



CITY OF SAN ANTONIO
OFFICE OF HISTORIC PRESERVATION

**COMPLIANCE AND TECHNICAL ADVISORY BOARD
MEETING MINUTES
FRIDAY, FEBRUARY 21, 2025**

The City of San Antonio Compliance and Technical Advisory Board (“**CTAB**”) met on February 21, 2025, 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: Flores, Garcia, Burgard, Setser (virtual), Fullerton (virtual), Pollog, Vasquez, and Sepulveda.

ABSENT: Davis

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 November 20, 2024.

Commissioner Flores seconded the motion.

VOTE: AYE: Flores, Garcia, Burgard, Setser, Fullerton, Pollog, Vasquez, and Sepulveda.

NAY: None.

ABSENT: Davis

ACTION: **MOTION PASSED with 8 AYES. 0 NAYS. 1 ABSENT.**

ELECTION OF OFFICERS:

MOTION: Commissioner Fullerton motioned to elect Juanita Sepulveda as Chair.
(Chair) Vice Chair Pollog seconded the motion.

VOTE: AYE: Flores, Garcia, Burgard, Setser, Fullerton, Pollog, Vasquez, and Sepulveda.

NAY: None.

ABSENT: Davis

ACTION: **MOTION PASSED with 8 AYES. 0 NAYS. 1 ABSENT.**

MOTION: Commissioner Fullerton motioned to elect Jason Vasquez as Vice Chair.
(Vice Chair) Commissioner Flores seconded the motion.

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

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

APPROVAL OF 2025 CTAB MEETING SCHEDULE:

MOTION: Vice Chair Vasquez moved to approve the 2025 CTAB meeting schedule.
Commissioner Flores seconded the motion.

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

ACTION: **MOTION PASSED with 8 AYES. 0 NAYS. 1 ABSENT.**

PUBLIC COMMENT: None.

CONSENT AGENDA:

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

INDIVIDUAL CONSIDERATION ITEMS:

ITEM 1. WITHDRAWN PRIOR TO HEARING

ITEM 2. HDRC NO. 2025-024
ADDRESS: 1817 E HOUSTON ST
APPLICANT: Rigot Thomas/Comzel Construction SA

REQUEST:

The applicant is requesting a Certificate of Appropriateness to:

1. Remove the existing siding to include vinyl, faux formed stone and 117 wood siding.
2. Replace the existing siding with engineered wood siding.
3. Replacement of existing aluminum windows on primary façade with a vinyl window product.
4. Reduction of existing historic openings and replacement of historic wood windows with a vinyl window product.

RECOMMENDATION:

1. Staff recommends the removal of the existing non-historic siding which includes vinyl and faux formed stone siding based on findings a and b.
2. Staff does not recommend wholesale replacement of the historic wood siding, instead, finds the applicant should repair the existing historic siding with in-kind material that

matches existing in profile, dimensions, material, and finish, when beyond repair based on findings a and b.

3. Staff recommends the replacement of the existing aluminum windows of the front facade with the following stipulation:
 - That the applicant installs a fully wood or wood clad window 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.
 - An alternative window material may be proposed, provided that the window features meeting rails that are no taller than 1.25" and stiles no wider than 2.25".

4. Staff does not recommend reduction of the size of the historic openings nor replacement of the historic wood windows based on findings a and c. Staff recommends repair of the existing historic wood windows or replacement, if deemed necessary, with a window product that meet staff's standard window stipulations. The applicant should submit updated specifications to staff for review and approval.

PUBLIC COMMENT:

- Lulu Francois on behalf of the Dignowity Hill Historic Design Review Committee submitted a voicemail in support of staff's recommendations.
- The Dignowity Hill Historic Design Review Committee submitted a letter with the same information outlined in the voicemail.

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

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

ACTION: **MOTION PASSED with 8 AYES. 0 NAYS. 1 ABSENT.**

ITEM 3. HDRC NO. 2025-032
ADDRESS: 206 E SUMMIT AVE
APPLICANT: michelle HippsCruz/Liminal Design Studio

REQUEST:

The applicant is requesting a Certificate of Appropriateness for approval to construct a 4' tall front yard fence and pedestrian gates with masonry pillars, wrought iron fencing, and a masonry knee-high wall.

RECOMMENDATION:

Staff does not recommend approval of the front yard fence construction. Staff recommends the applicant retain the existing front yard condition.

PUBLIC COMMENT:

- Michael Biechlin submitted a voicemail in support of the request.
- The Monte Vista Historical Association submitted a letter in opposition to the request.

MOTION: Vice Chair Vasquez moved for a continuance to the next hearing on March 21, 2025.
Commissioner Flores seconded the motion.

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

ACTION: **MOTION PASSED with 8 AYES. 0 NAYS. 1 ABSENT.**

ITEM 4. HDRC NO. 2025-027
ADDRESS: 210 HERMINE BLVD
APPLICANT: Yolanda Jimenez/NEISD

REQUEST:

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

1. Increase the width of an existing driveway apron.
2. Install a new front yard concrete driveway apron 18'5" wide and tapers to 15'8".
3. Install a 15'8" wide by 48' long gravel driveway in the front yard.

RECOMMENDATION:

Item 1: Staff recommends approval of the request to increase the width of the existing concrete apron, based on the findings.

Staff does not recommend approval of items 2 and 3, based on findings a through d. Staff recommends the applicant remove the new curb cut and driveway and install landscaping based on Guidelines.

PUBLIC COMMENT:

In-person Speakers

- Kristen Graham spoke in opposition to the request.
- Betty Eckert spoke in opposition to the request.
- Geraldine Peters spoke in opposition to the request.

Voicemails

- Brenda Bachmann submitted a voicemail in opposition to the request.
- Carrie Adams submitted a voicemail in opposition to the request.
- Charlotte Jorgensen submitted a voicemail in opposition to the request.
- Chet Graham submitted a voicemail in opposition to the request.
- David Moore submitted a voicemail in opposition to the request.

- Krisin Graham submitted a voicemail in opposition to the request.
- Sandra W submitted a voicemail in support of the request.

Letters

In Support

- Abigail Grass submitted a letter in support of the request.
- Allison Talamantez submitted a letter in support of the request.
- Debra Ornelas submitted a letter in support of the request.
- Daniel Jimenez submitted a letter in support of the request.
- David Garcia submitted a letter in support of the request.
- Elsa Barriga submitted a letter in support of the request.
- Francisco Sanchez submitted a letter in support of the request.
- Julie Sandoval submitted a letter in support of the request.
- Laurie Comshiou submitted a letter in support of the request.
- Lee Hernandez submitted a letter in support of the request.
- Luis E. Ramos submitted a letter in support of the request.
- Maria Ramos submitted a letter in support of the request.
- Nayelly Ordonez submitted a letter in support of the request.
- Patricia Paez submitted a letter in support of the request.
- Reiko Seiler submitted a letter in support of the request.
- 49 residents from the Olmos Park Terrace neighborhood signed a letter(s) of support for the request.

In Opposition

- Brenda Bachmann submitted a letter in opposition to the request.
- Chet Graham submitted a letter in opposition to the request.
- David Baker submitted a letter in opposition to the request.
- Kristin Graham submitted a letter in opposition to the request.
- Stephen Johns submitted a letter in opposition to the request.

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

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

ACTION: MOTION PASSED with 7 AYES. 1 NAY. 1 ABSENT.

ADJOURNMENT: The meeting adjourned at 10:41 a.m.

APPROVED:

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

Date: _____

DRAFT