

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*

Robert Williamson, *Acting Secretary*

Roman McAllen, *Historic Preservation Officer*

Agenda

Monday, August 25, 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, August 25, 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 July 14, 2025.
- II. Consideration of and Possible Action on an appeal of the decision of the Houston Archaeological and Historical Commission (HAHC) on July 17, 2025, denying a Certificate of Appropriateness (COA) for Window Replacement at 1108 E. 16th Street in the Norhill Historic District.
- III. Consideration of and Possible Action on an appeal of the decision of the Houston Archaeological and Historical Commission (HAHC) on July 17, 2025, denying a Certificate of Appropriateness (COA) for Demolition and Issuing a COR for the Demolition at 1138 Fugate Street in the Norhill 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.

HISTORIC PRESERVATION APPEALS BOARD
MINUTES
MONDAY, 14 JULY 2025
CITY HALL ANNEX, 900 BAGBY ST., PUBLIC LEVEL, HOUSTON TX

Called to Order at **9:00 AM** by J.D. Bartell, Chair

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

CHAIR’S REPORT – Quick overview of the format and guidelines of this meeting. Chair presented photos of Historic sites which have been lost this year/recent history in fires and floods.

DIRECTOR’S REPORT – None

APPROVAL OF MINUTES

Consideration of the June 16, 2024, HPAB Minutes.

Action: Approved.

Motion: Hellyer

Vote: Unanimous

Second: Edminster

Opposed: None

I. CONSIDERATION OF AND POSSIBLE ACTION ON AN APPEAL OF THE DECISION OF THE HOUSTON ARCHAEOLOGICAL AND HISTORICAL COMMISSION (HAHC) ON JUNE 5, 2025, FOR A CERTIFICATE OF APPROPRIATENESS (COA) AT 247 W 16TH STREET IN THE HOUSTON HEIGHTS WEST HISTORIC DISTRICT.

Action: Denied, Historic Appeals will uphold the decision of the HAHC, Historic Archaeological and Historic Commission.

Speaker(s): Alia De Danda, Tracy Boulware – applicants

Motion: Elliot

Second: Edminster

Vote: Unanimous

Opposed: None

II. PUBLIC COMMENTS – Alia DeDanda, Tracy Boulware utilized this time to add to their project. Bartell, expressed the differences and shared the need for an analysis to be done, stressed the fact that this would not be a comparison. Elliott mentioned this issue is coming up because the builder utilizing maximum area allowed, asked to stay well within the boundaries. Tracy Boulware shared the seller’s disclosure according to HAR. Hellyer questioned the shared documents. Edminster would like documents applicants present to be in the report. Staff members Terrance Jackson and Samantha de Leon shared a criteria, staff reports need to be finalized a week before the meeting, legally staff are unable to alter documents/reports once posted. Staff do have a cut-off time to post the report and if documents are not presented in time they will not be in the report, however they will always be able to share any documents during the commission meetings on the document camera. Ordinance does state, applicants have (7) seven days to provide a reason for their appeal, it does not state that all documentation needs to be submitted. There is nothing “legally” in writing which state documents should be submitted at a particular date or time. Elliott expressed; they are looking at the information at hand and not new information during the appeal process. Moving forward staff will look into bridging the gap in communication with commissioners and applicants supporting information for their item. Bartell, restated, their main job is to review the decision by the HAHC and to ensure they follow the guidelines and if the decision is upheld by the ordinance.

III. HPAB MEMBER COMMENTS –

Edminster in reading the staff report, there was some confusion on Maximum Lot Coverage vs. FAR, asked for specifics and have the two separated from each other. Would like to see the calculations in the Staff Report, would like staff to show work on how they reached a decision. Bartell would like staff to come up with an actual definition of a detached garage and have it posted on the historic website.

ADJOURNMENT

There being no further business brought before the Board; Chair J.D. Bartell adjourned the meeting at 10:15 AM.

J.D. Bartell, Chair

Robert Williamson, Secretary