



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

**COMPLIANCE AND TECHNICAL ADVISORY BOARD  
MEETING MINUTES  
FRIDAY, NOVEMBER 22, 2024**

The City of San Antonio Compliance and Technical Advisory Board (“**CTAB**”) met on November 22, 2024, at 1901 South Alamo Street, San Antonio, Texas 78204.

**MEETING CALLED TO ORDER:**

Chair Sepulveda called the meeting to order at 9:02 a.m.

**ROLL CALL:**

**PRESENT:** Davis, Garcia, Burgard (virtual), Fullerton (virtual), Pollog, Vasquez, and Sepulveda.

**ABSENT:** Flores and Setser.

**ANNOUNCEMENTS:**

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

**CHAIR'S STATEMENT:**

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

**APPROVAL OF MEETING MINUTES:**

**MOTION:** Vice Chair Vasquez moved to approve CTAB meeting minutes for October 18, 2024.  
Commissioner Davis seconded the motion.

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

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

**PUBLIC COMMENTS:**

- None.

**CONSENT AGENDA:**

- No items were on the Consent Agenda for this meeting.

## **INDIVIDUAL CONSIDERATION ITEMS:**

### **ITEM #1. HDRC NO. 2024-364**

ADDRESS: 218 DELAWARE

APPLICANT: Chad Bradshaw/Mychal's Designs LLC

#### **REQUEST:**

The applicant is requesting a Certificate of Appropriateness for approval to install a 4'0" tall cattle-panel style front yard fence with a pedestrian gate and 12'0" gate spanning the driveway.

#### **RECOMMENDATION:**

Staff recommends approval to install a 4'0" tall cattle-panel style front yard fence with the following stipulation;

- i. That the front yard fence return to the front facade at the driveway and that the vehicular gate is set behind the front façade plane of the house and not span across the driveway. Staff finds that the applicant shall submit updated drawings reflecting this stipulation prior to the issuance of a Certificate of Appropriateness (COA).

**PUBLIC COMMENT:** None.

**MOTION:** Commissioner Garcia moved to approve with staff stipulations.  
Vice Chair Vasquez seconded the motion.

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

**ACTION:** **MOTION PASSED with 5 AYES. 1 NAY. 0 ABSENT.**

### **ITEM #2. HDRC NO. 2024-378**

ADDRESS: 415 BELKNAP PLACE

APPLICANT: Trevor Pollard

#### **REQUEST:**

The applicant is requesting a Certificate of Appropriateness for approval to replace the existing wood siding located on the north, south, and west wall planes with fiber cement siding with a similar profile.

#### **RECOMMENDATION:**

Staff does not recommend approval at this time. Prior to approval, the applicant must demonstrate the following:

- i. That the existing wood siding is deteriorated to a point which would warrant wholesale replacement over the recommend spot treatment; and
- ii. That the proposed hardie product will be visually similar to the historic wood siding profile to a point which would be indistinguishable from the right of way.

**PUBLIC COMMENT:** None.

**MOTION:** Vice Chair Vasquez moved to deny the request.  
Commissioner Pollog seconded the motion.

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

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

**ITEM #3. HDRC NO. 2024-377**  
ADDRESS: 443 DONALDSON AVE  
APPLICANT: Clarke Coleman/Masters Construction Inc.

**REQUEST:**

The applicant is requesting a Certificate of Appropriateness for approval to paint the exterior masonry.

**RECOMMENDATION:**

Staff does not recommend approval of the request, based on the findings. Staff recommends the applicant remove the existing exterior paint without damage to historic masonry onsite.

**PUBLIC COMMENT:**

- Pam Carpenter spoke in opposition to the case.
- Bianca Maldonado spoke in opposition to the case.

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

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

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

**ITEM #4. HDRC NO. 2024-361**  
ADDRESS: 915 MASON ST  
APPLICANT: Chad Bradshaw/Mychal's Designs LLC

**REQUEST:**

The applicant is requesting a Certificate of Appropriateness for approval to replace all existing windows onsite with aluminum windows featuring internal faux muntins.

**RECOMMENDATION:**

Staff does not recommend approval of the request, based on the findings. Staff recommends the applicant install salvaged or new wood windows that meet staff's standard window stipulations.

**PUBLIC COMMENT:** None.

**MOTION:** Vice Chair Vasquez moved to deny the request.  
Commissioner Pollog seconded the motion.

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

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

**ADJOURNMENT:** The meeting adjourned at 10:15 a.m.

**APPROVED:**

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

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