



CITY OF SAN ANTONIO
OFFICE OF HISTORIC PRESERVATION

**COMPLIANCE AND TECHNICAL ADVISORY BOARD MEETING MINUTES
FRIDAY, JUNE 21, 2024**

The City of San Antonio Compliance and Technical Advisory Board (“**CTAB**”) met on Friday, June 21, 2024, at 1901 South Alamo Street, San Antonio, Texas 78204.

MEETING CALLED TO ORDER: Vice Chair Vasquez called the meeting to order at 9:02 a.m.

ROLL CALL:

PRESENT: Davis, Flores, Garcia, Setser, Fullerton (virtual), Pollog, Sepulveda (virtual), and Vasquez.
ABSENT: Burgard and Smith.

*Commissioner Fullerton arrives in person at 9:07 a.m.

ANNOUNCEMENTS:

- Spanish interpreter services available to the public during the hearing.
- Item 3 was postponed by the applicant.
- Item 6 was withdrawn by the applicant.

CHAIRMAN’S STATEMENT:

Vice Chair Vasquez provided a statement regarding meeting processes, time limits, and decorum.

APPROVAL OF MEETING MINUTES:

MOTION: Commissioner Pollog moved to approve CTAB meeting minutes for May 17, 2024, Commissioner Flores seconded the motion.

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

ACTION: MOTION PASSED with 8 AYES. 0 NAYS. 2 ABSENT.

PUBLIC COMMENT:

- (1) Item 1 – The King William Association Architectural Advisory Committee submitted a letter in support of staff’s recommendations.

Vice Chair Vasquez asked if any commissioner would like to pull items from the Consent Agenda. No commissioners requested an item from the Consent Agenda to be pulled for individual consideration.

CONSENT AGENDA:

Item 1, Case No. 2024-187 236 MADISON ST
Item 2, Case No. 2024-204 128 W FRENCH PLACE

MOTION: Commissioner Sepulveda moved to approve items 1 and 2 with staff stipulations. Commissioner Flores seconded the motion.

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

ACTION: MOTION PASSED with 8 AYES. 0 NAYS. 2 ABSENT.

INDIVIDUAL CONSIDERATION ITEMS:

ITEM 3. POSTPONED PRIOR TO HEARING

ITEM 4. HDRC NO. 2024-208
ADDRESS: 201 VANCE ST
APPLICANT: Martin Bomba/Window World

REQUEST:

The applicant is requesting a Certificate of Appropriateness to replace 15 existing wood windows with vinyl windows.

RECOMMENDATION:

Staff does not recommend approval of window replacement based on findings a through e. Staff finds that the windows are repairable. Any window elements that are deteriorated beyond repair may be replaced with in-kind material, matching in material, dimension, profile, and finish.

If the HDRC is compelled to approve window replacement, staff recommends the following stipulation:

- i. That the applicant installs fully wood windows that meet staff's standard window stipulations and submits updated specifications to staff for review and approval. The windows should feature an inset of two (2) inches within facades and should feature profiles that are found historically within the immediate vicinity. Meeting rails must be no taller than 1.25" and stiles no wider than 2.25". White manufacturer's color is not allowed, and color selection must be presented to staff. There should be a minimum of two inches in depth between the front face of the window trim and the front face of the top window sash. This must be accomplished by recessing the window sufficiently within the opening or with the installation of additional window trim to add thickness. Window trim must feature traditional dimensions and architecturally appropriate sill detail. Window track components must be painted to match the window trim or concealed by a wood window screen set within the opening. Faux divided lites are not permitted.

PUBLIC COMMENT: None.

MOTION: Commissioner Flores moved to approve with staff recommendations.
Commissioner Pollog seconded the motion.

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

ACTION: MOTION PASSED with 8 AYES. 0 NAYS. 2 ABSENT.

*Commissioner Sepulveda left the meeting at 10:00 a.m.

ITEM 5. HDRC NO. 2024-201
ADDRESS: 516 E COURTLAND PLACE
APPLICANT: Mariel Nelson/NELSON MARIEL DIANE & SCHMIDT LOGAN
MARCOS

REQUEST:

The applicant is requesting a Certificate of Appropriateness for approval to replace the existing wood front door with a fiberglass replacement door.

RECOMMENDATION:

Staff recommends approval of front door replacement based on findings a through b with the following stipulation:

- i. That the applicant installs a fully wood front door in a style that is appropriate for the architectural style of the structure featuring clear glass based on finding b. The applicant is required to submit product specifications to staff for review and approval prior to the issuance of a Certificate of Appropriateness. A salvaged wood door would also be appropriate.

PUBLIC COMMENT:

- (1) Frederica Kushner, on behalf of the Tobin Hill Neighborhood Association, submitted a voicemail supporting staff's recommendation.

MOTION: Commissioner Flores moved to approve with staff recommendations. Commissioner Pollog seconded the motion.

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

ACTION: MOTION PASSED with 7 AYES. 0 NAYS. 3 ABSENT.

ITEM 6. WITHDRAWN PRIOR TO HEARING

ITEM 7. HDRC NO. 2024-210
ADDRESS: 563 DONALDSON AVE
APPLICANT: Elizabeth Melson/MELSON ELIZABETH B

REQUEST:

The applicant is requesting a Certificate of Appropriateness for approval to replace 16 wood windows with aluminum windows.

RECOMMENDATION:

Staff does not recommend approval of window replacement with the proposed aluminum window product based on findings a through f. Staff recommends that replacement windows are installed that meet the following stipulation:

- i. That the applicant installs fully wood windows that meet staff's standard window stipulations and submits updated specifications to staff for review and approval. The windows should feature an inset of two (2) inches within facades and should feature profiles that are found historically within the immediate vicinity. Meeting rails must be no taller than 1.25" and stiles

no wider than 2.25". White manufacturer's color is not allowed, and color selection must be presented to staff. There should be a minimum of two inches in depth between the front face of the window trim and the front face of the top window sash. This must be accomplished by recessing the window sufficiently within the opening or with the installation of additional window trim to add thickness. Window trim must feature traditional dimensions and architecturally appropriate sill detail. Window track components must be painted to match the window trim or concealed by a wood window screen set within the opening. Faux divided lites are not permitted.

PUBLIC COMMENT:

In-person speaker:

- (1) Bianca Maldonado spoke in opposition to the case.

Letters

- (1) Juli Gonzalez submitted a letter in support of the request.
- (2) Kamal ElHabr submitted a letter in support of the request.
- (3) Christina Smith submitted a voicemail in support of the request.
- (4) George Willingham submitted a voicemail in support of the request.
- (5) Kristen Harrison submitted a voicemail in support of the request.
- (6) Laura Elizondo submitted a voicemail in support of the request.
- (7) Martha Ramirez submitted a voicemail in support of the request.
- (8) Melissa R Bustamante submitted a voicemail in support of the request.

MOTION: Commissioner Setser moved to approve with staff's recommendations.
Commissioner Garcia seconded the motion.

VOTE: AYE: Davis, Flores, Garcia, Setser, Fullerton, and Vasquez.
NAY: Pollog.
ABSENT: Burgard, Smith, and Sepulveda.

ACTION: MOTION PASSED with 6 AYES. 1 NAY. 3 ABSENT.

ITEM 8. HDRC NO. 2024-203
ADDRESS: 922 E CROCKETT ST
APPLICANT: Jose Rodriguez/RODRIGUEZ JOSE

REQUEST:

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

1. Replace all of the existing windows on the property.
2. Construct a 20x20 foot metal framed carport.
3. Modify the existing landscape to include gravel mulch, concrete pavers, and minimal planting.

RECOMMENDATION:

Staff does not recommend approval of item 1, based on findings a through g. Staff recommends the applicant replace the existing windows on the property with windows that conform to Guidelines, namely one-over-one wood windows

Staff recommends approval of item 2, based on findings a through j, with the following stipulation:

- i. That the applicant construct a detached carport featuring wood members and a composition shingle roof.

Staff recommends approval of item 3, based on findings a through k, with the following stipulations:

- i. That the applicant use landscaping rocks that do not exceed 2” in size and are a natural color.
- ii. That the applicant incorporate natural plantings within the landscape that retain a minimum of 50% planting area.
- iii. That the applicant submit to staff an updated landscape site plan to feature a continuous concrete walkway at the front of the property.

PUBLIC COMMENT:

- (1) Item 1 – Dignowity Hill Neighborhood Association Architectural Review Committee submitted a letter supporting staff’s recommendations.

MOTION: Commissioner Pollog moved to approve with staff’s recommendations. Commissioner Flores seconded the motion.

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

ACTION: MOTION PASSED with 7 AYES. 0 NAYS. 3 ABSENT.

ADJOURNMENT: The meeting adjourned at 10:54 a.m.

APPROVED:

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

Date: _____