



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

**COMPLIANCE AND TECHNICAL ADVISORY BOARD  
MEETING MINUTES  
FRIDAY, DECEMBER 19, 2025**

The City of San Antonio Compliance and Technical Advisory Board (“**CTAB**”) met on December 19, 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:** Davis, Burgard, Fullerton, Pollog, Vasquez, and Sepulveda (virtual).

**ABSENT:** Garcia and Spiller

**ANNOUNCEMENTS:**

- Spanish interpreter services available to the public during the hearing.
- Staff shared a reminder that city offices will be closed for the winter holidays from December 24, 2025 – January 1, 2026.

**CHAIR’S STATEMENT:**

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

**APPROVAL OF MEETING MINUTES:**

**MOTION:** Chair Sepulveda moved to approve CTAB meeting minutes for November 21, 2025.

Commissioner Pollog seconded the motion.

**VOTE:** AYE: Davis, Burgard, Fullerton, Pollog, Vasquez, and Sepulveda.

NAY: None.

ABSENT: Garcia and Spiller

**ACTION:** **MOTION PASSED with 6 AYES. 0 NAYS. 2 ABSENT.**

**APPROVAL OF 2026 CTAB Meeting Schedule:**

**MOTION:** Davis moved to approve the 2026 CTAB Meeting Schedule.

Commissioner Pollog seconded the motion.

**VOTE:** AYE: Davis, Burgard, Fullerton, Pollog, Vasquez, and Sepulveda.

NAY: None.

ABSENT: Garcia and Spiller

**ACTION:** **MOTION PASSED with 6 AYES. 0 NAYS. 2 ABSENT.**

**PUBLIC COMMENTS:**

- Item 1 – Lulu Francois, on behalf of the Historic Neighborhood Review Committee, submitted a voicemail in support of staff’s recommendations and requested an additional stipulation to require the front sidewalk to be a continuous cement sidewalk as opposed to pavers.
- Item 1 – The Historic Neighborhood Review Committee submitted a letter with the same information outlined in the voicemail.

Vice Chair Vasquez asked if any commissioner would like to pull items from the Consent Agenda. No commissioners requested an item from the Consent Agenda to be pulled for individual consideration.

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

Items on Consent:

Item 1, Case No. 2025-330                      406 N PINE ST

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

**ACTION:**    **MOTION PASSED with 6 AYES. 0 NAYS. 2 ABSENT.**

**INDIVIDUAL CONSIDERATION ITEMS:**

**ITEM 2.        HDRC NO. 2025-336**  
                  ADDRESS: 1009 BURNET ST  
                  APPLICANT: Jimmy Espinosa

**REQUEST:**

1. Replace existing front porch decorative wood columns and pilasters with wood posts featuring a square profile.
2. Remove front porch balustrade.

**RECOMMENDATION:**

Staff does not recommend approval of the request based on findings a through e. Staff recommends the porch columns be replaced in-kind and feature a profile, dimensions, and detail that match the original porch columns. Staff recommends the balustrade be replaced in-kind with balusters that match the original in terms of materials, spacing, profile, dimension, finish, and height of the railing.

**PUBLIC COMMENT:**

- Lulu Francois, on behalf of the Historic Neighborhood Review Committee, submitted a letter in support of staff’s recommendations.
- The Historic Neighborhood Review Committee submitted a letter with the same information outlined in the voicemail.

**MOTION:**    Commissioner Pollog moved to deny the request.

Commissioner Davis seconded the motion.

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

**ACTION:** MOTION PASSED with 6 AYES. 0 NAYS. 2 ABSENT.

**ITEM 3. HDRC NO. 2025-341**  
ADDRESS: 314 SADIE ST  
APPLICANT: Lyle Rosdahl

**REQUEST:**  
The applicant is requesting to replace 4 historic wood windows.

**RECOMMENDATION:**  
Staff does not recommend replacement of 4 historic wood windows. Existing windows should be repaired and retrofitted consistent with the Guidelines. The applicant may provide additional information during the repair process to demonstrate the feasibility of retaining original materials. In-kind replacement may be considered for administrative approval on a case-by-case basis.

**PUBLIC COMMENT:** None.

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

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

**ACTION:** MOTION PASSED with 6 AYES. 0 NAYS. 2 ABSENT.

**ITEM 4. HDRC NO. 2025-333**  
ADDRESS: 128 HERMINE BLVD  
APPLICANT: Elena Martinez

**REQUEST:**  
The applicant is requesting a Certificate of Appropriateness for approval to construct a 30" front yard wood picket fence featuring an attached 18" concrete retaining wall and a 3' tall pedestrian gate.

**RECOMMENDATION:**  
Staff does not recommend approval of the request based on the findings. Staff recommends the applicant retain the existing open-yard design. If the CTAB approves the request as presented, the applicant must obtain a permit from Development Services Department and adhere to UDC requirements regarding installation of fencing and a retaining wall within the Right-of-Way if applicable.

**PUBLIC COMMENT:** None.

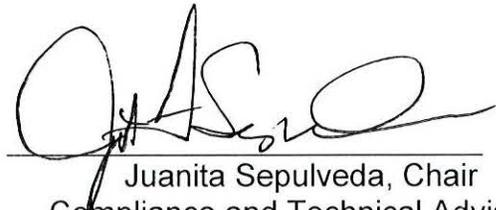
**MOTION:** Commissioner Burgard moved to deny the request.  
Commissioner Davis seconded the motion.

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

**ACTION:** **MOTION PASSED with 5 AYES. 1 NAY. 2 ABSENT.**

**ADJOURNMENT:** The meeting adjourned at 10:12 a.m.

**APPROVED:**



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

Date: 1-23-2026