

## HISTORIC AND DESIGN REVIEW COMMISSION

September 06, 2023

**HDRC CASE NO:** 2023-346  
**ADDRESS:** 1407 FULTON AVE  
**LEGAL DESCRIPTION:** NCB 2755 BLK 61 LOT 23 24  
**ZONING:** R-4, H  
**CITY COUNCIL DIST.:** 1  
**DISTRICT:** Fulton Historic District  
**APPLICANT:** Blanca Tellez /1 SHARPE OPPORTUNITY INTERMEDIATE TRUST  
**OWNER:** Blanca Tellez /1 SHARPE OPPORTUNITY INTERMEDIATE TRUST  
**TYPE OF WORK:** Wholesale window replacement, garage door removal, exterior door replacement  
**APPLICATION RECEIVED:** August 04, 2023  
**60-DAY REVIEW:** October 3, 2023  
**CASE MANAGER:** Claudia Espinosa

### REQUEST:

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

1. Replace the existing wood windows with Croft Aluminum Windows.
2. Remove the existing garage doors leaving open bays.
3. Replace the exterior wooden doors with an aluminum door product.

### APPLICABLE CITATIONS:

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

#### 1. Materials: Woodwork

##### A. MAINTENANCE (PRESERVATION)

- i. *Inspections*—Conduct semi-annual inspections of all exterior wood elements to verify condition and determine maintenance needs.
- ii. *Cleaning*—Clean exterior surfaces annually with mild household cleaners and water. Avoid using high pressure power washing and any abrasive cleaning or stripping methods that can damage the historic wood siding and detailing.
- iii. *Paint preparation*—Remove peeling, flaking, or failing paint surfaces from historic woodwork using the gentlest means possible to protect the integrity of the historic wood surface. Acceptable methods for paint removal include scraping and sanding, thermal removal, and when necessary, mild chemical strippers. Sand blasting and water blasting should never be used to remove paint from any surface. Sand only to the next sound level of paint, not all the way to the wood, and address any moisture and deterioration issues before repainting.
- iv. *Repainting*—Paint once the surface is clean and dry using a paint type that will adhere to the surface properly. See *General Paint Type Recommendations* in Preservation Brief #10 listed under Additional Resources for more information.
- v. *Repair*—Repair deteriorated areas or refasten loose elements with an exterior wood filler, epoxy, or glue.

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

- i. *Facade materials*—Avoid removing materials that are in good condition or that can be repaired in place. Consider exposing original wood siding if it is currently covered with vinyl or aluminum siding, stucco, or other materials that have not achieved historic significance.
- ii. *Materials*—Use in-kind materials when possible or materials similar in size, scale, and character when exterior woodwork is beyond repair. Ensure replacement siding is installed to match the original pattern, including exposures. Do not introduce modern materials that can accelerate and hide deterioration of historic materials. Hardiboard and other cementitious materials are not recommended.
- iii. *Replacement elements*—Replace wood elements in-kind as a replacement for existing wood siding, matching in profile, dimensions, material, and finish, when beyond repair.

#### 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 finish. 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 structure located at 1407 Fulton Ave is contributing to the Fulton Historic District and was constructed circa 1930. It makes its first appearance in the 1934 Sanborn Map. At this time, the applicant is requesting a Certificate of Appropriateness for approval to install 13 Croft Aluminum windows to replace the existing wood windows, removal of existing garage doors leaving open bays, and replace existing exterior doors with an aluminum product. The existing wood windows predominately feature a one-over-one profile.
- e. CASE HISTORY – Staff received a report of work being done without a Certificate of Appropriateness on July 18, 2023. Staff was able to conduct a site visit on July 20, 2023, and issued a Stop Work Order for the removal and replacement of the wood windows and metal garage doors.
- b. WINDOW REPLACEMENT – The applicant requests approval to install one-over-one aluminum windows where wood windows have been removed. Standard Specifications for Window Replacement states that 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. The previous owner removed the majority of the existing one-over-one wood windows, leaving only a few sashes behind; the work was done without OHP or HDRC review or approval. The current owner seeks to bring this violation into compliance. The aluminum wood window product proposed by the applicant does not conform to the Standard Specifications for Original Wood Window Replacement. Staff finds that the applicant installs a fully wood window that meets staff's standard window stipulations and submits updated specifications to staff for review and approval. The windows should feature an inset of two (2) inches within facades and should feature profiles that are found historically within the immediate vicinity. Meeting rails must be no taller than 1.25" and stiles no wider than 2.25". White manufacturer's color is not allowed, and color selection must be presented to staff. There should be a minimum of two inches 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. Window trim must feature traditional dimensions and architecturally appropriate sill detail. Window track components must be painted to match the window trim or concealed by a wood window screen set within the opening.
- c. GARAGE DOORS – The applicant has proposed to remove the existing garage doors and retain the open bays. The two car, split bay garage is not shown on the 1951 Sanborn Map and is not original to the structure. Per the Guidelines for Exterior Maintenance and Alterations, 6.B.i. 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. Staff finds this request to be inconsistent with the guidelines. Staff finds that a garage with open bays is not appropriate and that the applicant should install a fully wood garage door or a garage door with a design that mimics wood construction and features a smooth finish without a faux wood grain texture.
- d. DOOR REPLACEMENT: The applicant requests approval to replace the existing side and rear doors with new aluminum doors. The Guidelines for Exterior Maintenance and Alterations 6.A.ii state that historic doors including hardware, fanlights, sidelights, pilasters, and entablatures should be preserved. The applicant has the existing doors on site. Staff finds replacement of the side and rear doors with a nonconforming product is inappropriate, however, staff finds that the replacement doors may be used until the repair of the existing doors is complete. Staff finds the property owner should reinstall the original doors upon repair completion.



e. ADMINISTRATIVE APPROVAL – The applicant is requesting repair and maintenance of the header boards of the garage with in-kind materials, repair and maintenance of trim with in-kind materials, removal of a water feature in the front yard, and repair of the remaining wood windows with in-kind materials. These scopes of work are eligible for Administrative Approval and do not require review by HDRC.

**RECOMMENDATION:**

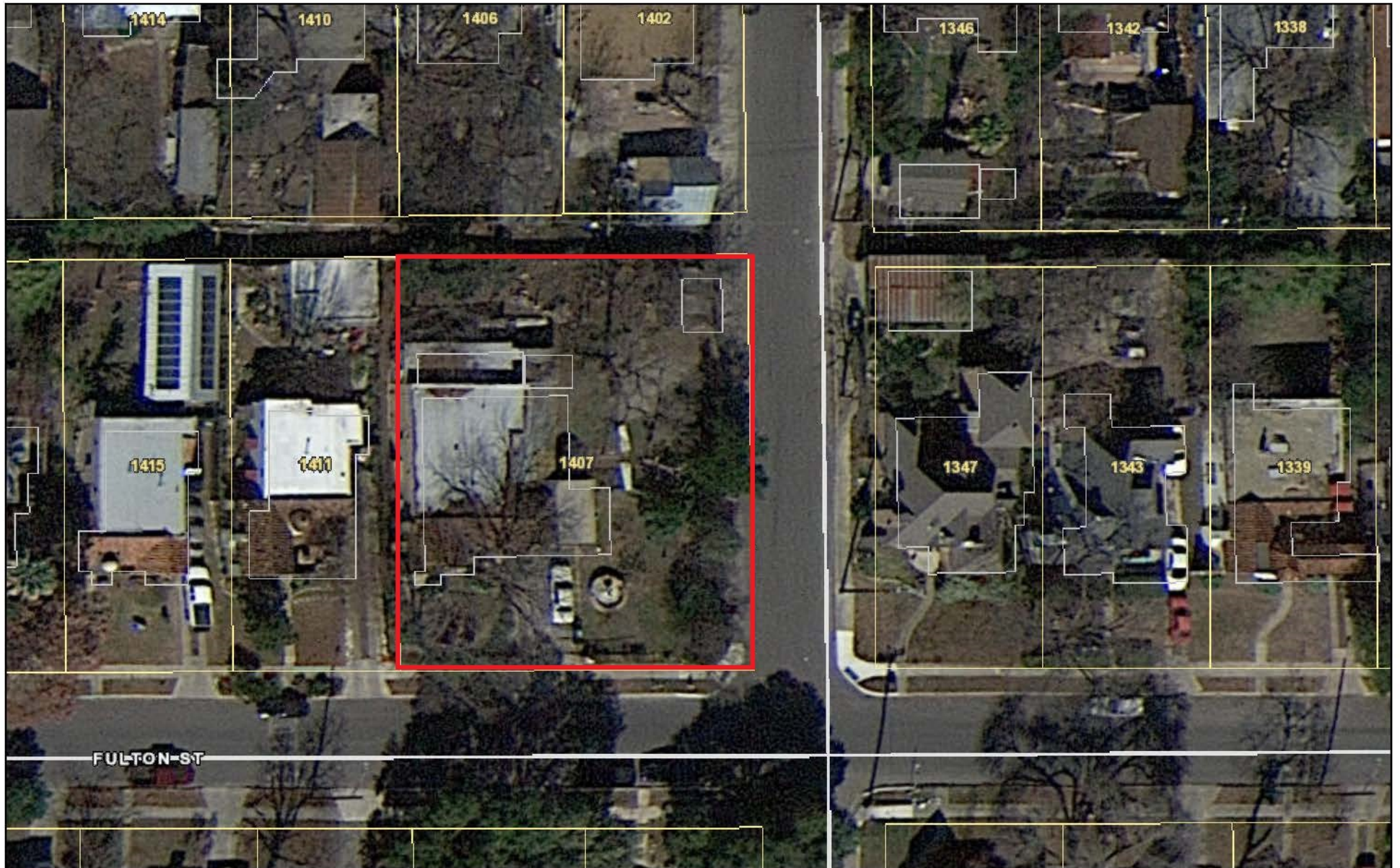
Item 1, staff does not recommend approval of the replacement the existing wood windows with Croft Aluminum Windows, based on finding b. Staff recommends that the applicant installs a fully wood window that meet staff's standard window stipulations and submits updated specifications to staff for review and approval. The windows should feature an inset of two (2) inches within facades and should feature profiles that are found historically within the immediate vicinity. Meeting rails must be no taller than 1.25" and stiles no wider than 2.25". White manufacturer's color is not allowed, and color selection must be presented to staff. There should be a minimum of two inches 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. Window trim must feature traditional dimensions and architecturally appropriate sill detail. Window track components must be painted to match the window trim or concealed by a wood window screen set within the opening prior to the issuance of a Certificate of Appropriateness.

Item 2, staff does not recommend approval of Remove the existing garage doors leaving open bays, based on finding c. Staff recommends that the applicant install fully wood garage doors or garage doors with a design that mimics wood construction and features a smooth finish without a faux wood grain texture. Final garage door specifications must be submitted to staff for review and approval prior to the issuance of a Certificate of Appropriateness.

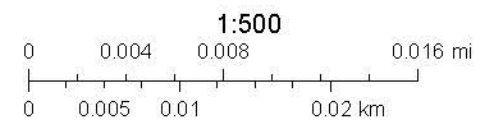
Item 3, staff recommends approval of the replacement of the exterior wooden doors with an aluminum door product, with the stipulation that the pre-existing doors be re-installed upon completion of the door repair.



# City of San Antonio One Stop



September 1, 2023















































































































































































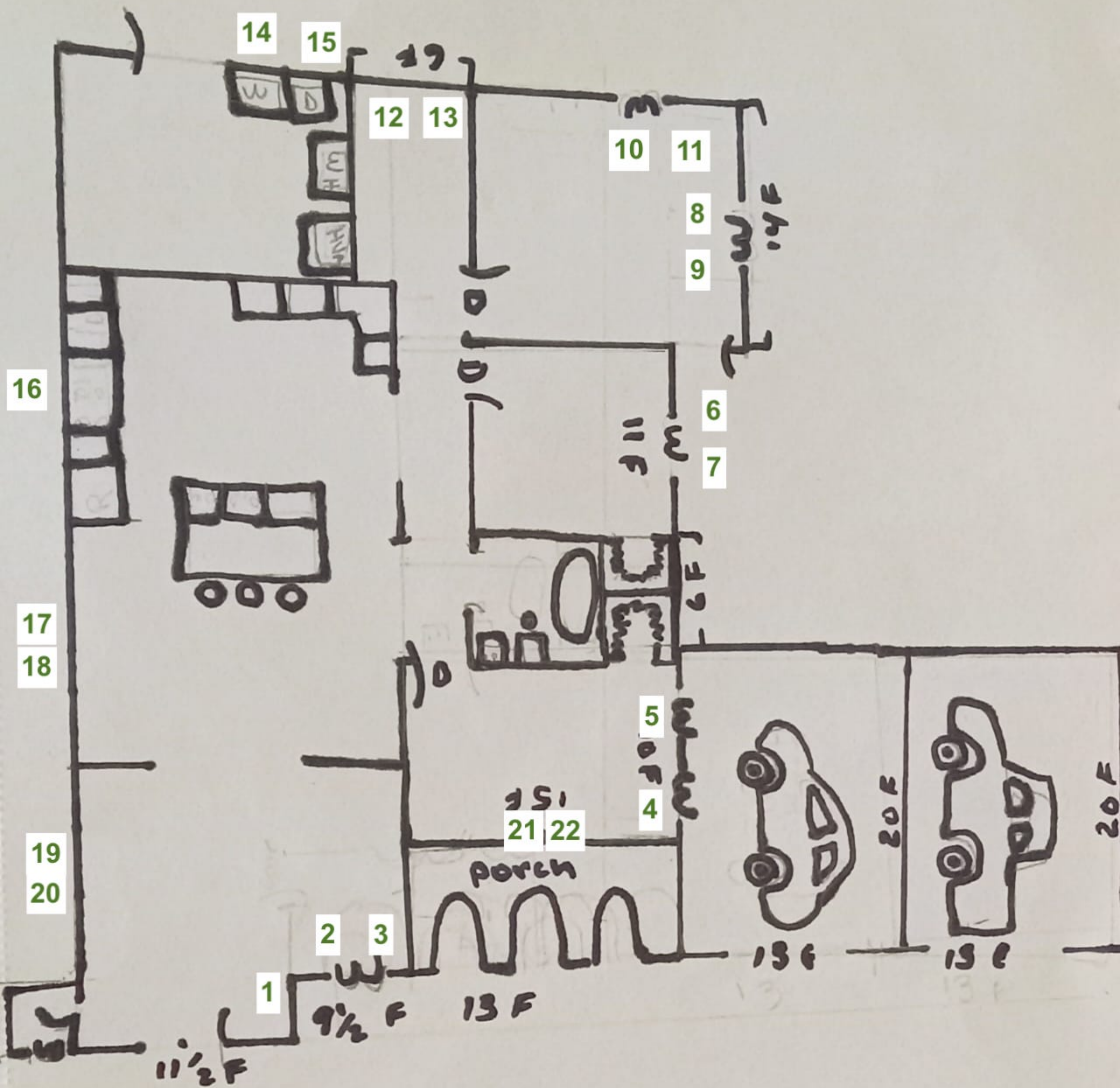
















## Investigation Report

### Property

Address	1407 Fulton
District/Overlay	Fulton Avenue

### Site Visit

Date	07/20/2023
Time	02:31 PM (-5 GMT)
Context	citizen report
Present Staff	Rachel Rettaliata
Present Individuals	None
Types of Work Observed	Exterior Maintenance and Alterations
Amount of Work Completed	25%
Description of work	Window replacement, garage door removal
Description of interaction	No one on site

### Action Taken

Violation Type	No Certificate of Appropriateness (Code 35-451a)
OHP Action	Posted additional "Stop Work Notice"
Will post-work application fee apply?	To be determined

### Documentation

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## Investigation Report

### Photographs







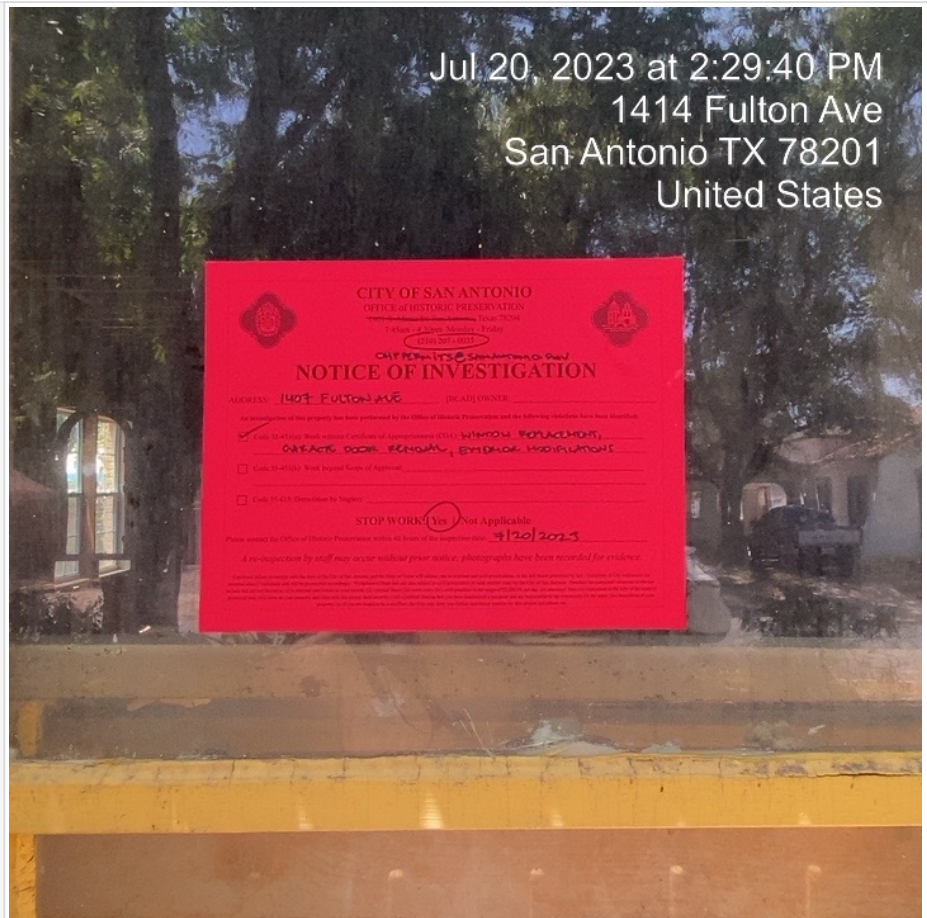
## Investigation Report







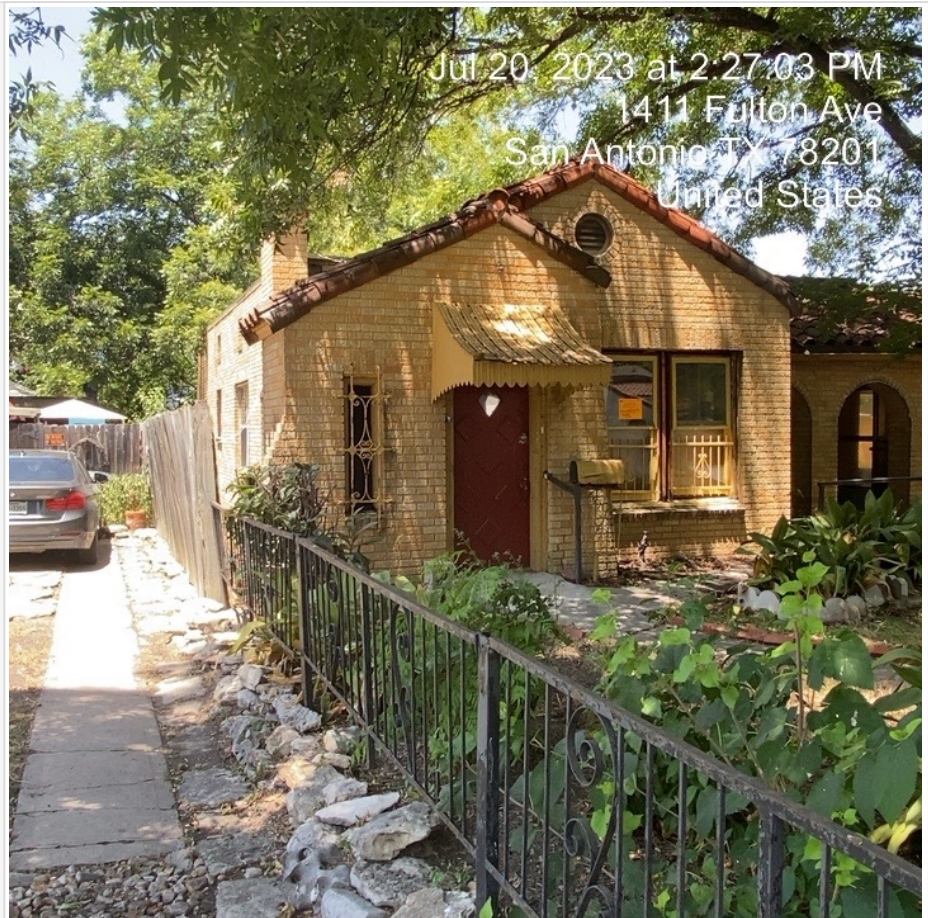
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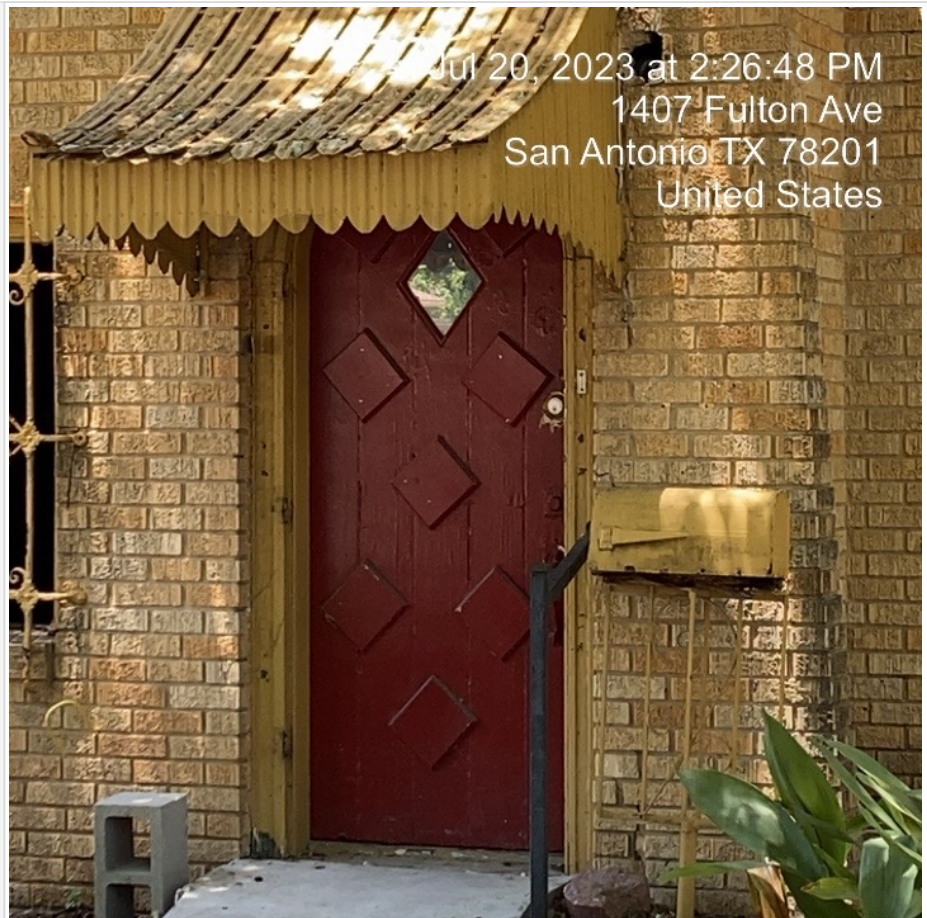
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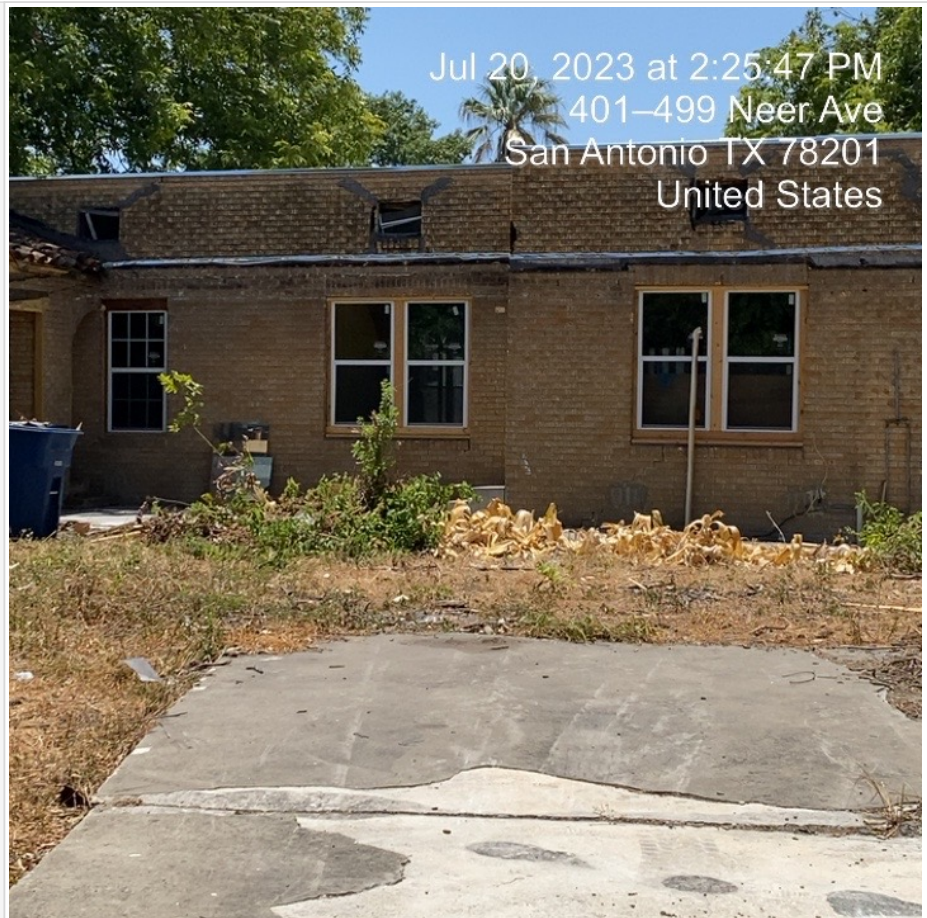
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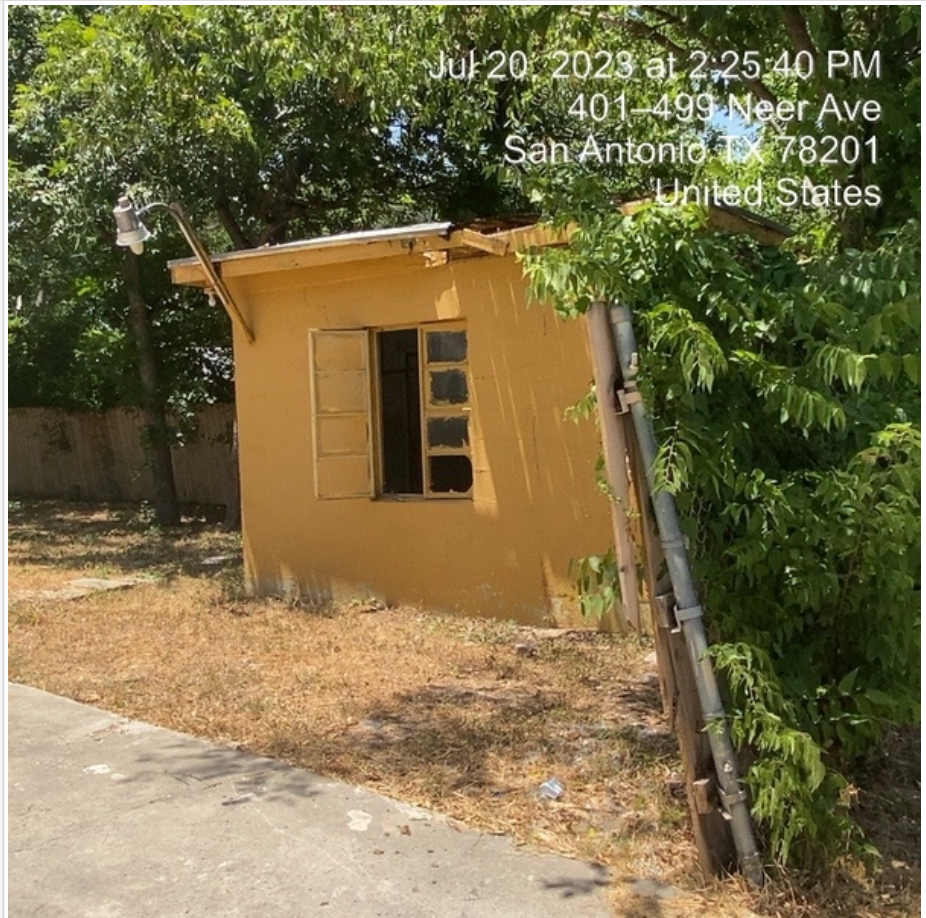
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## Investigation Report







**Investigation Report**



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