

# CERTIFICATE OF APPROPRIATENESS APPLICATION FORM



PLANNING &  
DEVELOPMENT  
DEPARTMENT

## PROPERTY

Address 217 Marshall Street, Houston, Texas 77006

Historic District/Landmark Westmoreland Historic District

HCAD# 0370350000013

Subdivision Westmoreland

Lot 13

Block 7

## DESIGNATION TYPE

- Landmark  
 Protected Landmark  
 Archaeological Site  
 Contributing  
 Noncontributing  
 Vacant

## PROPOSED ACTION

- Alteration or Addition  
 Restoration  
 New Construction  
 Relocation  
 Demolition  
 Excavation

## DOCUMENTS

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

## OWNER

Name Lara Attayi

Company

Mailing Address P.O. Box 66264

Houston, Texas 77266

Phone 281-615-9630

Email

Signature

Date 11/24/14

## APPLICANT (if other than owner)

Name Phillip Carranza

Company East End Development LLC

Mailing Address P.O. Box 980215

Houston, Texas 77098

Phone 281-888-3212

Email

Signature

Date 11/24/14

## 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](http://www.houstontx.gov/HistoricPreservationManual) for historic district profiles, project guidance and forms.

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 ALTERATION & ADDITON CHECKLIST



**PLANNING &  
DEVELOPMENT  
DEPARTMENT**

**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:** 217 Marshall Street, Houston, Texas 77006

## BUILDING TYPE

- |  |  |
|--|--|
| <input type="checkbox"/> single-family residence           | <input type="checkbox"/> garage              |
| <input checked="" 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 checked="" type="checkbox"/> addition                | <input checked="" type="checkbox"/> roof             |
| <input checked="" type="checkbox"/> foundation              | <input checked="" type="checkbox"/> awning or canopy |
| <input checked="" 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
- 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 type="checkbox"/> current site plan                 | <input type="checkbox"/> demolition plan                  |
| <input type="checkbox"/> proposed site plan                | <input type="checkbox"/> current roof plan                |
| <input checked="" type="checkbox"/> current floor plans    | <input type="checkbox"/> proposed roof plan               |
| <input checked="" type="checkbox"/> proposed floor plans   | <input type="checkbox"/> current elevations (all sides)   |
| <input type="checkbox"/> current window and door schedule  | <input type="checkbox"/> proposed elevations (all sides)  |
| <input type="checkbox"/> proposed window and door schedule | <input type="checkbox"/> perspective and/or line of sight |

# 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 <b>Lara Attayi</b>		
Company		
Mailing Address <b>P.O. Box 66264</b>		
City <b>Houston</b>	State <b>Texas</b>	Zip <b>77266</b>
Phone <b>281-615-9630</b>		
Email		
Signature <sup>2</sup> <i>Lara Attayi</i>		Date <b>11/24/14</b>

### APPLICANT (if other than owner)

Name <b>Phillip Carranza</b>		
Company <b>East End Development LLC</b>		
Mailing Address <b>P.O. Box 980215</b>		
City <b>Houston</b>	State <b>Texas</b>	Zip <b>77098</b>
Phone <b>281-888-3212</b>		
Email		
Signature <i>[Signature]</i>		Date <b>11/24/14</b>

### SITE

Address <b>217 Marshall Street</b>	City <b>Houston</b>	State <b>Texas</b>	Zip <b>77006</b>
Subdivision <b>Westmoreland</b>	Lot <b>LT 13</b>	Block <b>BLK 7</b>	

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

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

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- 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 217 Marshall Street	Subdivision Westmoreland	Lot 13	Block 7
Primary Project Contact Phillip Carranza	Email [REDACTED]	Phone 281-657-5676	

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
  - 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...**

217 Marshall Street in the Westmoreland Historic District is a multi-family duplex with an attached garage and garage apartment. Over the years, piecemeal additions have been made to the main structure with varying degrees of quality and consistency. These additions can best be described as low-grade and in need of attention or replacement. The main structure also suffers from deferred maintenance to the exterior siding, roof and foundation.

The repair will include the replacement of an addition of unknown age and poor condition at the rear of the home on the North side of the property. Once rebuilt, the addition will sit on mostly the same footprint, but with a one foot extension towards the North to create a more usable space.

(continued on next sheet)

CERTIFICATE OF APPROPRIATENESS APPLICATION

PART II.A – CHECKLIST AND FORM:

ADDITION, ALTERATION, REHABILITATION AND/OR RESTORATION



PLANNING &  
DEVELOPMENT  
DEPARTMENT

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

(continued from previous sheet)

The existing addition is also not currently styled per the original structure. Once rebuilt, the addition will mimic the style of the original structure as much as possible. While the goal is to make for a more integrated looking structure, it will be constructed in a manner in which removal can be an option in the future should the home ever be returned to its original state.

An existing storage closet addition on the East side of the structure located underneath the stairs to the upper dwelling will be converted into a utilities closet to house a water heater and air handler for the lower dwelling. The closet will remain aesthetically the same on the exterior except for the addition of an style-appropriate access door which will replace a non-original window facing the rear of the property.

Although the structure has gone through many changes throughout the years, the front of the home has remained relatively unchanged. The proposed project aims to repair any major deficiencies with as little alteration to the historic front facade of the home as possible. While most of the changes to the home will not be visible from street view, effort will be made to create an integrated aesthetic all around to help maintain a consistency of character of the original design. The goal of the project is to help preserve and extend the use of the structure as a contributing original neighborhood home.



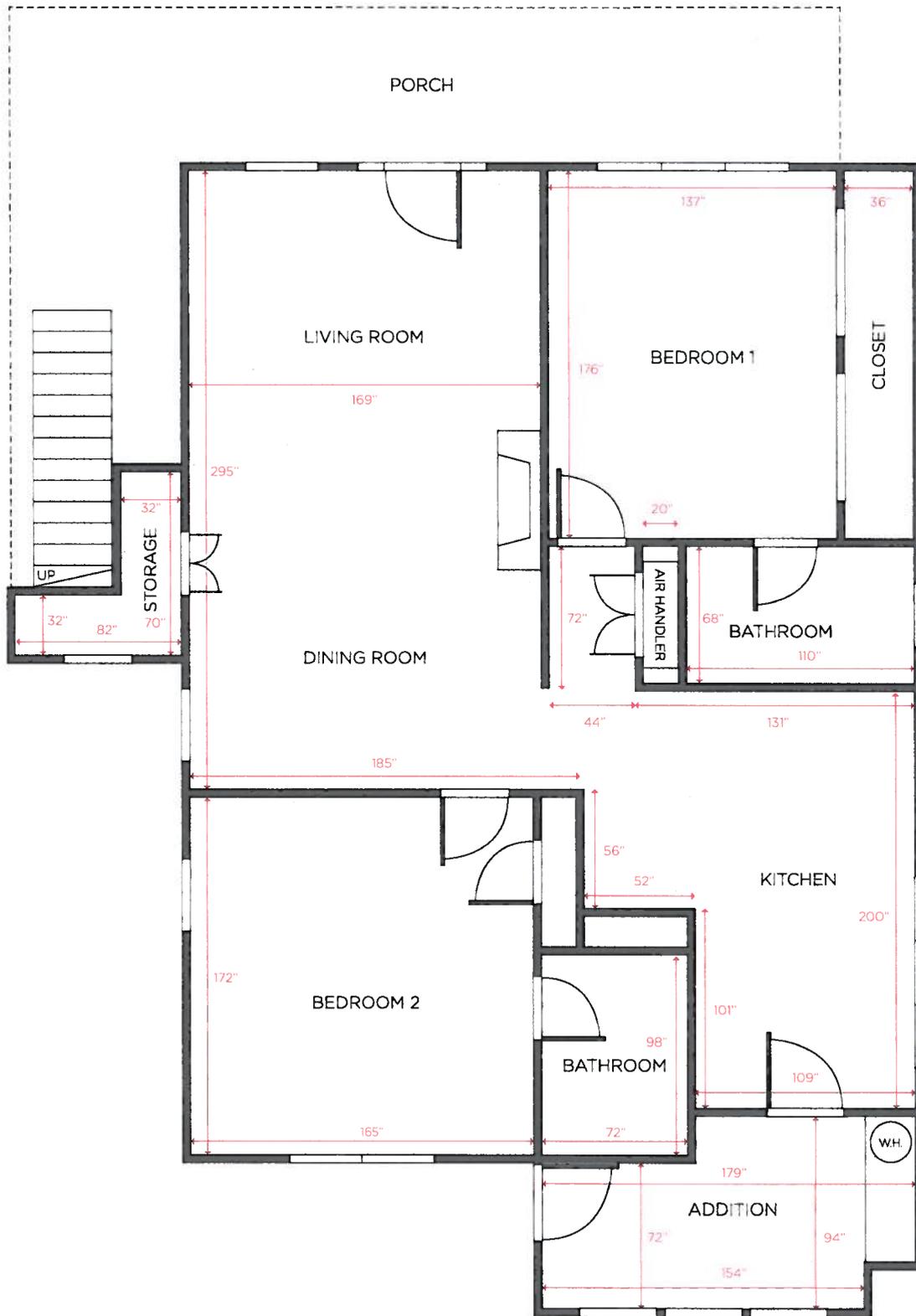
Siding on the Northwest corner of the addition and related backing are damaged beyond repair.



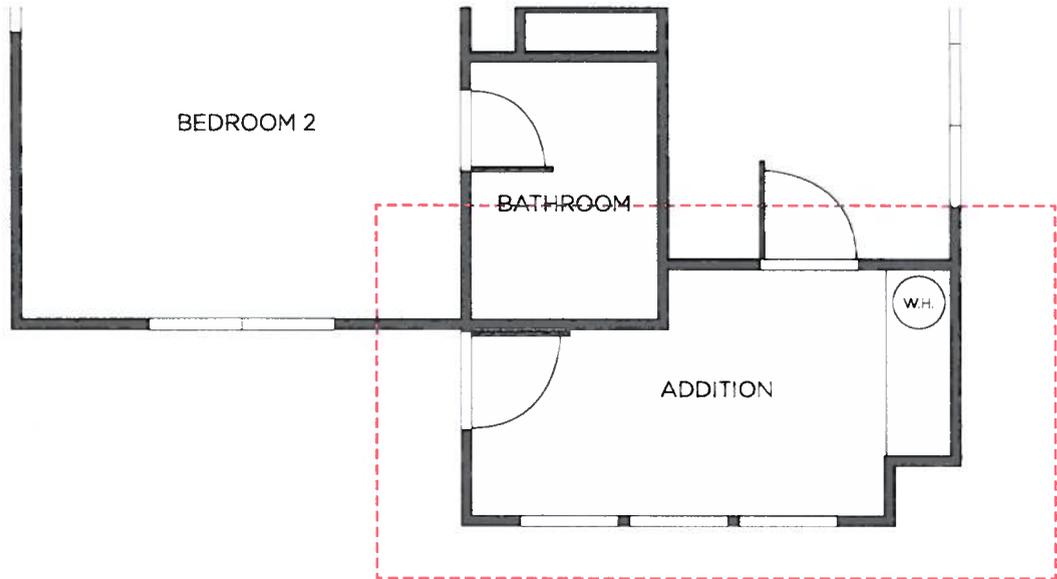
Floor joists on the second floor of the addition are of insufficient specification.



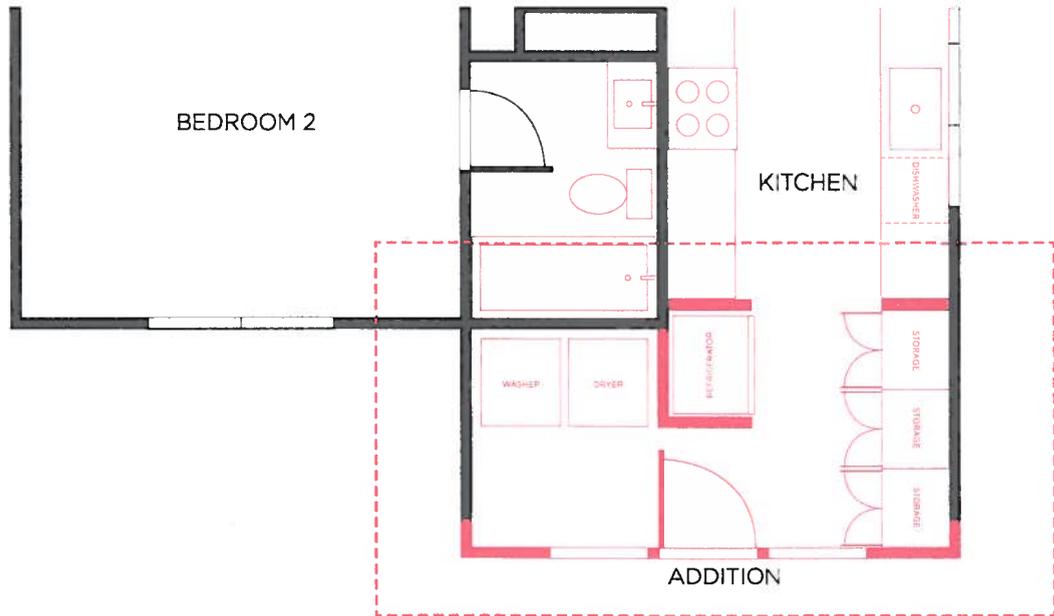
No doors or windows utilize required support headers.



ORIGINAL



PROPOSED



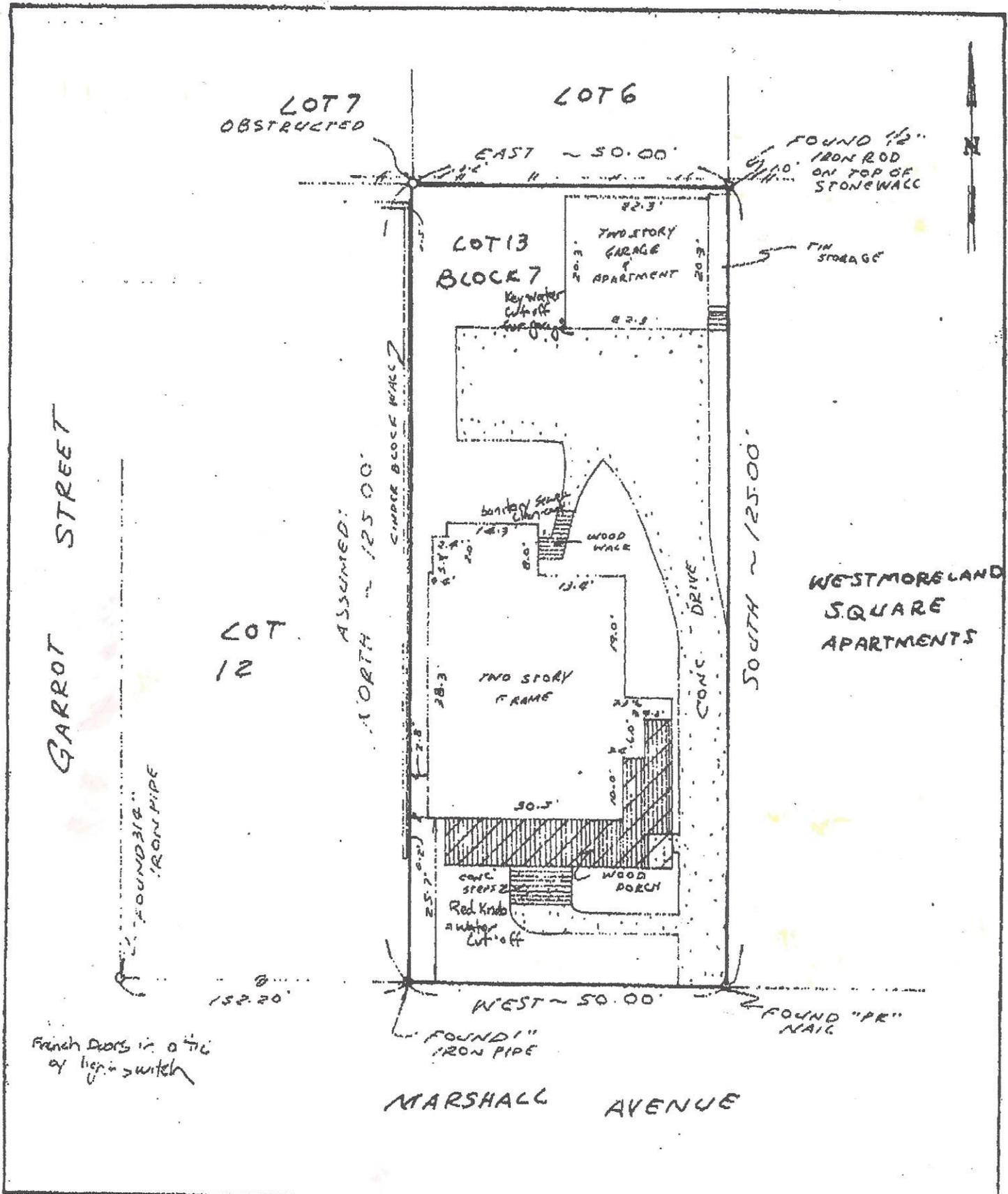
The proposed replacement structure will sit on a similar footprint to the existing structure with a one foot extension to the North side to better accommodate the kitchen and laundry room. Exterior features will seamlessly match the original house in style and materials.

PROJECT PLAN

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217 MARSHALL STREET



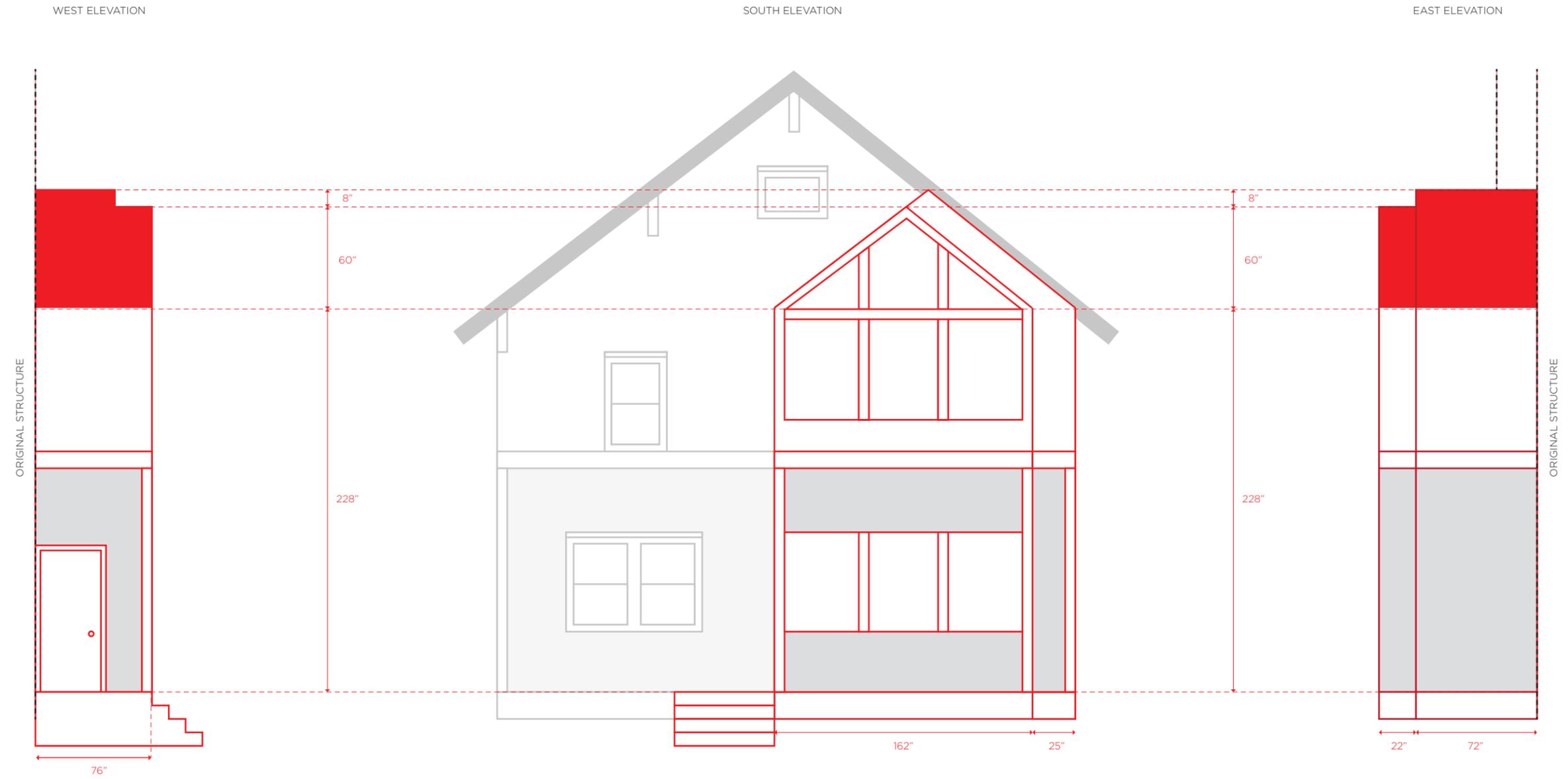


PURCHASER: RALPH R. STEWART, JR. AND WAYNE PAUL THERIOT  
 ADDRESS: 217 MARSHALL AVENUE HOUSTON, TEXAS, 77006

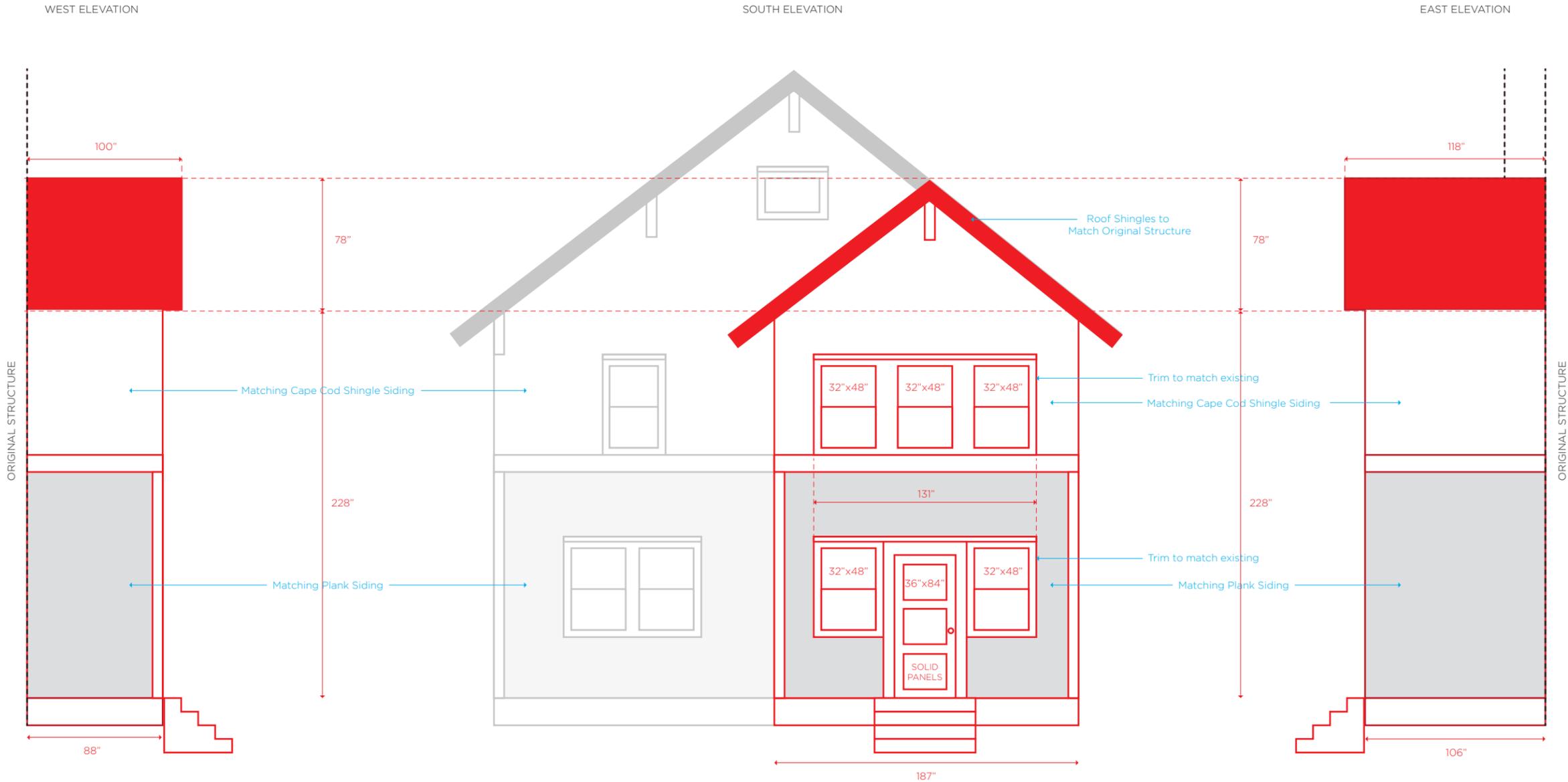
LEGAL DESCRIPTION: LOT THIRTEEN (13), IN BLOCK SEVEN (7), OF WESTMORELAND, A SUBDIVISION IN HARRIS COUNTY TEXAS, ACCORDING TO THE MAP OR PLAT THEREOF, RECORDED IN VOLUME 2, PAGE 6 OF THE MAP RECORDS OF HARRIS COUNTY, TEXAS.

This lot DOES NOT lie in the 100 year floodplain and is in ZONE X as located by the Federal Insurance Administration designated Flood Hazard Area Community Panel No. 400296 0285 G dated SEPTEMBER 28, 1990  
 No responsibility assumed for Floodplain

# EXISTING ADDITION ELEVATIONS



PROPOSED ADDITION ELEVATIONS





SW 6502 Loch Blue  
First Floor / Second Floor  
Siding

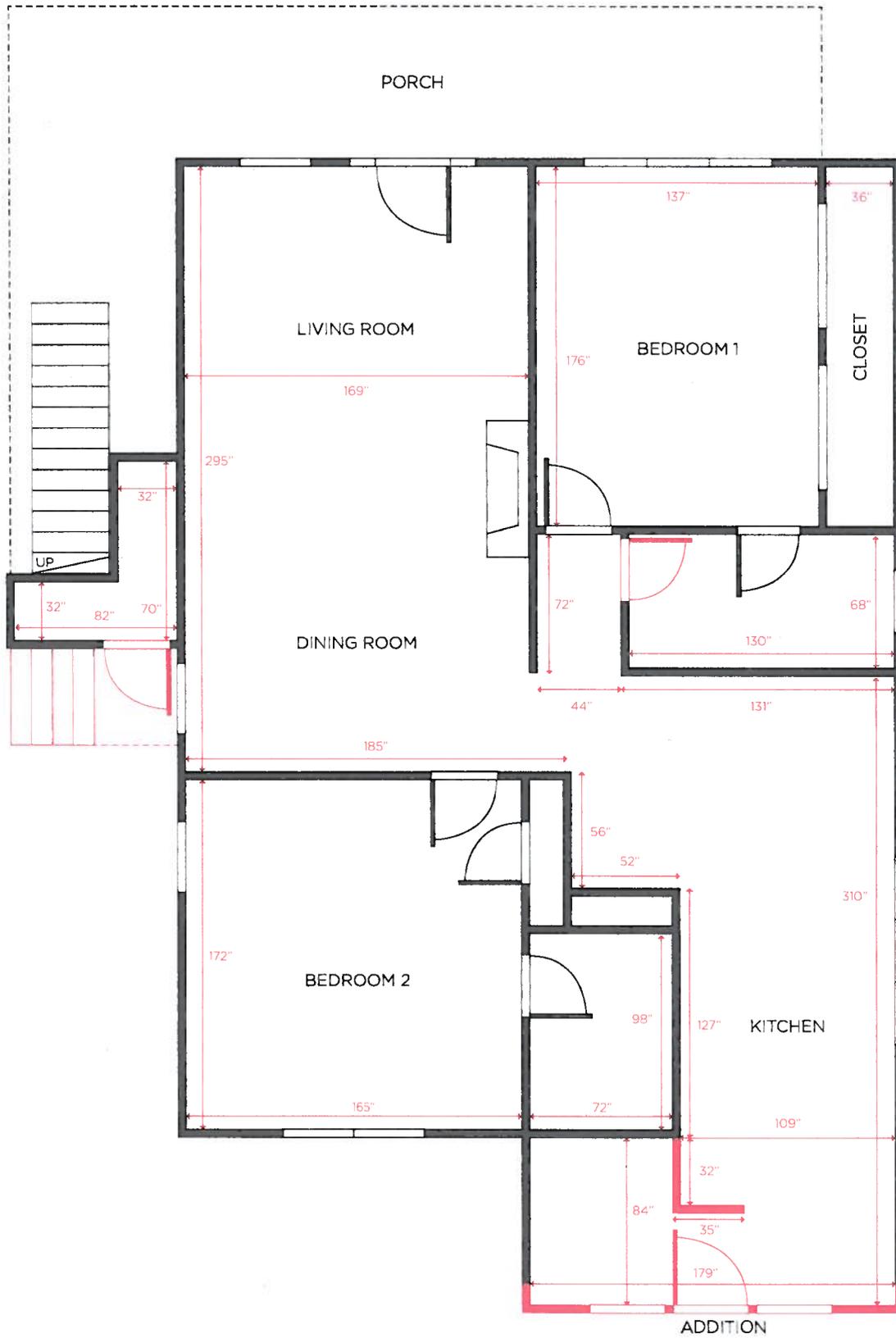


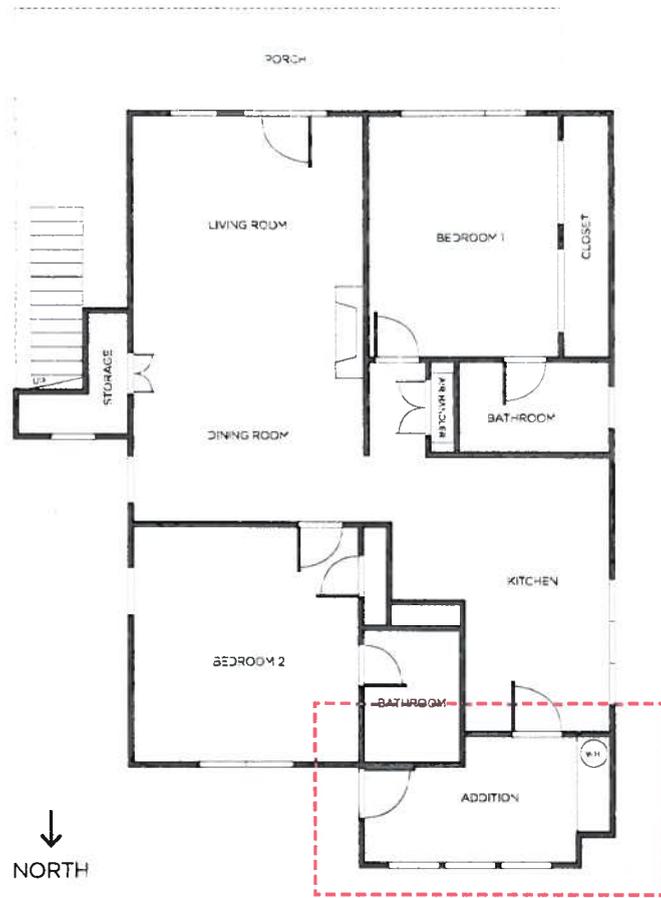
SW 6237 Dark Night  
Masonry,  
Porch

SW 6224 Mountain Air  
Trim, Windows,  
Columns, Soffits, Facia



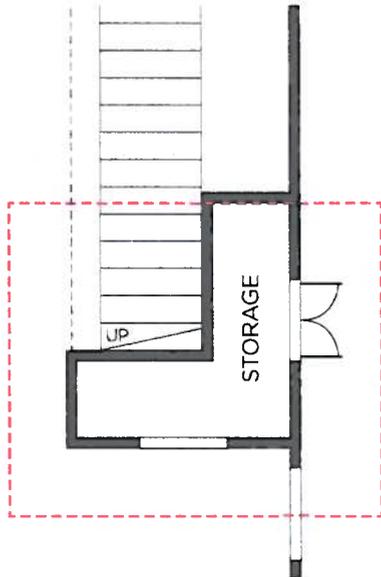
NEW IN RED





The existing building addition sits on the North side of the property. It was added at an unknown time is currently in poor condition.

ORIGINAL

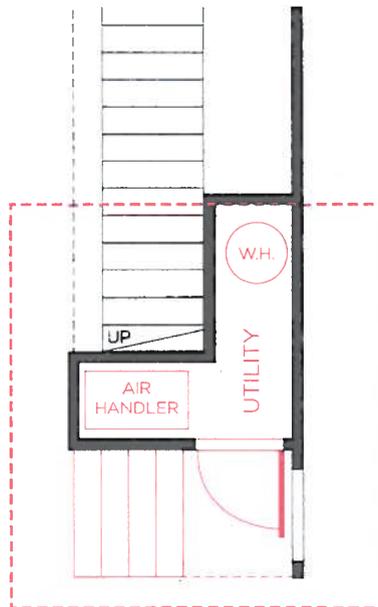


LIVING ROOM



DINING ROOM

PROPOSED



LIVING ROOM

DINING ROOM

The proposed revision to the existing storage room located on the East side of the property will consist of relocating interior access to the exterior to better utilize living room and dining room space. The storage room will be used as the new location for house utilities. This revision will also include the addition of steps to the new access located on the North side of the room.