



CERTIFICATE OF APPROPRIATENESS

Reviewed by the Houston Archaeological and Historical Commission

Application Date: 6/11/2025

HPO File#: HP2025_0178

ITEM#:

Applicant: Maria Do, owner

Property: 7618 Cayton Avenue, Ssec 9, Glenbrook Valley

Significance: Contributing (includes potentially contributing), Glenbrook Valley

Proposal: Alteration:

Proposal:

Remove and replace 3 trapezoidal fixed clerestory windows on North Elevation

No change to fenestration

Existing Windows: rotten wood, loose seal around window, broken glass, mold and rot damage. Water incursion from windows causing damage.

Public Comments

Name	Comments
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Civic Association

Name	Comments
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Recommendation: Approval

HAHC Action:

Basis for Issuance: HAHC review

Planning Official

Date Effective:



Note: All materials in exterior walls, including windows, siding, framing lumber, and interior shiplap must be retained except where removal or replacement has been explicitly approved by HAHC. Shiplap is an integral structural component of the exterior wall assembly in balloon framed structures and its removal can cause torqueing, twisting and collapse of exterior walls. Shiplap may be carefully shored and removed in small portions to insulate, run wire or plumbing, and should be replaced when the work is complete. Maintenance and minor in-kind repairs of exterior materials may be undertaken without HAHC approval, but if extensive damage of any exterior wall element is encountered during construction, contact staff before removing or replacing the materials. A revised COA may be required.

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:

Approval Criteria Status	Approval Criteria Description
Satisfies	(1) The proposed activity must retain and preserve the historical character of the property; Staff Comments: No changes to window openings
Satisfies	(2) The proposed activity must contribute to the continued availability of the property for a contemporary use; Staff Comments: Window update, brings window performance up to present day standards.
Satisfies	(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; Staff Comments: No changes to window openings, character of building is maintained.
Satisfies	(4) The proposed activity must preserve the distinguishing qualities or character of the building, structure, object or site and its environment; Staff Comments: character of building is maintained, no changes to window openings,
Satisfies	(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;

Satisfies	(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;
Not Applicable	(7) The proposed replacement of missing 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;
Satisfies	(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;
Satisfies	(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 Staff Comments: No structural changes to building.
Not Applicable	(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.

Drawings



CERTIFICATE OF APPROPRIATENESS

WINDOW WORKSHEET



PLANNING &
DEVELOPMENT
DEPARTMENT

EXISTING WINDOW SCHEDULE							
Window	Material	Lite Pattern	Style	Dimensions	Recessed/Inset	Original/Replacement	Existing to Remain
Ex. A1	Wood	1/1	DH	32 x 66	Recessed	Original	No

DAMAGE TO EXISTING WINDOWS	
Window	Describe Damage
Ex. A1	Glass is broke, window is inoperable, rail is rotten, and frame is broken

PROPOSED WINDOW SCHEDULE							
Window	Material	Lite Pattern	Style	Dimensions	Recessed/Inset	Brand/Vendor	Other
Ex. A1	Wood	1/1	DH	32 x 66	Recessed	Plygem	

- Must include photos of all windows with labels indicated on this sheet
 - Must include manufacture's specifications and details for all proposed windows
- *** Use additional sheets as necessary