

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

Margaret Wallace Brown *Director, Planning & Development or*

Jennifer Ostlind, *Deputy Director, Planning & Development*

Agenda

Monday, July 11, 2022

9:00 a.m.

- In-person meeting location: 900 Bagby Street, City Council Chamber, Public Level, Houston, Texas
- Join via web browser: <https://bit.ly/3x6tuBJ> or
- Join via phone: 936-755-1521 Conference ID: 647 912 3#

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

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

Contact: Roman McAllen, Historic Preservation Officer via Roman.Mcallen@houstontx.gov



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.)** Anyone wishing to speak before the Board may do so. The Board has adopted the following procedural rules on public participation for virtual meetings:

1. Anyone wishing to speak before the Board should sign up to speak via phone 832-393-6556 or email historicpreservation@houstontx.gov, 24 hours in advance preferred.
2. Please note what agenda item you wish to speak on, or if you wish to make a general public comment.
3. You may also sign up to speak in the chat feature of Microsoft Teams, and either ask to speak, or write your comments there.
4. All comments submitted in writing or by phone will be included in the agenda or put into the record by staff.
5. Keep your phone or computer on "MUTE" unless identified by the Chair to speak. When your name is called, unmute your phone by pressing your mute button or *6, or unmute your computer. State your name, spell your last name, and make your comments. When you are finished speaking, please mute yourself.
6. 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.
7. HPAB Appellants will be allowed to speak once and are allowed **five minutes** for an opening presentation.
8. All other speakers will be permitted **one minute** to address the Board.
9. No speaker is permitted to accumulate speaking time from another person.
10. Time devoted to answering any questions from the Board is not charged against allotted speaking time. The Board may extend any speaker's speaking time if it is the Board's judgment that additional time is needed to sufficiently discuss an item.
11. 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.
12. The Board reserves the right to stop speakers who do not follow this established decorum.

Staff Use: Reference above as of 07-06-22 and see a base at 020517 N:\PDDCET\CET_Boards\Support



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 HAHC:

1. Any supplemental 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. The appellant will then have five minutes 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 speak for one minute.
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. The HPAB may amend the speaker rules at any time to ensure a timely and equitable appeal.

Historic Preservation Appeals Board

AGENDA

Monday, July 11, 2022

9:00 a.m.

HPAB meetings are held in-person in the City Hall Annex Council Chamber, 900 Bagby Street, Public Level, Houston Texas, and virtually on Microsoft Teams. Meetings are also broadcast on the HTV Houston municipal channel and streamed on the city's HTV website.

To join this Historic Preservation Appeals Board (HPAB) meeting, please use the following options:

- In-person meeting location at: 900 Bagby Street, City Council Chamber, Public Level, Houston, Texas
- Join via web browser: <https://bit.ly/3x6tuBJ> or
- Join via phone: 936-755-1521 Conference ID: 647 912 3#

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Call to Order

Chair's Report

Director's Report

Approval of the February 28, 2022, Historic Preservation Appeals Board Minutes and March 24, 2022 Ethics Training Minutes

- I. Consideration of and possible action on an appeal of the decision of the Houston Archaeological and Historical Commission on May 19, 2022 for a Certificate of Appropriateness for 603 Euclid St in Woodland Heights Historic District
- II. Public Comment
- III. Adjournment

Minutes of the Houston Historic Preservation Appeals Board (HPAB)

February 28, 2022

Meeting held in Council Chambers, Public Level, City Hall Annex,
with telephonic/video conference via Microsoft Teams <https://bit.ly/3BBboda>
9:00 a.m.

CALL TO ORDER

Chair J.D. Bartell called the meeting to order at 9:04 a.m. with a roll call vote and a quorum present.

J.D. Bartell, Chair	Present
Tanya Debose	Present virtually
Truman Edminster	Present
Douglas Elliott, Vice Chair	Present virtually
Rob Hellyer	Present

EXOFFICIO MEMBERS

Samantha Bruer, Archivist, Houston Metropolitan Research Center
Jennifer Ostlind, Deputy Director, Planning and Development

Executive Secretary

Margaret Wallace Brown, Director, Planning and Development

CHAIR'S REPORT

Report was given by Chair J.D. Bartell.

DIRECTORS REPORT

Report was given by Margaret Wallace Brown, Director, Planning and Development.

APPROVAL OF THE SEPTEMBER 13, 2021 HISTORIC PRESERVATION APPEALS BOARD MEETING MINUTES

Motion was made by Board Member Edminster, seconded by Board Member Debose, to approve the September 13, 2021 Historic Preservation Appeals Board Minutes. Motion carried, with Board Member Hellyer abstaining.

- I. **CONSIDERATION OF AND POSSIBLE ACTION ON AN APPEAL OF THE DECISION OF THE HOUSTON ARCHAEOLOGICAL AND HISTORICAL COMMISSION ON JANUARY 27, 2022 FOR A CERTIFICATE OF APPROPRIATENESS FOR 7542 CAYTON ST IN GLENBROOK VALLEY HISTORIC DISTRICT.**

Staff recommendation: None. Presentation was given by Amanda Coleman.

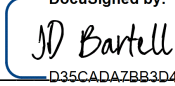
Board action: Partially upheld the decision of the Houston Archeological and Historical Commission (HAHC) for a Certificate of Appropriateness for 7542 Cayton St in Glenbrook Valley Historic District, with the condition of allowing an architectural standing seam metal roof as proposed, covering central courtyard.

Motion: **Hellyer** Second: **Debose** Vote: **Carried** Abstaining: **Elliott**
Speaker: Maribel Meza, Applicant/owner representative – supportive.

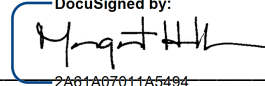
II. PUBLIC COMMENT
NONE

III. ADJOURNMENT

There being no further business brought before the Board, Chair J.D. Bartell adjourned the meeting at 9:45 a.m. Motion was made by Board Member Edminster and seconded by Board Member Debose. Motion carried unanimously.

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J.D. Bartell
Chair

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Margaret Wallace Brown
Executive Secretary

Historic Office of Preservation Board and Commission Training

Houston Archaeological and Historical Commission and Historic Preservation Appeals Board
Ethics Training

Thursday, March 24, 2022

Meeting held in Council Chambers, Public Level, City Hall Annex,
with telephonic/video conference via Microsoft Teams <https://bit.ly/3ulKylh>
2:30 p.m.

CALL TO ORDER AND ROLL CALL BY CHAIRS

Historic Preservation Appeals Board (HPAB) Acting Chair Doug Elliott called the meeting to order at 2:48 p.m. He and Houston Archaeological and Historical Commission (HAHC) Acting Chair David Bucek called role and a quorum was present.

HPAB:

J.D. Bartell	Present virtually
Tanya Debose	Present virtually
Truman Edminster	Present
Douglas Elliott, Vice Chair	Present
Rob Hellyer	Present

HAHC:

David Bucek, Vice Chair	Present
Ann Collum	Present virtually
John Cosgrove	Absent
Steven Curry	Present
Ashley Elizabeth Jones	Present
Ben Koush	Present virtually
Stephen McNiel	Present virtually
Rhonda Sepulveda	Absent
Urmila Srinivasan	Absent
Charles Stava	Present virtually
Beth Wiedower Jackson	Present
Dominic Yap	Present

Secretary and Director:

Margaret Wallace Brown	Present
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A. Welcome - No Report

B. Houston Office of Preservation Comments - Roman McAllen, HPO

C. Approval of the January 13, 2020 and the February 28, 2022 HPAB Minutes

Motion was made by Board Member Hellyer, and seconded by Board Member Edminster, to approve the January 13, 2020 and the February 28, 2022 HPAB Minutes. Motion passed unanimously by the HPAB.

D. Legal Ethics, Procedural and Other Issues - Kim Mickelson, City Attorney's Office

- 1. Overview of Role and Authority**
- 2. Conflicts of Interest and Ethics Requirements**
 - a. State law**
 - b. City of Houston ordinances**
- 3. Open Government Requirements**
 - a. Open Meetings**
 - b. Public Records**
- 4. Rules of Procedure and conduct of meetings**

E. Comments from HAHC and HPAB Members

Comments were made about not designing from dais, defining economic hardships, abstentions clarifications, reasons for denial, and other general items.

F. Public Comment - None

G. Adjournment

There being no further business brought before the Board or Commission, Acting Chairs David Bucek and Doug Elliott adjourned the meeting at 4:36 p.m.

Doug Elliott
Acting Chair HPAB

Margaret Wallace Brown
Executive Secretary

The Houston Architectural and Historic Commission and the Historic Preservation Appeals Board each reserved the right to convene in Executive Session as authorized by the Texas Open Meetings Act, Texas Gov't Code Chapter 551, under any applicable exception thereto, including but not limited to Sec. 551.071, Consultation with Attorney.