



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

**COMPLIANCE AND TECHNICAL ADVISORY BOARD  
MEETING MINUTES  
FRIDAY, MAY 23, 2024**

The City of San Antonio Compliance and Technical Advisory Board (**CTAB**) met on May 23, 2024, at 1901 South Alamo Street, San Antonio, Texas 78204.

**MEETING CALLED TO ORDER:**

Chair Sepulveda called the meeting to order at 9:00 a.m.

**ROLL CALL:**

**PRESENT:** Davis, Flores, Burgard, Setser, Fullerton (virtual), Pollog, and Vasquez

**ABSENT:** Garcia, Hernandez, Fullerton, and Sepulveda

- Commissioner Fullerton arrived at 9:04 a.m.
- Commissioner Hernandez arrived at 9:06 a.m.

**ANNOUNCEMENTS:**

- Spanish interpreter services available to the public during the hearing.
- Staff welcomed new OHP employee, Adrian Gallegos.
- Staff welcomed new CTAB Commissioner, Dr. Louis Hernandez.

**CHAIR'S STATEMENT:**

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

**APPROVAL OF MEETING MINUTES:**

**MOTION:** Commissioner Pollog moved to approve CTAB meeting minutes for April 18, 2025. Commissioner Burgard seconded the motion.

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

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

**PUBLIC COMMENTS:**

In person speakers

- Item 1 – Ryan Reed, on behalf of the Monte Vista Historical Association Architectural Review Committee, spoke in opposition to the request.
- Item 2 – Christine Chapa spoke in opposition to the request.

Voicemails

- Item 1 – Ann Van Pelt submitted a voicemail in opposition to the request.
- Item 1 – Rick Wilson submitted a voicemail with questions and concerns regarding the process for how projects are approved.

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

- Commissioner Flores requested that items 1 and 2 be pulled from the Consent Agenda for individual consideration.

**MOTION:** No vote for the consent agenda since both items were pulled for individual consideration.

**INDIVIDUAL CONSIDERATION ITEMS:**

**ITEM 1. HDRC NO. 2025-106**  
ADDRESS: 219 W ELSMERE PLACE  
APPLICANT: Dennis Oliver

**REQUEST:**

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

1. Install a limestone retaining wall.
2. Install a landscape bed with steel edging.
3. Install Rocky Mountain flat stones at the front yard.

**RECOMMENDATION:**

Staff recommends approval of items 1 through 3, based on findings a through e, as submitted.

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

**MOTION:** Commissioner Flores moved for a continuance to the next hearing.  
Commissioner Burgard seconded the motion.

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

**ACTION:** MOTION PASSED with 7 AYES. 1 NAYS. 2 ABSENT.

**ITEM 2. HDRC NO. 2025-109**  
ADDRESS: 1037 S ALAMO ST  
APPLICANT: Darby Herrera/Southern Turf Co

**REQUEST:**

The applicant is requesting approval to install approximately 4,300 sf of artificial turf at the front and side yard.

**RECOMMENDATION:**

Staff recommends approval of the request, based on findings a through c, with the following stipulations:

- i. That the applicant incorporate at least 50% natural greenery.

- ii. That the applicant provide staff an updated landscape site plan for review prior to the issuance of a Certificate of Appropriateness.

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

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

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

**ACTION:** **MOTION PASSED with 7 AYES. 1 NAYS. 2 ABSENT.**

**ITEM 3. HDRC NO. 2025-124**  
ADDRESS: 214 REFUGIO ST  
APPLICANT: Javier Castillo

**REQUEST:**  
The applicant is requesting a Certificate of Appropriateness for approval to replace five (5) existing wood windows at 214 Refugio with vinyl windows.

**RECOMMENDATION:**  
Staff does not recommend approval based on findings a through d. Staff recommends the applicant repair the original wood windows.

**PUBLIC COMMENT:** None.

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

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

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

**ITEM 4. POSTPONED PRIOR TO HEARING**

**ITEM 5. HDRC NO. 2025-126**  
ADDRESS: 343 W HOLLYWOOD AVE  
APPLICANT: Eric Magana

**REQUEST:**  
The applicant is requesting a Certificate of Appropriateness to replace the existing barrel clay tile roof of both the primary and rear accessory with a steel tile roof resembling clay barrel tiles.

**RECOMMENDATION:**

Staff does not recommend approval to replace the existing roof material of the primary and rear accessory structure. Staff recommends temporary removal of existing decking and underlayment for replacement. Upon replacement of the decking and underlayment staff recommends the applicant re-install the existing clay tile based on findings a and b.

**PUBLIC COMMENT:** None.

**MOTION:** Commissioner Burgard moved to approve with stipulations:

- That the applicant replace the existing barrel clay tile roof of the primary structure with the same clay tile profile that currently exists on the contemporary addition on the Eastern side of the historic footprint.
- That the applicant return to the Commission to request a roof replacement of the rear accessory /casita after roof replacement of the primary structure has been completed. The Commission DID NOT move to approve replacement of the existing roof of the rear accessory/casita at this time.

Commissioner Pollog seconded the motion.

**VOTE:**

AYE: Davis, Flores, Burgard, Hernandez, Setser, Fullerton, Pollog, and Vasquez

NAY: None.

ABSENT: Garcia and Sepulveda.

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

**ADJOURNMENT:** The meeting adjourned at 10:53 a.m.

**APPROVED:**

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

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