



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

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

The City of San Antonio Compliance and Technical Advisory Board (**CTAB**) met on July 19, 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, Garcia, Burgard, Setser, Pollog, Vasquez, Sepulveda.

ABSENT: Fullerton, Smith.

**ANNOUNCEMENTS:**

- Spanish interpreter services available to the public during the hearing.
- OHP staff invite the public to attend upcoming events:
  - Historic Districts Coalition meeting - Saturday, July 20th at San Antonio Garden Center
  - The Amazing Preservation Race for Kids - Saturday, July 27<sup>th</sup> at Yanaguan Garden at Hemisfair

**CHAIR'S STATEMENT:**

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

**APPROVAL OF MEETING MINUTES:**

**MOTION:** Vice-Chair Vasquez moved to approve the CTAB meeting minutes for June 21, 2024 Commissioner Pollog seconded the motion.

**VOTE:** AYE: Davis, Flores, Garcia, Burgard, Setser, Pollog, Vasquez, Sepulveda.

NAY: None.

ABSENT: Fullerton, Smith.

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

**PUBLIC COMMENTS:**

- Bianca Maldonado on behalf of the Monticello Park Neighborhood Association made in person comments suggesting the city to create a database of approved and unapproved contractors for homeowners to reference when searching for contractors to work on their historic homes.
- Valerie Cortez, on behalf of the Concerned Citizens of Dignowity Hill, submitted voicemail comments to announce the dissolution of the Dignowity Hill Architectural Review Committee and re-establishment of Concerned Citizens of Dignowity Hill.
- Lulu Francois, on behalf of the Concerned Citizens of Dignowity Hill, submitted voicemail comments continuing Valerie Cortez's previous comments announcing the dissolution of the Dignowity Hill Architectural Review Committee and re-establishment of Concerned Citizens of Dignowity Hill.
- The Concerned Citizens of Dignowity Hill submitted a letter outlining the same information provided in the voicemails for comments.

- Item 3 – Valerie Cortez, on behalf of the Concerned Citizens of Dignowity Hill, submitted a voicemail in support of staff’s recommendations.
- Item 3 – The Concerned Citizens of Dignowity Hill submitted a letter outlining the same information provided in the voicemail.

Chair Sepulveda asked if any commissioner would like to pull items from the Consent Agenda. No commissioner requested items be pulled from the Consent Agenda for individual consideration.

**CONSENT AGENDA:**

Item 1, Case No. 2024-251 429 DEVINE ST  
 Item 2, Case No. 2024-228 603 E EVERGREEN  
 Item 3, Case No. 2024-245 725 HAYS ST

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

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

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

**INDIVIDUAL CONSIDERATION ITEMS:**

**ITEM 4. 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. 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.
2. Modify the façade materials by installing black stucco and wood siding with a natural finish.
3. Modify the façade of the existing, side addition by installing a front facing garage door, a recessed balcony, wood siding and a fifth column. The proposed side addition’s mass will be extended forward to align with the primary façade of the historic structure.
4. Install both front yard and privacy fencing on site.

**RECOMMENDATION:**

1. Staff recommends approval of item #1, 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.
2. Staff does not recommend approval of item #2, 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.

3. Staff does not recommend approval of the request items identified in item #3, as they have been proposed, based on finding g. Staff recommends the following:
  - i. That the proposed garage's footprint remain as it currently exists and not be brought forward.
  - ii. 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.\
  - iii. That additional construction documents be submitted to OHP staff for review and approval noting the installation profile and depth of the proposed garage door.
  - iv. That the proposed fifth column be eliminated.
4. Staff does not recommend approval of item #4, fencing, as proposed. Front yard fencing is not found historically 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.

**PUBLIC COMMENT:** None.

**MOTION:** Commissioner Garcia moved to postpone to the next hearing on August 23, 2024. Commissioner Flores seconded the motion.

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

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

**ITEM 5. HDRC NO. 2024-234**  
 ADDRESS: 820 N ALAMO ST  
 APPLICANT: Nicholas Marquez/BAR HOUSE LLC

**REQUEST:**

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

1. Install brick paving in the front yard.
2. Install a 4-foot-tall metal front yard fence.
3. Replace the existing front walkway with an 8-foot-wide concrete walkway.

**RECOMMENDATION:**

Items 1 and 2, staff recommends approval based on findings a through d with the following stipulations:

- i. That the applicant updates the proposed front yard modifications to feature a combination of small plantings and pavers 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 final construction height of the approved gate and fencing may not exceed the maximum height of 4 feet as approved by the HDRC at any portion of the fence. Additionally, the gate and fencing must be permitted and meet the development standards outlined in UDC Section 35-514.

- iii. That the replacement walkway matches the existing walkway in location, footprint, width, configuration, and material based on finding d. The applicant is required to submit an updated measured site plan to staff for review and approval prior to the issuance of a Certificate of Appropriateness.

**PUBLIC COMMENT:** None.

**MOTION:** Commissioner Flores moved to postpone to the next hearing on August 23, 2024. Commissioner Pollog seconded the motion.

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

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

**ITEM 6. HDRC NO. 2024-235**  
ADDRESS: 344 W ROSEWOOD AVE  
APPLICANT: mark olivares/OLIVARES MARK & MARTINEZ STEPHANIE

**REQUEST:** The applicant is requesting a Certificate of Appropriateness for approval to install a front yard fence with horizontal slats measuring five feet in height.

**RECOMMENDATION:**

Staff does not recommend approval of the front yard fence, based on finding b. If the HDRC feels compelled to approve the request, staff recommends that the following stipulation be included:

- i. That the final construction height of the approved fencing may not exceed the maximum height of 4 feet as approved by the HDRC at any portion of the fence. Additionally, the fencing must be permitted and meet the development standards outlined in UDC Section 35-514 including clear vision requirements.

**PUBLIC COMMENT:** None

**MOTION 1:** Vice-Chair Vasquez moved to deny the request. Then, retracted his motion.

**MOTION 2:** Commissioner Garcia moved to approve with staff stipulations. Vice-Chair Vasquez seconded the motion.

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

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

**ITEM 7. HDRC NO. 2024-244**  
ADDRESS: 263 W HERMOSA DR  
APPLICANT: Joey Cortez/CHAPA FEDRA

**REQUEST:**

The applicant is requesting a Certificate of Appropriateness for approval to replace the existing shingle roof with a standing seam metal roof in the color aged bronze.

**RECOMMENDATION:**

Staff recommends approval of the roof replacement based on findings a through d with the following stipulations:

- 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. An on-site inspection must be scheduled with OHP staff prior to the start of work to verify that the roofing material matches the approved specifications. All chimney, flue, and related existing roof details must be preserved.

**PUBLIC COMMENT:**

- The applicant provided letters of support for the request signed by Josh Hildebradt, Katie Cortez, Fernando R., Joann T., and Pat and Geof Edwards.
- The Concerned Citizens of Dignowity Hill submitted a letter in support of staff's recommendations.

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

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

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

**ITEM 8. HDRC NO. 2024-232**  
ADDRESS: 1710 S ST MARYS ST  
APPLICANT: Frederick Pulling/PULLING FREDERICK B

**REQUEST:**

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

1. Replace the historic front door with a new contemporary-style door.
2. Replace the existing front porch decking.
3. Replace the existing natural turf in the front yard with white rock.
4. Modify the front-facing window panes to feature a mirrored finish.

**RECOMMENDATION:**

Item 1: Staff recommends approval of item 1, based on findings a through c, with the following stipulation:

- i. That the applicant replace the existing front door with an architecturally appropriate front door replacement. The applicant must provide staff with either a photo or a product description of the replacement door prior to the issuance of a Certificate of Appropriateness.

Item 2: Staff recommends approval of item 2, based on findings a and d, with the following stipulation:

- i. That the applicant install porch decking made of wood that features a 1x3” tongue-and-groove profile with a pitch to allow water runoff towards the front yard. Decking must be installed perpendicular to the adjacent wall plane.

Item 3: Staff recommends approval of item 3, based on findings a and e, with the following stipulations:

- i. That the applicant install plantings within the yard and submit to staff a landscape site plan reflecting a minimum of 50% green coverage.
- ii. That the applicant remove the rocks over the existing front walkways.

Item 4: Staff does not recommend approval of item 4, based on findings a and f. Staff recommends the applicant remove the existing mirror film, or if the window pane has been replaced, install a clear window pane.

**PUBLIC COMMENT:** None

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

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

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

**ITEM 9. HDRC NO. 2024-238**  
ADDRESS: 4950 SAN PEDRO AVE  
APPLICANT: Mariano Molina/CLEARFIELD CONSTRUCTION LLC

**REQUEST:**

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

1. Construct an approximately 751 sqft rear carport.
2. Replace the existing front and side yard fence with a wire mesh panel fence measuring approximately 6’ in height.
3. Install artificial turf and river stones.
4. Modify the existing site work.

**RECOMMENDATION:**

Item 1: Staff recommends approval of item 1, based on findings a through d, with the following stipulation:

- i. That the applicant meet all setback standards as required by city zoning requirements and obtain a variance from the Board of Adjustment if applicable.

Item 2: Staff recommends approval of item 2, based on findings a and e, with the following stipulations:

- i. That the applicant install a decorative metal fence at the front yard measuring no more than 4’ in height.

- ii. That the applicant install a decorative metal fence at the side yard, behind the front façade of the structure, measuring no more than 6' in height.

Item 3: Staff recommends approval of item 3, based on findings a and f, with the following stipulation:

- i. That the applicant incorporate at least 50% natural plantings within the landscape and submit to staff an updated landscape site plan.

Item 4: Staff does not recommend approval of item 4, based on findings a and g. Staff recommends the applicant return the site work to its historic condition.

**PUBLIC COMMENT:** None

**MOTION:** Commissioner Flores moved to approve items 1 and 3 with staff stipulations, approve item 2 with the stipulation that the applicant reduce the height of the fence and driveway gate facing W Wildwood Dr to 4' in height, and to deny item 4. Commissioner Burgard seconded the motion.

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

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

**ADJOURNMENT:** Chairwoman Sepulveda adjourned the meeting at 10:33 a.m.

**APPROVED:**

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

Date: Aug 23, 2024