PLANNING & DEVELOPMENT DEPARTMENT

CERTIFICATE OF APPROPRIATENESS

Reviewed by the Houston Archaeological and Historical Commission

ITEM B4 | November 5, 2026 | 928 Cortlandt Street
HPO File #: HP2026_0313 | Houston Heights South

Applicant: Brian Mennes, agent for Deanna Willson, owner

Property: 928 Cortlandt Street, Lot 19 Block 228. The property is a 3,764 square foot two-story wood single-family residence situated on a 6,600 square foot (50'-0"x132'-0") interior lot.

Significance: Non-contributing contemporary (Victorian inspired) property constructed circa 2005, located in the Houston Heights South Historic District.

Proposal: Alteration – Garage apartment.

The applicant proposes to construct a second-story garage apartment atop of the existing detached garage.

- The proposed garage apartment will be 528 square feet, and its exterior walls will align with the existing garage walls below.
- The proposed garage apartment will have siding and finishes that match the existing garage.
- The proposed garage apartment will have a 9"/12 front-gabled roof with composite shingles, an eave height of 17'-0 3/4", and a ridge height of 28'-4 1/4".
- The front (west) elevation will have three equidistant 1-over-1 windows, and the rear (east) elevation will have no windows.
- The south (right) elevation will have two windows: a 1-over-1 window toward the west corner of the garage apartment and a single-pane clerestory window.
- The north (left) elevation will have two 1-over-1 windows, one toward the center and one toward the east corner of the garage apartment.
- An exterior staircase with a railing will wrap around the north and west elevations.
- All new windows need to be inset and recessed. See Attachment A for details.

Public Comment: No public comment received.

Civic Association: No civic association comment received.

Recommendation: **Approval with Conditions:**

1. **The maximum ridge height of the proposed addition shall not exceed 26 feet.**
2. **The second-story portion of the addition shall maintain a minimum 5-foot side setback.**

HAHC Action: -

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APPROVAL CRITERIA

ALTERATIONS TO NONCONTRIBUTING STRUCTURES

Sec. 33-241.1(b): Director shall issue a certificate of appropriateness for the alteration, rehabilitation, or restoration of a non-contributing structure or an addition to a **non-contributing structure in an historic district** upon finding that the application satisfies the following criteria, as applicable:

S	D	NA		**S - satisfies D - does not satisfy NA - not applicable**
			(1)	For an alteration, rehabilitation, or restoration that does not require the removal or replacement of the structural elements, not including the foundation, within 67 percent of the structure:
☒	☐	☐		(a) 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; and
☒	☐	☐		(b) The proposed activity must match the architectural features, materials, and character of either the existing noncontributing structure or the contributing structures within the context area.
☐	☐	☒	(2)	For an alteration, rehabilitation, or restoration that requires the removal or replacement of the structural elements, not including the foundation, within 67 percent or more of the structure, the director shall refer the application to the HAHC, which shall approve a certificate of appropriateness if the result of the project conforms to the requirements for new construction in a historic district in section 33-242 of this Code.
			(3)	For an addition to a noncontributing structure:
☐	☒	☐		(a) 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 from the property line of similar elements of existing contributing structures in the context area; and
☐	☒	☐		(b) The noncontributing structure with the constructed addition is compatible with the typical proportions and scale of existing contributing structures in the context area.

HEIGHTS DESIGN GUIDELINES

☐	☒	☐	In accordance with Sec. 33-276, the proposed activity must comply with the City Council approved Design Guidelines. *The proposed ridge height is 28'-41/4" which is 2'-41/4" over the max allowed 26'-0" ridge height.* *The proposed rear second-story setback is 4'-0" which is 1'-0" under the minimum allowed rear set back of 5'-0".*

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HEIGHTS DESIGN GUIDELINES MEASURABLE STANDARDS

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

☒ ☐ ☐ Maximum Lot Coverage (Addition and New Construction)

LOT SIZE	MAXIMUM LOT COVERAGE
<4000	.44 (44%)
4000-4999	.44 (44%)
5000-5999	.42 (42%)
6000-6999	.40 (40%)
7000-7999	.38 (38%)
8000+	.38 (38%)

Existing Lot Size: 6,600 SF

Max. Allowed: 2,640 SF

Proposed Lot Coverage: 2,107 SF

☒ ☐ ☐ Maximum Floor Area Ratio (Addition and New Construction)

LOT SIZE	MAXIMUM FAR
<4000	.48
4000-4999	.48
5000-5999	.46
6000-6999	.44
7000-7999	.42
8000+	.40

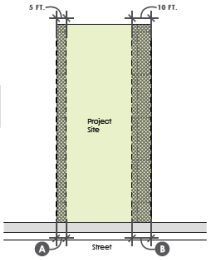
Existing Lot Size: 6,600 SF

Max. FAR Allowed: 2,904 SF

Proposed FAR: 3,811 SF

First floor, existing house	1,922 sq ft
+ Second floor, existing house	1,842 sq ft
+ Garage, first floor (existing)	575 sq ft
– Garage, first floor existing (exempt sq ft)	528 sq ft
+ Garage apartment proposed	528 sq ft
– Garage apartment proposed (exempt sq ft)	528 sq ft
Total:	3,811 sq ft

☐ ☒ ☐ Side Setbacks (Addition and New Construction)



Note: This diagram shows just one example of a side setback configuration.

KEY	MEASUREMENT	APPLICATION
A	3 FT.	Minimum distance between side wall and the property line for lots less than 35 feet wide
	5 FT.	Minimum distance between the side wall and the property line
B	REMAINING	Difference between minimum side setback of 5 feet and minimum cumulative side setback
C	6 FT.	Minimum cumulative side setback for lots less than 35 feet wide
	10 FT.	Minimum cumulative side setback for a one-story house
	15 FT.	Minimum cumulative side setback for a two-story house

Proposed North Side Setback (1): 21'-1"

Proposed South Side Setback (2): 4'-0"

Cumulative Side Setback: 25'-1"

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☒ ☐ ☐ Building Wall (Plate) Height (Addition and New Construction)

MEASUREMENT	APPLICATION
36 IN.	Maximum finished floor height (as measured at the front of the structure)
10 FT.	Maximum first floor plate height
9 FT.	Maximum second floor plate height

Proposed finished floor: 0

Proposed first floor plate height: 10'-0"

Proposed second floor plate height: 8'-6"

☒ ☐ ☐ Rear Setbacks (Addition and New Construction)

The City of Houston requires a minimum setback of three feet from the rear property line for all properties, except under the following circumstances:

- A front-facing garage which is located with its rear wall at the alley may have a zero-foot setback.
- An alley-loading garage generally must be located to establish a minimum of 20 feet of clearance from an opposing alley-loading garage door, the rear wall of a front-facing garage, or a fence; a 24-foot clearance is preferred.

Proposed rear setback: 7'-6"

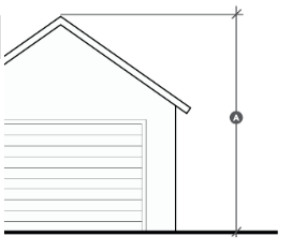
☒ ☐ ☐ Eave Height (Addition and New Construction)

PRIMARY BUILDING (2-STORY)	
MEASUREMENT	APPLICATION
20 FT.	Maximum 2-story eave height (at 5 FT. minimum side setback)
22 FT.	Maximum 2-story eave height (at 7 FT. or greater side setback)

Proposed eave height: 17'- 0 3/4"

☐ ☒ ☐ Detached Garage Ridge Height (New Construction)

GARAGE 1-STORY RIDGE HEIGHT



KEY	MEASUREMENT	APPLICATION
A	16 FT.	Maximum 1-story garage ridge height

GARAGE 2-STORY RIDGE HEIGHT



KEY	MEASUREMENT	APPLICATION
A	26 FT.	Maximum 2-story garage ridge height (for garage apartment)

Proposed ridge height: 28'- 41/4"

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CERTIFICATE OF APPROPRIATENESS

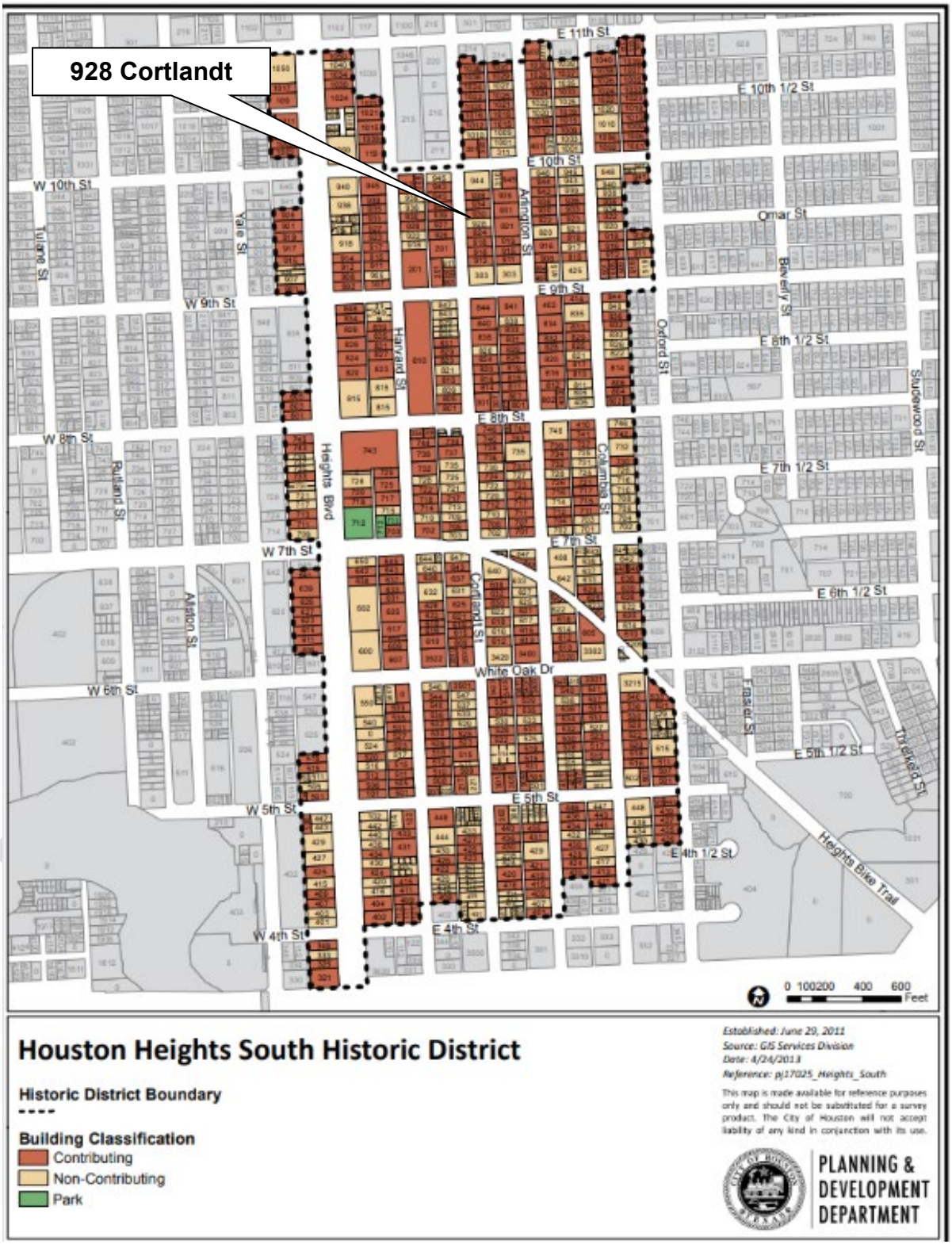
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928 Cortlandt Street
Houston Heights South

DISTRICT MAP



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Houston Heights South

INVENTORY PHOTO



CURRENT PHOTO



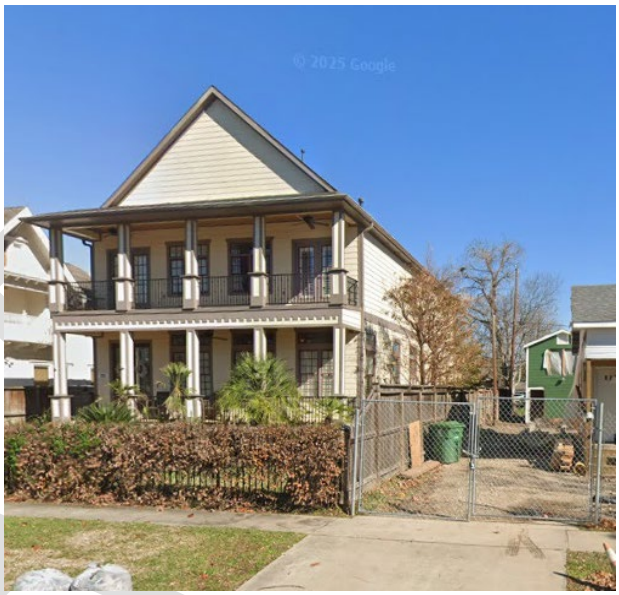
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ADDITIONAL PHOTOS (GOOGLE STREET VIEW)

NORTHWEST CORNER



SOUTHWEST CORNER



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EXISTING PHOTOS (GARAGE)

WEST (FRONT)



SOUTH (RIGHT)



EAST (REAR ALLEY ACCESS)



NORTH (LEFT)



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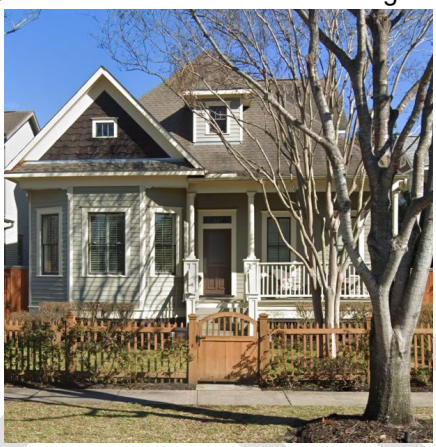
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928 Cortlandt Street
Houston Heights South

CONTEXT AREA



944 Cortlandt Street—Non-contributing—2 STY



924 Cortlandt Street—Contributing—2 STY



946 Cortlandt Street—Non-contributing—2 STY



912 Cortlandt Street—Contributing—2 STY



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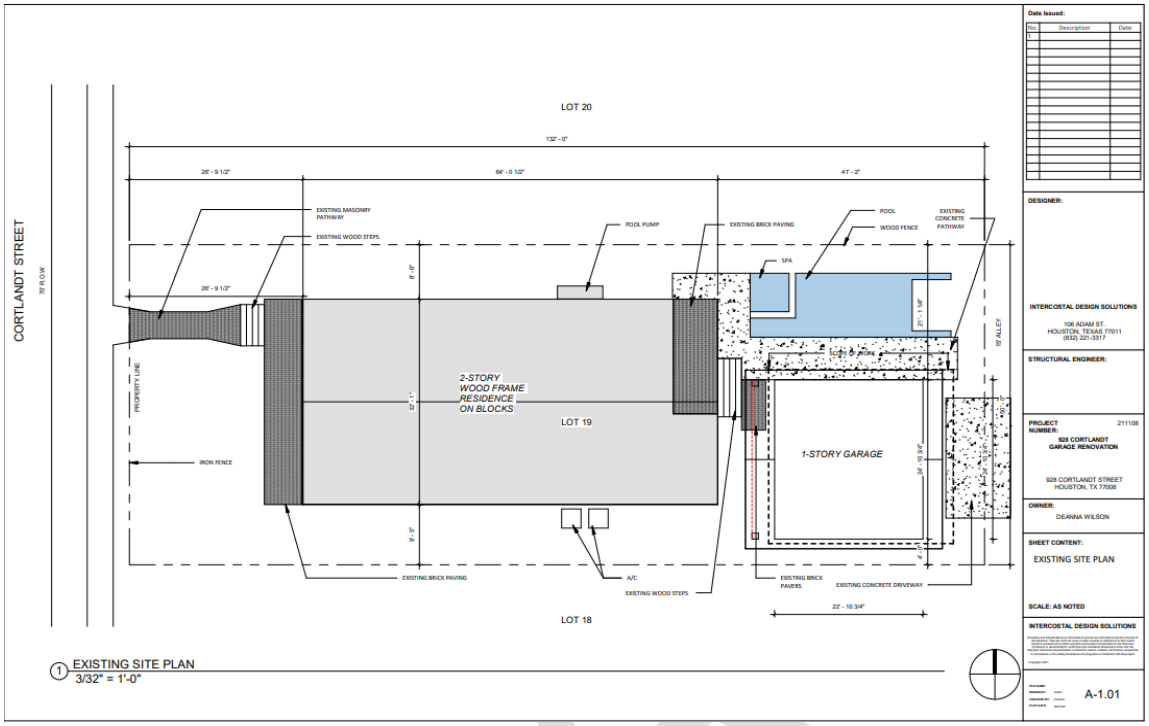
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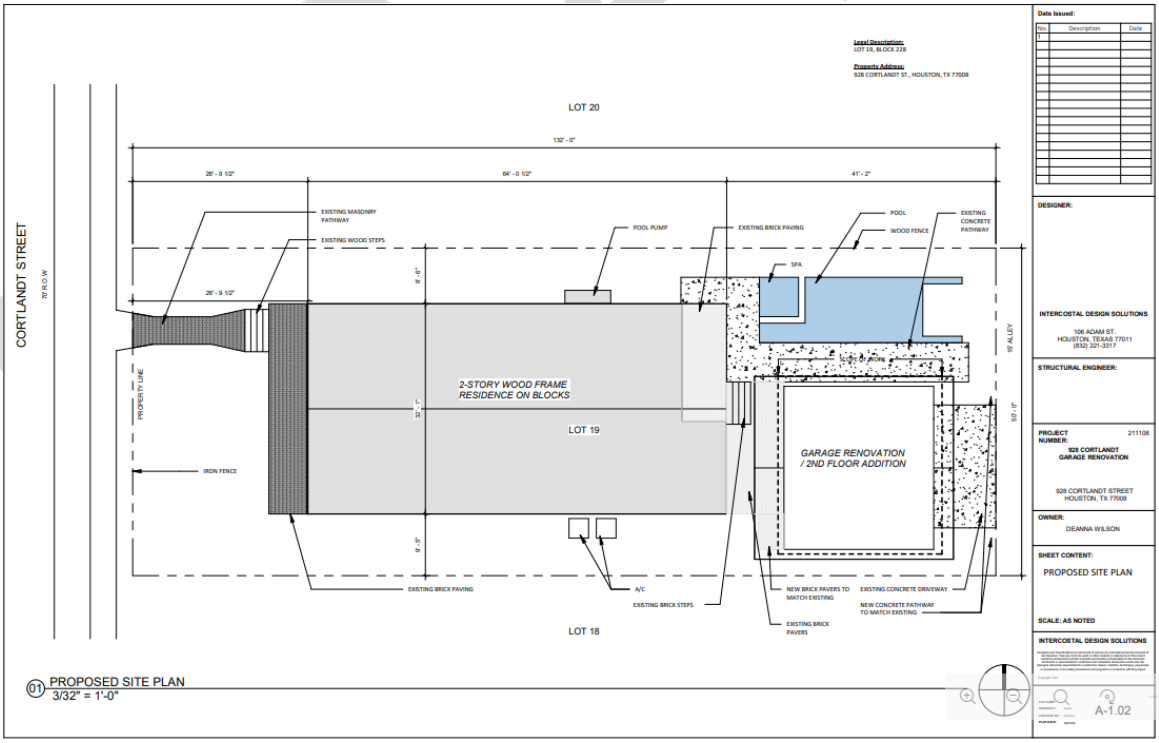
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928 Cortlandt Street
Houston Heights South

SITE PLAN



EXISTING



PROPOSED

CERTIFICATE OF APPROPRIATENESS

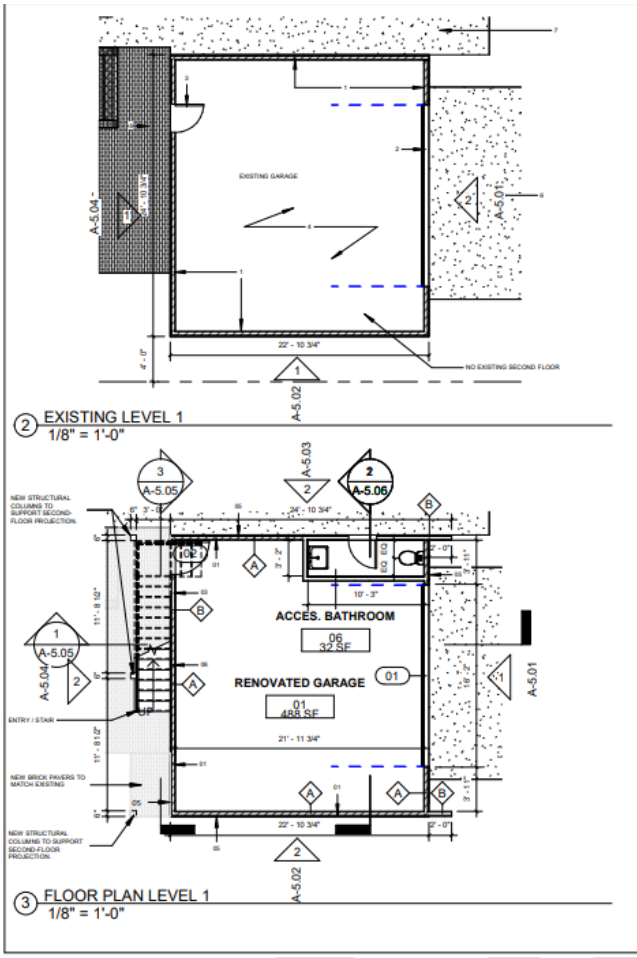
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928 Cortlandt Street
Houston Heights South

FLOOR PLAN (FIRST FLOOR)



2 EXISTING LEVEL 1
1/8" = 1'-0"

3 FLOOR PLAN LEVEL 1
1/8" = 1'-0"

EXISTING GENERAL NOTES:

A. FIELD VERIFY ALL EXISTING DIMENSIONS AND CONDITIONS PRIOR TO CONSTRUCTION. NOTIFY DESIGNER OF ANY DISCREPANCIES.

B. EXISTING CONDITIONS SHOWN ARE BASED ON AVAILABLE SURVEY INFORMATION, SITE PHOTOGRAPHS, AND FIELD INFORMATION PROVIDED.

C. ALL EXISTING CONSTRUCTION SHOWN ON THIS SHEET IS TO REMAIN UNLESS OTHERWISE INDICATED ON DEMOLITION DRAWINGS.

D. EXISTING GARAGE IS A SINGLE-STORY STRUCTURE. NO EXISTING SECOND FLOOR CURRENTLY EXISTS.

EXISTING KEY NOTES:

1. EXISTING GARAGE WALLS
2. EXISTING OVERHEAD GARAGE DOOR
3. EXISTING EXTERIOR ENTRY DOOR
4. EXISTING GARAGE FLOOR / SLAB
5. EXISTING ROOF
6. EXISTING CONCRETE DRIVEWAY
7. EXISTING SITE PAVING
8. EXISTING BRICK PAVERS
9. EXISTING BRICK STEPS

PROPOSED PLAN GENERAL NOTES:

A. REMOVE AND REPLACE ANY DAMAGED OR DETERIORATED WOOD DISCOVERED WITHIN AREAS OF WORK. NOTIFY OWNER PRIOR TO PROCEEDING WITH REPAIRS

B. GENERAL CONTRACTOR SHALL NOTIFY OWNER OF ANY DAMAGE TO EXISTING PAVING, SITE ELEMENTS, OR BUILDING COMPONENTS TO REMAIN.

C. GENERAL CONTRACTOR SHALL MAINTAIN A CLEAN AND SAFE WORKSITE AT ALL TIMES DURING CONSTRUCTION.

D. GENERAL CONTRACTOR SHALL COORDINATE ALL MEP TRADES WITH THE NEW SCOPE OF WORK.

E. NEW EXTERIOR WALL ASSEMBLIES TO PROVIDE INSULATION AS REQUIRED BY APPLICABLE CODE.

F. NEW SECOND FLOOR / FLOOR-CEILING ASSEMBLY TO PROVIDE INSULATION AS REQUIRED BY APPLICABLE CODE.

G. ALL NEW WINDOWS SHALL COMPLY WITH APPLICABLE ENERGY CODE REQUIREMENTS FOR U-FACTOR AND SHGC.

H. FIELD VERIFY ALL EXISTING DIMENSIONS AND CONDITIONS PRIOR TO CONSTRUCTION. NOTIFY ARCHITECT / DESIGNER OF ANY DISCREPANCIES BEFORE PROCEEDING.

J. FOR SHOWER, DESIGN IS IN COMPLIANCE WITH 1,024 SQUARE INCHES MIN. FOR FINISHED INTERIOR AREA AND IS IN ACCOMMODATION OF 30" DIA. CLEARANCE CIRCLE

PROPOSED PLAN KEY NOTES

01. EXISTING GARAGE WALLS TO REMAIN
02. NEW EXTERIOR WALLS TO ALIGN WITH EXISTING WALLS BELOW
03. INFILL EXISTING DOOR OPENING WITH NEW WALL
04. NEW EXTERIOR FINISH TO MATCH EXISTING
05. EXISTING EXTERIOR FINISH TO REMAIN
06. EXISTING WALL / STRUCTURE MODIFIED AS REQUIRED FOR NEW STAIR

LEGEND

- EXISTING BUILDING, NOT IN AREA SCOPE WORK
- PROPOSED ADDITION
- EXISTING WALLS
- WALL TYPE
- ELEVATION VIEW
- SECTION VIEW
- ENLARGED VIEW

Date Issued:

No.	Description	Date
1		

DESIGNER:

INTERCOSTAL DESIGN SOLUTIONS
106 ADAM ST.
HOUSTON, TEXAS 77011
(832) 221-3317

STRUCTURAL ENGINEER:

PROJECT NUMBER: 211108
928 CORTLANDT GARAGE RENOVATION

928 CORTLANDT STREET
HOUSTON, TX 77008

OWNER:
DEANNA WILSON

SHEET CONTENT:
FLOOR PLAN - LEVEL 01

SCALE: AS NOTED

INTERCOSTAL DESIGN SOLUTIONS

A-2.01

CERTIFICATE OF APPROPRIATENESS

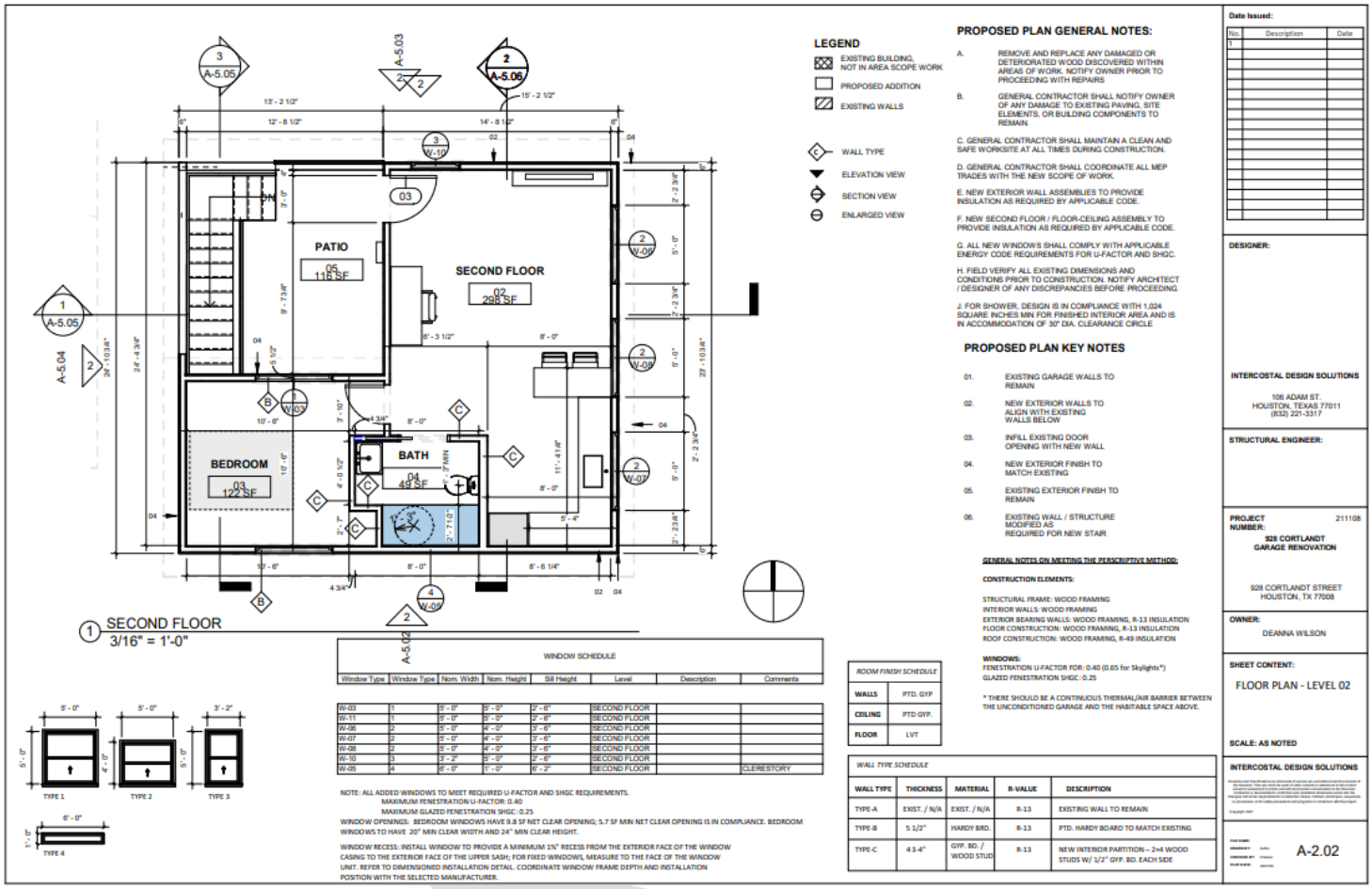
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FLOOR PLAN (SECOND FLOOR)

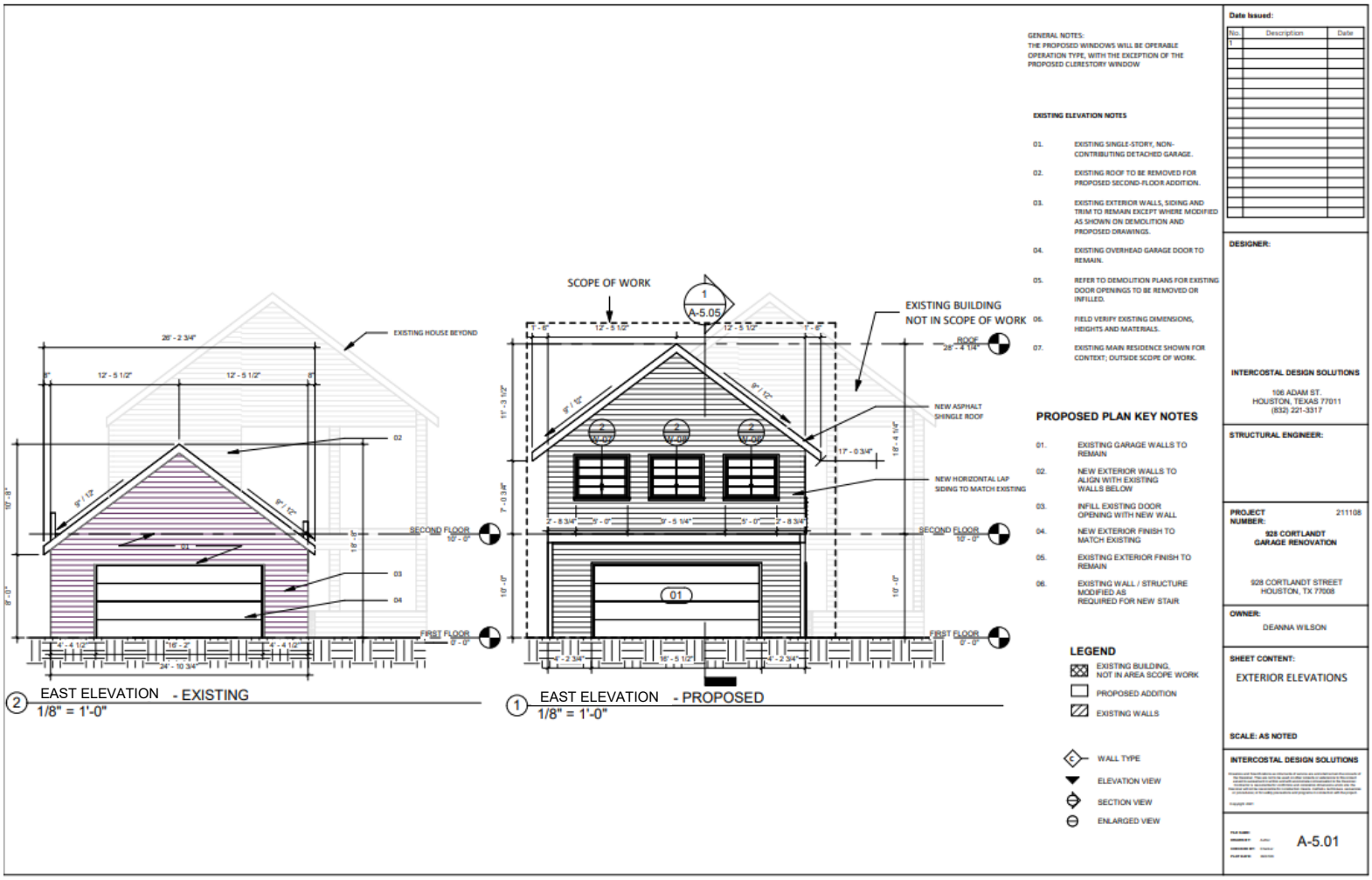


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928 Cortlandt Street
Houston Heights South

EAST (REAR) ELEVATION



CERTIFICATE OF APPROPRIATENESS

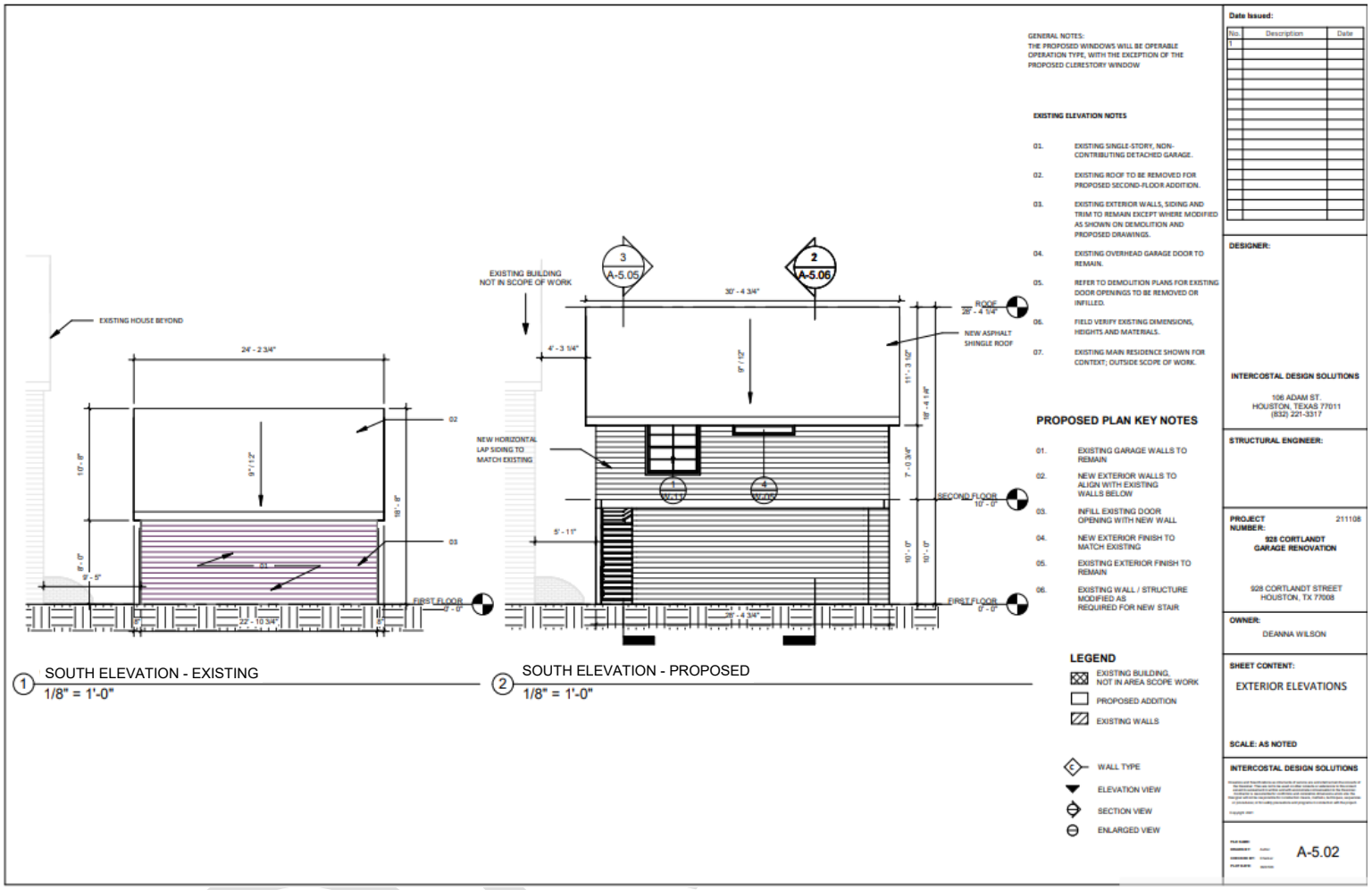
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928 Cortlandt Street
Houston Heights South

SOUTH (RIGHT) ELEVATION



1 SOUTH ELEVATION - EXISTING
1/8" = 1'-0"

2 SOUTH ELEVATION - PROPOSED
1/8" = 1'-0"

CERTIFICATE OF APPROPRIATENESS

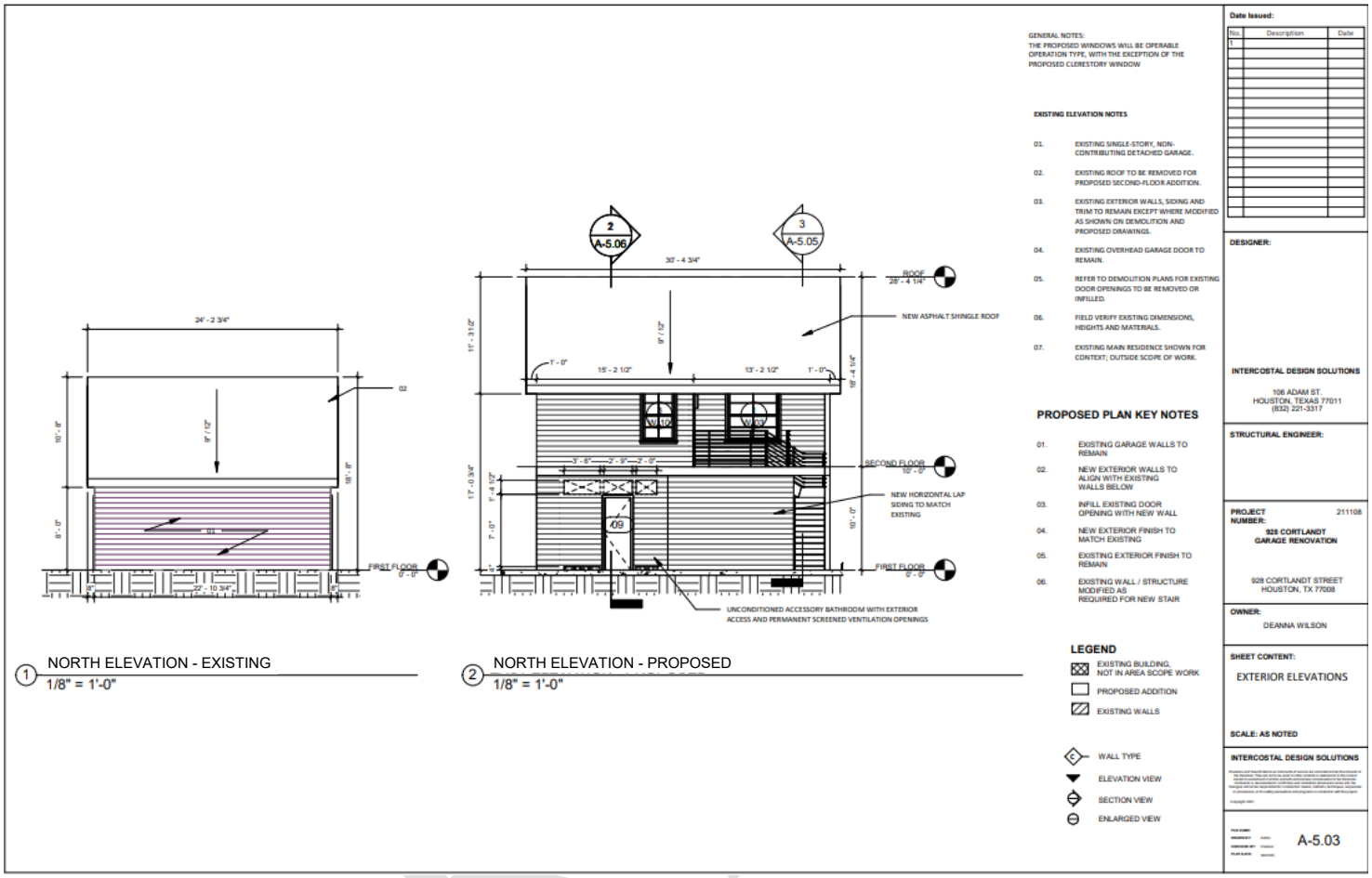
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928 Cortlandt Street
Houston Heights South

NORTH (LEFT) ELEVATION



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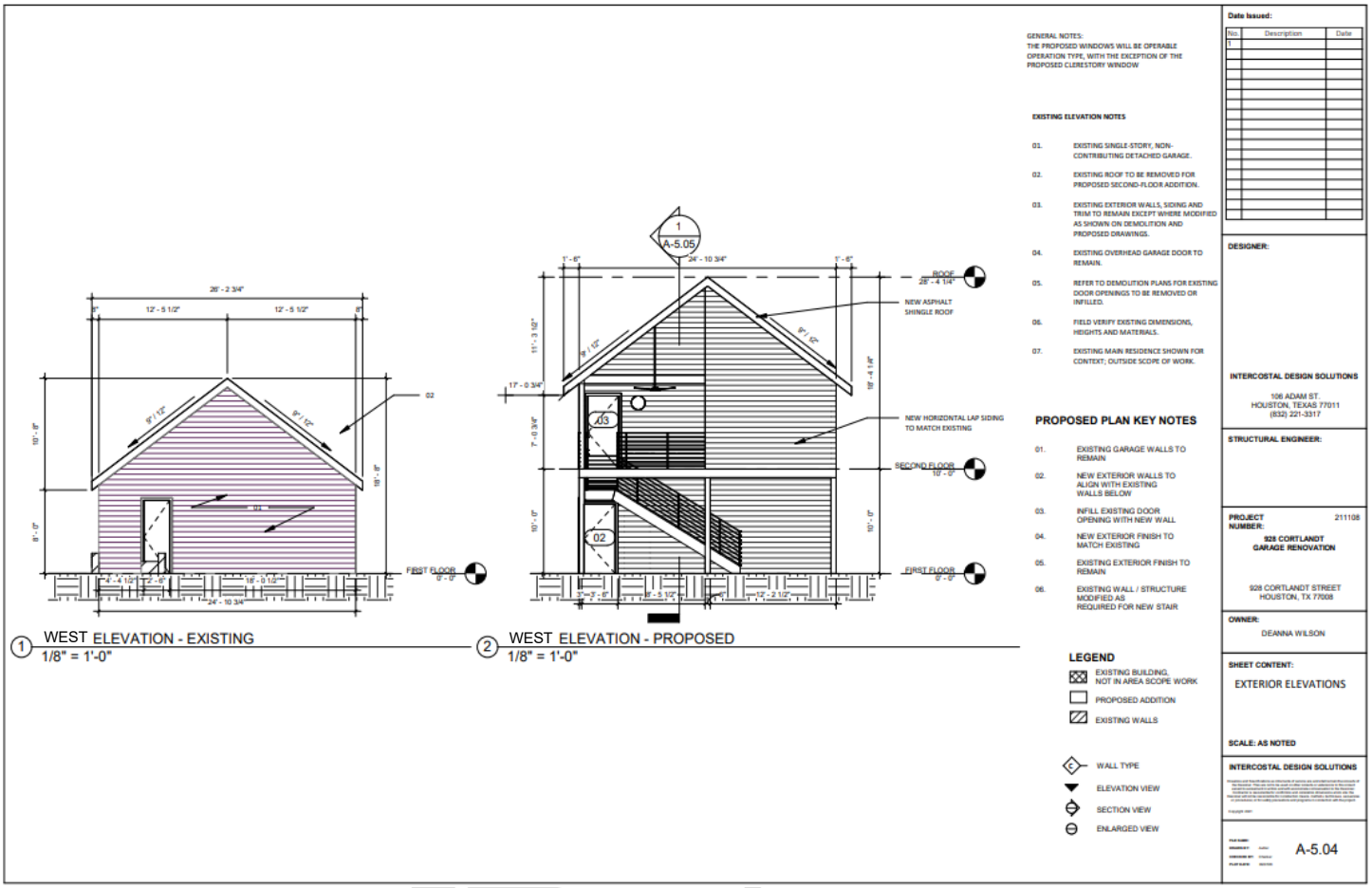
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WEST (FRONT) ELEVATION



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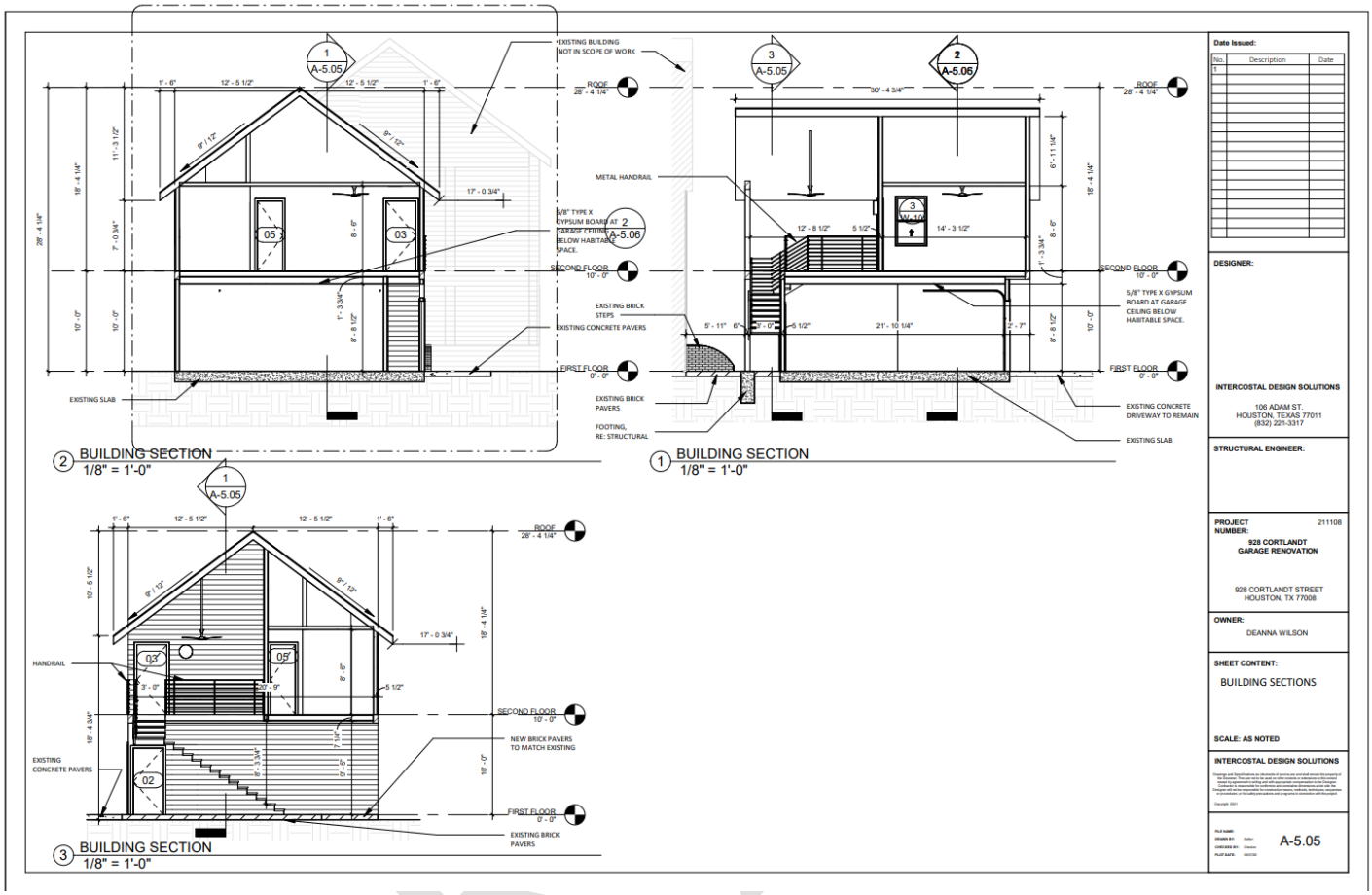
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SECTIONS



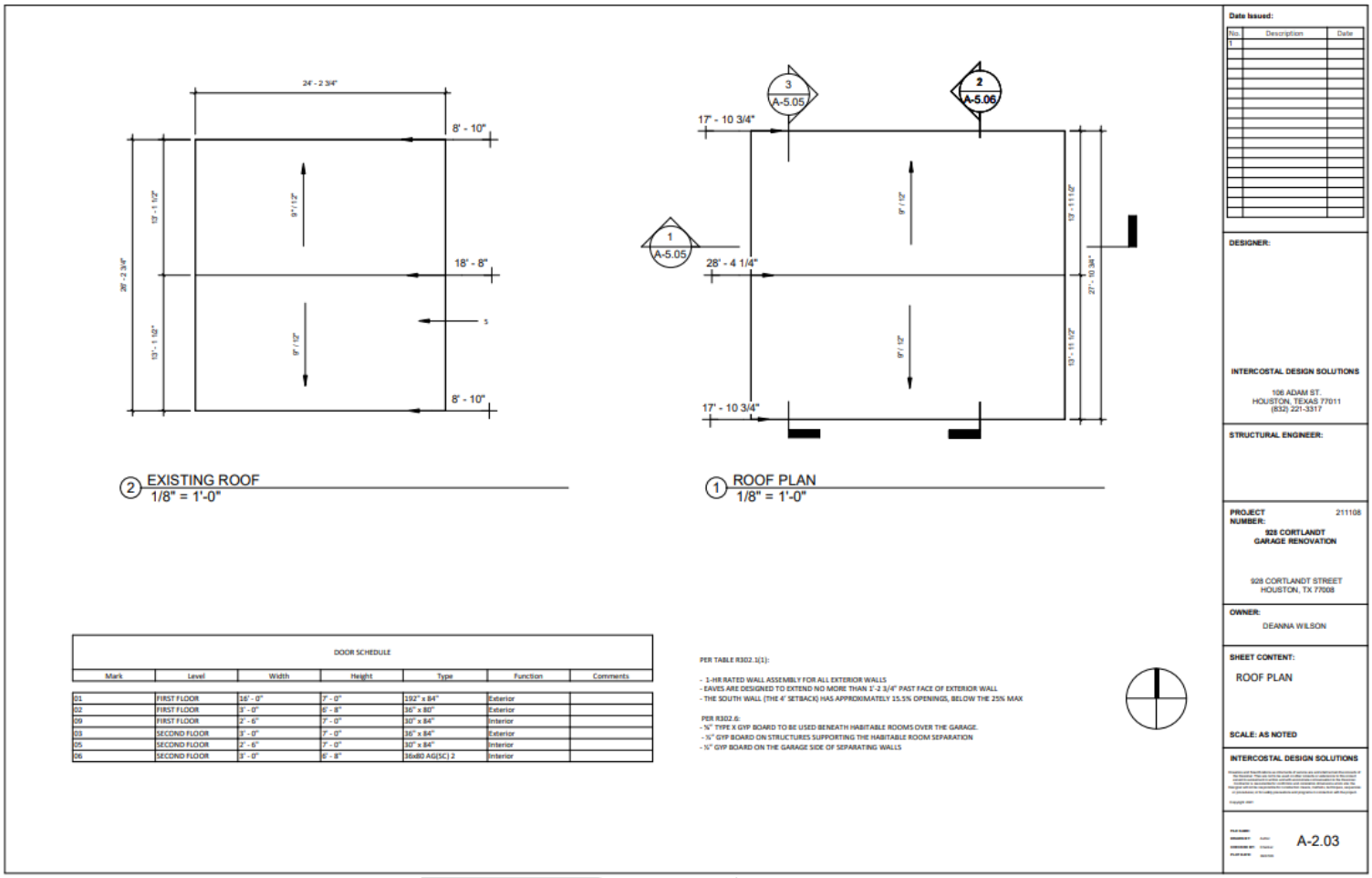
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928 Cortlandt Street
Houston Heights South

ROOF PLAN



DOOR SCHEDULE

Mark	Level	Width	Height	Type	Function	Comments
01	FIRST FLOOR	16' - 0"	7' - 0"	192" x 84"	Exterior	
02	FIRST FLOOR	3' - 0"	6' - 8"	36" x 80"	Exterior	
09	FIRST FLOOR	2' - 6"	7' - 0"	30" x 84"	Interior	
03	SECOND FLOOR	3' - 0"	7' - 0"	36" x 84"	Exterior	
05	SECOND FLOOR	2' - 6"	7' - 0"	30" x 84"	Interior	
06	SECOND FLOOR	5' - 0"	6' - 8"	36x80 AG(SC) 2	Interior	

PER TABLE R302.1(1):

- 1-HR RATED WALL ASSEMBLY FOR ALL EXTERIOR WALLS
- EAVES ARE DESIGNED TO EXTEND NO MORE THAN 1'-2 3/4" PAST FACE OF EXTERIOR WALL
- THE SOUTH WALL (THE 4' SETBACK) HAS APPROXIMATELY 15.5% OPENINGS, BELOW THE 25% MAX

PER R302.6:

- ⅝" TYPE X GYP BOARD TO BE USED BENEATH HABITABLE ROOMS OVER THE GARAGE.
- ⅝" GYP BOARD ON STRUCTURES SUPPORTING THE HABITABLE ROOM SEPARATION
- ½" GYP BOARD ON THE GARAGE SIDE OF SEPARATING WALLS

Date issued:

No.	Description	Date
1		

DESIGNER:

INTERCOSTAL DESIGN SOLUTIONS
106 ADAM ST.
HOUSTON, TEXAS 77011
(832) 221-3317

STRUCTURAL ENGINEER:

PROJECT NUMBER: 211108

928 CORTLANDT GARAGE RENOVATION

928 CORTLANDT STREET
HOUSTON, TX 77008

OWNER:
DEANNA WILSON

SHEET CONTENT:
ROOF PLAN

SCALE: AS NOTED

INTERCOSTAL DESIGN SOLUTIONS

A-2.03

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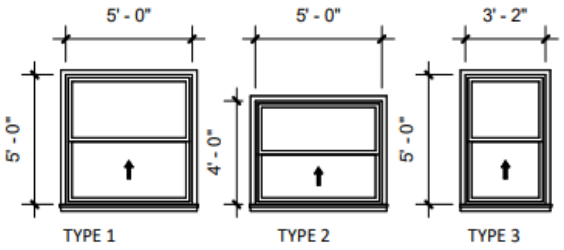
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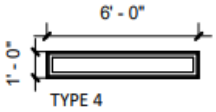
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WINDOW AND DOOR SCHEDULES

WINDOW SCHEDULE							
Window Type	Window Type	Nom. Width	Nom. Height	Sill Height	Level	Description	Comments
W-03	1	5' - 0"	5' - 0"	2' - 6"	SECOND FLOOR		
W-11	1	5' - 0"	5' - 0"	2' - 6"	SECOND FLOOR		
W-06	2	5' - 0"	4' - 0"	3' - 6"	SECOND FLOOR		
W-07	2	5' - 0"	4' - 0"	3' - 6"	SECOND FLOOR		
W-08	2	5' - 0"	4' - 0"	3' - 6"	SECOND FLOOR		
W-10	3	3' - 2"	5' - 0"	2' - 6"	SECOND FLOOR		
W-05	4	6' - 0"	1' - 0"	6' - 2"	SECOND FLOOR		CLERESTORY





NOTE: ALL ADDED WINDOWS TO MEET REQUIRED U-FACTOR AND SHGC REQUIREMENTS.
MAXIMUM FENESTRATION U-FACTOR: 0.40
MAXIMUM GLAZED FENESTRATION SHGC: 0.25
WINDOW OPENINGS: BEDROOM WINDOWS HAVE 9.8 SF NET CLEAR OPENING; 5.7 SF MIN NET CLEAR OPENING IS IN COMPLIANCE. BEDROOM WINDOWS TO HAVE 20" MIN CLEAR WIDTH AND 24" MIN CLEAR HEIGHT.

WINDOW RECESS: INSTALL WINDOW TO PROVIDE A MINIMUM 1¾" RECESS FROM THE EXTERIOR FACE OF THE WINDOW CASING TO THE EXTERIOR FACE OF THE UPPER SASH; FOR FIXED WINDOWS, MEASURE TO THE FACE OF THE WINDOW UNIT. REFER TO DIMENSIONED INSTALLATION DETAIL. COORDINATE WINDOW FRAME DEPTH AND INSTALLATION POSITION WITH THE SELECTED MANUFACTURER.

DOOR SCHEDULE						
Mark	Level	Width	Height	Type	Function	Comments
01	FIRST FLOOR	16' - 0"	7' - 0"	192" x 84"	Exterior	
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ITEM B4
HPO File #: HP2026_0313

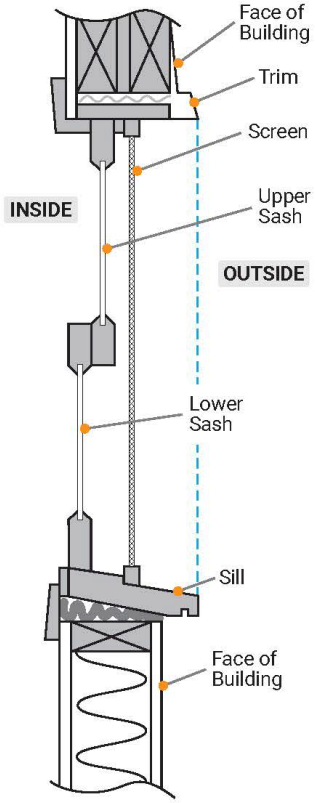
November 5, 2026

928 Cortlandt Street
Houston Heights South

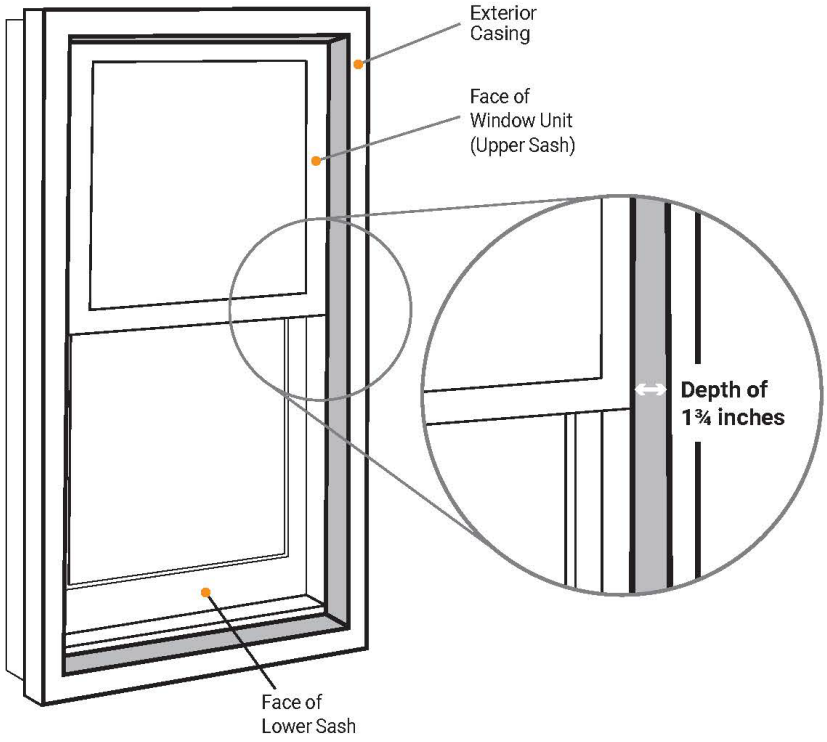
ATTACHMENT A

Historic Window Standard: New Construction & Replacement

WINDOW CROSS SECTION



FRONT OF WINDOW



Minimum 1¾ inch Inset

- Depth from Exterior Casing to the Face of the Window Unit (Upper Sash)
- Windows must be 1-over-1 (equally horizontally divided)
- 1¾ inch minimum inset for Fixed Window

For more information contact: Houston Office of Preservation

832-393-6556

historicpreservation@houstontx.gov

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