



CITY OF SAN ANTONIO
OFFICE OF HISTORIC PRESERVATION

**HISTORIC COMPLIANCE AND TECHNICAL ADVISORY BOARD
MEETING MINUTES
FRIDAY, JANUARY 23, 2026**

The City of San Antonio Historic Compliance and Technical Advisory Board (**CTAB**) met on January 23, 2026, 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: Burgard, Spiller, Fullerton, Pollog, Vasquez, and Sepulveda

ABSENT: Davis, Garcia

- Commissioner Garcia arrived virtually at 9:03 a.m.

ANNOUNCEMENTS:

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

CHAIR'S STATEMENT:

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

ELECTION OF OFFICERS:

MOTION: Commissioner Pollog moved to nominate Juanita Sepulveda as Chair.
Commissioner Vasquez seconded the motion.

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

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

Chair Sepulveda requested nominations for Vice Chair.

MOTION: Commissioner Pollog moved to nominate Jason Vasquez as Vice Chair.
Commissioner Fullerton seconded the motion.

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

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

APPROVAL OF MEETING MINUTES:

MOTION: Commissioner Burgard moved to approve the CTAB meeting minutes for December 19, 2025.
Commissioner Pollog seconded the motion.

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

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

PUBLIC COMMENTS:

- Item 1 – Lulu Francois, on behalf of the Dignowity Hill Historic Neighborhood Review Committee, submitted a voicemail in support of staff’s recommendations, and requested that the blue outlined window on the rear elevation drawing be changed to a 1 over 1 window.
- Item 1 – The Dignowity Hill Historic Neighborhood Review Committee submitted a letter with the same information outlined in the voicemail.

Chair Sepulveda asked if any commissioner would like to pull items from the Consent Agenda. Vice Chair Vasquez requested that item 1 be pulled from the Consent Agenda for individual consideration.

No vote for the consent agenda. Items will be heard for individual consideration.

INDIVIDUAL CONSIDERATION ITEMS:

ITEM 1. HDRC NO. 2025-352
ADDRESS: 122 POTOMAC ST
APPLICANT: Juan Chavarria

REQUEST:

The applicant is requesting a Certificate of Appropriateness to:

1. Construct a 156 sf addition at the SE corner of the primary structure and rebuild existing rear roof.
2. Restore the previously removed brick chimney and secondary opening of front façade.
3. Relocate existing rear exterior door and patio to new location at rear.

RECOMMENDATION:

Staff recommends approval to:

1. Construct a 156 sf addition at the SE corner of the primary structure and rebuild existing rear roof based on findings a through d with the following stipulations.
 - a. That the applicant install the removed historic windows in the new addition and provide updated drawings with added fenestration to staff for review prior to the issuance of a COA.
 - b. That the applicant submit siding specifications to staff for review prior to the issuance of a COA.
 - c. That the applicant meet all setback standards as required by city zoning and obtain a variance from the Board of Adjustment if applicable.

2. Restore the previously removed brick chimney and secondary opening of front façade based on findings a and e with the following stipulation.
 - a. That the applicant submit dimensioned drawings of the chimney reconstruction and front door selection to staff for review prior to the issuance of a COA.
3. Relocate existing rear exterior door and patio to new location at rear based on findings a and f.

PUBLIC COMMENT: Provided at the beginning of the meeting.

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

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

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

ITEM 2. POSTPONED PRIOR TO HEARING

ITEM 3. HDRC NO. 2025-342
ADDRESS: 204 E ROSEWOOD AVE
APPLICANT: Eddie Brhellan/Roofsharx LLC

REQUEST:

The applicant is requesting a Certificate of Appropriateness for approval to paint the exterior of the three existing masonry buildings located on the property.

RECOMMENDATION:

Staff does not recommend approval to paint the exterior of the three masonry buildings on the property.

PUBLIC COMMENT: None.

MOTION: Vice Chair Vasquez moved to deny the request.
Commissioner Spiller seconded the motion.

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

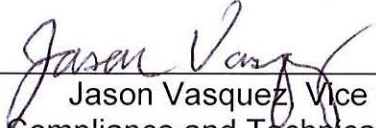
ACTION: **MOTION PASSED with 7 AYES. 0 NAYS. 1 ABSENT.**

ITEM 4. WITHDRAWN PRIOR TO HEARING

ITEM 5. WITHDRAWN PRIOR TO HEARING

ADJOURNMENT: The meeting adjourned at 9:38 a.m.

APPROVED:



Jason Vasquez Vice Chair
Compliance and Technical Advisory
Board
City of San Antonio

Date: 2/20/26