



## **AGENDA FOR THE HISTORIC LANDMARK COMMISSION MEETING**

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**July 10, 2025  
MAIN CONFERENCE ROOM, 300 NORTH CAMPBELL AND VIRTUALLY  
3:00 PM**

Notice is hereby given that a meeting of the Historic Landmark Commission will be conducted on the above date and time.

Members of the public may view the meeting via the following means:

Via the City's website. <http://www.elpasotexas.gov/videos>

Via television on City15,

YouTube: <https://www.youtube.com/user/cityofelpasotx/videos>

In compliance with the requirement that the City provide two-way communication for members of the public, members of the public may communicate with the Historic Landmark Commission during public comment, and regarding agenda items by calling the following number:

1-915-213-4096 or Toll Free Number: 1-833-664-9267

**At the prompt please enter the corresponding Conference ID: 293 645 951#**

If you wish to sign up to speak, please contact Berenice Barron at [BarronBC@elpasotexas.gov](mailto:BarronBC@elpasotexas.gov) or (915) 212-1583 no later than by the start of the meeting.

**A quorum of the Historic Landmark Commission members must be present and participate in the meeting.**

**The following members of the Historic Landmark Commission (HLC) will be present: Angela Jimenez, Isabel Otten, Mario Silva, Isaac Harder, Cynthia Renteria, Kim McGlone, Louis Edwards, and Sito Negrón.**

### **PUBLIC COMMENT**

This time is reserved for members of the public who would like to address the Historic Landmark Commission on any items that are not on the Historic Landmark Commission Agenda and that are within the jurisdiction of the Historic Landmark Commission. No action shall be taken.

## ROLL CALL

### REGULAR AGENDA

- 1. PHAP25-00021** 83 Government Hill 20 to 22 (12375 SQ FT), City of [BC-871](#)  
El Paso, El Paso County, Texas  
Location: 4410 Leeds Avenue  
Historic District: Austin Terrace  
Property Owner: Martha Jordan  
Representative: Karla Terrazas  
Representative District: 2  
Existing Zoning: R-4/H (Residential/Historic)  
Year Built: 1951  
Historic Status: Non-Contributing  
Request: Certificate of Appropriateness for installation of new windows  
  
Application Filed: 6/12/25  
45 Day Expiration: 7/27/25
- 2. PHAP25-00017** 3 Sunset Heights S 1/2 of 19 & N 19.07 ft of 20 [BC-872](#)  
(3249 Sq Ft), City of El Paso, El Paso County, Texas  
Location: 1118-1120 N. El Paso Street  
Historic District: Sunset Heights  
Property Owner: Church of Scientology Mission of El Paso  
Representative: Joni Superville  
Representative District: 8  
Existing Zoning: A-3/H (Apartments/Historic)  
Year Built: 1938  
Historic Status: Contributing  
Request: Reconsideration of Certificate of Appropriateness for window replacement after-the-fact and alterations to main façade and porch  
  
Orig. Application Filed: 5/1/25  
Orig. 45 Day Expiration: 6/15/25
- 3. PHAP25-00023** 28 Sunset Heights 23 & E. 8 ft. of 22 (3960 sq. ft.), [BC-873](#)  
City of El Paso, El Paso County, Texas  
Location: 806 Upson Drive  
Historic District: Sunset Heights  
Property Owner: Sam Lightbourn  
Representative: Michael Lightbourn  
Representative District: 8  
Existing Zoning: R-4/H (Residential/Historic)  
Year Built: 1930  
Historic Status: Contributing  
Request: Certificate of Appropriateness for removal of

addition at rear of property due to fire damage  
Application Filed: 6/26/25  
45 Day Expiration: 8/10/25

- 4. PHAP25-00024** 101 Government Hill N 10 Ft Of 15 & S 45 Ft Of 16 (6446.40 Sq Ft), City of El Paso, El Paso County, Texas [BC-874](#)
- Location: 4771 Cumberland Avenue  
Historic District: Austin Terrace  
Property Owner: Patricia Beltran  
Representative: Patricia Beltran  
Representative District: 2  
Existing Zoning: R-4/H (Residential/Historic)  
Year Built: 1937  
Historic Status: Contributing  
Request: Certificate of Appropriateness for construction of an addition on a secondary façade  
Application Filed: 6/26/25  
45 Day Expiration: 8/10/25
- 5. PHAP25-00025** 102 Government Hill 10 & 11 (7920 Sq Ft), City of El Paso, El Paso County, Texas [BC-875](#)
- Location: 4500 Hastings Avenue  
Historic District: Austin Terrace  
Property Owner: Timothy and Suzanne Gutierrez  
Representative: Moises Garcia  
Representative District: 2  
Existing Zoning: R-4/H (Residential/Historic)  
Year Built: 1924  
Historic Status: Contributing  
Request: Certificate of Appropriateness for driveway extension after-the-fact  
Application Filed: 6/26/25  
45 Day Expiration: 8/10/25
- 6. PHAP25-00026** 18 Sunset Heights 16 To 18 (9000 Sq Ft), City of El Paso, El Paso County, Texas [BC-876](#)
- Location: 1435 Fewel Street  
Historic District: Sunset Heights  
Property Owner: Circle of the Solitary  
Representative: Reverend Kimberly Shaw  
Representative District: 8  
Existing Zoning: R-4/H (Residential/Historic)  
Year Built: 1929  
Historic Status: Contributing  
Request: Certificate of Appropriateness for window removal and replacement  
Application Filed: 6/26/25  
45 Day Expiration: 8/10/25

7. Addresses of property HLC commissioners have requested that HLC staff review or investigate and provide a report to the HLC. If no addresses are submitted in advance and listed under this agenda item, commissioners may announce such addresses under this agenda item. Discussion on property announced at this meeting will take place during the next regularly scheduled meeting. July 10, 2025 deadline for HLC members to request for agenda items to be scheduled at the July 24, 2025 meeting. July 24, 2025 deadline for HLC members to request for August 7, 2025.

[BC-879](#)

### **CONSENT AGENDA**

### **NOTICE TO THE PUBLIC**

All matters listed under the CONSENT AGENDA, including those on the Addition to the Agenda, will be considered by Historic Landmark Commission to be routine, or have met all standards for development under state law (plats only not requiring a public hearing), and will be enacted by one motion unless separate discussion is requested by Historic Landmark Commission or staff and the item is removed from the Consent Agenda. Members of the audience who wish to ask questions or speak regarding items on the Consent Agenda must sign up on the day of the meeting, and such requests to speak must be received by 1:30 p.m. on the date of the meeting. When the vote has been taken, if an item has not been called out for separate discussion, the item has been approved. The Historic Landmark Commission may, however, reconsider any item at any time during the meeting.

### **Approval of Minutes**

8. Discussion and action on Regular meeting minutes for June 26, 2025.

[BC-878](#)

### **Staff Report**

9. HLC Staff Report - Update on Administrative Review Cases since last HLC meeting for the properties listed on the attachment posted with this agenda. (See Attachment "A.")

[BC-877](#)

### **EXECUTIVE SESSION**

The Historic Landmark Commission may retire into Executive Session pursuant to Section 3.5 of the El Paso City Charter and the Texas Government Code, Sections 551.071-551.076 to discuss an item on the agenda.

### **NOTICE TO THE PUBLIC**

Sign language interpreters will be provided for this meeting upon request. Requests must be made to Berenice Barron at [BarronBC@elpasotexas.gov](mailto:BarronBC@elpasotexas.gov) or (915) 212-1583 a minimum of 72 hours prior to the date and time of this hearing.

If you need Spanish Translation Services, please email BarronBC@elpasotexas.gov at least 72 hours in advance of the meeting.

**ADJOURN**

Posted this the \_\_\_\_\_ of \_\_\_\_\_ at \_\_\_\_\_ AM/PM by \_\_\_\_\_



Legislation Text

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**File #: BC-871, Version: 1**

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**CITY OF EL PASO, TEXAS  
LEGISTAR AGENDA ITEM SUMMARY FORM**

**AGENDA LANGUAGE:**

*This is the language that will be posted to the agenda. Please use ARIAL 11 Font.*

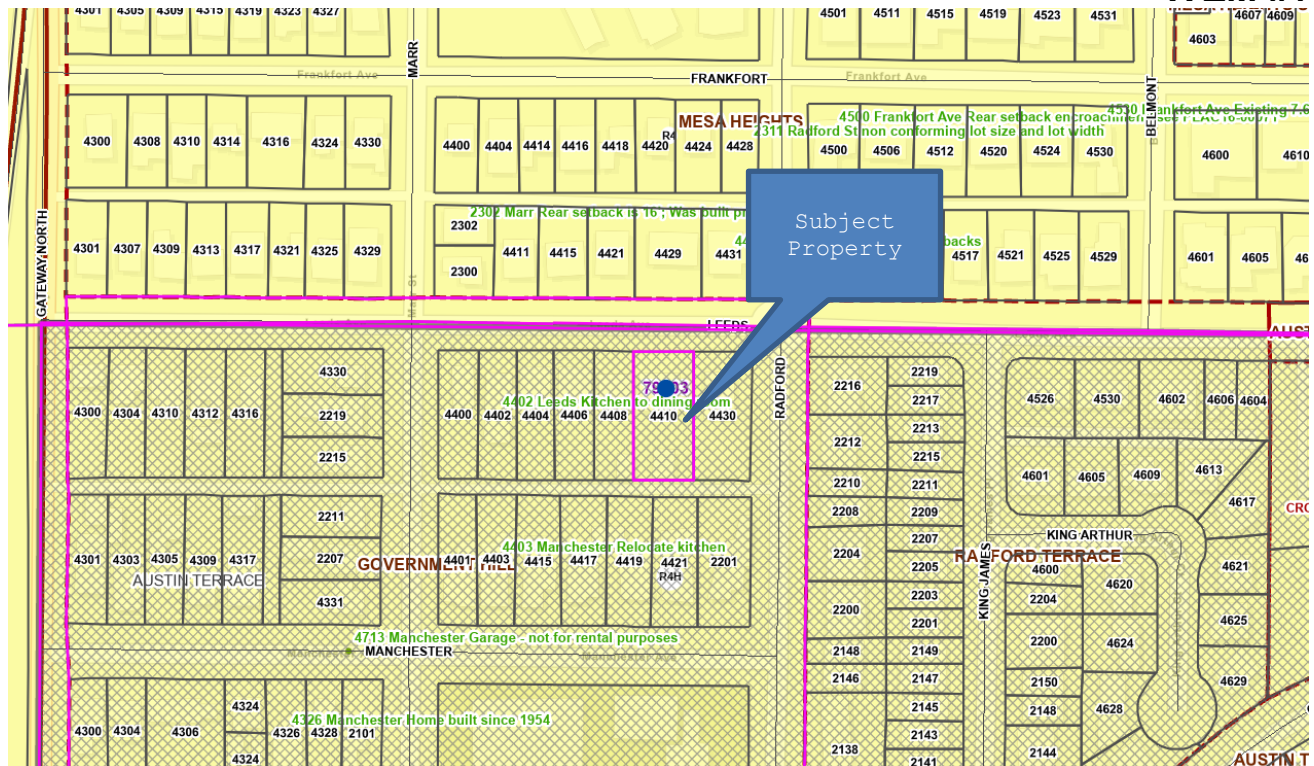
PHAP25-00021                      83 Government Hill 20 to 22 (12375 SQ FT), City of  
El Paso, El Paso County, Texas  
Location:                              4410 Leeds Avenue  
Historic District:                    Austin Terrace  
Property Owner:                    Martha Jordan  
Representative:                    Karla Terrazas  
Representative District:           2  
Existing Zoning:                    R-4/H (Residential/Historic)  
Year Built:                           1951  
Historic Status:                    Non-Contributing  
Request:                            Certificate of Appropriateness for installation of new  
   windows  
Application Filed:                   6/12/25  
45 Day Expiration:                7/27/25



## PHAP25-00021

**Date:** July 10, 2025  
**Application Type:** Certificate of Appropriateness  
**Property Owner:** Martha Jordan  
**Representative:** Karla Terrazas  
**Legal Description:** 83 Government Hill 20 to 22 (12375 SQ FT), City of El Paso, El Paso County, Texas  
**Historic District:** Austin Terrace  
**Location:** 4410 Leeds Avenue  
**Representative District:** #2  
**Existing Zoning:** R-4/H (Residential/Historic)  
**Year Built:** 1951  
**Historic Status:** Non-Contributing  
**Request:** Certificate of Appropriateness for installation of new windows  
**Application Filed:** 6/12/2025  
**45 Day Expiration:** 7/27/2025

### ITEM #1



**GENERAL INFORMATION:**

The applicant seeks approval for:

Certificate of Appropriateness for installation of new windows

**STAFF RECOMMENDATION:**

The Historic Preservation Office recommends APPROVAL WITH A MODIFICATION 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:

- *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.*

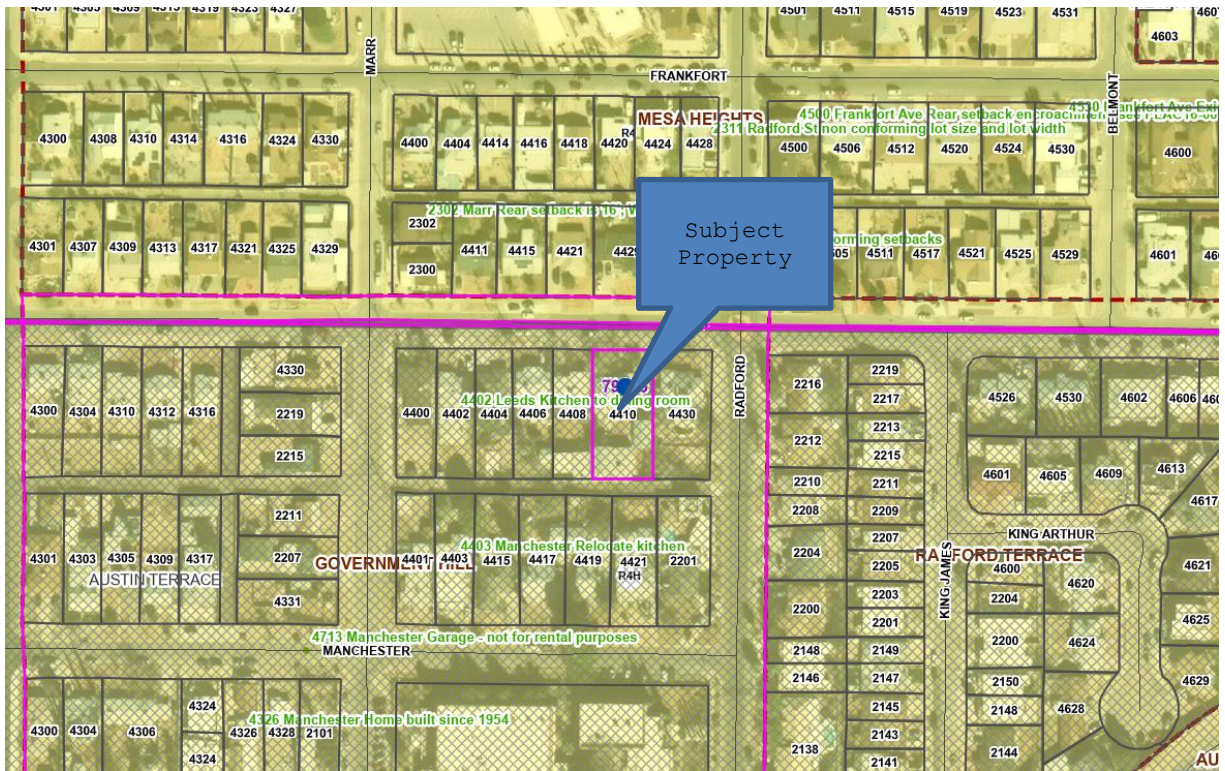
*The Secretary of the Interior's Standards for Rehabilitation* recommend the following:

- *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.*

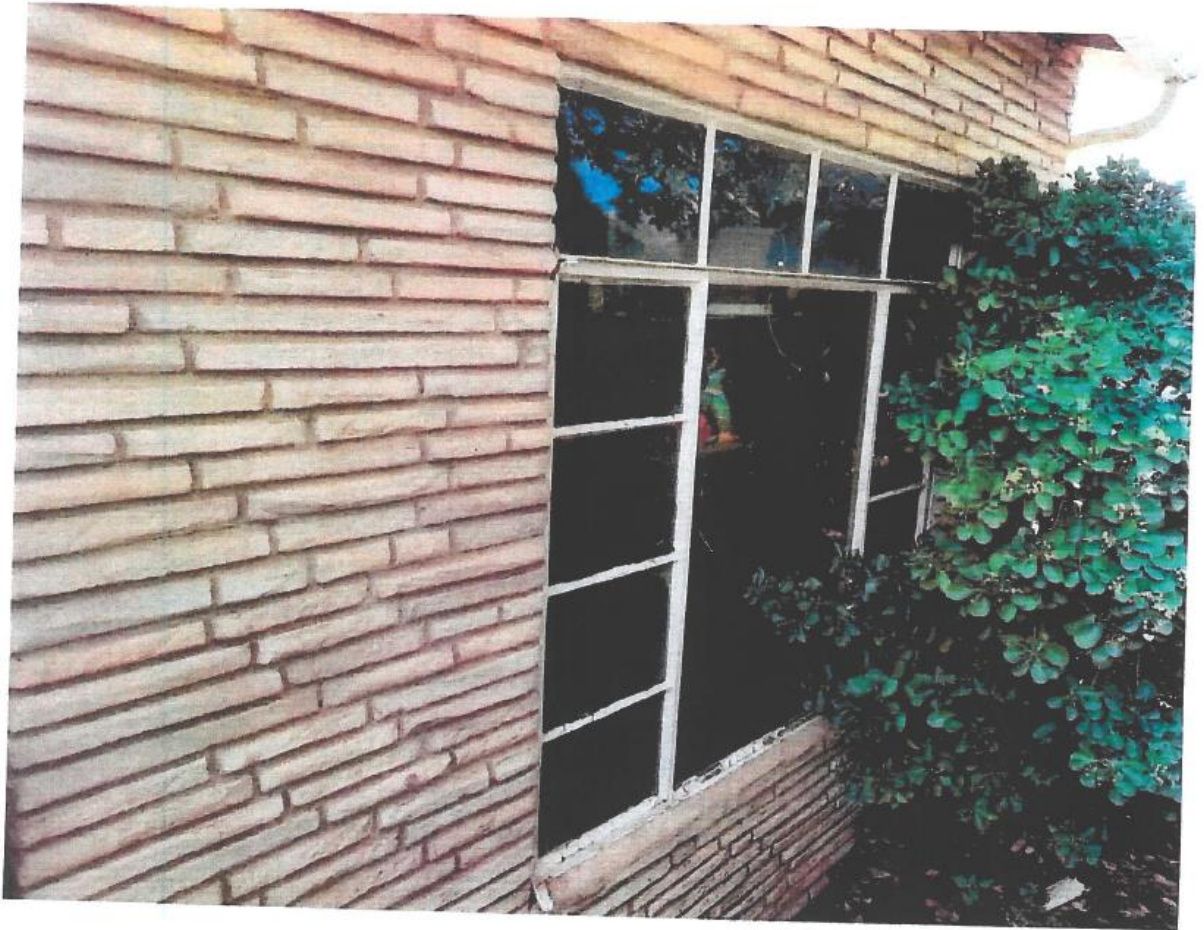
*The modification is that the new windows match the existing or historic windows.*



## AERIAL MAP



EXISTING WINDOW TYPE



#1 external Grids



## PROPOSED WINDOW TYPE

Sales Person:



Customer Acknowledgement
Quote Date
Date Ordered
Quote Not Ordered

Dealer Name:

765430 WINDOW WORLD OF SW TX LLC-005-765430

**Bill To:**  
WINDOW WORLD OF SW TX LLC  
4800 N MESA  
EL PASO, TX 79912

**Ship To:**  
WINDOW WORLD OF SW TX LLC  
4580 DONIPHAN  
EL PASO, TX 79922

Order Notes:

Delivery Notes:

Phone: (915) 533-8227 Fax:

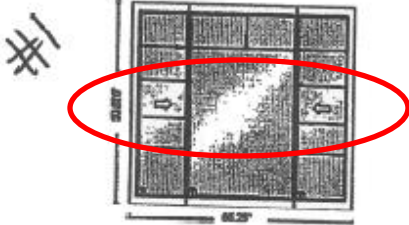
Quote Name:  
Jordan Martha

Project Name:  
Jordan Martha

QUOTE #	RUSH	STATUS	PO #
4078973	No		195-11979

Line Item #	Qty	Width x Height	U	Description
1	1	66.25" X 59.875"	127	



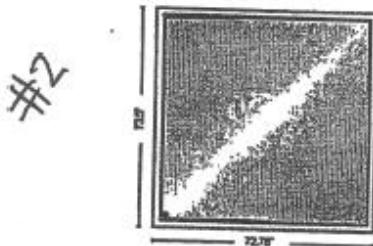
3A03-Mezzo XOX 66 1/4 x 59 7/8  
Frame Width = 66.25, Frame Height = 59.875, Sash Split  
= 1/4 - 1/2 - 1/4  
Option Level = Good, Operation / Venting = XOX  
Frame Option = Stucco, Steel Reinforcement  
Frame Color = White, Exterior Finish = No Exterior Finish  
ClimaTech Elite Extreme, Double Strength, Tempered  
Lock Height = Standard Lock Height  
Standard Screen  
U-Factor = 0.29, CR = 59, SHGC = 0.14, VT = 0.29, CPD  
= ASO-A-90-59926-00001  
Foam Wrap, Net Overall  
**Line Item Notes:**

*external  
Grids*

Comment / Room:  
F DIN 1

Silver AAMA Label ONLY

Line Item #	Qty	Width x Height	U	Description
2	1	72.75" X 73.5"	147	



3A04-Mezzo Picture 72 3/4 x 73 1/2  
Frame Width = 72.75, Frame Height = 73.5  
Option Level = Good, Operation / Venting = Picture  
Frame Option = Standard Block Frame, Composite  
Reinforcement  
Frame Color = White, Exterior Finish = No Exterior Finish  
ClimaTech Elite Plus Extreme, Double Strength,  
Tempered  
U-Factor = 0.27, CR = 61, SHGC = 0.15, VT = 0.31, CPD  
= ASO-A-91-15416-00001  
Header Expander, Foam Wrap, Net Overall  
**Line Item Notes:**

*NO  
Grids*

Comment / Room:  
F DIN 2



Legislation Text

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**File #: BC-872, Version: 1**

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**CITY OF EL PASO, TEXAS  
LEGISTAR AGENDA ITEM SUMMARY FORM**

**AGENDA LANGUAGE:**

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PHAP25-00017                      3 Sunset Heights S 1/2 of 19 & N 19.07 ft of 20  
  
  (3249 Sq Ft), City of El Paso, El Paso County,  
  
  Texas

Location:                            1118-1120 N. El Paso Street  
Historic District:                 Sunset Heights  
Property Owner:                 Church of Scientology Mission of El Paso  
Representative:                 Joni Superville  
Representative District:        8  
Existing Zoning:                 A-3/H (Apartments/Historic)  
Year Built:                        1938  
Historic Status:                 Contributing  
Request:                          Reconsideration of Certificate of Appropriateness  
  for window replacement after-the-fact and  
  alterations to main façade and porch

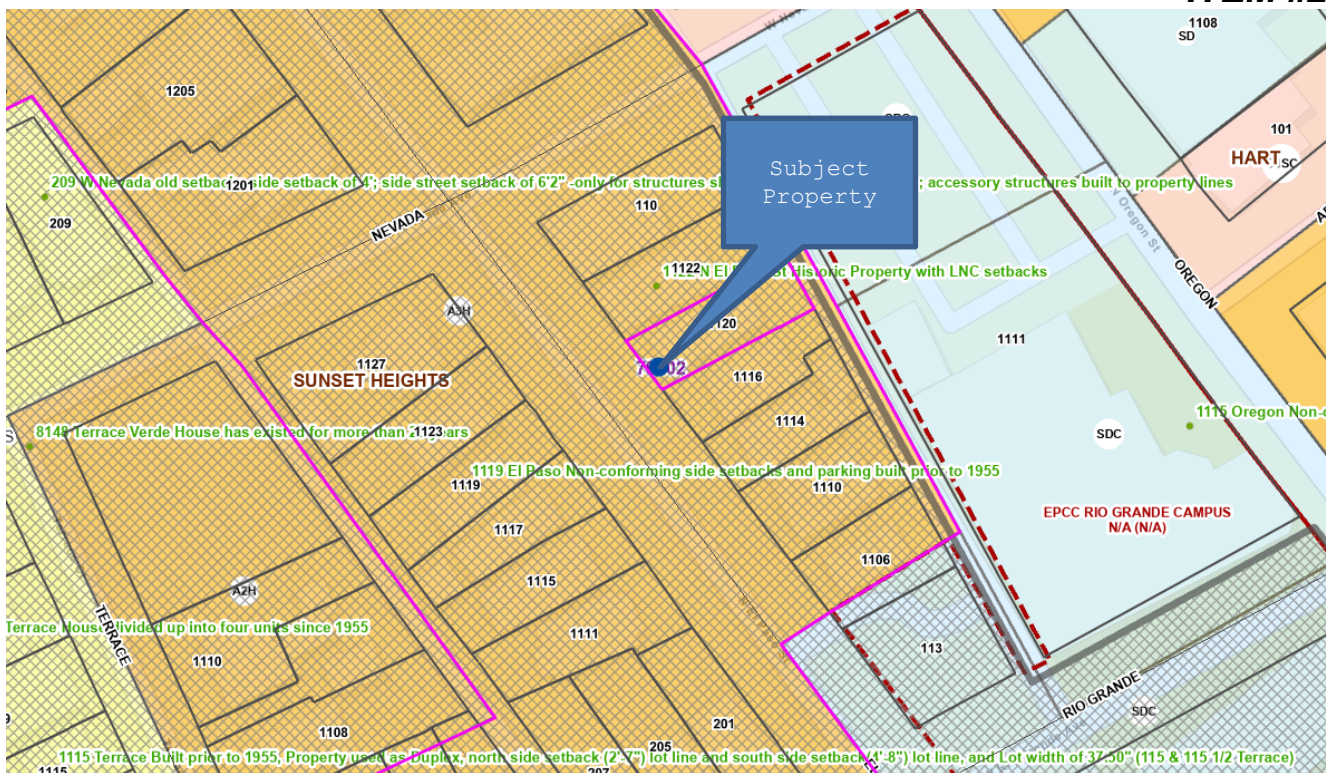
Orig. Application Filed:        5/1/25  
Orig. 45 Day Expiration:      6/15/25



## PHAP25-00017

**Date:** July 10, 2025  
**Application Type:** Certificate of Appropriateness  
**Property Owner:** Church of Scientology Mission of El Paso  
**Representative:** Joni Superville  
**Legal Description:** 3 Sunset Heights S 1/2 of 19 & N 19.07 ft of 20 (3249 Sq Ft), City of El Paso, El Paso County, Texas  
**Historic District:** Sunset Heights  
**Location:** 1118-1120 N. El Paso Street  
**Representative District:** #8  
**Existing Zoning:** A-3/H (Apartments/Historic)  
**Year Built:** 1938  
**Historic Status:** Contributing  
**Request:** Reconsideration of a Certificate of Appropriateness for window replacement after-the-fact and alterations to main façade and porch  
**Orig. Application Filed:** 5/1/25  
**Orig. 45 Day Expiration:** 6/15/25

### ITEM #2



**GENERAL INFORMATION:**

The applicant seeks approval for:

Reconsideration of a Certificate of Appropriateness for window replacement after-the-fact and alterations to main façade and porch

**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:

- *Porches are functional as well as decorative features that help to define the overall character of a building. Many buildings feature porches, which are one of the most common architectural features. A porch and all of its architectural elements should be maintained and repaired. If elements must be replaced, materials should match the original construction. Porch railings and columns should be constructed of wood, pre-cast concrete, or brick. Stucco and wrought iron are permitted if original and characteristic.*
- *As with masonry, original wood finishes should be maintained where at all possible.*
- *If areas are deteriorated beyond repair, they should be replaced in kind to match the original historic material compounds.*
- *Aluminum, vinyl, plywood or other synthetic sidings shall be reviewed by the HLC. However, some may be considered on an individual basis if fake wood grains are not used, the proposed material matches the existing historic material, all original detailing is left exposed, window and door trim are not covered, and any unique finishes are intact and not covered or damaged.*
- *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.*
- *Visible door styles must be matched to the building's architectural style. An inappropriate door will require review by the HLC.*
- *Decks should be of materials and dimensions that do not monopolize the rear elevation or significantly detract from the architecture of the building.*

- *It is not appropriate to install decks that require the removal of historic materials, or otherwise damage or obscure architectural features. Design and construct decks so that they may be removed in the future without damage to the historic structure.*
- *Select appropriate materials for patios, including wood, concrete, brick and stone to match the original.*

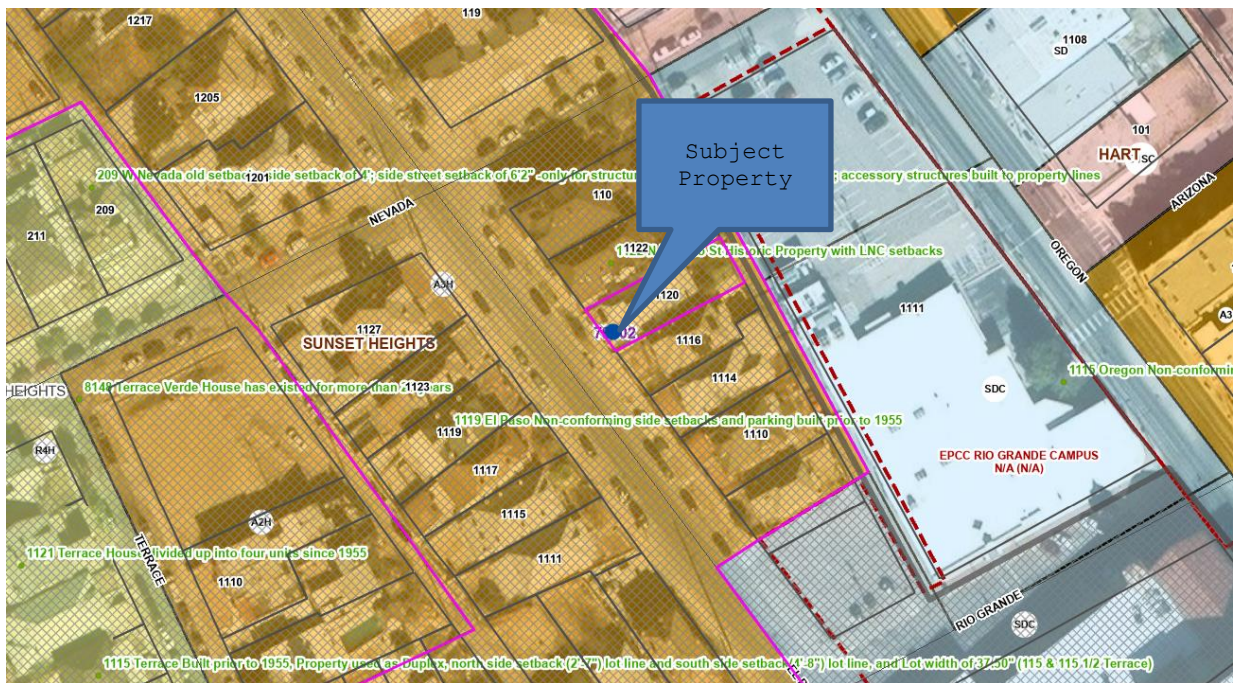
*The Secretary of the Interior's Standards for Rehabilitation recommend the following:*

- *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.*
- *Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.*
- *Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.*
- *Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.*

*The modifications are that the picture window at the main façade be replaced with a one-over-one sash window to match the original; that the wood shake at the top of the front gable be replaced to match the original; and that accurate, detailed drawings be submitted showing the framing members to be replaced to match the original.*



**AERIAL MAP**

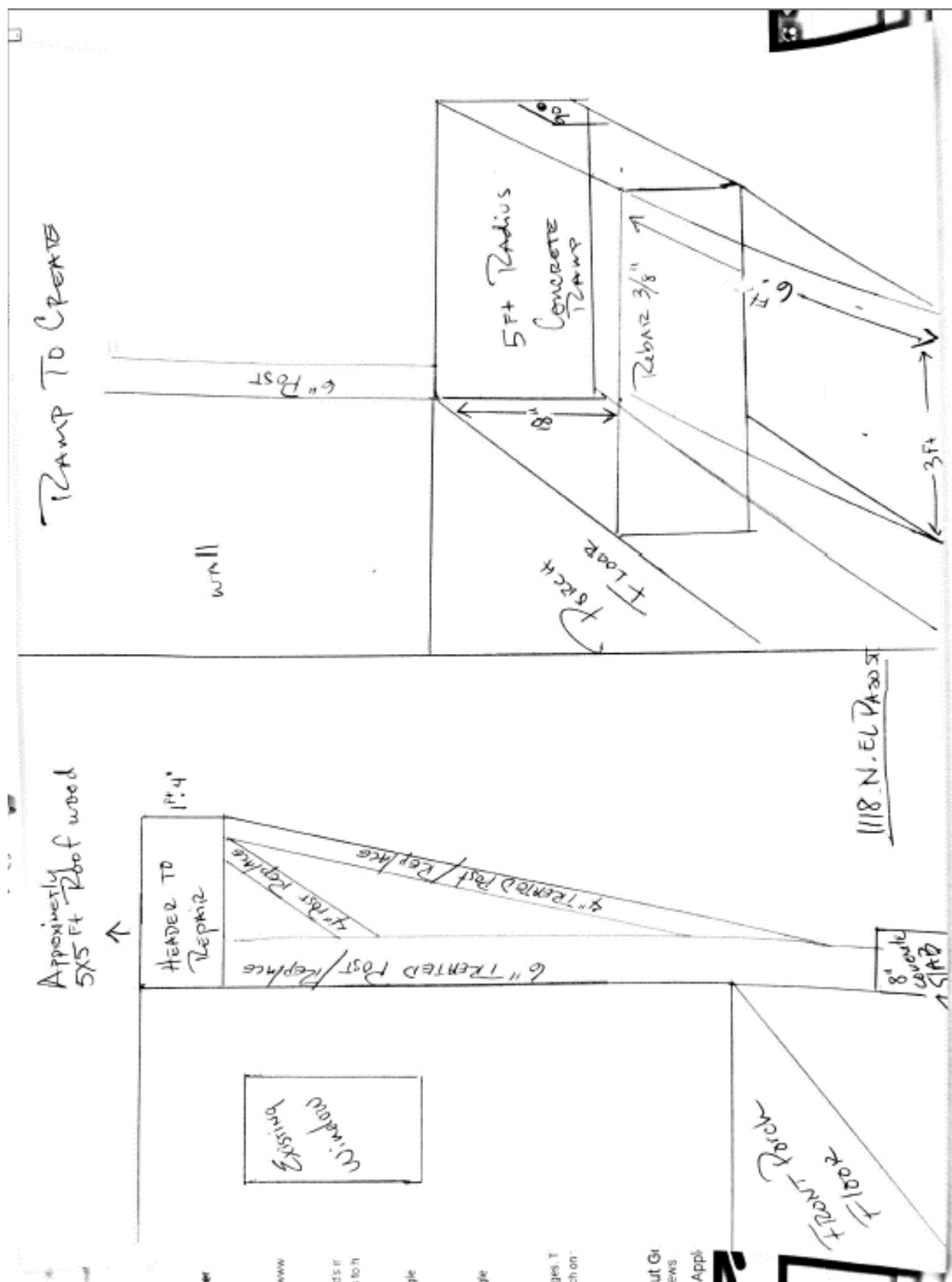




**BEFORE AND AFTER PHOTOS**



**SUBMITTED DRAWING**





Legislation Text

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**File #: BC-873, Version: 1**

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**CITY OF EL PASO, TEXAS  
LEGISTAR AGENDA ITEM SUMMARY FORM**

**AGENDA LANGUAGE:**

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PHAP25-00023                      28 Sunset Heights 23 & E. 8 ft. of 22 (3960 sq. ft.),  
City of El Paso, El Paso County, Texas  
Location:                              806 Upson Drive  
Historic District:                      Sunset Heights  
Property Owner:                      Sam Lightbourn  
Representative:                      Michael Lightbourn  
Representative District:              8  
Existing Zoning:                      R-4/H (Residential/Historic)  
Year Built:                              1930  
Historic Status:                      Contributing  
Request:                                Certificate of Appropriateness for removal of  
addition at rear of property due to fire damage  
Application Filed:                      6/26/25  
45 Day Expiration:                      8/10/25

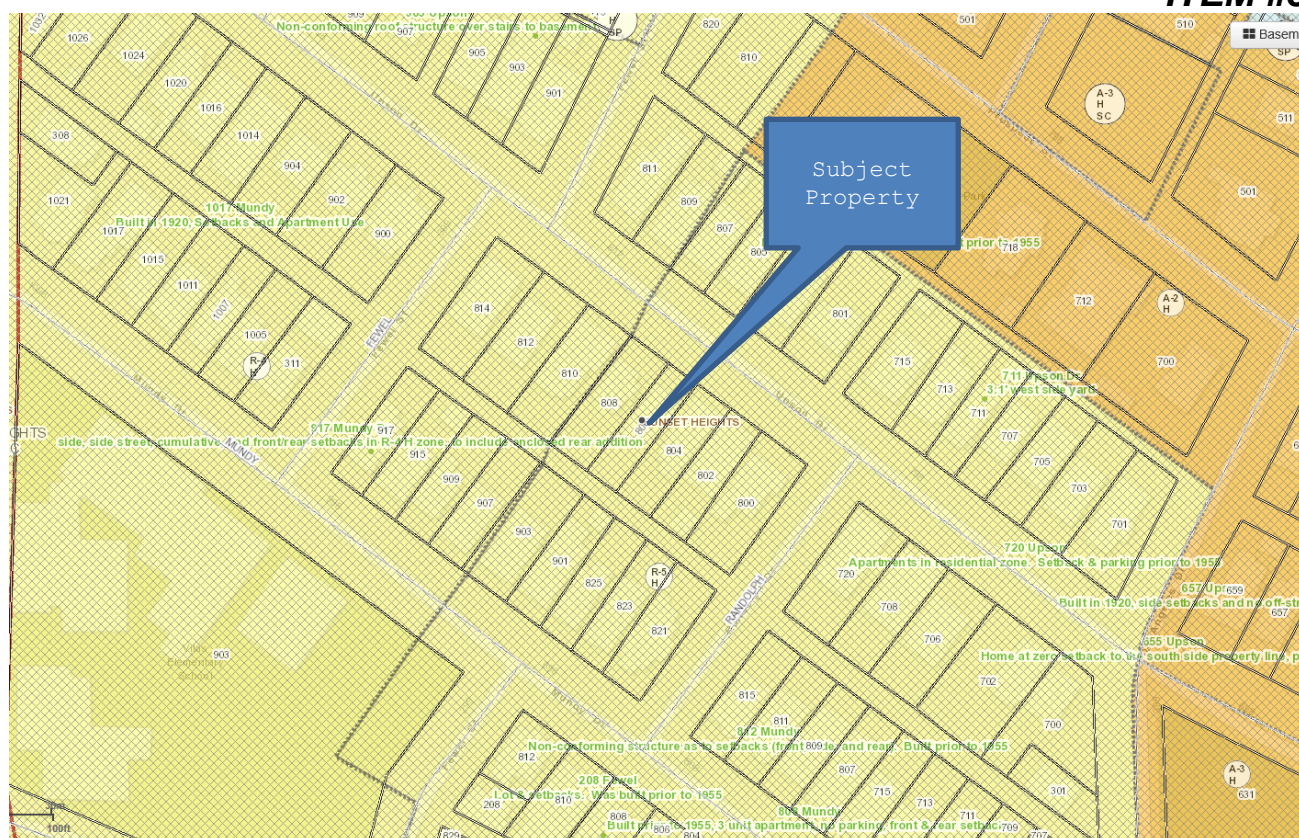




## PHAP25-00023

**Date:** July 10, 2025  
**Application Type:** Certificate of Appropriateness  
**Property Owner:** Sam Lightbourn  
**Representative:** Michael Lightbourn  
**Legal Description:** 28 Sunset Heights 23 & E. 8 ft. of 22 (3960 sq. ft.), City of El Paso, El Paso County, Texas  
**Historic District:** Sunset Heights  
**Location:** 806 Upson Drive  
**Representative District:** #8  
**Existing Zoning:** R-4/H (Residential/Historic)  
**Year Built:** 1930  
**Historic Status:** Contributing  
**Request:** Certificate of Appropriateness for removal of addition at rear of property due to fire damage  
**Application Filed:** 6/26/2025  
**45 Day Expiration:** 8/10/2025

### ITEM #3



**GENERAL INFORMATION:**

The applicant seeks approval for:

Certificate of Appropriateness for removal of addition at rear of property due to fire damage

**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:*

- *It is rarely appropriate to demolish a historic structure unless it has suffered severe and irreparable damage.*

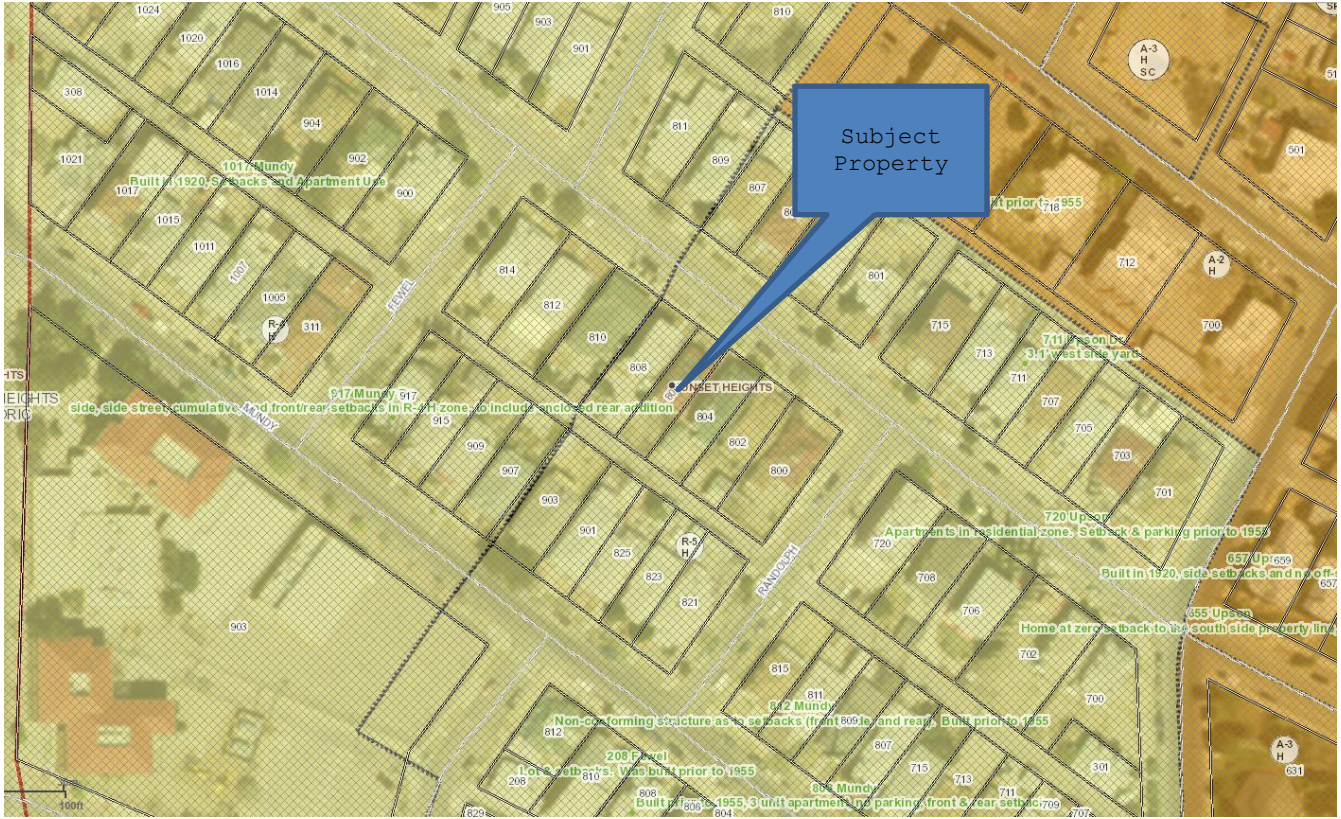
*The Secretary of the Interior's Standards for Rehabilitation recommend the following:*

- *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.*
- *Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.*
- *Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.*
- *Distinctive materials, features, finishes and construction techniques or examples of craftsmanship that characterize a property will be preserved.*
- *Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.*
- *New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.*

*The modifications are that the applicant provide accurate elevation drawings and floor plans showing the final outcome of alteration; that no permit be issued until drawings are approved; and that no new permits be issued until entire property is brought into compliance.*



## AERIAL MAP



**FILE PHOTO**





**CURRENT PHOTO**







Legislation Text

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**File #: BC-874, Version: 1**

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**CITY OF EL PASO, TEXAS  
LEGISTAR AGENDA ITEM SUMMARY FORM**

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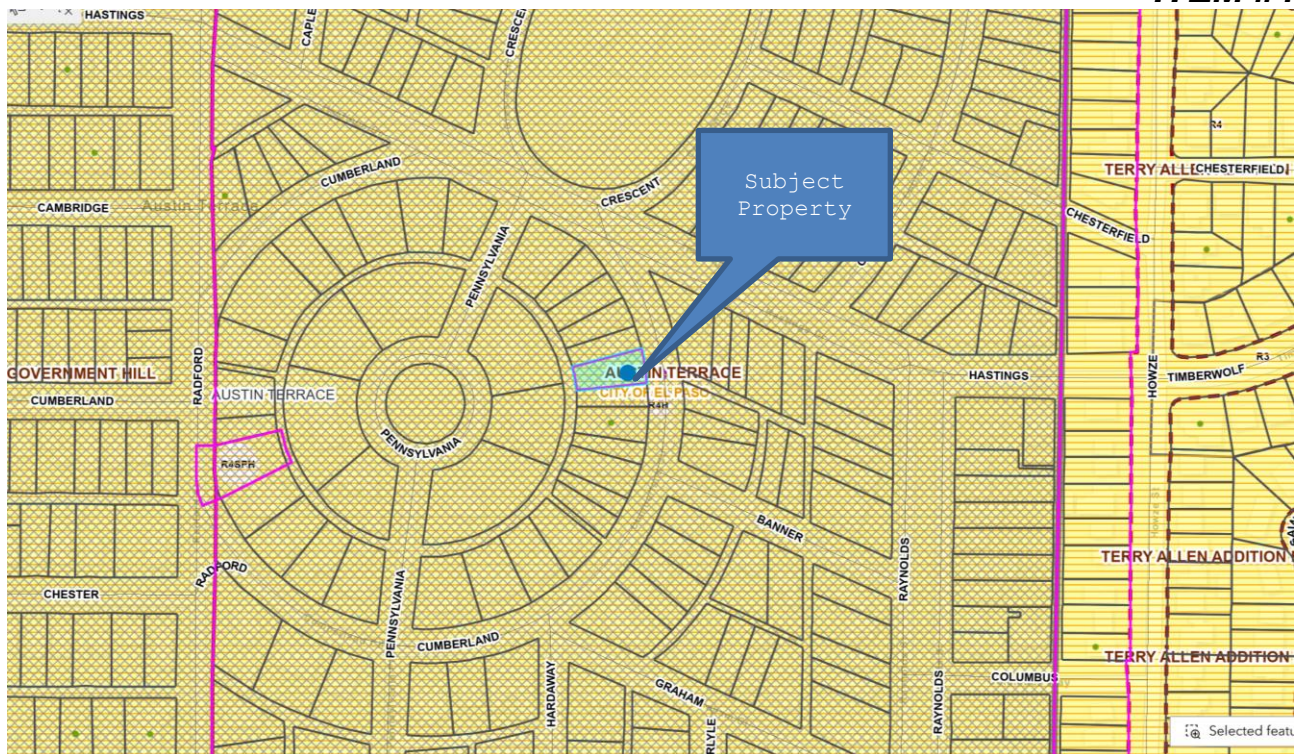
PHAP25-00024                      101 Government Hill N 10 Ft Of 15 & S 45 Ft Of 16  
  (6446.40 Sq Ft), City of El Paso, El Paso County,  
  Texas  
Location:                            4771 Cumberland Avenue  
Historic District:                 Austin Terrace  
Property Owner:                 Patricia Beltran  
Representative:                 Patricia Beltran  
Representative District:        2  
Existing Zoning:                 R-4/H (Residential/Historic)  
Year Built:                        1937  
Historic Status:                 Contributing  
Request:                          Certificate of Appropriateness for construction of  
  an addition on a secondary façade  
  
Application Filed:                6/26/25  
45 Day Expiration:              8/10/25



## PHAP25-00024

**Date:** July 10, 2025  
**Application Type:** Certificate of Appropriateness  
**Property Owner:** Patricia Beltran  
**Representative:** Patricia Beltran  
**Legal Description:** 101 Government Hill N 10 Ft Of 15 & S 45 Ft Of 16 (6446.40 Sq Ft), City of El Paso, El Paso County, Texas  
**Historic District:** Austin Terrace  
**Location:** 4771 Cumberland Avenue  
**Representative District:** #2  
**Existing Zoning:** R-4/H (Residential/Historic)  
**Year Built:** 1937  
**Historic Status:** Contributing  
**Request:** Certificate of Appropriateness for construction of an addition on a secondary façade  
**Application Filed:** 6/26/2025  
**45 Day Expiration:** 8/10/2025

### ITEM #4



**GENERAL INFORMATION:**

The applicant seeks approval for:

Certificate of Appropriateness for construction of an addition on a secondary facade

**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:

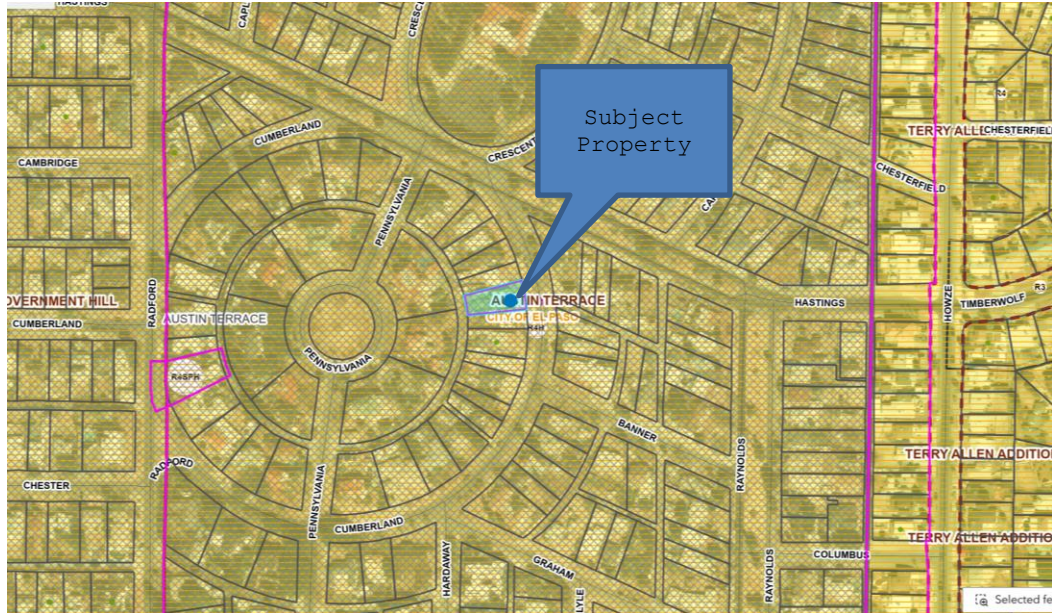
- *New additions should be designed and constructed so that the character-defining features of the historic building are not radically changed, obscured, damaged or destroyed in the process of rehabilitation.*
- *Any new addition should be planned so that it is constructed to the rear of the property or on a non-character defining elevation and is minimally visible from the public right of way.*
- *Introduce additions in locations that are not visible from the street-generally on rear elevations.*
- *Locate additions carefully so they do not damage or conceal significant building features or details.*
- *It is not appropriate to introduce an addition if it requires the removal of character-defining building features such as patios, mature vegetation or a detached structure.*
- *Design an addition so it is compatible in roof form, proportions, materials and details with the existing structure.*

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

- *New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.*
- *New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.*

*The modifications are that the addition be relocated to the rear façade, that the exterior cladding be changed to a different material, and that the details (window, lantern, door, and railing) be altered to reflect the period of construction and not give a false sense of history.*

## AERIAL MAP





SITE PLAN

FABRIC

DESIGN • BUILD

1148 S. New Grande Ave., Ste. A-21  
El Paso, TX 79903  
Office: 915.444.4771  
www.fabricdesignbuild.com  
PROJECT: 14-0003

4771  
CUMBERLAND

DATE: 10-1-2014  
PAUSE: 10-1-2014  
SCHEDULE:

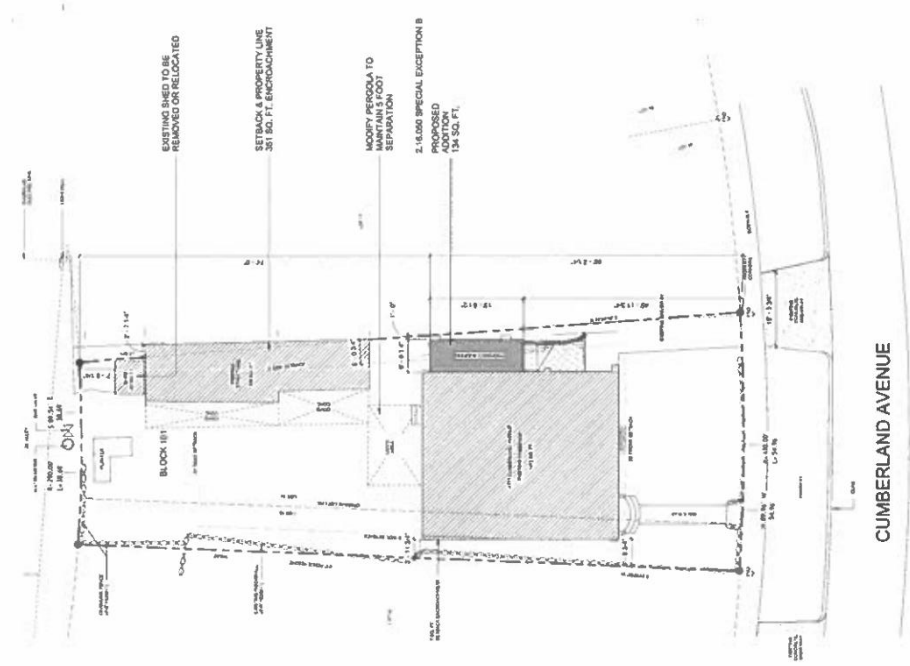
REVISIONS:

NORTH

1

SITE PLAN

A1



1 SITE PLAN  
A1 SCALE: 3/32" = 1'-0"

4771 CUMBERLAND AVE EL PASO, TX 79903  
THE NORTH 10 FEET OF LOT 15 AND THE 4  
SOUTH 45 FEET OF LOT 16, BLOCK 161 AUTISM  
TREATMENT CENTER, EL PASO COUNTY  
GOVERNMENT HILL, ADDITION, CITY OF EL  
PASO, EL PASO COUNTY, TEXAS.

8-4 H  
6,448.04 SQ. FT. (0.39 ACRES)

AG  
25 FT.  
25 FT.  
5 FT.  
10 FT.  
N/A

AREA  
1,475.65 SQ. FT.  
448.50 SQ. FT.  
35.50 SQ. FT.  
2,959.65 SQ. FT.



## 31





Legislation Text

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**File #: BC-875, Version: 1**

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**CITY OF EL PASO, TEXAS  
LEGISTAR AGENDA ITEM SUMMARY FORM**

**AGENDA LANGUAGE:**

*This is the language that will be posted to the agenda. Please use ARIAL 11 Font.*

PHAP25-00025                      102 Government Hill 10 & 11 (7920 Sq Ft), City of  
El Paso, El Paso County, Texas  
Location:                              4500 Hastings Avenue  
Historic District:                      Austin Terrace  
Property Owner:                      Timothy and Suzanne Gutierrez  
Representative:                      Moises Garcia  
Representative District:              2  
Existing Zoning:                      R-4/H (Residential/Historic)  
Year Built:                              1924  
Historic Status:                      Contributing  
Request:                                Certificate of Appropriateness for driveway  
   extension after-the-fact  
Application Filed:                      6/26/25  
45 Day Expiration:                      8/10/25

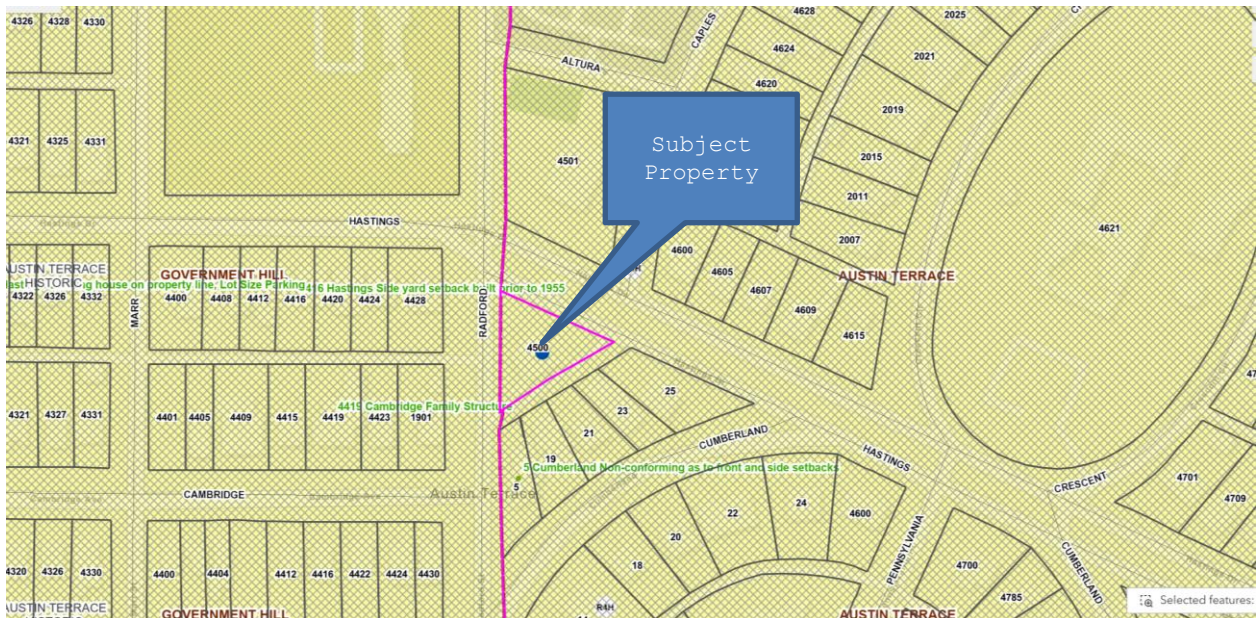




## PHAP25-00025

**Date:** July 10, 2025  
**Application Type:** Certificate of Appropriateness  
**Property Owner:** Timothy and Suzanne Gutierrez  
**Representative:** Moises Garcia  
**Legal Description:** 102 Government Hill 10 & 11 (7920 Sq Ft), City of El Paso, El Paso County, Texas  
**Historic District:** Austin Terrace  
**Location:** 4500 Hastings Drive  
**Representative District:** #2  
**Existing Zoning:** R-4/H (Residential/Historic)  
**Year Built:** 1924  
**Historic Status:** Contributing  
**Request:** Certificate of Appropriateness for driveway extension after-the-fact  
**Application Filed:** 6/26/2025  
**45 Day Expiration:** 8/10/2025

## ITEM #5



**GENERAL INFORMATION:**

The applicant seeks approval for:

Certificate of Appropriateness for a driveway extension

**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:*

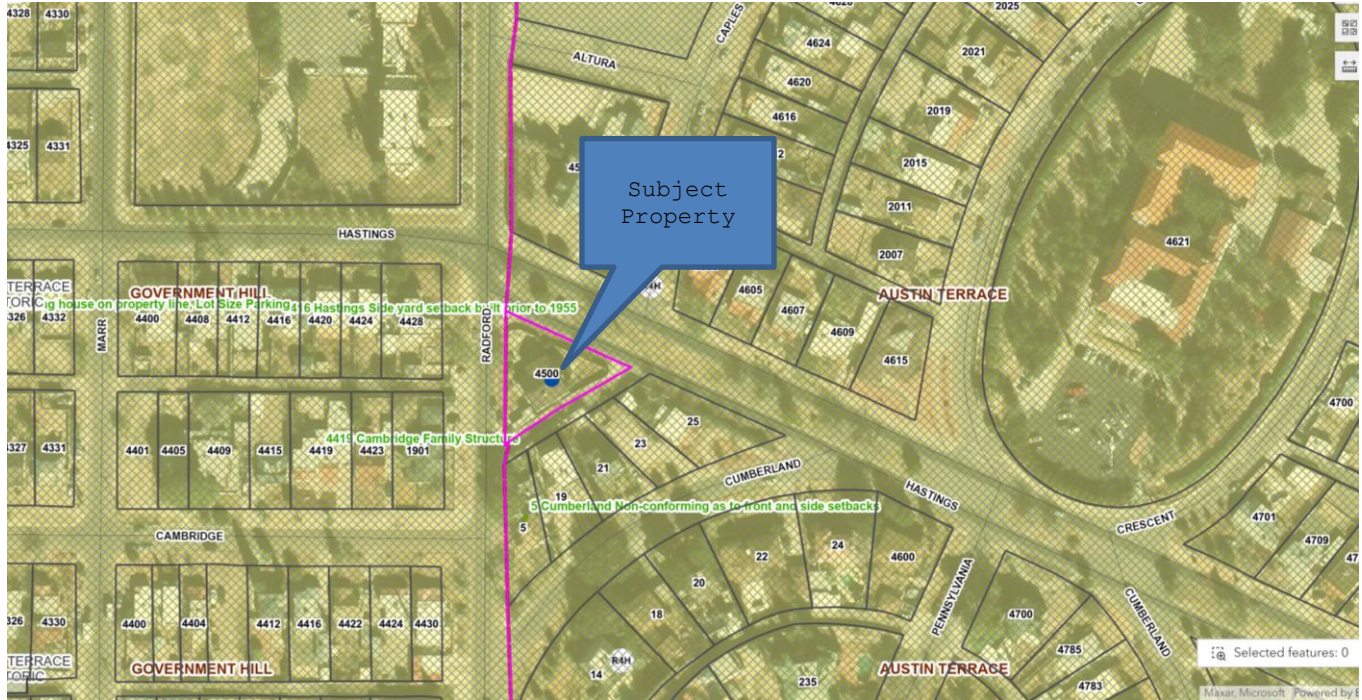
- *Maintain the property's natural topography, and avoid grading that adversely affects drainage and soil stability or could negatively impact existing trees. Slopes shall not be paved.*
- *Grass and sod may be removed from parkways provided not more than 50% of the area is covered with gravel or other masonry that is made of impervious materials (brick pavers, gravel, and masonry pavers). The remaining 50% must be covered with trees and living plants that provide ground cover.*

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

- *New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.*

*The modifications are that the driveway follow City Of El Paso building standards and that the parkway maintain 50% living ground cover.*

## AERIAL MAP

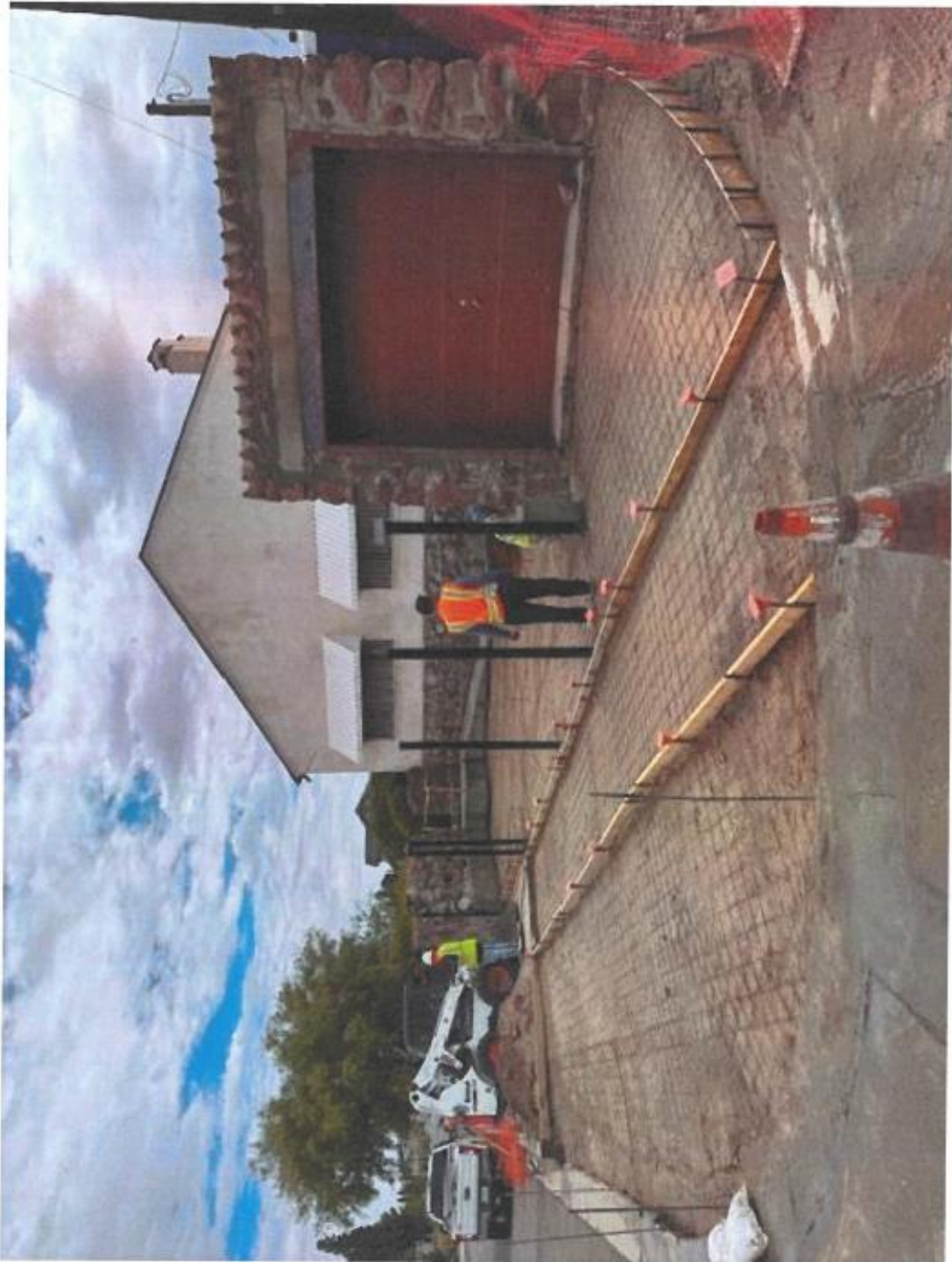




**CURRENT PHOTO**



## PROPOSED MODIFICATION





Legislation Text

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**File #: BC-876, Version: 1**

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**CITY OF EL PASO, TEXAS  
LEGISTAR AGENDA ITEM SUMMARY FORM**

**AGENDA LANGUAGE:**

*This is the language that will be posted to the agenda. Please use ARIAL 11 Font.*

PHAP25-00026                      18 Sunset Heights 16 To 18 (9000 Sq Ft), City of  
El Paso, El Paso County, Texas

Location:                              1435 Fewel Street

Historic District:                      Sunset Heights

Property Owner:                      Circle of the Solitary

Representative:                      Reverend Kimberly Shaw

Representative District:              8

Existing Zoning:                      R-4/H (Residential/Historic)

Year Built:                              1929

Historic Status:                      Contributing

Request:                                Certificate of Appropriateness for window removal  
and replacement

Application Filed:                      6/26/25

45 Day Expiration:                      8/10/25

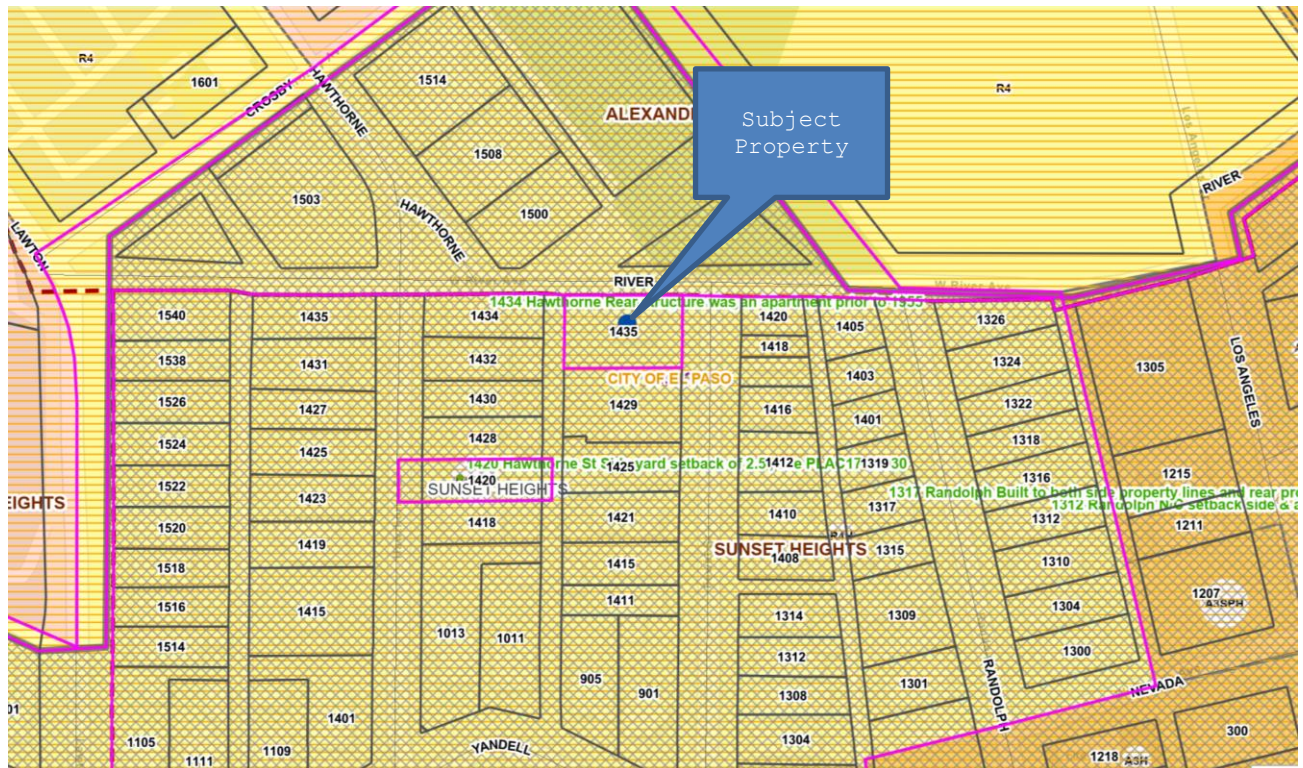




## PHAP25-00026

**Date:** July 10, 2025  
**Application Type:** Certificate of Appropriateness  
**Property Owner:** Circle of the Solitary  
**Representative:** Reverend Kimberly Shaw  
**Legal Description:** 18 Sunset Heights 16 To 18 (9000 Sq Ft), City of El Paso, El Paso County, Texas  
**Historic District:** Sunset Heights  
**Location:** 1435 Fewel Street  
**Representative District:** #8  
**Existing Zoning:** R-4/H (Residential/Historic)  
**Year Built:** 1929  
**Historic Status:** Contributing  
**Request:** Certificate of Appropriateness for window removal and replacement  
**Application Filed:** 6/26/2025  
**45 Day Expiration:** 8/10/2025

## ITEM #6



## **GENERAL INFORMATION:**

The applicant seeks approval for:

Certificate of Appropriateness for window removal and replacement

## **STAFF RECOMMENDATION:**

The Historic Preservation Office recommends APPROVAL WITH A MODIFICATION 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.*
- *Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall*

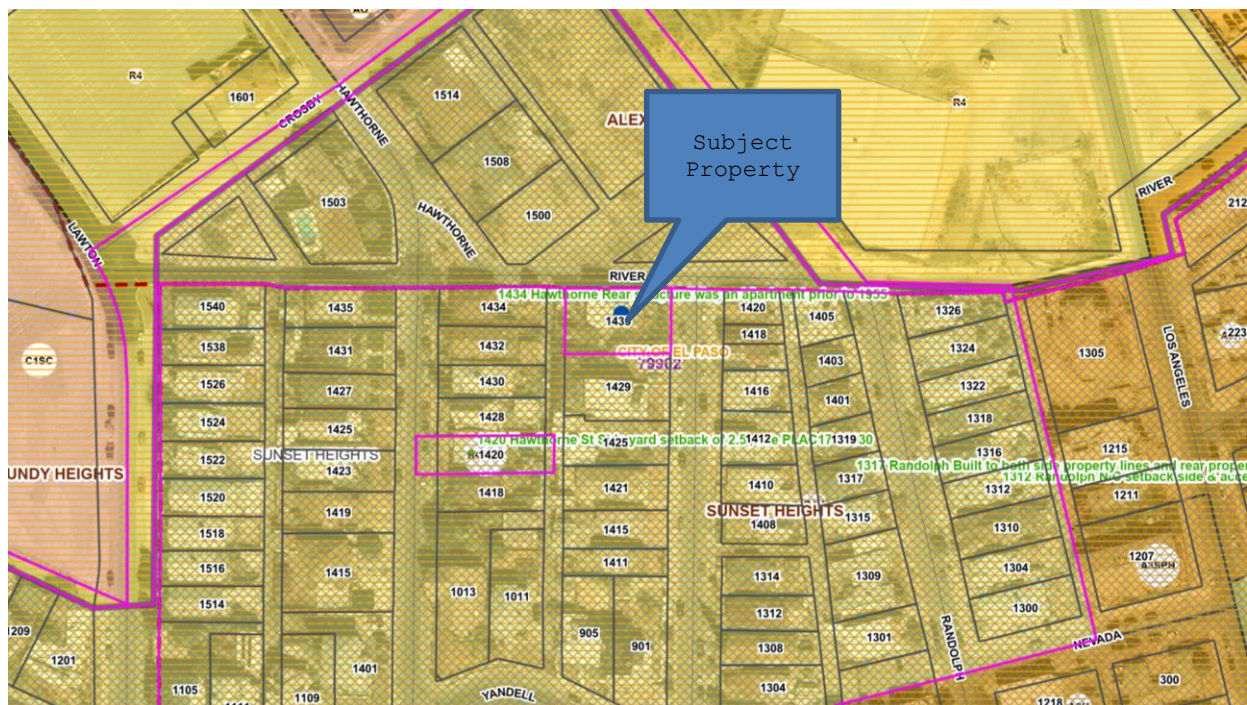


match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

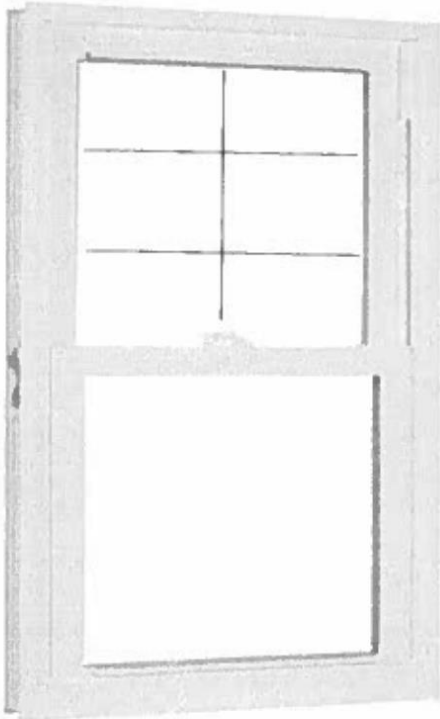
- New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, 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 in terms of operation, dimension, configuration, and finish with the muntins being three-dimensional, exterior-applied.

### AERIAL MAP



## PROPOSED WINDOW TYPE

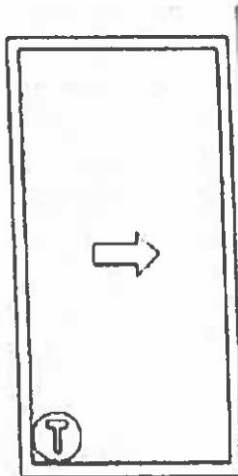


All windows will have same design except 22 & 23.

Top section will be 6 lite and bottom Will be single-pane. Both section will be capable of opening and will have insect screens.

Windows with ground access will maintain the existing security bars.

Baths 33 & 15 will have 4 lites instead of 6 on top



Bathroom windows # 22 & 23 will Be single-pane with no lites.

These will not be openable.



Legislation Text

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**File #:** BC-879, **Version:** 1

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**CITY OF EL PASO, TEXAS**  
**LEGISTAR AGENDA ITEM SUMMARY FORM**

**AGENDA LANGUAGE:**

*This is the language that will be posted to the agenda. Please use ARIAL 11 Font.*

Addresses of property HLC commissioners have requested that HLC staff review or investigate and provide a report to the HLC. If no addresses are submitted in advance and listed under this agenda item, commissioners may announce such addresses under this agenda item. Discussion on property announced at this meeting will take place during the next regularly scheduled meeting. July 10, 2025 deadline for HLC members to request for agenda items to be scheduled at the July 24, 2025 meeting. July 24, 2025 deadline for HLC members to request for August 7, 2025.



El Paso, TX

300 N. Campbell  
El Paso, TX

Legislation Text

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**File #: BC-878, Version: 1**

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**CITY OF EL PASO, TEXAS  
LEGISTAR AGENDA ITEM SUMMARY FORM**

**AGENDA LANGUAGE:**

*This is the language that will be posted to the agenda. Please use ARIAL 11 Font.*

Discussion and action on Regular meeting minutes for June 26, 2025.



**HISTORIC LANDMARK COMMISSION MEETING**  
**Main Conference Room, 2nd Floor, City Hall, 300 N. Campbell Street**  
**June 26, 2025**  
**3:00 P.M.**

**MINUTES**

The Historic Landmark Commission met at the above place and date.

The meeting was called to order at 3:02 p.m. Commission Chair Isaac Harder present and presiding and the following Commissioners answered roll call.

**COMMISSIONERS PRESENT:**

Isaac Harder  
Louis Edwards  
Cynthia Renteria  
Steffen Poessiger

**COMMISSIONERS ABSENT:**

Angela Jimenez  
Isabel Otten  
Kim McGlone  
Mario Silva

**HISTORIC PRESERVATION OFFICE:**

Providencia Velázquez, Historic Preservation Officer  
Modesto "Moe" Melendez III, Planner  
Russell Abeln, Senior Assistant City Attorney

**AGENDA**

Providencia Velázquez, Historic Preservation Officer, read the *Statement from the Historic Preservation Office* into the record.

**ACTION:** *No action was taken.*

AYES: N/A

NAYS: N/A

ABSTAIN: N/A  
ABSENT: N/A  
NOT PRESENT FOR THE VOTE: N/A

I. CALL TO THE PUBLIC – PUBLIC COMMENT

This time is reserved for members of the public who would like to address the Historic Landmark Commission on any items that are not on the Historic Landmark Commission agenda and that are within the jurisdiction of the Historic Landmark Commission. No action shall be taken.

A sign-up form is available outside the City Hall – Main Conference Room for those who wish to sign up on the day of the meeting. Requests to speak must be received by 4:00 p.m. on the date of the meeting. A total time of three minutes may be allowed for each speaker. The Public Comment portion shall not exceed thirty (30) minutes, unless otherwise approved by the Historic Landmark Commission.

NONE

I. REGULAR AGENDA – DISCUSSION AND ACTION

Certificate of Appropriateness

1. PHAP25-00020

79 Magoffin N 30.5 Ft Of 1 To 3 (2288 Sq Ft), City of El Paso, El Paso County, Texas
- Location:

111 S. Hills Street
- Historic District:

Magoffin
- Property Owner:

Galen Chang
- Representative:

Jose Trejo
- Representative District:

8
- Existing Zoning:

M-1/H (Manufacturing/Historic)
- Year Built:

1930
- Historic Status:

Contributing
- Request:

Certificate of Appropriateness for installation of new windows
- Application Filed:

5/27/25
- 45 Day Expiration:

7/11/25

**This item was withdrawn at the owner’s request.**

2. PHAP25-00021

83 Government Hill 20 to 22 (12375 SQ FT), City of El Paso, El Paso County, Texas
- Location:

4410 Leeds Avenue

Historic District: Austin Terrace  
 Property Owner: Martha Jordan  
 Representative: Karla Terazaz  
 Representative District: 2  
 Existing Zoning: R-4/H (Residential/Historic)  
 Year Built: 1951  
 Historic Status: Non-Contributing  
 Request: Certificate of Appropriateness for installation of  
 new windows  
 Application Filed: 6/12/25  
 45 Day Expiration: 7/27/25

Presentation made by Mr. Melendez to the Commission.

Ms. Martha Jordan, property owner, spoke to/answered questions from the Commission. At this time Ms. Velázquez shared guidelines on windows.

**ACTION:** Motion made by Commissioner Renteria to table this item for the next meeting, seconded by Commissioner Poessiger, to **TABLE THIS ITEM** and unanimously carried.

Motion passed.

- .....
- 3. PHAP25-00022**      7 Castle Heights W 20 Ft of 26 & E 20 Ft Of 27 (4800 SQ  
 FT), City of El Paso, El Paso County, Texas  
 Location: 3012 San Diego Avenue  
 Historic District: Manhattan Heights  
 Property Owner: Maria Quezada  
 Representative: Maria Quezada  
 Representative District: 2  
 Existing Zoning: R-3/H (Residential/Historic)  
 Year Built: 1915  
 Historic Status: Contributing  
 Request: Certificate of Appropriateness for installation of rock wall at side yard  
 Application Filed: 6/12/25  
 45 Day Expiration: 7/27/25

Presentation made by Mr. Melendez to the Commission.

Ms. Maria Quezada, property owner, spoke to/answered questions from the Commission.

**ACTION:** Motion made by Commissioner Poessiger, seconded by Commissioner Edwards, to **APPROVE THIS ITEM with staff modifications** and unanimously carried.



Motion passed.

- .....
1. Addresses of property HLC Commissioners have requested that HLC staff review or investigate and provide a report to the HLC.

**THERE WERE NO ADDRESSES NOR PROPERTIES THAT THE HLC MEMBERS WOULD LIKE TO REQUEST FOR AGENDA ITEMS TO BE SCHEDULED AT THE JUNE 26, 2025 MEETING.**

## **II. Consent Agenda**

1. HLC Staff Report - Update on Administrative Review Cases since last HLC meeting for the properties listed on the attachment posted with this agenda.  
(See Attachment "A.")
2. Discussion and action on Regular meeting minutes for June 5, 2025.

**ACTION:** Motion made by Commissioner Renteria, seconded by Chair Harder, to **APPROVE THE MINUTES AND TABLE STAFF REPORT TO NEXT MEETING**, and carried.

Motion passed.

AYES: 2

NAYS: N/A

ABSTAIN: 2

ABSENT: 4

NOT PRESENT FOR THE VOTE: 4

.....

## **III. Adjournment of the Historic Landmark Commission's Meeting.**

**ADJOURNMENT:**

**ACTION:** Motion made by Chair Harder, seconded by Commissioner Renteria and unanimously carried to **ADJOURN**.

Motion passed.

Meeting adjourned at 4:02 p.m.

## **EXECUTIVE SESSION**

The Historic Landmark Commission may retire into Executive Session pursuant to Section 3.5A of the El Paso City Charter and the Texas Government Code, Section 551.071-551.076 to discuss any item on this agenda.

.....  
Approved as to form:

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Providencia Velázquez, Historic Preservation Officer



El Paso, TX

300 N. Campbell  
El Paso, TX

Legislation Text

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**File #: BC-877, Version: 1**

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**CITY OF EL PASO, TEXAS  
LEGISTAR AGENDA ITEM SUMMARY FORM**

**AGENDA LANGUAGE:**

*This is the language that will be posted to the agenda. Please use ARIAL 11 Font.*

HLC Staff Report - Update on Administrative Review Cases since last HLC meeting for the properties listed on the attachment posted with this agenda. (See Attachment "A.")



# Planning and Inspections Department

## MAYOR

Renard U. Johnson

## PLANNING AND INSPECTIONS DEPARTMENT

July 10, 2025

## CITY COUNCIL

### District 1

Alejandra Chávez

### District 2

Dr. Josh Acevedo

### District 3

Deanna M. Rocha

### District 4

Cynthia Boyar Trejo

### District 5

Ivan Niño

### District 6

Art Fierro

### District 7

Lily Limón

### District 8

Chris Canales

## CITY MANAGER

Dionne Mack

## ATTACHMENT "A"

TO:

Honorable Chair and Members

Historic Landmark Commission

FROM:

Providencia Velázquez, Historic Preservation Officer

SUBJECT:

Administrative Review Status Report

Title 20, Chapter 20 (Historic Landmark Preservation), El Paso Municipal Code, allows this Department to provide Administrative Review for applications that meet criteria as listed under the Administrative Review Guidelines. Since the Historic Landmark Commission meeting on June 26, the following cases have received Administrative Review:

### AUSTIN TERRACE HISTORIC DISTRICT

PHHR25-00094-2106 Patterson Place, David and Marci Rotz (owners) – Non-Contributing – A request was made for removal of existing AC on roof and installing new condenser in rear yard.

PHHR25-00097-4625 King Arthur Court, Tracy J. Reyes (owner) – Non-Contributing – A request was made for refrigerated air conversion to 5-ton package unit on roof to replace existing unit and electrical hook-up.

### MAGOFFIN HISTORIC DISTRICT

PHHR25-00096-169 Noble Street, Rosa Falcon (owner) – Contributing Property – A request was made for replacement of 1 window. No openings to be changed.

Philip F. Etiwe, Director

City 3 | 801 Texas Ave. | El Paso, Texas 79901 | (915) 212-0104 | FAX (915) 212-0084





# Planning and Inspections Department

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**MAYOR**

Renard U. Johnson

---

**CITY COUNCIL****District 1**

Alejandra Chávez

**District 2**

Dr. Josh Acevedo

**District 3**

Deanna M. Rocha

**District 4**

Cynthia Boyar Trejo

**District 5**

Ivan Niño

**District 6**

Art Fierro

**District 7**

Lily Limón

**District 8**

Chris Canales

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**CITY MANAGER**

Dionne Mack

**MANHATTAN HEIGHTS HISTORIC DISTRICT**

**PHHR25-00095–3144 Wheeling Avenue, Robert A. Fernandez (owner)** – Contributing Property – A request was made for installation of new 200-amp electrical service with square D home HOM816

**SUNSET HEIGHTS HISTORIC DISTRICT**

**PHHR25-00093–614 Prospect Street, Miles Williams (owner)** – Contributing Property – A request was made for replacing 2 windows. New windows to be almond vinyl. No changes to openings.

**PHHR25-00098–515 Corto Way, Claudia Montoya and Elena Arvizu-Montoya (owners)** – Contributing Property – A request was made for electrical upgrade to include new panel on secondary exterior facade wall.

Philip F. Etiwe, Director

City 3 | 801 Texas Ave. | El Paso, Texas 79901 | (915) 212-0104 | FAX (915) 212-0084