

# CERTIFICATE OF APPROPRIATENESS APPLICATION FORM



PLANNING &  
DEVELOPMENT  
DEPARTMENT

## PROPERTY

Address 1643 Columbia Street, Houston, TX 77008

Historic District / Landmark \_\_\_\_\_ HCAD # \_\_\_\_\_

Subdivision Houston Heights Lot 22 Block 113

## DESIGNATION TYPE

- Landmark  Contributing  
 Protected Landmark  Noncontributing  
 Archaeological Site  Vacant

## PROPOSED ACTION

- Alteration or Addition  Relocation  
 Restoration  Demolition  
 New Construction  Excavation

## DOCUMENTS

Application checklist for each proposed action and all applicable documentation listed within are attached

## OWNER

Name ROBERT SEARE

Company \_\_\_\_\_

Mailing Address 1634 COLUMBIA ST.  
HOUSTON, TX. 77008

Phone 713-802-9832

Email \_\_\_\_\_

Signature [Signature]

Date 11/18/2014

## APPLICANT (if other than owner)

Name Manuel Samperio

Company Morningside Architects

Mailing Address 4229-A Bellaire Blvd.  
Houston, TX 77025

Phone 713 529-2960

Email \_\_\_\_\_

Signature [Signature]

Date 11/19/2014

## ACKNOWLEDGEMENT OF RESPONSIBILITY

**Requirements:** A complete application includes all applicable information requested on checklists to provide a complete and accurate description of existing and proposed conditions. Preliminary review meeting or site visit with staff may be necessary to process the application. Owner contact information and signature is required. Late or incomplete applications will not be considered.

**Deed Restrictions:** You have verified that the work does not violate applicable deed restrictions.

**Public Records:** If attached materials are protected by copyright law, you grant the City of Houston, its officers, agencies, departments, and employees, non-exclusive rights to reproduce, distribute and publish copyrighted materials before the Houston Archaeological and Historical Commission, the Planning Commission, City Council, and other City of Houston commissions, agencies, and departments, on a City of Houston website, or other public forum for the purposes of application for a Certificate of Appropriateness or building permit, and other educational and not for profit purposes. You hereby represent that you possess the requisite permission or rights being conveyed here to the City.

**Compliance:** If granted, you agree to comply with all conditions of the COA. Revisions to approved work require staff review and may require a new application and HAHC approval. Failure to comply with the COA may result in project delays, fines or other penalties.

Planner: \_\_\_\_\_ Application received: \_\_\_/\_\_\_/\_\_\_ Application complete: \_\_\_/\_\_\_/\_\_\_

# CERTIFICATE OF APPROPRIATENESS APPLICATION INSTRUCTIONS



PLANNING &  
DEVELOPMENT  
DEPARTMENT

**Well in advance** of the COA application deadline contact staff to discuss your project, application requirements, and, if necessary, to make an appointment to meet with staff for a project consultation. Visit the **Historic Preservation Web Manual** for historic district profiles, project guidance and forms.

[www.houstontx.gov/HistoricPreservationManual](http://www.houstontx.gov/HistoricPreservationManual)

Historic Preservation Office

713.837.7963

historicpreservation@houstontx.gov

## SUBMISSION INSTRUCTIONS

To submit application to Planning Department:

- email documents to [historicpreservation@houstontx.gov](mailto:historicpreservation@houstontx.gov) (attachments must be less than 10MB)
- send a Dropbox shared folder invitation to [historicpreservation@houstontx.gov](mailto:historicpreservation@houstontx.gov), or
- contact staff to set up an appointment to drop off a disc or flash drive.

## MEETING SCHEDULE

- Applications are due **22 calendar days** in advance of the HAHC meeting by **12 PM (noon)** on the deadline date. Exception: revisions to items deferred or denied at the previous HAHC meeting are due 15 days in advance of the scheduled meeting.
- Application deadlines are firm. All materials must be submitted by the deadline to be considered at the following HAHC meeting. Designs must be final at time of application; revisions will not be accepted after the deadline.
- HAHC will not accept new material or redesigns presented at the HAHC meeting. Deferral until the following month's meeting may be necessary in such cases to allow for adequate review by staff and commissioners.
- HAHC monthly meetings are held at 3:00 PM at City Hall Annex, 900 Bagby Street, City Council Chambers, Public Level.

2014 Meeting Dates (Thursdays unless noted otherwise)	COA Application Deadlines	Demolition / Relocation Posted Sign Deadlines
October 23	October 1	October 13
November 20	October 29	November 10
December 17 (Wednesday)	November 25	December 7

## DEFINITIONS

**Addition:** any expansion to an existing building, structure or object.

**Alteration:** any change to the exterior of a building or structure, including adding, moving, removing or replacing an exterior feature.

**Demolition:** an act or process that destroys in whole, or a majority of, any building, structure, object or site.

**Excavation:** to expose, uncover, or remove by digging, cutting or hollowing out.

**Exterior Feature:** an element of the architectural character and the general arrangement of the external portion of a building, structure or object, including building materials.

**Mandatory Repair:** a repair of a building or structure that is necessary to comply with Article IX, Ch. 10, Houston Code of Ordinances, as evidenced by an order of the hearing official or the building and standards commission or by a citation.

**New Construction:** the erection of a new building, structure, or object, on a lot, site, or other property.

**Relocation:** any change in the location of a building, structure, or object.

**Restoration:** accurately recovering the form and detail of a building, structure, object, or site and its setting as it appeared at a particular period of time by means of the removal of later work, or by the replacement of missing earlier work, or both.

# CERTIFICATE OF APPROPRIATENESS APPLICATION

## PART I – GENERAL FORM



**PLANNING &  
DEVELOPMENT  
DEPARTMENT**

Complete all sections and attach all necessary documentation as an incomplete application may cause delays in processing. A complete application includes two parts: part 1- general form; and part 2 - COA checklist(s) for project type and all applicable documentation requested within the checklist(s). Please review the criteria to be considered by the HAHC for Certificates of Appropriateness in the Houston Code of Ordinances, Historic Preservation Ordinance, Chapter 33 VII, Sections 33-240 through 33-249. Refer to the Historic Preservation section on the City of Houston Planning Department website for more information at [www.houstontx.gov/planning](http://www.houstontx.gov/planning).

### OWNER <sup>1</sup>

Name <i>Robert Scale</i>		
Company		
Mailing Address <i>1634 Columbia St.</i>		
City <i>Houston</i>	State <i>TX</i>	Zip <i>77008</i>
Phone <i>832-654-9572</i>		
Email [REDACTED]		
Signature <i>[Signature]</i>	Date <i>11/18/2014</i>	

### APPLICANT (if other than owner)

Name <i>Manuel Samperio</i>		
Company <i>Morningside Architects</i>		
Mailing Address <i>4229-A Bellaire Blvd</i>		
City <i>Houston</i>	State <i>TX</i>	Zip <i>77025</i>
Phone <i>713-529-2630</i>		
Email [REDACTED]		
Signature <i>[Signature]</i>	Date <i>11/18/14</i>	

### SITE

Address <i>1634 Columbia St.</i>			City <i>Houston</i>	State <i>TX</i>	Zip <i>77008</i>
Subdivision <i>Houston Heights</i>			Lot <i>22</i>	Block <i>113</i>	

### PROPOSED ACTION (refer to definitions on next page)

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Addition, Alteration, Rehabilitation and/or Restoration <sup>3</sup> | <input type="checkbox"/> New Construction in an historic district |
| <input type="checkbox"/> Relocation <sup>3</sup>   | <input type="checkbox"/> Demolition <sup>3</sup>                  |
| <input type="checkbox"/> Mandatory Repair by order or citation <sup>3</sup>                              | <input type="checkbox"/> Excavation of an archaeological site     |

### ATTACHED DOCUMENTATION

- Written Description** detailing existing site conditions including lot size, structures on lot, area of structures in square feet, setbacks, driveways, and other unique conditions, AND detailed description of the proposed activity; refer to checklists for details
- Current Photographs** showing the overall structure for each elevation visible from a public right-of-way
- Renderings** illustrating existing conditions and proposed activity; refer to checklists for project-specific rendering requirements
- Deed Restriction** compliance of proposed activity and approval of neighborhood or civic association, if applicable
- Application Checklist<sup>4</sup>** for each proposed action checked above and all applicable documentation listed within checklist

<sup>1</sup> Owner is the record title property owner. Applicant may be owner, tenant, architect, contractor, etc.  
<sup>2</sup> Application will not be accepted as complete without a signature of the record title property owner  
<sup>3</sup> Applies to any landmark, protected landmark, or structure within a historic district or archaeological site  
<sup>4</sup> Submit a separate checklist for each proposed action (i.e. a project including an **Addition** to a house and **New Construction** of a detached garage)

To be completed by <b>PLANNING STAFF:</b>	Application received by: Accepted as complete by:	Date: Date:
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# CERTIFICATE OF APPROPRIATENESS APPLICATION

## PART I – GENERAL FORM



**PLANNING &  
DEVELOPMENT  
DEPARTMENT**

### SUBMISSION INSTRUCTIONS

A complete application for a Certificate of Appropriateness (COA) must be submitted at least 15 days prior to the date of the next HAHC meeting to allow time for staff to review the proposal and give public notice of the HAHC hearing agenda. Application materials shall be submitted to Historic Preservation staff in the Planning and Development Department via:

- (1) Email - attach digital format documentation (preferred) OR
- (2) In person by appointment - digital format on a disc (preferred) or hard copy at 611 Walker, 6th Floor, Houston, Texas

### CONTACT INFORMATION

Well in advance of the COA application deadline (see schedule below) contact staff in the Historic Preservation office to discuss your project and, if necessary, to make an appointment to meet with a staff member in person for project consultation. Please don't hesitate to contact staff with any questions regarding the COA application process or documentation requirements:

Historic Preservation Office	713.837.7963	historicpreservation@houstontx.gov
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### 2014 MEETING SCHEDULE – *REVISED EFFECTIVE JUNE 1, 2014*

- Beginning with the June 2014 HAHC meeting, COA applications are due 22 calendar days in advance of the meeting by **12 PM (noon)** on the deadline date. *Exception: revisions to items deferred or denied at the previous HAHC meeting are due 15 days in advance of the scheduled meeting.*
- Application deadlines are firm. All materials must be submitted by the deadline to be considered at the following HAHC meeting. Designs must be final at time of application; revisions will not be accepted after the deadline.
- HAHC will not accept new material or redesigns presented at the HAHC meeting. Deferral until the following month's meeting may be necessary in such cases to allow for adequate review by staff and commissioners.
- HAHC monthly meetings are held at 3:00 PM at City Hall Annex, 900 Bagby Street, City Council Chambers, Public Level.

HAHC 2014 Meeting Dates (Thursdays unless noted otherwise)	COA Application Deadlines	Demolition / Relocation Posted Sign Deadlines
May 22	May 7	May 12
June 19	May 28*	June 9
July 17	June 25*	July 7
August 28	August 6*	August 18
September 25	September 3*	September 15
October 23	October 1*	October 13
November 20	October 29*	November 10
December 17 (Wednesday)	November 25*	December 7

\* Revised Dates

### DEFINITIONS

- Addition:** any expansion to an existing building, structure or object.
- Alteration:** any change to the exterior of a building or structure, including adding, moving, removing or replacing an exterior feature.
- Demolition:** an act or process that destroys in whole, or a majority of, any building, structure, object or site.
- Excavation:** to expose, uncover, or remove by digging, cutting or hollowing out.
- Exterior Feature:** an element of the architectural character and the general arrangement of the external portion of a building, structure or object, including building materials.
- Mandatory Repair:** a repair of a building or structure that is necessary to comply with Article IX, Chapter 10, Houston Code of Ordinances, as evidenced by an order of the hearing official or the building and standards commission or by a citation.
- New Construction:** the erection of a new building, structure, or object, on a lot, site, or other property.
- Rehabilitation:** returning a building, structure, object, or site to a state of utility that makes possible an efficient contemporary use while preserving those portions or exterior features that are historically, architecturally and culturally significant.
- Relocation:** any change in the location of a building, structure, or object.
- Restoration:** accurately recovering the form and detail of a building, structure, object, or site and its setting as it appeared at a particular period of time by means of the removal of later work, or by the replacement of missing earlier work, or both.

CERTIFICATE OF APPROPRIATENESS APPLICATION

PART II.A – CHECKLIST AND FORM:

ADDITION, ALTERATION, REHABILITATION AND/OR RESTORATION



PLANNING & DEVELOPMENT DEPARTMENT

Please complete all applicable items and submit with the COA application; digital application documents preferred. An incomplete application may cause delays in processing or may be deferred to the next agenda. Refer to Houston Code of Ordinances, Ch. 33 VII, Sec. 33-241 for HAHC consideration criteria for approval for an addition, alteration, rehabilitation, or restoration of a landmark; protected landmark; or structure in a historic district.

**ACTION TYPE AND SUBTYPES: (select all that apply)**

Addition

**Side Addition**

- addition to a single side of structure
- addition to multiple sides of structure

**Rear Addition**

- addition to rear of same width/height of existing structure
- addition to rear taller and/or wider than existing structure

**Additional Story / Level / Height**

- 1 additional level/story to existing
- 2+ additional levels/stories to existing
- other addition increasing height of existing (explain in written description)

**Porch / Balcony**

- addition of a porch/balcony at the front of the structure
- addition of a porch/balcony at a side of the structure
- addition of a porch/balcony at the rear of the structure

**Other**

- type of addition not listed above (explain in written description)

Alteration, Rehabilitation or Restoration

**Foundation**

- leveling or height alterations
- foundation material or foundation cladding
- type alteration; i.e. slab on grade, pier on beam

**Walls**

- cladding: i.e. siding, shingles, brick, paneling, stucco
- windows: i.e. location, size, type, material, quantity
- doors: i.e. location, size, type, material, quantity
- commercial storefront system

**Roof**

- shape: i.e. form, pitch, type
- wall junction: i.e. eaves, soffit, brackets, overhang
- projections: i.e. chimneys, towers, dormers
- equipment: i.e. antennas, solar panels

**Architectural Elements**

- awnings or canopies
- porch or balcony
- columns or visible structural members
- commercial signage
- other architectural element alterations (explain in written description)

**ALTERATION, REHABILITATION, RESTORATION, ADDITION DOCUMENTATION:**

**Photographs (label each photo with a description and location)**

- Elevations of front (street) facing facade and all sides of the structure visually affected by the proposed addition or alteration
- Detail Photos of exterior elements subject to proposal illustrating current pertinent conditions; i.e. damaged beyond repair materials, architectural elements to be altered or replicated, areas to be altered or removed
- Historical Photos or evidence illustrating past architectural authenticity if restoring or replacing missing historic elements

**Renderings (accurately scaled and dimensioned)**

- Current Site Plan of the property containing the subject of the proposal, indicate area of proposed work; include dimensions for all setbacks from property line, easements, secondary structures, and any other pertinent existing site conditions

Site Address	1634 Columbia St.	Subdivision	Houston Heights	Lot	22	Block	113
Primary Project Contact	Manuel Samperio	Email	[REDACTED]	Phone	713-529-2630		

CERTIFICATE OF APPROPRIATENESS APPLICATION  
PART II.A – CHECKLIST AND FORM:  
ADDITION, ALTERATION, REHABILITATION AND/OR RESTORATION



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- Proposed Site Plan** for additions, removals or proposals altering site configurations; for additions clearly indicated the location, size and footprint of the addition; include dimensions locating alteration in respect to the existing structure; i.e. dimension from front wall to beginning of a rear addition
- Architectural Plans and Elevations** of the proposed alterations and/or additions, including:
  - Floor Plans** of existing and proposed if adding to the existing building footprint *(no alteration do roof)*
  - Roof Plans** of existing and proposed if adding to or altering the existing roof shape, form, pitch or size
  - Demolition Plan** if any existing exterior features are proposed to be removed from the existing structure
  - Elevations** of existing and proposed of all sides of the structure that the proposed addition or alteration is visible

**Written Description** (include the following items, use the area below and/or attach additional pages)

- Subject of Proposal** description including current location and condition of the structure and any prior alterations or additions
- Proposed Work** description including plans to add, remove, repair or replace any exterior features or materials with in-kind or new features or materials; clearly describe location of proposed alterations and/or label on plan and elevation drawings
- Materials** description and condition of existing materials and proposed materials if original materials cannot be retained; include, when applicable: product information or specification sheets; door and window schedule; samples to further demonstrate new materials; any plans to salvage, reuse or recycle historic or original materials proposed for removal
- Criteria Adherence** describe how the proposal satisfies the determination criteria as stated in the Historic Preservation Ordinance, Sec. 33-241 (a) or (b) or (c) for an:
  - (a) addition, alteration, rehabilitation or restoration of an exterior feature to a landmark, protected landmark, contributing structure within a historic district, or structure on an archaeological site, upon finding that it satisfies criteria (1) through (11) as stated in Section 33-241(a)
  - OR
  - (b) an addition to a contributing structure within a historic district, upon finding that it satisfies criteria (4) and (1) or (2) or (3) as stated in Section 33-241(b)
  - OR
  - (c) an addition, alteration, rehabilitation or restoration of an exterior feature of a noncontributing structure within a historic district upon finding that it satisfies criteria (1); and for an addition, criteria (2) as stated in Section 33-241(c)

I (we) request approval of a Certificate of Appropriateness to...

*SEE ATTACHED.*

Attach additional pages as necessary.

# CERTIFICATE OF APPROPRIATENESS ALTERATION & ADDITON CHECKLIST



PLANNING &  
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**Well in advance** of the COA application deadline contact staff to discuss your project and, if necessary, to make an appointment to meet with staff for a project consultation.

Complete all applicable items and submit with the COA application form. Staff can assist you in determining what items are required for your scope of work. An incomplete application may cause delays in processing or may be deferred to the next agenda. Application materials must clearly represent current and proposed conditions. Refer to Houston Code of Ordinances, Ch. 33 VII, Sec. 33-241 for approval criteria for alteration, rehabilitation, restoration and additions.

**PROPERTY ADDRESS:** 1634 Columbia Street, Houston, TX 77008

## BUILDING TYPE

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> single-family residence | <input type="checkbox"/> garage              |
| <input type="checkbox"/> multi-family residence             | <input type="checkbox"/> carport             |
| <input type="checkbox"/> commercial building                | <input type="checkbox"/> accessory structure |
| <input type="checkbox"/> mixed use building                 | <input type="checkbox"/> other               |
| <input type="checkbox"/> institutional building             |  |

## ALTERATION TYPE

- |  |   |
|--|---|
| <input type="checkbox"/> addition                    | <input type="checkbox"/> roof             |
| <input type="checkbox"/> foundation                  | <input type="checkbox"/> awning or canopy |
| <input type="checkbox"/> wall siding or cladding     | <input type="checkbox"/> commercial sign  |
| <input checked="" type="checkbox"/> windows or doors | <input type="checkbox"/> ramp or lift     |
| <input checked="" type="checkbox"/> porch or balcony | <input type="checkbox"/> other            |

## WRITTEN DESCRIPTION

- property description, current conditions and any prior alterations or additions
- proposed work; plans to change any exterior features, and/or addition description
- current building material conditions and originality of any materials proposed to be repaired or replaced
- proposed new materials description; attach specification sheets if necessary

## PHOTOGRAPHS

 label photos with description and location

- elevations of all sides *two sides visible from street*
- detail photos of exterior elements subject to proposed work
- historical photos as evidence for restoration work

## DRAWINGS

 scale like drawings the same; include all dimensions and drawing scale; label with cardinal directions

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> current site plan      | <input checked="" type="checkbox"/> demolition plan <i>shown on existing site</i>           |
| <input checked="" type="checkbox"/> proposed site plan     | <input type="checkbox"/> current roof plan <i>NA</i>  |
| <input checked="" type="checkbox"/> current floor plans    | <input type="checkbox"/> proposed roof plan <i>NA</i>                                       |
| <input checked="" type="checkbox"/> proposed floor plans   | <input checked="" type="checkbox"/> current elevations (all sides) <i>two visible sides</i> |
| <input type="checkbox"/> current window and door schedule  | <input checked="" type="checkbox"/> proposed elevations (all sides) <i>" " "</i>            |
| <input type="checkbox"/> proposed window and door schedule | <input type="checkbox"/> perspective and/or line of sight                                   |

November 19, 2014

**Certificate of Appropriateness Application Part II.a**      Written Description

1634 Columbia Street, Houston, TX 77008

The subject of proposal is the residence located at 1634 Columbia St. The subject is in good condition other than the front porch and stairs and balcony. To our knowledge the subject has not had any prior exterior alterations or additions.

The proposed work will include replacement of the front porch and stairs with porch and stairs constructed of brick, extend the balcony above the front door 11" to the front wall of the house, the addition of a new column to support the extended balcony, new newel posts and guards at balcony and front porch and stairs, replace decaying woodwork associated with the existing front porch and balcony, and replace second floor balcony door with door of similar style. All replacements other than than the front porch and stairs will have similar styling to originals.

The existing front porch and stair are constructed of wood and are in poor condition due to decay. Trim and other woodwork surrounding the balcony and front porch are also in poor condition. Replacement materials other than those associated with proposed stair and porch will have similar styling and be fiber cement where ever possible.

The proposed brick porch and stair are consistant with other porches and stairs along Columbia Street between 16th Street and 18th Street. Half of the 26 residences along this section of street including one currently under construction have porches, stairs or both constructed of brick. The proposed extension to the 2nd floor balcony is designed to provide additional cover above the front door. The replacement newel posts will be constructed of a durable core clad in fiber cement to improve durability. The overall styling of the house will be affected minimally.



Consultants



NOVEMBER 19, 2014

Seale Residence  
 1634 Columbia Street  
 Houston, TX 77008

Issue	Date	Description
	11-19-14	HISTORICAL REVIEW

Project Number:	14050
CAD Drawing File:	SEALECD.DWG
Drawn By:	MS
Checked By:	MS
Copyright:	©Morningside Architects LLP 2014

Sheet Title  
**Floor Plans, Exterior Elevations**

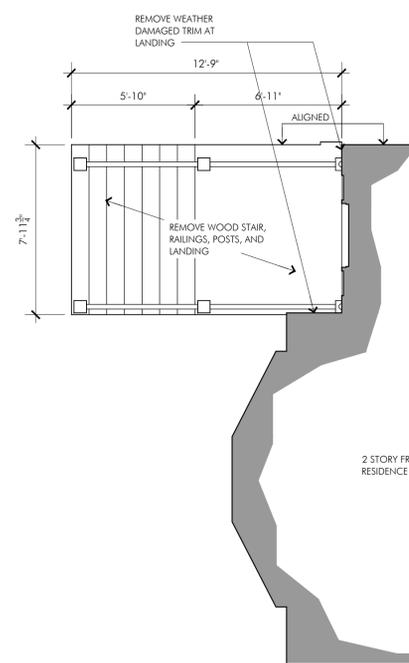
Sheet Number

## A2.0

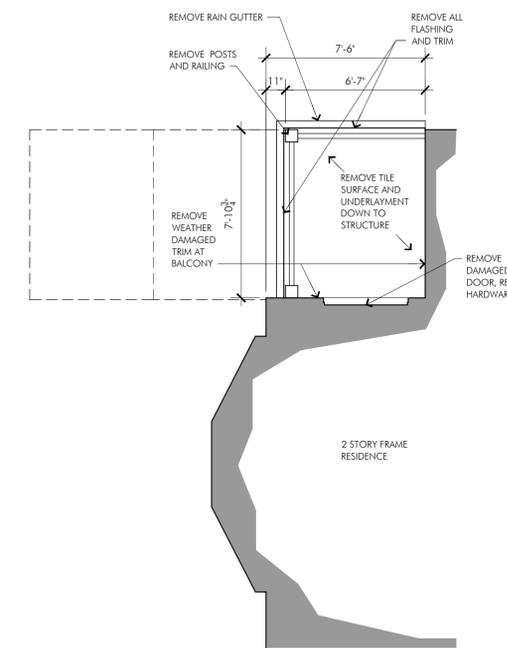


**08** Existing North Elevation  
 1/4"=1'-0"

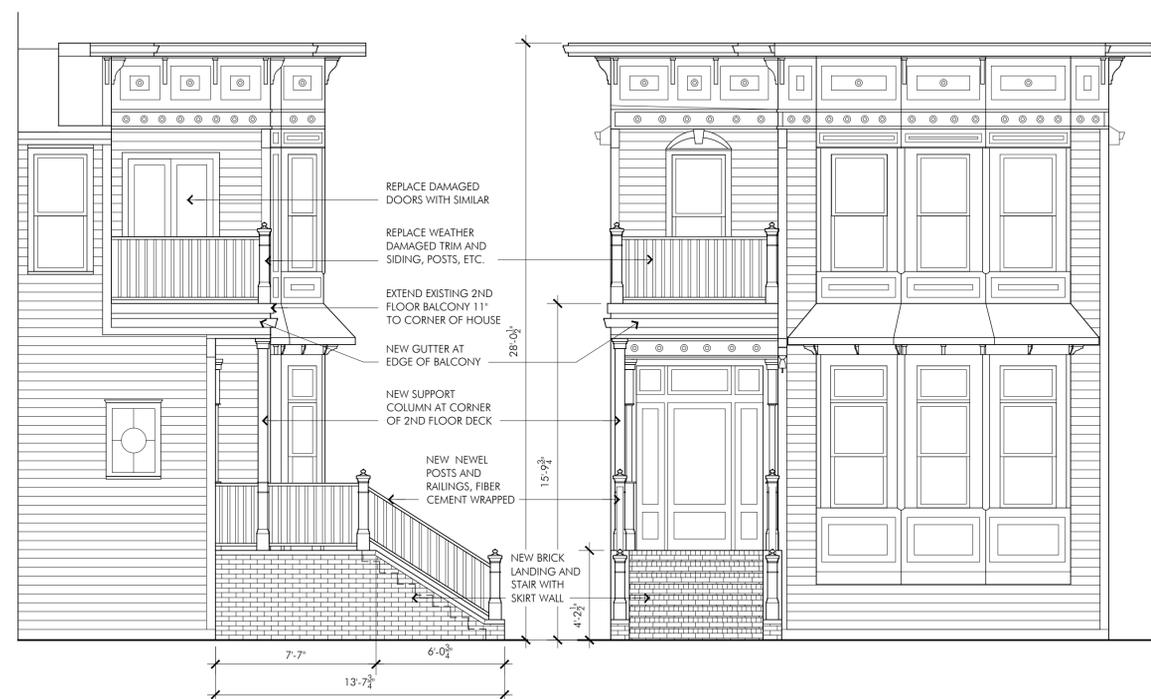
**07** Existing West Elevation  
 1/4"=1'-0"



**04** Existing Balcony Plan  
 1/4"=1'-0"

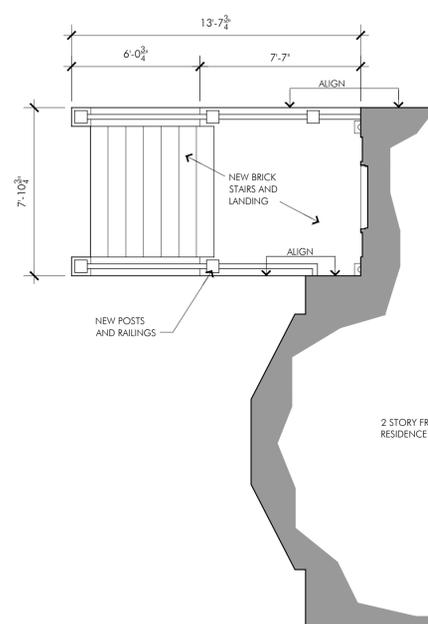


**03** Existing Porch Plan  
 1/4"=1'-0"

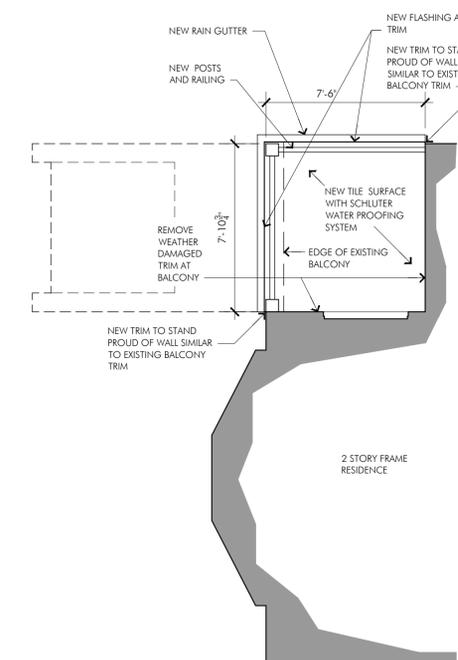


**06** New North Elevation  
 1/4"=1'-0"

**05** New West Elevation  
 1/4"=1'-0"



**02** New Balcony Plan  
 1/4"=1'-0"



**01** New Porch Plan  
 1/4"=1'-0"







1034







1640

