

**HISTORIC AND DESIGN REVIEW  
COMPLIANCE AND TECHNICAL ADVISORY BOARD**

**May 17, 2024**

**HDRC CASE NO:** 2024-108  
**ADDRESS:** 215 MUNCEY  
**LEGAL DESCRIPTION:** NCB 1660 BLK H LOT N 50 FT OF 15 & 16 ARB A15  
**ZONING:** R-6, H  
**CITY COUNCIL DIST.:** 2  
**DISTRICT:** Dignowity Hill Historic District  
**APPLICANT:** CUNNINGHAM TAYLYN & PAULINA  
**OWNER:** CUNNINGHAM TAYLYN & PAULINA  
**TYPE OF WORK:** Fenestration modifications  
**APPLICATION RECEIVED:** March 07, 2024  
**60-DAY REVIEW:** May 06, 2024; May 17, 2024; Hearing Confirmed by Applicant  
**CASE MANAGER:** Edward Hall

**REQUEST:**

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

1. Modify one (1) window opening on the north façade.
2. Create three new window openings on the newest rear addition.

**APPLICABLE CITATIONS:**

*Historic Design Guidelines, Chapter 2, Guidelines for 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 nontraditional 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.

#### *Standard Specifications for Windows in Additions and New Construction*

Consistent with the Historic Design Guidelines, the following recommendations are made for windows to be used in new construction:

- **GENERAL:** Windows used in new construction should be similar in appearance to those commonly found within the district in terms of size, profile, and configuration. While no material is expressly prohibited by the Historic Design Guidelines, a high quality wood or aluminum-clad wood window product often meets the Guidelines with the stipulations listed below.
- **SIZE:** Windows should feature traditional dimensions and proportions as found within the district.
- **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. All windows should be supplied in a block frame and exclude nailing fins which limit the ability to sufficiently recess the windows.
- TRIM: Window trim must feature traditional dimensions and architecturally appropriate casing and sloped sill detail.
- GLAZING: 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 true, exterior muntins.
- COLOR: Wood windows should feature a painted finish. If a clad or non-wood product is approved, white or metallic manufacturer’s color is not allowed and color selection must be presented to staff.

## FINDINGS:

- a. The historic structure at 215 Muncey was constructed circa 1908 in the Folk Victorian style. The historic structure features a brick façade, a pyramidal hipped roof with a front facing gabled roof, standing seam metal roofing materials, and two rear additions. One rear addition is found on the 1912 Sanborn Map (in the location of a rear porch) while the other is found on the 1951 Sanborn Map. These two additions are considered to be within the structure’s period of significance. The historic structure features various non-original elements, including paint on the original brick, a concrete porch and the previously noted rear additions, which have been modified numerous times since their construction to include fenestration modifications and cladding in stucco/plaster. This structure is contributing to the Dignowity Hill Historic District.
- b. PAST APPROVALS – Certificates of Appropriateness have been issued for in-kind brick repair, painting and roof replacement. The Certificates of Appropriateness for the previously noted scopes of work were issued on June 20, 2023, and have since expired.
- c. VIOLATION – A Stop Work Order was issued by Office of Historic Preservation staff on February 27, 2024, for wood window replacement with vinyl windows. Additional violations including modifications to window openings and the creation of new window openings on a rear addition have also been identified.
- d. PREVIOUS REVIEW (CTAB) – At the March 15, 2024, Historic and Design Review Compliance and Technical Advisory Board hearing, the applicant received approval of the following scopes of work:
  - i. Remove the existing green paint through power washing the brick façade and paint the structure.
  - ii. Replace an existing exterior door in the newest rear addition with a new vinyl door with the stipulation that the door is painted.
  - iii. Remove one rear door on the rear (west) façade of the newest rear addition.

The replacement of eight (8) original wood windows with vinyl windows was denied. Other scopes of work including window opening modifications, the installation of windows in a rear addition and non-original window replacement was referred to a Design Review Committee site visit. Additionally, since the initial CTAB review, staff has determined that the replacement of two, non-original, vinyl windows with new vinyl windows is eligible for administrative approval, with the stipulation that those windows’ frames are painted to match all other window frames.
- e. DESIGN REVIEW COMMITTEE – The Design Review Committee met on site at 215 Muncey on March 27, 2024. At that site visit, Commissioners viewed and commented on existing window profiles, window replacement and fenestration profiles.
- f. WINDOW OPENING MODIFICATION (North Façade, Original Structure) – The applicant has proposed to modify one (1) window opening on the north 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. Additionally, the Guidelines for Exterior Maintenance and Alterations 6.B.iv. notes that new windows should match the historic or existing windows in terms of size. Staff finds the proposed modification to be inconsistent with the Guidelines.
- g. NEW OPENINGS (Rear Addition – Newer Addition) – The applicant has proposed to create three window openings on north (side) and rear (west) facades of the newest rear addition. The proposed openings feature rectangular, fixed windows. The Guidelines for Exterior Maintenance and Alterations 6.B.iv. notes that new windows should match the historic or existing in terms of size, type, configuration, material, form, appearance, and detail. Past listing photos from circa 2018 note a number of fenestration modifications to the rear addition’s facades, including infill and modified openings. Generally, staff finds the creation of new windows openings in the rear additions to be appropriate; however, those openings should be consistent with the architectural style of

the existing structure. Rectangular, fixed windows are not consistent with the architecture of the historic structure.

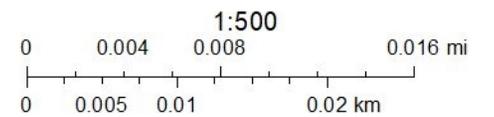
**RECOMMENDATION:**

1. Staff does not recommend approval of item #1, the modification of an original window opening on the north façade based on finding f. Staff recommends the applicant restore this opening to its original size.
2. Staff recommends approval of item #2 the creation of window opening on the newest rear addition based on finding h with the following stipulations:
  - i. That the openings be consistent with the architectural style of the existing structure. Rectangular, fixed windows are not consistent with the architecture of the historic structure.
  - ii. That the proposed new windows be submitted to OHP staff for review and approval.

# City of San Antonio One Stop



May 10, 2024





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

**Historic and Design Review Commission**  
***Design Review Committee Report***

DATE: March 27, 2024

HDRC Case #: 2024-108

Address: 215 Muncey

Meeting Location: 215 Muncey

APPLICANT: Taylyn Cunningham

DRC Members present: Rey Flores, Jason Vasquez, Monica Savino, Jeff Fetzer

Staff Present: Edward Hall

Others present:

**REQUEST:** Fenestration modifications

**COMMENTS/CONCERNS:**

All: Comments/discussion on partially enclosed window.

JV: Recommends to build furr wall

MS: Typically the Commission asks elements to be returned to original. Given the previous modification, allowing the window to stay would be okay. JF: Add stucco to cement board with recessed opening. Or recessed brick. RF: In agreement. MS: First recommendation would be to have the full height window restored.

MS: Volume of the additional is stylistically in keeping with the main house - Victorian. Clerestory windows aren't appropriate in this context.

TC: Questions about visibility of rear addition and windows on rear addition.

MS: Rear addition is visible in places.

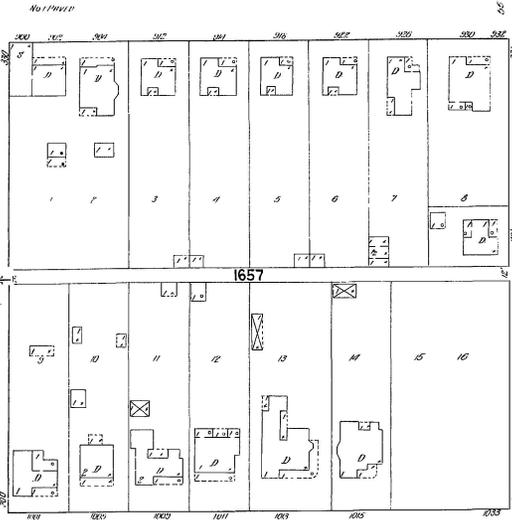
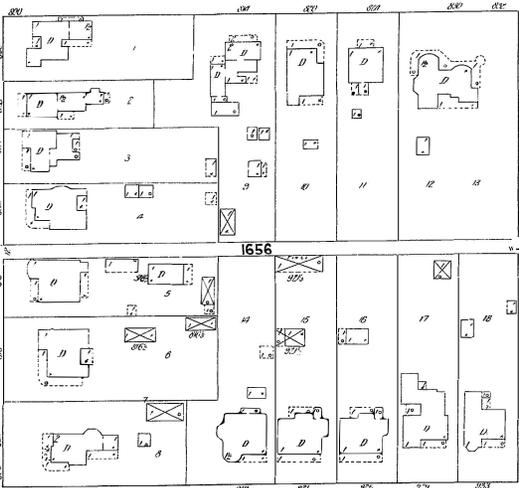
All: Discussion regarding replacement windows (two vinyl replacements okay as is).

**OVERALL COMMENTS:**

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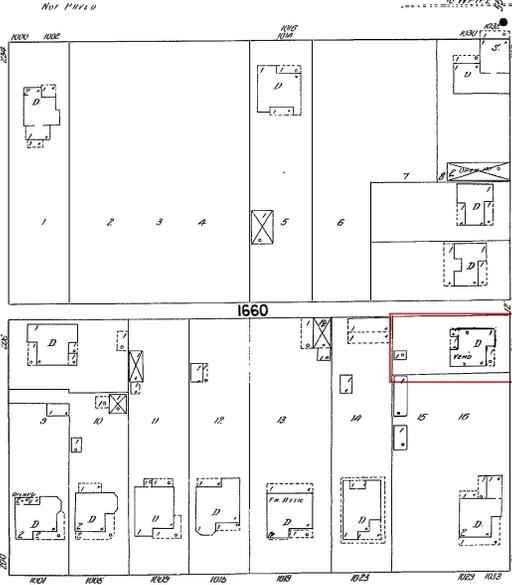
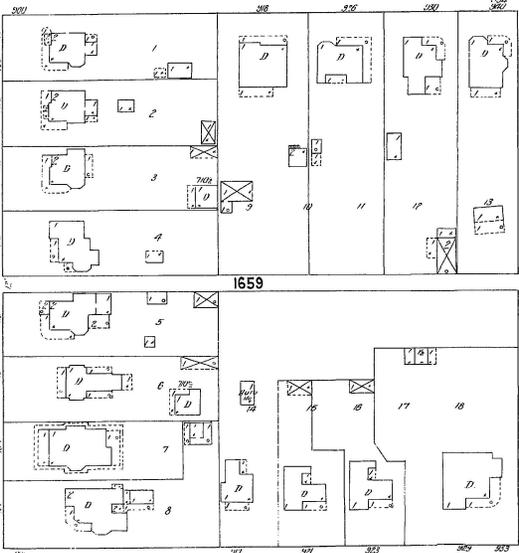
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HAYS



147

BURNETT

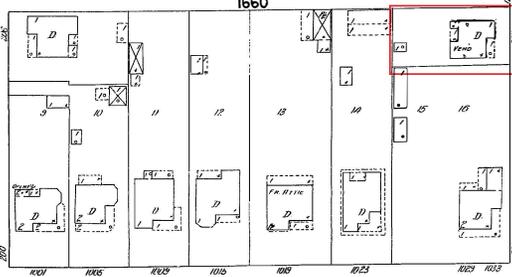
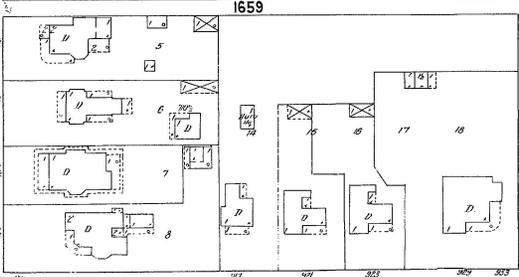


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N. PINE

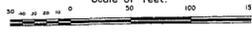
WILLOW

MUNCEY



NOLAN

Scale of Feet.



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135

1912 SANBORN MAP

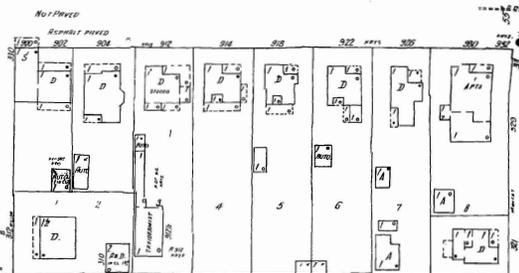
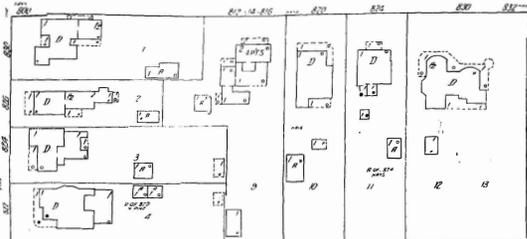
1951 SANBORN MAP

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EN. 08

148

HAYS



1656

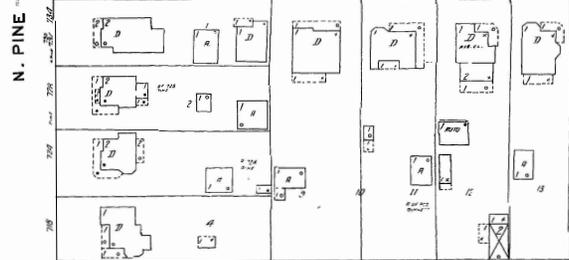
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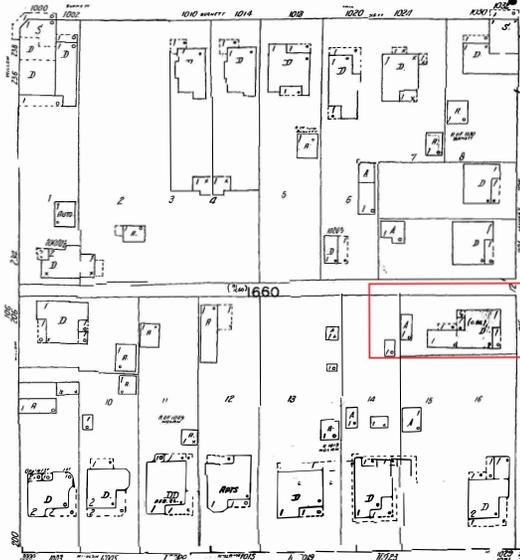
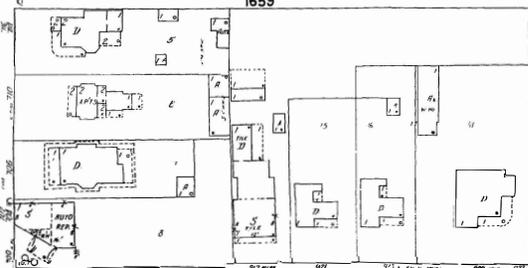
BURNETT

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WILLOW

MUNCEY



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NOLAN



# SELECTING AN APPROPRIATE REPLACEMENT



Wood replacement



Aluminum replacement  
(to replace non-historic windows)



Vinyl replacement

## Replacement windows standards:

**MATERIALS:** 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.

**SASHES:** 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.

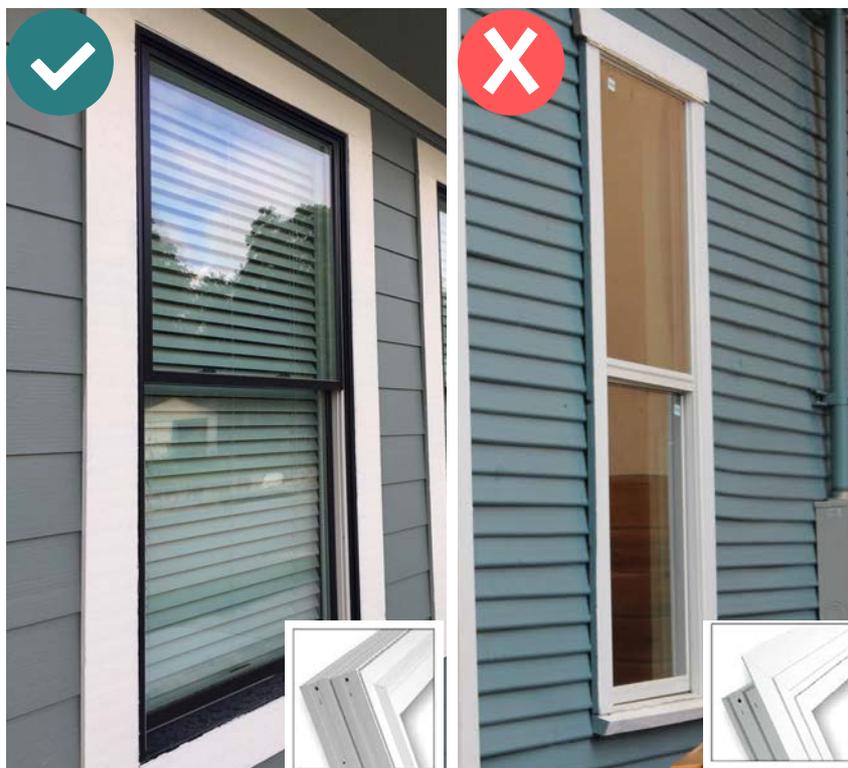
**TRIM:** Original trim details and sills should be retained or repaired in kind. If approved, new window trim must feature traditional dimensions and architecturally appropriate casing and sloped sill detail. Window track components such as jamb liners must be painted to match the window trim or concealed 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.

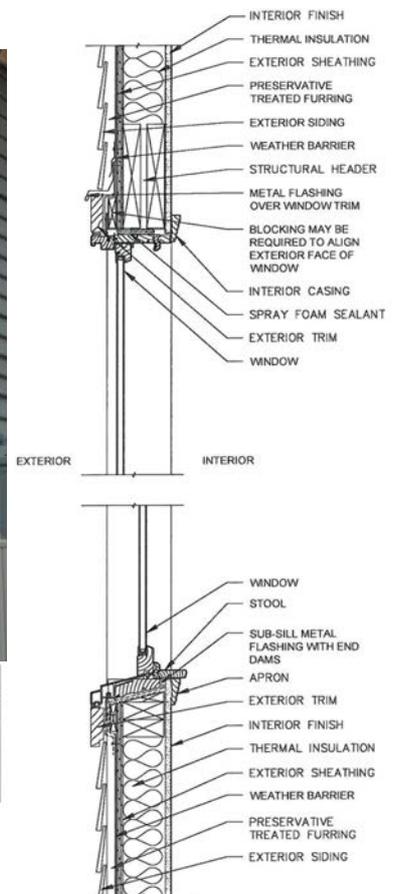
**INSTALLATION:** Replacement windows should be supplied in a block frame and exclude nailing fins. Window opening sizes should not be altered to accommodate stock sizes prior to approval.

# WINDOWS FOR NEW CONSTRUCTION & ADDITIONS



Aluminum clad wood window block frame

Vinyl window - flush flange



## Window standards for new construction and additions:

**GENERAL:** New windows on additions should relate to the windows of the primary historic structure in terms of materiality and overall appearance. Windows used in new construction should be similar in appearance to those commonly found within the district in terms of size, profile, and configuration. While no material is expressly prohibited by the Historic Design Guidelines, a high quality wood or aluminum-clad wood window product often meets the Guidelines with the stipulations listed below. Whole window systems should match the size of historic windows on property unless otherwise approved.

**SIZE:** Windows should feature traditional dimensions and proportions as found within the district.

**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.

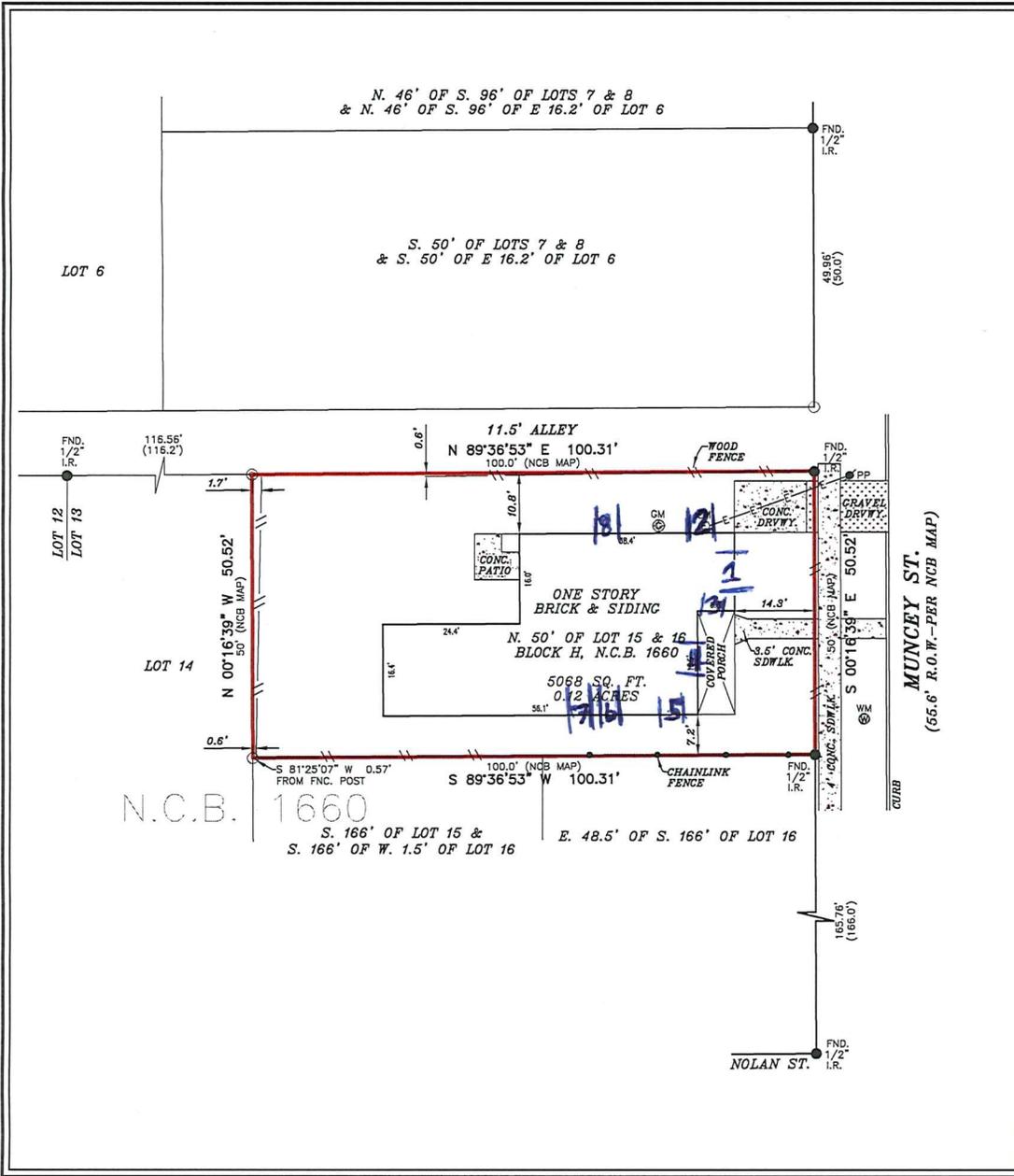
**DEPTH:** There should be a minimum of 2" in depth between the front face of the window trim and the front face of the top window sash. This must be accomplished by recessing the window sufficiently within the opening or with the installation of additional window trim to add thickness.

**TRIM:** 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:** 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:** Wood 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:** Wood 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.

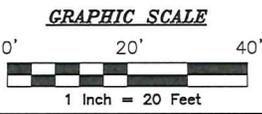


*Windows*

- 1 - office
- 2 - office
- 3 - office
- 4 - Bedroom
- 5 - Bedroom
- 6 - Living Room
- 7 - Living Room
- 8 - Kitchen

**LEGEND**

- These standard symbols will be found in the drawing.
- BOUNDARY LINE
  - CHAINLINK FENCE
  - ||— WOOD FENCE
  - E—E— OVERHEAD ELECTRIC
  - ⊙ SET IRON ROD
  - CALCULATED POINT
  - FOUND IRON ROD
  - ⊗ WATER METER
  - ⊕ ELECTRIC METER
  - ⊙ GAS METER
  - ⊙ POWER POLE
  - (NCB MAP) NEW CITY BLOCK MAP
  - (F.M.) FIELD MEASURED



**SURVEYOR'S NOTE(S):**

BASIS OF BEARING, TEXAS SOUTH CENTRAL NAD 83.

THE SUBJECT LOT IS A HISTORIC DESIGNATION RECORDED IN VOLUME 16817, PAGE 1967, OFFICIAL PUBLIC RECORDS OF BEXAR COUNTY, TEXAS.

The survey is hereby accepted with the discrepancies, certifies, or shortages in area or boundary lines, encroachments, protrusions, or overlapping of improvements shown.

At date of this survey, the property is in FEMA designated 100 Year ZONE X as verified by FEMA map Panel No: 48029C 0415 G effective date of SEPTEMBER 29, 2010  
 Exact designations can only be determined by a Elevation Certificate. This information is subject to change as a result of future FEMA map revisions and/or amendments.

I, JOSE ANTONIO TREVIÑO, a Registered Professional Land Surveyor in the State of Texas, do hereby certify to STEWART TITLE GUARANTY COMPANY and BIG CONTRACTING AND CONSTRUCTION LLC that the above map is true and correct according to an actual field survey, made by me on the ground or under my supervision, of the property shown hereon or described by field notes accompanying this drawing. I further certify that all easements and rights-of-way of which I have been advised are shown hereon and that, except as shown, there are no visible encroachments, no visible overlapping of improvements and no apparent discrepancies or conflicts in the boundary lines, and no visible physical evidence of easements or rights-of-way as of the date of the field survey. I further certify that this survey meets or exceeds the minimum standards established by the Texas Board of Professional Land Surveying (Section 663.18).  
 Borrower/Owner: BIG CONTRACTING AND CONSTRUCTION LLC  
 Address: 215 MUNCEY GF No. 851737

**Legal Description of the Land:**  
 The North 50 feet of Lots 15 and 16, Block H, New City Block 1660, City of San Antonio, Bexar County, Texas.

SUBJECT TO RESTRICTIVE COVENANTS AND/OR EASEMENTS RECORDED IN:

PROPERTY PHOTOGRAPH:



**FINAL "AS-BUILT" SURVEY**

JOB NO.:	2009072016	NO. REVISION	DATE
DATE:	09/10/20		
DRAWN BY:	JD/TM		
APPROVED BY:	JAT		



*Jose Antonio Trevino*  
 JOSE ANTONIO TREVIÑO, R.P.L.S.  
 Registered Professional Land Surveyor  
 Registration No. 5552

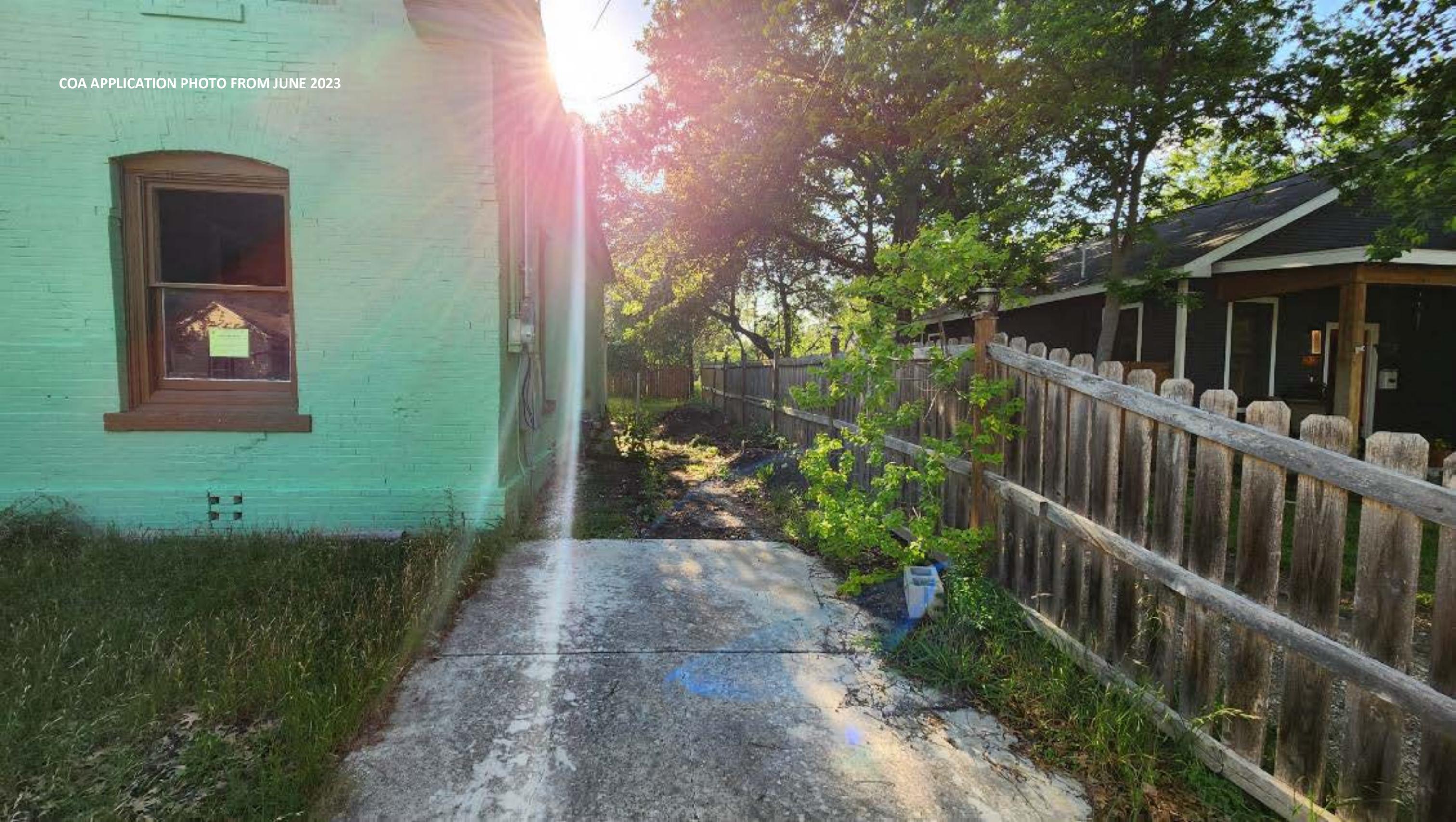




LISTING PHOTO FROM 2018



COA APPLICATION PHOTO FROM JUNE 2023





COA APPLICATION PHOTO FROM JUNE 2023

COA APPLICATION PHOTO FROM JUNE 2023





COA APPLICATION PHOTO FROM MARCH 20244





COA APPLICATION PHOTO FROM MARCH 20244



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PHOTO FROM  
MARCH 2024



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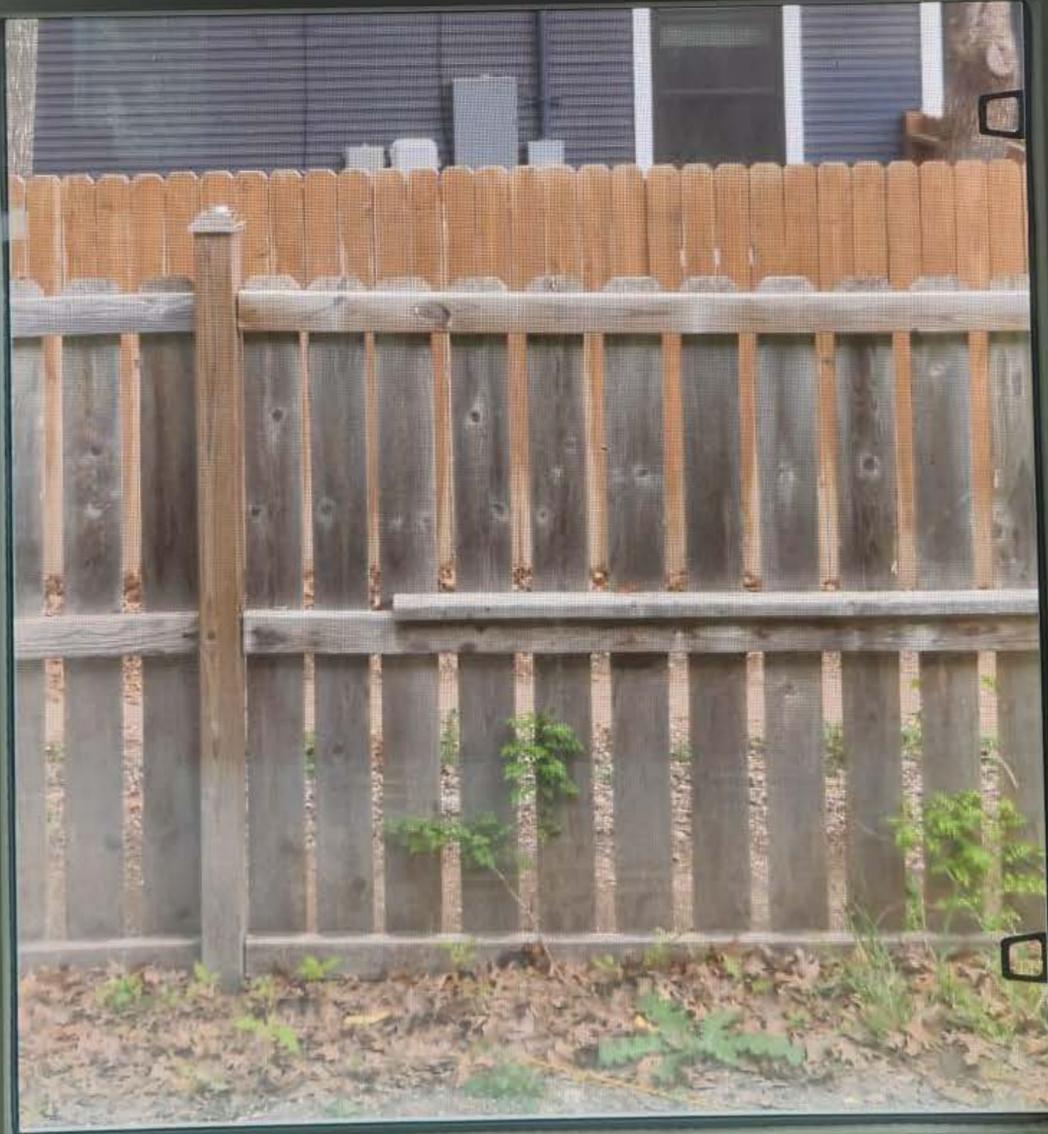
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MARCH 2024



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PHOTO FROM  
MARCH 2024



COA APPLICATION PHOTO  
FROM MARCH 2024





## Investigation Report

### Property

Address	215 Muncey
District/Overlay	Dignowity Hill
Owner Information	Taylyn Cunningham

### Site Visit

Date	02/27/2024
Time	01:20 PM (-6 GMT)
Context	citizen report
Present Staff	Rachel Rettaliata
Present Individuals	Homeowner
Types of Work Observed	Exterior Maintenance and Alterations
Amount of Work Completed	Completed
Description of work	Replacement of previously existing wood windows with vinyl windows. Previously existing wood windows do not appear to be on site.
Description of interaction	Spoke with homeowner who was not cooperative. Homeowner stated that they would not be answering questions.

### Action Taken

Violation Type	No Certificate of Appropriateness (Code 35-451a)
OHP Action	Spoke with property owner
Will post-work application fee apply?	Yes

### Documentation

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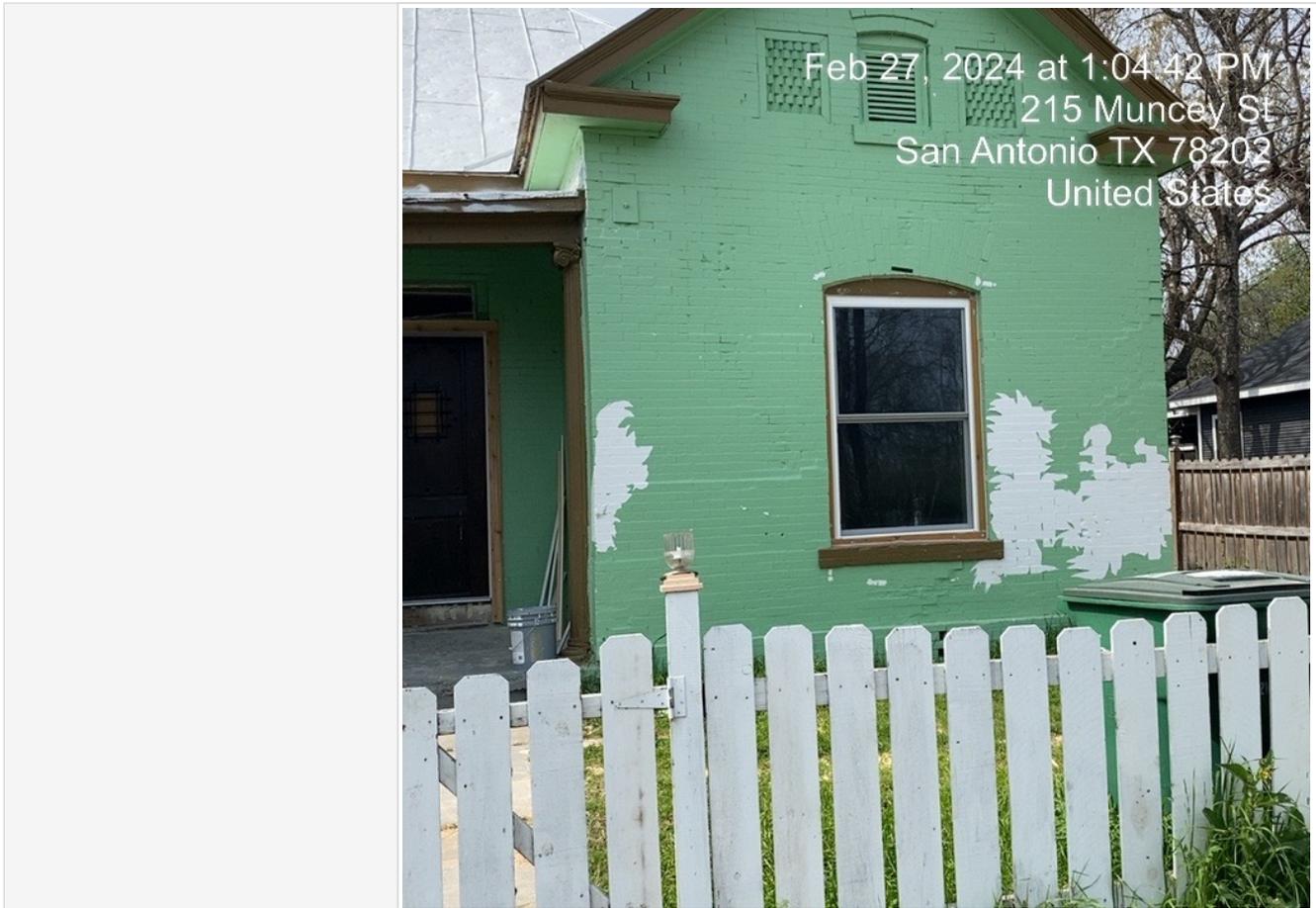
## Investigation Report

Photographs



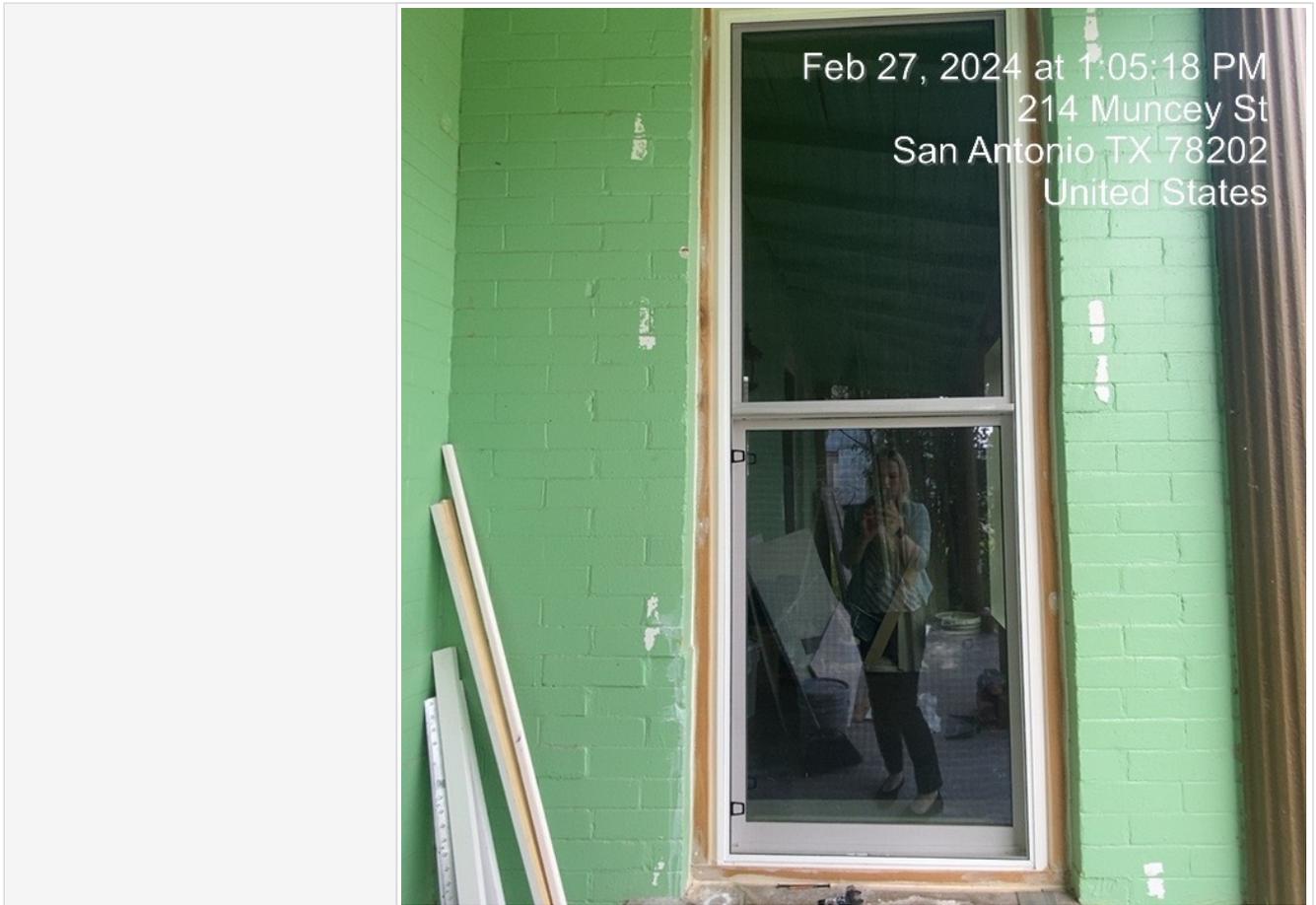


## Investigation Report





## Investigation Report





## Investigation Report



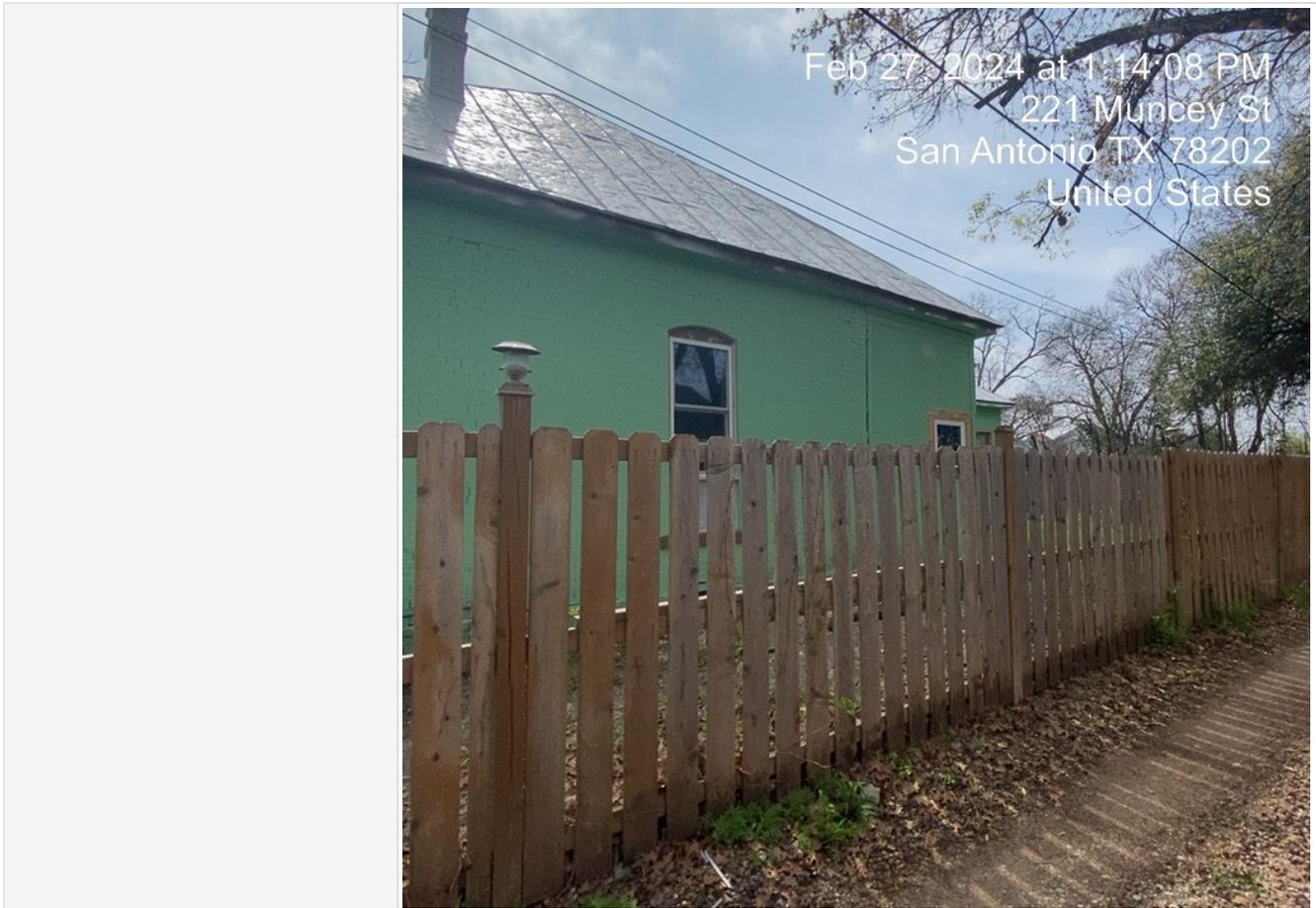


## Investigation Report



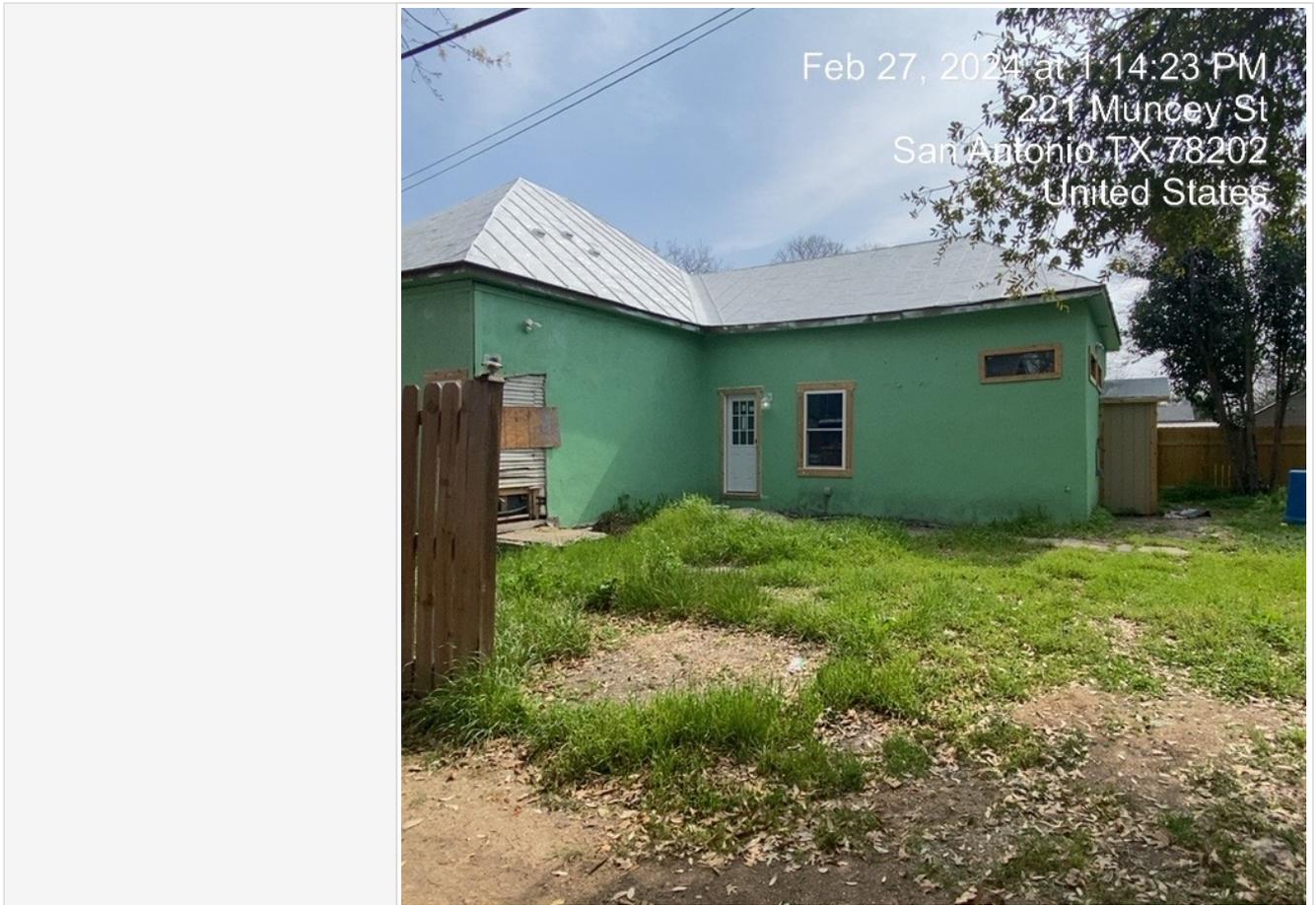


## Investigation Report





## Investigation Report





## Investigation Report





# Investigation Report

Feb 27, 2024 at 1:10:52 PM

CITY OF SAN ANTONIO  
OFFICE of HISTORIC PRESERVATION  
210 Muncey St  
100 W Houston St. San Antonio, Texas 78205  
7:45am - 4:30pm Monday - Friday  
(210) 207 - 0035; report@sapreservation.org  
San Antonio TX 78202  
United States

## NOTICE OF INVESTIGATION

ADDRESS: 215 MUNCEY [BCAD] OWNER: TAYLYN CUNNINGHAM

An investigation of this property has been performed by the Office of Historic Preservation and the following violations have been identified:

- Code 35-608 (a): Work without Certificate of Appropriateness (COA): WINDOW REPLACEMENT VINYL WINDOWS
- Code 35-608 (i): Work beyond Scope of Approval: \_\_\_\_\_
- Code 35-615: Demolition by Neglect: \_\_\_\_\_

**STOP WORK:**  Yes  Not Applicable

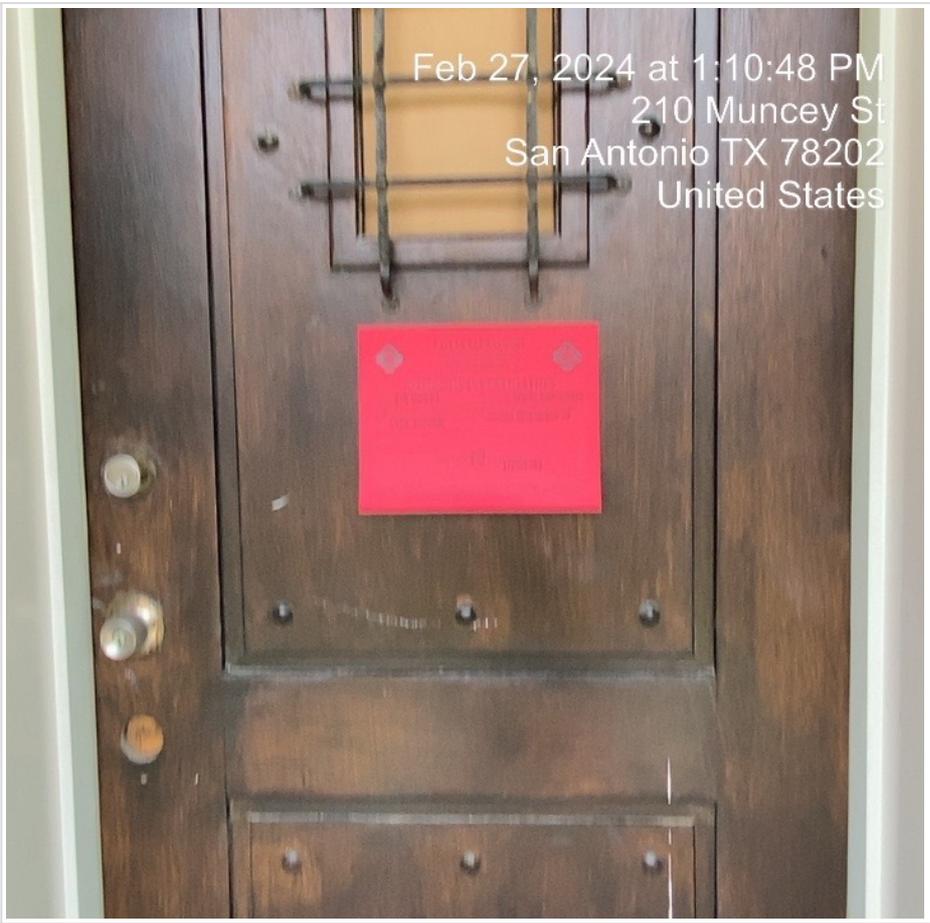
Please contact the Office of Historic Preservation within 48 hours of the inspection date: 2/27/2024

*A re-inspection by staff may occur without prior notice; photographs have been recorded for evidence.*

Continued failure to comply with the laws of the City of San Antonio and the State of Texas will subject you to criminal and civil prosecutions, to the full extent permitted by law. Violations of Criminal class C violations and will be prosecuted accordingly. Violations of State law are also subject to civil prosecution in state district court by the City of San Antonio. Penalties for continued failure but are not limited to: (i) a criminal conviction on your record; (ii) criminal fines; (iii) court costs; (iv) civil penalties in the range of \$1,000.00 per day; (v) attorney's fees; (vi) repayment to the City of San Antonio; (vii) fines on your property and filed with the county deed records; (viii) a judicial finding that you have maintained a nuisance and are responsible to the community for the same; (ix) property; (x) if you are found to be a scofflaw, the City may deny you further and future permits for this project and others, etc.



## Investigation Report

	
	02/27/2024 01:23 PM
Additional photos were taken on another device.	No