

# HISTORIC PRESERVATION APPEALS BOARD

## **Members**

Truman Edminster, *Position One*

J.D. Bartell, Chair, *Position Two*

Douglas Elliot, Vice Chair, *Position Three*

Rob Hellyer, *Position Four*

Libby Viera Bland, *Position Five*

## **Executive Secretary**

Vonn Tran, *Director, Planning & Development*

Nicole Broussard, *Deputy Assistant Director, Acting Secretary*

Roman McAllen, *Historic Preservation Officer*

## Agenda

Thursday, October 3, 2024, 9:00 a.m.

Submit comments 24 hours in advance  
to [historicpreservation@houstontx.gov](mailto:historicpreservation@houstontx.gov)  
or call 832-393-6556

# Historic Preservation Appeals Board

## AGENDA

**Thursday, October 3, 2024 at 9:00 a.m.**  
City Hall Annex, 900 Bagby St., Public Level, Houston TX

Download staff reports from [Meeting Documents at www.houstontx.gov/planning/Commissions/HPAB.html](http://www.houstontx.gov/planning/Commissions/HPAB.html)

---

### **CALL TO ORDER**

**Chair's Report**

**Director's Report**

- I. Consideration of and possible action on an appeal of the decision of the Houston Archaeological and Historical Commission on August 15, 2024 for a Certificate of Appropriateness for 713 E 5<sup>th</sup> ½ St in Freeland Historic District.
- II. Consideration of and possible action on the Minutes for the HPAB Meeting of June 17, 2024.
- III. Consideration of and possible action on the Proposed 2025 HPAB Meeting Schedule
- IV. Public Comments
- V. HPAB Member Comments

### **Adjournment**

*The Historic Preservation Appeals Board reserves the right to convene an Executive Session on any item listed on this agenda as authorized by the Texas Open Meetings Act, Texas Gov't Code Chapter 551, under any applicable exception, including but not limited to Sec. 551.071, Consultation with Attorney.*

# SPEAKER GUIDELINES

WELCOME to a meeting of the City's Planning and Development Department. Your input is valued. Board members act according to established standards; see rules or policies for details. Staff is available to help orient you on meeting procedures. For the City's I SPEAK language line, including traducción en español, call 832-393-3000.

The public is encouraged to attend meetings and take an active interest in matters that come before the **Houston Preservations Appeals Board (HPAB.)** The Board has adopted the following procedural rules on public participation:

1. Anyone wishing to speak before the Board is asked to sign up via phone 832-393-6556 or email [historicpreservation@houstontx.gov](mailto:historicpreservation@houstontx.gov), 24 hours in advance preferred; or sign up in person.
2. All comments submitted in writing or by phone will be included in the agenda or put into the record by staff.
3. If a speaker wishes to discuss any subject not otherwise on the agenda, time is allowed under "public comments", after all other agenda items have been heard.
4. HPAB Appellants will be allowed to speak first and are allowed to speak for a reasonable amount of time (i.e. five minutes – or up to 15 minutes) for an opening presentation. The appellant is also permitted a two-minute rebuttal after all speakers have been heard. If there are no speakers other than the appellant, there is no rebuttal period. All other speakers will be permitted to speak to the Board members once for a reasonable amount of time (i.e. one minute – or up to 5 minutes.)
5. No speaker is permitted to accumulate speaking time from another person. Time devoted to answering any questions from the Board is not charged against allotted speaking time. The Board may change the speaking times if warranted. Also see procedures for appeals to the HPAB.
6. The Board reserves the right to limit speakers if it is the Board's judgement that an issue has been sufficiently discussed and additional speakers are repetitive; or if speakers do not follow this established decorum.
7. Beginning May 6, 2024 and thereafter, there is not an option to speak remotely. The meeting can be viewed on the HTV Houston municipal channel and HTV web site.

**Commission or Group: Historic**

## SPEAKER SIGN IN FORM

DATE: \_\_\_\_\_

AGENDA ITEM NUMBER \_\_\_\_\_

AGENDA ITEM NAME \_\_\_\_\_

YOUR NAME (Speaker) \_\_\_\_\_

Telephone or email (Optional) \_\_\_\_\_

Do you have handouts or items to be distributed during your comments? \_\_\_\_\_ (Check if Yes)

Your position or comments: \_\_\_ **Applicant** \_\_\_ **Supportive** \_\_\_ **Opposed** \_\_\_ **Undecided**



## Procedures for Appeals to the HPAB

The Historic Preservation Appeals Board (HPAB) may find in favor of the appellant only if it finds that the applicant has demonstrated it meets all appropriate criteria in accordance with Chapter 33 Section 33-253 of the City of Houston Code of Ordinances.

The HPAB has adopted the following procedural rules for hearing appeals from the Houston Archeological and Historical Commission (HAHC):

1. Any materials that the appellant wishes the HPAB to consider must be submitted with the appeal request.
2. At the HPAB meeting, Planning Department staff will first summarize the project and provide the basis for the HAHC's decision.
3. Per the speaker guidelines, the appellant will then have a reasonable amount of time to present arguments for the granting of the appeal. The appellant may yield any amount of this time to other professionals retained by the appellant and directly associated with the project. Any other interested party may also speak once for a reasonable amount of time.
4. Comments should be limited to the ways in which the project meets the criteria.
5. The HPAB may ask questions at any time. Time devoted to answering any questions from the HPAB is not charged against allotted speaking time, nor is any time that may be used for translation, if needed. HPAB may vote to extend speaking time for any speaker.
6. Also see speakers guidelines. The HPAB may amend the speaker rules at any time to ensure a timely and equitable appeal.

**HISTORIC PRESERVATION APPEALS BOARD**  
**MINUTES**  
**MONDAY, 17 JUNE 2024**  
**CITY HALL ANNEX, 900 BAGBY ST., PUBLIC LEVEL, HOUSTON TX**

CALL TO ORDER at **9:02 AM** by J.D. Bartell, Chair

<b>Board Members</b>	<b>Quorum – Present / Absent</b>
J.D. Bartell, Chair	Present
Douglas Elliott, Vice Chair	Present
Libby Viera-Bland	Present
Truman Edminster	Present
Rob Hellyer	Present

Nichole Broussard, Acting Secretary – Present

**CHAIR’S REPORT** – Chair J.D. Bartell reported on meeting format and guidelines.

**DIRECTOR’S REPORT** – Nichole Broussard,

**APPROVAL OF MINUTES**

Consideration of the May 6, 2024 HPAB Minutes

Action: Approved

Motion: Viera-Bland

Vote: Unanimous

Second: Hellyer

Abstaining: None

**ADOPTION OF SPEAKER’S GUIDELINES AND PROCEDURES** – Omit; no action was required.

**I. CONSIDERATION OF AND POSSIBLE ACTION ON AN APPEAL OF THE DECISION OF THE HOUSTON ARCHAEOLOGICAL AND HISTORICAL COMMISSION ON MAY 09, 2024 FOR A CERTIFICATE OF APPROPRIATENESS FOR 807 WOODLAND ST IN WOODLAND HEIGHTS HISTORIC DISTRICT.**

Action: Partially affirmed the HAHC Decision. The board agrees the application meets the criteria of 3. (A) and 3. (B), furthermore the HPAB supports the denial of the COA, but rather support the issuance of the COR.

Motion: Edminster

Second: Viera-Bland

Vote: Carried

Opposed: Elliott, Bartell

**II. CONSIDERATION OF AND POSSIBLE ACTION ON AN APPEAL OF THE DECISION OF THE HOUSTON ARCHAEOLOGICAL AND HISTORICAL COMMISSION ON MAY 09, 2024 FOR A CERTIFICATE OF APPROPRIATENESS FOR 443 COLUMBIA ST IN HOUSTON HEIGHTS SOUTH HISTORIC DISTRICT.**

Action: Reverse the decision of the HAHC and grant the COA.

Motion: Hellyer

Second: Edminster

Vote: Carried

Opposed: Elliott, Bartell

**III. PUBLIC COMMENTS –**

Elliott commented on the effect of this commission on the public perception of the Historic district and the value of them. The goal is to maintain the character of the neighborhoods. Hellyer, emphasized the look of a historic district from those which are not, before the 90-day waiver was removed. Preservation is noticeable in contributing neighborhoods.

**IV. HPAB COMMENTS – None**

**ADJOURNMENT**

There being no further business brought before the Board, Chair J.D. Bartell adjourned the meeting at **10:38 AM**.

---

J.D. Bartell, Chair

---

Nicole Brussard, Acting Secretary

# HISTORIC PRESERVATION APPEALS BOARD



PLANNING &  
DEVELOPMENT  
DEPARTMENT

## 2025 HPAB SCHEDULE

<b>MEETING DATES</b> (9 a.m. if needed)
January 13 (2 <sup>nd</sup> Monday)
February 17 (3 <sup>rd</sup> Monday)
March 13, 2:30 p.m. (Training 2 <sup>nd</sup> Thursday)
March 24 (4 <sup>th</sup> Monday)
April 2025 (no Board meeting)
May 19 (3 <sup>rd</sup> Monday)
June 16 (3 <sup>rd</sup> Monday)
July 14 (2 <sup>nd</sup> Monday)
August 25 (4 <sup>th</sup> Monday)
September 22 (4 <sup>th</sup> Monday)
October 20 (3 <sup>rd</sup> Monday)
November 17 (3 <sup>rd</sup> Monday)
December 15 (3 <sup>rd</sup> Monday)
<i>January 19, 2026 (3<sup>rd</sup> Monday)</i>

### MEETING TIME & LOCATION:

9:00 a.m. City Hall Annex  
City Council Chambers, Public Level  
900 Bagby Street, Houston, TX

### FOR MORE INFORMATION:

<http://www.houstontx.gov/planning/HistoricPres/>

email: [historicpreservation@houstontx.gov](mailto:historicpreservation@houstontx.gov)

phone: 832-393-6556

## NOTES

**Appeals:** All appeal requests must be submitted to [historicpreservation@houstontx.gov](mailto:historicpreservation@houstontx.gov) within 10 days of the Historic Commission (HAHC) hearing. Staff will reply with further instructions regarding sign, your option for a Court Reporter, date of your appeals hearing (within 45 days of request), and other details.

**Verify Meetings:** A posted agenda verifies that the scheduled meetings are being held. See Houston Office of Preservation web page at [Planning and Development Department \(houstontx.gov\)](http://www.houstontx.gov/planning/HistoricPres/).

**Staff Assistance:** You may contact the Historic Office of Preservation (HOP) staff in advance of the submission deadline to discuss your project and to help you resolve potential issues.