

# HISTORIC AND DESIGN REVIEW COMMISSION

May 01, 2024

**HDRC CASE NO:** 2024-106  
**ADDRESS:** 2619 MCCULLOUGH AVE  
**LEGAL DESCRIPTION:** NCB 1704 BLK 12 LOT N1-2 OF 12 & 13  
**ZONING:** O-1, H  
**CITY COUNCIL DIST.:** 1  
**DISTRICT:** Monte Vista Historic District  
**APPLICANT:** Bertha Zuniga/Zuniga Law, PLLC  
**OWNER:** Bertha Zuniga/Zuniga Law, PLLC  
**TYPE OF WORK:** Fenestration modifications and infill of eight wood windows  
**APPLICATION RECEIVED:** March 07, 2024  
**60-DAY REVIEW:** May 6, 2024  
**CASE MANAGER:** Claudia Espinosa

## REQUEST:

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

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

## APPLICABLE CITATIONS:

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

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

#### A. MAINTENANCE (PRESERVATION)

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

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

- i. Doors—Replace doors, hardware, fanlight, sidelights, pilasters, and entablatures in-kind when possible and when deteriorated beyond repair. When in-kind replacement is not feasible, ensure features match the size, material, and profile of the historic element.
- ii. New entrances—Ensure that new entrances, when necessary to comply with other regulations, are compatible in size, scale, shape, proportion, material, and massing with historic entrances.
- iii. Glazed area—Avoid installing interior floors or suspended ceilings that block the glazed area of historic windows.
- iv. Window design—Install new windows to match the historic or existing windows in terms of size, type, configuration, material, form, appearance, and detail when original windows are deteriorated beyond repair.
- v. Muntins—Use the exterior muntin pattern, profile, and size appropriate for the historic building when replacement windows are necessary. Do not use internal muntins sandwiched between layers of glass.
- vi. Replacement glass—Use clear glass when replacement glass is necessary. Do not use tinted glass, reflective glass, opaque glass, and other non-traditional glass types unless it was used historically. When established by the architectural style of the building, patterned, leaded, or colored glass can be used.
- vii. Non-historic windows—Replace non-historic incompatible windows with windows that are typical of the architectural style of the building.

- viii. Security bars—Install security bars only on the interior of windows and doors.
- ix. Screens—Utilize wood screen window frames matching in profile, size, and design of those historically found when the existing screens are deteriorated beyond repair. Ensure that the tint of replacement screens closely matches the original screens or those used historically.
- x. Shutters—Incorporate shutters only where they existed historically and where appropriate to the architectural style of the house. Shutters should match the height and width of the opening and be mounted to be operational or appear to be operational. Do not mount shutters directly onto any historic wall material.

*Standard Specifications for Original Wood Window Replacement*

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

**FINDINGS:**

- a. The property located at 2619 McCullough Ave is a single-family, two-story structure in the Prairie style, constructed c. 1910 and makes its first appearance on the 1912 Sanborn Map. The property features a front-facing gable with a standing seam metal roof, one-over-one sashed wood windows, wood lap siding, and a full-length open porch. This property contributes to the Monte Vista Historic District
- b. SITE VISIT – On February 14, 2024, staff received a report that work was done outside of the scope of approval per the HDRC COA issued on January 17, 2024. On February 26, 2024, Staff was able to meet with the property owner to conduct an on-site inspection. During the inspection, staff noticed the four windows had been infilled on the north and south facade. The property owner stated that the windows have been discarded and were not available on the property for an assessment to be conducted.
- c. WINDOW OPENING MODIFICATIONS (ENCLOSURE AND INFILL) – The applicant requests approval to remove and infill eight wood windows with the approved Hardie siding. Guidelines for Exterior Maintenance and Alterations 6.A.i, state to preserve existing window and door openings. Avoid filling in historic door or window openings. Avoid creating new primary entrances or window openings on the primary façade or where visible from the public right-of-way. Additionally, the second-floor porch is enclosed, and Guidelines for Exterior Maintenance

and Alterations 7.B.i state to refrain from enclosing front porches. Approved screen panels should be simple in design as to not change the character of the structure or the historic fabric. Due to the infill, the second-floor porch no longer reads as an open porch and is inconsistent with the guidelines.

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

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

### **RECOMMENDATION:**

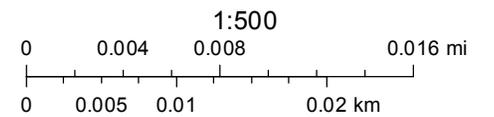
Item 1, staff does not recommend approval of the removal and infill of eight wood windows on the north and south façade, based on finding c. Staff recommends that the applicant reinstall the wood windows that were previously in place or a salvaged product that replicates the previously installed windows in size, operation, design, and configuration.

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

# City of San Antonio One Stop



January 5, 2024





2619



603-888-1111

mthomes.com









Circa 2017 case file



Circa 2017 case file



Circa 2017 case file

Circa 2017 case file



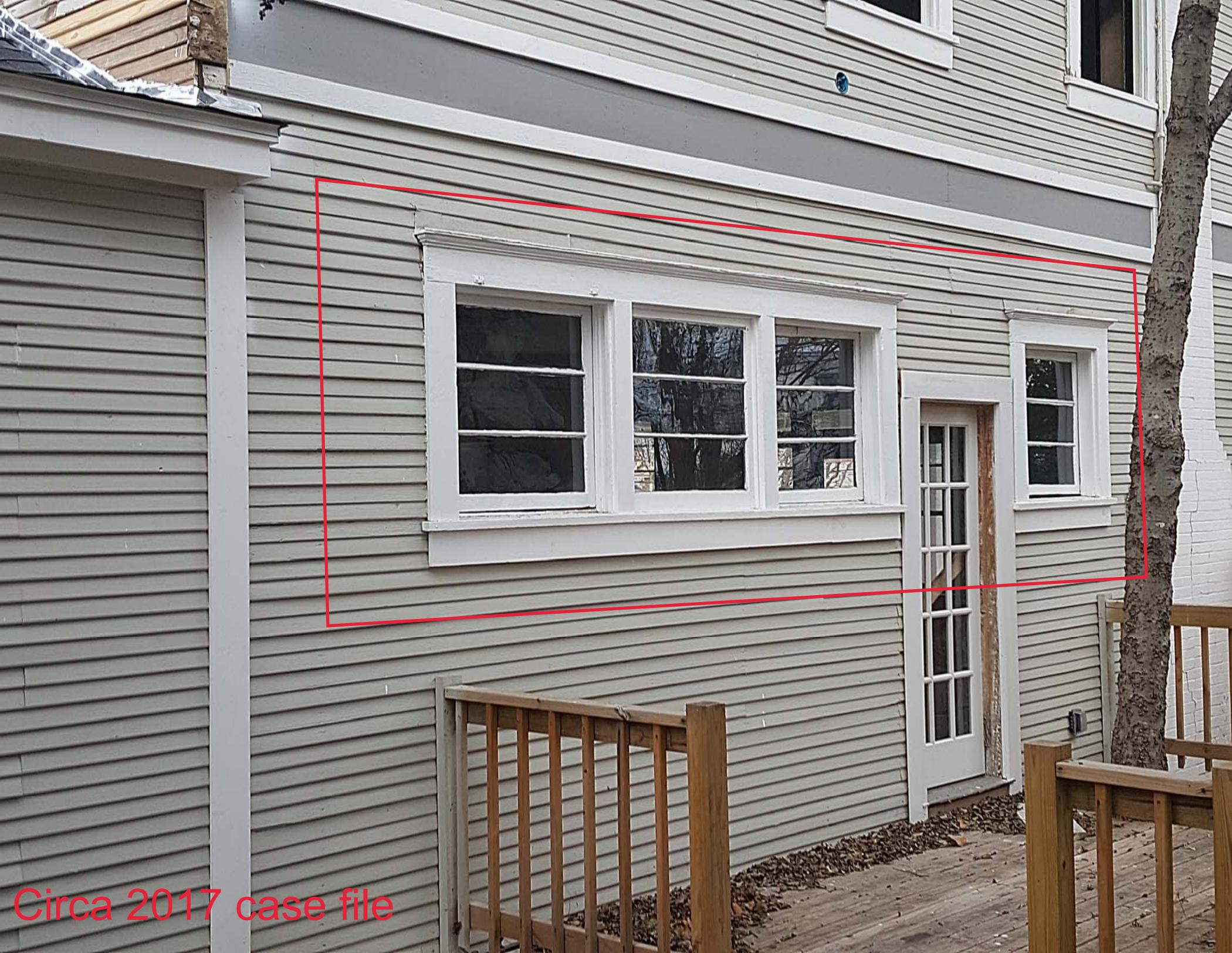
Feb 26, 2024 at 11:49:16 AM  
2615 McCullough Ave  
San Antonio TX 78212  
United States



Modifications on the south facade, circa 2024



Image from March 2022 via Google



Circa 2017 case file



Circa 2017 case file



## Investigation Report

### Property

|                  |                 |
|------------------|-----------------|
| Address          | 2619 McCullough |
| District/Overlay | Monte Vista     |

### Site Visit

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

### Action Taken

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

### Documentation

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## Investigation Report

### Photographs





## Investigation Report





## Investigation Report





## Investigation Report

### Property

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

### Site Visit

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

### Action Taken

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

### Documentation

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# Investigation Report

## Photographs



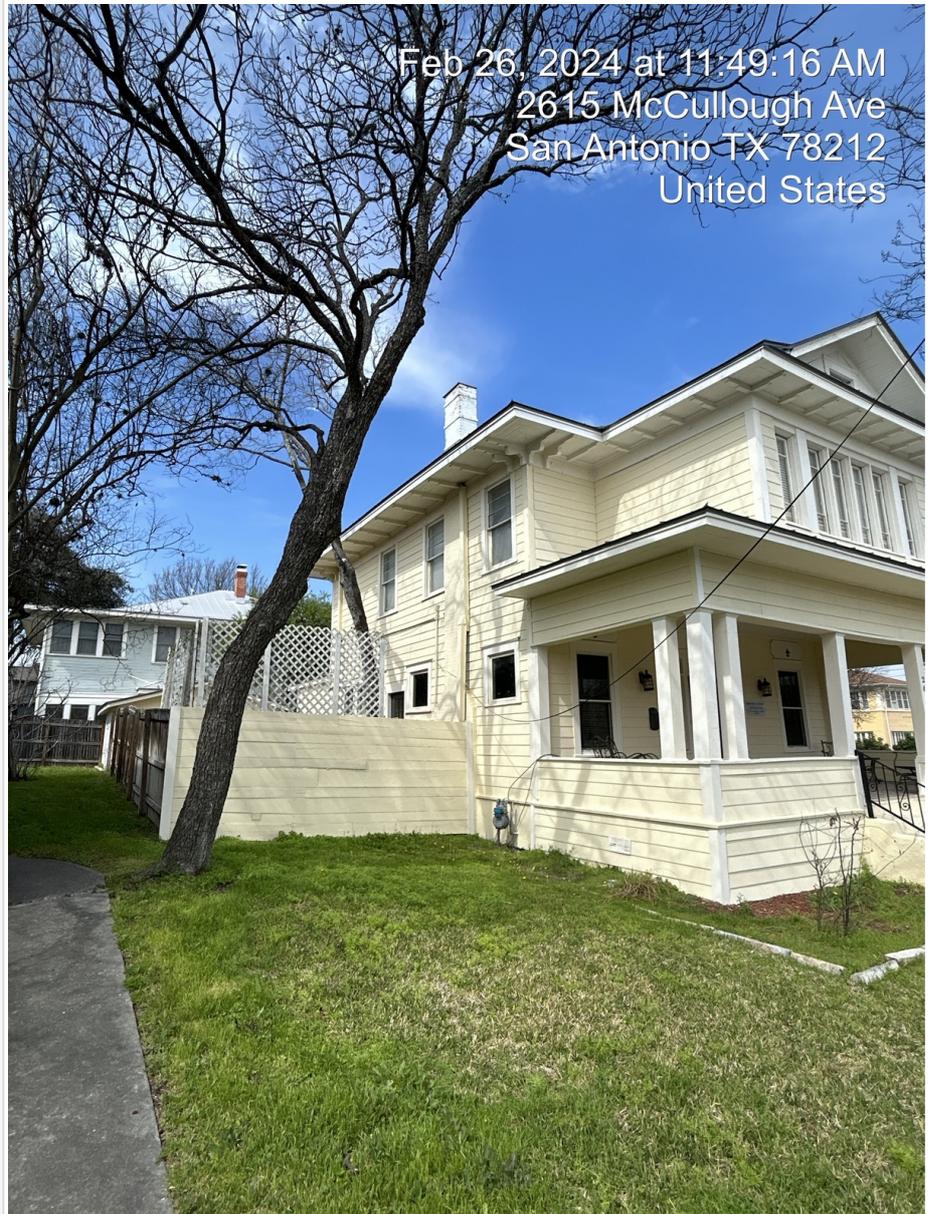


Investigation Report



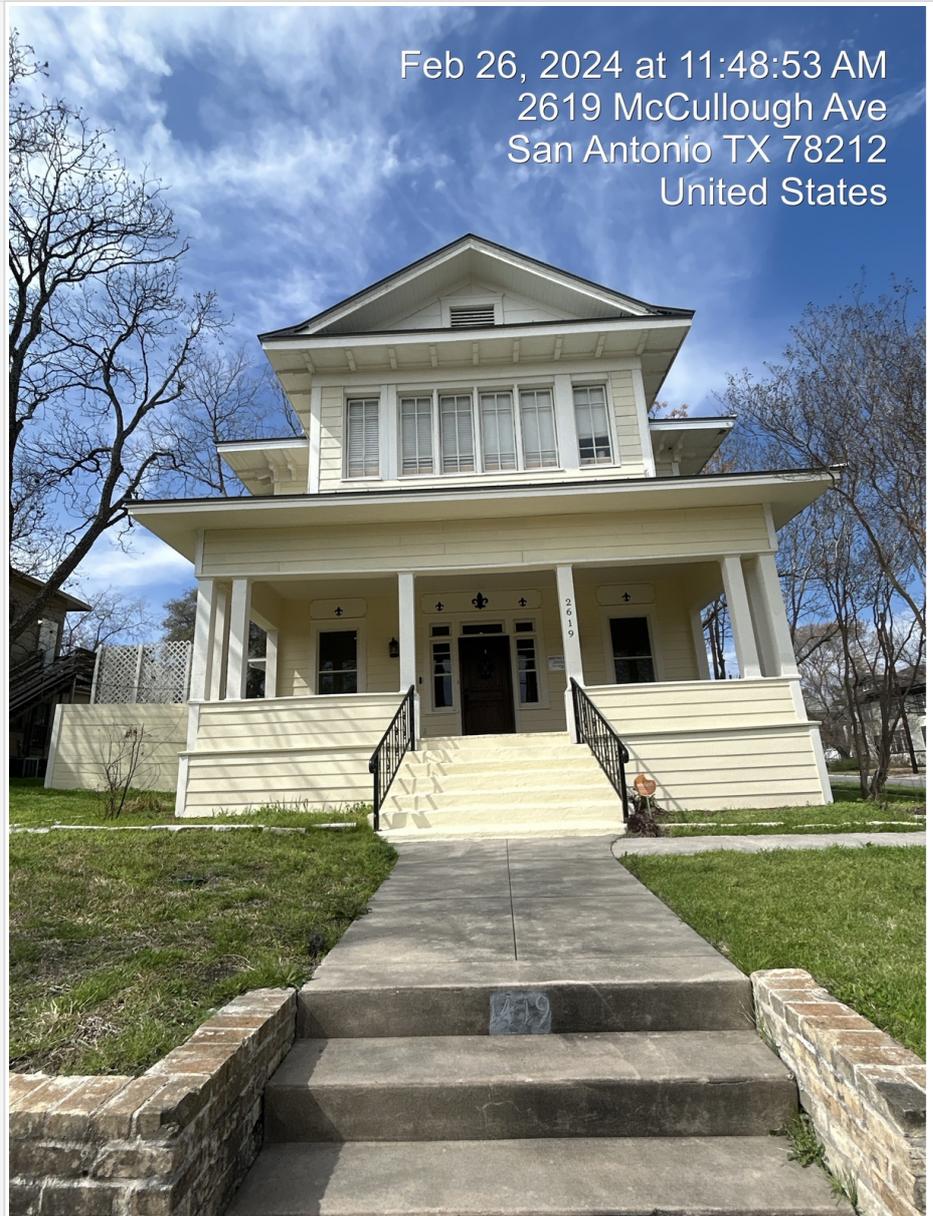


## Investigation Report





## Investigation Report



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



## Investigation Report



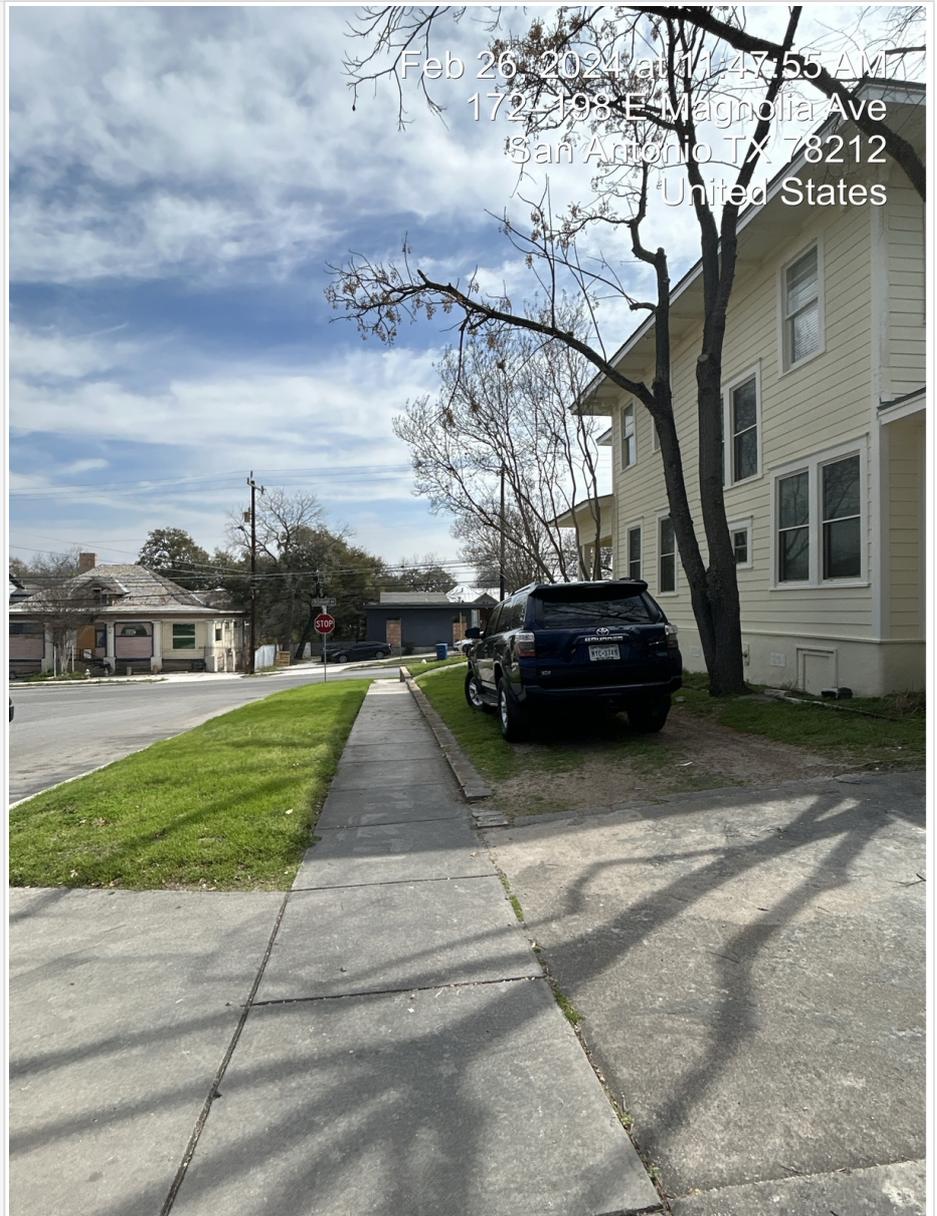


## Investigation Report



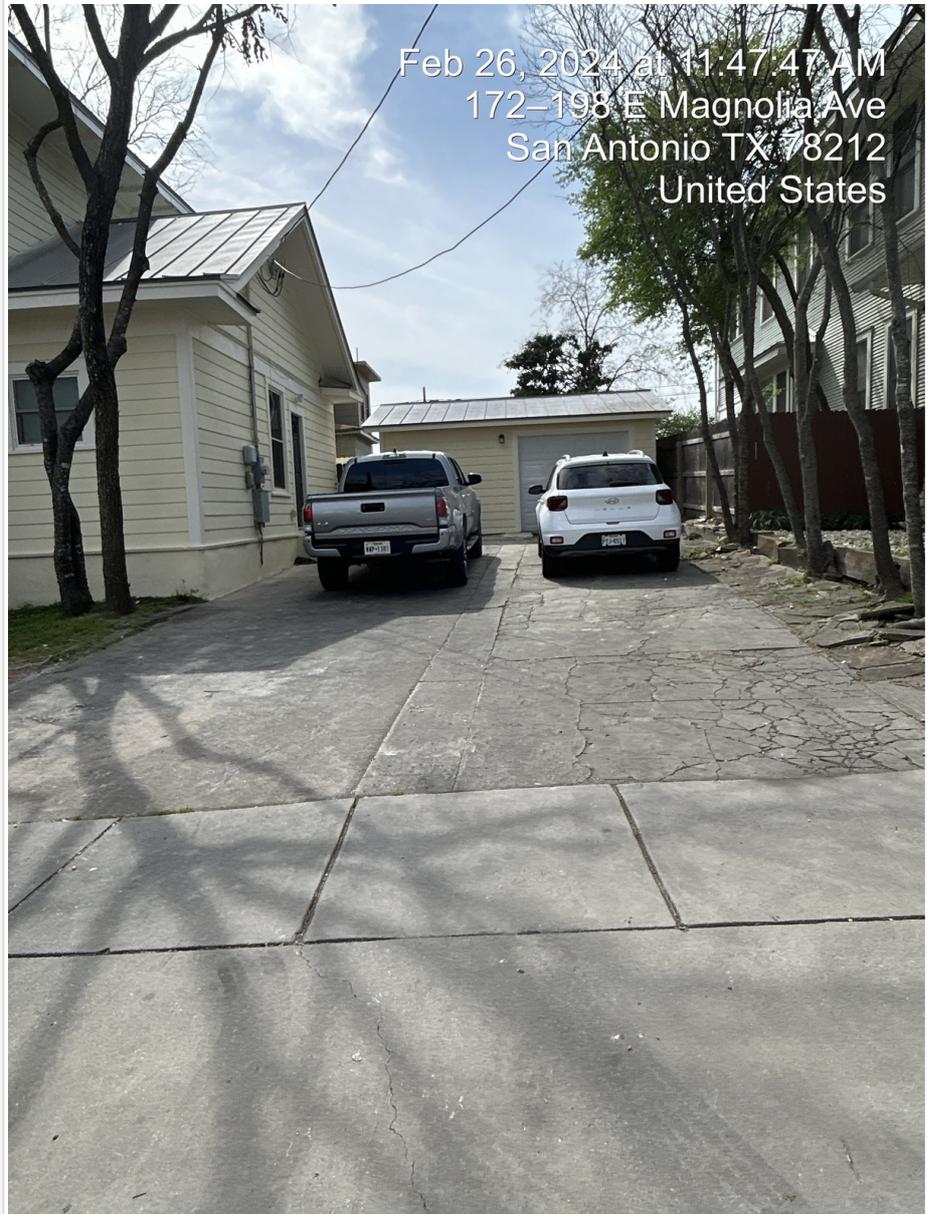


## Investigation Report



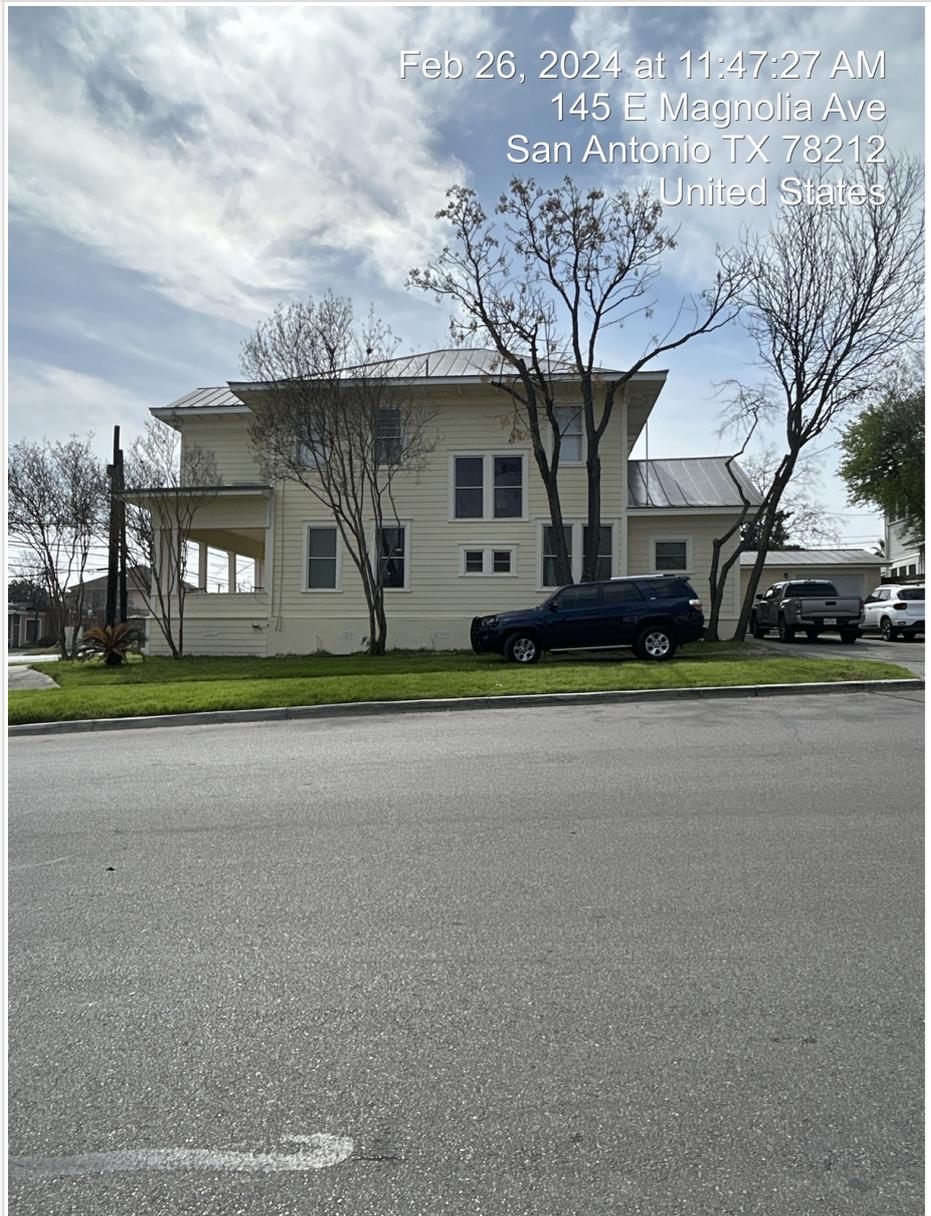


## Investigation Report





## Investigation Report



Feb 26, 2024 at 11:47:27 AM  
145 E Magnolia Ave  
San Antonio TX 78212  
United States

03/04/2024 03:20 PM



## Investigation Report





## Investigation Report





## Investigation Report



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

11/28/2023 03:48 PM



## Investigation Report

|   |    |
|---|----|
| Additional photos were taken on another device. | No |
|---|----|