



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

**COMPLIANCE AND TECHNICAL ADVISORY BOARD  
MEETING MINUTES  
FRIDAY, April 19, 2024**

The City of San Antonio Compliance and Technical Advisory Board (“CTAB”) met on Friday, April 19, 2024, at 1901 South Alamo Street, San Antonio, Texas 78204.

**MEETING CALLED TO ORDER:**

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

**ROLL CALL:**

**PRESENT:** Flores, Burgard, Setser (virtually), Fullerton, Pollog, and Sepulveda.

**ABSENT:** Smith and Vasquez

**ANNOUNCEMENTS:**

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

**CHAIRMAN’S STATEMENT:**

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

**APPROVAL OF MEETING MINUTES:**

**MOTION:** Commissioner Flores moved to approve CTAB meeting minutes for March 22, 2024. Commissioner Burgard seconded the motion.

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

NAY: None.

ABSENT: Smith and Vasquez

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

**PUBLIC COMMENTS:**

- No public comment was provided for consent agenda items.

Chairwoman Sepulveda asked if any commissioner would like to pull items from the Consent Agenda. No Commissioners requested for an item to be pulled from the consent agenda for individual consideration.

**CONSENT AGENDA:**

Item 1, Case No. 2024-141      403 FLORISA ST

**MOTION:** Commissioner Flores moved to approve item 1 with staff stipulations. Commissioner Setser seconded the motion.

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

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

**INDIVIDUAL CONSIDERATION ITEMS:**

**ITEM 2. HDRC NO. 2024-118**  
ADDRESS: 116 W SUMMIT AVE  
APPLICANT: Emily Sammons/Pella South Texas

**REQUEST:**

The applicant is requesting a Certificate of Appropriateness for approval to replace seven (7) existing wood windows with aluminum-clad wood 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:**

- Robin Foster spoke in opposition to the case.
- The Monte Vista Historical Association's Architectural Review Committee submitted a letter in opposition to the case.

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

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

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

**ITEM 3. HDRC NO. 2024-151**

ADDRESS: 221 CLAUDIA ST

APPLICANT: Jud Janak/JANAK JUDSON CLARKE & MEGAN ELIZABETH

**REQUEST:**

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

1. Replace the existing front walkway with pavers and install pavers to match at the sidewalk.
2. Install a 4-foot-tall, wrought iron front yard fence with a front driveway gate.

**RECOMMENDATION:**

Item 1, staff recommends approval of front walkway and sidewalk replacement based on findings a through c with the following stipulations:

- i. That the front walkway is replaced to match the existing in material, configuration, footprint, dimensions, and finish based on finding b. An updated site plan and material specifications must be submitted to staff for review and approval prior to the issuance of a Certificate of Appropriateness.
- ii. That the new sidewalk installation is fully concrete and matches the surrounding public sidewalk in material, configuration, footprint, dimensions, and finish based on finding c. An updated site plan and material specifications must be submitted to staff for review and approval prior to the issuance of a Certificate of Appropriateness.

Item 2, staff recommends approval of the installation of the front yard fence and driveway gate based on finding d with the following stipulations:

- i. That the driveway gate is installed behind the front façade wall plane and that an updated site plan is submitted to staff for review and approval prior to the issuance of a Certificate of Appropriateness.
- ii. The gate and fencing must be permitted and meet the development standards outlined in UDC Section 35-514.

**PUBLIC COMMENT:**

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

**MOTION:** Commissioner Flores moved to approve item 1 with staff stipulations and item 2 as presented by the applicant.  
Commissioner Fullerton seconded the motion.

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

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

**ITEM 4. HDRC NO. 2024-151**

ADDRESS: 302 LAVACA ST

APPLICANT: Diane Holden Jones /QC JONES INVESTMENTS LLC

**REQUEST:**

The applicant is requesting a Certificate of Appropriateness for approval to replace the existing front door and sidelites configuration with a wood door in place of the current configuration.

**RECOMMENDATION:**

Staff does not recommend approval based on the finding b. A replacement door that fits within the existing opening is eligible for administrative approval.

**PUBLIC COMMENT:** None.

**MOTION:** Commissioner Flores moved to approve as submitted by the applicant.  
Commissioner Setser seconded the motion.

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

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

**ITEM 5. HDRC NO. 2024-143**  
ADDRESS: 117 SWEET  
APPLICANT: Julio Vazquez /Payaya Design & Build

**REQUEST:**

The applicant is requesting a Certificate of Appropriateness for approval to modify an existing window opening on the front façade by converting the existing opening to a door opening.

**RECOMMENDATION:**

Staff does not recommend approval of the fenestration modification based on finding b.

**PUBLIC COMMENT:** None.

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

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

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

**ITEM 6. 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. Repair the historic structure's foundation.
2. 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.
3. Modify the façade materials by installing black stucco and wood siding with a natural finish.
4. Modify the façade of the existing, side addition by installed a front facing garage door and installing wood siding.

5. Install both front yard and privacy fencing on site.
6. Install a front yard, circular driveway.

**RECOMMENDATION:**

1. Staff recommends approval of item #1, foundation repair, based on finding a.
2. Staff recommends approval of item #2, 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.
3. Staff does not recommend approval of item #3, 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.
4. Staff recommends approval of item #4, the installation of a garage door in the location of the previous garage with the following stipulations:
  - i. 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.
  - ii. That additional construction documents be submitted to OHP staff for review and approval noting the installation profile and depth of the proposed garage door.
5. Staff does not recommend approval of item #5, fencing, as proposed. Front yard fencing is not found 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.
6. Staff does not recommend approval of item #6, the installation of a circular driveway, based on finding h. Staff recommends that the original, straight driveway be maintained in place.

**PUBLIC COMMENT:**

- Leonard McClure submitted a letter and spoke in person opposing the case.
- 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 Burgard moved to approve item 1 and referred items 2-6 to the Design Review Committee.  
Commissioner Flores seconded the motion.

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

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

**ITEM 7. HDRC NO. 2024-153**  
ADDRESS: 126 BEVERLY DR  
APPLICANT: Jamie Mathis/MATHIS JAMIE MARGARET

**REQUEST:**

The applicant requests a Certificate of Appropriateness for approval to install a 22'x22' metal carport.

**RECOMMENDATION:**

Staff recommends approval of construction of a carport, based on findings a through d, with the following stipulations:

- i. That the applicant reduces the overall height of the carport so that it doesn't exceed the height of the existing detached garage, as noted in finding c.
- ii. That the applicant proposes a wood-framed or wood-clad frame for the carport, as noted in finding d.
- iii. That the applicant meets all setback standards as required by city zoning and obtain a variance from the Board of Adjustment if applicable.

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

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

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

\* District 10 HDRC Commissioner Holland joined virtually at 10:41 a.m.

\* Commissioner Setser left the meeting at 10:41 a.m.

**ITEM 8. HDRC NO. 2024-139**  
ADDRESS: 501 HAYS ST  
APPLICANT: John Goodwin/John P. Goodwin

**REQUEST:**

The applicant is requesting a Certificate of Appropriateness for approval to replace the existing shingle roof with a standing seam metal roof with panels that feature striations and a ridge cap.

**RECOMMENDATION:**

Staff recommends approval of the replacement of the existing shingle roof with a standing seam metal roof based on finding c with the following stipulation:

- i. That the applicant installs a standing seam metal roof featuring panels that are 18 to 21 inches wide, seams that are 1 to 2 inches high, a crimped ridge seam, and match the current finish or a standard galvalume finish. Panels should be smooth without striation or corrugation. Ridges are to feature a double-munch or crimped ridge configuration; no vented ridge caps or end caps are allowed. All chimney, flue, and related existing roof details must be preserved. An inspection must be scheduled with OHP staff prior to the start of work to verify that the roofing material matches the approved specifications. No modifications to the roof pitch or roof form are requested or approved at this time.

**PUBLIC COMMENT:**

- Lulu Francois, on behalf of the Dignowity Hill Architectural Review Committee, submitted a voicemail supporting staff stipulations.
- Vanessa Shelton spoke in support of the case.

**MOTION:** Commissioner Holland moved to approve with the stipulation to remove the ridge caps that were initially installed on the standing seam metal roof.  
Commissioner Pollog seconded the motion.

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

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

**ADJOURNMENT:** The meeting adjourned at 11:01 a.m.

**APPROVED:**

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

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