
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: New Construction – The original pool house will be demolished and replaced with a new structure with two additional bedrooms and a gym. To the north of the gym, a new pool and pool pavilion will be constructed on axis. Pool house and garage has a separate application HP2025_0167 that was approved administratively. A new tennis court will be constructed on axis with the south elevation of the gym. The proposed structure will have painted white wood siding and wood quoining at the building corners. The roof material will consist of samaca slate and low slope copper standing seam roofs as indicated on the proposed roof plans. All existing roof material and siding on historic structures will remain.

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**NEW CONSTRUCTION IN A HISTORIC DISTRICT**

Sec. 33-242(a): HAHC shall issue a certificate of appropriateness for new construction in a historic district upon finding that the application satisfies the following criteria:

S D NA**S - satisfies D - does not satisfy NA - not applicable**

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | (1) The distance from the property line of the front and side walls, porches, and exterior features of any proposed new construction must be compatible with the distance from the property line of similar elements of existing contributing structures in the context area; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | (2) The exterior features of the new construction must be compatible with the exterior features of existing contributing structures in the context area; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | (3) The scale and proportions of the new construction, including the relationship of the width and roofline, overall height, eave height, foundation height, porch height, roof shape, and roof pitch, and other dimensions to each other, must be compatible with the typical scale and proportions of existing contributing structures in the context area unless special circumstances, such as an atypical use, location, or lot size, warrant an atypical scale and proportions; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | (4) The height of the new construction must not be taller than the typical height of existing contributing structures in the context area unless special circumstances, such as an atypical use, location, or lot size, warrant an atypical height, except that:

(a) Design guidelines for an individual historic district may provide that a new construction with two stories may be constructed in a context area with only one-story contributing structures as long as the first story of the new construction has proportions compatible with the contributing structures in the context area, and the second story has similar proportions to the first story; and

(b) A new construction shall not be constructed with more than one story in a historic district that is comprised entirely of one-story contributing structures, except as provided for in design guidelines for an individual historic district. |

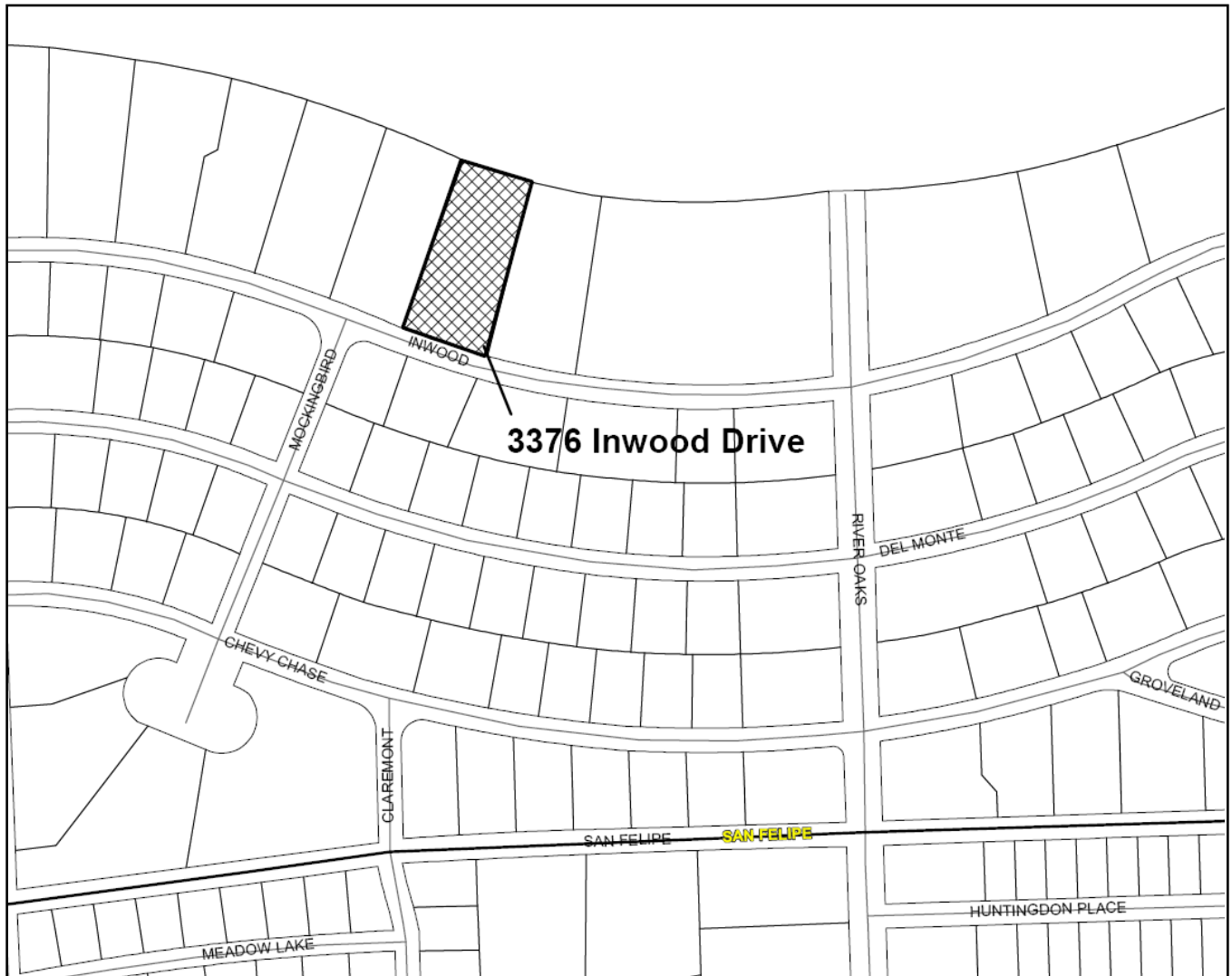
Inventory Photograph



Current Photograph



MAP



PHOTOS



Context Photo: 3376 Inwood Drive

DRAFT

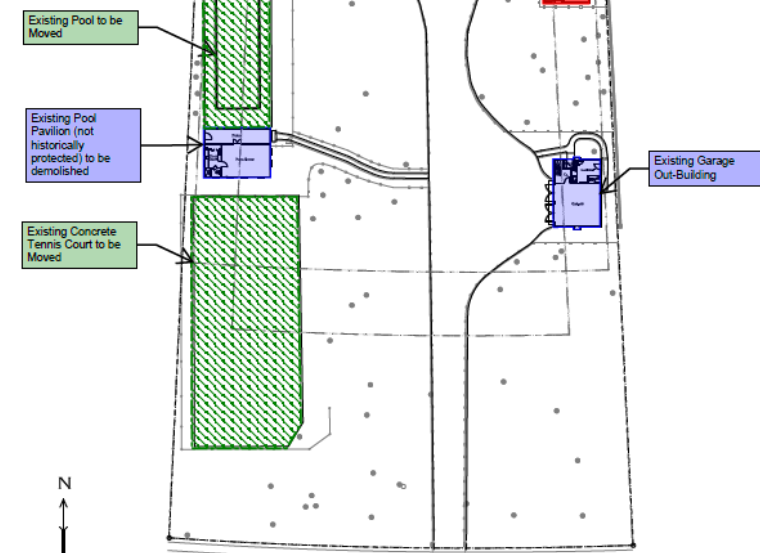
SITE PLAN

BUILDING WORKSHEET LEGEND:

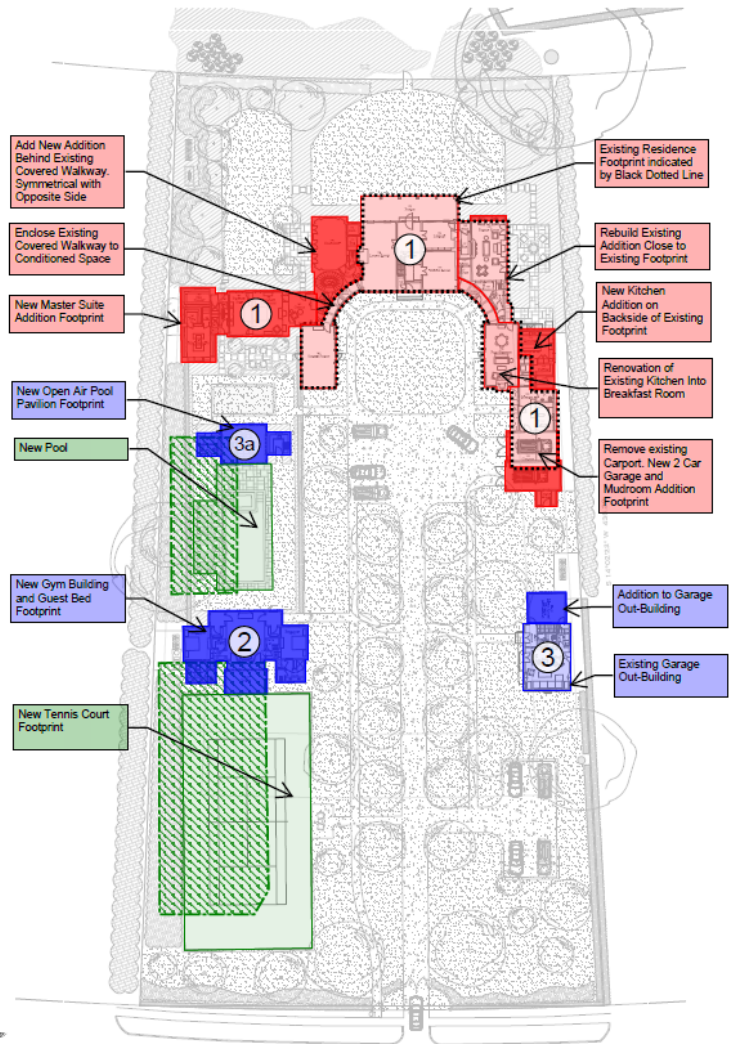
- ① MAIN HOUSE RENOVATION + ADDITION
- ② EAST - WEST NEW CONSTRUCTION
- ③ POOL PAVILION NEW CONSTRUCTION
- ④ GYM BUILDING NEW CONSTRUCTION
- ⑤ GARAGE BUILDING ADDITION

DIAGRAM KEY:

- MAIN HOUSE EXISTING FOOTPRINT
- MAIN HOUSE ADDITION FOOTPRINT
- OUT BUILDING EXISTING FOOTPRINT
- OUT BUILDING ADDITION FOOTPRINT
- EXISTING HARDSCAPE FOOTPRINT
- NEW HARDSCAPE FOOTPRINT



EXISTING SITE PLAN



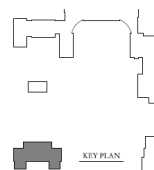
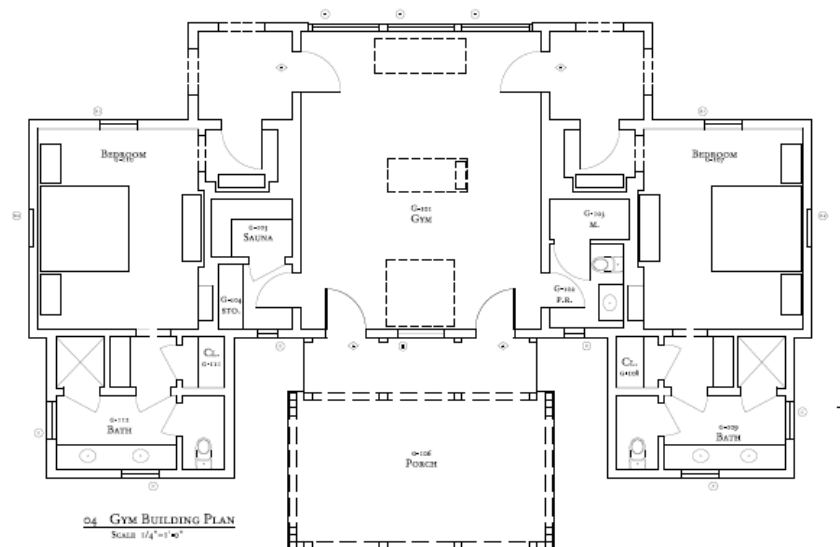
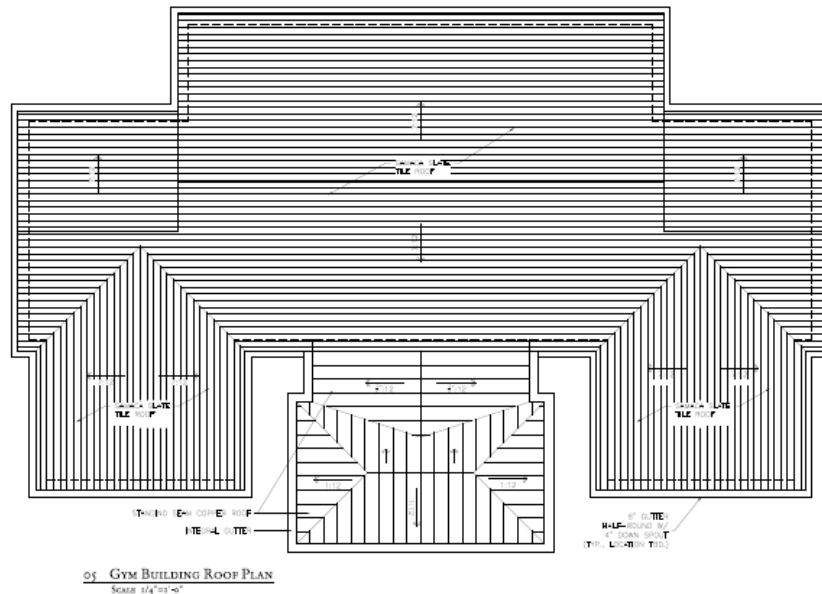
PROPOSED SITE PLAN



Scale 1/8"=1'-0"

GYM BUILDING

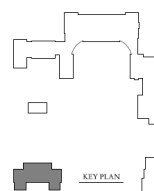
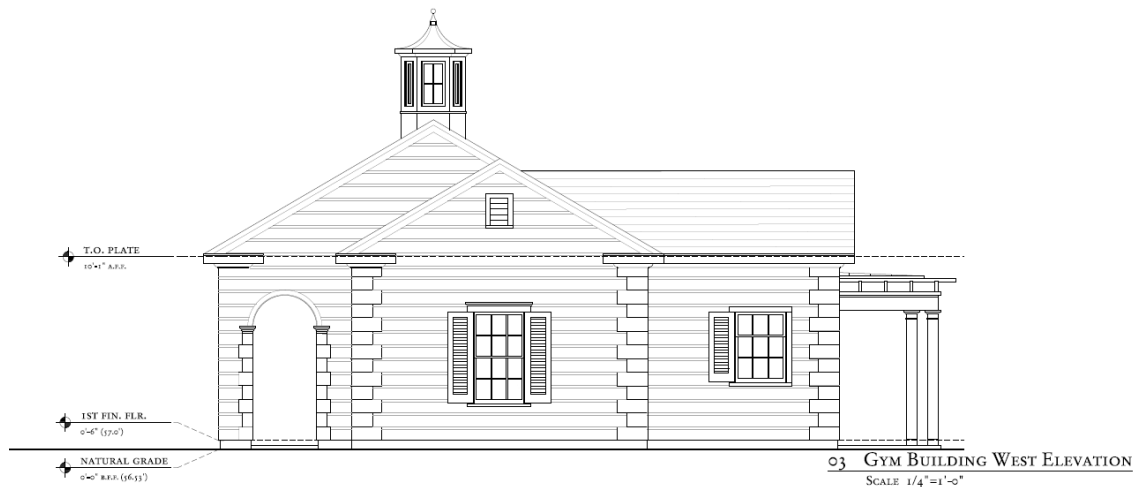
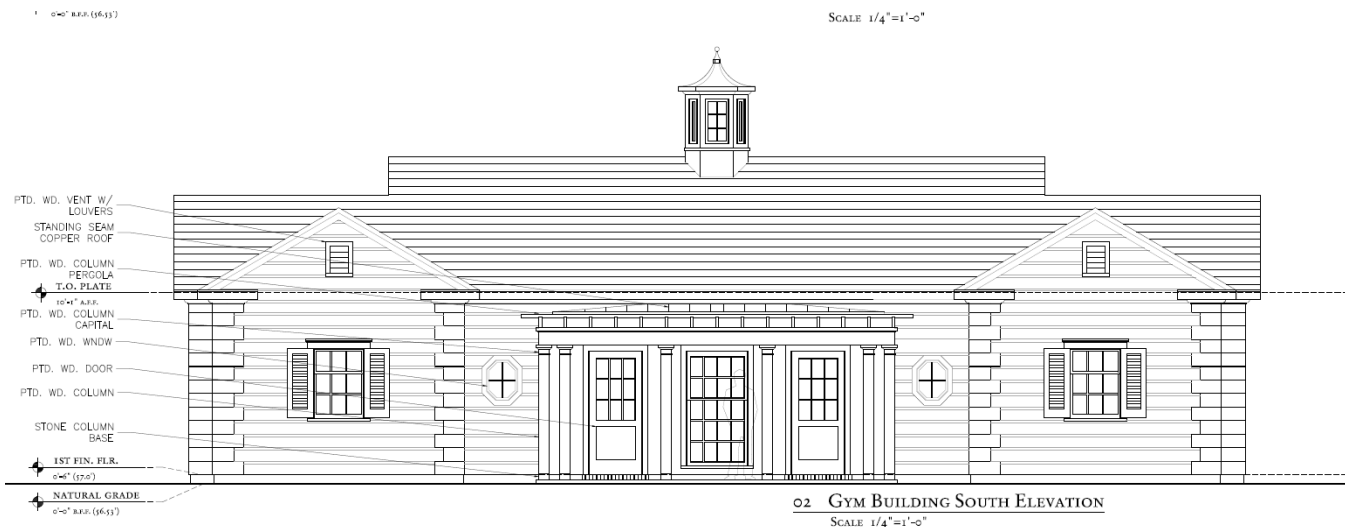
FIRST FLOOR PLAN & ROOF PLAN



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2023/06/09 ISSUE FOR COA APPROVAL		
<p>3376 INWOOD DRIVE HOUSTON, TEXAS</p>		
DRAWING TITLE		
<p>#2 GYM BUILDING</p>		
SCALE	CURTIS & WINDHAM <i>architects</i> REGISTERED ARCHITECTS 3819 MONTROSE BLVD., SUITE 100 HOUSTON, TEXAS 77006 TEL: 713-862-7281 • FAX 713-862-7282	SHEET
AS NOTED		G-101

GYM BUILDING ELEVATIONS



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2025/06/09 Issue for COA Approval

3376 INWOOD DRIVE HOUSTON, TEXAS	
DRAWING TITLE	
#2 GYM BUILDING	
SCALE AS NOTED	SHEET G-101
CURTIS & WINDHAM ARCHITECTS 2818 MONTELEONE BLVD. SUITE 100 HOUSTON, TEXAS 77056-1000 COPYRIGHT © 2024 CURTIS & WINDHAM ARCHITECTS, INC.	



WINDOWS AND DOORS

WINDOW SCHEDULE - FIRST & SECOND FLOOR					
TYPE	QTY	LITE PATTERN	DIMENSIONS	DESCRIPTION	
A	3	9	60.5" x 97"	CASEMENT	PROPOSED
B.1	2	6/6	34" x 60.5"	DOUBLE HUNG	PROPOSED
B.2	2	6/6	34" x 60.5"	BLIND DOUBLE HUNG	PROPOSED
C	4	3/6	34" x 47"	DOUBLE HUNG	PROPOSED
D	2	4	20.75" x 26.75"	CASEMENT	PROPOSED
E	1	8/12	41" x 76.5"	DOUBLE HUNG	PROPOSED

DOOR SCHEDULE - FIRST & SECOND FLOOR					
TYPE	QTY	LITE PATTERN	DIMENSIONS	DESCRIPTION	
A	4	6	36" x 82.5"	SWING DOOR	PROPOSED

Certificate Of Appropriateness: New Construction 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 New Construction Info:

Primary or Accessory Building*	
Proposed Total Square footage*	
Proposed stories*	
Proposed max ridge height*	
Proposed max eave height*	

Lot Dimensions (W X L)* :

Setbacks From Property Line:

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

Context Area:

Neighbor #1 stories*		Neighbor #2 stories*	
Neighbor #1 ridge height		Neighbor #2 ridge height	

Square Footage/Lot Coverage:	Proposed
Ground Floor Square Footage of Primary Building (HCAD)* <small>*please include sunrooms or enclosed porches w/ walls or windows</small>	
Attached Garage or Storage Space Square Footage	
Detached Garage, Garage Apartment or Accessory Building Square Footage	
<small>* Subtract detached garages more than 528 square feet by 528 square feet. If smaller than 528 sq ft, please subtract only the amount less than 528 sq ft.</small>	
	Total Lot Coverage (base sq ft)* =
	Total Lot Coverage (% based on lot size)* =

Do you have flooding issues?

Max Width/Depth:

widest building wall corner to corner	Proposed
Max Width*	
Max Depth*	

Foundation:

YES or NO

	Proposed
Grade to Finished Floor Height (1st fl)*	
Type*	
Material *	

Roof:

	Proposed
Pitch*	
Style*	
Material*	

Cladding:

	Proposed
Primary Siding Material*	
Primary Siding Width Reveal	
Skirting Material	
Soffit Material	
Fascia Material	

Porch Details:

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

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

Please fill out the window worksheet and review guidelines for drawing submissions

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

Form Date: January 4, 2021 4:48 PM

Officers
Thomas Carter
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
Website: 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,

A handwritten signature in blue ink, appearing to read 'Melinda Lee', with a stylized, flowing script.

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

cc: Restrictions Committee

Daniel Ostendorf
Curtis & Windham Architects
daniel@curtiswindham.com