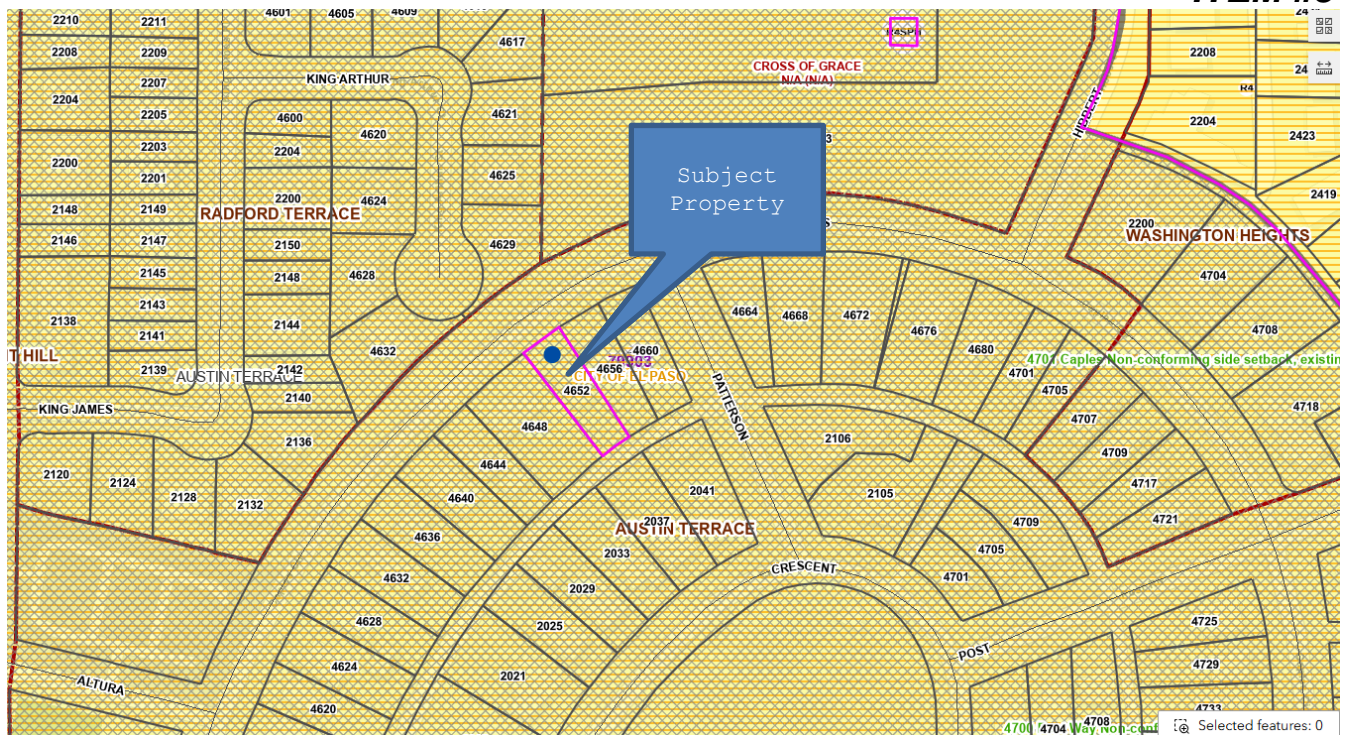




## PHAP25-00029

**Date:** August 7, 2025  
**Application Type:** Certificate of Appropriateness  
**Property Owner:** Gwen West  
**Representative:** Gwen West  
**Legal Description:** 109 Government Hill 39 & 40 (9225 Sq Ft), City of El Paso, El Paso County, Texas  
**Historic District:** Austin Terrace  
**Location:** 4652 Caples Circle  
**Representative District:** #2  
**Existing Zoning:** R-4/H (Residential/Historic)  
**Year Built:** 1940  
**Historic Status:** Contributing  
**Request:** Certificate of Appropriateness for window removal and replacement after-the-fact  
**Application Filed:** 7/24/2025  
**45 Day Expiration:** 9/7/2025

### ITEM #3



## **GENERAL INFORMATION:**

The applicant seeks approval for:

Certificate of Appropriateness for window removal and replacement after-the-fact

## **STAFF RECOMMENDATION:**

The Historic Preservation Office recommends APPROVAL WITH MODIFICATIONS of the proposed scope of work based on the following recommendations:

*The Design Guidelines for El Paso's Historic Districts, Sites, and Properties* recommend the following:

- *However, if windows are damaged beyond repair, replacement windows should match the type (such as double hung), style (for example six panes over six panes), and finish (paint). Replacement windows on the main façade shall be comprised of the operable portions of the window and match the type, style, operation, configuration and finish of the original windows. Do not use single pane picture windows or horizontal sliding windows if they are not the original window types. Installation of windows similar to the original in appearance and structural purpose, regardless of construction materials is permitted. Windows in secondary facades shall be reviewed on a case-by-case basis.*
- *Doors and windows are considered important character-defining features because of significant detailing. When windows are involved in the construction process it is recommended to repair rather than replace. In many cases this will entail only the replacement of a broken sash cord, new weather stripping, removing old paint and repainting.*
- *Retain and preserve the pattern, arrangement, and dimensions of door and window openings on principal elevations. Often the placement of doors and windows is an indicator of a particular architectural style, and therefore contributes to the building's significance. Doors and windows for new construction and additions should be compatible in proportion, location, shape, pattern, size, and details to existing units.*
- *Retain and preserve original doors and windows, including such elements as sash, glass, sills, lintels, casings, muntins, trim, frames, thresholds, hardware and shutters. If repair of an original window or door element is necessary, repair only the deteriorated element to match the original in size, composition, material, dimension, and detail by patching, splicing, consolidating, or otherwise reinforcing the deteriorated section. The removal of historic materials should be avoided.*
- *When repair is not feasible, door and window products will be reviewed on an individual basis using the following criteria:*
  - a. Architectural and historical compatibility*
  - b. Comparison to original profile*
  - c. Level of significance of original doors and windows to the architectural style of the building.*
  - d. Three dimensional exterior applied muntins that simulate or match the original muntins may be approved. Single dimension interior applied muntins are not appropriate.*

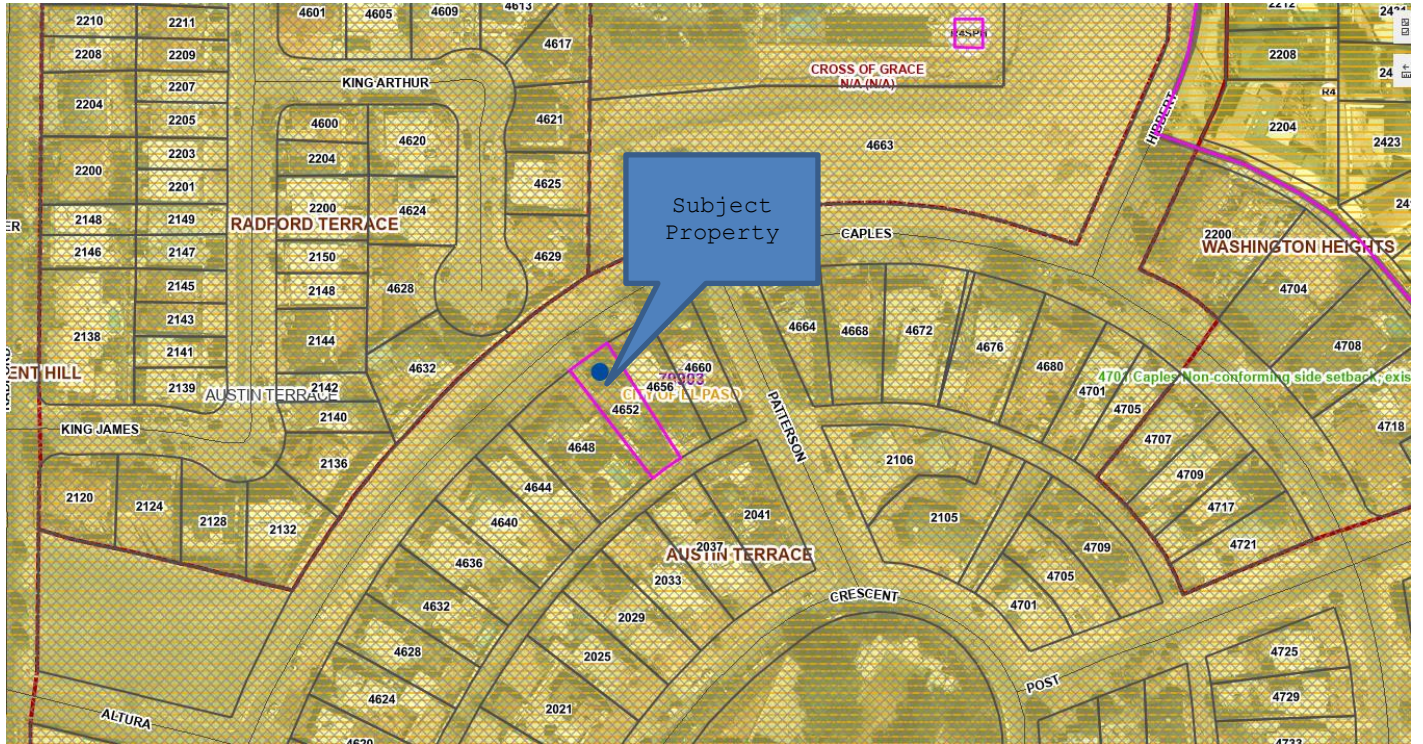
*The Secretary of the Interior's Standards for Rehabilitation* recommend the following:

- *The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.*
- *New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.*



The modification is that the new windows match the existing or historic windows.

## AERIAL MAP



**BEFORE PHOTO**





**AFTER PHOTO**

