

## HISTORIC AND DESIGN REVIEW COMMISSION

May 4, 2022

**HDRC CASE NO:** 2022-220  
**ADDRESS:** 618 MUNCEY  
**LEGAL DESCRIPTION:** NCB 1302 BLK 3 LOT 9  
**ZONING:** R-5 H  
**CITY COUNCIL DIST.:** 2  
**HIST. DIST. NAME:** Dignowity Hill  
**APPLICANT:** Marcello Martinez/1718 Architecture  
**OWNER:** Ling Han Martinez/618 Muncey  
**TYPE OF WORK:** Window and door replacement, fenestration modifications  
**APPLICATION RECEIVED:** March 31, 2022  
**60-DAY REVIEW:** Not applicable due to City Council Emergency Orders  
**CASE MANAGER:** Jessica Anderson

### REQUEST:

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

1. Add one exterior door and transom to the north side of the porch to match existing door and transom.
2. Remove one window on the north elevation and one window on the south elevation.
3. Add three one-over-one wood Jeld-Wen windows to the north elevation and three one-over-one wood Jeld-Wen windows to the south elevation.
4. Relocate one exterior door on the south elevation.
5. Relocate air conditioning unit from the rear to the north side of the house

### 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.

##### 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.

#### 7. Architectural Features: Porches, Balconies, and Porte-Cocheres

##### A. MAINTENANCE (PRESERVATION)

- i. *Existing porches, balconies, and porte-cocheres*—Preserve porches, balconies, and porte-cocheres. Do not add new porches, balconies, or porte-cocheres where not historically present.
- ii. *Balusters*—Preserve existing balusters. When replacement is necessary, replace in-kind when possible or with balusters that match the originals in terms of materials, spacing, profile, dimension, finish, and height of the railing.
- iii. *Floors*—Preserve original wood or concrete porch floors. Do not cover original porch floors of wood or concrete with carpet, tile, or other materials unless they were used historically.

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

- i. *Front porches*—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.
- ii. *Side and rear porches*—Refrain from enclosing side and rear porches, particularly when connected to the main porch or balcony. Original architectural details should not be obscured by any screening or enclosure materials. Alterations to side and rear porches should result in a space that functions, and is visually interpreted as, a porch.
- iii. *Replacement*—Replace in-kind porches, balconies, porte-cocheres, and related elements, such as ceilings, floors, and columns, when such features are deteriorated beyond repair. When in-kind replacement is not feasible, the design should be compatible in scale, massing, and detail while materials should match in color, texture, dimensions, and finish.
- iv. *Adding elements*—Design replacement elements, such as stairs, to be simple so as to not distract from the historic character of the building. Do not add new elements and details that create a false historic appearance.
- v. *Reconstruction*—Reconstruct porches, balconies, and porte-cocheres based on accurate evidence of the original, such as photographs. If no such evidence exists, the design should be based on the architectural style of the building and historic patterns.

## 4. Architectural Details

### A. GENERAL

- i. *Historic context*—Design additions to reflect their time while respecting the historic context. Consider character-defining features and details of the original structure in the design of additions. These architectural details include roof form, porches, porticos, cornices, lintels, arches, quoins, chimneys, projecting bays, and the shapes of window and door openings.
- ii. *Architectural details*—Incorporate architectural details that are in keeping with the architectural style of the original structure. Details should be simple in design and compliment the character of the original structure. Architectural details that are more ornate or elaborate than those found on the original structure should not be used to avoid drawing undue attention to the addition.
- iii. *Contemporary interpretations*—Consider integrating contemporary interpretations of traditional designs and details for additions. Use of contemporary window moldings and door surroundings, for example, can provide visual interest while helping to convey the fact that the addition is new.

### *Historic Design Guidelines, Chapter 3, Guidelines for Additions*

## 5. Mechanical Equipment and Roof Appurtenances

### A. LOCATION AND SITING

- i. *Visibility*—Do not locate utility boxes, air conditioners, rooftop mechanical equipment, skylights, satellite dishes, cable lines, and other roof appurtenances on primary facades, front-facing roof slopes, in front yards, or in other locations that are clearly visible from the public right-of-way.
- ii. *Service Areas*—Locate service areas towards the rear of the site to minimize visibility from the public right-of-way. Where service areas cannot be located at the rear of the property, compatible screens or buffers will be required.

### B. SCREENING

- i. *Building-mounted equipment*—Paint devices mounted on secondary facades and other exposed hardware, frames, and piping to match the color scheme of the primary structure or screen them with landscaping.
- ii. *Freestanding equipment*—Screen service areas, air conditioning units, and other mechanical equipment from public view using a fence, hedge, or other enclosure.
- iii. *Roof-mounted equipment*—Screen and set back devices mounted on the roof to avoid view from public right-of-way.

## FINDINGS:

- a. The applicant is requesting a Certificate of Appropriateness for approval to :
  6. Add one exterior door and transom to the north side of the porch to match existing door and transom.
  7. Remove one window on the north elevation and one window on the south elevation.
  8. Add three one-over-one wood Jeld-Wen windows to the north elevation and three one-over-one wood Jeld-Wen windows to the south elevation.
  9. Relocate one exterior door on the south elevation.

10. Relocate air conditioning unit from the rear to the north side of the house
- b. 618 Muncey is a one-story, single-family Folk Victorian residence built c. 1903. The property first appears in city directories in 1903 and on Sanborn Fire Insurance Maps in 1912. The house has a standing seam metal gable-on-hip roof and is clad in wood siding with decorative shingles in the front gable. Windows are all one-over-one. The property contributes to the Dignowity Hill historic district. The house has been subject to numerous fenestration modifications, including the removal of window and door openings and modifications to window openings.
  - c. PORCH: Per images submitted by the applicant, the house previously had a door on the north side of the front porch. The applicant proposes returning a door and transom to this location to match the existing door and transom located on the east side of the front porch. Staff finds the proposed door and transom consistent with Historic Design Guidelines for Exterior Maintenance and Alterations 6.A.
  - d. FENESTRATION CHANGES: The applicant proposes relocating one exterior door on the south elevation from the central bay to the rear bay and add two new windows to the central bay. Adding the door to the rear bay results in loss of a smaller window on that bay. The applicant also proposes infilling one window on the north elevation and adding a pair of ganged windows and one single window to the north elevation. All proposed windows match existing windows in style and dimensions. The applicant provided photos of both the north and south elevations showing changes to the fenestration pattern over time. Staff finds that proposed fenestration changes as well as proposed new windows and doors are consistent with staff's standards for replacement windows should be installed. Staff finds the proposed door relocation on the south elevation appropriate.
  - e. MECHANICAL EQUIPMENT: The applicant proposes relocating the air conditioning unit from the rear of the house to the north side of the house. Historic Design Guidelines for Additions 5.A.ii states that where service areas cannot be located at the rear of the property, compatible screens or buffers will be required. Staff finds the applicant must shield the air conditioning unit with screens or buffers so it is not visible from the right-of-way.

**RECOMMENDATION:**

Staff recommends approval of items #1 through #4.

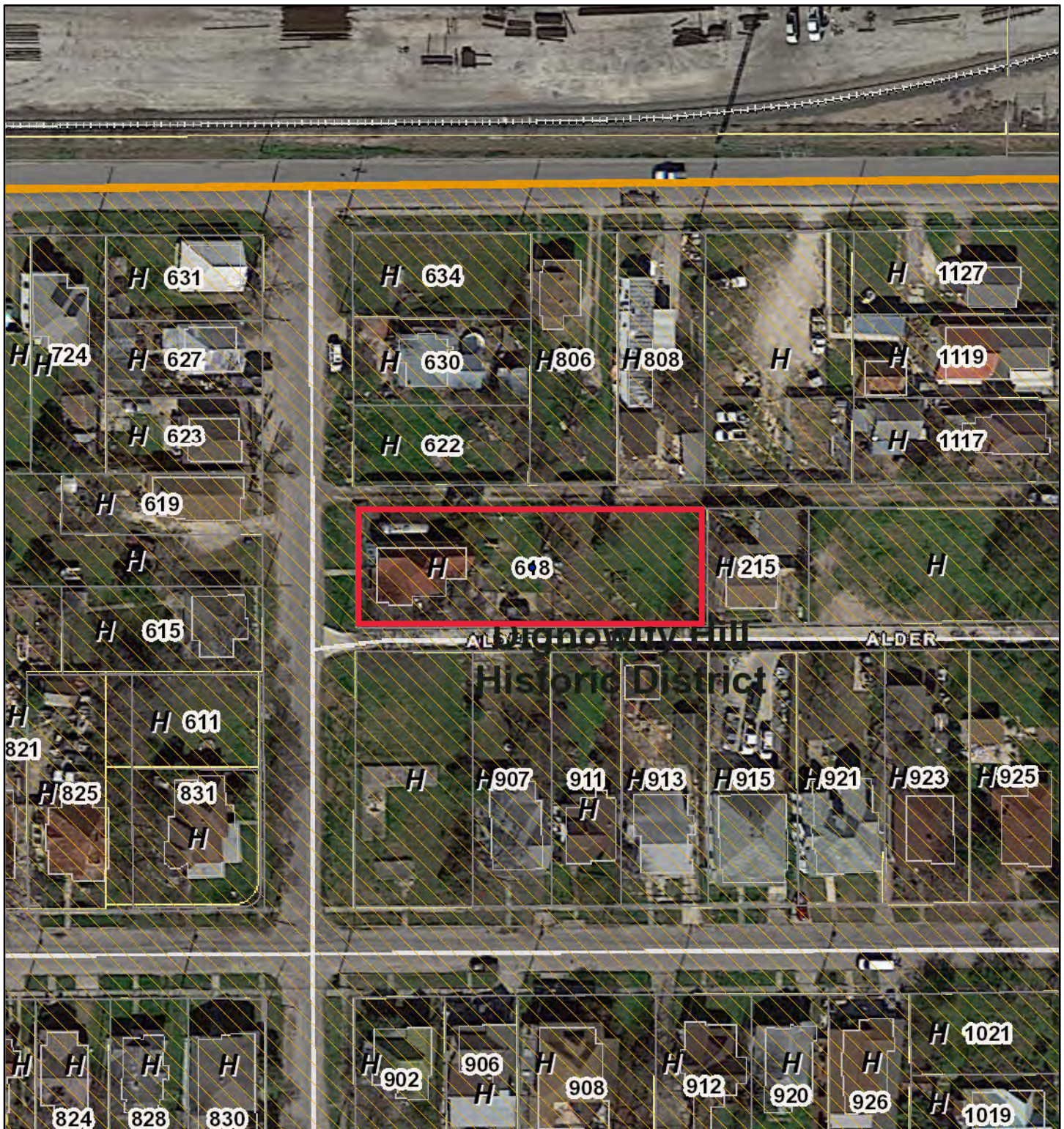
- i. That the head and sill heights of the proposed window openings match the existing. Window widths and profiles are to match as well.

Staff recommends approval of item #5 with the following stipulation:

- i. That compatible screens or buffers be utilized to screen the air conditioning unit from view from the right-of-way.



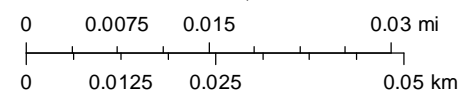
# City of San Antonio One Stop



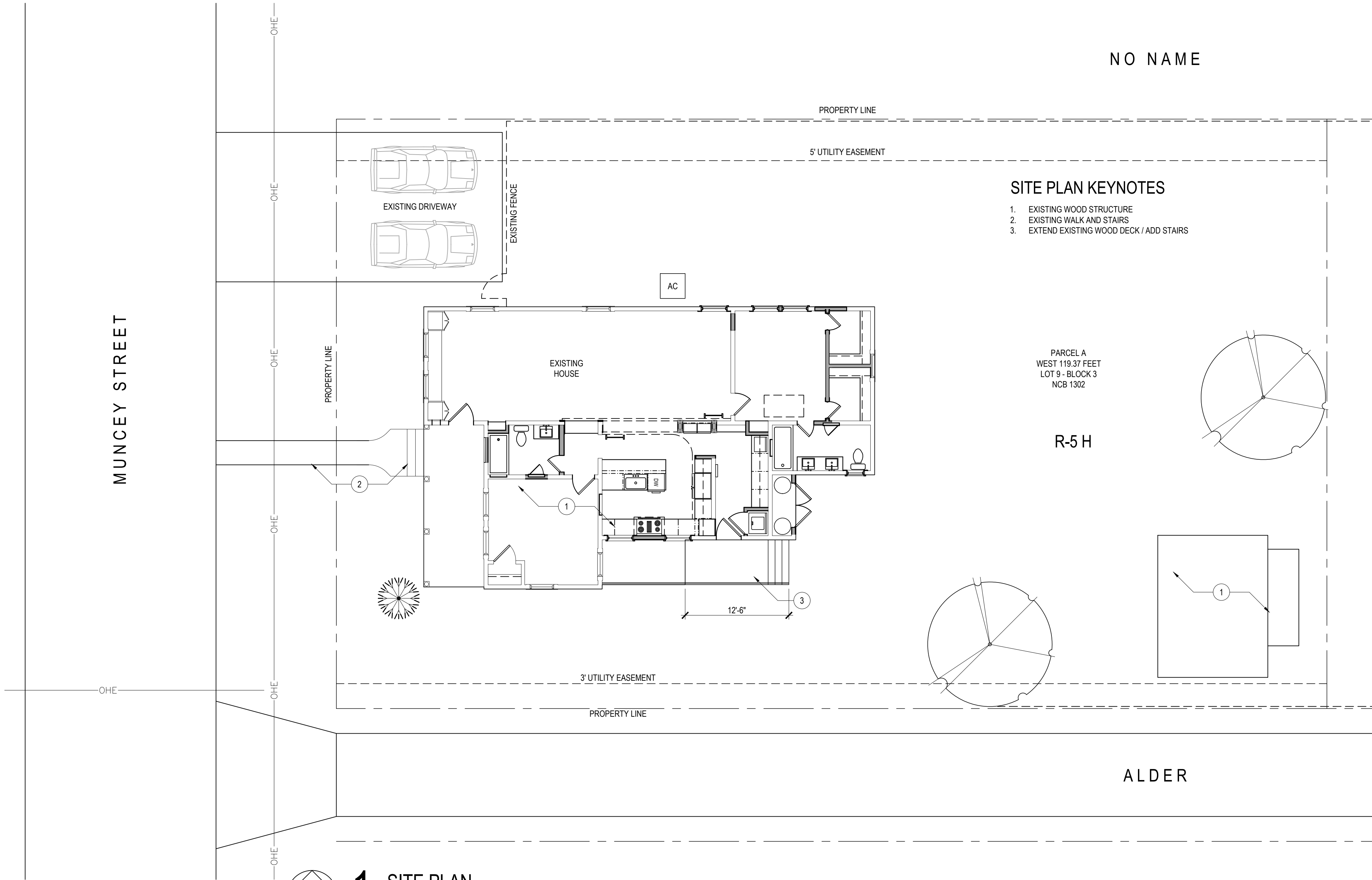
April 28, 2022

1:1,000

- CoSA Addresses
- Community Service Centers
- Pre-K Sites
- CoSA Parcels
- BCAD Parcels
- Historic Landmark Sites
- Historic Districts
- Zoning Overlay Label







GENERAL NOTES

- A. SAND AND RE-FINISH ALL INTERIOR FLOORS  
B. ALL NEW PARTITIONS TYPE A1 UNLESS NOTED OTHERWISE  
C. PROVIDE FOR CROSS VENTILATION AT ENCLOSED ATTICS  
D. SMOKE ALARMS SHALL BE HARD WIRED IN SERIES WITH BATTERY BACKUP POWER AS PER I.R.C. SEC. R317  
E. PROVIDE DOUBLE CURTAIN ROD AT ALL EXTERIOR WINDOWS, EXCEPT THOSE IN KITCHEN AND BATHROOMS  
F. COORDINATE ALL FINISH SELECTIONS WITH OWNER

WALL LEGEND

- EXISTING WALL TO REMAIN  
NEW CONSTRUCTION

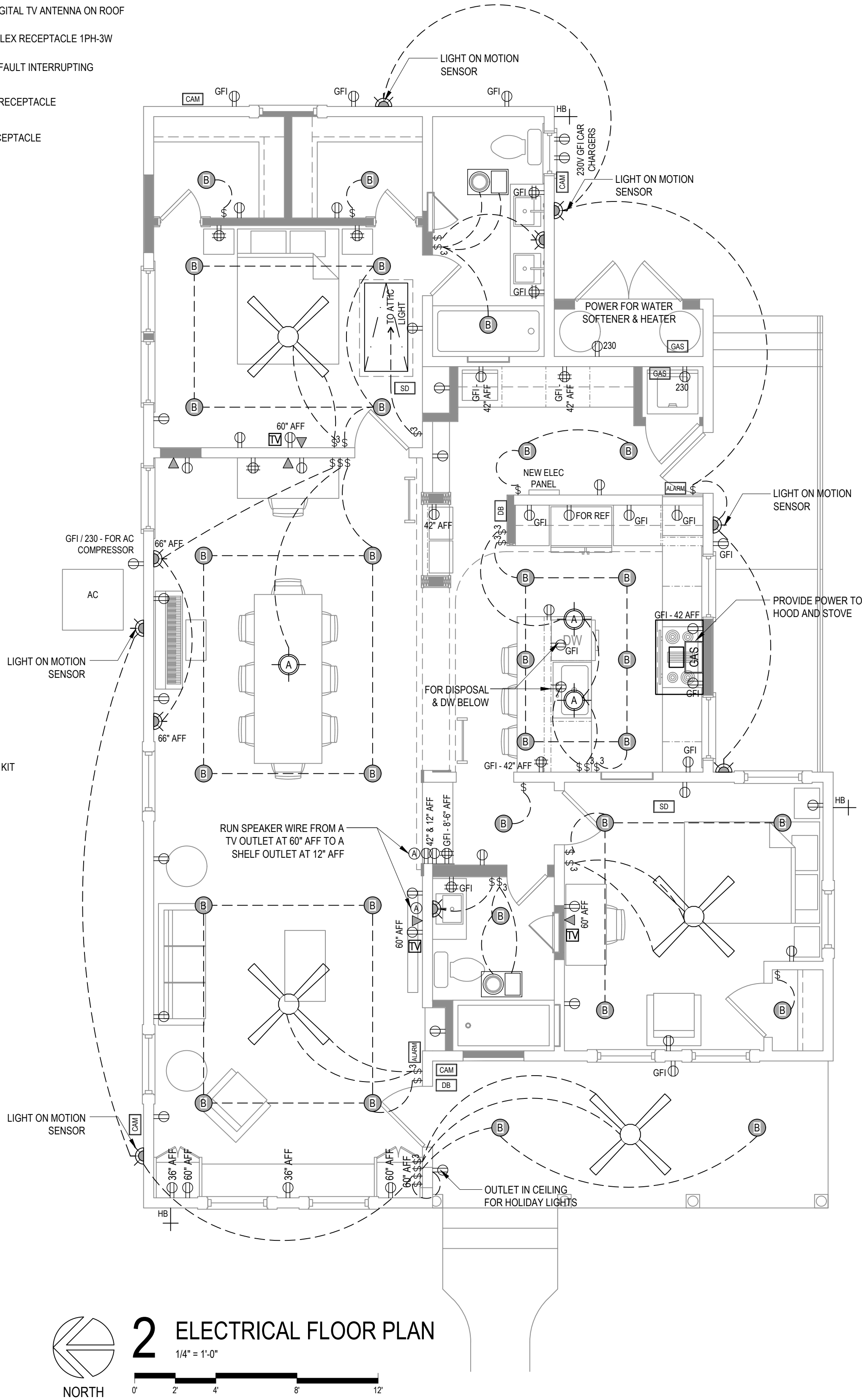
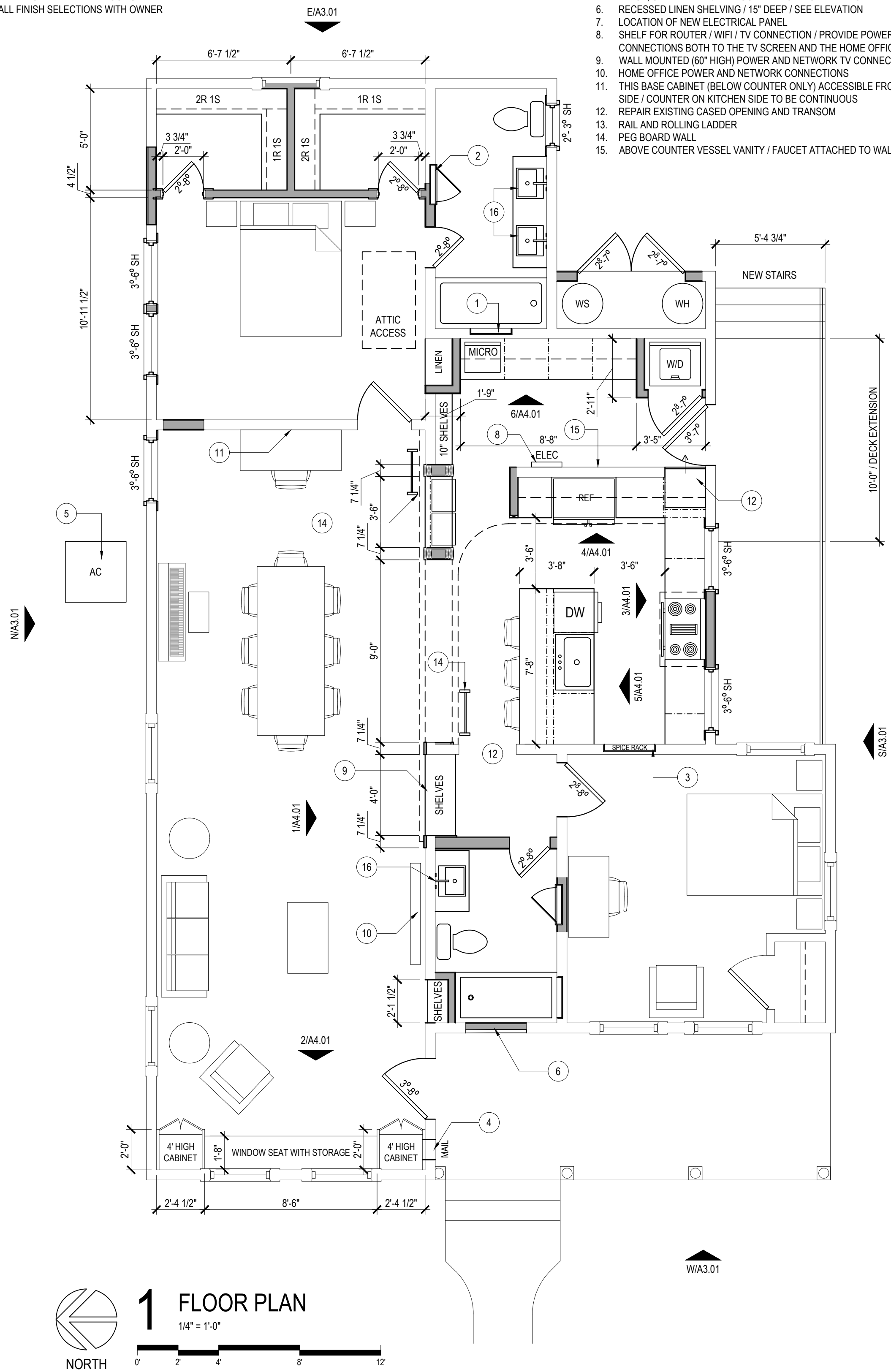
KEYNOTES

- 16" X 24" TILED RECESS IN TILED WALL FOR SOAP SHELF
- 24" WIDE BY 66" HIGH BY 3" RECESSED CABINET / WITH MILLWORK DOOR AND ADJUSTABLE SHELVES
- 30" X 60" RECESSED SPICE SHELF (ADJUSTABLE SHELVING) IN WALL / NO DOOR
- MAIL SLOT THROUGH WALL
- RELOCATE AC COMPRESSOR HEREEXISTING FRONT DOOR AND TRANSOM TO REMAIN / CLOSE IN PLACE, SEAL BEHIND / TRANSOM WINDOW TO REMAIN OPERATIONAL (NOT DOOR)
- RECESSED LINEN SHELVING / 15" DEEP / SEE ELEVATION
- LOCATION OF NEW ELECTRICAL PANEL
- SHELF FOR ROUTER / WIFI / TV CONNECTION / PROVIDE POWER AND THROUGH WALL CONNECTIONS BOTH TO THE TV SCREEN AND THE HOME OFFICE LOCATION
- WALL MOUNTED (60" HIGH) POWER AND NETWORK TV CONNECTIONS
- HOME OFFICE POWER AND NETWORK CONNECTIONS
- THIS BASE CABINET (BELOW COUNTER ONLY) ACCESSIBLE FROM PANTRY SIDE, NOT KITCHEN SIDE / COUNTER ON KITCHEN SIDE TO BE CONTINUOUS
- REPAIR EXISTING CASED OPENING AND TRANSOM
- RAIL AND ROLLING LADDER
- PEG BOARD WALL
- ABOVE COUNTER VESSEL VANITY / FAUCET ATTACHED TO WALL, NOT COUNTER

LEGEND

- DATA OUTLET IN WALL / 18" AFF UNLESS OTHERWISE NOTED  
DIGITAL TV ANTENNA OUTLET / DIGITAL TV ANTENNA ON ROOF  
20 AMP, 120V, SINGLE PHASE DUPLEX RECEPTACLE 1PH-3W  
DUPLEX RECEPTACLE / GROUND FAULT INTERRUPTING  
DOUBLE DUPLEX (QUADRUPLUX) RECEPTACLE  
230V, SINGLE PHASE DUPLEX RECEPTACLE  
LIGHT / VENT / HEAT  
LIGHT / POWER SWITCH  
3-WAY SWITCH  
CURRENT LINE  
WALL SCONCE  
PENDANT LIGHT FIXTURE  
RECESSED LED DOWNLIGHT FIXTURE  
HOSE BIB  
GAS JET  
SMOKE DETECTOR  
DOOR BELL CHIME  
HARDWIRED CAMERA / RING DEVICE OR EQUAL  
ALARM PANEL - SYSTEM TO BE HARDWIRED

- CEILING FAN WITH LIGHT KIT  
SPEAKER WIRE / LINE A  
SPEAKER WIRE / LINE B



PROJECT

Muncey House

618 Muncey St  
San Antonio, TX 78202

OWNER

Ling Han Martinez

618 Muncey St  
San Antonio, TX 78202

PROJECT NUMBER

618M

CONSTRUCTION DOCS

NO. DATE DESCRIPTION OF ISSUE

CONSULTANT

SHEET TITLE

Floor Plan  
Electrical Floor Plan

DATE

22 April 2022

SHEET NUMBER

BAR LENGTH ON ORIGINAL  
DRAWING EQUALS 1 INCH

A2.01





37.375 in. x 64.5 in. W-2500 Series Primed Wood Double Hung Window w/ Natural Interior and Low-E Glass by JELD-WEN

NEW WINDOWS TO BE WOOD-FRAMED, AS SHOWN HERE



NEW DOOR TO MATCH



SOUTH ELEVATION FROM 2007 SHOWS A DIFFERENT FENESTRATION PATTERN



OLDER WINDOW HAS BEEN REMOVED

NORTH ELEVATION FROM 2007 SHOWS A DIFFERENT FENESTRATION PATTERN

Unrivaled protection for life.

**LIFETIME**

\*This wood windows, patio doors, door frames and components made with AuraLast® wood are backed with a lifetime limited warranty.

All wood windows are the same, right? While they may appear the same on the outside, JELD-WEN® windows and doors constructed with AuraLast® pine go beyond the surface, providing unrivaled beauty and protection. Here's how...

AURALAST® - PROTECTION TO THE CORE™

TRADITIONAL TREATMENT

AuraLast

SURFACE ONLY

SURFACE TO CORE™

JELD-WEN products made with AuraLast wood allow you to get the warmth and characteristics of wood that you desire, while eliminating the worry of rot and decay. Why settle for anything less!

Only JELD-WEN makes window and door products with solid pine AuraLast® solid pine wood

See our warranty information at [jeld-wen.com](http://jeld-wen.com) or call 1-800-535-3936

**AuraLast**

PROTECTION TO THE CORE™



FRONT AXO FROM 2007 SHOWS TWO FRONT DOORS



SOUTH ELEVATION



NORTH ELEVATION



FRONT AXO

GENERAL NOTES

- A. PHOTOS ARE EXISTING, LINE WORK SHOWS PROPOSED CHANGES
- B. ALL EXTERIOR FINISHES AND MATERIALS TO MATCH EXISTING ADJACENT

DATE 13 April 2022 EXP. DATE Oct 2022  
1718 ARCHITECTURE, LLC  
POST OFFICE BOX 23438  
SAN ANTONIO, TEXAS 78223  
INFO@1718PARTNERS.COM

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PROJECT

Muncey House

618 Muncey St  
San Antonio, TX 78202

OWNER

Ling Han Martinez

618 Muncey St  
San Antonio, TX 78202

PROJECT NUMBER

618M

CONSTRUCTION DOCS

NO.	DATE	DESCRIPTION OF ISSUE
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CONSULTANT

SHEET TITLE

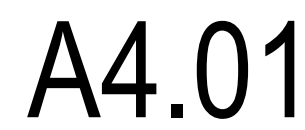
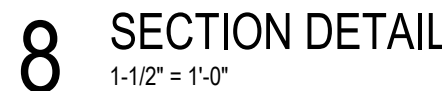
Exterior Elevations

DATE  
22 April 2022

SHEET NUMBER

BAR LENGTH ON ORIGINAL  
DRAWING EQUALS 1 INCH













Google











# Unrivalled protection for life.



\*Pine wood windows, patio doors, door frames and components made with AuraLast® wood are backed with a lifetime limited warranty.

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TRADITIONAL TREATMENT



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AuraLast™

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at [jeld-wen.com](http://jeld-wen.com) or call 1-800-535-3936

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