

**AGENDA  
LANDMARK COMMISSION  
REGULAR MEETING  
4:00 p.m. Monday, August 17, 2020  
City Council Chambers, 2<sup>nd</sup> Floor of City Hall  
823 Rosenberg, Galveston, Texas**

In order to advance the public health goal of limiting face-to-face meetings (also called “social distancing”) to slow the spread of the Coronavirus (COVID-19), the meeting will be held by videoconference and there will be no public access to the location described above.

Public Comment can be submitted on-line: <https://forms.galvestontx.gov/Forms/PublicComment> or by calling 409-797-3665.

1. Call Meeting To Order
2. Attendance
3. Conflict Of Interest
4. Approval Of Minutes: August 3, 2020

Documents:

[2020-08-03 LC MINUTES.PDF](#)

5. Meeting Format (Staff)
6. Public Comment

Members of the public may submit a public comment using the web link below. All comments submitted prior to the meeting will be provided to the Landmark Commission.

<HTTPS://FORMS.GALVESTONTX.GOV/FORMS/PUBLICCOMMENT>

- a. Agenda Items
- b. Non-Agenda Items

7. New Business And Associated Public Hearings

- A. 20LC-059 (213 Tremont/23rd Street) Request For A Certificate Of Appropriateness For Alterations To The Structure Including The Construction Of A Canopy. Property Is Legally Described As The North 20 Feet Of Lots 8 & 9 (8-1), Block 623; And Portion Of Lots 8 & 9 (8-4), Block 623 In The City And County Of Galveston, Texas. Applicant And Property Owner: Suhas Wagal, NISU Hospitalities, LLC

Documents:

[20LC-059 MEMO TO DEFER.PDF](#)

- B. 20LC-060 (1413 Postoffice / Avenue E) Request For A Certificate Of Appropriateness For Alterations To The Structure Including Window Replacement. Property Is Legally

Described As M.B. Menard Survey, East 24-6 Feet Of Lot 4 (4-1), Block 434, In The City And County Of Galveston, Texas. Applicants And Property Owners: Kelly And Pamela Brooks

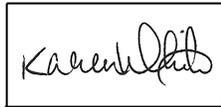
Documents:

[20LC-060 PKT.PDF](#)

8. Discussion And Action Items

9. Adjournment

I certify that the above Notice of Meeting was posted in a place convenient to the public in compliance with Chapter 551 of the Texas Government Code on August 13, 2020 at 12:00 P.M.



Prepared by: Karen White, Planning Technician

Note: An aggrieved applicant must file a letter requesting an appeal to the Historic Preservation Officer within 10 days of the rendition of the Commission's decision.

IN ACCORDANCE WITH THE PROVISIONS OF THE AMERICANS WITH DISABILITIES ACT (ADA), PERSONS IN NEED OF A SPECIAL ACCOMMODATION TO PARTICIPATE IN THIS PROCEEDING SHALL, WITHIN THREE (3) DAYS PRIOR TO ANY PROCEEDING, CONTACT THE CITY SECRETARIES OFFICE, SUITE 201, 823 ROSENBERG, GALVESTON, TEXAS 77550 (409-797-3510).

**MEMBERS OF CITY COUNCIL MAY BE ATTENDING AND PARTICIPATING IN THIS MEETING**



# City of Galveston

## MINUTES OF THE LANDMARK COMMISSION OF THE CITY OF GALVESTON REGULAR MEETING – August 3, 2020

### CALL MEETING TO ORDER

The meeting was called to order at 4:02 p.m.

### ATTENDANCE

Members Present via Videoconference: Click, Griffin, Heatley (Alternate), Huddleston, Lang, McLean, Patterson, Swanson (Alternate), Wood, Collins (Ex-Officio)

Members Absent: None

Staff Present: Karen White, Planning Technician

Staff Present via Telephone: Tim Tietjens, Executive Director of Development Services; Daniel Lunsford, Planner; Donna Fairweather, Assistant City Attorney

### CONFLICT OF INTEREST

None

### APPROVAL OF MINUTES

The July 20, 2020 minutes were approved as presented.

### MEETING FORMAT

Staff explained the adjusted meeting format to the Commission and the public.

### PUBLIC COMMENT

None

### NEW BUSINESS AND ASSOCIATED PUBLIC HEARINGS

**20LC-057 (811 18<sup>th</sup> Street)** Request for a Certificate of Appropriateness for alterations to the structure including the replacement of a front door. Property is legally described as M.B. Menard Survey, South Portion of Lots 6 & 7, Block 258, in the City and County of Galveston, Texas.  
Applicant and Property Owner: Maria Dolores Del Valle

Staff presented the staff report and noted that of seven (7) notices of public hearing sent, zero (0) had been returned.

Peggy Heatley arrived at 4:07 p.m.

Chairperson Fred Huddleston opened the public hearing on case 20LC-057. Representative of the applicant Kirk Knott presented to the Commission. The public hearing was closed and the Chairperson called for questions or comments from the Commission.

Connie Patterson made a motion to approve case 20LC-057 with staff's recommendations. Sarah Moore Click seconded, and the following votes were cast:

In favor: Click, Griffin, Huddleston, Lang, McLean, Patterson, Wood  
Opposed: None

Non-voting participants: Heatley (Alternate), Swanson (Alternate), CM Collins (Ex-Officio)

**The motion passed.**

**20LC-058 (1118 Sealy / Avenue I)** Request for a Certificate of Appropriateness for alterations to the structure including modifications of the rear façade of the house, the accessory structure, and the addition of a metal shingle roofing. Property is legally described as M.B. Menard Survey, Lot 12 and West 1/2 of Lot 11, Block 251, in the City and County of Galveston, Texas.

Applicant: Brax Easterwood, AIA

Property Owners: Christopher and Rachel Lankford

Staff presented the staff report and noted that of seven (7) notices of public hearing sent, two (2) had been returned in favor.

Chairperson Fred Huddleston opened the public hearing on case 20LC-058. Applicant Brax Easterwood, AIA, presented to the Commission. The public hearing was closed and the Chairperson called for questions or comments from the Commission.

Doug McLean made a motion to approve case 20LC-058 with staff's recommendations. Connie Patterson seconded, and the following votes were cast:

In favor: Click, Griffin, Huddleston, Lang, McLean, Patterson, Wood

Opposed: None

Non-voting participants: Heatley (Alternate), Swanson (Alternate), CM Collins (Ex-Officio)

**The motion passed.**

**DISCUSSION AND ACTION ITEMS**

- Limitations on extensions (Griffin/Huddleston)

David Collins arrived at 4:32 p.m.

- Update on Notification Requirements of the Galveston Association of Realtors (Staff)

**THE MEETING ADJOURNED AT 5:08 PM**





**20LC-059**

**MEMORANDUM**

**TO:** Fred Huddleston, Landmark Commission Chair and Landmark Commission

**FROM:** Catherine Gorman, AICP  
Assistant Director/HPO  
Development Services Department

**DATE:** August 13, 2020

**RE:** **20LC-059 (213 Tremont/23rd Street)** Request for a Certificate of Appropriateness for alterations to the structure including the construction of a canopy. Property is legally described as the North 20 feet of Lots 8 & 9 (8-1), Block 623; and Portion of Lots 8 & 9 (8-4), Block 623 in the City and County of Galveston, Texas.  
Applicant and Property Owner: Suhas Wagal, NISU Hospitalities, LLC

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Staff is requesting the above referenced case be continued until the September 21, 2020, regular Landmark Commission meeting in order for the applicant to complete coordination with CenterPoint Energy regarding the location of the proposed canopy.

This is the first continuance of this case and there are no costs associated with the request.



# 20LC-060

# STAFF REPORT

**ADDRESS:**

1413 Postoffice / Avenue E

**LEGAL DESCRIPTION:**

Property is legally described as M.B. Menard Survey, East 24-6 Feet of Lot 4 (4-1), Block 434, in the City and County of Galveston, Texas.

**APPLICANTS/REPRESENTATIVES:**

Kelly and Pamela Brooks

**PROPERTY OWNERS:**

Same

**ZONING:**

Residential, Single-Family, Historic District (R-3-H)

**HISTORIC DISTRICT:**

East End

**REQUEST:**

Request for a Certificate of Appropriateness for alterations to the structure including window replacement.

**STAFF RECOMMENDATION:**

Denial

**EXHIBITS:**

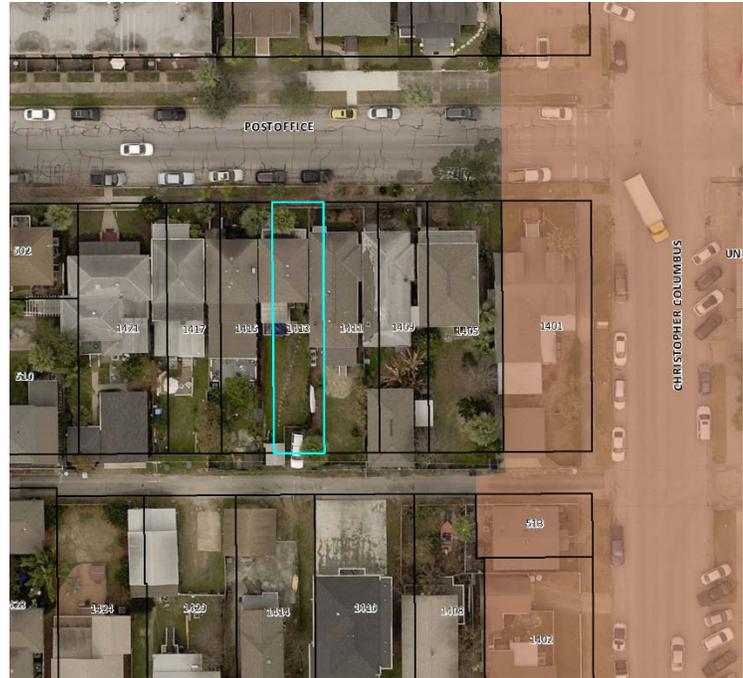
- A – Applicant’s Submittal
- B – 16LC-001 Staff Report
- C – Historic Inventory Sheet

**STAFF:**

Daniel Lunsford, Planner  
 (409) 797-3659  
 dlunsford@galvestontx.gov

**Public Notice and Comment:**

Sent	Returned	In Favor	Opposed	No Comment
6				



**Zoning and Land Use**

Location	Zoning	Land Use
Subject Site	Residential, Single-Family – Historic (R-3-H)	Residential
North	Residential, Single-Family – Historic (R-3-H)	Residential
South	Residential, Single-Family – Historic (R-3-H)	Residential
East	Residential, Single-Family – Historic (R-3-H)	Residential
West	Residential, Single-Family – Historic (R-3-H)	Residential

**Historical and/or Architectural Significance**

Date	1880
Style	National Folk
Condition	Good
Evaluation	Medium; Contributing

**Executive Summary**

The applicant is requesting a Certificate of Appropriateness in order to replace existing vinyl windows on the east façade with vinyl windows.

In 2015, some windows were replaced with vinyl windows without permit or Landmark Commission review. Note that the Galveston Historic Sites Inventory entry from 2015 notes that some windows were replaced at that time (Attachment C). The applicants requested a Certificate of Appropriateness under case 16LC-001 to retain the vinyl windows on the front façade, but not the east façade. This staff report is included as Attachment B for reference. It is possible that the existing vinyl windows on the east façade were replaced in 2015 as well, and inadvertently omitted from case 20LC-016.

**Design Standards for Historic Properties**

The following Design Standards are applicable to the project:

**Historic Windows**

The character-defining features of a historic window should be preserved. Historic windows can be repaired by re-glazing and patching and splicing wood elements such as muntins, frame, sill and casing. Repair and weatherization is more energy efficient, and less expensive than replacement. If an original window cannot be repaired, new replacement windows should be in character with the historic building.

**2.13 Preserve the functional and decorative features of a historic window.***Appropriate*

- Preserve historic window features including the frame, sash, muntins, mullions, glazing, sills, heads, jambs, moldings, operation and groupings of windows.
- Repair, rather than replace, frames and sashes, whenever possible.

## **2.14 Maintain original window proportions and components.**

### *Appropriate*

- Preserve the position, number and arrangement of historic windows in a building wall (flexibility in modifying a window on the rear of a contributing structure may be considered. See “Locating Façade Improvements” on page 29 for more information).
- Maintain the original size, shape and number of panes.
- Repair and maintain windows regularly, including wood trim, glazing putty and glass panes.
- Maintain historic art or stained glass.

### *Inappropriate*

- Do not enclose a historic window opening or add a new opening.
- Do not significantly increase the amount of glass on a primary façade as it will negatively affect the integrity of the structure.

## **2.16 Match replacement window design to the original.**

### *Appropriate*

- If the original is double-hung, use a double-hung replacement window, or a window that appears to be double-hung.
- Give special attention to matching the original design on a key character-defining façade.

## **2.17 Use materials that appear similar to the original when replacing a window.**

### *Appropriate*

- Use the same material as the original window, especially on character-defining walls (preferred approach).
- Consider an alternative material only if the appearance of the window components will match those of the original in dimension, profile and finish.
- Use clear window glazing that conveys the visual appearance of historic glazing (transparent low-e glass is preferred).

### *Inappropriate*

- Do not use vinyl and unfinished metals as window materials.
- Do not use metallic or reflective window glazing.

## **2.18 Match the profile of the sash and its components to that of the original window.**

### *Appropriate*

- Maintain the profile depth of the sash, which steps back to the plane of the glass in several increments.

## **2.19 Convey the character of historic sash divisions.**

### *Appropriate*

- Use genuine muntins that divide a window into smaller panes of glass on key walls and other highly visible places.

### *Inappropriate*

- Do not use strips of material located between panes of glass to simulate muntins.

**Conformance with the Design Standards**

Staff finds that the request does not conform to the Design Standards for Historic Properties.

The existing windows in question are vinyl, possibly replaced at the same time as the front windows referenced in case 16LC-001. Typically, vinyl windows are not allowed on a primary façade except “Location D: Not Typically Visible Rear Façade. More flexibility in treatment may be considered, especially for compatible replacement or alteration that is not visible from the street”. In addition, the existing vinyl windows feature simulated divided lights, and do not reflect the sash profile and division of actual divided light wood windows, such as the house would have had originally.

The proposed replacement windows, which feature simulated divided lights, are also vinyl and lack the same sash and muntins profiles of a wood window, thus they are not in conformance with the Design Standards (see Attachment A). According to the Design Standards, it is more appropriate to replace the existing vinyl windows with wood windows featuring historic sash division and actual divided lights and muntins similar to those approved under case 16LC-001.

**Staff Recommendation**

Due to nonconformance with the Design Standards, staff recommends denial of the request with the following conditions:

- 1) The existing vinyl windows on the east façade shall be replaced with wood windows with true divided lights and muntins similar to the front windows approved under Landmark Commission case 16LC-001, and in conformance with the Design Standards. The work shall be completed within six months of the Landmark Commission decision;
- 2) Any transfer or sale of the subject property shall disclose to the transferee / buyer any uncorrected or outstanding violation concerning the property that is subject to the grant of this certificate of appropriateness; and
- 3) In accordance with Section 10.110 of the Land Development Regulations, should the applicant be aggrieved by the decision of the Landmark Commission, a letter requesting an appeal must be submitted to the Historic Preservation Officer within 20 days of the Commission decision. Additionally, a Zoning Board of Adjustment application must be submitted to the Development Services Department by the next respective deadline date.

However, if the Landmark Commission finds that the request does conform to the Design Standards, the following conditions may be appropriate:

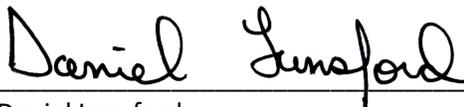
*Specific Conditions to Case 20LC-060:*

- 1) The applicant shall conform to the design, material, and placement shown in Attachment A of the staff report;

*Standard Conditions:*

- 2) Any significant alteration from the design approved by the Landmark Commission, shall require the request to be returned to the Commission for review;
- 3) The applicant shall obtain a building permit prior to beginning construction;
- 4) Any additional work will require a separate building permit from the Building Department, and may require review by the Landmark Commission and/or the City's Historic Preservation Officer prior to construction;
- 5) The Landmark Commission approval shall expire after two years if no progress has been made toward completion of a project unless the applicant files a request for an extension or can show progress toward completion of a project; and,
- 6) In accordance with Section 10.110 of the Land Development Regulations, should the applicant be aggrieved by the decision of the Landmark Commission, a letter requesting an appeal must be submitted to the Historic Preservation Officer within 20 days of the Commission decision. Additionally, a Zoning Board of Adjustment application must be submitted to the Development Services Department by the next respective deadline date.

Respectfully Submitted:



Daniel Lunsford  
Planner

08/12/2020

\_\_\_\_\_  
Date



Catherine Gorman, AICP  
Assistant Director/HPO

08/12/2020

\_\_\_\_\_  
Date

Job # 10986732

Customer Name: M/M Pam Brooks

Customer Phone #: 2813898715



Bedroom 1 - Floor 1

Line Item: 1





Bedroom 2 - Floor 2  
Line Item: 2









# 16LC-001

# STAFF REPORT

**ADDRESS:**

1413 Postoffice/Avenue E

**LEGAL DESCRIPTION:**

the East 24 feet, 6 inches of Lot 4, Block 434, in the City and County of Galveston, Texas

**APPLICANT/REPRESENTATIVE:**

Kelly and Pamela Brooks

**PROPERTY OWNER:**

Same

**ZONING DISTRICT:**

Historic Zoning District, Historic (HZD-H)

**HISTORIC DISTRICT:**

East End

**REQUEST:**

Request for a Certificate of Appropriateness to alterations to the structure including the installation of new windows.

**STAFF RECOMMENDATION:**

Denial with Conditions

**EXHIBITS:**

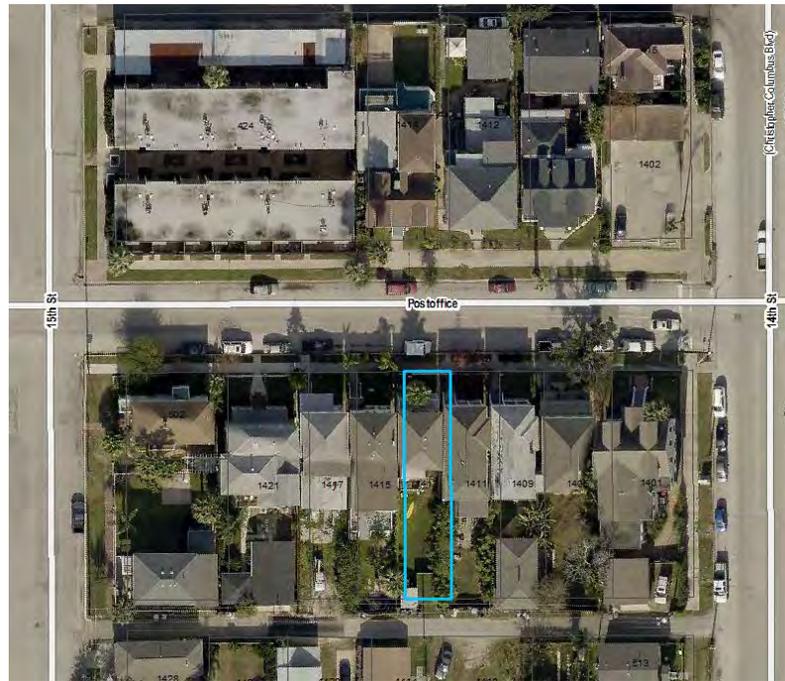
- A – Photographs
- B – Historic District Survey
- C – Applicant’s Narrative

**STAFF:**

Catherine Gorman, AICP  
 Historic Preservation Officer  
 409-797-3665  
 gormancat@cityofgalveston.org

**Public Notice and Comment:**

Sent	Returned	In Favor	Opposed	No Comment
6				



**Zoning and Land Use**

Location	Zoning	Land Use
Subject Site	Historic Zoning District, Historic (HZD-H)	Residential
North	Historic Zoning District, Historic (HZD-H)	Residential
South	Historic Zoning District, Historic (HZD-H)	Residential
East	Historic Zoning District, Historic (HZD-H)	Residential
West	Historic Zoning District, Historic (HZD-H)	Residential

**Historical and/or Architectural Significance**

Date	1880
Style	National Folk
Condition	Good
Evaluation	Contributing: Contributes to the historical significance of the district through location, design, setting, materials, workmanship, feeling and/or association.
Note	None

**Background**

This property was cited for replacement of second floor windows with inappropriate windows on November 14, 2014. A permit was issued on June 15, 2015 in order to “change out 2 upstairs windows to wooden windows” and was intended to correct the violation. The second floor windows have been replaced with appropriate windows. In November of 2015, a report was received that a first floor window had been replaced and the window was made smaller. A red-tag was issued on December 1, 2015 due to the fact that no permits had been issued for work to the first floor windows.

**Executive Summary**

The applicant is requesting approval to retain the installed window on the first floor and replace the other first floor front window with a new wood window.

**Design Standards for Historic Properties**

The following Design Standards are applicable to the project:

**Historic Windows**

The character-defining features of a historic window should be preserved. Historic windows can be repaired by re-glazing and patching and splicing wood elements such as muntins, frame, sill and casing. Repair and weatherization is more energy efficient, and less expensive than replacement. If an original window cannot be repaired, new replacement windows should be in character with the historic building.

**2.13 Preserve the functional and decorative features of a historic window.**

Appropriate

- Preserve historic window features including the frame, sash, muntins, mullions, glazing, sills, heads, jambs, moldings, operation and groupings of windows.
- Repair, rather than replace, frames and sashes, whenever possible.

#### **2.14 Maintain original window proportions and components.**

*Appropriate*

- Preserve the position, number and arrangement of historic windows in a building wall (flexibility in modifying a window on the rear of a contributing structure may be considered. See “Locating Façade Improvements” on page 29 for more information).
- Maintain the original size, shape and number of panes.
- Repair and maintain windows regularly, including wood trim, glazing putty and glass panes.
- Maintain historic art or stained glass.

*Inappropriate*

- Do not enclose a historic window opening or add a new opening.
- Do not significantly increase the amount of glass on a primary façade as it will negatively affect the integrity of the structure.

#### **2.15 Preserve the proportions of historic window openings.**

*Appropriate*

- Restore altered window openings on primary façades to their original configuration, when feasible.

#### **2.16 Match replacement window design to the original.**

*Appropriate*

- If the original is double-hung, use a double-hung replacement window, or a window that appears to be double-hung.
- Give special attention to matching the original design on a key character-defining façade.

#### **2.17 Use materials that appear similar to the original when replacing a window.**

*Appropriate*

- Use the same material as the original window, especially on character-defining walls (preferred approach).
- Consider an alternative material only if the appearance of the window components will match those of the original in dimension, profile and finish.
- Use clear window glazing that conveys the visual appearance of historic glazing (transparent low-e glass is preferred).

*Inappropriate*

- Do not use vinyl and unfinished metals as window materials.
- Do not use metallic or reflective window glazing.

**2.18 Match the profile of the sash and its components to that of the original window.**

*Appropriate*

- Maintain the profile depth of the sash, which steps back to the plane of the glass in several increments.

**2.19 Convey the character of historic sash divisions.**

*Appropriate*

- Use genuine muntins that divide a window into smaller panes of glass on key walls and other highly visible places.

*Inappropriate*

- Do not use strips of material located between panes of glass to simulate muntins.

**2.20 Enhance the energy efficiency of an existing historic window, rather than replace it.**

*Appropriate*

- Add weather stripping and caulking around the window frame
- Install a storm window or insulated window shade
- Use clear UV films

**Conformance with the Design Standards**

Staff finds that the request does not conform to the Design Standards. Section 2.14, states that original window proportions and components should be maintained and to maintain the original size of windows. According to the 'Locating Façade Improvements' chart on page 29 of the Design Standards for Historic Properties, the front window is in Location A: Primary Façade which states:

*Preservation and repair of features in place is the priority. This is especially important at the street level and in location where the feature is highly visible.*

The Design Standards further state:

*For most historic resources, the front façade is the most important to preserve intact. Alterations are rarely appropriate.*

**Staff Recommendation**

Due to non-conformance with the Design Standards, Staff recommends the request be denied with the following conditions:

1. The easternmost window on the first floor shall be replaced with a new or salvaged wood window that matches the size and design of the westernmost window on the first floor;
2. The replacement shall take place within 90 days of the Landmark Commission action; and
3. In accordance with Section 10.110 of the Land Development Regulations,

should the applicant be aggrieved by the decision of the Landmark Commission, a letter requesting an appeal must be submitted to the Historic Preservation Officer within 10 days of the Commission decision. Additionally, a Zoning Board of Adjustment application must be submitted to the Development Services Department by the next respective deadline date.

However, should the Landmark Commission find that the request does conform to the Design Standards the following conditions may be appropriate:

*Specific Conditions:*

1. The exterior modifications shall conform to the design, materials and placement presented in Attachment A of the staff report;

*Standard Conditions:*

2. Any significant alteration from the design approved by the Landmark Commission, shall require the request to be returned to the Commission for review;
3. The applicant shall obtain a building permit prior to beginning construction;
4. Any additional work will require a separate building permit from the Building Department, and may require review by the Landmark Commission and/or the City's Historic Preservation Officer prior to construction;
5. The Landmark Commission approval shall expire after 2 years if no progress has been made toward completion of a project unless the applicant files a request for an extension or can show progress toward completion of a project; and,
6. In accordance with Section 10.110 of the Land Development Regulations, should the applicant be aggrieved by the decision of the Landmark Commission, a letter requesting an appeal must be submitted to the Historic Preservation Officer within 10 days of the Commission decision. Additionally, a Zoning Board of Adjustment application must be submitted to the Planning Department by the next respective deadline date.



Current Photograph



Photograph dated April 15, 2015

**Applicants Narrative:**

I purchased the property in June 2012. When I purchased the property the upstairs windows were not up to code (unbeknownst to me) and the downstairs windows in the front were not operational. I was asked by the Dept. of Planning to change out the upstairs windows. I applied for and obtained a permit to replace the upstairs windows with new wooden windows. My husband and I decided to also replace the downstairs front windows since they weren't operational and have the windows across the front of the house uniform. I realize we should have gotten an additional permit for these downstairs windows. Our Galveston contractor ordered the new wooden windows (4 of them) and has started his work on the bottom floor. The new wooden windows are slightly (3-4") shorter than the original windows. This change was noticed by the City of Galveston and we were asked to halt all work.

We have acted in good faith to meet the current codes and guidelines and keep our property looking nice. We are asking for approval of our new wooden windows downstairs.

1413 POSTOFFICE, GALVESTON, TX 77550

High = Individually Eligible/Listed; Contributing  
Medium = Contributing  
Low = Non-Contributing

HHM-10811

Parcel ID 690459

Year Built ca. 1880

District East End Historic District

Priority Rating Medium

Building Faces N

## DESCRIPTION

Type Single-Family House  
Linear

Stylistic Influences National Folk

Stories 2

Exterior Wall Materials Horizontal wood board

Foundation Type Raised basement, Pier-and-beam

Fence Type Picket fence

Landscape Features Concrete curb, Concrete wall

## ROOF

Roof Shape Hipped

Roof Materials Asphalt composition shingles

Roof Features Flared eaves, Box eaves

## WINDOWS &amp; DOORS

Window Types Double-hung

Window Frame Materials Wood, Vinyl

Window Light Configuration 6/6

Window Features Wood shutters

Door Materials Metal

Door Types Single door primary entrance

Door Features Sidelights, Transom light

## CHIMNEYS

## PORCH

Porch Type Full width, Two story

Porch Location Front

Porch Roof Flat

No. of Porch Bays 3

Porch Support Type Turned wood posts

## INTEGRITY

Condition Good

Alterations Door replaced, Some Window replaced



TX\_GalvestonCounty\_1413\_Postoffice\_1.jpg