

**NOTICE OF MEETING
LANDMARK COMMISSION
OF THE CITY OF GALVESTON
MONDAY, OCTOBER 20, 2025 - 4:00 PM
CITY COUNCIL CHAMBERS, 2ND FLOOR OF CITY HALL
823 ROSENBERG, GALVESTON, TEXAS
REGULAR MEETING**

**One or more members of the Landmark Commission may attend the meeting by
videoconference.**

**A quorum of the members of the Landmark Commission will be physically present at the
meeting location.**

1. Call Meeting to Order
2. Attendance
3. Conflict of Interest
4. Election of Chairperson and Vice-Chairperson
5. Approval of Minutes

5.A September 15, 2025

6. Public Comment
Members of the public may address the Committee. Speakers will be limited to three minutes.
7. New Business and Associated Public Hearings

7.B CERTIFICATE OF APPROPRIATENESS

1. **25LC-040 (212 Kempner / 22nd Street)** Request for a Certificate of Appropriateness for modifications to the structure including changes to window openings. The property is legally described as Abstract 628 M.B. Menard Survey, Part of Lots 1 & 2 (1-1) Block 621, in the City and County of Galveston, Texas.
Applicant: Brax Easterwood, AIA
Property Owner: Catherine Buerger, Saint Buerger Property Management, LLC.

7.C LICENSE TO USE

2. **25LC-042 (Adjacent to 302 21st Street/Moody)** Request for a License to Use to retain construction fencing and scaffolding. Adjacent property is legally described as M.B. Menard Survey, Lots 1, 2 and West 18 Feet of Lot 3 (1-1), Block 560, in the City and County of Galveston, Texas.
Applicant: Dylan DeVito, The ITEX Group, LLC.
Adjacent Property Owner: Galveston 302 21st Street, LLC.
Easement Holder: City of Galveston

8. Adjournment

I certify that the above Notice of Meeting was posted in a place convenient to the public in compliance with Chapter 551 of the Texas Government Code on 10/14/2025 at 3:25 PM

Karina Rosales, Planning Technician

Note: An aggrieved applicant must file a letter requesting an appeal to the Historic Preservation Officer within 20 days of the rendition of the Commission's decision.

IN ACCORDANCE WITH THE PROVISIONS OF THE AMERICANS WITH DISABILITIES ACT (ADA), PERSONS IN NEED OF A SPECIAL ACCOMMODATION TO PARTICIPATE IN THIS PROCEEDING SHALL, WITHIN THREE (3) DAYS PRIOR TO ANY PROCEEDING, CONTACT THE CITY SECRETARY'S OFFICE, SUITE 201, 823 ROSENBERG, GALVESTON, TEXAS 77550 (409 797-3510)

MEMBERS OF CITY COUNCIL MAY BE ATTENDING AND PARTICIPATING IN THIS MEETING



City of Galveston

MINUTES OF THE LANDMARK COMMISSION OF THE CITY OF GALVESTON REGULAR MEETING – September 15, 2025

CALL MEETING TO ORDER

The meeting was called to order at 4:00 p.m.

ATTENDANCE

Members Present: Allen (Alternate), Bourgeois, Chastain, Click, Fitz, Langdale, Smith (Alternate), Stetzel-Thompson, Ex Officio CM Lewis

Members Absent: Thierry

Staff Present: Tim Tietjens, Development Services Executive Director; Teresa Evans, Special Assistant to Executive Director of Development Services; Daniel Lunsford, Planning Manager; Rebekah Annan, Planner; Donna Fairweather, Interim City Attorney; Karina Rosales, Planning Technician.

CONFLICT OF INTEREST

None

APPROVAL OF MINUTES

The August 18, 2025, Regular Meeting minutes were accepted as presented.

PUBLIC COMMENT

None

NEW BUSINESS AND ASSOCIATED PUBLIC HEARINGS

CERTIFICATE OF APPROPRIATENESS

25LC-038 (2323 Avenue O) Request for a Certificate of Appropriateness for modifications to the structure including front entry railings. Property is legally described as M. B. Menard Survey, Lots 2, 3 and West ½ of Lot 4 and North 1/2 of Adjacent Alley, Northeast Block 67, Galveston Outlots, in the City and County of Galveston, Texas.

Applicant: Jeffery and Polly Jones

Property Owner: Jeffery and Polly Jones

Staff presented the report and noted that 11 public hearing notices were sent, and none returned.

Chairperson Click opened the public hearing on the case. A representative for the applicant, Polly Jones, gave a presentation to the commission. The public hearing was closed, and the Chairperson called for a motion.

Commissioner Stetzel-Thompson made a motion to approve the request with Staff's Recommendations.

Commissioner Fitz seconded.

The Chairperson called for questions or comments from the Commission. The following votes were cast:

In favor: Allen (Alternate), Bourgeois, Chastain, Click, Fitz, Langdale, Stetzel-Thompson,
Opposed: None
Absent: Thierry
Non-voting participant: Smith (Alternate), Ex Officio Lewis

The motion passed.

25LC-039 (711 14th Street) Request for a Certificate of Appropriateness for alterations to the structure including replacing existing windows and installing a metal roof. Property is legally described as M.B. Menard Survey, Replat of Lot 7 Block 314, in the City and County of Galveston, Texas.

Applicant: Brax Easterwood

Property Owner: Scott Rice, Sandbar Properties LLC.

Staff presented the report and noted that five public hearing notices were sent, and none were returned.

Chairperson Click opened the public hearing on the case. A representative for the applicant, Shelby Gonzales, gave a presentation to the commission. The public hearing was closed, and the Chairperson called for a motion.

Chairperson Click made a motion to approve the request with Staff's Recommendations and striking condition 1. a.

Commissioner Stetzel-Thompson seconded.

The Chairperson called for questions or comments from the Commission. The following votes were cast:

In favor: Allen (Alternate), Bourgeois, Chastain, Click, Fitz, Langdale, Stetzel-Thompson,
Opposed: None
Absent: Thierry
Non-voting participant: Smith (Alternate), Ex Officio Lewis

The motion passed.

LANDMARK DESIGNATION

25LC-037 (1201 Postoffice / Avenue E) Request for designation as a Galveston Landmark. The property is legally described as M.B. Menard Survey, North 60 feet of Lot 7 (7-1), Block 432, in the City and County of Galveston, Texas.

Applicant: Stephen Wade Roberts and Sigita Sulaityte

Property Owner: Stephen Wade Roberts and Sigita Sulaityte

Staff presented the report and noted that 26 public hearing notices were sent, and none were returned.

Chairperson Click opened the public hearing on the case. The public hearing was closed, and the Chairperson called for a motion.

Commissioner Stetzel-Thompson made a motion to recommend approval of the request with Staff's Recommendations.

Commissioner Allen seconded.

The Chairperson called for questions or comments from the Commission. The following votes were cast:

In favor: Allen (Alternate), Bourgeois, Chastain, Click, Fitz, Langdale, Stetzel-Thompson,
Opposed: None
Absent: Thierry
Non-voting participant: Smith (Alternate), Ex Officio Lewis

The motion passed.

THE MEETING ADJOURNED AT 4:15 PM



823 ROSENBERG, GALVESTON, TX 77550 | WWW.GALVESTONTX.GOV | FOLLOW US ON FACEBOOK, YOUTUBE, TWITTER, & INSTAGRAM!

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25LC-040

STAFF REPORT

ADDRESS:

210 22nd Street

LEGAL DESCRIPTION:

The property is legally described as Abstract 628 M.B. Menard Survey, Part of Lots 1 & 2 (1-1) Block 621, in the City and County of Galveston, Texas.

APPLICANT/REPRESENTATIVE:

Brax Easterwood

PROPERTY OWNER:

Catherine Buegler, Saint Buegler Property Management, LLC.

ZONING DISTRICT:

Central Business, Historic District, Galveston Landmark (R-3-H)

HISTORIC DISTRICT:

Strand-Mechanic

REQUEST:

Request for a Certificate of Appropriateness for modifications to the structure including changes to window openings.

STAFF RECOMMENDATION:

Approval with conditions

EXHIBITS:

A – Applicant's Submittal with Staff Notes

STAFF:

Daniel Lunsford
Planning Manager
409-797-3659
dlunsford@galvestontx.gov

Public Notice and Comment:

Sent	Returned	In Favor	Opposed	No Comment
5				



Zoning and Land Use

Location	Zoning	Land Use
Subject Site	Central Business, Historic District, Galveston Landmark (R-3-H)	Commercial
North	Central Business, Historic District (R-3-H)	Commercial
South	Central Business, Historic District (R-3-H)	Commercial
East	Central Business, Historic District (R-3-H)	Commercial
West	Central Business, Historic District (R-3-H)	Commercial

Historical and/or Architectural Significance

Date	1882
Style	Italianate
Condition	Good
Evaluation	High: Individually contributes to the historical significance of the district through location, design, setting, materials, workmanship, feeling, and/or association
Note	Trueheart & Company Building, architect Nicholas Clayton

Background

In June 2025, the applicant presented a Certificate of Appropriateness request for changes to the exterior façade of the subject property (25LC-022). The addition of new windows at the renovated third floor were approved along with a third floor addition.

Executive Summary

The applicant is requesting to add an additional window to the north façade of the building at the third floor, and move another window opening previously approved in conjunction with interior floor plan changes. The windows will be wood, in a four-over-four light configuration. No other changes to the approval provided under 25LC-022 are proposed at this time.

Design Standards for Historic Properties

The following Design Standards are applicable to this request:

Materials

Building materials for new structures and additions to existing buildings should contribute to the visual continuity of the district and appear similar to those seen traditionally.

Masonry, including brick, stone and genuine stucco, was traditionally the primary building material in Downtown Galveston. Within the Strand/Mechanic Historic District, brick was traditionally the primary building material. Traditional commercial structures in the city's historic residential districts use a wider range of building materials, often including wood siding.

Historic Windows

The character-defining features of a historic window should be preserved. Historic windows can be repaired by re-glazing and patching and splicing wood elements such as muntins, frame, sill and casing. Repair and weatherization is more energy efficient, and less expensive than replacement. If an original window cannot be repaired, new replacement windows should be in character with the historic building.

2.14 Maintain original window proportions and components.

Appropriate

- Preserve the position, number and arrangement of historic windows in a building wall (flexibility in modifying a window on the rear of a contributing structure may be considered. See “Locating Façade Improvements” on page 29 for more information).
- Maintain the original size, shape and number of panes.
- Repair and maintain windows regularly, including wood trim, glazing putty and glass panes.
- Maintain historic art or stained glass.

Inappropriate

- Do not enclose a historic window opening or add a new opening.
- Do not significantly increase the amount of glass on a primary façade as it will negatively affect the integrity of the structure.

2.15 Preserve the proportions of historic window openings.

Appropriate

- Restore altered window openings on primary façades to their original configuration, when feasible.

Inappropriate

- Do not reduce an original opening to accommodate a smaller window or increase it to accommodate a larger window.

2.16 Match replacement window design to the original.

Appropriate

- If the original is double-hung, use a double-hung replacement window, or a window that appears to be double-hung.
- Give special attention to matching the original design on a key character-defining façade.

2.18 Match the profile of the sash and its components to that of the original window.

Appropriate

- Maintain the profile depth of the sash, which steps back to the plane of the glass in several increments.

2.19 Convey the character of historic sash divisions.

Appropriate

- Use genuine muntins that divide a window into smaller panes of glass on key walls and other highly visible places.

Inappropriate

- Do not use strips of material located between panes of glass to simulate muntins.

Conformance with the Design Standard for Historic Properties

Staff finds that the request conforms to the Design Standards. The proposed change are located and Location C: Less Visible Secondary Wall (preservation is still preferred but additional flexibility exists for compatible replacement or alteration). However, the proposed changes are high along the north façade, which faces primarily other structures with little opportunity for pedestrian views.

Staff Recommendation

Staff recommends the request be approved with the following conditions:

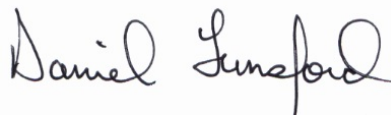
Specific Conditions:

1. The exterior modifications shall conform to the design, materials and placement presented in Attachment A of the staff report;

Standard Conditions:

2. Any significant alteration from the design approved by the Landmark Commission, shall require the request to be returned to the Commission for review;
3. The applicant shall obtain a building permit prior to beginning construction;
4. A License to Use the public right of way (LTU) shall be obtained prior to constructing the canopy;
5. Any additional work will require a separate building permit from the Building Department, and may require review by the Landmark Commission and/or the City's Historic Preservation Officer prior to construction;
6. The Landmark Commission approval shall expire after two years if no progress has been made toward completion of a project unless the applicant files a request for an extension or can show progress toward completion of a project; and,
7. In accordance with Section 10.110 of the Land Development Regulations, should the applicant be aggrieved by the decision of the Landmark Commission, a letter requesting an appeal must be submitted to the Historic Preservation Officer within 20 days of the Commission decision. Additionally, a Zoning Board of Adjustment application must be submitted to the Development Services Department by the next respective deadline date.

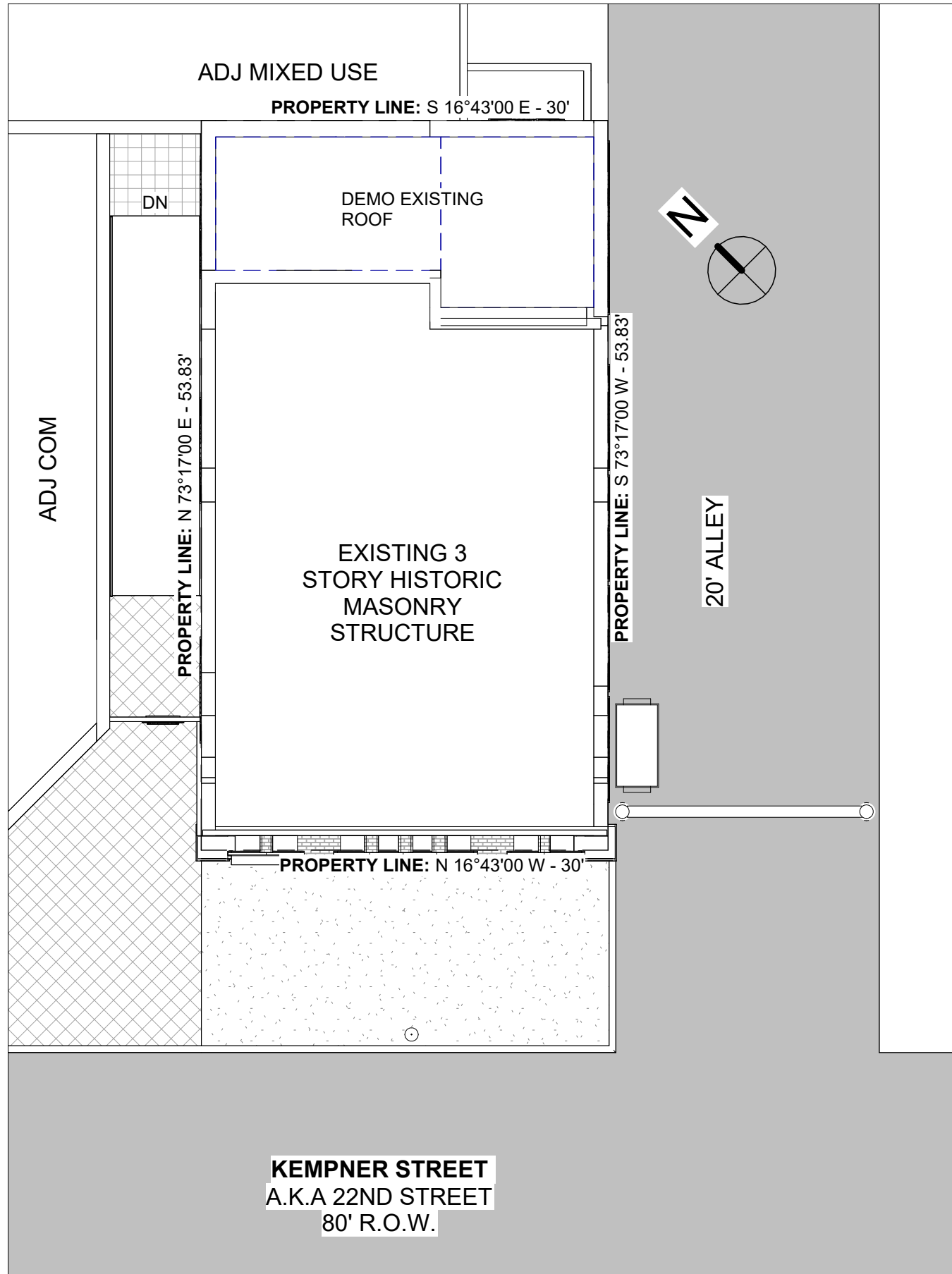
Respectfully Submitted,



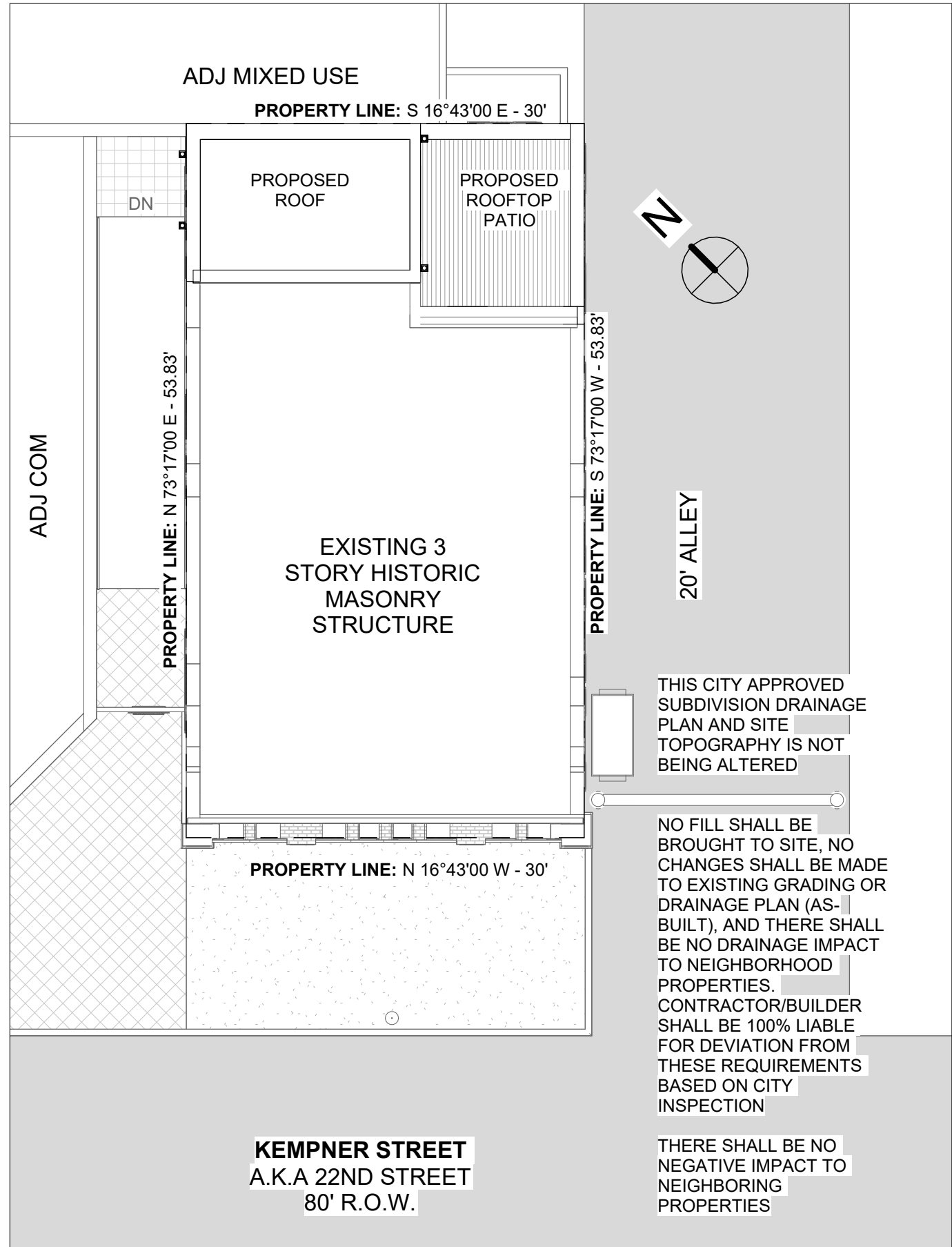
Daniel Lunsford
Planning Manager

October 6, 2025

Date

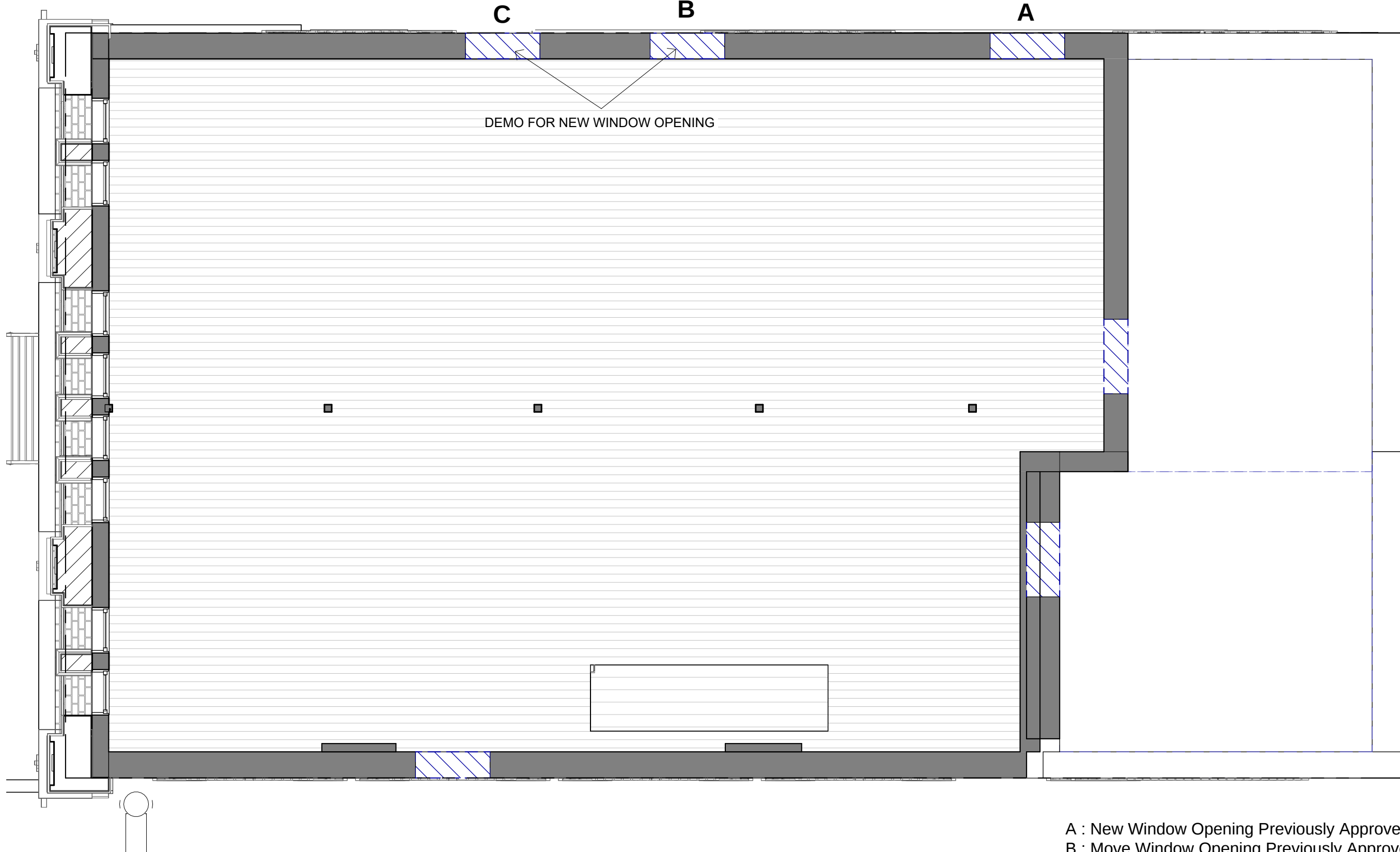


① EXISTING SITE PLAN
1" = 10'-0"



② PROPOSED SITE PLAN
1" = 10'-0"

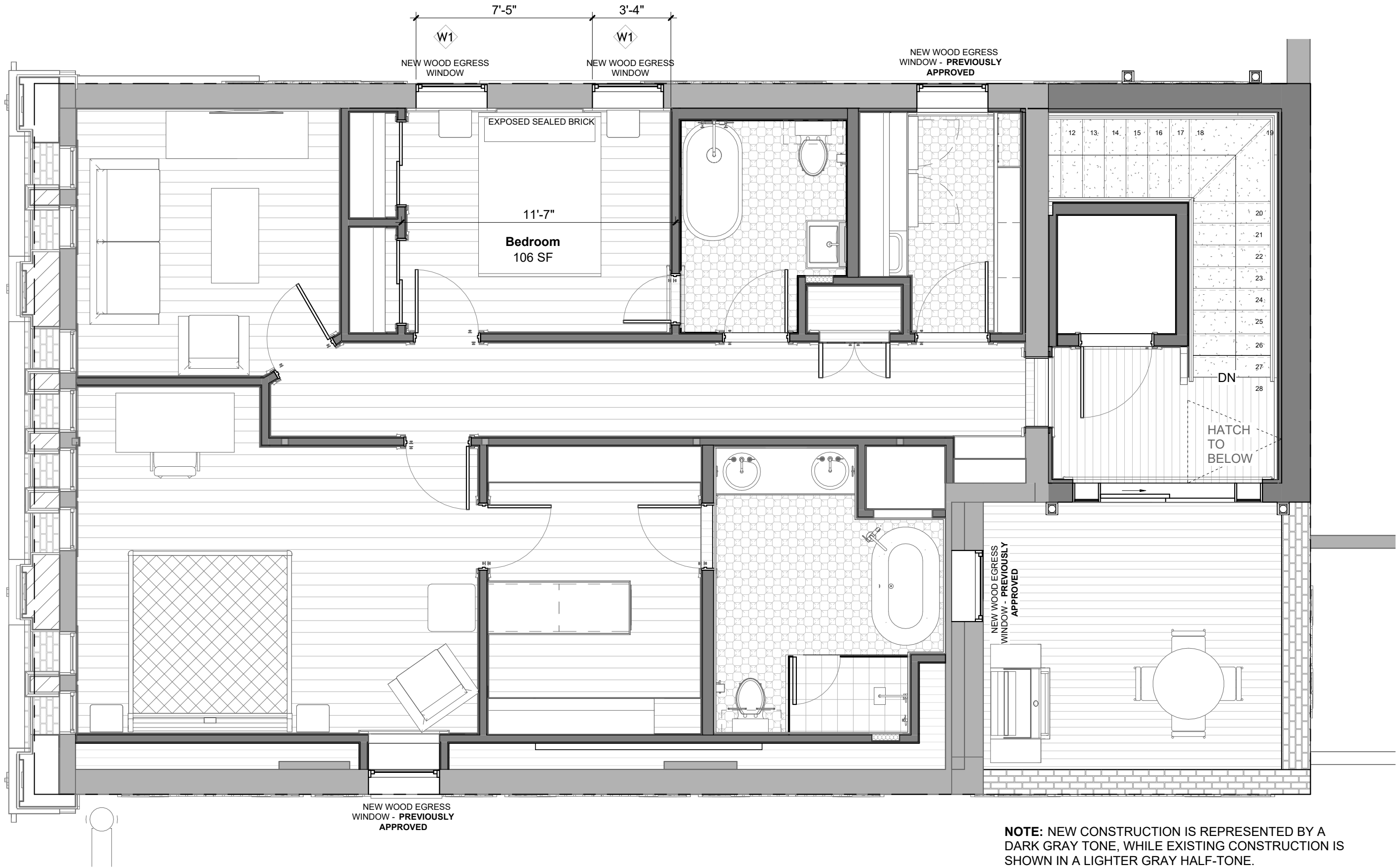
EXHIBIT A



1 EXISTING THIRD FLOOR
1/4" = 1'-0"

A : New Window Opening Previously Approved
B : Move Window Opening Previously Approved
C : Add New Window Opening

1 3 - Third Floor New/Proposed Landmark
1/4" = 1'-0"



1 North Landmark
1/8" = 1'-0"





25LC-042

STAFF REPORT

ADDRESS:

Adjacent to 302 21st Street/Moody

LEGAL DESCRIPTION:

Adjacent property is legally described as M.B. Menard Survey, Lots 1, 2 and West 18 Feet of Lot 3 (1-1), Block 560, in the City and County of Galveston, Texas.

APPLICANT/REPRESENTATIVE:

Dylan DeVito, The ITEX Group, LLC.

ADJACENT PROPERTY OWNER(S):

Galveston 302 21st Street, LLC

EASEMENT OWNER:

City of Galveston

ZONING:

Central Business, Galveston Landmark (CB-H)

REQUEST:

License to Use (LTU)

APPLICABLE REGULATIONS:

Section 13.202 of the LDR and Chapter 32-5 of the City Code of Ordinances

STAFF RECOMMENDATION:

Approval with findings and conditions

EXHIBITS:

A - Aerial Map
B- Applicant's Submittal

STAFF:

Rebekah Annan
Planner
(409) 797-3645
rannan@galvestontx.gov

Public Notice and Comment:

Sent	Returned	In Favor	Opposed	No Comment
12				

Per Section 13.808 of the Land Development Regulations and state law, written public notice of this request is required. Public notices are sent to all property owners within 200 feet of the subject site and are sent to the address on file with the Galveston Central Appraisal District.

City Department Notification Responses:

Airport: No Objection
Building Division: No Objection
Coastal Resources: No Objection
Fire Marshal: No Objection
Fire Chief: No Objection
Police Chief: No Objection
Public Works: No Objection

Private Utilities Notification Responses:

AT&T: No Objection
Comcast: No Objection
CenterPoint Energy: No Objection
Texas Gas Service: No Objection



Executive Summary	The applicant is requesting a License to Use (LTU) the public right of way to retain construction fencing and scaffolding associated with ongoing renovations to the building. In 2024, the applicant was granted a license to Use for 1 year regarding the placement of construction fencing and scaffolding, with conditions, terms, and reservations. The approval expired on September 30, 2025, and this application has been submitted to extend the approval until 2027.
Physical Characteristics	The construction fencing in the right-of-way is installed along the entire building frontage on 21st Street and Mechanic, and it obstructs the entire sidewalk area. The scaffolding is installed along the entire building frontage on 21st Street, but only up to halfway of the building's frontage on Mechanic, which is approximate 48 linear feet. Please see Exhibit A for details of the extents of the encroachment. The applicant requests that the construction fencing and scaffolding remain in its current place for two more years.
Paid Parking	No paid parking is affected by this LTU request.
License to Use	A License to Use (LTU) is required prior to placing items within or otherwise obstructing City rights-of-way in accordance with Chapter 32-5 of the City Code of Ordinances. Section 13.202 of the Land Development Regulations (LDRs) establish the procedure for processing LTU approval.
Other Reviews	There were no concerns or objections from outside utilities or other City departments. Due to the designation of this property as a Galveston Landmark, the Landmark Commission may provide a recommendation to Planning Commission regarding the request. The Planning Commission will consider this request at their October 21, 2025 meeting.
Staff Recommendation	Staff recommends Case 25LC-042, request for a License to Use the public right-of-way be approved, subject to the following conditions: <i>Specific Conditions:</i> 1. The Licensee shall conform to the site plan in Exhibit A for the placement of the construction fencing and scaffolding; 2. The License to use shall be valid until October 21, 2027; 3. The Licensee shall be responsible for any damage to the right-of-way area caused by the installation and maintenance of the construction items, and should the right-of-way be damaged in any way, the licensee shall repair the area; <i>Standard Conditions:</i> 4. The Licensee shall conform to all comments/conditions received from City departments and shall obtain all required permits, construction documents, and inspections. Should conformance with the comments/conditions require alterations to the project, as

approved, the case must be returned to the Planning Commission for additional review and approval. Failure to comply with all comments/conditions may result in penalties and/or revocation of this permit;

5. The cleaning of the debris from the site shall be the responsibility of the Licensee;
6. The Licensee and all of the Licensee's rights granted are conditioned that owners of utility facilities, whether publicly or privately owned, have at all times access to the property made subject of the License, together with the right to enter the property and excavate for the purpose of repairing, replacing, locating and maintaining such utility facilities, if any;
7. The Licensee shall execute the License to Use Agreement within 90-days from the date the Planning Commission approved the License to Use, otherwise the Agreement shall be of no further effect and shall be considered as having been canceled fully;
8. LICENSEE UNDERTAKES AND PROMISES TO HOLD THE CITY OF GALVESTON HARMLESS AND TO INDEMNIFY AND DEFEND IT AGAINST ALL SUITS JUDGMENTS, COSTS, EXPENSES AND DAMAGES THAT MAY ARISE OR GROW OUT OF THE USE OR GRANT OF THE LICENSE TO USE CITY RIGHT-OF-WAY UNDER THIS AGREEMENT REGARDLESS OF FAULT; and
9. The City does retain the right and option to cancel the License and terminate all rights of the License upon ninety (90) days written notice of such cancellation and termination, sent to Licensee at the mailing address provided herein; and, Licensee agrees and shall be obligated to vacate the property made subject of the license and to remove all improvements and/or obstruction located thereon at Licensee's own expense prior to the expiration of said 90-day notification period.

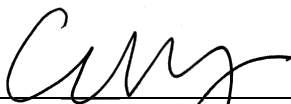
Respectfully Submitted,



Rebekah Annan, Planner

10/7/25

Date



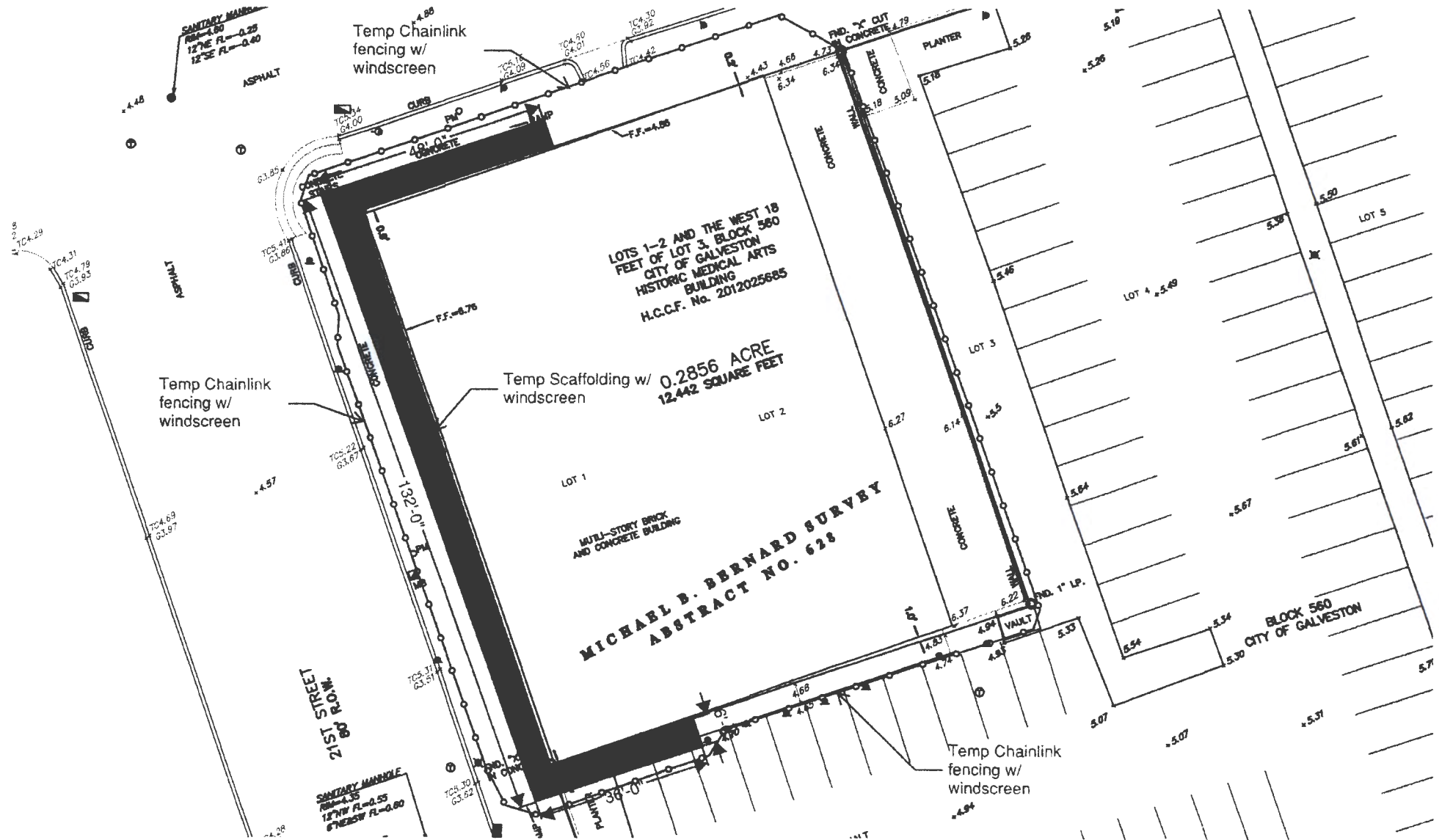
Catherine Gorman, AICP
Assistant Director/HPO

10/10/2025

Date

302 Moody Ave Temporary Scaffolding and fencing plan

Exhibit A



We have made tremendous progress in getting this project up and running. We anticipate receiving a building permit by the end of this year, which will allow construction of the Medical Arts Building to begin at the start of 2026. The total construction timeline is expected to be approximately 20 months.

Just this past week, we met with the City of Galveston Planning Department / Development Services, where we presented a rendering of the completed building, shared our near-term schedule, and addressed questions related to the NPS and any historical amendments. The Planning Department expressed strong enthusiasm for the project, and we share in that excitement.

Our team remains fully committed to delivering a high-quality project that supports the City's goals for economic growth, neighborhood activation, and long-term tax base expansion. We have invested considerable resources to date and are making steady progress; this extension ensures we can maintain momentum while working responsibly through the development process.

With these milestones in place, we respectfully request a two-year LTU renewal to carry us through the full construction phase and ensure the project is completed responsibly and in alignment with the City's goals.

Please let me know if any additional information is needed at this time. We appreciate your support throughout this process and look forward to continuing that partnership as we bring this project to completion.

Thank you,

Dylan DeVito

ITEX | Analyst - Real Estate Investment & Development (REID)

M: 818-645-5703

PO Box 22109, Houston, TX 77227

dylan.devito@itexgrp.com