

### CERTIFICATE OF APPROPRIATENESS

**Applicant:** Curtis and Windham Architects, on behalf of property owners

**Property:** 3376 Inwood Drive, Lot 8, Block 1, River Oaks Country Club Estates Subdivision. The property includes a historic 5,630 square foot, two-story wood single-family residence situated on an 86,540 square foot (218'-4" x 439'-6") interior lot.

**Significance:** The William L. Clayton Summer House is a Colonial Revival style residence, constructed circa 1924 by Houston architect Birdsall P. Briscoe. The house was the first home to be built in River Oaks for Houston businessman, public servant, author, and philanthropist William Lockhart Clayton and his family. It was designated as a City of Houston Landmark in January 2007 and Protected Landmark in 2008. It is also listed on the National Register of Historic Places.

**Proposal:** Alteration – The applicant is proposing to add a new one story addition on the west side of the original two story house. This new west wing will be located behind the screened porch from the entry drive approach as to not compete with the historic structure. The 2002 addition on east side of the two story house, including the bedroom, glazed walkway, carport, and brick parapet additions will be demolished. A new family room will be placed in the footprint of the bedroom, as well as a new enclosed walkway. The north and south facades of the kitchen structure will be re-clad with painted white siding. The carport will be replaced with a new enclosed garage and mudroom. The footprint of the garage will sit approximately in the location of the carport. A new kitchen will be built on the eastern facade of the original kitchen structure.

**Public Comment:** No public comment received.

**Civic Association:** Letter of support from River Oaks Property Owners (ROPO) received. See attachment A

**Recommendation:** Approval

**HAHC Action:** -

**APPROVAL CRITERIA****ALTERATIONS, REHABILITATIONS, RESTORATIONS AND ADDITIONS**

Sec. 33-241: HAHC shall issue a certificate of appropriateness for the alteration, rehabilitation, restoration or addition of an exterior feature of (i) any landmark, (ii) protected landmark, (iii) any building, structure or object that is part of an archaeological site, or (iv) contributing building in a historic district upon finding that the application satisfies the following criteria, as applicable:

<b>S</b>	<b>D</b>	<b>NA</b>		<b>S - satisfies</b>	<b>D - does not satisfy</b>	<b>NA - not applicable</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(1)	The proposed activity must retain and preserve the historical character of the property;		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(2)	The proposed activity must contribute to the continued availability of the property for a contemporary use;		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(3)	The proposed activity must recognize the building, structure, object or site as a product of its own time and avoid alterations that seek to create an earlier or later appearance;		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(4)	The proposed activity must preserve the distinguishing qualities or character of the building, structure, object or site and its environment;		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(5)	The proposed activity must maintain or replicate distinctive stylistic exterior features or examples of skilled craftsmanship that characterize the building, structure, object or site;		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(6)	New materials to be used for any exterior feature excluding what is visible from public alleys must be visually compatible with, but not necessarily the same as, the materials being replaced in form, design, texture, dimension and scale;		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(7)	The proposed replacement of exterior features, if any, should be based on an accurate duplication of features, substantiated by available historical, physical or pictorial evidence, where that evidence is available, rather than on conjectural designs or the availability of different architectural elements from other structures;		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(8)	Proposed additions or alterations must be done in a manner that, if removed in the future, would leave unimpaired the essential form and integrity of the building, structure, object or site;		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(9)	The proposed design for any exterior alterations or addition must not destroy significant historical, architectural, archaeological or cultural material, including but not limited to siding, windows, doors and porch elements;		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(10)	The proposed alteration or addition must be compatible with the massing, size, scale material and character of the property and the context area; and		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(11)	The distance from the property line to the front and side walls, porches, and exterior features of any proposed addition or alteration must be compatible with the distance to the property line of similar elements of existing contributing structures in the context area.		

**Inventory Photograph**

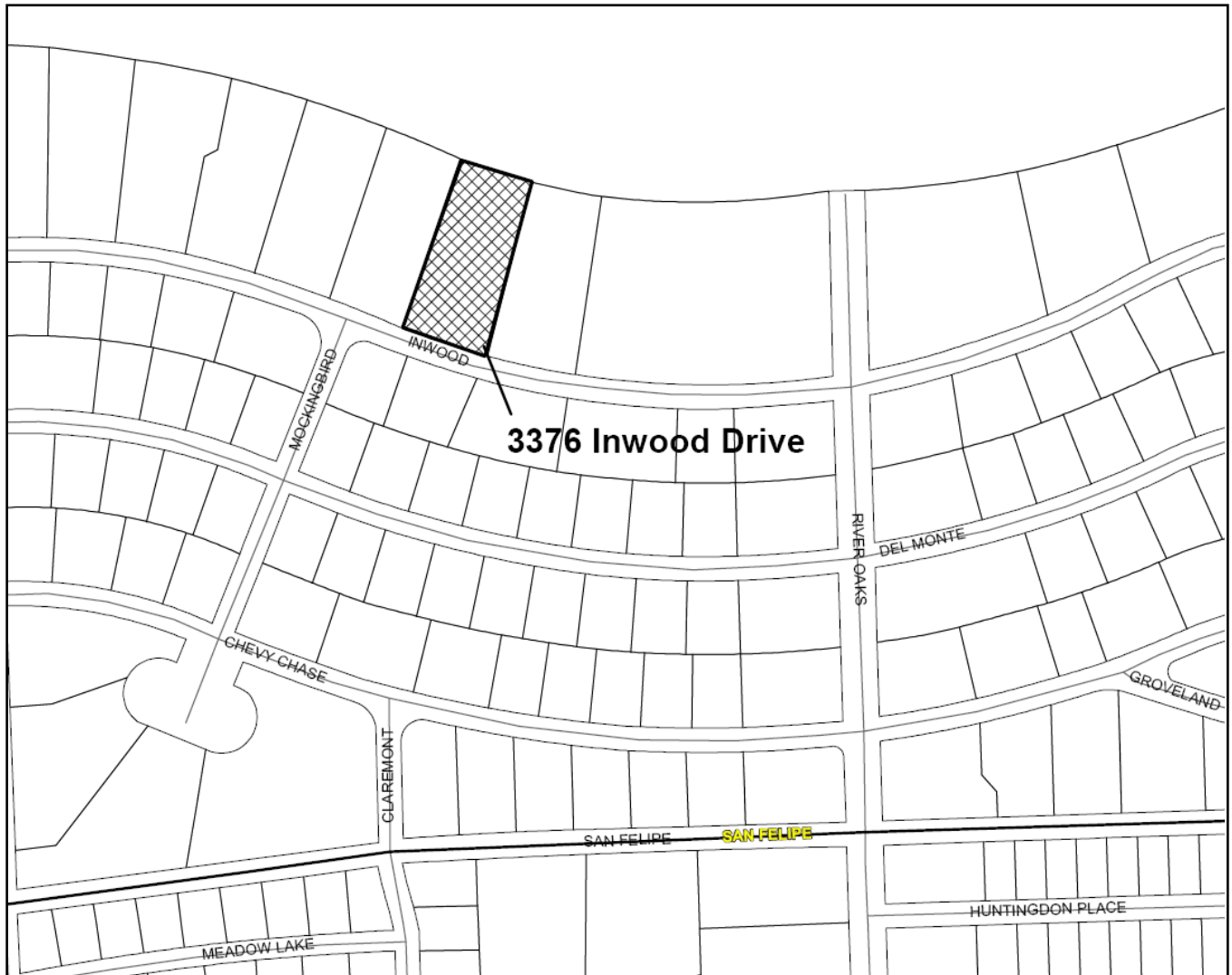


**Current Photograph**





MAP



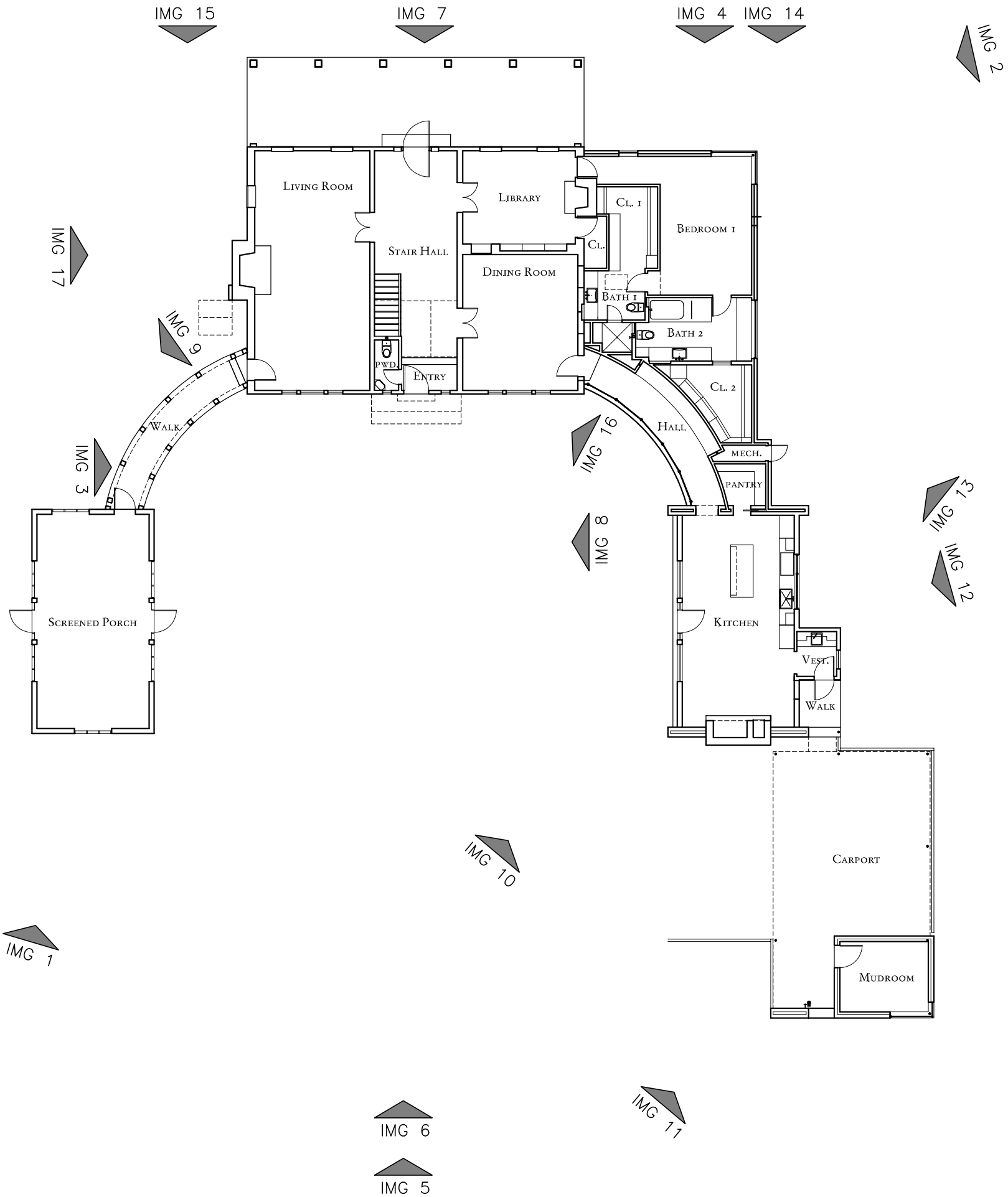
## PHOTOS



Context Photo: 3376 Inwood Drive

DRAFT

NOTE: IMAGES 1-4 ARE HISTORIC PHOTOS AND DO NOT NECESSARILY ALIGN WITH CURRENT FLOOR PLAN DUE TO ALTERATIONS OVER THE YEARS. THIS IS MERELY TO ILLUSTRATE HOW THE BUILDING HAS CHANGED FROM ITS ORIGINAL CONSTRUCTION.



*Photo Key*

3376 INWOOD DR

June 09, 2025

CURTIS & WINDHAM  
Architects Inc.

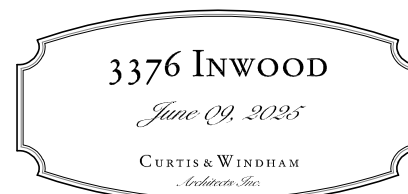




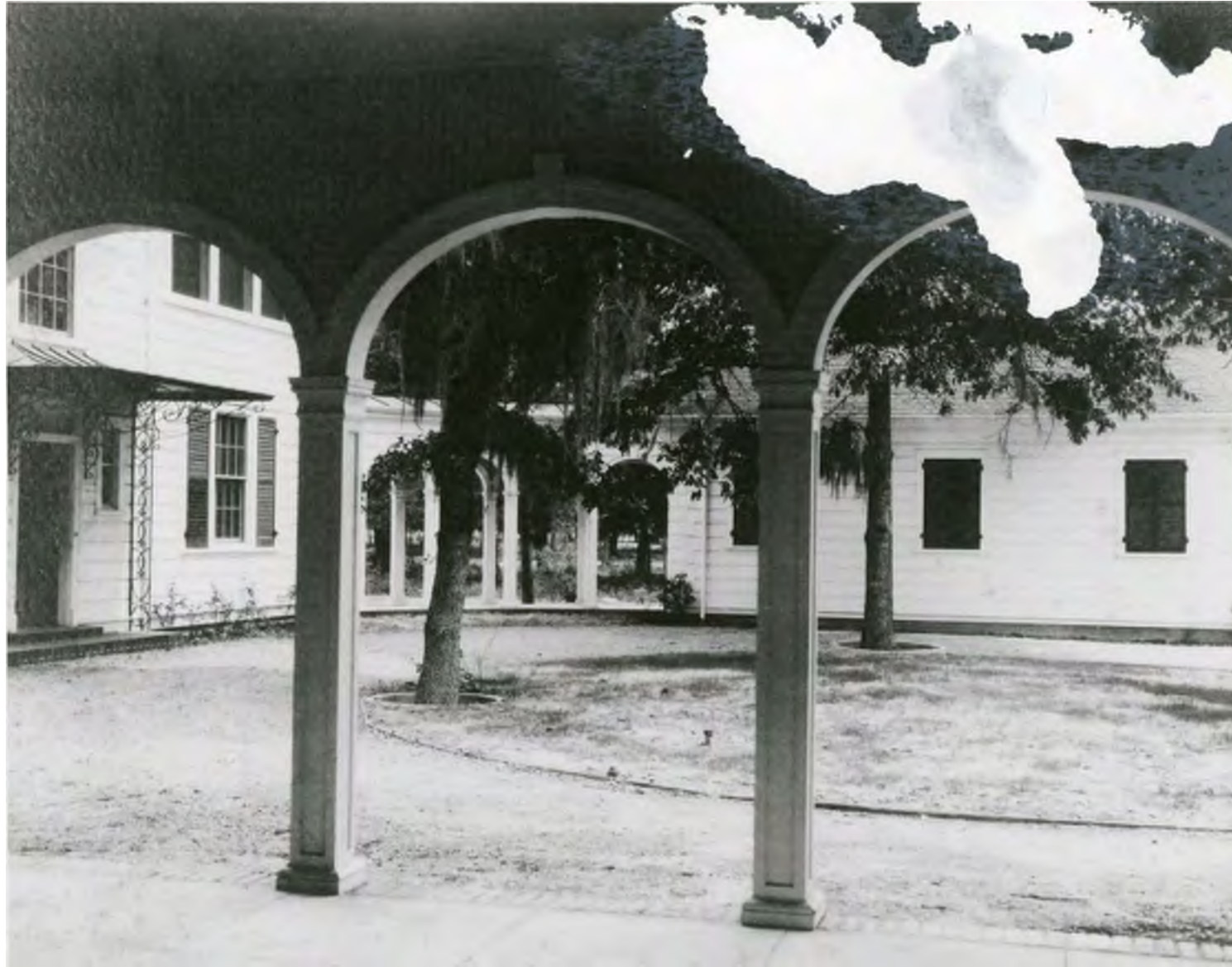
**IMAGE 1.** South elevation -1925



**IMAGE 2.** Oblique view of north facade - 1925







**IMAGE 3.** View across forecourt looking northeast. See original windows and shutters on kitchen building - 1925



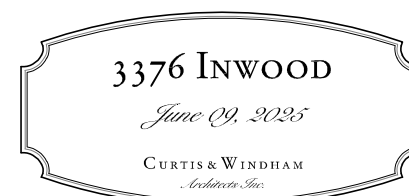
**IMAGE 4.** View looking southwest after Briscoe remodeled in 1930, enclosing the walkway on the kitchen side of the house - Photo taken 1985







**IMAGE 5.** South elevation, view from Inwood Dr. - Current



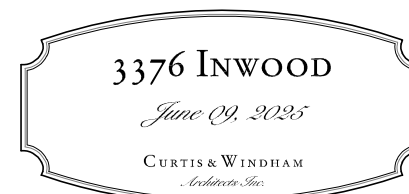




**IMAGE 6.** South Elevation - Current



**IMAGE 7.** North Elevation - Current







**IMAGE 8.** View of original screen porch and arcade walkway, looking west - Current



**IMAGE 9.** Arcade detail image with original screen porch, looking south - Current

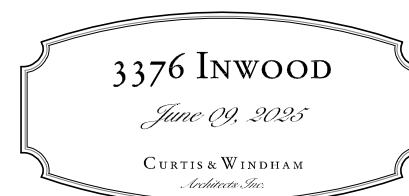




**IMAGE 10.** View looking northeast - 2002 renovation: addition of painted brick walls to the kitchen building, original kitchen windows (**Image 3**) removed and replaced with mill work that matches the screened porch windows (**Image 8**), original arcade walkway enclosure (**Image 4**) demolished and replaced with floor to ceiling glass windows. - Current



**IMAGE 11.** View looking northeast - 2002 addition of covered parking court - Current







**IMAGE 12.** View looking southwest of east elevation - 2002 kitchen remodel and carport - Current



**IMAGE 13.** View looking northwest of east elevation - 2002 bedroom addition - Current

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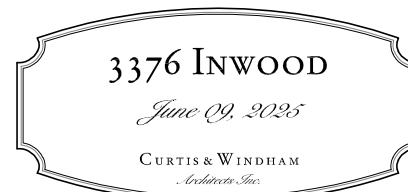




**IMAGE 14.** View looking south of 2002 bedroom addition - Current



**IMAGE 15.** View looking south of original covered porch, arcade walkway, and screened porch - Current







**IMAGE 16.** View of South Elevation - Main House - Current



**IMAGE 17.** View of West Elevation - Main House and Covered Walkway - Current

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EXISTING SMOOTH  
BEVELED COINING AND  
PTD. WOOD SIDING



PAINTED BRICK FROM  
2002 RENOVATION

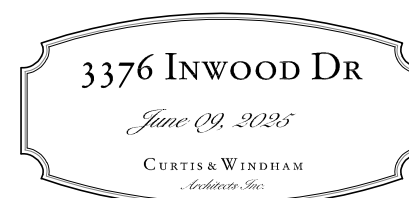


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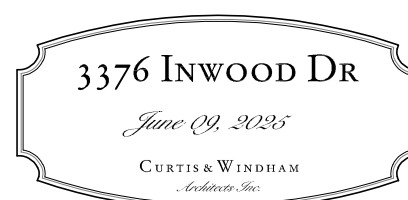
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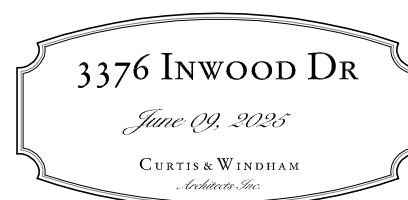
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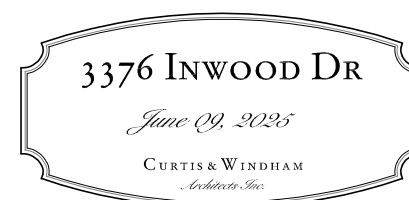
Context Photo: 3390 Inwood Drive







Context Photo: 3358 Inwood Drive

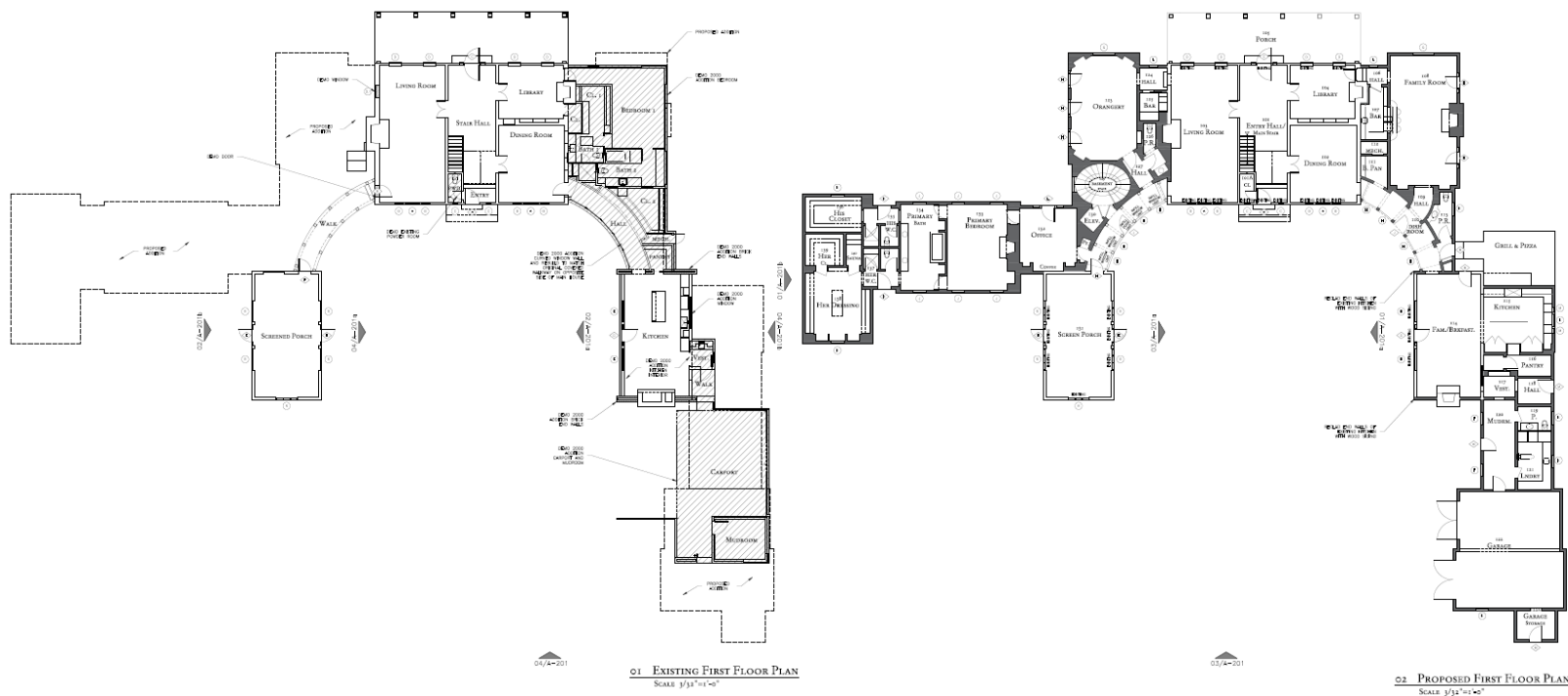








# MAIN HOUSE FIRST FLOOR PLAN

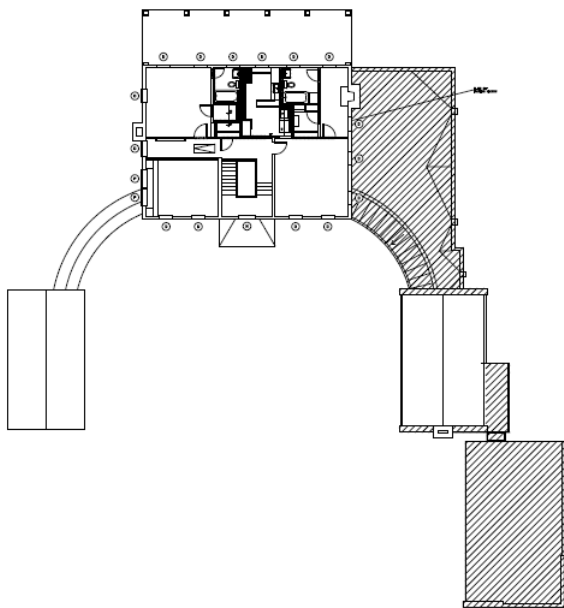


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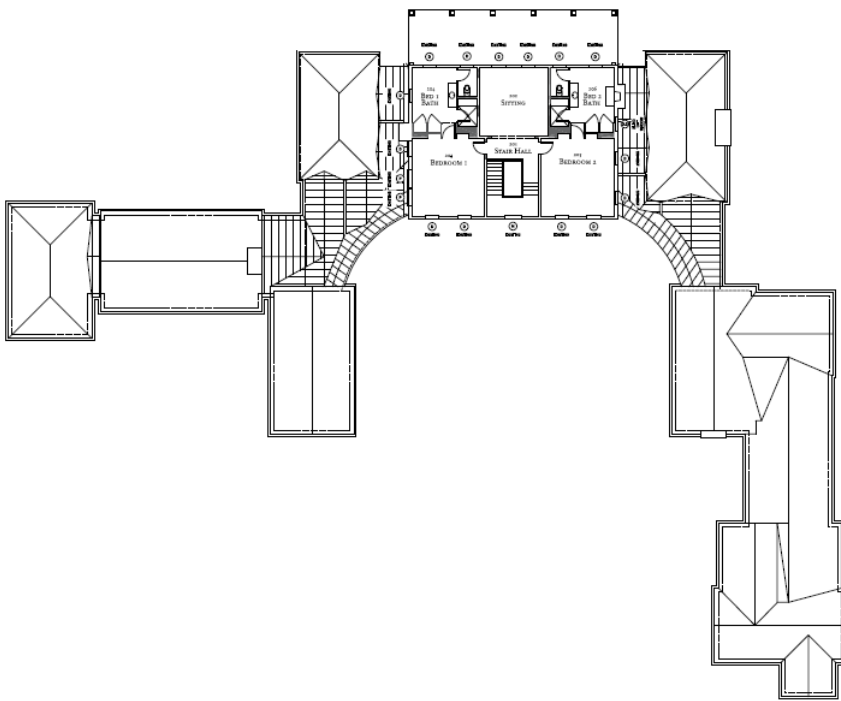
3376 INWOOD DRIVE HOUSTON, TEXAS		
DRAWING TITLE		
#1 MAIN HOUSE FIRST FLOOR PLAN		
SCALE	CURTIS & W. INDIAM	SHEET
AS NOTED		A-101



MAIN HOUSE  
SECOND FLOOR PLAN



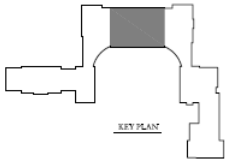
01. EXISTING SECOND FLOOR PLAN  
SCALE 3/32" = 1'-0"



02. PROPOSED SECOND FLOOR PLAN  
SCALE 3/32" = 1'-0"

PARTS LIST/DETAILS - FLOOR PLAN					
TYPE	QTY	SIZE	DESCRIPTION	REMARKS	
W	1	16'-0"	6'-0" x 6'-0"	DOUBLE HINGE	DOOR TO HALL
P	3	16	6'-0" x 6'-0"	DOOR	
D	14	6'-0"	6'-0" x 6'-0"	DOUBLE HINGE	DOOR TO EXTERIOR
D	1	6'-0"	6'-0" x 6'-0"	DOUBLE HINGE	

WALL LEGEND	
	EXISTING WALL
	NEW WALL



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3376 INWOOD DRIVE HOUSTON, TEXAS		
DRAWING TITLE		
#1 MAIN HOUSE SECOND FLOOR PLAN		
SCALE	CURTIS & W. INDIAN	SHEET
AS NOTED	Architect	A-102
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MAIN HOUSE  
FRONT SOUTH ELEVATION



04 EXISTING MAIN HOUSE SOUTH ELEVATION  
SCALE: 1/8"=1'-0"



03 PROPOSED MAIN HOUSE SOUTH ELEVATION  
SCALE: 1/8"=1'-0"







## MAIN HOUSE SIDE EAST ELEVATION



02 EXISTING MAIN HOUSE AND SCREENED PORCH EAST ELEVATION - SECTION THROUGH BEDROOM ADDITION

SCALE 1/8"=1'-0"

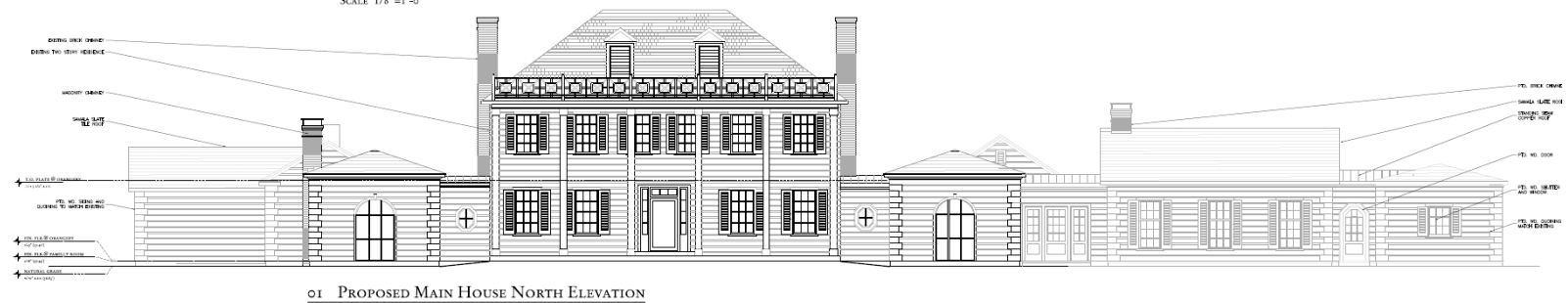


01 EXISTING MAIN HOUSE AND SCREENED PORCH EAST ELEVATION - SECTION THROUGH PROPOSED ADDITION

SCALE 1/8"=1'-0"



**MAIN HOUSE**  
**REAR NORTH ELEVATION**





## MAIN HOUSE

### WINDOWS AND DOORS

WINDOW SCHEDULE - FIRST FLOOR					
TYPE	QTY	LITE PATTERN	DIMENSIONS	DESCRIPTION	
A	2	8/8	41" x 69.25"	DOUBLE HUNG	EXISTING TO REMAIN
B	4	4/4	22.5" x 69.25"	DOUBLE HUNG	
C	2	1/1	14.5" x 35.5"	DOUBLE HUNG	
R	5	9	4'-11.5" x 8'-0"	SCREENED CASEMENT	
E	2	9	4'-11.5" x 8'-0"	CASEMENT	
D	4	6/6	2'-10.5" x 5'-9"	DOUBLE HUNG	
D.1	1	6/6	2'-10.5" x 5'-9"	DOUBLE HUNG	DEMO
F	2	6/6	2'-10.5" x 5'-9"	DOUBLE HUNG	PROPOSED
H	8	9	3'-10" x 7'-11.25"	CASEMENT	
J	6	6/9	2'-10" x 6'-3"	DOUBLE HUNG	
K	7	3/6	2'-10" x 6'-3"	DOUBLE HUNG	
L	2	4	2'-0" x 2'-7"	CASEMENT	
M	2	1/2	1'-1.5" x 3'-11"	DOUBLE HUNG	

DOOR SCHEDULE - FIRST FLOOR					
TYPE	QTY	LITE PATTERN	DIMENSIONS	DESCRIPTION	
A	1	1	3'-4" x 7'-6"	SINGLE SWING	EXISTING TO REMAIN
C	1	1	3'-6" x 6'-10"	SINGLE SWING	
D	1	1	2'-10" x 6'-10"	SINGLE SWING	
E	2	2	2'-10" x 6'-10"	SCREENED SINGLE SWING	
F	1	1	2'-10" x 6'-10"	SCREENED SINGLE SWING	
B	1	1	2'-10" x 6'-10"	SINGLE SWING	DEMO
H	6	1	2'-10" x 6'-10"	SINGLE SWING	PROPOSED
J	2	1	2'-10" x 6'-10"	SINGLE SWING	
K	2	12	3'-0" x 7'-0"	SINGLE SWING	
L	1	12	3'-0" x 7'-0"	SINGLE SWING	
M	5	12	3'-0" x 7'-0"	SINGLE SWING	



# Certificate Of Appropriateness: Alteration/Addition Worksheet

(For buildings outside Houston Heights East, West, or South Districts)



PLANNING &  
DEVELOPMENT  
DEPARTMENT

\* This form is required. Failure to include accurate and complete requested information below may result in an incomplete application and delay the review/recommendation of the proposed project to Director and HAHC.

Address: \_\_\_\_\_

Lot Size (Total Sq Ft): \_\_\_\_\_

## General Addition Info:

Lot Dimensions (W X L) : \_\_\_\_\_

Existing stories*		Proposed addition stories*	
Existing max ridge height*		Proposed max ridge height*	
Existing max eave height*		Proposed max eave height*	

Square Footage/Lot Coverage:	Existing	Proposed/New *do not include existing	= End Result/ Total
Ground Floor Square Footage of Primary Building (HCAD)* <small>*please include sunrooms or enclosed porches w/ walls or window</small>			
Detached Garage, Garage Apt or Accessory Building Square Footage			
<small>* Subtract detached garages more than 528 square feet <b>by</b> 528 square feet. If smaller than 528 sq ft, please subtract only the amount less than 528 sq ft.</small>			
	New Total Lot Coverage* =		

## Setbacks From Property Line:

	Existing	Proposed/New	Shares property line with neighbor -Y/N?
North*			
South*			
East*			
West*			

Do you have flooding issues? YES NO

## Foundation:

	Existing	Proposed/New Addition
Grade to Finished Floor Height (1st fl)*		
Type*		
Material*		

## Cladding:

	Existing	Proposed/New Addition
Primary Siding Material *		
Primary Siding Width Reveal		
Skirting Material		
Soffit Material		
Fascia Material		

Are all windows on the addition inset & recessed? YES or NO

Please remember to fill out the window worksheet

And review guidelines for drawing submissions

See link for more info: <https://cohweb.houstontx.gov/HPT/login.aspx>

## Max Width/Depth & Inset:

*widest building wall corner to corner*	Existing	Proposed/New *do not include existing	= End Result/Total
Max Width*			
Max Depth*			

Are original corners maintained with an inset on the addition?\*

YES or NO

Please advise inset dimensions for applicable corners:

## Roof:

	Existing	Proposed/New Addition
Pitch*		
Style*		
Material *		

## Porch Details:

	Existing	Proposed/New Addition
Eave Height		
Width		
Depth		
Decking Material		
Pier/Base Material		
Column Material		
Step Material		
Railing Height		
Railing Material		



**Officers**  
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President  
**Karl Stern**  
Vice President  
**Kate Gibson**  
Secretary  
**Craig Taylor**  
Treasurer

**Directors**  
Jan Bres  
Lance Gilliam  
William Maines  
Meg Murray  
Chris O'Sullivan



# River Oaks

## Property Owners, Inc.

3923 San Felipe Road, 77027  
P.O. Box 22632  
Houston, Texas 77227  
Phone: 713-622-0001  
Fax: 713-622-3221

Email: [ropo@ropo.org](mailto:ropo@ropo.org)  
Website: [www.ropo.org](http://www.ropo.org)

**Ben B. Turner III**  
General Manager

June 12, 2025  
Via email

Charles & Tiffany Masterson  
2520 Del Monte Drive  
Houston, TX 77019

**RE: Preliminary Approval-Major Project: Your Submittal Request for 3376 Inwood, Lot 8, Block 1, Section CCE including:**

- One-story side additions to match existing house. East side addition similar to existing footprint. West side addition with basement. Stone patios adjacent to house.
- One-story stucco pool pavilion forward of house.
- One-story gym building to match main house with cupola. Pool equipment and two ac units adjacent to building.
- One-story addition to existing two-story outbuilding. New awning on building. Three ac units adjacent to building.
- New gravel driveway, motorcourt and walkways.
- New pool and stone deck between pool pavilion and gym building.
- New tennis court forward of gym building.
- 4 foot high iron fencing at front, side and rear property lines and surrounding tennis court and pool areas.
- Three ac units and generator at rear of property.
- Impermeable Allowed: 56,583 sf  
Impermeable Proposed: 33,129 sf

Dear Mr. & Mrs. Masterson:

I am writing to inform you that the Board of Directors (the "Board") of River Oaks Property Owners, Inc. ("ROPO") has reviewed your submitted plans. The Board grants you *Preliminary Approval* as set out in Section 1.A.2.f of the *2023 Policies and Procedures with Architectural Review and Approval Process* (the "Policies and Procedures"), a complete copy of which is available on our website.

This Preliminary Approval of a Major Project will expire twelve (12) months after the date of this letter. You may now use this *Preliminary Approval* to seek City of Houston building permit(s). After obtaining such permit(s), you must submit to ROPO for review a copy of the permitted construction documents bearing the City of Houston approval stamps, in accordance with Section 1.A.3. of the Policies and Procedures. That Section reads in part:

The principal purpose of the review is for ROPO to determine whether there are material changes between the design that received the Board's Preliminary Approval and the construction documents that were approved by the City of Houston and received the building



permit(s). **No construction work, mobilization, temporary or permanent utility work or other activity may begin before the Board's review and written approval of such permitted construction documents.**

If ROPO finds no material changes that would impact the Board's *Preliminary Approval*, the Board will issue a *Written Approval to Begin Construction*. Such approval, as with any ROPO approval, is issued subject to your continuing compliance with the 2006 Amended and Restated Restrictions and Policies and Procedures.

Section 5.006 and 209.008 of the Texas Property Code and Chapter 38 of the Texas Civil Practice and Remedies Code provide that you could be subject to the reimbursement of ROPO's attorney's fees and costs should any legal action become necessary to enforce the Board's decision.

As always, if we can be of any assistance, please feel free to call.

Sincerely,



Melinda Lee  
Deed Restrictions Manager  
River Oaks Property Owners, Inc.

cc: Restrictions Committee

Daniel Ostendorf  
Curtis & Windham Architects  
daniel@curtiswindham.com