

## HISTORIC AND DESIGN REVIEW COMMISSION

September 04, 2024

**HDRC CASE NO:** 2024-267  
**ADDRESS:** 2619 MCCULLOUGH AVE  
**LEGAL DESCRIPTION:** NCB 1704 BLK 12 LOT N1-2 OF 12 & 13  
**ZONING:** O-1, H  
**CITY COUNCIL DIST.:** 1  
**DISTRICT:** Monte Vista Historic District  
**APPLICANT:** Matthew Gilbert/Ortiz McKnight PLLC  
**OWNER:** ZUNIGA LAW PLLC  
**TYPE OF WORK:** Requesting a waiver, fenestration modifications  
**APPLICATION RECEIVED:** July 19, 2024  
**60-DAY REVIEW:** September 17, 2024  
**CASE MANAGER:** Claudia Espinosa

### REQUEST:

1. The applicant is requesting consideration and approval of a waiver pursuant to City Code Section 35-608(g) to reconsider previously denied items:
  - a. Install five (5) replacement windows located on the first floor, south elevation. Two of these window openings will be resized. The applicant has proposed to conceal these windows with historically appropriate wood window screens.
  - b. Infill a second-story window on the east facade with hardie siding. Six window openings on the previously enclosed porch will be restored to match the previous conditions.
2. Should the waiver be granted, the applicant is requesting a Certificate of Appropriateness for approval of the items listed above.

### APPLICABLE CITATIONS:

*Historic Design Guidelines, Chapter 2, Exterior Maintenance and Alterations*

#### 6. Architectural Features: Doors, Windows, and Screens

##### A. MAINTENANCE (PRESERVATION)

- i. Openings—Preserve existing window and door openings. Avoid enlarging or diminishing to fit stock sizes or air conditioning units. Avoid filling in historic door or window openings. Avoid creating new primary entrances or window openings on the primary façade or where visible from the public right-of-way.
- ii. Doors—Preserve historic doors including hardware, fanlights, sidelights, pilasters, and entablatures.
- iii. Windows—Preserve historic windows. When glass is broken, the color and clarity of replacement glass should match the original historic glass.
- iv. Screens and shutters—Preserve historic window screens and shutters.
- v. Storm windows—Install full-view storm windows on the interior of windows for improved energy efficiency. Storm window may be installed on the exterior so long as the visual impact is minimal and original architectural details are not obscured.

##### B. ALTERATIONS (REHABILITATION, RESTORATION, AND RECONSTRUCTION)

- i. Doors—Replace doors, hardware, fanlight, sidelights, pilasters, and entablatures in-kind when possible and when deteriorated beyond repair. When in-kind replacement is not feasible, ensure features match the size, material, and profile of the historic element.
- ii. New entrances—Ensure that new entrances, when necessary to comply with other regulations, are compatible in size, scale, shape, proportion, material, and massing with historic entrances.
- iii. Glazed area—Avoid installing interior floors or suspended ceilings that block the glazed area of historic windows.
- iv. Window design—Install new windows to match the historic or existing windows in terms of size, type, configuration, material, form, appearance, and detail when original windows are deteriorated beyond repair.

- v. Muntins—Use the exterior muntin pattern, profile, and size appropriate for the historic building when replacement windows are necessary. Do not use internal muntins sandwiched between layers of glass.
- vi. Replacement glass—Use clear glass when replacement glass is necessary. Do not use tinted glass, reflective glass, opaque glass, and other non-traditional glass types unless it was used historically. When established by the architectural style of the building, patterned, leaded, or colored glass can be used.
- vii. Non-historic windows—Replace non-historic incompatible windows with windows that are typical of the architectural style of the building.
- viii. Security bars—Install security bars only on the interior of windows and doors.
- ix. Screens—Utilize wood screen window frames matching in profile, size, and design of those historically found when the existing screens are deteriorated beyond repair. Ensure that the tint of replacement screens closely matches the original screens or those used historically.
- x. Shutters—Incorporate shutters only where they existed historically and where appropriate to the architectural style of the house. Shutters should match the height and width of the opening and be mounted to be operational or appear to be operational. Do not mount shutters directly onto any historic wall material.

*Standard Specifications for Original Wood Window Replacement*

- SCOPE OF REPAIR: When individual elements such as sills, muntins, rails, sashes, or glazing has deteriorated, every effort should be made to repair or reconstruct that individual element prior to consideration of wholesale replacement. For instance, applicant should replace individual sashes within the window system in lieu of full replacement with a new window unit.
- MISSING OR PREVIOUSLY-REPLACED WINDOWS: Where original windows are found to be missing or previously-replaced with a nonconforming window product by a previous owner, an alternative material to wood may be considered when the proposed replacement product is more consistent with the Historic Design Guidelines in terms of overall appearance. Such determination shall be made on a case-by-case basis by OHP and/or the HDRC. Whole window systems should match the size of historic windows on property unless otherwise approved.
- MATERIAL: If full window replacement is approved, the new windows must feature primed and painted wood exterior finish. Clad, composition, or non-wood options are not allowed unless explicitly approved by the commission.
- SASH: Meeting rails must be no taller than 1.25". Stiles must be no wider than 2.25". Top and bottom sashes must be equal in size unless otherwise approved.
- DEPTH: There should be a minimum of 2" 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.
- TRIM: Original trim details and sills should be retained or repaired in kind. If approved, new window trim must feature traditional dimensions and architecturally appropriate casing and sloped sill detail. Window track components such as jamb liners must be painted to match the window trim or concealed by a wood window screen set within the opening.
- GLAZING: Replacement windows should feature clear glass. Low-e or reflective coatings are not recommended for replacements. The glazing should not feature faux divided lights with an interior grille. If approved to match a historic window configuration, the window should feature real exterior muntins.
- COLOR: Replacement windows should feature a painted finished. If a clad product is approved, white or metallic manufacturer's color is not allowed, and color selection must be presented to staff.
- INSTALLATION: Replacement windows should be supplied in a block frame and exclude nailing fins. Window opening sizes should not be altered to accommodate stock sizes prior to approval.
- FINAL APPROVAL: If the proposed window does not meet the aforementioned stipulations, then the applicant must submit updated window specifications to staff for review, prior to purchase and installation. For more assistance, the applicant may request the window supplier to coordinate with staff directly for verification.

**FINDINGS:**

- a. The property located at 2619 McCullough Ave is a single-family, two-story structure in the Prairie style, constructed c. 1910 and makes its first appearance on the 1912 Sanborn Map. The property features a front-facing gable with a standing seam metal roof, one-over-one sashed wood windows, wood lap siding, and a full-length open porch. This property contributes to the Monte Vista Historic District
- b. CASE HISTORY – On February 14, 2024, staff received a report that work was done outside of the scope of approval per the HDRC COA issued on January 17, 2024. On February 26, 2024, Staff was able to meet with the

property owner to conduct an on-site inspection. During the inspection, staff noticed the four windows had been infilled on the north and south facade. The property owner stated that the windows have been discarded and were not available on the property for an assessment to be conducted. The property owner attended HDRC on May 1, 2024, to request the infill of eight wood windows on the north and south façade, and window replacement of the south façade. This request was denied and the property owner entered a Compliance Agreement to return the windows to the previous condition as the Commission Action stated. Since the HDRC hearing, the owner has updated the proposal to include removing portions of siding on the second-story enclosed porch and has restoring 6 window openings. The applicant is returning to the HDRC to request a waiver to reconsider the elimination of a remaining window on the east facade and alterations to five windows on the first floor of the south facade.

- c. **CONSIDERATION AND APPROVAL OF A WAIVER:** According to UDC 35-608(g), in the case of disapproval of an application, a new application for the same work shall not be resubmitted for consideration until one (1) year has elapsed from the date of disapproval. The commission, by a majority of its membership, may waive the aforementioned time limitation if the application presents substantial new evidence that was not considered in the previous action, or incorporates changes based on the previous recommendations of the commission. Until such waiver is granted, a new application shall not be considered complete and is not subject to the review periods outlined in subsection f. If a motion to approve such a waiver fails to receive the requisite number of votes, the application shall be considered disapproved; a revised application may be submitted in accordance with this section. The applicant has submitted photos of work completed to date per the compliance agreement. The property owner has proposed to restore the historic window openings of the sleeping porch on the north-facing and the south-facing façade. As a compromise, the applicant is requesting that no further action be taken (i.e. retain the remaining unapproved fenestration modifications). Staff finds that the applicant has incorporated some changes based on the previous recommendations of the commission and is eligible for a waiver consistent with the UDC. Staff has also reevaluated the windows on the south facade which were previously altered. While smaller, square windows on either side of a chimney are typical for a home of this style and construction period, the windows which were removed were likely not in their original configuration. This update in staff's evaluation constitutes new evidence to be considered by the HDRC.
- d. **WINDOW OPENING MODIFICATION (SOUTH FACADE)** – The applicant has proposed to replace five (5) window openings on the south façade and shorten the overall size of two of the openings. As a revision to the original proposal, the applicant has proposed to install wood window screens onto the replacement windows. The Guidelines for Exterior Maintenance and Alterations 6.A.i. notes that historic window and door openings should be preserved and discourage the modification of window sizes. It is unclear if the windows at this location were original prior to their removal; sash windows were likely the original condition on this facade. Similar, smaller sashed windows are located on the north facade and may be used as a reference. Staff finds that modifications to these openings are generally appropriate provided that any replacement windows are consistent with the Guidelines. The installed fixed windows are not consistent with the Guidelines. The applicant has proposed wood screens to disguise their appearance.
- e. **WINDOW OPENING MODIFICATION (EAST FACADE)** – The applicant has proposed to infill the window opening on the second floor of the east (front) façade of the original structure with hardi siding. The Guidelines for Exterior Maintenance and Alterations 6.A.i. notes that existing window and door openings should be preserved. Staff finds the proposed modifications to be inconsistent with the Guidelines.

## **RECOMMENDATION:**

Item 1, staff recommends approval of a waiver to reconsider this item. The applicant has incorporated some changes based on the previous recommendations of the commission consistent with the UDC.

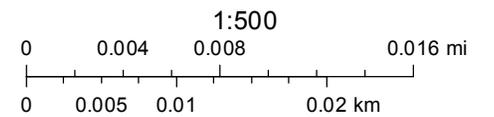
Item 2, if a waiver to reconsider is approved, staff recommends the following:

- i. Approval to retain the five altered window openings on the south face with the stipulation that appropriate one over one sash windows are installed instead of a fixed window based on finding d. The proposed window screens are appropriate and may be installed regardless of commission disposition regarding the window product. If the HDRC approves retention of the fixed windows, then staff recommends the window screens be required.
- ii. Staff does not recommend approval of the window infill east elevation based on finding e. Staff recommends that the applicant restore the window opening with a salvaged window or replacement product that matches in size, operation, design, and configuration.

# City of San Antonio One Stop



January 5, 2024





July 19, 2024

Ms. Shannon Miller  
Office of Historic Preservation  
City of San Antonio  
100 W. Houston St.  
San Antonio, TX 78205

Re: Request for a Certificate of Appropriateness for External Modifications to a Property Located at 2619 McCullough Avenue, in the City of San Antonio (“City”), Bexar County, Texas (the “Subject Property”; *see Exhibit “1”*); *Our File No. 8150.001*

Dear Ms. Miller:

On behalf of Zuniga Law, PLLC (the “Property Owner”), please find attached supplemental information for a request for a Certificate of Appropriateness for proposed external modifications to the Subject Property.

In February 2024, staff received a report of ongoing modifications to the external façade of the Subject Property. Staff considered these modifications to be inconsistent with the Guidelines for Exterior Maintenance and Alterations and found the Subject Property to be in violation of the Unified Development Code (“UDC”) §35-451, and other applicable Codes and Ordinances, for unauthorized work conducted prior to the issuance of a Certificate of Appropriateness. In an effort to come into compliance, the Property Owner submitted a request for Certificate of Appropriateness for approval to (1) remove and infill eight wood windows on the north and south façade of the second-floor previously enclosed porch, and (2) replace the five existing operable windows on the south façade with fixed windows (*see Exhibit “2”*). Staff recommended denial of these requests, and, as a result, the Property Owner entered into a Compliance Agreement with the Office of Historic Preservation on May 17, 2024 (*see Exhibit “3”*).

In light of staff’s analysis and recommendation, the Property Owner is in the process of reinstalling six (6) wood casement windows on the second-floor south elevation and north elevation so that the size, profile, and configuration is consistent with original construction (*see Exhibit “4”*). After additional consultation, the Property Owner is submitting this revised request for a Certificate of Appropriateness and is respectfully requesting the waiver of the one-year prohibition contemplated by §35-608(g) of the UDC. Specifically, the Property Owner is requesting to (1) leave in place the five (5) replacement windows located on the first-floor south elevation and install new wood window screens over the top of each replacement window to exhibit the original wood character (*see Exhibit “5”*), and (2) leave in place the second-story southeast elevation, with siding in place of original window location.

The Property Owner has contracted Elizondo Woodworks, LLC to undertake the reinstallation of the six (6) wood casement windows on the second-floor south and north elevations and installation of five (5) new wood window screens over the top of each replacement window on the south elevation to exhibit the original wood character (*see Exhibit "6"*). Our intent is for the terms required by the Compliance Agreement to be tolled while the Property Owner pursues Historic Design and Review Commission approval of this revised request for Certificate of Appropriateness for proposed external modifications, and for the Compliance Agreement to ultimately terminated and/or replaced upon approval of this current Certificate of Appropriateness request.

Please do not hesitate to call if you have any questions or concerns regarding this request. Thank you for your time and consideration.

Sincerely,  
ORTIZ MCKNIGHT, PLLC

BY: Matthew Gilbert  
Matthew Gilbert

## Property Details

<b>Account</b>		
<b>Property ID:</b>	119481	<b>Geographic ID:</b> 01704-012-0130
<b>Type:</b>	R	<b>Zoning:</b>
<b>Property Use:</b>		<b>Condo:</b>
<b>Location</b>		
<b>Situs Address:</b>	2619 MCCULLOUGH AVE, TX 78212	
<b>Map ID:</b>		
<b>Legal Description:</b>	NCB 1704 BLK 12 LOT N1/2 OF 12 & 13	
<b>Abstract/Subdivision:</b>	S01704	
<b>Neighborhood:</b>	(10330) NBHD code10330	
<b>Owner ?</b>		
<b>Name:</b>	ZUNIGA LAW PLLC	
<b>Agent:</b>		
<b>Mailing Address:</b>	2619 MCCULLOUGH AVE SAN ANTONIO, TX 78212-3035	
<b>% Ownership:</b>	100.0%	
<b>Exemptions:</b>	For privacy reasons not all exemptions are shown online.	

## Property Values

<b>Improvement Homesite Value:</b>	\$0 (+)
<b>Improvement Non-Homesite Value:</b>	\$273,990 (+)
<b>Land Homesite Value:</b>	\$0 (+)
<b>Land Non-Homesite Value:</b>	\$211,300 (+)
<b>Agricultural Market Valuation:</b>	\$0 (+)
<b>Market Value:</b>	\$485,290 (=)
<b>Agricultural Value Loss:?</b>	\$0 (-)

<b>Appraised Value:</b>	\$485,290 (=)
<b>HS Cap Loss/Circuit Breaker:</b> ⓘ	\$0 (-)
<b>Assessed Value:</b>	\$485,290
<b>Ag Use Value:</b>	\$0

Information provided for research purposes only. Legal descriptions and acreage amounts are for appraisal district use only and should be verified prior to using for legal purpose and or documents. Please contact the Appraisal District to verify all information for accuracy.



Location of request to have siding remain

Location of 3 re-built wooden windows

Locations of 2 of the requested new wooden screens



2  
6  
1  
9

BRYAN A. JUNGHA  
Attorney at Law  
P.O. Box 10000  
Miami, FL 33108



Location of 3  
re-built  
wooden  
windows



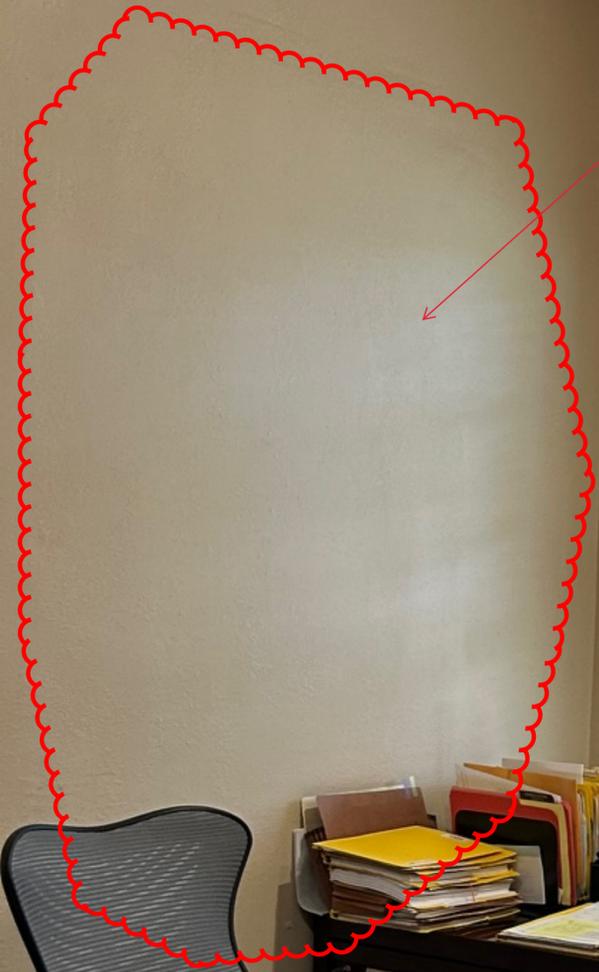


Location of remaining 3 windows requested for new wooden screens





Location where window was removed and we are requesting to stay removed





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



**HISTORIC AND DESIGN REVIEW COMMISSION**

**COMMISSION ACTION**

**This is not a Certificate of Appropriateness and cannot be used to acquire permits**

May 1, 2024

**HDRC CASE NO:** 2024-106  
**ADDRESS:** 2619 MCCULLOUGH AVE  
**LEGAL DESCRIPTION:** NCB 1704 BLK 12 LOT N1-2 OF 12 & 13  
**HISTORIC DISTRICT:** Monte Vista  
**APPLICANT:** Bertha Zuniga/Zuniga Law, PLLC - 2619 McCullough Avenue  
**OWNER:** Bertha Zuniga/Zuniga Law, PLLC - bazunigala bazunigalaw@gmail.com  
**TYPE OF WORK:** Window replacement/fenestration changes

**REQUEST:**

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

1. Remove and infill eight wood windows on the north and south façade of the second-floor previously enclosed porch.
2. Replace the five existing operable windows on the south façade with fixed windows.

**FINDINGS:**

a. The property located at 2619 McCullough Ave is a single-family, two-story structure in the Prairie style, constructed c. 1910 and makes its first appearance on the 1912 Sanborn Map. The property features a front-facing gable with a standing seam metal roof, one-over-one sashed wood windows, wood lap siding, and a full-length open porch. This property contributes to the Monte Vista Historic District

b. SITE VISIT – On February 14, 2024, staff received a report that work was done outside of the scope of approval per the HDRC COA issued on January 17, 2024. On February 26, 2024, Staff was able to meet with the property owner to conduct an on-site inspection. During the inspection, staff noticed the four windows had been infilled on the north and south facade. The property owner stated that the windows have been discarded and were not available on the property for an assessment to be conducted.

c. WINDOW OPENING MODIFICATIONS (ENCLOSURE AND INFILL) – The applicant requests approval to remove and infill eight wood windows with the approved Hardie siding. Guidelines for Exterior Maintenance and Alterations 6.A.i, state to preserve existing window and door openings. Avoid filling in historic door or window openings. Avoid creating new primary entrances or window openings on the primary façade or where visible from the public right-of-way. Additionally, the second-floor porch is enclosed, and Guidelines for Exterior Maintenance and Alterations 7.B.i state to refrain from enclosing front porches. Approved screen panels should be simple in design as to not change the character of the structure or the historic fabric. Due to the infill, the second-floor porch no longer reads as an open porch and is inconsistent with the guidelines.

d. WINDOW REPLACEMENT (SOUTH FAÇADE) – Per the photos taken on the site visit, staff was able to locate additional windows that have been modified without approval. Per the Guidelines for Exterior Maintenance and Alterations 6.B.iv, Install new windows to match the historic or existing windows in terms of size, type, configuration, material, form, appearance, and detail when original windows are deteriorated beyond repair. Staff has not been able to assess any windows prior to the modifications were made. At this time, staff finds that the applicant submits a window schedule, photos of the interior and exterior of each window requested for replacement, numbered to correspond to the floor plan, material specifications of the existing windows, photos or manufacturer's specifications, including material specifications, for the proposed replacement product (typically in the form of a cutsheet) to staff for review.

e. WINDOW OPENING MODIFICATION (SOUTH FAÇADE) – The applicant has proposed to modify five (5) window opening on the south façade of the original structure by shortening the overall size of the opening. The Guidelines for Exterior Maintenance and Alterations 6.A.i. notes that existing window and door openings should be preserved. Staff finds the proposed modifications to be inconsistent with the Guidelines.

**RECOMMENDATION:**

Item 1, staff does not recommend approval of the removal and infill of eight wood windows on the north and south façade, based on

finding c. Staff recommends that the applicant reinstall the wood windows that were previously in place or a salvaged product that replicates the previously installed windows in size, operation, design, and configuration.

Item 2, staff does not recommend approval of the window replacement on the south façade, based on finding d. Staff recommends that the applicant reinstall the wood windows that were previously in place or a salvaged product that replicates the previously installed windows in size, operation, design, and configuration.

**COMMISSION ACTION:**

Item 1, denied. Should the applicant reinstall the wood windows that were previously in place or a salvaged product that replicates the previously installed windows in size, operation, design, and configuration, the applicant is required to submit the proposed material to staff for review prior to the purchase of the window product.

Item 2, denied. Should the applicant reinstall the wood windows that were previously in place or a salvaged product that replicates the previously installed windows in size, operation, design, and configuration, the applicant is required to submit the proposed material to staff for review prior to the purchase of the window product.

A handwritten signature in black ink that reads "Shanon Shea Miller". The signature is written in a cursive, flowing style.

**Shanon Shea Miller**  
**Historic Preservation Officer**



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

**EXHIBIT**  
**3**

**COMPLIANCE AGREEMENT FORM**

The Office of Historic Preservation (OHP) finds the property at: 2619 McCullough, legal description: NCB 1704 BLK 12 LOT N1-2 OF 12 & 13 is in violation of the Unified Development Code (UDC) Section 35-451 and other applicable Codes and Ordinances, in that there has been unauthorized and illegal work done to this property prior to the issuance of a Certificate of Appropriateness (COA). Noted violations include but are not limited to: 1) Removal and infill of 8 wood windows on the north and south facades of the previously enclosed second floor sun room. 2) Modifications of 5 windows on the south façade of on the first floor.

By signing below, the property owner(s) agree to enter into a Compliance Agreement and commit, in good faith, to abide by the following Terms of Agreement:

1. Obeying the Stop Work Order - Staff will provide guidance on what approved work can continue and how to temporarily secure the property with unfinished work while final approval of the COA is pending.
2. Applying for a Certificate of Appropriateness – A complete application including all required documents must be submitted through the Applications Portal at: <https://www.sanantonio.gov/historic/HDRC/ApplicationsPortal>  
A complete application must be submitted by this date: March 3, 2024.
3. Attending Scheduled Meeting(s) and Hearing(s) – If applicable, the owner/applicant is responsible for attending a Historic and Design Review Commission (HDRC) hearing and related meetings with staff and the Design Review Committee (DRC). The next available HDRC hearing is schedule on: May 1, 2024.
4. Providing Updates Towards Compliance – After a Certificate of Appropriateness or Commission Action Letter has been issued, the owner/applicant must provide staff with updates towards compliance every 14 calendar days starting from: May 24, 2024, until the corrective work is complete. Documented progress may include:
  - (i) contracts and quotes of related and approved work;
  - (ii) specifications and receipts related to approved materials;
  - (iii) photographs of progressing restoration and corrective work.
  - (iv) Information of scheduled BOA attendanceCompliance reports will be sent to a previously designated OHP officer(s).
5. Completing the Corrective Work – When the corrective work is complete, the owner/applicant is responsible for sending photo-documentation or scheduling a site visit for staff to verify that all work adheres to the Certificate of Appropriateness and that any unapproved work is removed or reversed to an appropriate condition.
6. Additional Terms: Work completed outside of approval via Certificate of Appropriateness must be brought into compliance within 90 days of this hearing: July 30, 2024.

Failure to adhere to the terms of this agreement to the City's satisfaction, including failure to demonstrate progress in accordance with the required timeline, will result in a finding that the property owner and/or their agents have breached the terms and conditions of this Compliance Agreement Form and will result in the **filing of municipal court cases** against the related parties.

\* Please note that this Compliance Agreement solely addresses any violations which concern Codes and Ordinances for which the OHP is the regulating agency. This Compliance Agreement does not address or resolve any violations which

may stem from other Codes, Laws, or Ordinances which are governed or regulated by other Federal, State, City, or quasi-governmental agencies, departments or entities.

**Property Owner**

**Contractor or Authorized Representative**

Name: Ben O'Leary Name: \_\_\_\_\_  
Email: bazunigalaw@gmail.com Email: \_\_\_\_\_  
Phone: 210-900-8000 Phone: \_\_\_\_\_  
Signature: Ben O'Leary Date: 3/17/24 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Received and accepted by OHP staff on \_\_\_\_\_ by \_\_\_\_\_

Next progress report due on: \_\_\_\_\_ Email to: \_\_\_\_\_

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**CASE CLOSEOUT FORM**

Staff has verified that the subject property is currently **IN COMPLIANCE** with the Unified Development Code Section 35-451 by obtaining a Certificate of Appropriateness and correcting or reversing unapproved work.

Case manager: \_\_\_\_\_ Date: \_\_\_\_\_

Notes:

# Elizondo Woodworks

WINDOW REPAIR, WOODWORKING, RESTORATION & REPAIR

Service provider of wood window repair, restoration, and reconstruction, plus construction or reconstruction of shutters, screens, and other components.

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## Services Offered

Window repair and restoration

Shutters

Window screens

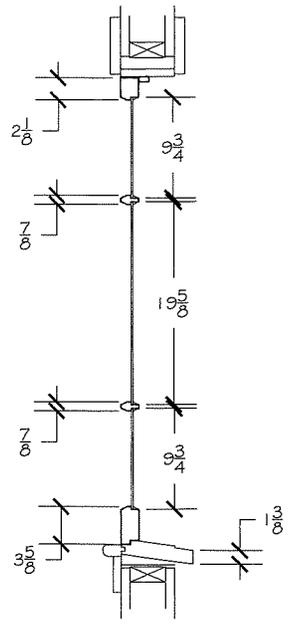
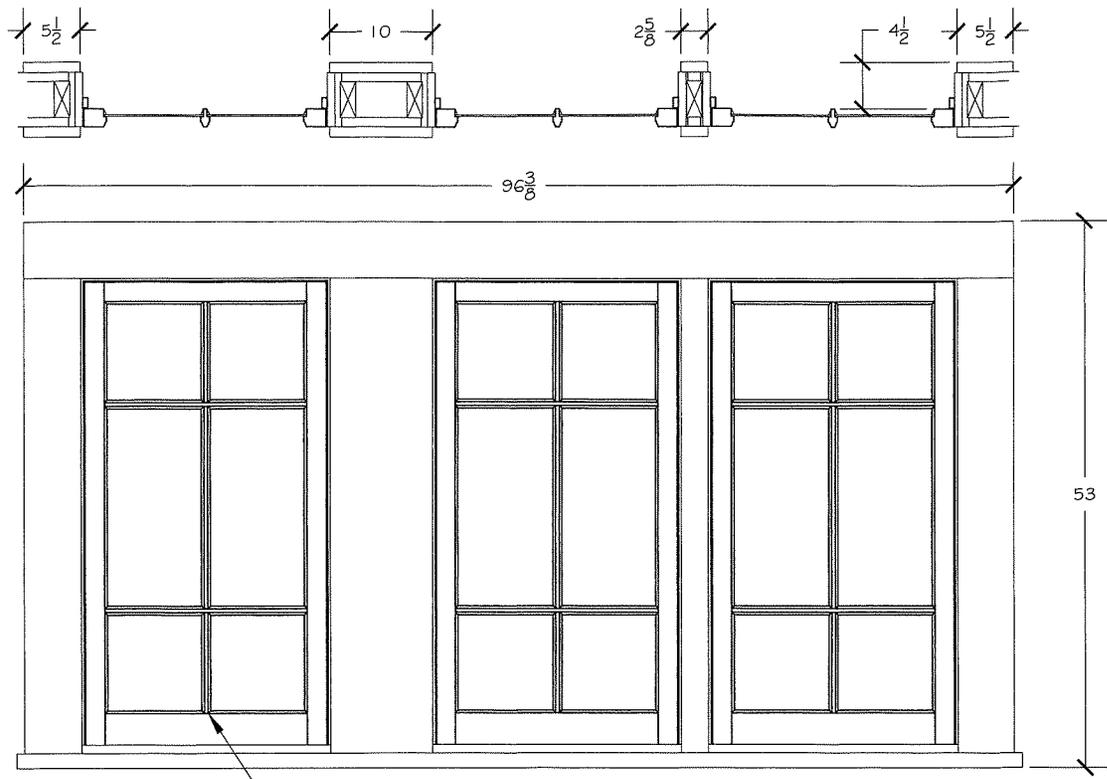
Woodworking

## Contact

Luis Elizondo

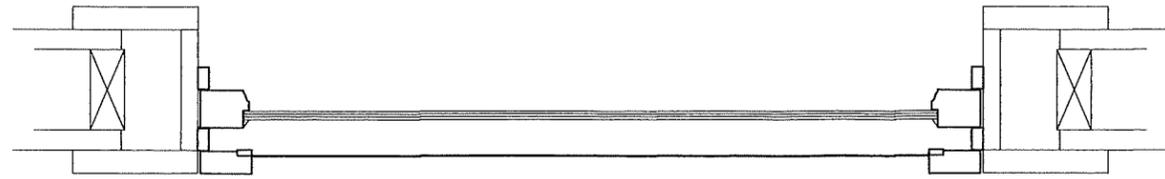
Phone: (210) 777-5934

**EXHIBIT**  
**4**

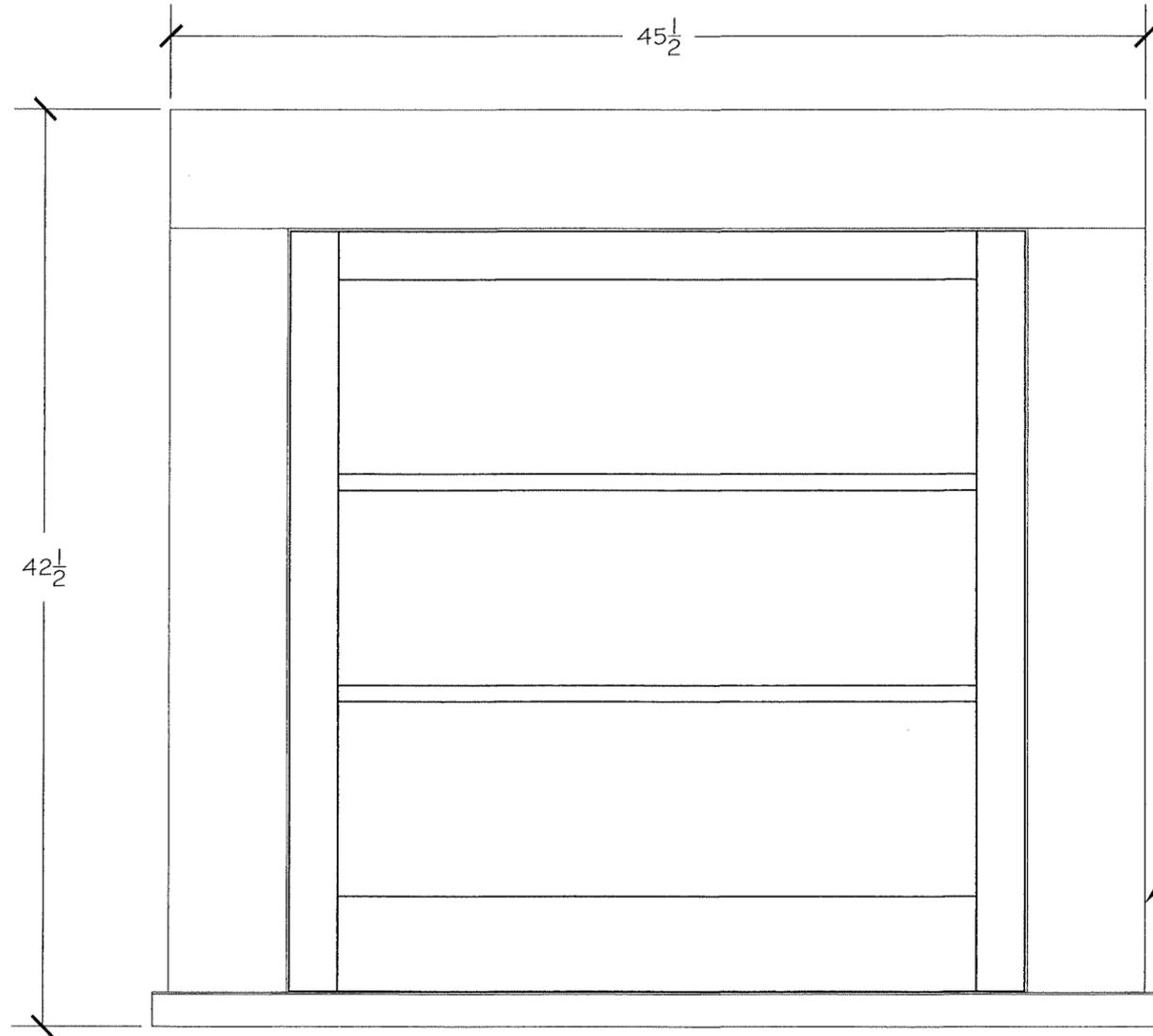


NEW WOOD CASEMENT WINDOW. SIZE, PROFILE, AND CONFIGURATION CONSISTENT WITH ORIGINAL CONSTRUCTION. PUTTY GLAZED WITH 1/8" CLEAR ANNEALED GLASS. MADE FROM SPANISH CEDAR.

<p><b>ELIZONDO WOODWORKS, LLC.</b> SAN ANTONIO, TEXAS      210.777.5934</p>	<p><b>WINDOW REPLICATION @2619 McCOLLOUGH AVE.</b></p>	<p>DRAWN BY: LUIS ELIZONDO APPROVED BY:</p>	<p>DATE: 05-29-24/ SCALE: 1" = 1'</p>	<p>CK BY: 07-12-24 SHEET 3</p>
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**EXHIBIT**  
**5**



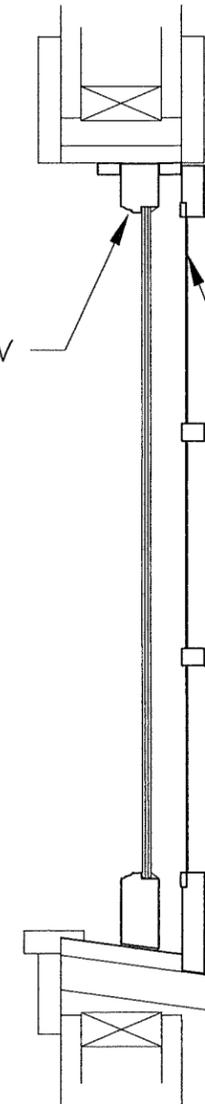
EXTERIOR VIEW

EXISTING REPLACEMENT WINDOW

NEW WOOD WINDOW SCREEN.  
INSTALLED TO CONCEAL WINDOW

3/4" HORIZONTAL MUNTINS

EXISTING ORIGINAL TRIM



ELIZONDO WOODWORKS, LLC.

WINDOW REPLICATION @2619 McCOLLOUGH AVE.

DRAWN BY:  
LUIS ELIZONDO  
APPROVED BY:

DATE:  
07-11-24  
SCALE:  
1 1/2" = 1'

CK BY:  
SHEET

SAN ANTONIO, TEXAS

210.777.5934

3

**Elizondo Woodworks, LLC**

Luis Elizondo  
310 Shannon Lee  
San Antonio, Texas 78216  
210-777-5934  
[luiselizondo58@gmail.com](mailto:luiselizondo58@gmail.com)  
EIN: 86-1418027



**NOTE:**

Invoices due upon receipt.  
Estimates good for 30 days.  
There is a 2% add'l fee for credit card transactions.  
50% Down required for all new projects.  
Items not specifically expressed not included.  
Rental equipment add'l.

**Specializing in Wood Doors and Windows  
Architectural Restoration and Renovation**

19-Jul-24

**Bill To:** Bertha Zuniga  
2619 McCullough  
San Antonio, TX

**REFERENCE:** Window Work

**MAKE CHECKS PAYABLE TO: ELIZONDO WOODWORKS, LLC**

**ESTIMATE**

**Description:**

- Build replacement non-operable casement windows per drawing. Glazed with 1/8" clear annealed glass. Shop primed and painted (single-tone). Installation and hardware by others.
- Build window screen per attached drawings. Primed, painted, and installed.

<u>Cost Each</u>	<u>Quantity</u>	<u>Extension</u>
██████████	●	██████████
██████████	●	██████████
<hr/>		
	<b>BALANCE DUE</b>	██████████
	<b>50% DOWN PAYMENT</b>	██████████
	<b>BALANCE FORWARD</b>	██████████







Circa 2017 case file

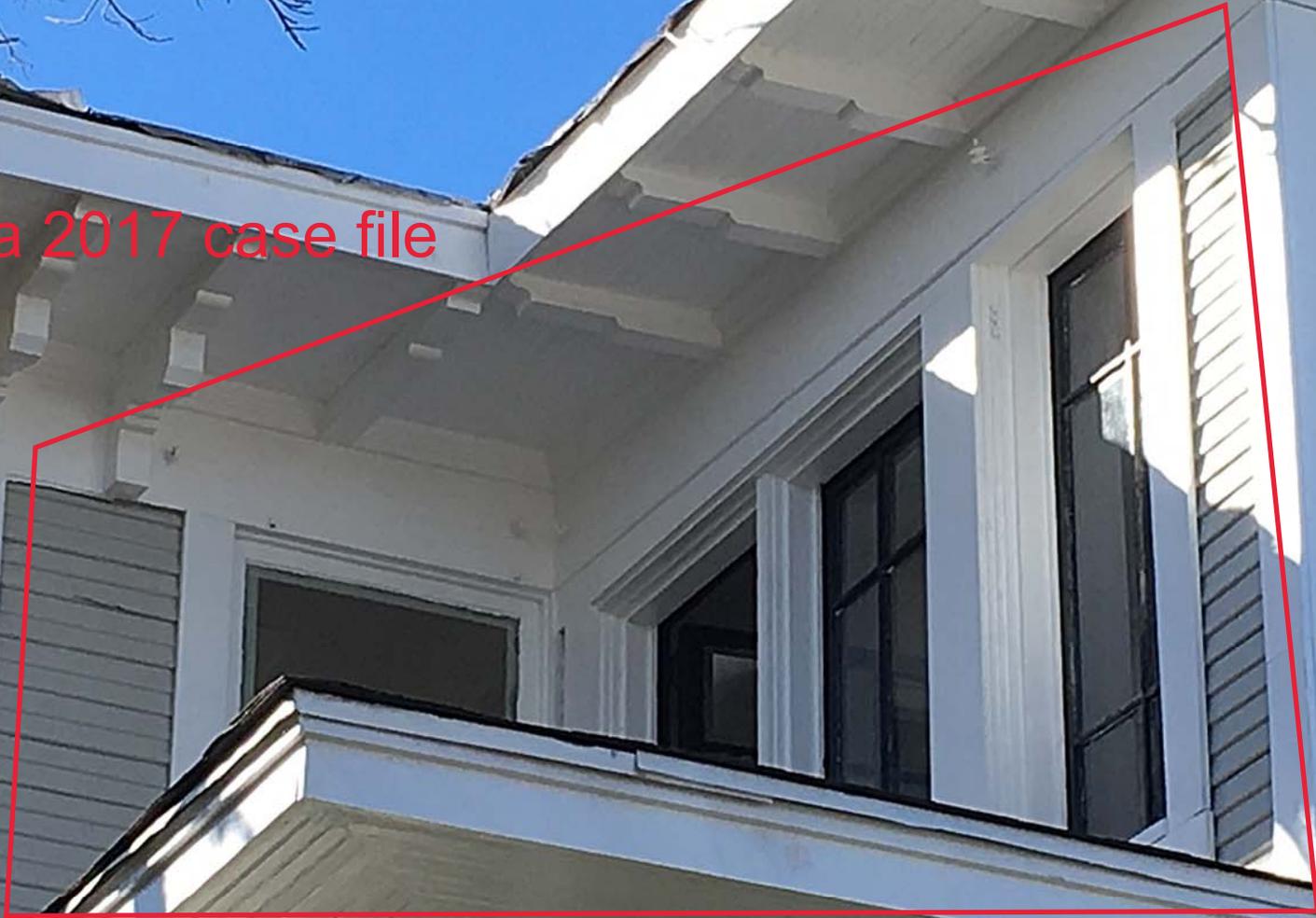


Circa 2017 case file



Circa 2017 case file

Circa 2017 case file



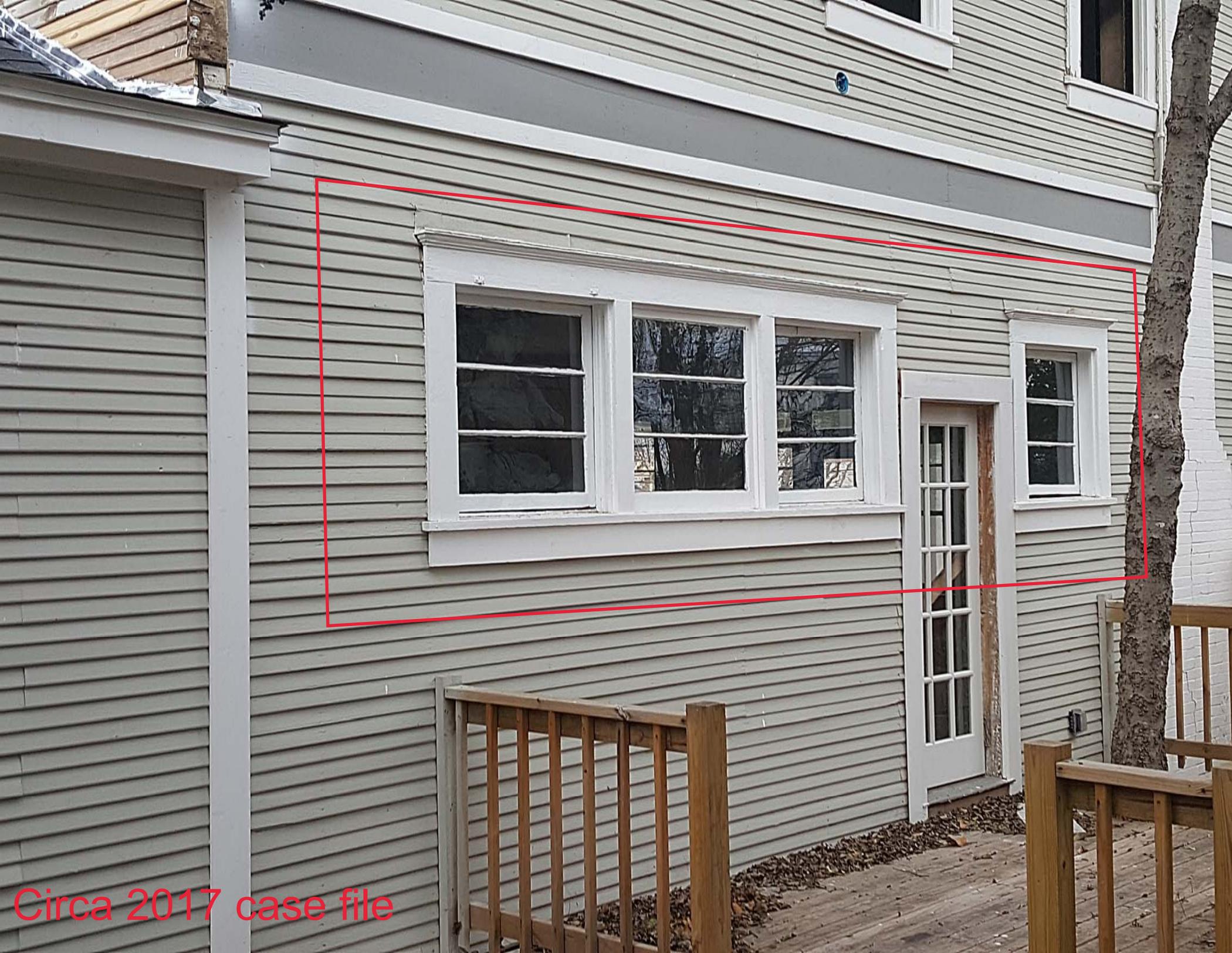
Feb 26, 2024 at 11:49:16 AM  
2615 McCullough Ave  
San Antonio TX 78212  
United States



Modifications on the south facade, circa 2024



Image from March 2022 via Google



Circa 2017 case file



Circa 2017 case file



## Investigation Report

### Property

Address	2619 McCullough
District/Overlay	Monte Vista

### Site Visit

Date	11/28/2023
Time	03:46 PM (-6 GMT)
Context	citizen report
Present Staff	Rachel Rettaliata
Present Individuals	Other
Types of Work Observed	Exterior Maintenance and Alterations
Amount of Work Completed	Initiated
Description of work	Installation of siding on top of existing siding.
Description of interaction	Left Stop Work Order with receptionist.

### Action Taken

Violation Type	No Certificate of Appropriateness (Code 35-451a)
OHP Action	Spoke with neighbor/family/tenant, Posted additional "Stop Work Notice"
Will post-work application fee apply?	No

### Documentation

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## Investigation Report

### Photographs





## Investigation Report





## Investigation Report





## Investigation Report

### Property

Address	2619 McCullough
District/Overlay	Monte Vista
Owner Information	Zuniga Law Firm

### Site Visit

Date	02/26/2024
Time	12:00 PM (-6 GMT)
Context	citizen report, drive-by
Present Staff	Claudia Espinosa
Present Individuals	Homeowner
Types of Work Observed	Exterior Maintenance and Alterations
Amount of Work Completed	Completed
Description of work	Wood window removal and infill
Description of interaction	Staff spoke with the property owner regarding the reported scope of work. The property owner stated she made the decision to remove windows on the north and south facade on the second floor sunroom and infill the openings without approval. Staff discussed the COA process and the CTAB process. The property owner stated she would apply for a COA regarding the infill. As of today, 3/4/2024, no application is on file.

### Action Taken

Violation Type	Beyond scope of Certificate of Appropriateness (Code 35-451h)
OHP Action	Spoke with property owner
Will post-work application fee apply?	To be determined

### Documentation

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# Investigation Report

Photographs



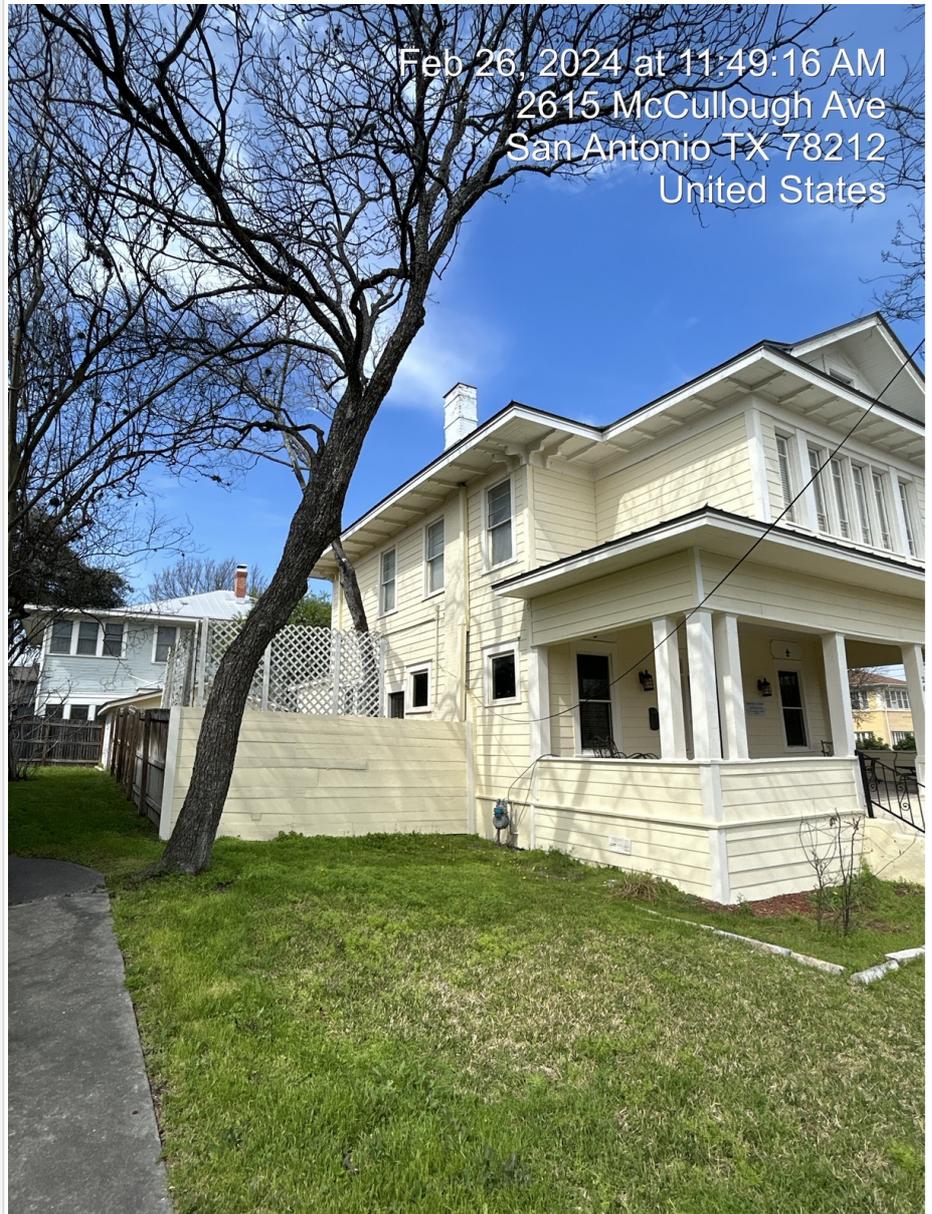


Investigation Report



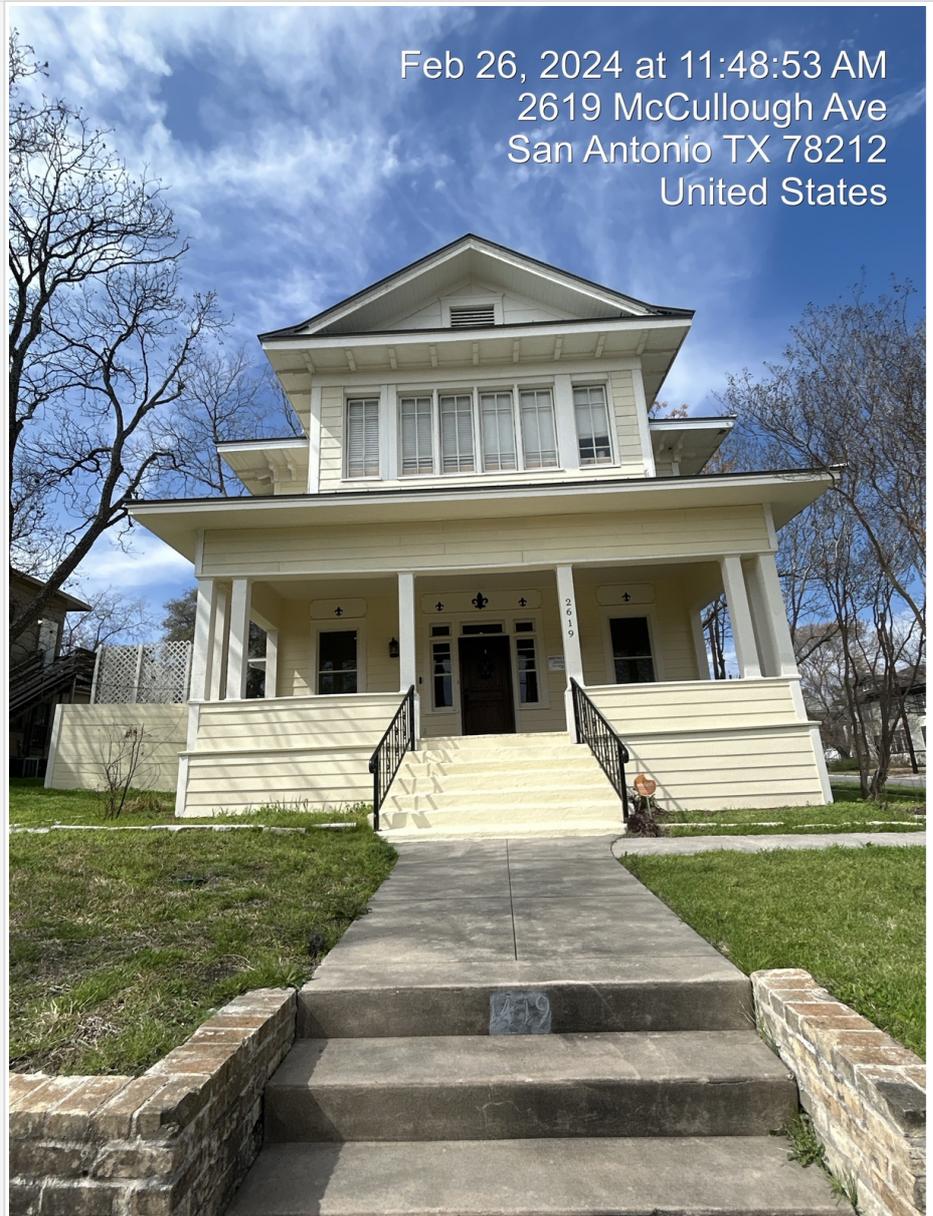


## Investigation Report





## Investigation Report



Feb 26, 2024 at 11:48:53 AM  
2619 McCullough Ave  
San Antonio TX 78212  
United States



## Investigation Report



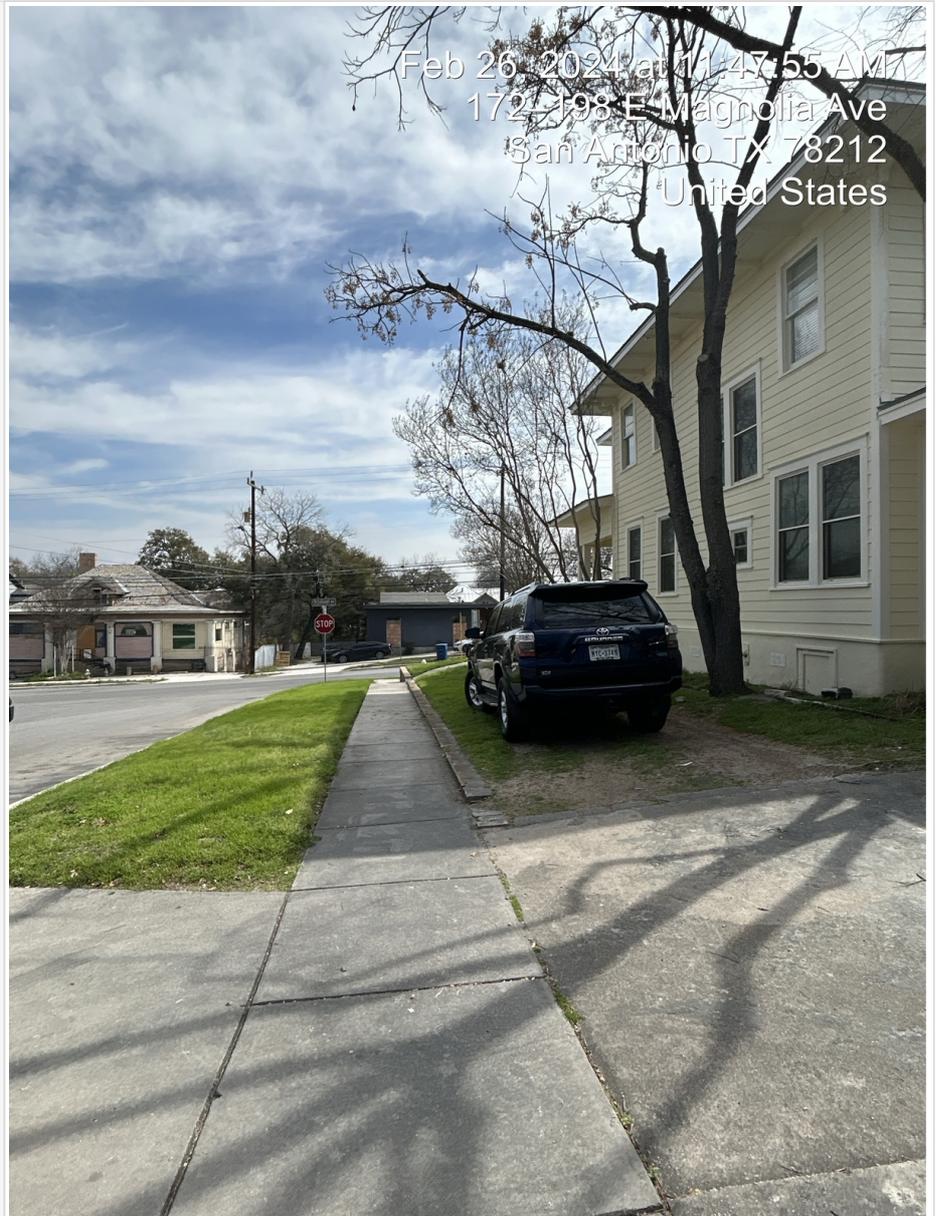


## Investigation Report



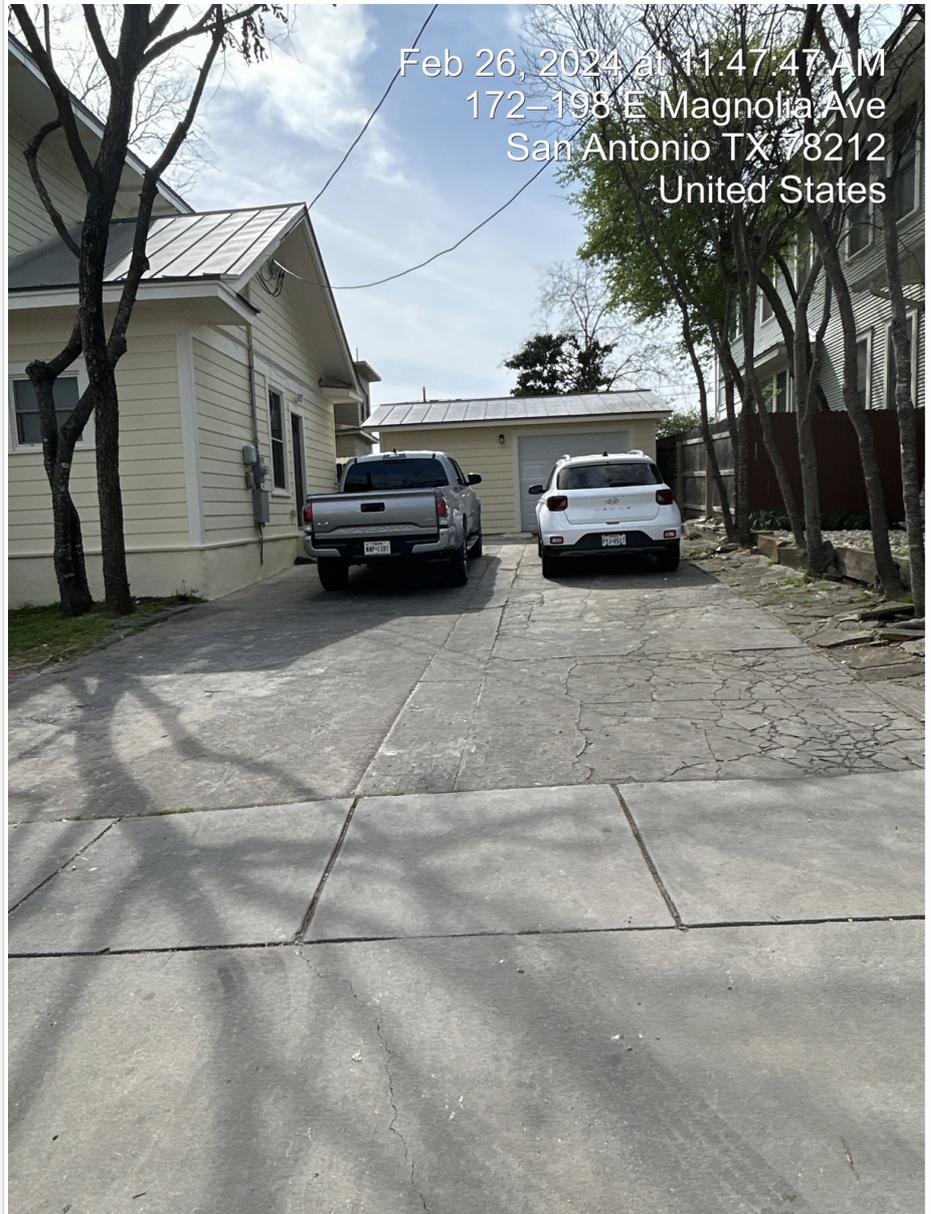


## Investigation Report



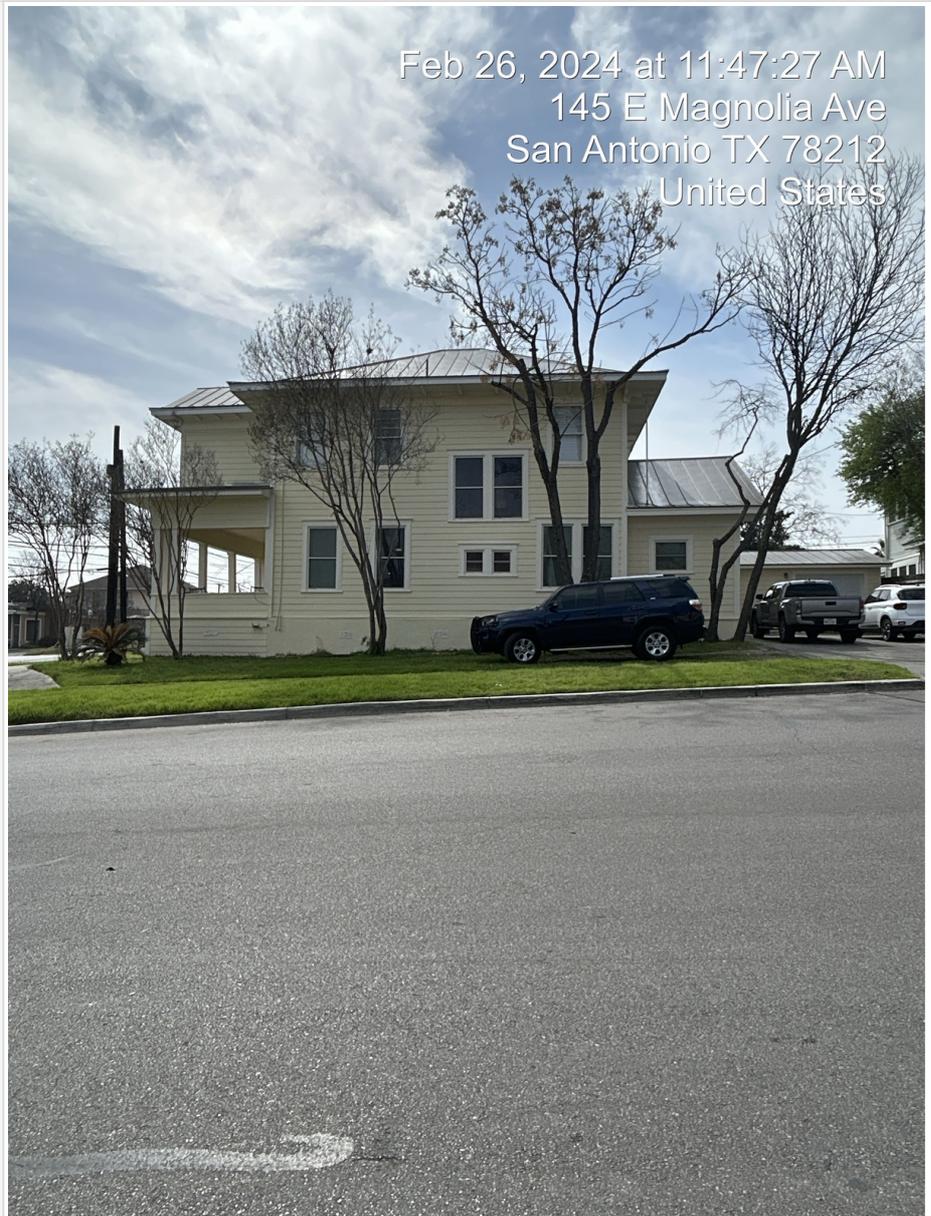


## Investigation Report





## Investigation Report



03/04/2024 03:20 PM



## Investigation Report





## Investigation Report





## Investigation Report



Nov 28, 2023 at 3:45:37 PM  
172-198 E Magnolia Ave  
San Antonio, TX 78212  
United States

11/28/2023 03:48 PM



## Investigation Report

Additional photos were taken on another device.	No
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