



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

**COMPLIANCE AND TECHNICAL ADVISORY BOARD  
MEETING MINUTES  
FRIDAY, MAY 17, 2024**

The City of San Antonio Compliance and Technical Advisory Board (“**CTAB**”) met on Friday, May 17, 2024, at 1901 South Alamo Street, San Antonio, Texas 78204.

**MEETING CALLED TO ORDER:**

Chairwoman Sepulveda called the meeting to order at 9:01 a.m.

**ROLL CALL:**

**PRESENT:** Burgard, Setser, Fullerton, Smith (virtual), Vasquez, and Sepulveda.

**ABSENT:** Flores and Pollog.

**ANNOUNCEMENTS:**

- Spanish interpreter services available to the public during the hearing.

**CHAIR’S STATEMENT:**

Chairwoman Sepulveda provided a statement regarding meeting processes, appeals, time limits, and decorum.

**APPROVAL OF MEETING MINUTES:**

**MOTION:** Commissioner Vasquez moved to approve CTAB meeting minutes for April 19, 2024, Commissioner Burgard seconded the motion.

**VOTE:** AYE: Burgard, Setser, Fullerton, Smith, Vasquez, and Sepulveda.

NAY: None.

ABSENT: Flores and Pollog.

**ACTION:** **MOTION PASSED with 6 AYES. 0 NAYS. 2 ABSENT.**

**PUBLIC COMMENTS:**

- Item 1 – Mickey Conrad spoke in opposition to the case.
- Item 1 – The King William Association Architectural Advisory Committee submitted a letter in opposition to staff’s recommendations.
- Item 2 – Valerie Cortez on behalf of the Dignowity Hill Architectural Review Committee submitted a voicemail in support of staff recommendations.
- Item 2 – The Dignowity Hill Architectural Review Committee submitted a letter with the same information outlined in the voicemail.

Chair Sepulveda asked if any commissioner would like to pull items from the Consent Agenda.

Vice Chair Vasquez requested item 1 be pulled from the Consent Agenda.

Chair Sepulveda requested item 2 be pulled from the Consent.

No action was taken on the consent agenda.

**INDIVIDUAL CONSIDERATION ITEMS:**

**ITEM 1. HDRC NO. 2024-173**  
ADDRESS: 515 WICKES  
APPLICANT: Rebecca Clausewitz/CLAUSEWITZ REBECCA

**REQUEST:**

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

1. Construct a concrete-finish retaining wall.
2. Regrade the front yard; create level surface at top of new wall.
3. Construct concrete-finish planters along the southern and eastern façade's foundation skirting.

**RECOMMENDATION:**

Staff recommends approval of items 1 through 3, based on findings a through g.

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

**MOTION:** Commissioner Vasquez moved to approve as submitted by the applicant. Commissioner Fullerton seconded the motion.

**VOTE:** AYE: Burgard, Setser, Fullerton, Smith, Vasquez, and Sepulveda.  
NAY: None.  
ABSENT: Flores and Pollog.

**ACTION:** MOTION PASSED with 6 AYES. 0 NAYS. 2 ABSENT.

**ITEM 2. HDRC NO. 2024-180**  
ADDRESS: 504 N HACKBERRY ST  
APPLICANT: Richard Gonzalez/CHAPAWU PROPERTIES LLC

**REQUEST:**

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

1. Replace wholesale the windows on the property.
2. Modify the existing fenestration pattern.

**RECOMMENDATION:**

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

- i. That the applicant move the installed wood windows and add matching wood windows to restore the historic fenestration pattern on the west, south, and north elevations.
- ii. That the applicant install salvaged wood windows that match the two decorative front windows or construct two new wood windows that match the two decorative front windows where they previously existed.
- iii. That the applicant submit to staff updated elevation drawings reflecting the return to the historic fenestration pattern.

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

**MOTION:** Commissioner Burgard moved to approve with staff stipulations.  
Commissioner Setser seconded the motion.

**VOTE:** AYE: Burgard, Setser, Fullerton, Smith, Vasquez, and Sepulveda.  
NAY: None.  
ABSENT: Flores and Pollog.

**ACTION:** **MOTION PASSED with 6 AYES. 0 NAYS. 2 ABSENT.**

**ITEM 3. HDRC NO. 2024-108**  
ADDRESS: 215 MUNCEY  
APPLICANT: CUNNINGHAM TAYLYN & PAULINA

**REQUEST:**

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

1. Modify one (1) window opening on the north façade.
2. Create three new window openings on the newest rear addition.

**RECOMMENDATION:**

1. Staff does not recommend approval of item #1, the modification of an original window opening on the north façade based on finding f. Staff recommends the applicant restore this opening to its original size.
2. Staff recommends approval of item #2 the creation of window opening on the newest rear addition based on finding h with the following stipulations:
  - i. That the openings be consistent with the architectural style of the existing structure. Rectangular, fixed windows are not consistent with the architecture of the historic structure.
  - ii. That the proposed new windows be submitted to OHP staff for review and approval.

**PUBLIC COMMENT:**

- Vanessa Shelton spoke in support of the case.
- Valerie Cortez, on behalf of the Dignowity Hill Architectural Review Committee, submitted a voicemail in support of staff recommendations.
- The Dignowity Hill Architectural Review Committee submitted a letter with the same information outlined in the voicemail.

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

**VOTE:** AYE: Burgard, Setser, Fullerton, Smith, Vasquez, and Sepulveda.  
NAY: None.  
ABSENT: Flores and Pollog.

**ACTION:** **MOTION PASSED with 6 AYES. 0 NAYS. 2 ABSENT.**

**ITEM 4. HDRC NO. 2024-152**  
ADDRESS: 250 QUENTIN DR  
APPLICANT: Maziyar Entezami/ENTEZAMI MAZIYAR

**REQUEST:**

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

1. Reconstruct the fire damaged roof structure to feature a modified roof pitch and an increased ridge height over an existing side addition. The applicant has not proposed to reconstruct the previously existing chimney.
2. Modify the façade materials by installing black stucco and wood siding with a natural finish.
3. Modify the façade of the existing, side addition by installing a front facing garage door, a recessed balcony, wood siding and a fifth column. The proposed side addition's mass will be extended forward to align with the primary façade of the historic structure.
4. Install both front yard and privacy fencing on site.

**RECOMMENDATION:**

1. Staff recommends approval of item #1, the reconstruction of the roof structure with the following stipulations:
  - i. That the side addition should maintain a subordinate ridge height, as was previously constructed.
2. Staff does not recommend approval of item #2, the installation of black stucco and unpainted wood siding on the façade as noted in finding e. Staff recommends the existing façade materials be maintained and matched or that an architecturally and historically appropriate material be proposed for review and approval.
3. Staff does not recommend approval of the request items identified in item #3, as they have been proposed, based on finding g. Staff recommends the following:
  - i. That the proposed garage's footprint remain as it currently exists and not be brought forward.
  - ii. That the façade materials should match the existing on site or that an architecturally and historically appropriate material be proposed for review and approval. The proposed unfinished wood siding is not appropriate.
  - iii. That additional construction documents be submitted to OHP staff for review and approval noting the installation profile and depth of the proposed garage door.
  - iv. That the proposed fifth column be eliminated.
4. Staff does not recommend approval of item #4, fencing, as proposed. Front yard fencing is not found historically on this block of Quentin and is not common within the Monticello Park Historic District. Staff does not find the installation of front yard fencing to be appropriate. Staff recommends approval of privacy fencing, installed behind the front façade of the historic structure. A final site plan noting exact fencing locations is to be submitted to OHP staff for review and approval.

**PUBLIC COMMENT:** Not provided due to postponement.

**The applicant requested to postpone until the next hearing.**

**MOTION:** Commissioner Vasquez moved for a continuance until the next hearing.  
Commissioner Smith seconded the motion.

**VOTE:** AYE: Burgard, Setser, Fullerton, Smith, Vasquez, and Sepulveda.  
NAY: None.  
ABSENT: Flores and Pollog.

**ACTION:** MOTION PASSED with 6 AYES. 0 NAYS. 2 ABSENT.

**ITEM 5. HDRC NO. 2024-168**  
ADDRESS: 1231 E CROCKETT ST  
APPLICANT: Michael Lewis

**REQUEST:**

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

1. Construct an eight-foot-tall wood rear privacy fence.
2. Construct a six-foot-tall wood privacy fence along the western property line at the front yard.

**RECOMMENDATION:**

Staff does not recommend approval of items 1 and 2. Staff recommends the applicant construct a four-foot-tall wood open picket fence at the front yard and a rear fence not exceeding six feet in height and not to extend past the front façade.

If the CTAB approves the applicant's request, the applicant will be required to obtain a variance from the Board of Adjustment.

**PUBLIC COMMENT:**

- Valerie Cortez, on behalf of the Dignowity Hill Architectural Review Committee, submitted a voicemail in support of staff recommendations.
- The Dignowity Hill Architectural Review Committee submitted a letter with the same information outlined in the voicemail.

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

**VOTE:** AYE: Burgard, Setser, Fullerton, Smith, Vasquez, and Sepulveda.  
NAY: None.  
ABSENT: Flores and Pollog.

**ACTION:** MOTION PASSED with 6 AYES. 0 NAYS. 2 ABSENT.

**ITEM 6. HDRC NO. 2024-181**  
ADDRESS: 402 E HUISACHE AVE  
APPLICANT: Janelle Patrick/Rhino Design Build. LLC

**REQUEST:**

The applicant requests a Certificate of Appropriateness for approval to:

1. Replace one front door with a one-over-one window.
2. Remove the existing concrete walkway and relocate it to the right.

3. Remove the right brick plinth on the front porch and extend the left brick plinth to create a low brick wall on the front porch.
4. Remove and relocate windows on the east elevation.
5. Remove an existing rear deck and construct an approx. 24'x13.75' rear wood-framed screened-in porch.

**RECOMMENDATION:**

Staff does not recommend approval of items 1 through 4, based on findings a through f. Staff recommends approval of item 5, removal of an existing rear deck and construction of a rear screened-in porch, based on finding g, with the following stipulation:

- i. That the height of the addition be reduced so that the roof form of the addition is subordinate to the primary roof form, as noted in finding g.

**PUBLIC COMMENT:** None.

**MOTION:** Commissioner Setser moved to deny items 1-4 and approve item 5 with staff stipulations.  
Commissioner Vasquez seconded the motion.

**VOTE:** AYE: Burgard, Setser, Fullerton, Smith, Vasquez, and Sepulveda.  
NAY: None.  
ABSENT: Flores and Pollog.

**ACTION:** MOTION PASSED with 6 AYES. 0 NAYS. 2 ABSENT.

**ITEM 7. HDRC NO. 2024-174**  
ADDRESS: 226 CLUB DR  
APPLICANT: Brian Sparks/SPARKS BRIAN C & ALYSON L

**REQUEST:**

The applicant is requesting a Certificate of Appropriateness for approval to install a 641-square-foot decomposed granite parking area to the east of the driveway in the front yard.

**RECOMMENDATION:**

Staff does not recommend approval of the front yard parking area installation based on findings a through b.

**PUBLIC COMMENT:**

- Bianca Maldonado spoke in opposition to the case. (Tom Simmons yielded his time to Bianca Maldonado, Robin Foster yielded her time to Bianca Maldonado)

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

**VOTE:** AYE: Burgard, Setser, Fullerton, Smith, Vasquez, and Sepulveda.  
NAY: None.  
ABSENT: Flores and Pollog.

**ACTION: MOTION PASSED with 6 AYES. 0 NAYS. 2 ABSENT.**

**ITEM 8. HDRC NO. 2024-163**  
ADDRESS: 271 W WILDWOOD  
APPLICANT: Julia Castillo/CASTILLO JULIA A

**REQUEST:**

The applicant is requesting a Certificate of Appropriateness for approval to infill the existing front-facing garage door opening with horizontal composite lap siding and a set of ganged one-over-one vinyl windows.

**RECOMMENDATION:**

Staff recommends approval of the removal of the garage doors and infill, based on findings b-d with the following stipulations:

- i. That alternative cladding materials be proposed, namely a paneling that mimic the appearance of a garage door based on finding b and c.
- ii. That the applicant revise the proposed fenestration pattern to propose window opening that conform with windows that might normally be found on a garage door based on finding d.
- iii. That window materials be consistent with staff's standards for new windows including installation depth based on finding d.

**PUBLIC COMMENT:** None.

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

**VOTE:** AYE: Burgard, Setser, Fullerton, Smith, Vasquez, and Sepulveda.  
NAY: None.  
ABSENT: Flores and Pollog.

**ACTION: MOTION PASSED with 6 AYES. 0 NAYS. 2 ABSENT.**

**ITEM 9. HDRC NO. 2024-182**  
ADDRESS: 328 MADISON ST  
APPLICANT: Steven Moreno/SMLANDSCAPES

**REQUEST:**

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

1. Construct a steel planter box along the right side of the front façade to measure 18 inches in height.
2. Construct an 8'x 8' planter box surrounding the front yard tree to measure 18 inches in height.

**RECOMMENDATION:**

Staff does not recommend approval of items 1 and 2, based on findings a through d. Staff recommends the applicant pursue a low-profile landscape edging for the desired design.

**PUBLIC COMMENT:**

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

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

**VOTE:** AYE: Burgard, Setser, Fullerton, Smith, Vasquez, and Sepulveda.  
NAY: None.  
ABSENT: Flores and Pollog.

**ACTION:** MOTION PASSED with 6 AYES. 0 NAYS. 2 ABSENT.

**ADJOURNMENT:** Chairwoman Sepulveda adjourned the meeting at 11:07 a.m.

**APPROVED:**

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Juanita Sepulveda, Chair  
Compliance and Technical Advisory Board  
City of San Antonio

Date: \_\_\_\_\_