

## HISTORIC AND DESIGN REVIEW COMMISSION

October 20, 2021

**HDRC CASE NO:** 2021-505  
**ADDRESS:** 515 MUNCEY  
**LEGAL DESCRIPTION:** NCB 1368 BLK 5 LOT 11  
**ZONING:** R-6, H  
**CITY COUNCIL DIST.:** 2  
**DISTRICT:** Dignowity Hill Historic District  
**APPLICANT:** Michelle Reyes  
**OWNER:** Michelle Reyes  
**TYPE OF WORK:** Exterior alterations, addition, window replacement, fenestration modifications, driveway modifications  
**APPLICATION RECEIVED:** September 30, 2021  
**60-DAY REVIEW:** Not applicable due to City Council Emergency Orders  
**CASE MANAGER:** Edward Hall

### REQUEST:

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

1. Replace all existing, wood siding.
2. Replace all existing, wood windows.
3. Replace the existing, shingle roof.
4. Perform fenestration modifications include the removal of windows and the creation of new window openings.
5. Reposition the front door by centering it on the front façade.
6. Construct a rear addition.
7. Construct a rear, uncovered porch.
8. Extend the existing driveway into the site.

### APPLICABLE CITATIONS:

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

#### 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.

## *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.

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

### 1. Massing and Form of Residential Additions

#### A. GENERAL

- i. Minimize visual impact—Site residential additions at the side or rear of the building whenever possible to minimize views of the addition from the public right-of-way. An addition to the front of a building would be inappropriate.
- ii. Historic context—Design new residential additions to be in keeping with the existing, historic context of the block. For example, a large, two-story addition on a block comprised of single-story homes would not be appropriate.
- iii. Similar roof form—Utilize a similar roof pitch, form, overhang, and orientation as the historic structure for additions.
- iv. Transitions between old and new—Utilize a setback or recessed area and a small change in detailing at the seam of the historic structure and new addition to provide a clear visual distinction between old and new building forms.

#### B. SCALE, MASSING, AND FORM

- i. Subordinate to principal facade—Design residential additions, including porches and balconies, to be subordinate to the principal facade of the original structure in terms of their scale and mass.
- ii. Rooftop additions—Limit rooftop additions to rear facades to preserve the historic scale and form of the building from the street level and minimize visibility from the public right-of-way. Full-floor second story additions that obscure the form of the original structure are not appropriate.
- iii. Dormers—Ensure dormers are compatible in size, scale, proportion, placement, and detail with the style of the house. Locate dormers only on non-primary facades (those not facing the public right-of-way) if not historically found within the district.
- iv. Footprint—The building footprint should respond to the size of the lot. An appropriate yard to building ratio should be maintained for consistency within historic districts. Residential additions should not be so large as to double the existing building footprint, regardless of lot size.
- v. Height—Generally, the height of new additions should be consistent with the height of the existing structure. The maximum height of new additions should be determined by examining the line-of-sight or visibility from the street. Addition height should never be so contrasting as to overwhelm or distract from the existing structure.

### 3. Materials and Textures

#### A. COMPLEMENTARY MATERIALS

- i. Complementary materials—Use materials that match in type, color, and texture and include an offset or reveal to distinguish the addition from the historic structure whenever possible. Any new materials introduced to the site as a result of an addition must be compatible with the architectural style and materials of the original structure.
- ii. Metal roofs—Construct new metal roofs in a similar fashion as historic metal roofs. Refer to the Guidelines for Alterations and Maintenance section for additional specifications regarding metal roofs.
- iii. Other roofing materials—Match original roofs in terms of form and materials. For example, when adding on to a building with a clay tile roof, the addition should have a roof that is clay tile, synthetic clay tile, or a material that appears similar in color and dimension to the existing clay tile.

#### B. INAPPROPRIATE MATERIALS

- i. Imitation or synthetic materials—Do not use imitation or synthetic materials, such as vinyl siding, brick or simulated stone veneer, plastic, or other materials not compatible with the architectural style and materials of the original structure.

#### C. REUSE OF HISTORIC MATERIALS

- i. Salvage—Salvage and reuse historic materials, where possible, that will be covered or removed as a result of an addition.

### 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 5, Guidelines for Site Elements*

### 5. Sidewalks, Walkways, Driveways, and Curbing

#### A. SIDEWALKS AND WALKWAYS

- i. *Maintenance*—Repair minor cracking, settling, or jamming along sidewalks to prevent uneven surfaces. Retain and repair historic sidewalk and walkway paving materials—often brick or concrete—in place.
- ii. *Replacement materials*—Replace those portions of sidewalks or walkways that are deteriorated beyond repair. Every effort should be made to match existing sidewalk color and material.
- iii. *Width and alignment*—Follow the historic alignment, configuration, and width of sidewalks and walkways. Alter the historic width or alignment only where absolutely necessary to accommodate the preservation of a significant tree.
- iv. *Stamped concrete*—Preserve stamped street names, business insignias, or other historic elements of sidewalks and walkways when replacement is necessary.
- v. *ADA compliance*—Limit removal of historic sidewalk materials to the immediate intersection when ramps are added to address ADA requirements.

#### B. DRIVEWAYS

- i. *Driveway configuration*—Retain and repair in place historic driveway configurations, such as ribbon drives. Incorporate a similar driveway configuration—materials, width, and design—to that historically found on the site. Historic driveways are typically no wider than 10 feet. Pervious paving surfaces may be considered where replacement is necessary to increase stormwater infiltration.
- ii. *Curb cuts and ramps*—Maintain the width and configuration of original curb cuts when replacing historic driveways.

Avoid introducing new curb cuts where not historically found.

## 7. Off-Street Parking

### A. LOCATION

- i. Preferred location*—Place parking areas for non-residential and mixed-use structures at the rear of the site, behind primary structures to hide them from the public right-of-way. On corner lots, place parking areas behind the primary structure and set them back as far as possible from the side streets. Parking areas to the side of the primary structure are acceptable when location behind the structure is not feasible. See UDC Section 35-310 for district-specific standards.
- ii. Front*—Do not add off-street parking areas within the front yard setback as to not disrupt the continuity of the streetscape.
- iii. Access*—Design off-street parking areas to be accessed from alleys or secondary streets rather than from principal streets whenever possible.

### FINDINGS:

- a. The historic structure at 515 Muncey was constructed circa 1910 and is found on the 1912 Sanborn Map. The historic structure was constructed in the Craftsman style and feature a pyramidal roof with a front facing dormer, arched porch openings, and exposed rafter tails. The original wood siding (117 profile) had previously been covered by vinyl siding.
- b. VIOLATION – Office of Historic Preservation staff issued a Stop Work Order on September 2, 2021. At that time, OHP staff observed the removal of original siding, wood windows, walls and architectural elements. The applicant has submitted as built construction documents as well as construction documents noting proposed modifications. Both sets note faux window shutters. Faux window shutters should not be installed.
- c. SIDING – The applicant has proposed to replace the original wood siding with 117 profile siding. While the original wood siding had been covered by vinyl siding, portions that remain appear to be in good condition. Per the Guidelines for Exterior Maintenance and Alterations 1.B.i. materials that are in good condition should not be removed and should be repaired in place. Staff finds the replacement of the original siding to be neither consistent with the Guidelines not appropriate.
- d. WINDOW REPLACEMENT – The applicant has proposed to replace the existing wood windows with new windows. The applicant has not specified a specific window profile or material at this time. Pre-violation photos note one over one wood windows. Per the Guidelines for Exterior Maintenance and Alterations 6. A.iii. historic windows should be preserved. During staff’s site visit on September 2, 2021, all existing wood windows had been removed and discarded. Staff finds that salvaged or custom fabricated, one over one wood windows should be installed to match the original in size and profile.
- e. ROOF REPLACEMENT – The applicant has proposed to replace the existing, shingle roof, in-kind. Staff finds this to be appropriate and consistent with the Guidelines; however, no modifications to the structure’s roof form are to occur.
- f. FENESTRATION MODIFICATIONS – The applicant has proposed fenestration modifications including the removal of a window on the front façade, and modifications to openings on the sides (north and south facades), including the expansion, shifting and removal of original window openings. The Guidelines for Exterior Maintenance and Alterations 6.A.i. notes that existing window and door openings should be preserved. Staff finds the applicant’s request to modify the original window openings to be inconsistent with the Guidelines.
- g. FRONT DOOR REPOSITIONING – The applicant has proposed to reposition the front door to be centered on the front façade. The existing door opening is off-centered, positioned to the right of the center of the structure. The Guidelines for Exterior Maintenance and Alterations 6.A.i. notes that existing window and door openings should be preserved. Staff finds the applicant’s request to modify the original window openings to be inconsistent with the Guidelines. Staff has found no evidence that this door opening is not the original. Staff finds the proposal to reposition the door to be inconsistent with the Guidelines.
- h. REAR ADDITION – The applicant has proposed to construct a rear addition to feature approximately 610 square feet. The addition will feature the removal of existing additions, which are not found on the 1951 Sanborn Map. Staff finds that salvageable materials, such as wood siding, should be salvaged for reuse.
- i. REAR ADDITION – The applicant has proposed to construct a rear addition. The Guidelines for Additions 1.A. notes that additions should be sited to minimize view from the public right of way, should be designed to be in keeping with the existing, historic context of the block, should feature similar roof forms, and should feature a transition to differentiate the new addition from the historic structure. Additionally, the Guidelines for Additions 1.B notes that additions should be subordinate to the principal façade of the historic structure, should feature a



footprint that responds to the size of the lot, and should feature an overall height that is generally consistent with that of the historic structure. Generally, staff finds that the proposed addition should feature insets on each wall plane and a roof that is subordinate to that of the original structure to differentiate between the addition and the historic structure and to preserve the historic structure's roof form. Given the lot's size, staff finds that an addition that is larger than recommended by the Guidelines may be appropriate provided that the previously noted design elements are modified.

- j. REAR ADDITION (Materials) – The applicant has proposed materials that include wood siding (117 profile) and a shingle roof to match that of the original structure. At this time, the applicant has not specified window materials. Staff finds that wood or aluminum clad wood windows should be used in the rear addition that are consistent with staff's standards for windows in new construction and additions.
- k. REAR ADDITION (Architectural details) – As noted in finding i, staff finds that the proposed addition should feature insets on each wall plane and a roof that is subordinate to that of the original structure to differentiate between the addition and the historic structure and to preserve the historic structure's roof form. Additionally, staff finds that the proposed exposed rafter tails should be simplified in design as to not be an exact copy of those found on the historic structure.
- l. REAR PORCH – The applicant has noted on the proposed site plan the construction of a rear, uncovered porch that extends to the side of the proposed addition. The applicant has not submitted construction documents for this item. Staff finds that a rear, uncovered porch may be appropriate; however, its footprint should be consistent with that of the rear addition and should not feature a width that exceeds that of the historic structure's.
- m. DRIVEWAY – The applicant has proposed to extend the existing, gravel driveway further to the rear of the site. Staff finds this proposal to be appropriate provided that the driveway does not exceed ten (10) feet in width.

#### **RECOMMENDATION:**

- 1. Staff does not recommend approval of item #1, the replacement of the original wood siding, based on finding c. Since all original siding has been removed and discarded, staff recommends that siding that features a matching profile be installed.
- 2. Staff does not recommend approval of item #2, the replacement of all original wood windows, based on finding d. Since all original windows have been discarded, staff recommends that salvaged or custom fabricated, one over one wood windows be installed to match the original in size and profile.
- 3. Staff recommends approval of item #3, in-kind roof replacement with the stipulation that the roof profile does not change. This includes ridge lines, overhangs, the front dormer and exposed rafter tails.
- 4. Staff does not recommend approval of item #4, fenestration modifications. Staff recommends that all original window openings should be restored and that no new openings should be introduced to the historic structure, based on finding f.
- 5. Staff does not recommend approval of item #5, front door repositioning, based on finding g. Staff recommends that the existing door opening be preserved.
- 6. Staff recommends approval of item #6, the construction of a rear addition with the following stipulations:
  - i. That the proposed addition should feature insets on each wall plane and a roof that is subordinate to that of the original structure to differentiate between the addition and the historic structure and to preserve the historic structure's roof form.
  - ii. That the addition feature wood or aluminum clad wood windows that are consistent with staff's standards for windows in new construction and additions.
  - iii. That the proposed exposed rafter tails should be simplified in design as to not be an exact copy of those found on the historic structure.
  - iv. That all grouped windows be separated by a mullion of at least six (6) inches in width.
- 7. Staff does not recommend approval of item #7, the construction of a rear porch based on finding l. A rear, uncovered porch may be appropriate; however, its footprint should be consistent with that of the rear addition and should not feature a width that exceeds that of the historic structure's. Construction documents for any rear porch should be submitted for review and approval.
- 8. Staff recommends approval of item #8, the extension of the existing, gravel driveway with the stipulation that it does not exceed ten (10) feet in width.

Faux window shutters are not to be installed. Any salvageable materials on site, including wood siding, wood window sashes, wood trim and wood framing lumber shall be reused on site. Original archways, exposed rafter tails and any other remaining architectural elements shall not be modified in any manner.

# City of San Antonio One Stop

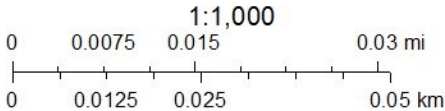


October 14, 2021

- CoSA Addresses
- Community Service Centers
- 

 Pre-K Sites
- 

 CoSA Parcels
- BCAD Parcels







## Investigation Report

### Property

Address	515 Muncey
District/Overlay	Dignowity Hill
Owner Information	Pedro V Trujillo

### Site Visit

Date	09/02/2021
Time	09:51 AM (-5 GMT)
Context	drive-by
Present Staff	Edward Hall
Present Individuals	None
Types of Work Observed	Exterior Maintenance and Alterations
Amount of Work Completed	50%
Description of work	Removal of exterior walls, exterior modifications, window and door removal.

### Action Taken

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

### Documentation

Photographs	
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CITY OF SAN ANTONIO  
OFFICE OF HISTORIC PRESERVATION  
1901 S. Alamo St. San Antonio, Texas 78204  
7:45am - 4:30pm Monday - Friday  
(210) 207 - 0035

**NOTICE OF INVESTIGATION**

ADDRESS: **SIS MUNCEY** [BCAD] OWNER: **FARDO V TRUJILLO**

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

☒ Code 35-45 (a). Work without Certificate of Appropriateness (COA) **EXTERIOR MODIFICATIONS:  
PENETRATION MODIFICATIONS, WALL, DOOR + WINDOW REMOVAL**

☐ Code 35-45(h). Work beyond Scope of Approval.

☐ Code 35-61's Demolition by Neglect.

**STOP WORK: Yes Not Applicable**

Please contact the Office of Historic Preservation within 48 hours of the inspection date: **SEP 2, 2021**

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


Certain duties comply with the laws of the City of San Antonio and the State of Texas will subject you to criminal and civil provisions, to the full extent permitted by law. Violations of City ordinances are considered Class C violations and will be processed immediately. Violations of laws are the subject to civil proceedings to state statute cover by the City of San Antonio. Penalties associated with violations of the municipal laws are not limited to 30 calendar months nor fine record, (c) additional fines will occur once the violation penalties in the range of \$1,000.00 per day. To determine if you are responsible to the City of the costs for such work as you have done previously. If you have submitted a document and are responsible to the municipality. In the same way, the submission of your documents you truly know in your personal and professional capacity. If you have submitted a document and are responsible to the municipality. In the same way, the submission of your documents, (d) if you are found to be a violator, the City may then sue further and follow penalty for this project and others as well.







**Investigation Report**

	 <p>September 2, 2021 at 9:48 AM 511 Muncie St San Antonio, TX 78202 United States</p>
	09/02/2021 09:53 AM
<b>Additional photos were taken on another device.</b>	No



































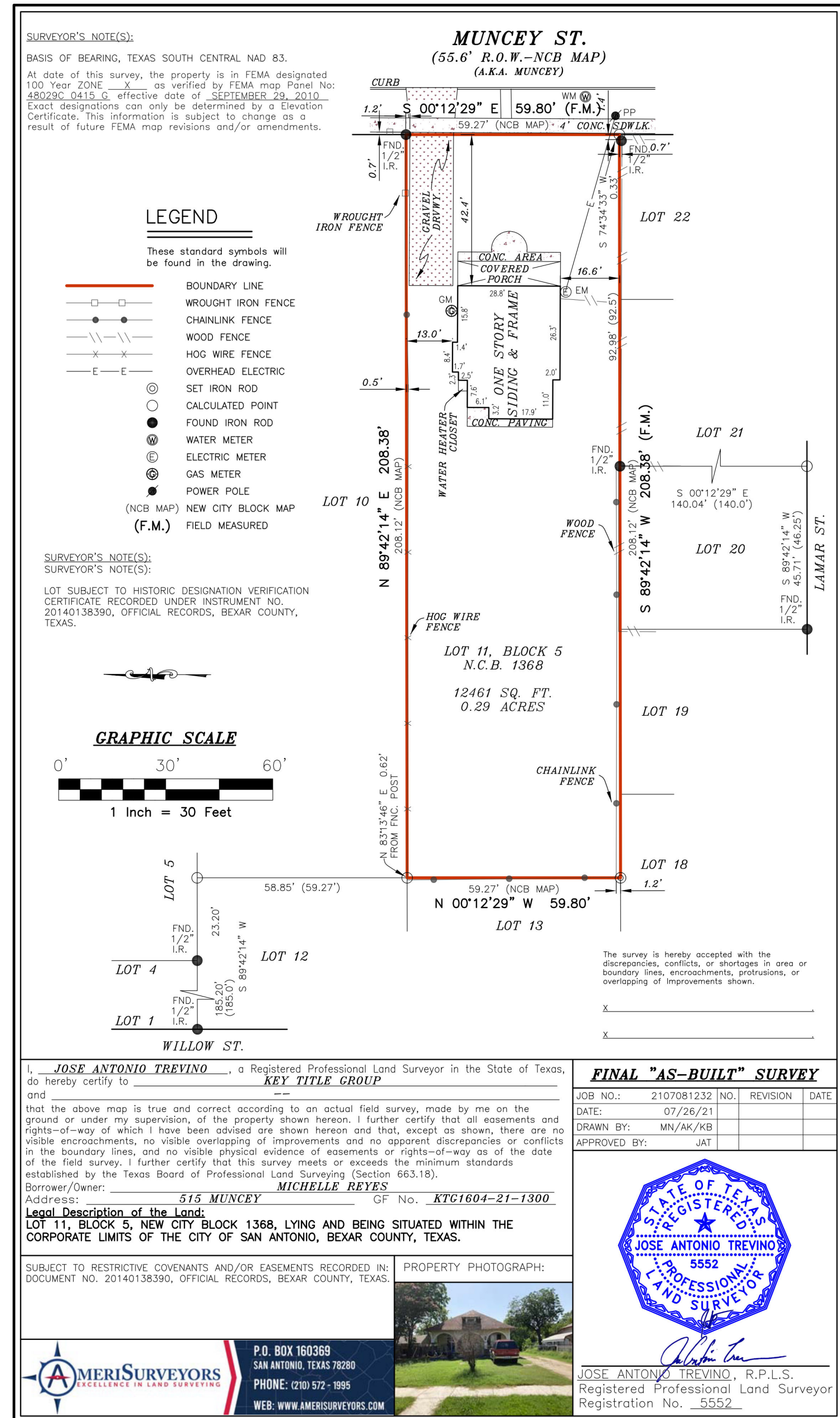










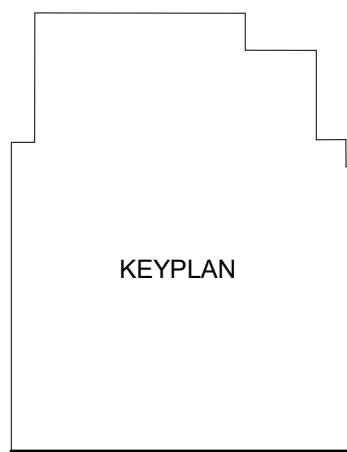


Muncey Residence

515 Muncey  
San Antonio, TX 78202



No. Date Description



SURVEY

Project number 21.04  
Date October 4, 2021

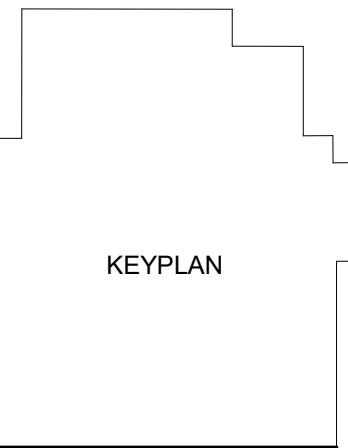


Muncey Residence

515 Muncey  
San Antonio, TX 78202



No.	Date	Description
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SITE PLAN

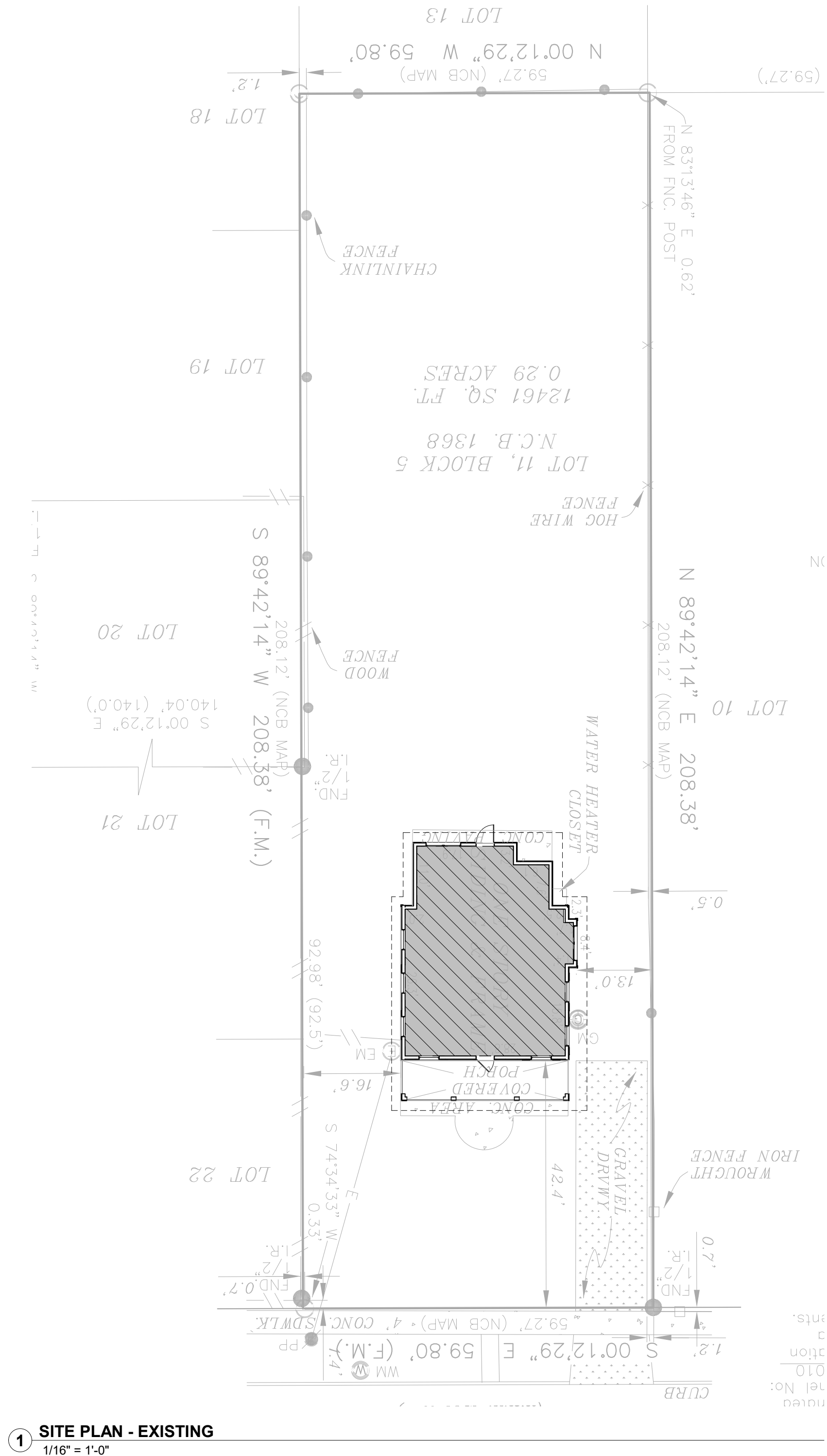
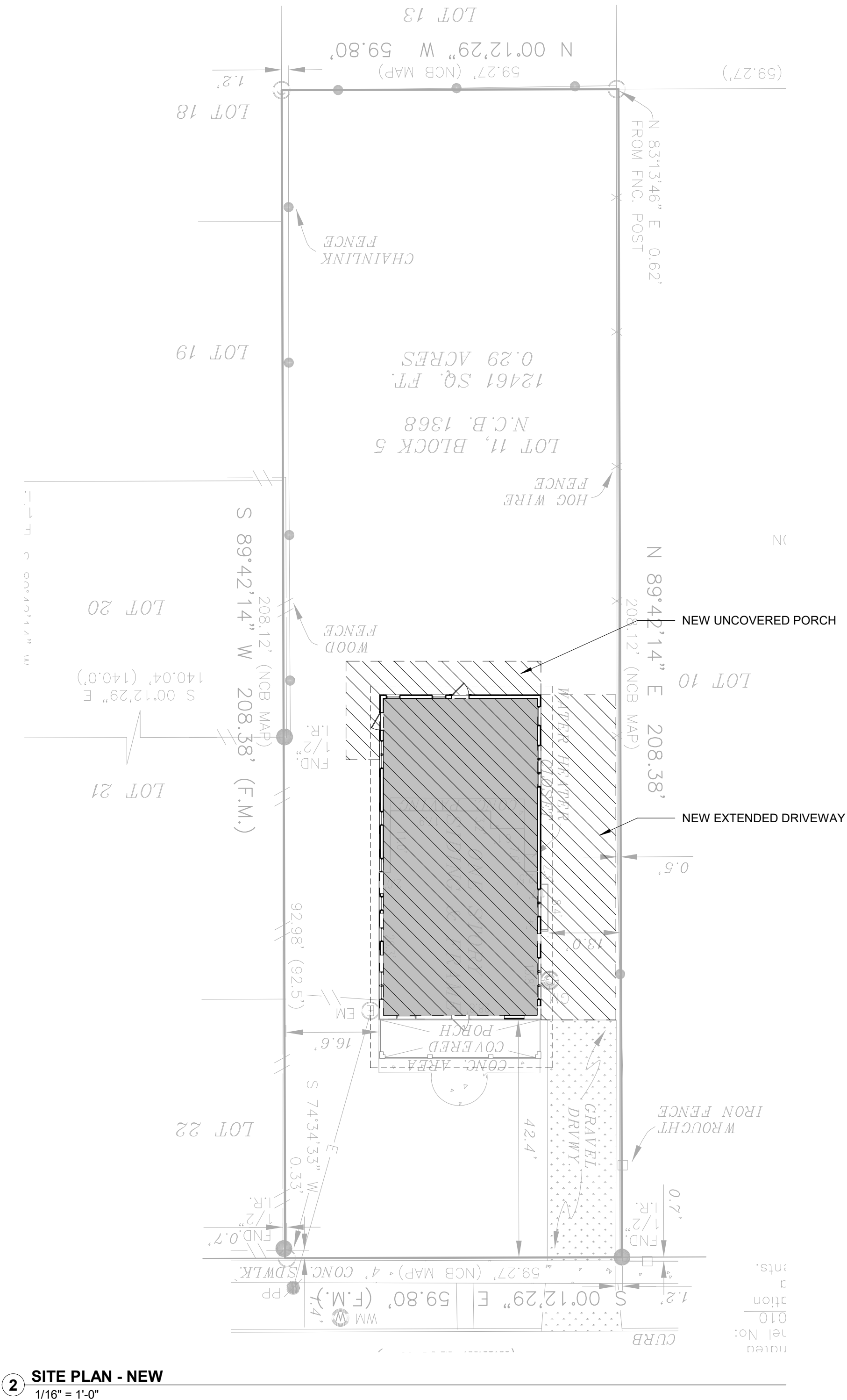
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Date	October 4, 2021

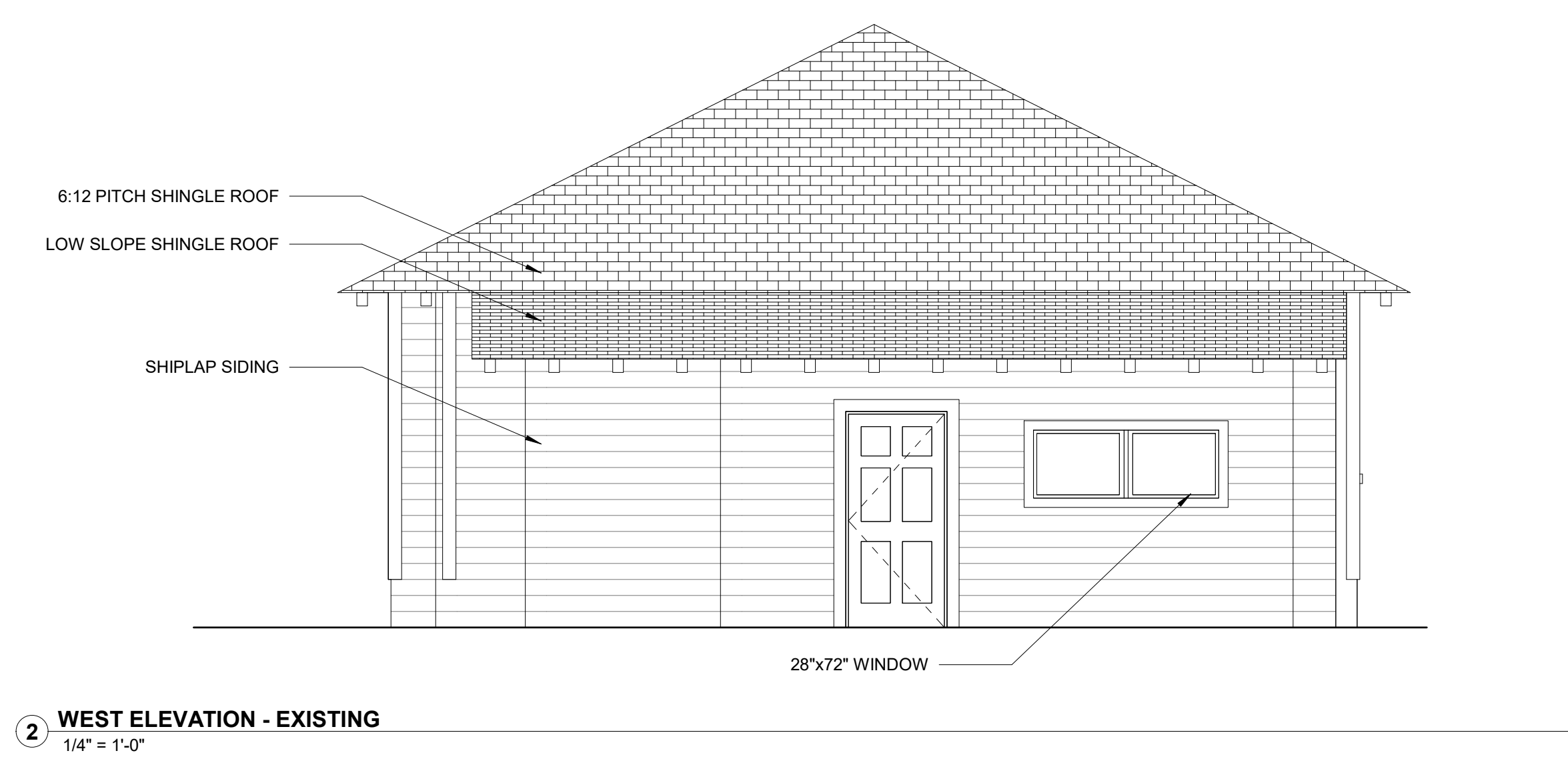
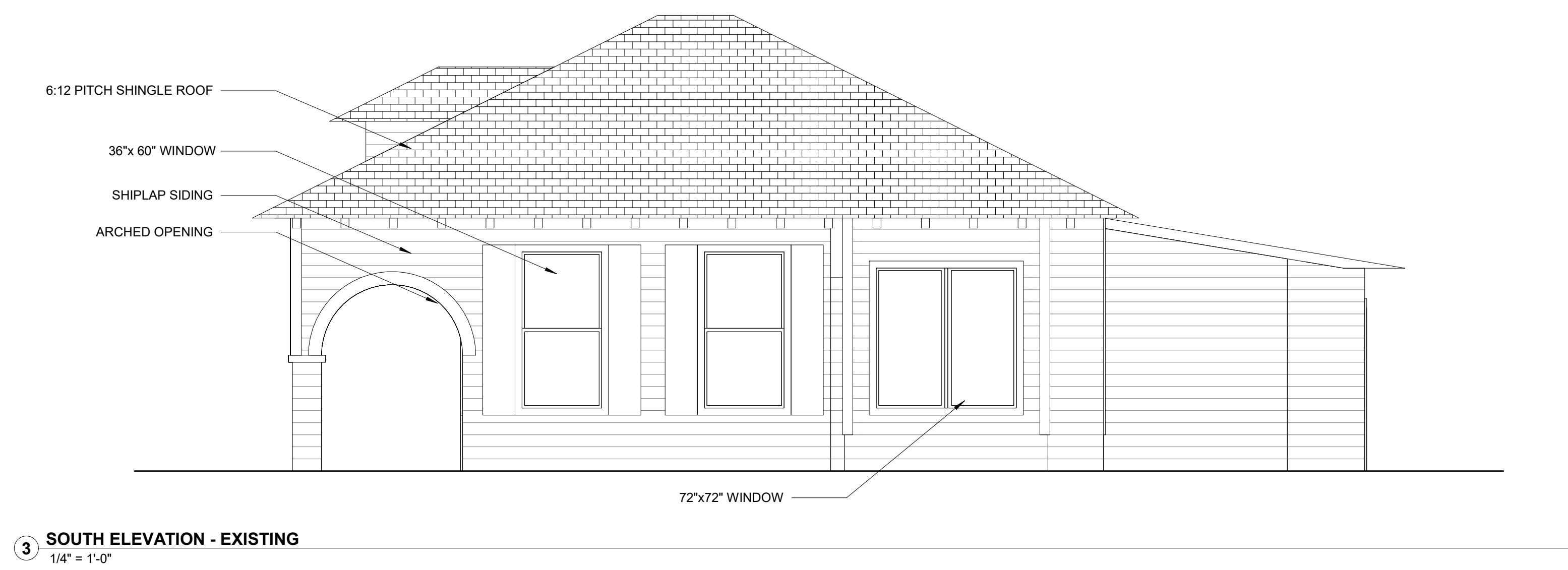
GENERAL NOTES:

- DUE TO DEMO ON EXISTING STRUCTURE, ALL MEASUREMENTS TO BE VERIFIED IN FIELD BY CONTRACTOR.
- ALL MATERIALS TO MEET HISTORICAL REQUIREMENTS.
- INTERIOR DEMO TO BE COMPLETED AND STRUCTURE EVALUATED BY CONTRACTOR AND/OR STRUCTURAL ENGINEER.

CONSTRUCTION NOTES:

- SIDING TO BE REMOVED AND REPLACED BY #117 SIDING
- ROOF TO BE REPLACED BY HISTORICAL
- REFRAME EXISTING STRUCTURE TO 2018 IBC REQUIREMENTS
- REPLACE WINDOWS TO MEET HISTORICAL REQUIREMENTS.

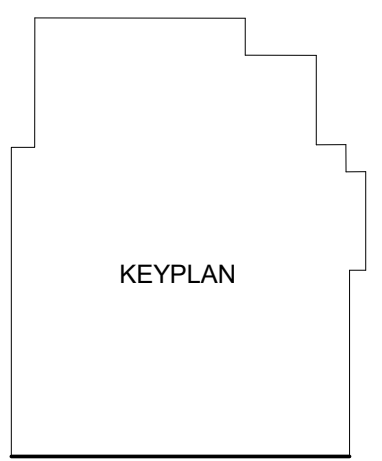




Muncey Residence

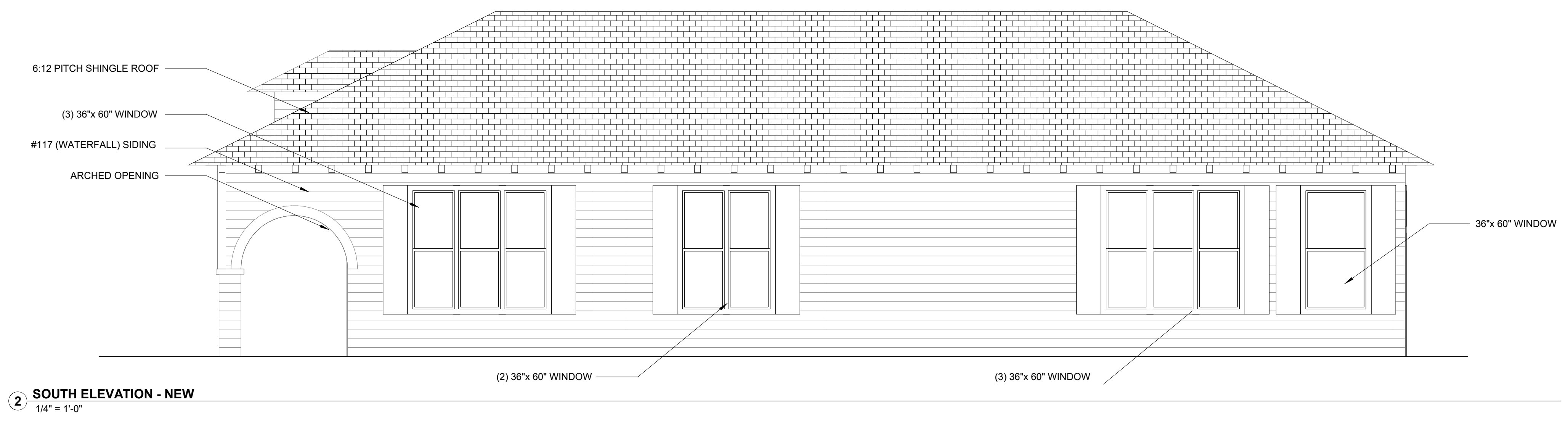
515 Muncey  
San Antonio, TX 78202



No.	Date	Description
		
KEYPLAN		

EXISTING  
ELEVATIONS

Project number	21.04
Date	October 4, 2021

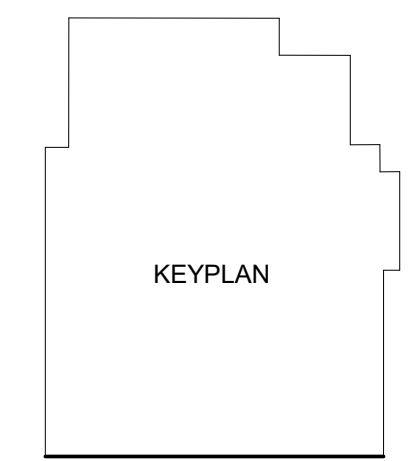


Muncey Residence

515 Muncey  
San Antonio, TX 78202



No.	Date	Description
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NEW ELEVATIONS

Project number	21.04
Date	October 4, 2021