



CITY OF SAN ANTONIO
OFFICE OF HISTORIC PRESERVATION

**COMPLIANCE AND TECHNICAL ADVISORY BOARD
MEETING MINUTES
FRIDAY, July 18, 2025**

The City of San Antonio Compliance and Technical Advisory Board (**CTAB**) met on July 18, 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, Spiller, Fullerton, Pollog, Vasquez, and Sepulveda (virtual)

ABSENT: Davis, Burgard, and Setser

- Commissioner Davis arrived at 9:02 a.m.

ANNOUNCEMENTS:

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

CHAIR'S STATEMENT:

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

APPROVAL OF MEETING MINUTES:

MOTION: Commissioner Pollog moved to approve CTAB meeting minutes for June 20, 2025
Commissioner Flores seconded the motion.

VOTE:

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

ACTION: **MOTION PASSED with 7 AYES. 0 NAYS. 2 ABSENT. 1 ABSTAIN.**

PUBLIC COMMENTS: None

CONSENT AGENDA:

- No items on the consent agenda.

INDIVIDUAL CONSIDERATION ITEMS:

ITEM 1. HDRC NO. 2025-165
ADDRESS: 135 W LULLWOOD AVE
APPLICANT: Ron Allon

REQUEST:

The applicant is requesting a Certificate of Appropriateness to replace fifteen windows on the primary structure with a vinyl window product. Twelve windows (windows 4-15) are historic wood windows while the remaining are nonhistoric, fixed pane windows.

RECOMMENDATION:

Staff does not recommend replacement of the existing fifteen windows with a vinyl window product, instead staff recommends repair of the twelve historic wood windows (windows 4-15) and replacement of the three non-historic windows (windows 1,2,3) with the following stipulation;

- That the applicant installs windows that meet staff's standard window stipulations and submits updated specifications to staff for review and approval. A wood or clad-wood window designed to visually match existing historic windows would be most appropriate. 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 all other stipulations are met.

PUBLIC COMMENT: None.

MOTION: Chair Sepulveda moved to deny the request.
Commissioner Flores seconded the motion.

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

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

ITEM 2. HDRC NO. 2025-125
ADDRESS: 1320 FULTON AVE
APPLICANT: VALERIE BAEZ

REQUEST:

The applicant is requesting a Certificate of Appropriateness to replace the existing wooden shake roof shingles of the primary structure with asphalt shingles.

RECOMMENDATION:

Staff recommends replacement of the roof based on findings a and b with the following stipulation; a. That the applicant replace the existing roof with a material that matches existing in scale, color, texture, profile, dimension and style. Synthetic materials are available that resemble wooden shake.

PUBLIC COMMENT: None.

MOTION: Commissioner Flores moved to approve with staff stipulations and the added stipulation that the applicant may install a roof product presented to the CTAB on July 18, 2025.
Commissioner Spiller seconded the motion.

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

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

ITEM 3. HDRC NO. 2025-162
ADDRESS: 530 LEIGH ST
APPLICANT: Troy Najar

REQUEST:

The applicant is requesting a Certificate of Appropriateness for approval to install a 6' tall wood privacy gate between 528 and 530 Leigh St to extend past the front wall plane of 530 Leigh St.

RECOMMENDATION:

Staff does not recommend approval of the request, based on findings a and b. The installation of a 6' tall wood privacy gate located behind the front wall plane of the existing historic structures is eligible for administrative approval and does not require review by the Compliance and Technical Advisory Board (CTAB).

PUBLIC COMMENT: None


MOTION: Commissioner Garcia moved to approve as presented, with the stipulation that the applicant reduce the total gate/fence height not to exceed 4' in height; or to install the gate behind both front wall planes.
Commissioner Davis seconded the motion.

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

ACTION: **MOTION PASSED with 6 AYES. 1 NAYS. 3 ABSENT.**

ADJOURNMENT: The meeting adjourned at 10:28 a.m.

APPROVED:



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

Date: 8-22-2025