

**HDC-2022-00045**

**Address: 814 W. Liberty Street**

**District: Old Allentown Historic District**

**Applicant: Juan Mendez, Mendez Diaz, LLC, Owner**

**Proposal: Remove infill at window and install shutters (Violation Correction)**

**Building Description:**

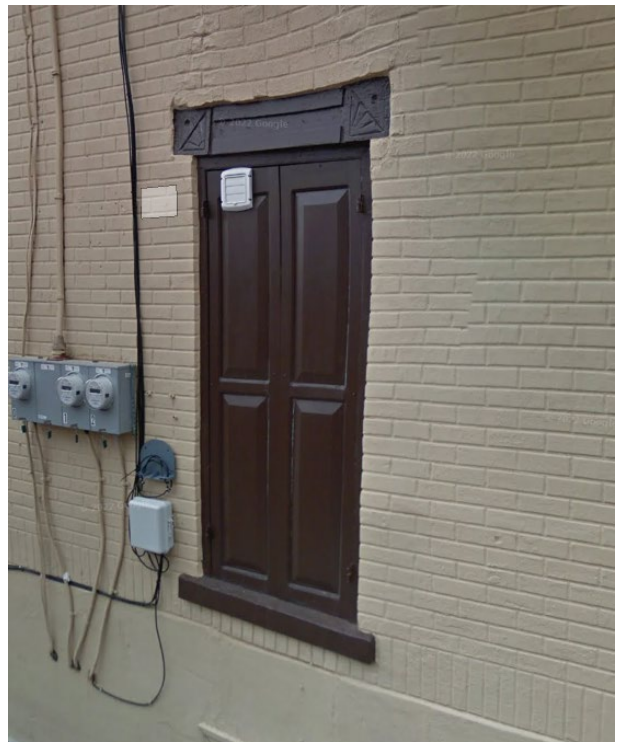
This 2½-story brick end of row home, ca 1887 has 2 dwelling units. The house is in the Second Empire style and has been bricktoted. The mansard roof has asphalt shingles with a double dormer two 1/1 sash windows which have a flat roof with brackets, a single chimney and cornice with brackets. The 2<sup>nd</sup> floor front and all the side windows are 1/1 sash with a mixture of federal and eyebrow lintels. The 2<sup>nd</sup> floor front windows have louvered shutters. The Eastlake lintels are carved and are highlighted with contrasting paint color. The concrete porch has pipe railing and concrete steps that lead to the main entry which is a double paneled door. The 1<sup>st</sup> floor front has a picture window, visible basement window with grille and an Allentown Porch Roof of barrel shape, asphalt shingles and decorative ends, the roof rafters are also decorative. There is a second 4-panel solid door on the front of the building with concrete steps to the left of the concrete porch. The side of the building has a concrete porch with a 3<sup>rd</sup> entry (cannot see it clearly in picture), brick pillar and a shed roof that extends over the sidewalk. There appears to be a 2<sup>nd</sup> floor deck with shadow box railing. There is an “L” shaped building that was added and is clad with clapboard siding and simple wooden corner trim, windows were 2/1 sash in wide timber frames. There is a small lean-to, probably a later addition, that in-fills the “L”. The house has an attached garage.

**Project Description:**

On August 18, 2022, a Notice of Violation was issued by staff to the property owner of 814 W. Liberty Street for infilling a first-story window on the Refwal Street façade. The window opening was infilled with masonry or a material replicating brick, the lintel was coated, the wood window frame removed or covered; and the sill removed. This application seeks to correct the violation by removing the infilled material and installing salvaged wood shutters.



814 W. Liberty Street in 2019.  
(Google StreetView)



First-story window on Refwal Street façade prior to being infilled. (Google StreetView)



Refwal Street window after being infilled.  
(Applicant)



Shutters proposed for installation. (Applicant)

#### **Applicable Guidelines:**

#### **Chapter 3.5 – Windows**

**3.5.10** Preserve the ratio of window openings to solid wall surfaces. Increasing or reducing openings can impact the proportions of a façade and can look out of place within the larger streetscape. Changing the size of openings will also require a Building Permit because it changes the amount of enclosed space on a façade.

**3.5.11** Retain the historic pattern of window openings (fenestration pattern), especially on primary facades. Avoid inserting new windows into a façade or infilling existing windows. The position, number, and arrangement of windows defines the rhythm of a façade and can be a character-defining feature of an architectural style or a type of building use. If creating new openings or infilling existing ones is necessary for a project such as adaptive reuse, locate openings on side or rear facades.

**3.5.22** Match new shutters to the size and shape of the window. Each shutter should be one half of the width of the window, in order to cover the entire window if closed. The shutter shape should match the window (arched, rectangular, etc.)

**3.5.23** Hang shutters so that in a closed position over the window the louvers would shed water away from the building. Louvers should point up when the shutters are open and point down when the shutters are closed. This design mimics the original protective function of shutters.

#### **Observations & Comments:**

The HARB reviewed and approved the sealing of the window and installation of the paneled shutters in 1994. The paneled shutters were permanently closed on the exterior to offer the appearance of the original opening, though the opening no longer retained its historic function. Staff finds the application to be appropriate in the reversal of the infill and

sealing of the opening with shutters and requests that the dimensions of the masonry opening, masonry reveal, lintel, sill, and window frame are retained or reinstalled. The application lacks sufficient detail to confirm whether the window will be returned to its previous condition. A more detailed elevation and section drawing showing the dimensions of the opening, reveal, lintel, sill, and frame should be submitted. Returning the masonry opening, even with a sealed window, will maintain the pattern of historic window openings and will comply with the Guidelines.

The use of salvaged wood shutters is appropriate according to the Guidelines. The proposed louvered shutters are a close match to the existing louvered shutters at the primary facade and are an appropriate material. The paneled louvers were installed in 1994 and are therefore not considered a historic feature that needs to be replicated (COA 1994-50, Resolution 26967). These were approved to be installed in a fixed closed position. Photographs from 1994 indicate that the window was already obscured.

**Staff Recommendation:**

Approval, pursuant to Chapter 3, Section 3.5 Windows, provided the following:

- the infill is carefully removed so as not to damage the historic masonry or lintel;
- the shutters are installed on a wood frame to match the historic window frame and fit the full height and width of the opening;
- the shutters are installed within the original opening so that a masonry reveal of approximately 1.5 to 2-inches is maintained;
- a wood sill to match the historic is installed; and
- the coating is carefully removed from the lintel or painted to match the trim.

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**Draft Motions:**

I move to [approve, approve w/conditions, or deny] the application presented on *09/12/2022* for the removal of infill and installation of shutters to correct a violation at *814 W. Liberty Street* [as submitted or with the following conditions agreed to by the applicant]:

I find [compliance or noncompliance] with the following sections of the Guidelines for Historic Districts: Chapter 3, Section 3.5 Windows and find that there [are or are not] circumstances unique to the property: [unique features allowing decision].



MEREDITH KELLER  
Historic Preservation Planning Officer  
Bureau of Planning & Zoning  
435 W. Hamilton Street 4th Fl  
Allentown, PA 18101-1699  
Office 610-437-7630 ext.2869  
[historic@allentownpa.gov](mailto:historic@allentownpa.gov)

August 18, 2022

Mendez Diaz LLC  
123 W. Brookdale Street  
ALLENTOWN PA 18103

**NOTICE OF VIOLATION**  
**RE: 814 W. Liberty Street**

Dear Sir or Madam:

Based upon an inspection by this office, we find that you have been working on the above listed property without the proper permits.

Article 1391.09 of Allentown Historic District Ordinance #12314 as amended, states **“Permit Issuance: A building permit shall be required from the Bureau of Building Standards and Safety for any erection, reconstruction, alteration, restoration, demolition, or razing of any building or structure in an historic district which will affect the exterior historic or architectural features that are visible from a public right-of-way...”**

It was observed at your property at 814 W. Liberty Street that a first-story window on the Refwal Street façade was infilled.

Therefore, you are hereby notified to cease all unpermitted construction activity immediately, and file an appeal to the Historical Architectural Review Board within thirty (30) days of receipt of this notice. You are required to obtain a Certificate of Appropriateness (COA) for any exterior work to your property.

Failure to comply with this notice will result in prosecution. You will be subject to a fine of up to Three Hundred (\$300) Dollars. Each day a violation is continued constitutes a separate offense.

Your prompt attention to this matter is appreciated.

Sincerely,

Meredith Keller  
Historic Preservation Planning Officer

Certified Mail: 7019 0160 0000 3644 7457  
Return Receipt Requested





# APPLICATION FOR CERTIFICATE OF APPROPRIATENESS <sup>1</sup>

-This form is ONLY for projects located within historic districts -

**DIRECTIONS:** Please complete all form fields to apply for exterior alterations to properties located within one of Allentown's Historic Districts. These include Old Allentown, Old Fairgrounds and West Park. Incomplete applications, including those submitted without the required fee, will not be considered. Please consult the checklist to ensure your application contains the required information and attach supplemental information as appropriate.

## FEE SCHEDULE:

Application Fee: \$25

Violation Correction (received NOV): \$300

**Return complete application with all required attachments and fee by mail, email or in person to:**

Historic Preservation Planning Officer

City of Allentown, Bureau of Planning & Zoning

435 Hamilton Street, 4th Floor

Allentown, PA 18101

## PROPERTY INFORMATION

Property Address:	814 W. Liberty St. Allentown PA
Historic District:	Old Allentown
Current Use:	Yes

## PROPERTY OWNER INFORMATION

Name:	Mendez Diaz, LLC
Do you reside at the property?	NO
Business Name (if applicable):	
Address:	123 W. Brookdale St. Allentown PA 18103
Phone:	(646) 302-1841
Email:	

## APPLICANT INFORMATION (If different than property owner)

Name	
Relationship to property owner:	
Do you reside at the property?	
Business Name (if applicable):	
Address:	
Phone:	
Email:	

## APPLICATION TYPE (check all that apply)

<input type="checkbox"/> New Construction /Addition	<input type="checkbox"/> Alteration	<input type="checkbox"/> Demolition
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## TYPE OF ALTERATION PROPOSED (check all that apply)

Exterior Wall Material	<input type="checkbox"/>	Trim/Decorative Features	<input checked="" type="checkbox"/>	Light fixtures	<input type="checkbox"/>
Roofing	<input checked="" type="checkbox"/>	Shutters	<input checked="" type="checkbox"/>	Windows	<input type="checkbox"/>

<sup>1</sup> Application last revised 05/25/2022

Porch/Stoop/Deck Railings		Signage		Exterior Doors	
Exterior Stairways		Satellite Dish		Fence	
Other:					

### PROJECT DESCRIPTION

Is the proposed work on a side visible from the street?	Yes
Existing Materials:	Shutters
Proposed Materials:	
Dimensions (if applicable, i.e.: windows/doors):	16" x 60"
Description of work (PLEASE PRINT LEGIBLY): Replaced shutters (wood)	

### APPLICATION CHECKLIST

1. Current color photograph of overall building from street (ground to top of roof)	
2. Current color photograph(s) of all sides impacted by proposed work	
3. Detailed Photograph(s) of area proposed to be altered	
4. Photographs of adjacent properties (left and right) if attached	
5. Property Map (consult GIS <a href="http://arcgis.com">City Historic District Map (arcgis.com)</a> )	
6. Construction Drawing (scaled)	
7. Material Samples (roofing, siding)	
8. Specifications of new materials or features	
9. For New Additions Only- Site Plan with proposed setbacks and addition dimensions	
10. For demolition or replacement-Detailed photographs annotating damage	
I have consulted a design or construction professional (circle one)	Yes No

☒ I certify to the best of my knowledge that all information provided in this application and attachments is correct.

Mendez Diaz, LLC  
Property Owner Signature

\_\_\_\_\_  
Applicant Signature

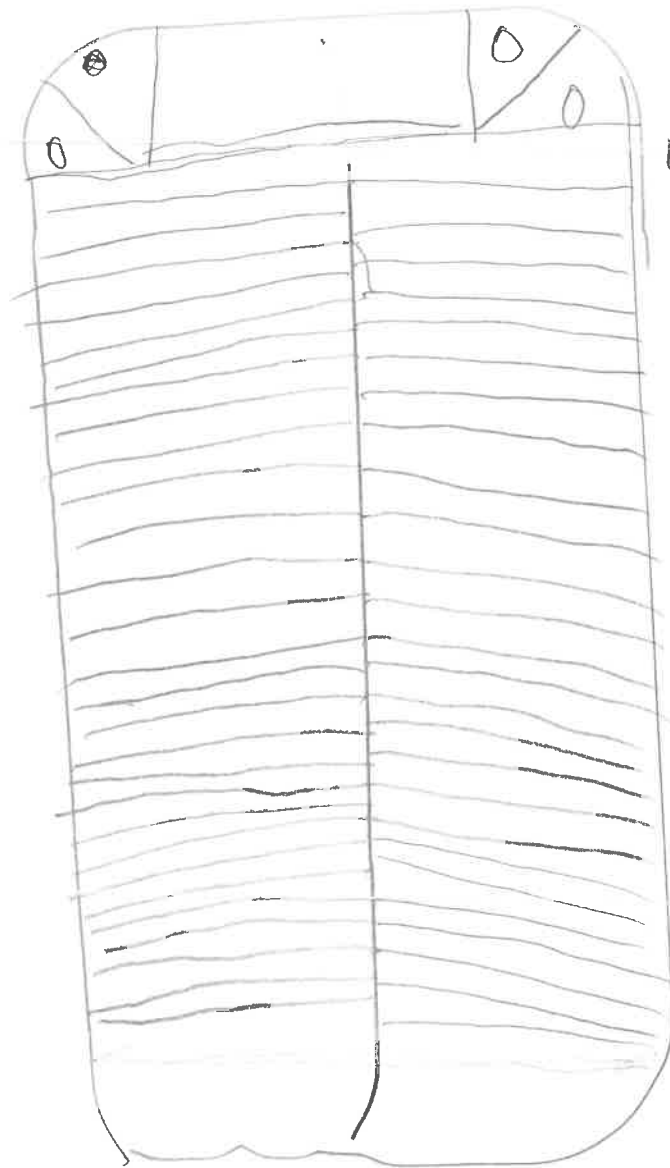
For assistance completing this application or any questions regarding what work requires HARB review please contact the City of Allentown Bureau of Planning and Zoning:  
Phone: 610-437-7613. X 2865

Please be advised This application is for project review for compliance with the Historic District Ordinance only. The owner and applicant may also need other permits to complete the project. Other permits can be obtained on the 4<sup>th</sup> Floor, City Hall, 435 Hamilton St. 8 AM to 4:30 PM Monday through Friday.

**If paying by check –**

Pay to: City of Allentown (HARB)

Mail to: City of Allentown (ATTN: Planning Department – HARB)  
435 Hamilton Street, Allentown, PA 18101



Shutter  
↙ window









814

816





814















