

NEW ORLEANS HISTORIC DISTRICT LANDMARKS COMMISSION  
CENTRAL BUSINESS DISTRICT HISTORIC DISTRICT LANDMARKS COMMISSION

LaToya Cantrell  
MAYOR

CITY OF NEW ORLEANS

Bryan Block  
EXECUTIVE DIRECTOR

Tuesday, October 28, 2025

Honorable City Council  
1300 Perdido Street  
New Orleans, LA 70112

Re: 1115 – 1117 Independence Street

Ladies and Gentlemen:

Attached, please find a report regarding an appeal of the New Orleans Historic District Landmarks Commission's approval of the request for retention of two flush mounted windows with half screens on both side elevations at a Contributing rated, one-story, two- family residential building in deviation of a Certificate of Appropriateness, with the proviso that the existing windows be recess mounted and fitted with full screens to reduce the visibility of the internal muntins.

Should you have any questions or require any additional information, please feel free to contact me at your earliest convenience.

Sincerely,

Yvette Jett  
Principal Architectural Historian

1300 PERDIDO STREET, ROOM 7W03 | NEW ORLEANS, LOUISIANA | 70112  
PHONE 504.658.7040 | FAX 504.658.7211

[WWW.NOLA.GOV](http://WWW.NOLA.GOV)



## Guidelines

**WINDOW GUIDE**

**THE HDLC REQUIRES:**

- Matching the original size, shape, configuration, type, operation, materials, muntin pattern, dimensions, profiles and detailing to the greatest extent possible with a salvaged or new replacement window
- Installing clear or uniformly frosted glass, without a

**Window Type, Configuration and Style Review**

Replace existing windows with true divided light windows to match existing

**S C N** HDLC Staff review.

Install historically inappropriate window type or configuration

**S C** Commission appeal.

**N** HDLC Staff review.

**THE HDLC DOES NOT PERMIT:**

- Exterior storm windows or doors at locations that are visible from the street
- Vinyl, aluminum, metal or other synthetic material for screen frames unless it is an integral component of an approved window, particularly at street elevations (Wood frames can be custom made to fit any size or shape opening)
- Installing visually opaque screen material
- Installing Plexiglas, or similar material, fastened to window or door frames, screens or shutters
- Screens adhered or fastened directly to window or door trim, shutters or blinds
- Using half screen windows or those that are too small or a different shape than the window opening and require in-fill trim or panels

## General

1115 - 1117 Independence is a four-bay bracketed shotgun double residential building located in full control Bywater. This building has an estimated construction date of ca. 1910 - 1920; it first appears on the Sanborn fire insurance map in 1937.

On August 12, 2025, the applicant submitted an application (#25-24481-HDLC) to extend a previous permit (#22-18729-RNVN). The applicant informed staff that all exterior work had already been completed, and that the extension request was solely for interior work. A final inspection was conducted on August 18, 2025, to close out all open HDLC permits. During this inspection, it was noted that the installation of two inappropriate flush-mounted windows with internal muntins and half screens had been installed in deviation of the Certificate of Appropriateness.

According to the Certificate of Appropriateness, the bathroom window openings were to be fully infilled and removed. Instead, the openings were only partially infilled, and two new vinyl windows were installed without HDLC review or approval sometime between 2019 and 2020. Per HDLC Guidelines, "vinyl windows with applied muntins that are mounted flush against the outside wall are inappropriate and would not be approved by the HDLC." The guidelines also state that replacement windows with true or simulated divided light muntins, full screens set within wood trim casings, and sashes set back from the wall plane are considered approvable. Based on this, the current windows do

not meet HDLC guidelines. Additionally, the guidelines note that “simple screen windows with large, screened openings that reveal as much of the historic window as possible, and that are removable to facilitate maintenance of historic windows, are approvable.” The HDLC does not permit half screens.

On September 5, 2025, staff reissued the original 2018 permit to allow the applicant to continue work and to make the recommended revisions, including recessing the windows and adding full screens. Despite this, the applicant chose to bring the request before the Commission for further consideration. At that time the Commission voted for approval of the retention with the proviso that the existing windows be recessed and fitted with full screens to reduce the visibility of the internal muntins.

### Case History

- **September 5, 2025:** Staff reissued HDLC Permit #18-16493 to allow the applicant to continue work and to allow window to be recessed and full screen to be added .
- **August 25, 2025:** Staff approved the replacement of the dormer window. The applicant also submitted a request to retain the existing bathroom window.
- **August 20, 2025:** The applicant agreed to correct the violations by replacing the dormer and infilling the bathroom windows on each side elevation.
- **August 18, 2025:** A final inspection was conducted for work performed to close out Permits #17-32638-HDLC , #18-16425-HDLC and #25-24481-HDLC. Two violations were identified:
  - o Inappropriate removal and installation of dormer windows.
  - o Missing infill at bathroom window openings, contrary to approved plans.
- **August 18, 2025:** The applicant stated that all work had been completed.
- **August 15, 2025:** Staff contacted the applicant via email to clarify the scope of remaining exterior work.
- **August 12, 2025:** The applicant submitted Renovation (Non-Structural) Permit #25-2448 – HDLC to extend Permit #22-18729-RNVN. This permit has since been closed due to the reissuance of the earlier permit.
- **June 2022:** The applicant submitted Renovation (Non-Structural) Permit #22-18729-RNVN for interior work and exterior painting. An HDLC permit was not required, as the scope included only interior renovations and exterior paint.
- **November 2018:** HDLC Permit #18-16493-HDLC was issued for the same scope of work as outlined in Permit #17-26171-HDLC.
- **October 2017:** HDLC Permit #17-26171-HDLC was issued for exterior repairs, including the removal of bathroom windows (third window from front on both side elevations) and infilling of those openings. This permit has since expired due to inactivity.

**Staff Recommendations:**

Staff acknowledge that the applicant has maintained consistent communication and has worked cooperatively to address violations. The window openings have existed for over 10 years, even though they have been partially infilled and are now smaller. For this reason, staff recommends allowing the openings to remain, however only with the Commission agreed upon proviso that that the existing windows be recess mounted and fitted with full screens to reduce the visibility of the internal muntins. We respectfully request that you uphold the decision of the Commission.



2018: Before the window replacement and partial infill.



2025: After the window replacement and partial infill.





# HISTORIC DISTRICT LANDMARKS COMMISSION CERTIFICATE OF APPROPRIATENESS

## WORK APPROVED:

1. Remove all metal awnings from windows and doors.
2. Replace second window from front, each side, with new 6/6 double-hung windows (approx. 4" shorter than existing windows). Header height and window casings to remain the same. Window selection to be submitted to HDLC for review and approval prior to purchase, fabrication, or installation.
3. Remove 32"x24" bathroom windows from both sides of building (third window from front, both sides) and infill openings.
4. Remove existing metal siding and install new "smooth"-finish HardiePlank lap siding with 5" max. exposure, all sides. All trimwork, including window and door casings, fascia boards, and cornerboards, must be wood.
5. Replace existing gutters and downspouts with new K-style gutters and downspouts. All downspouts to be mounted to sides or rear of building only.
6. Additional submittals may be emailed Emily Van Doren at eavandoren@nola.gov.
7. Any changes or additional exterior work must be approved by the HDLC.
8. Contact HDLC inspector Kelley Campbell at kacampbell@nola.gov or (504)658-7045 for final inspection.

## NOT VALID UNLESS POSTED ON SITE

By posting this notice, the owner of the property certifies that they understand all work described above, and acknowledge that they are legally responsible for ensuring that all work performed has been approved prior to execution and is completed in accordance with approvals obtained. \*\*\* For questions regarding this approval or to schedule a final inspection call the number below \*\*\*

**THIS FORM MUST REMAIN POSTED UNTIL WORK IS CERTIFIED AS COMPLIANT BY HDLC STAFF**

1300 Perdido Street, Room 7W03 • New Orleans • LA • 70112 • (504) 658-7040 • [www.nola.gov/hdlc](http://www.nola.gov/hdlc)

SOLO EL TRABAJO DESCRITO ANTERIORMENTE PUEDE REALIZARSE LEGALMENTE EN ESTE EDIFICIO

17-32638-HDLC

1115 Independence St

10/2/2017

OWNER: DARLEEN M J LEVY

APPLICANT: BOBBY DELAUGHTER

ISSUED BY: EMILY VANDOREN

# HISTORIC DISTRICT LANDMARKS COMMISSION CERTIFICATE OF APPROPRIATENESS

## WORK APPROVED:

1. Remove all metal awnings from windows and doors.
2. Replace second window from front, each side, with new 6/6 double-hung windows (approx. 4" shorter than existing windows). Header height and window casings to remain the same. Window selection to be submitted to HDLC for review and approval prior to p
3. Remove 32"x24" bathroom windows from both sides of building (third window from front, both sides) and infill openings.
4. Remove existing metal siding and install new "smooth"-finish HardiePlank lap siding with 5" max. exposure, all sides. All trimwork, including window and door casings, fascia boards, and cornerboards, must be wood.
5. Replace existing gutters and downspouts with new K-style gutters and downspouts. All downspouts to be mounted to sides or rear of building only.
6. Additional submittals may be emailed Emily Van Doren at eavandoren@nola.gov.
7. Any changes or additional exterior work must be approved by the HDLC.
8. Contact HDLC inspector Kelley Campbell at kacampbell@nola.gov or (504)658-7045 for final inspection.
9. CLONE OF 17-32638-HDLC

## NOT VALID UNLESS POSTED ON SITE

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SOLO EL TRABAJO DESCRITO ANTERIORMENTE PUEDE REALIZARSE LEGALMENTE EN ESTE EDIFICIO

1115 Independence St,  
1117 Independence St  
18-16493-HDLC  
11/5/2018

OWNER: DARLEEN M J LEVY

APPLICANT: BOBBY DELAUGHTER

ISSUED BY: YVETTE TYLER

# HISTORIC DISTRICT LANDMARKS COMMISSION CERTIFICATE OF APPROPRIATENESS

## WORK APPROVED:

1. Issued on 11/5/2018 and reissued on 9/5/2025.
2. Remove all metal awnings from windows and doors.
3. Replace second window from front, each side, with new 6/6 double-hung windows (approx. 4" shorter than existing windows). Header height and window casings to remain the same. Window selection to be submitted to HDLC for review and approval prior to p
4. Bathroom windows on both sides of building (third window from front, both sides) to be recessed and full screens added.
5. Reinstall either both vinyl windows at the dormer or one vinyl window along with the original window at dormer.
6. Remove existing metal siding and install new "smooth"-finish HardiePlank lap siding with 5" max. exposure, all sides. All trimwork, including window and door casings, fascia boards, and cornerboards, must be wood.
7. Replace existing gutters and downspouts with new K-style gutters and downspouts. All downspouts to be mounted to sides or rear of building only.
8. Additional submittals may be emailed Emily Van Doren at eavandoren@nola.gov.
9. Any changes or additional exterior work must be approved by the HDLC.
10. Contact HDLC inspector Kelley Campbell at kacampbell@nola.gov or (504)658-7045 for final inspection.
11. CLONE OF 17-32638-HDLC

## NOT VALID UNLESS POSTED ON SITE

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SOLO EL TRABAJO DESCRITO ANTERIORMENTE PUEDE REALIZARSE LEGALMENTE EN ESTE EDIFICIO

1115 Independence St,  
1117 Independence St  
18-16493-HDLC  
9/5/2025

OWNER: DARLEEN M J LEVY

APPLICANT: BOBBY DELAUGHTER

ISSUED BY: MICHALA DANIELS