

HISTORIC PRESERVATION APPEALS BOARD

Members

Truman Edminster, *Position One*

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

Douglas Elliot, Vice Chair, *Position Three*

Brie Kelman, *Position Four*

Stephen McNiel, *Position Five*

Executive Secretary

Vonn Tran, *Director, Planning & Development*

Robert Williamson, *Acting Secretary*

Yasmin Arslan, *Interim Historic Preservation Officer*

Agenda

Monday, December 22, 2025, 9:00 a.m.

Submit comments 24 hours in advance
to historicpreservation@houstontx.gov
or call 832-393-6556

Historic Preservation Appeals Board

AGENDA

Monday, December 22, 2025, 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 the Minutes for the HPAB Meeting of August 25, 2025.
- II. Public Hearing and Consideration of and Possible Action on the Proposed 2026 HPAB Meeting Schedule.
- III. Consideration of and Possible Action on an appeal of the decision of the Houston Archaeological and Historical Commission (HAHC) on November 6, 2025, denying a Certificate of Appropriateness (COA) for a New Construction of a Garage at 2903 Houston Avenue in the Germantown Historic District.
- 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, 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.