

Work Plan

Lyons Avenue Historic District NRHP Nomination



Prepared for:
City of Houston

June 2025

Prepared by:
Stantec Consulting Services Inc.

Abstract

In Spring/Summer 2025, the City of Houston contracted with Stantec Consulting Services Inc. (Stantec) to complete a survey and National Register of Historic Places nomination for historic resources along Lyons Avenue. The project includes documenting historic-age properties facing Lyons Avenue between Benson and Yates streets. Stantec may identify a collection of historic resources as a NRHP-eligible historic district and develop a research design/determination of eligibility to submit to the Texas Historical Commission for concurrence on proposed district boundaries and area/s and period/s of significance. Upon concurrence from the THC, an NRHP nomination draft will be prepared. The project will be developed with feedback from and in collaboration with the City of Houston. Based on the current schedule, the project will be complete by July 1, 2026.

This Work Plan is intended to guide the survey, research, and nomination project. Memos may be issued to update the Work Plan as the project progresses. This Work Plan has an introduction, updated schedule, summary of previous surveys and documentation, fieldwork methodology, a safety plan, the NRHP nomination drafting process, and the quality assurance/quality control (QA/QC) plan.



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1 Introduction

1.1 Project Summary

In Spring/Summer 2025, the City of Houston (City) contracted with Stantec Consulting Services Inc. (Stantec) to complete a survey and National Register of Historic Places (NRHP) nomination for resources along Lyons Avenue. The Lyons Avenue National Register Nomination Project intends to honor the history of this community in Houston's Fifth Ward through an NRHP historic district nomination. The project received a Certified Local Government (CLG) grant from the Texas Historical Commission.

The objectives of this project are to:

- Survey the historic-age resources facing Lyons Avenue between Benson and Yates streets
- Identify a collection of resources that may comprise a historic district eligible for the NRHP
- Draft a research design/determination of eligibility for the proposed historic district
- Submit the research design/determination of eligibility for the proposed historic district to the THC
- Upon concurrence with the eligibility of the historic district with the THC, draft an NRHP nomination

1.2 Project Team

City of Houston staff managing the project include Roman McAllen, Cara Quigley, and Terrance Jackson. Stantec's project team is comprised of individuals with skill sets, experience, and collaborative attitudes valuable to the success of the project. Emily Reed is the principal investigator. Adrienne Vaughan Campbell is the project manager and research director. Izabella Z. Nuckels provides project coordination support and quality assurance and quality control (QA/QC) for project deliverables. Gregory Smith provides research advising and QA/QC of the NRHP nomination. Project historians Brandy Black and Jenya Green will support research, fieldwork, and report writing tasks. GIS Manager Sara Laurence will lead GIS mapping efforts in support of the project.

The THC CLG Coordinator, Kelly Little, will be kept up to date with the project via progress reports.

1.3 Quality Assurance/Quality Control Process

The Stantec historian team utilizes a three-part quality assurance/quality control (QA/QC) process that ensures that our deliverables are complete and accurate. Our deliverables are reviewed by the primary author, followed by review from two more historians.



2 Updated Schedule

Task	Working Days Duration	Start Date	End Date	Calendar Days Duration	Deadline
Consultant selection	15	Apr-25	4/30/2025	21	
Project initiation/contract execution	12	4/30/2025	5/16/2025	16	
Project kickoff meeting	1	5/29/2025	5/29/2025	1	
Work plan	20	5/29/2025	6/26/2025	28	
<i>Work plan review</i>	5	6/26/2025	7/3/2025	7	
Window for fieldwork + meeting 1	15	7/3/2025	7/24/2025	21	
Research design/DOE preparation	15	7/24/2025	8/14/2025	21	
<i>City/THC Research Design review</i>	20	8/14/2025	9/11/2025	28	
Prepare nomination Draft 1	55	9/11/2025	11/27/2025	77	11/30/2025
<i>Draft 1 review</i>	45	11/27/2025	1/29/2026	63	
Prepare nomination Draft 2	30	1/29/2026	3/12/2026	42	
<i>Draft 2 review</i>	20	3/12/2026	4/9/2026	28	
Prepare Final Draft nomination	15	4/9/2026	4/30/2026	21	3/1/2026
State Board of Review Meeting	0	5/16/2026	5/16/2026	1	5/16/2026
Prepare Final Nominations	15	5/16/2026	6/5/2026	20	7/1/2026
Window for meeting 2	10	6/5/2026	6/19/2026	14	



3 Communication Protocol

3.1 Emails

Stantec will submit questions, updates as needed, and progress reports to City staff via email. Emails will include Roman McAllen, Cara Quigley, and Terrance Jackson.

3.2 Regular Meetings

Stantec will schedule virtual meetings with City staff, to include Roman McAllen, Cara Quigley, and Terrance Jackson, as needed, for collaboration and to discuss progress.

3.3 Progress Reporting Requirements

Stantec will provide quarterly progress reports to align with CLG grant product quarterly report deadlines. The remaining reporting periods are:

- ☐ May 1–August 31, 2025
- ☐ September 1–December 31, 2025
- ☐ January 1–April 30, 2026
- ☐ May 1–August 31, 2026

3.4 Invoicing Procedures

Invoicing procedures are to be confirmed by City staff.



4 Previous Surveys and Documentation

Stantec historians reviewed the THC Historic Sites Atlas and the Texas Department of Transportation's Historic Resources Aggregator to identify previously surveyed and designated resources on Lyons Avenue between Benson and Yates streets. The following resources and surveys were identified:

- NRHP-listed St. Elizabeth's Hospital (4514 Lyons Avenue)
- Official Texas Historical Marker: First Shiloh Missionary Baptist Church
- Official Texas Historical Marker: Peacock Records

The THC Historic Resources Library indicates that there was an Old Fifth Ward Historic District National Register Nomination draft completed in 2007. According to City staff, a survey of Lyons Avenue was completed in 1995.



5 Project Work Plan

To complete the Lyons Avenue National Register Nomination project, the work will be conducted in five phases: (1) project initiation; (2) field documentation, preliminary research, and research design; (3) first NRHP draft nomination; (4) revised NRHP draft nomination; and (5) final nomination. During Phase 1, the project team will coordinate the project scope and schedule with the City. In Phase 2, the team will document resources along a stretch of Lyons Avenue between Benson and Yates streets, complete research on the history of the area and surveyed properties and develop a research design/determination of eligibility to submit to THC. If THC concurs with the eligibility of a property and/or properties surveyed on Lyons Avenue, Stantec will prepare a draft and final NRHP nomination. The NRHP nomination will be completed in accordance with Secretary of the Interior (SOI) Standards and Guidelines for Archeology and Historic Preservation, the *National Register Bulletin 16A*, *Chicago Manual of Style*, and THC NRHP nomination and submittal requirements. The project team will use an internal QA/QC process to ensure that all deliverables are complete and accurate.

5.1 Phase One: Project Initiation

A virtual project kick-off meeting was held on May 29, 2025, with key members of the City and Stantec team. Notes from this meeting were emailed out on June 4, 2025. The results of the meeting discussion are reflected in this Work Plan, which provides a project roadmap.

Stantec will use cloud-based applications as organization tools to manage the project schedule and deliverables. These applications will promote active, collaborative context development at all levels. The project manager will use Trello to organize milestones and assign tasks and a project-specific Microsoft Teams channel for internal communications, meeting notes, tracking tasks and deliverables, and organizing relevant files. Microsoft SharePoint will allow multiple contributors to simultaneously work on and share draft reports internally for QA/QC and with City staff. The project team will use the citation program EndNote to organize and catalog all research, references cited, and bibliographic information. The project team includes a dedicated GIS staff person to incorporate pertinent geodata.

5.2 THC Outreach

Stantec will reach out to the THC CLG Grants Coordinator to confirm that the project is moving forward and to the THC National Register Coordinator to introduce the project and begin coordination. This coordination will be completed during Phase 1.

5.3 Public Outreach Plan

Our team understands that the input and engagement of the community – including the public, local groups and organizations, local boards and commissions, stakeholder groups, subject matter experts, and marginalized communities – is key to an effective preservation project. Accordingly, to ensure the



success of the project, Stantec will establish and follow the public involvement plan outlined in this section to identify and engage these groups. Our public involvement plan has three primary objectives:

- Distribute information about the project and its goals.
- Gather information from experts, stakeholders, and community members to contribute to the experience and understanding of the history of Lyons Avenue.
- Promote an appreciation for Lyons Avenue and history of the Fifth Ward.

As outlined below, our public involvement methodology is designed to meet these goals through interaction with the public using numerous platforms and engagement opportunities.

5.3.1 Public Meetings

Stantec will present at two public meetings, to be organized and advertised by the City, to provide information about the project and its goals, as well as to gain information and answer questions from the community. Stantec will provide an overview of the NRHP process and explain why only a section of Lyons Avenue is the subject of this specific endeavor. The two meetings will include a kick-off meeting, to be scheduled prior to field documentation, and a final meeting to conclude the project, to be scheduled after the final draft NRHP nomination is submitted.

5.3.2 Additional Meetings

Stantec may send one historian to attend the Historic Archeological and Historical Commission (HAHC) meeting in Houston. Stantec will provide sufficient information to the THC for THC staff to present the nomination at the State Board of Review meeting.

5.3.3 Expert, Stakeholder, and Community Member Outreach

Stantec will undertake three additional public outreach opportunities, organized and advertised by the City, that focus on providing information to and receiving input from the general public. During Phase 1, The City will identify potentially interested groups and individuals, like the Fifth Ward Community Redevelopment Corporation, and provide email contact information to Stantec. Additional stakeholders will be identified throughout the project through communication with identified stakeholders, research, or field investigations. As new stakeholders are identified, Stantec will contact them using the same standardized email.

Stantec has drafted a standardized email in **Appendix A** for City review.

Additional public outreach efforts will be identified and implemented, as needed, during Phases 2 and 3 of the project, based on initial feedback. These outreach efforts will include no more than three opportunities which may include stakeholder meetings, neighborhood meetings, open houses, forums, or other approaches.



5.3.4 NRHP Property Owner Notification

Stantec assumes that the THC or the City will be responsible for official notification to property owners within the boundaries of the district that moves forward to nomination. However, we understand that early communication with property owners is important to build support for the nomination. Stantec may assist the City in obtaining property ownership information from Harris County CAD but assumes that the City and the THC will lead the effort to coordinate with property owners in the potential district. As the district is anticipated to encompass less than 50 parcels, Stantec assumes that an additional NRHP notification meeting and newspaper notice are not required.

5.4 Phase Two: Field Documentation, Preliminary Research, and Research Design

5.4.1 Survey Area

In preparation for the proposal, the Stantec team, including Senior Architectural Historian Greg Smith, reviewed the area of Lyons Avenue between US 69 and Lockwood Drive to understand the quantity and type of resources. We noted that the resources at the east and west ends of this corridor included vacant lots, single-family dwellings, and nonhistoric-age infill. In our experience, gaining individual property owner approval to list single-family dwellings and nominating areas with insufficient integrity or concentration of resources can be challenging. During this review, we focused our efforts on identifying an area with a high concentration of resources that could tell the story of Lyons Avenue and the Fifth Ward and include resources potentially eligible for historic tax credits.

The Stantec team identified a four-block area, from Benson Street to Yates Street, that includes a high concentration of such resources, and we will focus the project on this area. It has approximately 26 historic-age resources constructed between 1918 and 1980 and includes the Louis White Grocery Store, Marshall-Calloway Building, NRHP-listed St. Elizabeth Hospital, and the Louis Robey Professional Building which housed Peacock Records. Representative single-family dwellings; commercial buildings, including a barber shop; churches; and a motel are also in this corridor.

During the kick-off meeting, the City and Stantec agreed to this focused area for documentation. The team acknowledges that community members may inquire why additional sections of Lyons Avenue are excluded. Stantec will draft language for the City to provide additional information to property owners or community members on sections of Lyons Avenue outside of the project area who may be interested in NRHP nomination.

5.4.2 Field Documentation and Safety

During field documentation, Stantec historians will photograph the exterior of buildings from public right-of-way and take notes on architectural style, form, materials, alterations, and integrity. Documentation will not be on a THC Historic Resources Survey Form, but it will be sufficient for describing contributing resources in the NRHP nomination form. Overall streetscape photographs will capture the setting of the area. All



photographs will meet requirements described in the THC's National Register Photo Guidelines. Exterior photographs will depict context, setting, each façade, details of construction materials, character-defining and atypical features, and all other resources on the property. Based on the site visits, the Stantec team will develop location maps that conform to NPS requirements.

The Stantec team prioritizes safety during fieldwork. Stantec has a rigorous safety training and documentation policy that each staff member adheres to. At least two staff members will be present during fieldwork and will remain in the public right-of-way during fieldwork. Our team is experienced with interacting with the public and explaining project scopes, especially relating to the NRHP.

5.4.3 Fieldwork Letter

Stantec has drafted a letter to pass out to interested persons during fieldwork. It may be revised based on City staff comments. See **Appendix B**.

5.4.4 Research

During field investigations, we will conduct additional primary and secondary research at local public libraries and other archives to inform ongoing historic context development.

5.4.5 Research Design/Determination of Eligibility

After field investigations, Stantec will review the survey data from the team to recommend a collection of resources that may be eligible for the NRHP as a historic district. If a potential historic district is not identified within the surveyed boundaries, Stantec may recommend to the City that the project nominate an individual building for nomination to the NRHP, based on owner approval.

Stantec historians use primary and secondary documents acquired from state and regional libraries to develop a research design for the NRHP nomination. The research design will include:

- Recommendation for approach regarding pursuing a district versus an individual nomination
- If a district is pursued, recommended boundaries
- Names of preparers
- Area/s of Significance
- Period/s of Significance
- Level of Significance
- Summary of previous documentation
- Data gap analysis
- Research questions
- Annotated bibliography enumerating repositories and primary/secondary resources
- Draft outline for nomination

Stantec will first submit the Research Design/Determination of Eligibility to City staff for review. Following revisions, as needed, the document will be submitted to the THC National Register Coordinator for review and comment. Should THC concur with the recommendation, Stantec will continue on to Phase 3 and begin drafting the NRHP nomination.



During research design development, we will schedule meetings with the City and the THC to carefully plan deliverables that meet the City's needs as well as grant requirements. The research design will be subject to our QA/QC policy, which requires review by the author and two additional readers. The QA/QC process will be documented.

5.5 Phase Three: NRHP Draft Nomination

Stantec will complete the NRHP nomination form according to NPS and THC guidelines and it will include relevant photographs and graphics to corroborate text. The physical description will portray environment and setting, general characteristics, exterior components, interior components (if applicable), other resources on the property, and all seven aspects of integrity. The statement of significance will address area/s of significance and will contain sufficient contextual information to support listing in the NRHP at the proposed level of significance. The first draft will follow the established QA/QC procedure and will ensure that all comments have been addressed.

Stantec will submit the first draft of the NRHP nomination on the most current version of NPS form 10-900 in a Microsoft Word DOC or DOCX format on or before the date the approved Work Plan schedule stipulates. The first draft will include draft nomination text, preliminary maps in PDF format, photograph key, and photographs in JPG/JPEG format with photo log. The City, HAHC, and THC will have at least 45 days to review the draft, and the City staff will provide Stantec with a single comment matrix.

5.6 Phase Four: Revised NRHP Draft Nomination

Upon receipt of the comment matrix from the City on the first-draft nomination, we will revise the subsequent draft. This draft will include any required adjustments to photographs and maps. The second draft will follow the established QA/QC procedure and will ensure that all comments have been addressed.

Stantec will submit the second draft NRHP nomination on or before the date the approved Work Plan schedule stipulates. Stantec will address all additional research requested and comments received from the City staff and THC in the second draft, which will include all revisions to the Registration Form, maps, photograph key, and photographs, as necessary.

5.7 Phase Five: Final NRHP Nomination

Based on comments from City staff, HAHC, and the THC on the revised draft, we will submit the final draft of the NR nomination form/s to the City and to the THC for presentation to the Texas State Board of Review (SBR). This draft will be an electronic document with a copy of the nomination and project materials, per NPS and THC nomination and photo policies.

After the draft is submitted, the Stantec team will present the findings at a final public meeting that will be organized and advertised by the City.



Appendix



Appendix A DRAFT Stakeholder Email





Stantec Consulting Services Inc.
1905 Aldrich Street, Suite 300
Austin TX 78723-3544

Subject: Lyons Avenue National Register Nomination

Hello,

You are receiving this email because you have been identified as an important stakeholder in the Lyons Avenue National Register Nomination Project, an endeavor to recognize the significant history of Lyons Avenue and to nominate a concentration of historic buildings to the National Register of Historic Places (NRHP).

The City of Houston has engaged Stantec Consulting Services Inc. (Stantec) to complete field documentation of Lyons Avenue between Benson and Yates streets and to recommend individual buildings and/or a collection of buildings for nomination to the NRHP. If NRHP eligible properties or districts are identified, Stantec will draft an NRHP nomination.

The City of Houston invites you to participate in this project by sharing your knowledge of Lyons Avenue and the people and sites associated with this neighborhood. We welcome your photographs, stories, contacts, and other information you may be willing to share. The input and guidance of stakeholders will ensure that this project captures the significance of Lyons Avenue's history. To share information with us, please reply to this email, and the consultants at Stantec will be in touch.

Please let me know if you have any questions. Thank you in advance for your time.

Sincerely,

Appendix B DRAFT Survey Letter





Stantec Consulting Services Inc.
1905 Aldrich Street, Suite 300
Austin TX 78723-3544

DATE

Reference: Lyons Avenue National Register Nomination

To whom it may concern:

Lyons Avenue has a rich history within Houston's Fifth Ward. The City of Houston has initiated a survey of a section of Lyons Avenue. The purpose of this project is to document and evaluate buildings along Lyons Avenue to determine if a collection of buildings are eligible for the National Register of Historic Places. A historic district may be nominated to the National Register of Historic Places (NRHP) as part of this effort. This project is funded by a grant from the Texas Historical Commission.

The City has contracted with Stantec Consulting Services Inc. (Stantec) to complete the survey and NRHP nomination. Architectural historians from Stantec will conduct the survey during the week of XXXXXXXX. They will take photographs of properties from the public right-of-way and record details about architectural style, exterior materials, and alterations on tablet computers. The team will be wearing neon vests and will have business cards with contact information.

If you have any questions about the project, please contact XXXX at the City of Houston at XXXX. To learn more about the National Register of Historic Places, please see the following web page hosted by the Texas Historical Commission.

National Register of Historic Places

<https://thc.texas.gov/preserve/designate-historic-properties/national-register-historic-places>

Stantec historians welcome input from the public regarding property histories. Historic photographs, stories, and other information will be emailed to Stantec at XXXX.

Sincerely,

Stantec Consulting Services Inc.

Izabella Z. Nuckels MSHP, AIC PA
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Stantec is a global leader in sustainable architecture, engineering, and environmental consulting. The diverse perspectives of our partners and interested parties drive us to think beyond what's previously been done on critical issues like climate change, digital transformation, and future-proofing our cities and infrastructure. We innovate at the intersection of community, creativity, and client relationships to advance communities everywhere, so that together we can redefine what's possible.

