

# CITY OF HOUSTON

HISTORIC PRESERVATION APPEALS BOARD  
PLANNING & DEVELOPMENT DEPARTMENT

Meeting Date: 12/22/2025

## ITEM: III

**APPLICANT:** Keith Ries

**PROPERTY ADDRESS:** 2903 Houston Avenue

**LEGAL DESCRIPTION:** TR 1, BLK 2 – WOODLAND HEIGHTS SUBDIVISION

**HISTORIC DISTRICT:** Germantown Historic District

### **Project Summary:**

- August 19, 2025 - Applicant applied for COA for a new construction of a garage.
- October 8, 2025 – Applicant deferred application to November.
- November 6, 2025 – HAHC issued a Denial for the proposed new garage construction.
- November 11, 2025 – Applicant appealed the HAHC decision in accordance with Chapter 33, Section 33-253.

### **Project Description:**

Proposed 760 SF new construction of a garage.

### **Basis for the Houston Archaeological and Historic Commission's decision:**

- Sec. 33-242(a): HAHC shall issue a certificate of appropriateness for new construction in a historic district upon finding that the application satisfies the following criteria:
  - (2) The exterior features of the new construction must be compatible with the exterior features of existing contributing structures in the context area;
  - (3) The scale and proportions of the new construction, including the relationship of the width and roofline, overall height, eave height, foundation height, porch height, roof shape, and roof pitch, and other dimensions to each other, must be compatible with the typical scale and proportions of existing contributing structures in the context area unless special circumstances, such as an atypical use, location, or lot size, warrant an atypical scale and proportions;
- Sec. 33-276: In accordance with Sec. 33-276, the proposed activity must comply with the City Council approved Germantown Design Guidelines.

### **Applicant's Grounds for Appeal:**

Per the applicant:

"Good afternoon Ms. Vonn,

My name is Keith Ries and I am the owner of 2903 Houston Ave (project HP2025\_0258). I would like to officially appeal the results of my meeting from last week on November 6th regarding my property. December 15th at 9AM works with my schedule.

The reasons I am appealing include, alignment and agreement on the window suggestions from the historic committee (I will be using windows that align with the historical integrity of the district) and disagreement on the balcony decision by the committee. I will be providing different data pertaining to Old Germantown and the homes along with signatures of approval from the majority of the neighborhood. I also have approval from Wendy Parker who is the Chairwoman over the Old Germantown historic district along with a majority of the committee members within Old Germantown. To date, every family that I have talked with has approved my proposed renderings.

Should you have any questions or need additional explanations or details I am happy to provide.

Thank you."

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### Documents:

#### **EXHIBIT A:**

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UNOFFICIAL TRANSCRIPT OF NOVEMBER 6, 2025 HAHC DISCUSSION OF THIS ITEM

#### **EXHIBIT B:**

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UNOFFICIAL MINUTES FROM NOVEMBER 6, 2025 HAHC MEETING

#### **EXHIBIT C:**

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COA STAFF ACTION REPORT FROM NOVEMBER 6, 2025 HAHC MEETING

#### **EXHIBIT D:**

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EMAIL DATED NOVEMBER 11, 2025 FROM APPLICANT TO DIRECTOR OF PLANNING

#### **EXHIBIT E:**

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APPLICANT PROVIDED MATERIALS

### The City of Houston Appeals Process per Ordinance:

#### **Sec. 33-253. – Appeal.**

(a) The Historic Preservation Appeals Board ("HPAB") is hereby created. The HPAB shall consist of 5 members and shall consist of two former members of the planning commission, two former members of the HAHC, and one citizen representative that has not served on either commission. Each member shall have extraordinary knowledge and experience in the archaeological, architectural, cultural, social, economic, ethnic or political history of the city, and must have a known and demonstrated interest, competence, or knowledge in historic preservation within the city. Members of the HPAB shall be appointed by the mayor, subject to confirmation by the city council. Each member shall serve for a term of two years and shall hold over until the member's successor is appointed. A member may be appointed to serve consecutive terms. The director, or in his absence or inability to act, a deputy director or assistant director of the department shall serve as a non-voting, ex officio member and as executive secretary to the HPAB. Three members of the HPAB shall constitute a quorum; however, in the event of vacancies on the HPAB, a majority of the members of the HPAB shall constitute a quorum. The HPAB shall elect its own chair and vice-chair. The mayor shall assign a staff member to serve as a liaison between the HPAB and the mayor's office. The HPAB shall adopt rules, procedures, and schedules for meetings as are necessary or convenient to accomplish the purposes of this article, and shall meet as needed when notified by the director of an appeal from a decision of the HAHC.

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(b) An applicant aggrieved by a decision of the HAHC with respect to any certificate of appropriateness may appeal to the HPAB by filing a written notice of appeal, stating the grounds for the appeal, with the director within ten days following the date the HAHC renders its decision, or in the case of an application for a certificate of appropriateness for demolition, the notice of appeal may be filed with the director not earlier than 90 days after the denial of a certificate of appropriateness by the HAHC as provided for in [section 33-247](#)(f) of this Code and not later than 120 days after the denial by HAHC. The director shall notify the members of the HPAB of the receipt of a notice of appeal and shall schedule a meeting of the HPAB to consider the appeal.

(c) The HPAB shall consider the appeal within 45 days after a notice of appeal is filed with the director. The HPAB shall consider the application, the findings of the HAHC, written comments from the public, and any evidence presented at the meeting at which the appeal is considered. **The HPAB shall reverse or affirm the decision of the HAHC based upon the criteria applicable to the certificate of appropriateness.** If the HPAB does not make a decision on the appeal within 45 days after a notice of appeal is filed with the director, the decision of the HAHC with respect to the application for the certificate of appropriateness shall be deemed affirmed.

(d) The director shall provide the applicant with notice of the time and place of the meeting at which each appeal will be considered by mail no less than ten days before the date of the meeting.

(e) An applicant aggrieved by a decision of the HPAB may appeal to the city council. The city council shall consider the appeal at its first regularly scheduled meeting for which the required notice can be given. The city council shall consider the appeal under the provisions of Rule 12 of [section 2-2](#) of this Code. At the conclusion of the city council's review of the matter, the city council shall reverse or affirm the decision of the HPAB. The decision of the city council shall be final and exhaust the applicant's administrative remedies.

(Ord. No. 95-228, § 2, 3-1-95; Ord. No. 2010-814, §§ 5, 27.5, 28, 10-13-2010; Ord. No. 2015-967, § 37, 10-7-2015)

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## **EXHIBIT A:**

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UNOFFICIAL TRANSCRIPT OF NOVEMBER 6, 2025 HAHC DISCUSSION OF THIS ITEM



**Unofficial Transcript for 2903 Houston Avenue – November 6, 2025 HAHC**

**Staffperson Samantha de Leon:** This is Staffperson Samantha de Leon.

I submit Item B2 at 2903 Houston Avenue in the Germantown Historic District for your consideration. The 1,920 square foot, two-story contributing bungalow-style property was built circa 1905, situated on a 6,000 square foot corner lot. The applicant applied for a Certificate of Appropriateness on August 19th, 2025 for a new construction of a 760 square foot two-story garage and garage apartment. Onn October 8th, 2025, the applicant deferred his application to November. The application received one letter of support. See Attachment B in the report. Staff recommends Denial as the scope of work does not satisfy criteria 2 and 4, and does not meet the Germantown Design Guidelines. Chair and members of the commission, the owner is not here, but the agent is. I am also available for any questions. This concludes my presentation.

**Chair David Bucek:** Thank you. At this time, I'll go ahead and open the public hearing. As was mentioned, I do have a speaker signed up speak on this item. And that is Eliseo Pita. ... If you could address, uh, the commission and restate your name for the record in the microphone for the recording.

**Elisro Pita:** Good afternoon, gentlemen. My name is Eliseo Pita and I am the designer and contractor of the proposed project. I signed up for any questions you guys might have. I think the drawings...the drawings have been revised to meet some of the comments they made, including the pitch, including the height limitation to match the existing residence. We wanna make sure we're at that height or a little below the height. And the pitch and the balcony, we tried to mimic some of the proximity to some of the projects that are around there. And the windows, as far as the doors, we, uh, are gonna try to use a very similar product to what we could find to that time. So, if you guys have any questions, uh, we can definitely answer them.

**Chair Bucek:** Okay, thank you. There may be questions in a moment, but you can sit down. Thank you. Is there anyone else in the audience that would like to speak on this item that has not signed up to speak currently? ... So, not hearing that, I'm gonna, uh, come back to the commission. Samantha, could you restate the, the main issues, um, for the staff recommendation?

**Staffperson de Leon:** Yes, sir. ... On page eight of my report, I included the context area of all of the two-story contributing structures located in the Germantown Historic District. I went earlier this week and took photos myself. And for new construction, the proposal has to, I guess be in alignment with the contributing structures in the area. Staff felt that the long balcony, as well as all of the windows, was not representative of the Germantown Historic District, as we can see from all of the other two-story structures. Additionally, I also went ahead and included all of the two-story garages that I could find in Germantown. The Germantown Historic District does not have any contributing garages, so they're all non-contributing. But I thought it was helpful in terms of context to have that information. This particular project would deviate from all of the other contributing homes as well as garages in Germantown, which is why staff felt that this was a denial.

**Chair Bucek:** Okay, thank you. Commission members, are there any questions for this application, for staff?

**Commissioner Becky Davis:** Those pictures you are talking about? I don't see those additional pictures in here.

**Staffperson de Leon:** If you go to page 8... so Cara has, uh, I believe the first page, but if you scroll to page 8 at the bottom, it's gonna say "Context area of two-story contributing structures." I go street by street.

**Commissioner Becky Davis:** Okay. I'm sorry. I got it.

**Staffperson de Leon:** It's okay.

**Chair Bucek:** ...But just turn your microphone on.

**Commissioner David C. Hille:** I have a comment, but not a question. I drove by this property at 2903 Houston Avenue. And I sort of have to agree with Wendy Parker's letter at the end of this, that, although Germantown does extend west of Houston Avenue, the context area west of Houston Avenue is very much a woodlands—Woodland Heights landscape. And I think this garage—the body of it, you know, there's some other issues—but I think that the, I think the body of it, the mass, the scale is—I feel it's appropriate for something on the west end of, um, Houston Avenue.

**Chair Bucek:** Yeah.

**Staffperson de Leon:** Staffperson Samantha de Leon. Oh, I'm sorry. We did receive that letter last month and I did email back stating that the addresses and properties that she included in the letter are a part of the Woodland

Heights, which is not a part of Germantown. So in terms of criteria, we have to look at the current historic district that the property is located in and not surrounding.

**Chair Bucek:** Commissioner Seidel.

**Commissioner Sam Seidel:** Um, so I'm unclear on this one. I did the same thing. This project is about half a mile from my office. So, if I'm understanding correctly, the massing, the size, the roof pitch...I'm seeing vinyl windows and—but then I heard that they've been revised. Like are we evaluating it on what is drawn here today or have those particular materials been adjusted for yet?

**Staffperson de Leon:** So in the original application that they submitted back in October, they originally had aluminum windows. Once they got feedback from the civic association, they made changes and they decided to go with final windows, which again would not be compatible with anything in the Germantown historic district.

**Commissioner Seidel:** So for clarification, what's being presented today, is a structure with vinyl windows?

**Staffperson de Leon:** Correct. We can see on page... give me one moment. On page 27 of 32, I included the most recent window schedule that was included with all of the drawings, which states that they are planning on using vinyl windows.

**Chair Bucek:** And the issue with the vinyl windows is not necessarily material is made out of, but it's the inset being inset and recessed for the lower sash member. That is my understanding not available in this type of window.

**Staffperson de Leon:** Correct, yes sir.

**Chair Bucek:** Any other questions of staff on this item? ... Is there a motion to bring to the floor?

**Commissioner Robert Browning:** Browning. I make a motion to approve the staff for recommendation.

**Chair Bucek:** Okay. Is there a second?

**Commissioner Josh Brodbeck:** Second.

**Commissioner Hille:** Commissioner Hille seconds.

**Chair Bucek:** I'll ask just for any final discussion before we vote. ... Commissioner Seidel.

**Commissioner Seidel:** In considering the vote today, we've got non-compliant windows presented, correct?

**Staffperson de Leon:** Correct, yes sir.

**Commissioner Seidel:** Any other specific compliance issues concerning massing, size, location, right now?

**Staffperson de Leon:** Yes sir. So with the drawings that is currently presented, we felt that there was not another contributing structure in Germantown that was this narrow, because we have to look at contributing two-story structures in the historic district. As we can see with all of the research that I presented in my report, there are not any other narrow houses like that in Germantown. So that was one. Two, were the windows. Three was the long balcony that is very visible from the street as this is a corner lot.

**Chair Bucek:** Any other comments you wanna make or before we vote or no? Okay. All in favor of the motion?

**HAHC:** Aye. Aye. Aye. Aye.

**Chair Bucek:** All opposed? Any abstentions? Okay, the motion passes. Thank you.

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## **EXHIBIT B:**

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UNOFFICIAL MINUTES FROM NOVEMBER 6, 2025 HAHC MEETING

**HOUSTON ARCHAEOLOGICAL AND HISTORICAL COMMISSION**  
**MINUTES**  
**THURSDAY, 6 NOVEMBER 2025**  
**CITY HALL ANNEX, 900 BAGBY ST., PUBLIC LEVEL, HOUSTON TX 77002**

Call to Order and Roll Call by Chair Bucek at 2:33 PM

<b>Commissioners</b>	<b>Quorum – Present / Absent</b>
David Bucek, Chair	Present
John Cosgrove, Vice Chair	Present
Shantel Blakely	<i>Absent</i>
Robert Browning	Present
Josh Broadbeck	Present
Becky Davis	Present
Zion Escobar	Present
Craig Garcia	Present
David Craig Hille	Present
Ashley Jones	Present
Sam Seidel	Present, at 2:38 during directors' report
Carl Smith	Present
Mark Smith	Present
Robert Williamson, Acting Secretary	Present

Legal Department • Kim Mickelson  
Ex-Officio Members • Marta Crinejo, Mayor's Liaison to HAHC  
Ginger Berni, Architectural Archivist, HHRC

**Chair's Report**, David Bucek, Chair, announced speaker rules and meeting procedures.

**Director's Report**, Robert Williamson, Secretary and Deputy Director for the Planning and Development Department, announced Staff Member Yasmin Arslan as Interim Preservation Officer. Houston Landmark Designations and Historic reclassification will be brought to City Council on December 3<sup>rd</sup>.

Lastly, the final draft of the Norhill Design Guidelines and public meeting will be on Wednesday November 12<sup>th</sup> at 6pm at the Monte Beach Community Center.

**Mayor Liaison's Report** – None

**APPROVAL OF MINUTES**

Consideration for the October 9, 2025, Houston Archaeological and Historical Commission meeting minutes

Commission action: Approved.

Motion: Brodbeck  
Second: Hille

Vote: Unanimous  
Opposed: None

**A. PUBLIC HEARING AND CONSIDERATION OF AND POSSIBLE ACTION ON THE PROPOSED  
2026 HAHC MEETING SCHEDULE**

Commission action: Accepted dates presented.

Motion: Cosgrove

Second: Jones

Vote: Unanimous

Opposed: None

**B. CONSIDERATION AND POSSIBLE ACTION ON THE FOLLOWING APPLICATIONS FOR  
CERTIFICATES OF APPROPRIATENESS; ONE OR MORE ITEMS MAY BE TAKEN IN ONE  
MOTION AS CONSENT ITEMS:**

#	Address	Application Type	Historic District or Landmark	Staff Recommendation
1	902 W Cottage St	Alteration – Addition, Carport	Norhill	Approval
2	2903 Houston Ave	New Construction – Garage or Carport	Germantown	Denial does not satisfy criteria 2 and 4, and does not meet Germantown Design Guidelines.
3	1138 Fugate St	New Construction – Single Family Residence	Norhill	Approval with Conditions
4	1138 Fugate St	New Construction – Garage or Carport	Norhill	Approval
5	1807 Crockett St	New Construction – Single Family Residence	High First Ward	
6	1208 Cortlandt St	Alteration – Siding or Trim	Houston Heights East	Denial of COA, Issuance of COR
7	1032 Key St	New Construction – Single Family Residence	Norhill	Approval
8	4605 Norhill Blvd	Alteration – Porch or Balcony, Windows	Norhill	Approval
9	430 Woodland St	Alteration - Doors	Woodland Heights	Deferral, by Owner
10	219 Emerson St	Alteration – Windows, Doors	Westmoreland	Deferral, by Owner
11	909 Franklin St	Alteration – Awning or Canopy	Main Street Market Square	Approval

Staff recommendation: Approve Item B, numbers, 1, 7, 8, 9, 10, and 11.

Commission action: Accepted staff recommendations for Item B, numbers, 1, 7, 8, 9, 10, and 11  
Certificates of Appropriateness (COA) and Certificates of Remediation (COR).

Motion: Broadbeck

Second: CSmith

Vote: Unanimous

Abstained: None

**B.2. 2903 HOUSTON AVENUE**

Staff recommendation: Denial does not satisfy criteria 2 and 4, and does not meet Germantown Design Guidelines.

Commission action: Accepts staff recommendation for denial.

Speaker(s): Eliso Peda – applicant

Motion: Browning

Second: Brodbeck

Vote: Unanimous

Opposed: None

**ITEM(S) B. 3 AND B. 4 WERE TAKEN TOGETHER WITH ONE VOTE.**

**B.3. 1138 FUGATE STREET**

Staff recommendation: Approval with conditions: the walkway shall have taller casement/fixed windows (floor to ceiling if possible).

Commission action: Accepts staff's recommendation.

**B.4. 1138 FUGATE STREET**

Staff recommendation: Approval.

Commission action: Approved.

Speaker(s): Kevin Simmons – applicant, Viunla Torgerson, Duane Bradley, Lawrence Felo, Brian Wilson, John Santarelli – opposed

Motion: Seidel

Vote: Carried

Second: Garcia

Opposed: Browning, Cosgrove, Broadbeck, CSmith

**B.5. 1807 CROCKETT STREET**

Staff recommendation: Denial - does not satisfy criteria.

Commission action: Deferred.

Speaker(s): Chad Creech – applicant

Motion: Broadbeck

Vote: Unanimous

Second: Jones

Opposed: None

**B.6. 1208 CORTLANDT STREET**

Staff recommendation: Denial of COA, issuance of COR for work performed outside of scope.

Install wood siding in place of cementitious siding on contributing structure.

Commission action: Grant the COA including the issuance of the COR for the existing work that has been done, and to allow the installation of cementitious siding on the sides of the original contributing structure, leaving wood on the face of the house.

Speaker(s): Sam Gianukos – applicant, City Inspector Pete Stockten

Motion: Escobar

Vote: Carried

Second: Davis

Abstained: Cosgrove

Opposed: Broadbeck, CSmith, Jones, Browning, Hille

For: DSmith, Davis, Seidel, Garcia, Escobar, Bucek – motion passes

**COMMENTS FROM THE PUBLIC** – Sam Gianukos, addressed the mistake on B.6 and stated he would make sure this mistake will not happen again on the “note”.

**C. HISTORIC PRESERVATIONS OFFICER’S REPORT –**

Yasmin Arslan expressed gratitude to commissioners and appreciation to Kim Mickelson, our legal attorney.

Staff will be hosting a Norhill Design Guidelines meeting, Wednesday November 12th at 6pm, Monte Beach Community Center. Lyons Ave. Grant draft has been submitted to THC.

**D. ADJOURNMENT**

There being no further business brought before the Commission, Chair David Bucek adjourned the meeting at 4:57 PM.

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David Bucek, Chair

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Robert Williamson, Secretary



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## **EXHIBIT C:**

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COA STAFF ACTION REPORT FROM NOVEMBER 6, 2025 HAHC MEETING

## CERTIFICATE OF APPROPRIATENESS

**Application Date:** August 19, 2025

**Applicant:** Eliseo Pita, agent for Keith Ries, owner

**Property:** 2903 Houston Avenue, Tract 1, Block 2, Woodland Heights Neighborhood Subdivision. The property includes a historic 1,920SF, two-story wood single-family residence and detached garage situated on a 6,000 SF (50' x 120') interior lot.

**Significance:** Contributing Bungalow style residence, constructed circa 1905 and a detached non-contributing garage structure located in the Germantown Historic District.

**Proposal:** New Construction – Garage or Carport

The applicant is proposing to demolish the non-contributing garage and to build a 760 SF two-story garage and garage apartment.

- Roof: gable roof shingles with 7/12 pitch
- Foundation: Slab-on-grade concrete
- Siding: 4" Hardi Board cementitious siding with 2.75" reveal
- Ridge height: 25'-9"
- Windows: Ram Series 900 Casement
- **All windows to be inset and recessed. See Attachment A for details.**

**Public Comment:** No public comment received.

**Civic Association:** 1 letter of support received. See Attachment B.

**Recommendation:** Denial - does not satisfy criteria 2 and 4, and does not meet Germantown Design Guidelines.

**HAHC Action:** Denied – does not satisfy criteria 2 and 4, and does not meet Germantown Design Guidelines.

*All materials in exterior walls, including windows, siding, framing lumber, and interior shiplap must be retained except where removal or replacement has been explicitly approved by HAHC. Shiplap is an integral structural component of the exterior wall assembly in balloon framed structures and its removal can cause torqueing, twisting and collapse of exterior walls. Shiplap may be carefully shored and removed in small portions to insulate, run wire or plumbing, and should be replaced when the work is complete. Maintenance and minor in-kind repairs of exterior materials may be undertaken without HAHC approval, but if extensive damage of any exterior wall element is encountered during construction, contact staff before removing or replacing the materials. A revised COA may be required.*

## CERTIFICATE OF APPROPRIATENESS

**Basis for Issuance:** HAHC Approval

**Effective:** November 6, 2025



**PLANNING &  
DEVELOPMENT  
DEPARTMENT**

COA valid for two years from effective date. COA is in addition to any other permits or approvals required by municipal, state and federal law. Permit plans must be stamped by Planning & Development Department for COA compliance prior to submitting for building or sign permits. Any revisions to the approved project scope may require a new COA.

**APPROVAL CRITERIA****NEW CONSTRUCTION IN A HISTORIC DISTRICT**

Sec. 33-242(a): HAHC shall issue a certificate of appropriateness for new construction in a historic district upon finding that the application satisfies the following criteria:

**S D NA****S - satisfies D - does not satisfy NA - not applicable**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <p>(1) The distance from the property line of the front and side walls, porches, and exterior features of any proposed new construction must be compatible with the distance from the property line of similar elements of existing contributing structures in the context area;</p>   |
| <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> | <p>(2) The exterior features of the new construction must be compatible with the exterior features of existing contributing structures in the context area;</p> <p><i>The design incorporates a long balcony and vinyl windows, which are not exterior feature on existing contributing structures in the context area, as well as the entire Germantown Historic District.</i></p>  |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>            | <p>(3) The scale and proportions of the new construction, including the relationship of the width and roofline, overall height, eave height, foundation height, porch height, roof shape, and roof pitch, and other dimensions to each other, must be compatible with the typical scale and proportions of existing contributing structures in the context area unless special circumstances, such as an atypical use, location, or lot size, warrant an atypical scale and proportions;</p> <p><i>The proposed new construction of the garage is not compatible with the typical scale and proportion of two-story contributing structures and non-contributing two-story garages in the district.</i></p>  |
| <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <p>(4) The height of the new construction must not be taller than the typical height of existing contributing structures in the context area unless special circumstances, such as an atypical use, location, or lot size, warrant an atypical height, except that;</p> <p>(a) Design guidelines for an individual historic district may provide that a new construction with two stories maybe be constructed in a context area with only one-story contributing structures as long as the first story of the new construction has proportions compatible with the contributing structures in the context area, and the second story has similar proportions to the first story; and</p> <p>(b) A new construction shall not be constructed with more than one story in a historic district that is comprised entirely of one-story contributing structures, except as provided for in design guidelines for an individual historic district.</p> |

**GERMANTOWN DESIGN GUIDELINES**

- |   |   |
|---|---|
| <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> | <p>In accordance with Sec. 33-276, the proposed activity must comply with the City Council approved Design Guidelines.</p> <p><i>The proposed new construction does not meet the New Construction guidelines listed on page 31 in the Germantown Design Guidelines.</i></p> |
|---|---|





INVENTORY PHOTO



**CURRENT PHOTO**



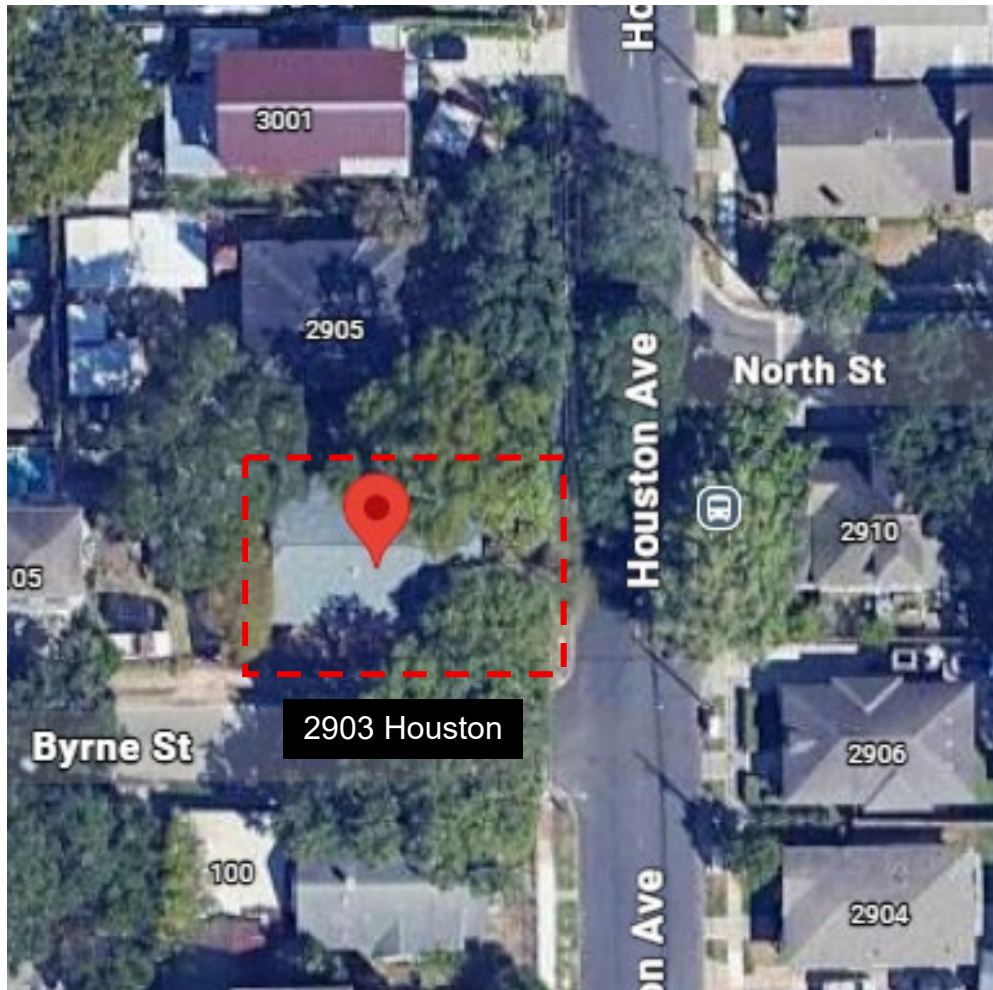
CONTRIBUTING HOME (NOT SUBJECT OF THIS COA)



NON-CONTRIBUTING GARAGE (SUBJECT OF COA)



**AERIAL VIEW OF PROPERTY**



CONTEXT AREA OF SURROUNDING PROPERTY



2905 Houston Ave – Contributing – c. 1930  
*Left of property*



2821 Houston Ave – Contributing – c. 1920  
*Right of property*



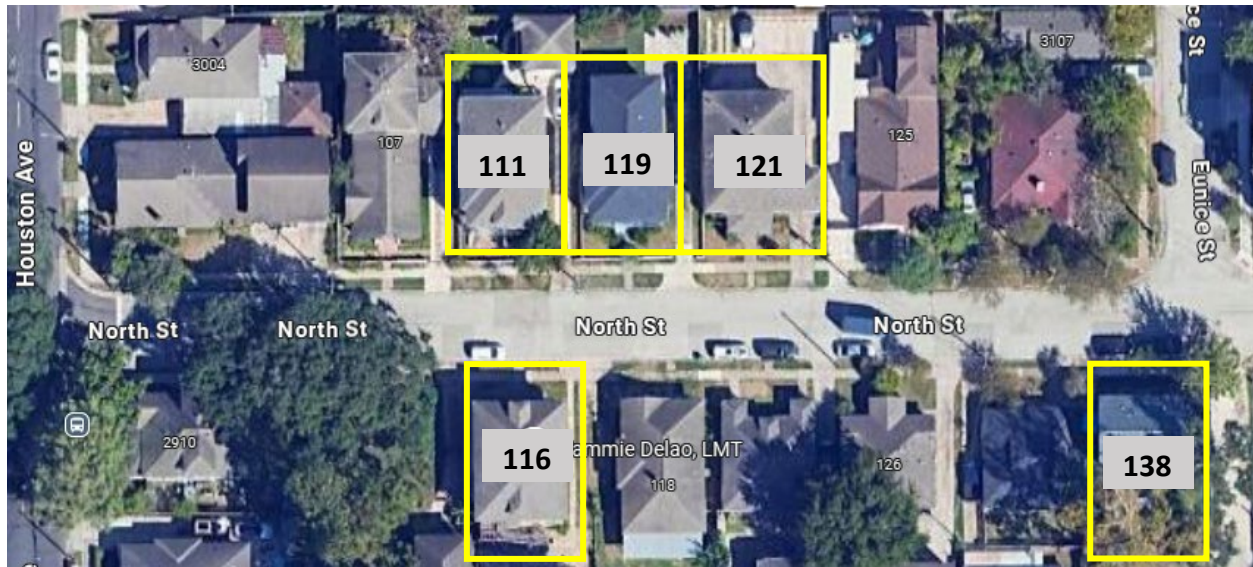
2910 Houston Ave – Contributing – c. 1910  
*Front of property*



2906 Houston Ave – Contributing – c. 1910  
*Front and to the right of property*



CONTEXT AREA OF 2-STORY CONTRIBUTING STRUCTURES – NORTH ST





**CONTEXT AREA OF 2-STORY CONTRIBUTING STRUCTURES – PAYNE ST & HOUSTON AVE**



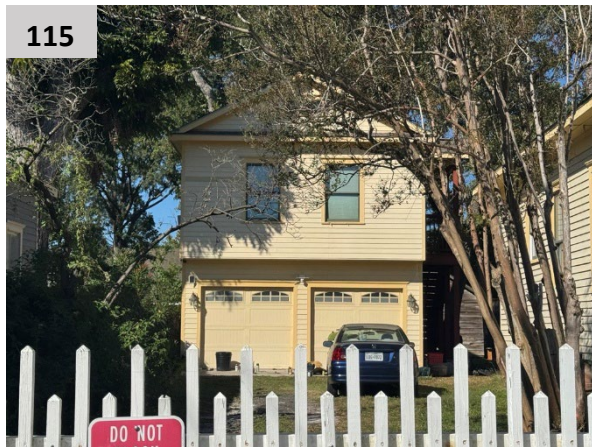


CONTEXT AREA OF 2-STORY CONTRIBUTING STRUCTURES – PARKVIEW ST



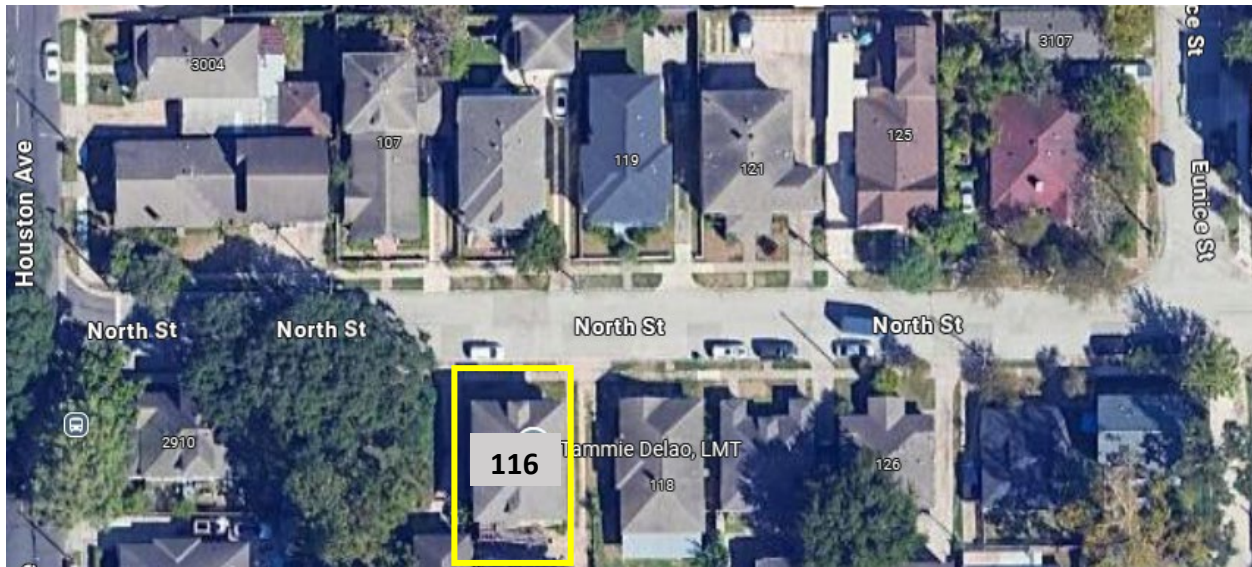


**CONTEXT AREA OF 2-STORY GARAGES (NON-CONTRIBUTING) – ALMA ST**



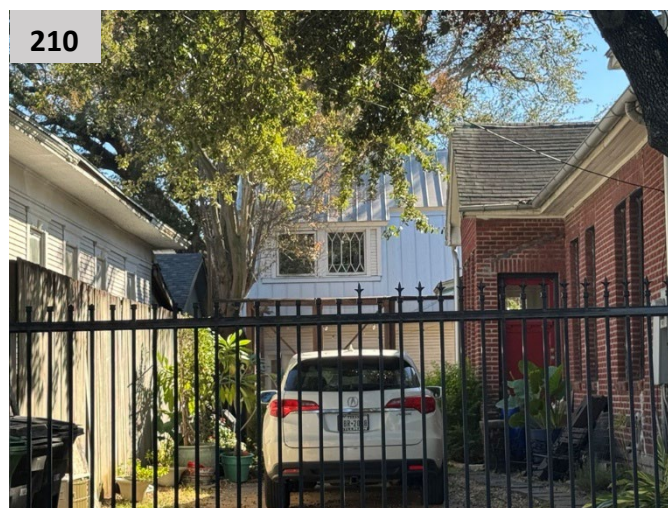
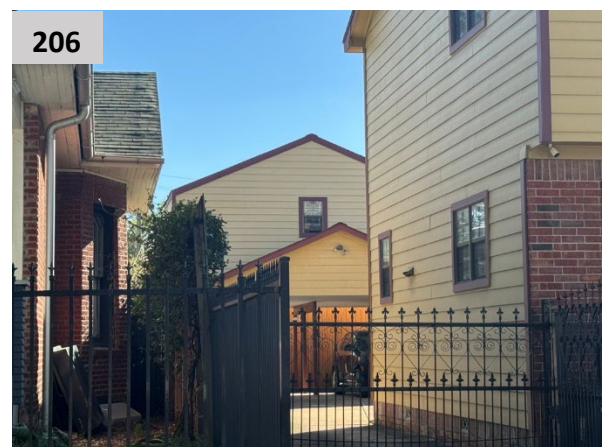
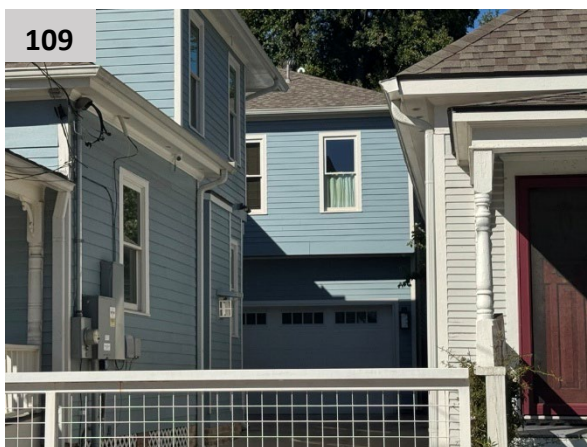


**CONTEXT AREA OF 2-STORY GARAGES (NON-CONTRIBUTING) – NORTH ST**





**CONTEXT AREA OF 2-STORY GARAGES (NON-CONTRIBUTING) – PAYNE ST**





CONTEXT AREA OF 2-STORY GARAGES (NON-CONTRIBUTING) – PARKVIEW ST





**GERMANTOWN DESIGN GUIDELINES – PG. 31 – NEW CONSTRUCTION****New Construction**

New construction should be appropriately sized to be compatible with the existing neighborhood. New construction may incorporate traditional materials and features found on historic homes in the neighborhood, but it should clearly be of its own time. Infill construction on vacant lots is encouraged.

**Compatible Changes**

New construction should be in scale with Contributing buildings in this historic district.

New construction should be easily identified as being from its own period of construction, but it should not be so different from the other buildings in the district that it detracts from them or visually competes with them. Compatibility is more important than differentiation.

New construction may incorporate architectural features that have been described as Compatible with the historic district in these Guidelines. New construction does not need to look “historic.”

New construction may be made distinct from historic buildings through the use of different materials and construction methods. Multi-family housing should be similar in size and scale to historic examples.

**Incompatible Changes**

New construction that is incompatible with the neighborhood is not allowed.

New construction that is over- or under-scaled in comparison to typical width and/or height of Contributing houses in the district is not allowed.

Design elements with proportions that are not typical of Contributing houses are not allowed.



*Photo courtesy of the Indianapolis Historic Preservation Commission*



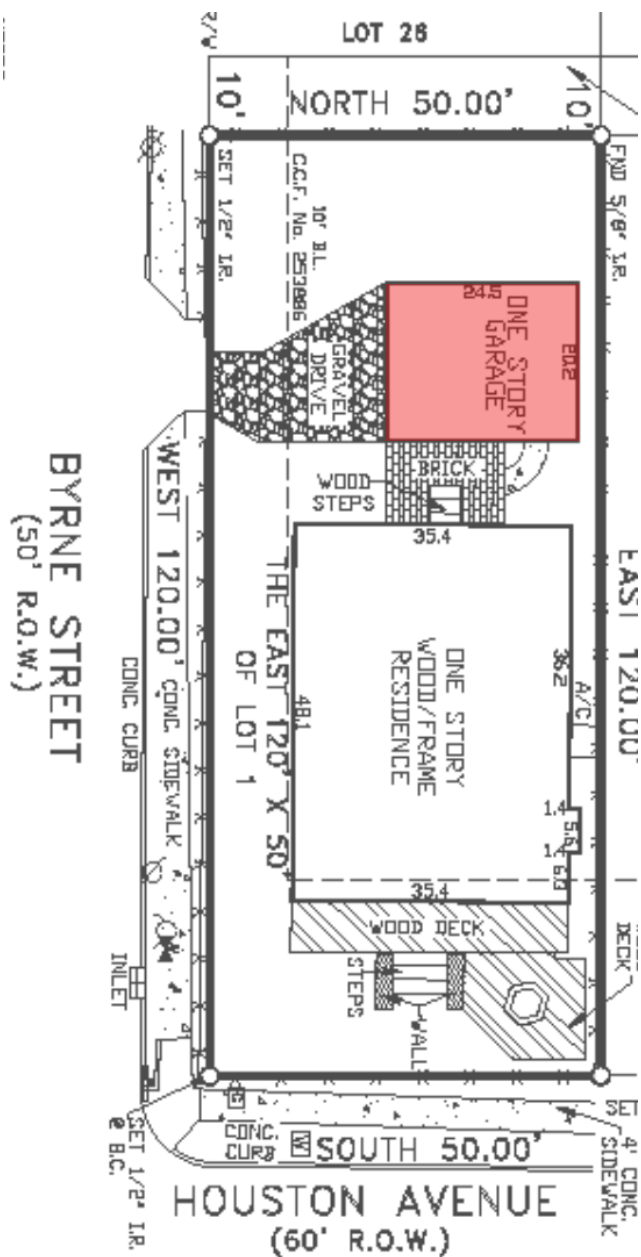
*Photo courtesy of the Indianapolis Historic Preservation Commission*



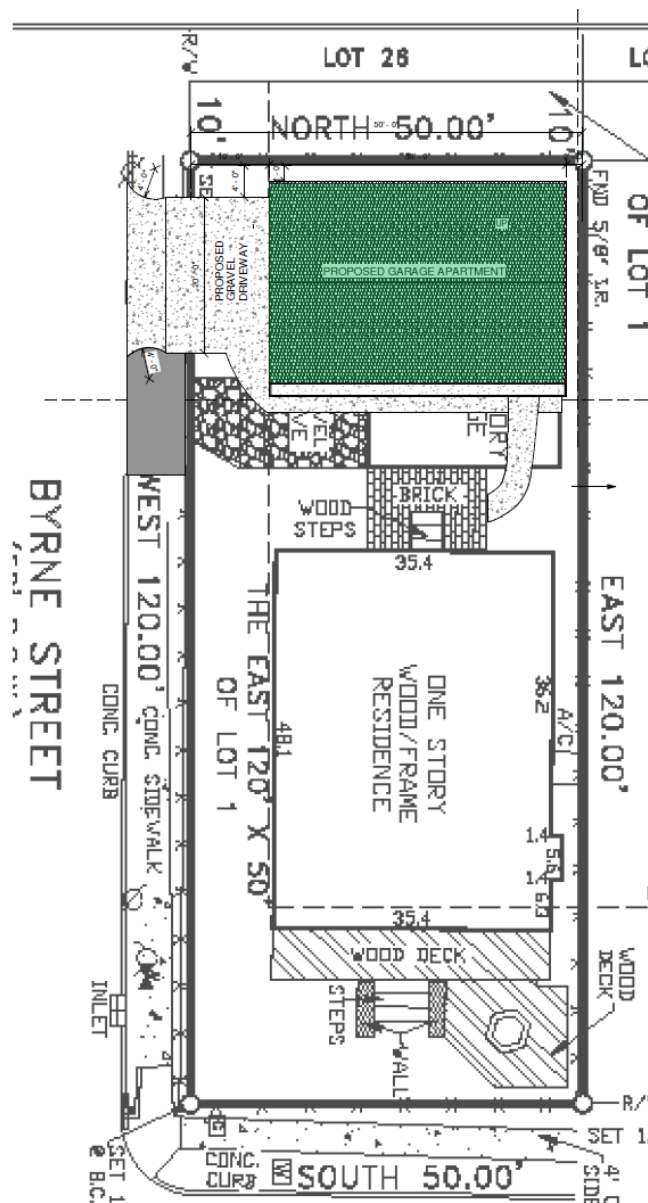
*Incompatible infill (size, style) between historic houses*



## SITE PLAN – AS CURRENTLY SUBMITTED (NO CHANGE)



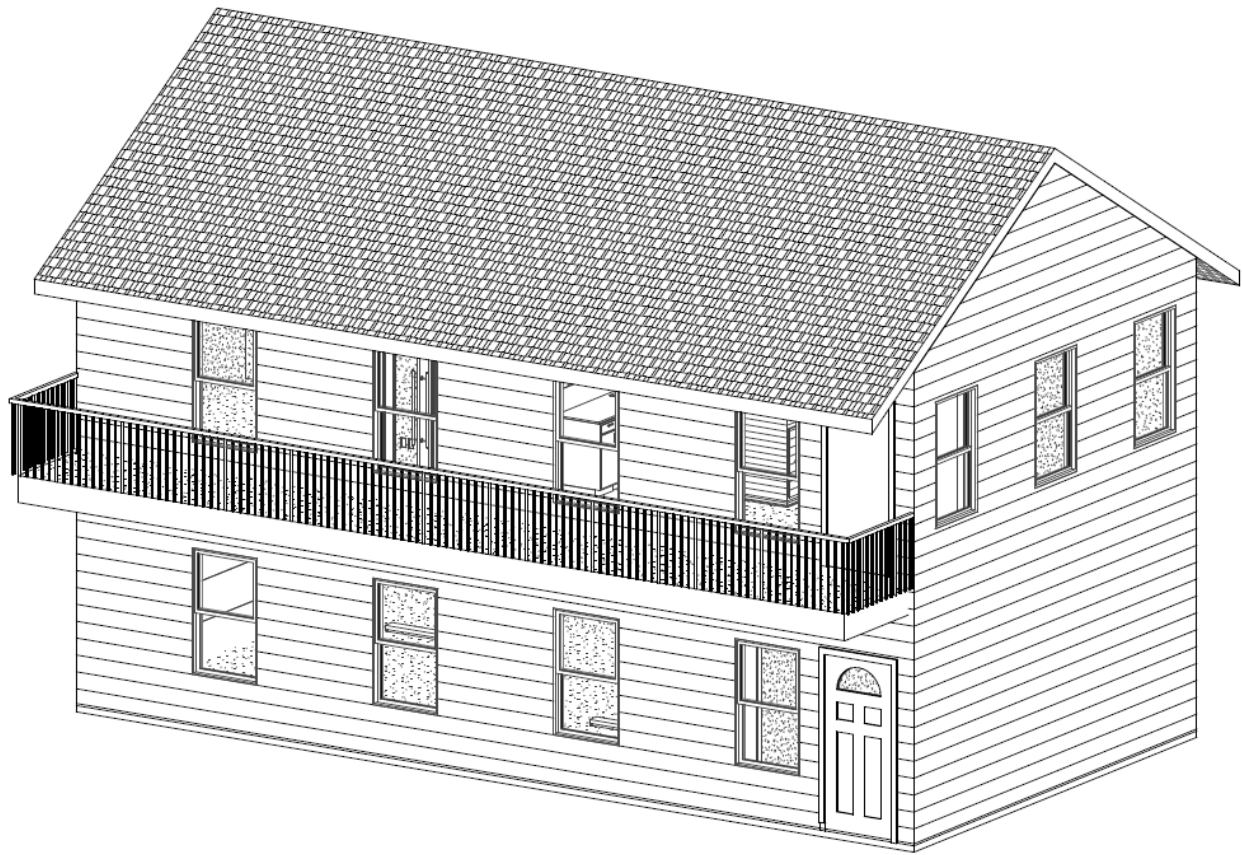
EXISTING



PROPOSED

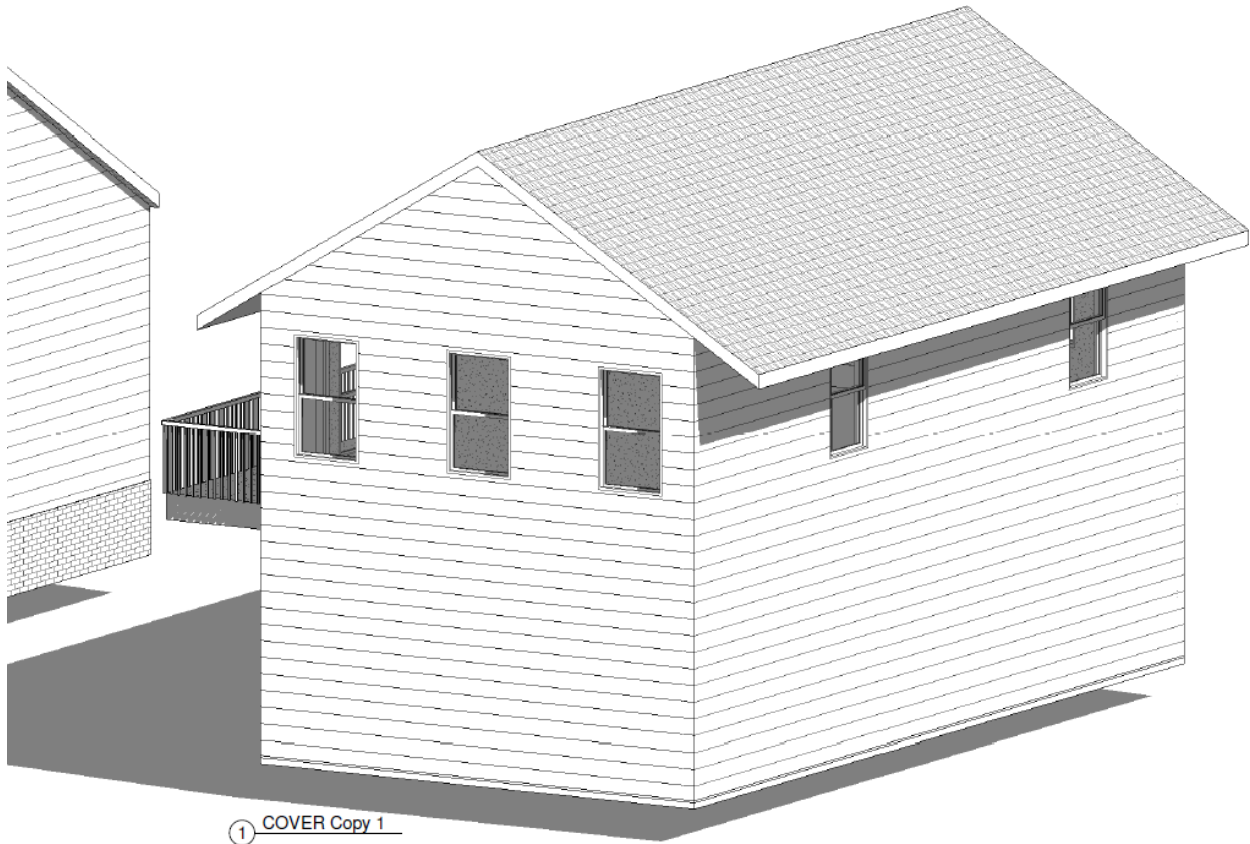


**3D RENDERINGS – AS CURRENTLY SUBMITTED**

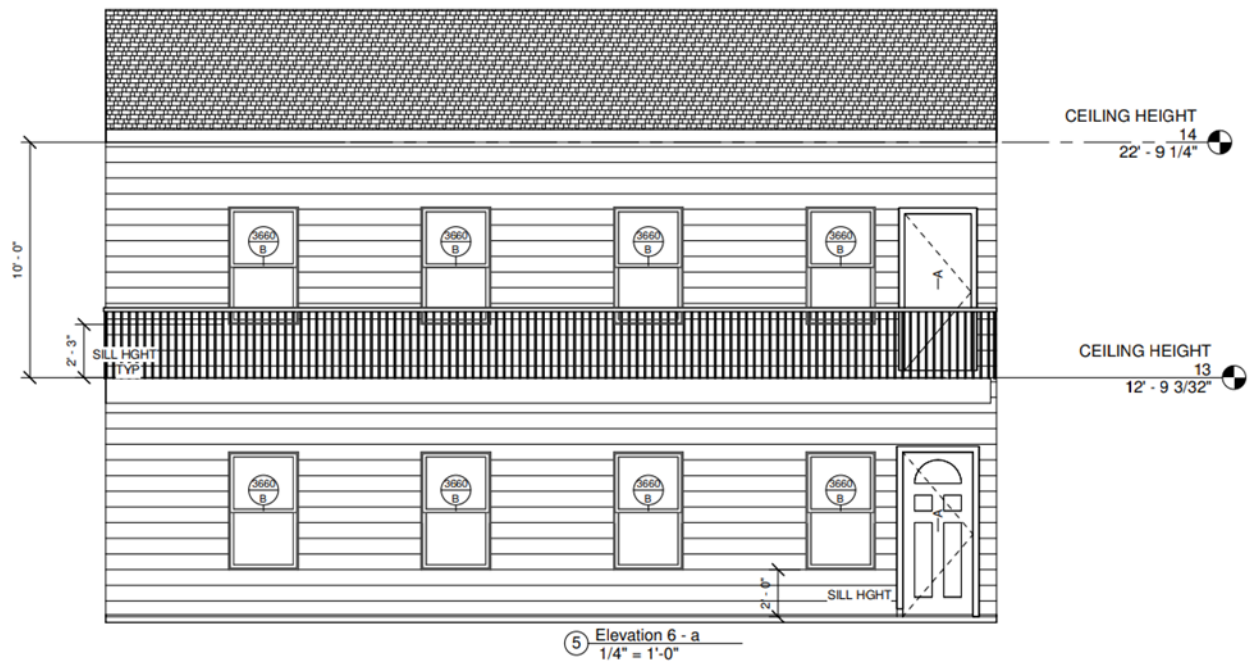
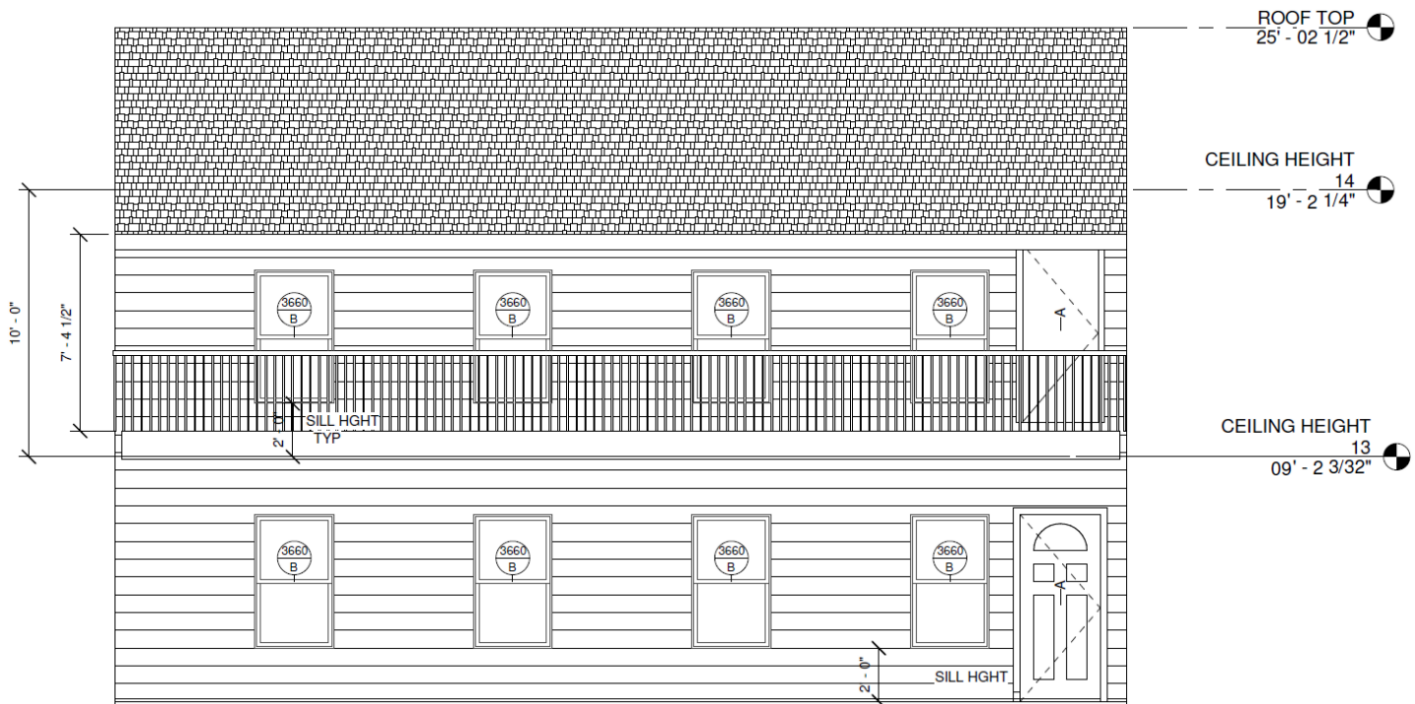


FRONT AND SIDE ELEVATION

**3D RENDERINGS – AS CURRENTLY SUBMITTED**



**REAR AND SIDE ELEVATION**

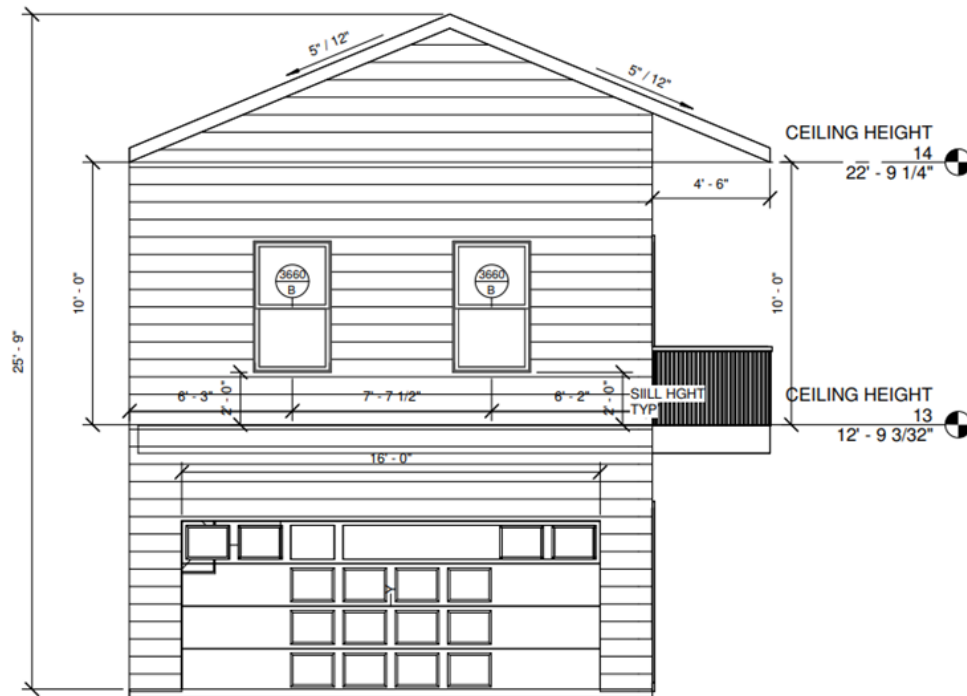
**FRONT ELEVATION – 10/09/2025 HAHC (DEFERRED)****FRONT ELEVATION AS CURRENTLY SUBMITTED****PROPOSED FRONT ELEVATION**

**LEFT ELEVATION**

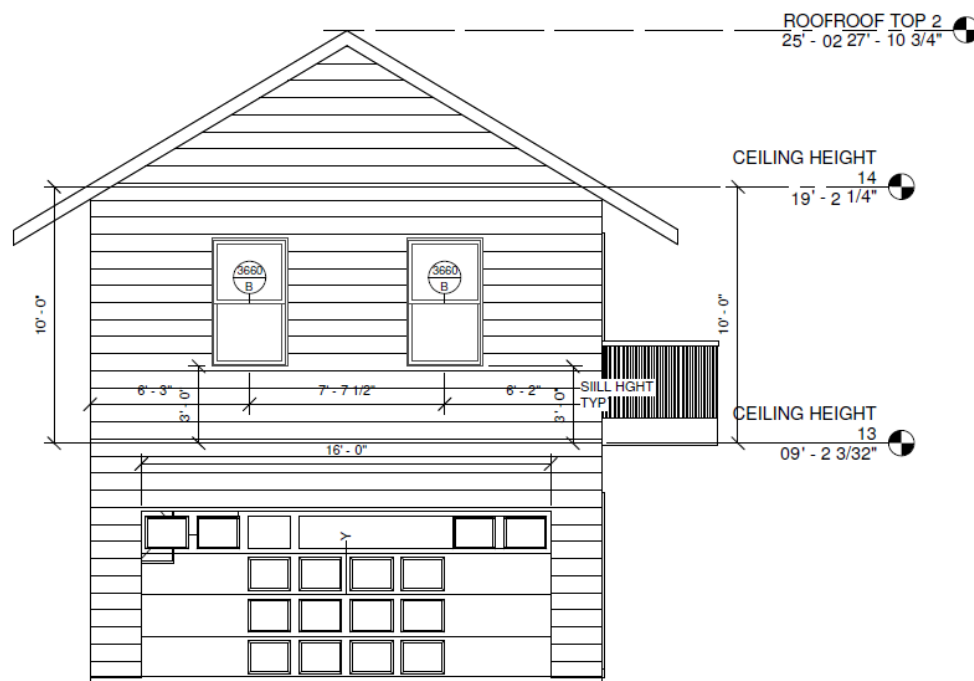


**EXISTING**

**LEFT ELEVATION – 10/09/2025 HAHC (DEFERRED)**

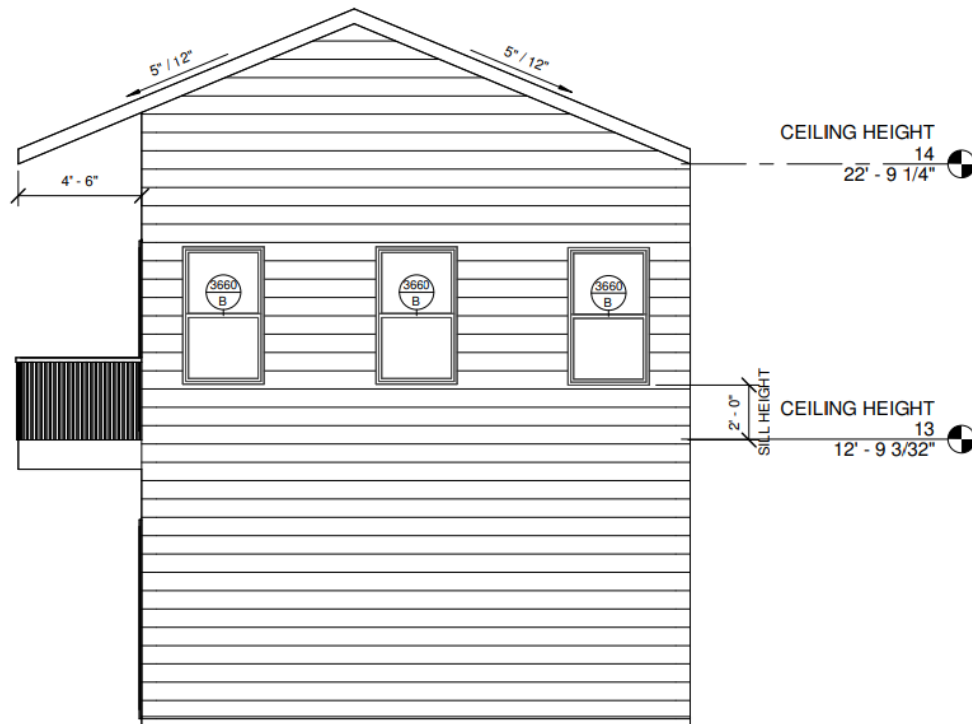


**LEFT ELEVATION – AS CURRENTLY SUBMITTED**

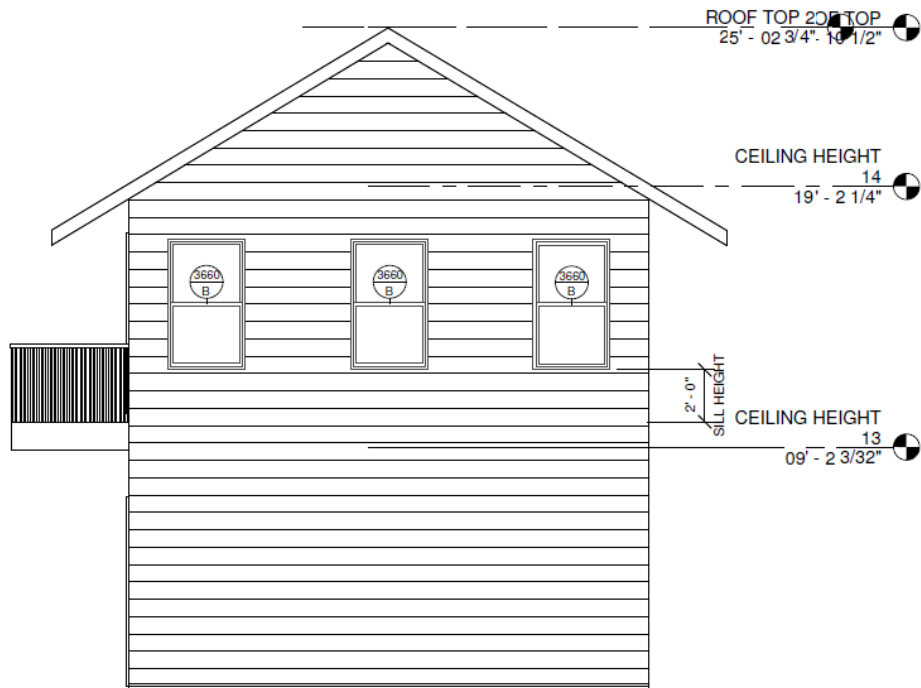


PROPOSED



**RIGHT ELEVATION – 10/09/2025 HAHC (DEFERRED)**

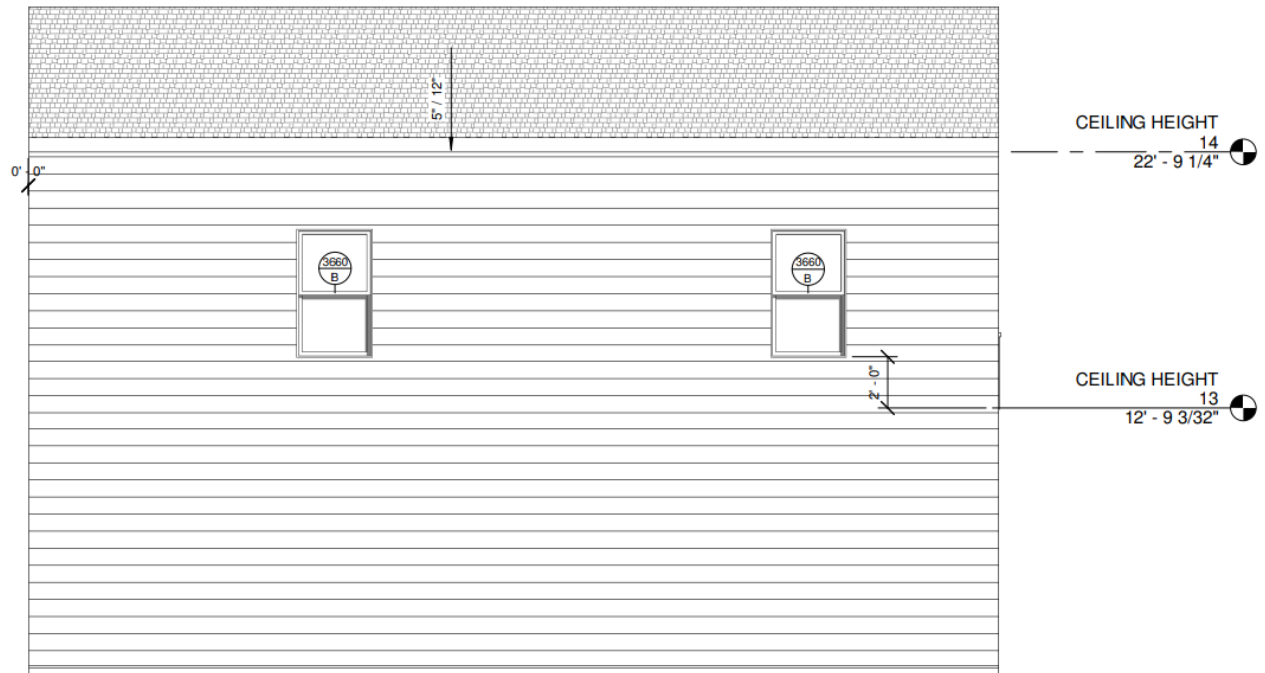
③ Elevation 3 - a  
1/4" = 1'-0"

**RIGHT ELEVATION – AS CURRENTLY PROPOSED**

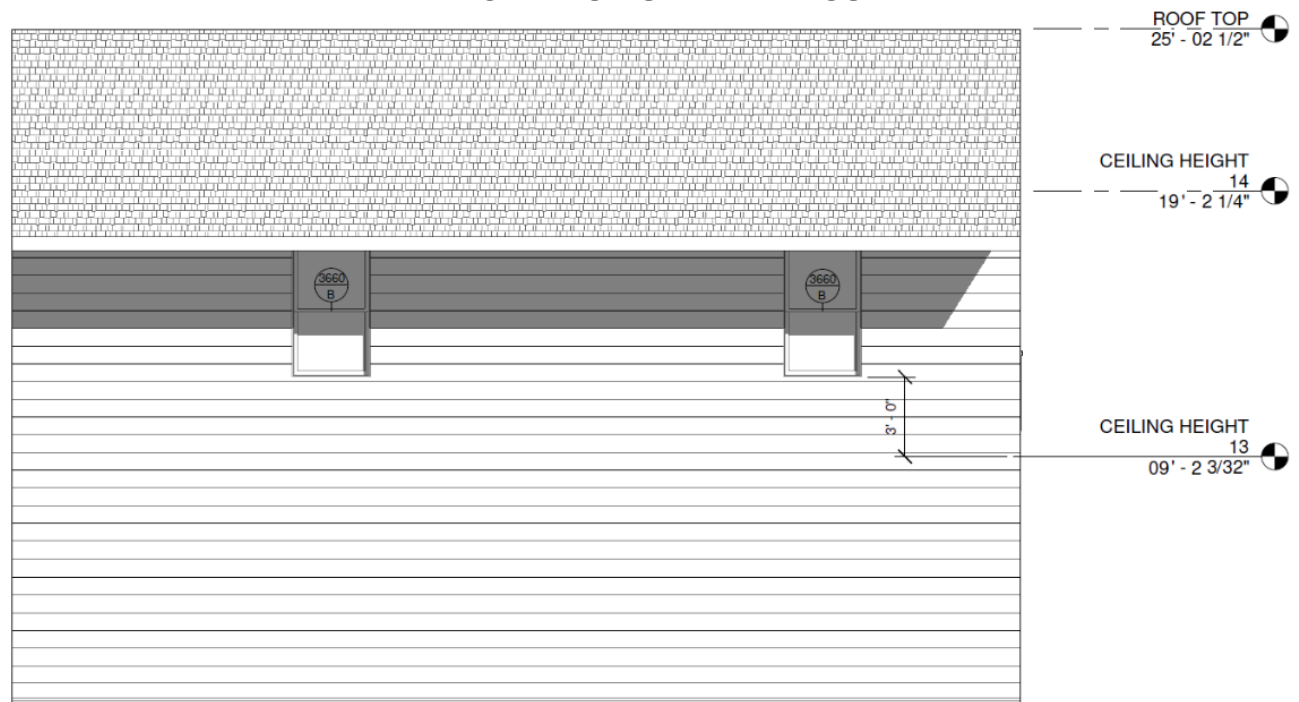
PROPOSED

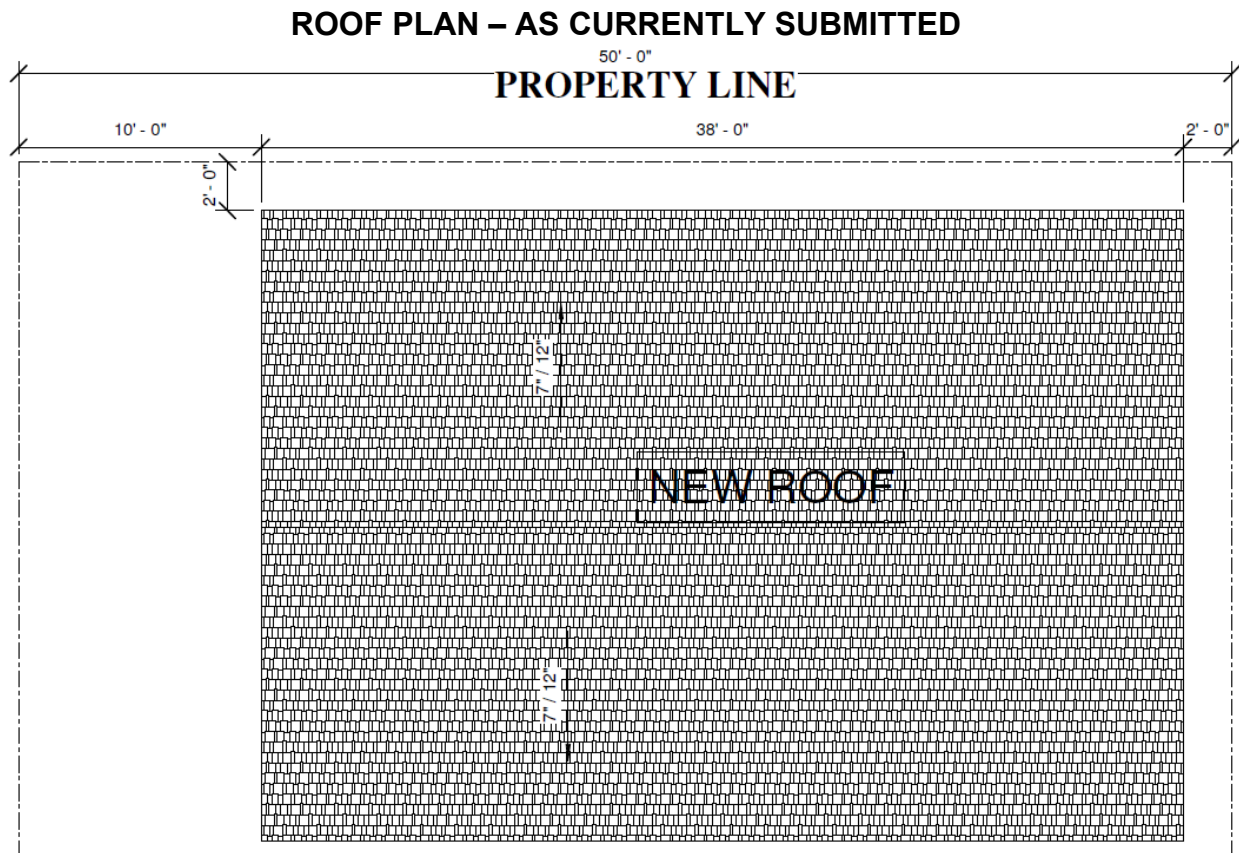


**REAR ELEVATION – 10/09/2025 HAHC (DEFERRED)**



**REAR ELEVATION – AS CURRENTLY SUBMITTED**





**WINDOW SCHEDULE – 10/09/2025 HAHC (DEFERRED)**

## CERTIFICATE OF APPROPRIATENESS

## WINDOW WORKSHEET



**PLANNING &  
DEVELOPMENT  
DEPARTMENT**

### EXISTING WINDOW SCHEDULE

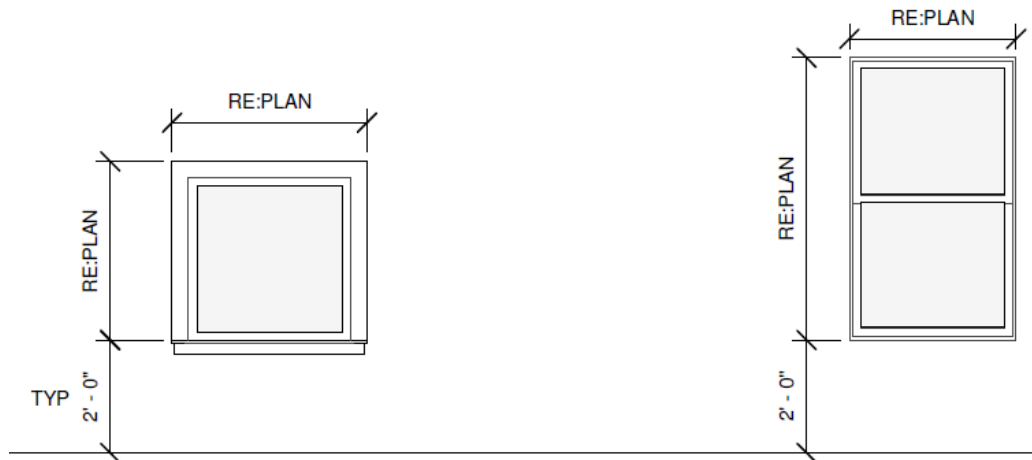
[illegible]

## DAMAGE TO EXISTING WINDOWS

[illegible]

### PROPOSED WINDOW SCHEDULE

[illegible]

**WINDOW SCHEDULE – AS CURRENTLY SUBMITTED**

**TYPE A**  
**PICTURE WINDOW**  
**CLEAR LOW E GLASS**

**TYPE B**  
**SINGLE HUNG VINYL**  
**WINDOW**  
**CLEAR LOW E GLASS**

S900, Casement, Left Hinge, 35.5 x 71.5

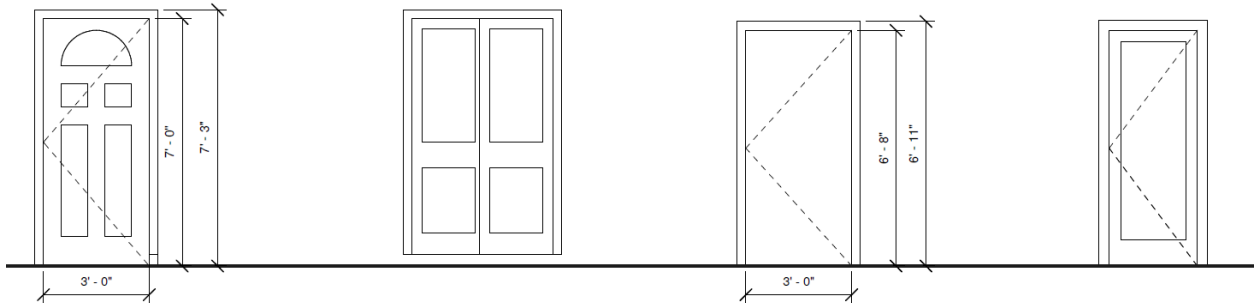
Frame Width = 35.5, Frame Height = 71.5

Frame Color = Black

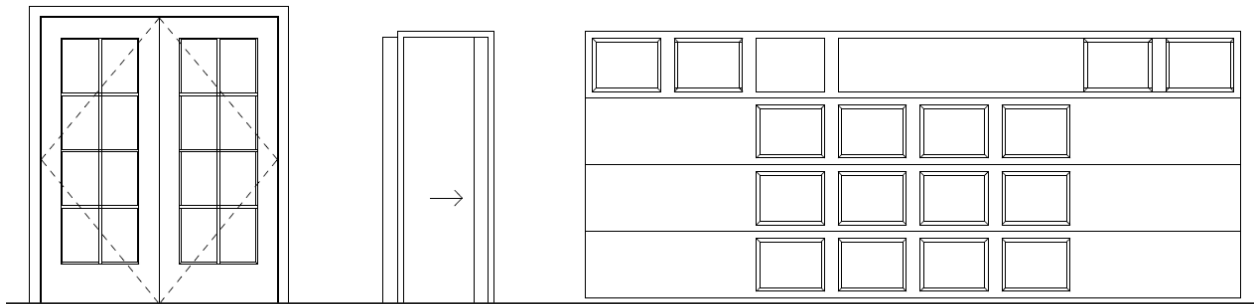
Unit 1: Vendor = Cardinal, Glazing Type = Insulated, Low E Coating = Cardinal 366 LoE, Gas Filled = Argon, Spacer = SS, Spacer Color = Black, NEAT® Coating = No

Unit 1 Glass: Strength = Annealed, Thickness = 1/8, Glass Sq. Footage = 14.00098, Glass Weight per Sq. Ft. = 3.24, Glass Weight = 45.36316

DOOR SCHEDULE



- TYPE A  
Prefinished  
Solid Wood  
Exterior  
Door
- TYPE C  
Pine Interior  
Sliding Door slab  
White Oil Base
- TYPE B  
Pine Interior  
Door Slab  
White Oil Base
- TYPE C  
Glass Door  
White Oil Base



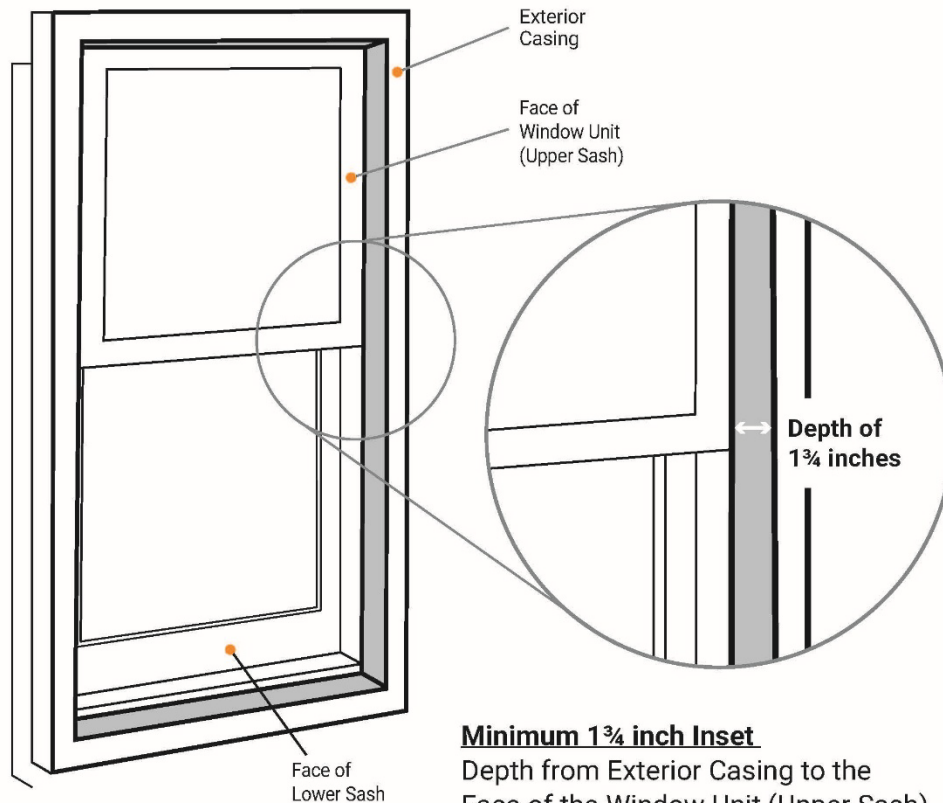
- TYPE E  
Doble French  
Door  
Black oil paint
- TYPE F  
Slider Solid  
Wood  
Pocket Door
- TYPE Y  
GARAGE DOOR

GENERAL NOTE FOR DOOR SCHEDULE:  
DESIGN OF DOORS WILL REFLECT THE BUNGALOW  
STYLE WITHIN THE HISTORIC NEIGHBORHOOD

ATTACHMENT A



## Historic Window Standard: New Construction & Replacement



**Minimum 1 3/4 inch Inset**

Depth from Exterior Casing to the  
Face of the Window Unit (Upper Sash)

Windows must be 1-over-1  
(equally horizontally divided)

1 3/4 inch minimum inset for Fixed Window

**For more information contact:**

Houston Office of Preservation

832-393-6556

historicpreservation@houstontx.gov

City of Houston | Planning and Development | Houston Office of Preservation

**ATTACHMENT B**

**Wendy Parker  
209 E Woodland St.  
Houston, TX 77009**

October 7, 2025

Dear COH Planning and Development, Office of Preservation,

Mr. Ries contacted me regarding his desire to replace a dilapidated storage shed/garage with a 2-story garage apartment to accommodate his vehicles and create space for his family. He shared some elevation drawings with me to gain feedback on the porch design on the garage structure to ensure the overall design will match the architecture and spirit of the neighborhood.

I was the initial applicant for the Germantown Historic District and still voluntarily assist homeowners in the District with navigating changes to their Germantown District properties (which were mostly built around 1920). Our intention for establishing a historic district was to prevent the building of townhomes and other non-contributing structures on the east side of Houston Ave. and maintain the historical architectural integrity of our neighborhood. In fact, the homes on the east side of Houston Ave. are considered part of the "Woodland Heights" and we are included in the civic association with those homeowners on the west side of Houston Ave. In spirit, we do not consider ourselves a separate neighborhood even though our homes were built 20 years or more later.

With that said, Mr. Ries' home at 2903 Houston Ave. (built in 1905) is more in line architecturally with the older homes in the Woodland Heights Historic District whose boundaries are one block away from him - but the prior owners and Keith's neighbors (at the time) believed in our initiative and asked to join the Germantown Historic District as well because they had no current protections and were not invited to be included in the Woodland Heights Historic District boundaries. Therefore, please take into consideration that his home is more in line with the homes in the Woodland Heights Historic District, so I would urge the Office of Preservation/HAHC to compare the design of the new garage apartment to the older homes and structures in that District.

So here are my comments from a Germantown Historic District Design Guidelines perspective:

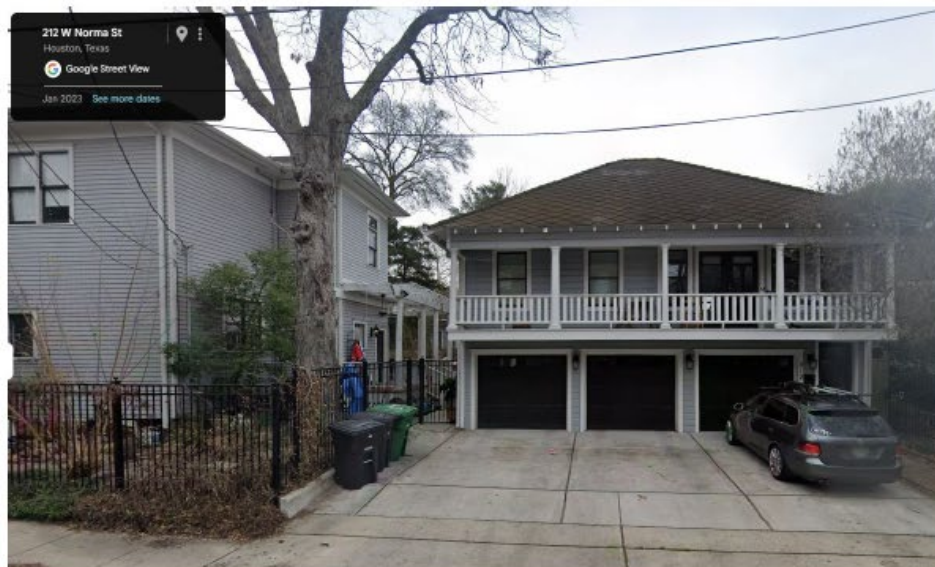
- **The plans he presented to me appear to be designed in the same architectural "bungalow" spirit as the home** (siding, trim, windows, roof covering type); as the Germantown Design Guidelines state that "garages should be constructed in a style and with materials that complement the house". THIS WAS THE INTENTION OF ESTABLISHING OUR HISTORIC DISTRICT.



- The front of the home has an east-facing porch that stretches the width of the entire structure – the garage will mimic that design with the exact same porch which will also face east. I've also included photos (below) of garage apartments within 2 blocks of Mr. Ries home for comparison of garages designed with porches to match the style of the home.
- The garage roof pitch should match the home.
- All garage doors should match the style of the doors on the home (Craftsman).



3102 Morrison garage apartment architecturally matches the design of the home





212 W Norma – a detached garage apt of 3325 Morrison St. matches the architectural style of the home.

In closing, I think the COH Office of Preservation should approve both the demolition of the dilapidated structure and building of the new garage apartment at 2903 Houston Ave. with the notations I've made above.

Please feel free to contact me with any questions.

Sincerely,

A handwritten signature in black ink, appearing to be 'Wendy Parker', followed by a long horizontal line.

Wendy Parker  
Resident, Germantown Historic District

# CITY OF HOUSTON

HISTORIC PRESERVATION APPEALS BOARD  
PLANNING & DEVELOPMENT DEPARTMENT

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Meeting Date: 12/22/2025

**ITEM: III**

**APPLICANT:** Keith Ries

**PROPERTY ADDRESS:** 2903 Houston Avenue

**LEGAL DESCRIPTION:** TR 1, BLK 2 – WOODLAND HEIGHTS SUBDIVISION

**HISTORIC DISTRICT:** Germantown Historic District

## **EXHIBIT D:**

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EMAIL DATED NOVEMBER 11, 2026 FROM APPLICANT TO DIRECTOR OF PLANNING

**From:** [Keith Ries](#)  
**To:** [Tran, Vonn - PD](#)  
**Cc:** [de Leon, Samantha - PD](#); [Eliseo Pita](#); [Eliseo Pita](#); [Arslan, Yasmin - PD](#); [PD - Historic Preservation](#)  
**Subject:** 2903 Houston Ave. HP2025-0258 - Appeal Request  
**Date:** Tuesday, November 11, 2025 7:43:33 AM

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[This message came from outside the City of Houston email system. Please be careful while clicking links, opening attachments, or replying to this email.]

Good afternoon Ms. Vonn,

My name is Keith Ries and I am the owner of 2903 Houston Ave (project HP2025\_0258). I would like to officially appeal the results of my meeting from last week on November 6th regarding my property. December 15th at 9AM works with my schedule.

The reasons I am appealing include, alignment and agreement on the window suggestions from the historic committee (I will be using windows that align with the historical integrity of the district) and disagreement on the balcony decision by the committee. I will be providing different data pertaining to Old Germantown and the homes along with signatures of approval from the majority of the neighborhood. I also have approval from Wendy Parker who is the Chairwoman over the Old Germantown historic district along with a majority of the committee members within Old Germantown. To date, every family that I have talked with has approved my proposed renderings.

Should you have any questions or need additional explanations or details I am happy to provide.

Thank you kindly,

Keith Ries  
713-591-1776

# CITY OF HOUSTON

HISTORIC PRESERVATION APPEALS BOARD  
PLANNING & DEVELOPMENT DEPARTMENT

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Meeting Date: 12/22/2025

**ITEM: III**

**APPLICANT:** Keith Ries

**PROPERTY ADDRESS:** 2903 Houston Avenue

**LEGAL DESCRIPTION:** TR 1, BLK 2 – WOODLAND HEIGHTS SUBDIVISION

**HISTORIC DISTRICT:** Germantown Historic District

## **EXHIBIT E:**

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APPLICANT PROVIDED MATERIALS

Good morning, Members of the Appeal Board,

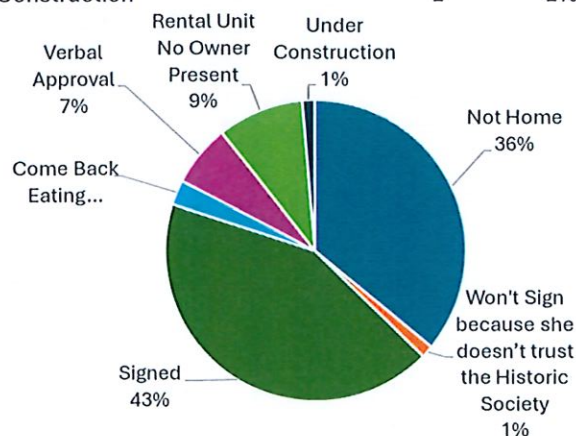
Thank you for your time and consideration. I sincerely apologize for not being able to attend in person. The rescheduled date unfortunately conflicted with previously arranged holiday travel, making it impossible for me to return to Houston in time. I truly appreciate the effort each of you has made to meet during a busy holiday week.

By way of introduction, my name is Keith Ries. I am the father of two daughters Eloise and Annie, who attend Travis Elementary and have been a resident of the Heights for more than 16 years. During this time, I have owned six properties in the neighborhood, and in each case, I have been intentional about maintaining historical integrity and honoring the architectural character that makes this community special.

My appeal is a straightforward request: approval to construct a garage that can accommodate my vehicles, which currently must sit in my yard due to lack of space and an accompanying garage apartment intended for use by my extended family and children. The proposed design is consistent with the style, proportions, and features of my Craftsman home. The balcony design, which prompted questions in the initial review, mirrors the form and presence of my home's front porch and reflects a feature commonly found throughout the Heights.

Following the denial of my initial submission, I spent a Sunday in late November walking the Old Germantown Historic District to speak directly with neighbors about the proposal. I shared the project renderings and asked for their feedback and signatures. Of the residents I spoke with, 37 individuals in total, every homeowner available and willing to engage expressed support for the project. The breakdown of my outreach is as follows:

Status	Count	%
Not Home / Didn't Answer Door	27	36%
Doesn't trust the Historic Society	1	1%
Signed	32	43%
Come Back Eating Dinner	2	3%
Verbal Approval	5	7%
Rental Unit No Owner Present	7	9%
Under Construction	1	1%



Importantly, 100% of the homeowners who were present and able to sign did so, and those who did not sign were simply unavailable, renters, or in transition due to construction. The universal neighbor support I received reinforces my belief that this project is appropriate for the district and aligns with the character of our community. If there had been meaningful concern among residents, I would absolutely respect and accept that. However, the opposite proved true.

It may also be helpful to note that my property sits on one of the largest lots in Old Germantown. Within the district, only 24 properties have garages at all, and due to small lot sizes, many of these structures are very modest. Approximately seven include garage apartments. Given this limited sample size, I believe comparisons particularly regarding balconies do not fully reflect the diversity of structures and lot characteristics within the district.

For this reason, I respectfully ask the Board to also consider relevant examples in the adjacent Woodland Heights Historic District, including a garage/garage apartment just eight houses down from my property that features almost the same design elements present in my proposal. Additionally, I would like to highlight the letter submitted by Wendy Parker, Chairman of the Old Germantown Historic District, who has expressed her support for the project.

I have included a photo of my current garage, which illustrates both its limitations and the opportunity to improve the appearance of the property. My intention is to create a structure that enhances and respects the historic environment not detracts from it. For further context, I've also included a photo of my immediate neighbor's garage on Houston Avenue, which is within the same district. The contrast reinforces my belief that my proposed project will contribute positively to the district's overall appearance and cohesion.

In closing, I respectfully ask the Board to reconsider approval of my garage and garage apartment proposal. I am fully committed to preserving the historic character of Old Germantown and contributing to its beauty and long-term vitality.

Thank you again for your time and thoughtful review.

Sincerely,



Keith Ries

713-591-1776

2903 Houston Ave.

Houston, TX 77009



Keith Ries' Garage 2903 Houston Ave.



Neighbor's garage 2821 Houston Ave



2903 Houston Ave. Garage Apartment Approval from Neighborhood

Name	Address	Contributing - Germantown Historic District	Non-Contributing	Signature
KEITH RIES	2403 HOUSTON AVE.	X		Keith Ries
Mary Hay	118 Alma	X		Mary Hay
Paul Henke	119 North St	X		Paul Henke
Jackie Cook	107 North St	X		Jackie Cook
Kellie Jordan	111 North St	X		Kellie Jordan
Lauren Davis	210 Payne St	X		Lauren Davis
CAROLINE THOMAS	102 Payne	X		Caroline Thomas
Jennifer Barringer	134 Payne	X		Jennifer Barringer
KIMBERLY CORLEY	129 PAYNE ST	X		Kimberly Corley
ROBERT MONTGOMERY	256 PAYNE ST	X		Robert Montgomery
Kay E Donahue	126 Payne St	✓		Kay E Donahue
Melissa Zander	125 Payne St	✓		Melissa Zander
Rivers Wallace	122 Payne St	✓		Rivers Wallace
Shannon Baldwin	122 Payne St.	✓		Shannon Baldwin
Wesley Edmund	114 Payne St	✓		Wesley Edmund
PERBET WOLFE	110 PAYNE ST	X		Perbet Wolfe
W. Scott Stoenner	125 North St	✓		W. Scott Stoenner
Nicholas O'Haver	302 Payne St		✓	Nicholas O'Haver
CASSIE O'NEAL	312 Payne St.		✓	Cassie O'Neal
Lois Gault	214 Payne	X		Lois Gault
Joanne Sanchez	214 Payne	X		Joanne Sanchez
JARVIS ABERNETHY	128 PAYNE	X		Jarvis Abernethy
Austin Curley	113 Payne	X		Austin Curley
Kristina Rahimi	112 Payne	X		Kristina Rahimi
Hameed Rahimi	112 Payne	X		Hameed Rahimi
Andrew Frilot	105 Payne	X		Andrew Frilot
Robert Wahn	2902 Houston Ave	X		Robert Wahn
Steve Hall	2905 Houston Ave	X		Steve Hall
ELAINE HALL	2905 Houston	X		Elaine Hall
Natalie Kiek	2870 Houston		✓	Natalie Kiek
Preston C.	2818 Houston Ave		✓	Preston C.
JOSH P.	101 PARKVIEW ST	X		Josh P.
Dawn vd Hilt	115 Parkview St		X	Dawn vd Hilt
John Griffin	117 Parkview St.		X	John Griffin
Darryl Schwark	119 Parkview St.	X		Darryl Schwark
Evan O'Neil	133 Parkview St	X		Evan O'Neil
ALYSSA O'NEIL	209 Parkview St	X		Alyssa O'Neil
D. Gifford	2821 Houston Ave	X		D. Gifford