



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

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

The City of San Antonio Compliance and Technical Advisory Board (“**CTAB**”) met on March 21, 2025, at 1901 South Alamo Street, San Antonio, Texas 78204.

**MEETING CALLED TO ORDER:**

Vice-Chair Vasquez called the meeting to order at 9:00 a.m.

**ROLL CALL:**

**PRESENT:** Davis, Flores, Garcia, Burgard, Setser, Fullerton, Pollog, Sepulveda (virtual), Vasquez

**ABSENT:** None.

**ANNOUNCEMENTS:**

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

**CHAIR’S STATEMENT:**

Vice-Chair Vasquez provided a statement regarding meeting appeals, time limits, and decorum.

**APPROVAL OF MEETING MINUTES:**

**MOTION:** Commissioner Pollog moved to approve CTAB meeting minutes for February 21, 2025  
Commissioner Garcia seconded the motion.

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

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

**PUBLIC COMMENTS:**

- Item 1 – Pam Carpenter spoke in opposition to the case.
  - Gary Hudman yielded his time to Pam Carpenter.
- Item 2 – Barbara Witte-Howell spoke on behalf of the River Road Historic District Committee in support of staff’s recommendations.
- Item 2 – The River Road Historic District Committee submitted a letter in support of staff’s recommendations.
- Item 3 – The Monte Vista Neighborhood Association Architectural Review Committee submitted a letter in support of the request.
- Item 4 – Valerie Cortez, on behalf of the Dignowity Hill Historic Design Review Committee, submitted a voicemail in opposition to the request.
- Item 4 – The Dignowity Hill Historic Design Review Committee submitted a letter in opposition to the request.

Vice-Chair Vasquez asked if any commissioner would like to pull items from the Consent Agenda.

- Commissioner Fullerton requested that Item 1 be pulled from the Consent Agenda for individual consideration.

**MOTION:** Commissioner Burgard moved to approve items 2-4 with staff stipulations. Commissioner Garcia seconded the motion.

Items on Consent:

Item 2, Case No. 2025-042	505 RIVER RD
Item 3, Case No. 2025-032	206 E SUMMIT AVE
Item 4, Case No. 2025-046	926 LAMAR ST

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

**ACTION:** Motion PASSED with 9 AYES. 0 NAYS. 0 ABSENT.

**INDIVIDUAL CONSIDERATION ITEMS:**

**ITEM 1. HDRC NO. 2025-054**  
ADDRESS: 507 FURR DR  
APPLICANT: Marcus McCrary/Sustainable KW

**REQUEST:**

The applicant is requesting a Certificate of Appropriateness for approval to replace the existing, standing seam metal roof with a textured steel tile roof. The proposed steel tiles are to resemble clay barrel tiles.

**RECOMMENDATION:**

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

- i. That the proposed steel tiles resemble the original in color.
- ii. That the removed front façade flower boxes be reinstalled. This item remains in violation.

**PUBLIC COMMENT:** Provided at the beginning of the meeting.

**MOTION 1:** Commissioner Pollog moved to approve with staff stipulations. Chair Sepulveda seconded the motion.

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

**ACTION:** MOTION FAILED with 2 AYES. 7 NAYS. 0 ABSENT.

**MOTION 2:** Commissioner Garcia moved for a continuance to the Design Review Committee.  
Chair Sepulveda seconded the motion.

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

**ACTION:** Motion PASSED with 9 AYES. 0 NAYS. 0 ABSENT.

**ITEM 5. HDRC NO. 2025-041**  
ADDRESS: 808 N PINE ST  
APPLICANT: Michael Ramirez

**REQUEST:**

The applicant is requesting a Certificate of Appropriateness for approval to install a wrought iron, front yard fence at 808 N Pine Street, located within the Dignowity Hill Historic District. The applicant has proposed for the fence to feature four (4) feet in height and to feature a sliding driveway gate.

**RECOMMENDATION:**

Staff recommends approval based on findings a through d with the stipulation that no portion of the fence exceeds four (4) feet in height, including gates. This would include the elimination of arched gates.

**PUBLIC COMMENT:** None.

**MOTION:** Commissioner Flores moved to approve the installation of a fence at 4' - 0" in height with the stipulation that the proposed gates not exceed 4' - 6" in height.  
Commissioner Pollog seconded the motion.

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

**ACTION:** Motion PASSED with 9 AYES. 0 NAYS. 0 ABSENT.

**ITEM 6. HDRC NO. 2025-058**  
ADDRESS: 125 PASO HONDO  
APPLICANT: Oscar Garnica/G&A concrete and asphalt services LLC

**REQUEST:**

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

1. Install a gravel surface parking lot that covers the entirety of the front yard facing Paso Hondo, featuring parking curbs and pole signs.
2. Install a 24-foot-wide curb cut at the center of the front yard.

**RECOMMENDATION:**

Staff does not recommend approval of items 1 and 2 based on findings a through d.

Staff recommends that the applicant installs at least 50% native plantings or green space in the front yard with natural colored ground cover and utilizes the traditional driveway area along the east side of the property. A driveway should not exceed 10 feet in width and a driveway apron should not exceed 12 feet in width.

**PUBLIC COMMENT:**

- Valerie Cortez, on behalf of the Dignowity Hill Historic Design Review Committee, submitted a voicemail in opposition to the request.

**MOTION:** Commissioner Pollog moved to deny the request and require the applicant to install at least 50% native plantings or green space in the front yard with natural colored ground cover and utilize the traditional driveway area along the east side of the property. A driveway should not exceed 10 feet in width and a driveway apron should not exceed 12 feet in width.  
Chair Sepulveda seconded the motion.

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

**ACTION:** Motion PASSED with 9 AYES. 0 NAYS. 0 ABSENT.

**ITEM 7. HDRC NO. 2024-354**  
ADDRESS: 310 E HARDING BLVD  
APPLICANT: RENE LAFUENTE/RL DESIGNS

**REQUEST:**

The applicant is requesting a Certificate of Appropriateness to:

1. Replace the existing windows with a vinyl window product.
2. Install a fiber cement siding product over the historic 117 wood siding.
3. Replace the existing 117 historic wood skirting with stucco.

**RECOMMENDATION:**

1. Staff does not recommend wholesale replacement of the historic wood windows. Staff finds the applicant should repair fifteen (15) of the existing historic wood windows with in-kind materials that match existing in profile, dimensions, material, and finish based on findings a and b.

Staff recommends replacement of two (2) of the historic wood windows and replacement of the one (1) non-historic window with the following stipulation based on findings a and b.

- a. That the applicant installs a fully wood or clad wood window that meets 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.
  - b. 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".
  - c. Applicant to submit updated specifications to Staff for review prior to the issuance of a COA based on findings a and b.
2. Staff does not recommend the installation of fiber cement siding atop the historic 117 siding. Staff finds the applicant should repair and replace the existing siding with in-kind material that matches existing in terms of profile, dimensions, material, and finish based on findings a and c.
  3. Staff does not recommend the installation of stucco skirting. Staff finds the applicant should install a siding material that matches the existing siding in terms of profile, dimensions, material, and finish based on findings a and d.

**PUBLIC COMMENT:** None.

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

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

**ACTION:** Motion PASSED with 9 AYES. 0 NAYS. 0 ABSENT.

**ITEM 8. HDRC NO. 2025-060**  
ADDRESS: 133 W CRAIG PLACE  
APPLICANT: Omar Zidan /OSA Group

**REQUEST:**

The applicant is requesting a Certificate of Appropriateness for approval to install a wrought iron fence at 133 W Craig, located within the Monte Vista Historic District. The proposed fence will be installed to run parallel to the right of way along both W Craig Place and Howard Street and will feature a swinging pedestrian gate on W Craig Place and a rolling driveway gate on Howard Street. The proposed fence features an overall height of approximately seven (7) to eight (8) feet.

**RECOMMENDATION:**

Staff recommends approval based on findings a through d, with the stipulation that the fence be lowered to four (4) feet in height.

The \$500.00 post work application fee shall be paid prior to the issuance of a Certificate of Appropriateness and permit.

The property owner is responsible for obtaining the required fencing permit from Development Services Department.

**PUBLIC COMMENT:** None.

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

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

**ACTION:** Motion PASSED with 9 AYES. 0 NAYS. 0 ABSENT.

**ADJOURNMENT:** The meeting adjourned at 10:35 a.m.

**APPROVED:**



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

Date: 4-18-2025