



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

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

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

**MEETING CALLED TO ORDER:**

Chairwoman Sepulveda called the meeting to order at 8:33 a.m.

**ROLL CALL:**

**PRESENT:** Flores, Burgard, Setser, Smith (virtual), Vasquez, and Sepulveda.

**ABSENT:** Fullerton.

- Commissioner Fullerton arrived at 8:55 a.m.

**ANNOUNCEMENTS:**

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

**CHAIR’S STATEMENT:**

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

**APPROVAL OF MEETING MINUTES:**

**MOTION:** Commissioner Setser moved to approve the CTAB meeting minutes for February 23, 2024, Commissioner Flores seconded the motion.

**VOTE:** AYE: Flores, Burgard, Setser, Smith, Vasquez, and Sepulveda.

NAY: None.

ABSENT: Fullerton.

**ACTION:** MOTION PASSED with 6 AYES. 0 NAYS. 1 ABSENT.

**PUBLIC COMMENTS:**

- Item 1 – Isabel Owen submitted a letter in support of the request.

Chairwoman Sepulveda asked if any commissioner would like to pull items from the Consent Agenda. No item was pulled from the Consent Agenda for individual consideration.

**CONSENT AGENDA:**

Item 1, Case No. 2024-096 115 W HUISACHE AVE

Item 2, Case No. 2024-101 126 MAGNOLIA DR

Item 3, Case No. 2024-102 677 E WOODLAWN AVE

**MOTION:** Commissioner Flores moved to approve items 1-3 with staff stipulations. Commissioner Smith seconded the motion.

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

**ACTION:**        **MOTION PASSED with 6 AYES. 0 NAYS. 1 ABSENT.**

**INDIVIDUAL CONSIDERATION ITEMS:**

**ITEM 4.            HDRC NO. 2024-108**  
                      ADDRESS: 215 MUNCEY  
                      APPLICANT: CUNNINGHAM TAYLYN & PAULINA

**REQUEST:**

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

1. Remove the existing green paint through power washing the brick façade and paint the structure.
2. Replace eight (8) original wood windows with vinyl windows.
3. Modify one (1) window opening on the north façade.
4. Replace two (2) non-original windows in a rear addition on the north façade
5. Create three new window openings on the newest rear addition.
6. Replace an existing exterior door in the newest rear addition with a new vinyl door.
7. Remove one rear door on the rear (west) façade of the newest rear addition.

**RECOMMENDATION:**

1. Staff does not recommend approval of item #1, pressure washing the historic structure's façade and painting, as proposed, based on finding d. Staff recommends the applicant use a non-abrasive removal technique. Additionally, staff recommends the applicant explore removing all paint layers. If this is not feasible, staff finds painting with a paint designed for masonry applications to be appropriate.
2. Staff does not recommend approval of item #2, the replacement of eight (8) original wood windows with vinyl windows, based on finding e. Staff recommends the applicant repair and reinstall the original wood windows. If the original wood windows have been discarded, staff recommends the applicant install new or salvaged wood windows that match the profile of those that were removed. Replacement wood windows should be submitted to OHP staff for review and approval prior to purchase and installation.
3. Staff does not recommend approval of item #3, the modification of an original window opening on the north façade based on finding f. Staff recommends the applicant restore this opening to its original size.
4. Staff recommends approval of item #4, the replacement of two, non-original windows within the rear addition based on finding g with the following stipulations:
  - i. That the replacement window should adhere to the adopted Standards for Replacement Windows, as noted in the applicable citations.
  - ii. That the proposed replacement windows be submitted to OHP staff for review and approval.
5. Staff recommends approval of item #5, the creation of window opening on the newest rear addition based on finding h with the following stipulations:
  - i. That the openings be consistent with the architectural style of the existing structure. Rectangular, fixed windows are not consistent with the architecture of the historic structure.
  - ii. That the proposed new windows be submitted to OHP staff for review and approval.
6. Staff recommends approval of item #6, the replacement of an existing door on the newest rear addition based on finding i with the following stipulations:
  - i. That the replacement door be wood and appropriate in style for the Folk Victorian style.
  - ii. That the proposed replacement door be submitted to OHP staff for review and approval.
7. Staff recommends approval of item #7, the removal of a rear facing door on the newest rear addition, as submitted, based on finding j.

**PUBLIC COMMENT:**

- Lulu Francois, on behalf of the Dignowity Hill Architectural Review Committee, submitted a voicemail in support of staff's recommendations and stipulations.
- Dignowity Hill Architectural Review Committee submitted a letter with the same information from the voicemail.

**MOTION:**

Commissioner Vasquez moved to:

- approve items 1 and 2 with staff stipulations;
- refer items 3, 4, and 5 to a Design Review Committee;
- approve item 6 as submitted with the stipulation that the doors be painted; and,
- approve item 7 as submitted.

Commissioner Burgard seconded the motion.

**VOTE:**

AYE: Flores, Burgard, Setser, Fullerton, Smith, Vasquez, and Sepulveda.

NAY: None.

ABSENT: None.

**ACTION:**

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

**ITEM 5.**

**HDRC NO. 2024-111**

ADDRESS: 320 MADISON

APPLICANT: Maggie Wilmoth/WILMOTH MARGRET & WILMOTH ROBERT MATTHEW

**REQUEST:**

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

1. Install a 10-foot-wide stamped and stained concrete driveway.
2. Install a 4-foot-wide stamped and stained concrete front walkway.
3. Install stamped and stained concrete front porch steps.
4. Install brick-clad concrete planters at the front porch.
5. Install concrete curbing around the perimeter of the primary structure.
6. Install an 8-foot-tall rear wood privacy fence.

**RECOMMENDATION:**

Item 1, staff recommends approval of driveway installation based on finding c.

Item 2, staff recommends approval of the front walkway installation based on finding d.

Item 3, staff recommends approval of front porch step installation with the following stipulation:

- i. That the applicant installs front porch steps that are constructed of unstained and unstamped concrete, that feature a traditional footprint, configuration, profile, and dimensions and are flanked by concrete plinths based on finding e. 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 4, staff does not recommend approval of the planter installation based on finding f. The applicant must enter into a compliance agreement with staff with a timeline for the removal of the planters prior to the issuance of a Certificate of Appropriateness for the remaining request items.

Item 5, staff recommends approval of the perimeter curbing based on finding g.

Item 6, staff recommends approval of rear wood privacy fence installation based on finding h with the following stipulations:

- i. That the applicant installs a rear privacy fence that does not exceed 6 feet in height based on finding h. 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. Any fencing and gates must be permitted and meet the development standards outlined in UDC §35- 514.

**PUBLIC COMMENT:**

- Mickey Conrad, on behalf of the King William Association Architectural Advisory Committee, spoke in opposition to the request.
- Rudy Zinsmeister submitted a voicemail in support of the request.
- Clayton Hoover submitted a letter in support of the request.
- King William Association Architectural Advisory Committee submitted a letter opposing the request.
- Levi Stoneking submitted a letter in support of the request.

**MOTION:** Commissioner Vasquez moved to approve items 1 with staff stipulations and an additional stipulation that the red stain is removed to feature an unstained concrete finish or that the red stain is removed and is stained with a gray finish that has the appearance of unstained concrete. Items 2 and 3 with staff stipulations, item 5 with the stipulation that the vents are installed in the skirting, so the foundation is properly vented, item 6 as submitted, and denial of item 4. Commissioner Burgard seconded the motion.

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

**ACTION:** MOTION PASSED with 6 AYES. 1 NAY. 0 ABSENT.

**ITEM 6. HDRC NO. 2024-098**  
ADDRESS: 5316 SAN PEDRO AVE  
APPLICANT: George Issac Ortiz/Economy Signs

**REQUEST:**  
The applicant requests a Certificate of Appropriateness for approval to:

1. Install a 10'x3' internally illuminated cabinet sign.
2. Install an 8'x4' double-sided aluminum sign on the existing pole sign.
3. Install an approx. 4'x2' vinyl window sign.

**RECOMMENDATION:**  
Staff recommends approval of signage, based on findings a through d, with the stipulation that signage on the building be externally illuminated, as noted in finding c.

**PUBLIC COMMENT:** None.

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

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

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

**ITEM 7. HDRC NO. 2024-087**  
ADDRESS: 402 E HUISACHE AVE  
APPLICANT: David Kernodle

**REQUEST:**

The applicant is requesting a Certificate of Appropriateness for approval to remove all wood windows and wholesale replace them with a fiberglass material.

**RECOMMENDATION:**

Staff does not recommend approval of the replacement of wood windows based on findings b through e. Staff recommends the applicant repair the wood windows with in-kind materials.

**PUBLIC COMMENT:** None.

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

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

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

**ITEM 8. HDRC NO. 2024-103**  
ADDRESS: 515 WICKES  
APPLICANT: Rebecca Clausewitz/CLAUSEWITZ REBECCA

**REQUEST:**

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

1. Construct a limestone retaining wall.
2. Regrade the front yard; create level surface at top of new wall.
3. Replace the concrete porch steps with stone.
4. Replace the concrete walkway steps with stone.
5. Construct limestone planters along the southern and eastern façade's foundation skirting.

**RECOMMENDATION:**

Staff does not recommend approval of items 1 through 5, based on findings a through i.  
Staff recommends the applicant work with staff to return the modifications to their previous configurations.

**PUBLIC COMMENT:**

- The King William Association Architectural Advisory Committee submitted a letter opposing the request.

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

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

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

**ADJOURNMENT:** Chairwoman Sepulveda adjourned the meeting at 11:57 a.m.

**APPROVED:**

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

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

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