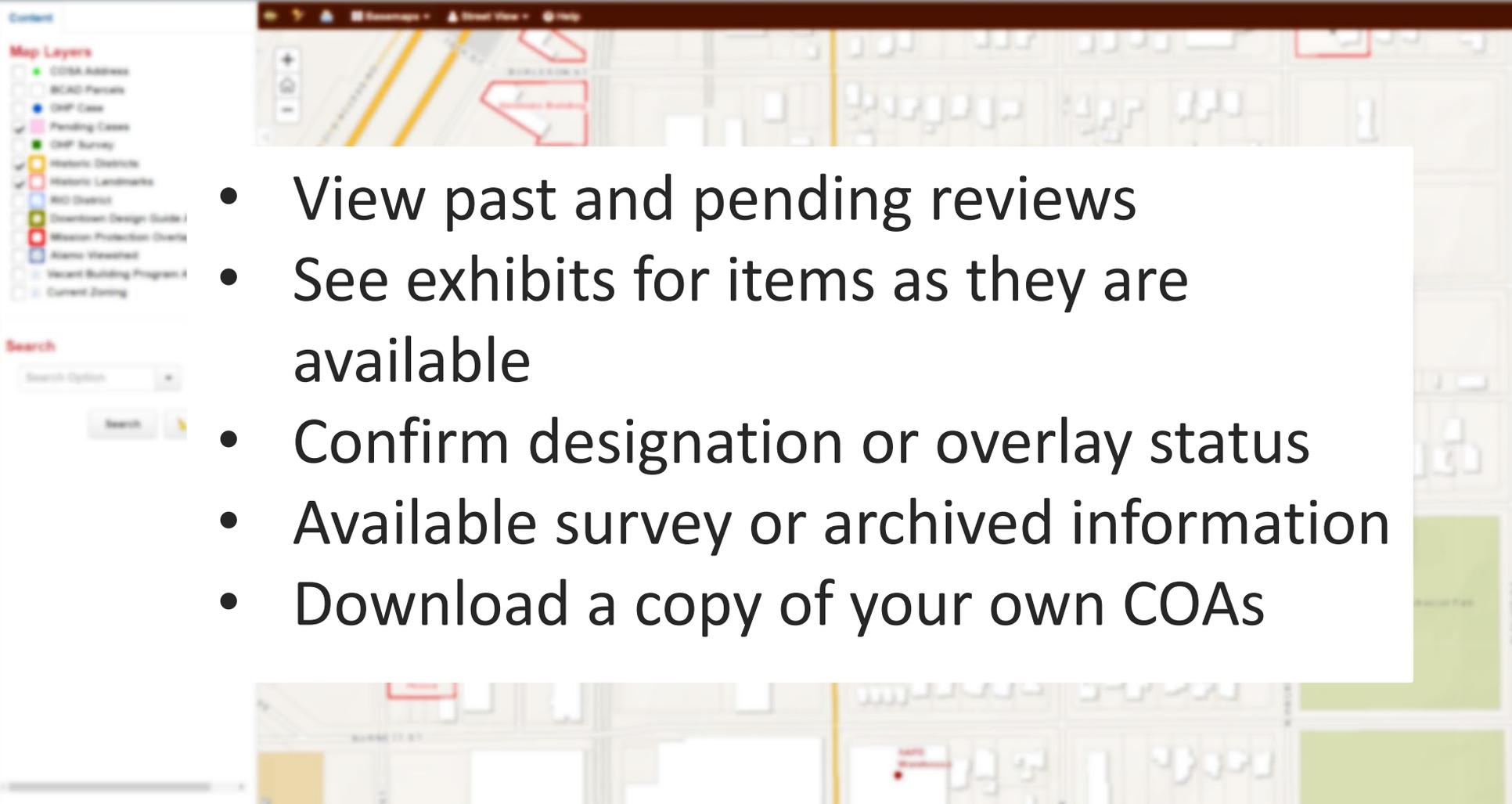
Property Id: 1313924  
Owner Info: CVF LLC  
421 HAYS ST APT 2 SAN ANTONIO, TX78202

Addresses

- 422 FAYN WAY

Overlay Status

This property is located within the following overlay areas: [dropdown]



- View past and pending reviews
- See exhibits for items as they are available
- Confirm designation or overlay status
- Available survey or archived information
- Download a copy of your own COAs

# Discussion



Cory Edwards  
Deputy Historic Preservation Officer  
[cory.edwards@sanantonio.gov](mailto:cory.edwards@sanantonio.gov)

A blue-tinted photograph of a construction site. In the foreground, several workers wearing hard hats and safety vests are walking. The background shows a building under construction with stone walls, arches, and scaffolding. There are stacks of materials and construction equipment on the ground.

Saved Slides

**ACCESSIBILITY**

**USEABILITY**

**DUE PROCESS**

**EQUITY**

**FINANCIAL RISK**

**OBSTRUCTION**

**TARGETING**

**OWNER'S RIGHTS**

