



CITY OF HOUSTON

Legal Department

Interoffice

Correspondence

To: Pat J. Daniel
City Secretary

From: ^{DS}
RVG Rashaad V. Gambrell
Chief, General Counsel Section

Date: April 18, 2025

Subject: Rule 12 Appeal:
SignAd/Christopher Rothfelder

**ATTORNEY CLIENT COMMUNICATIONS – CONFIDENTIAL
DO NOT FORWARD OUTSIDE THE CITY**

You forwarded the attached correspondence on April 7, 2025, requesting advice on whether an appeal filed by Christopher Rothfelder representing SignAd, Ltd. ("SignAd") is timely filed and may be considered by City Council. The appeal is from the decision of the General Appeals Board to uphold the decision of the City of Houston Sign Administration regarding the interpretation of the Sign Code during a hearing requested by SignAd. You received the appeal from Christopher Rothfelder on April 4, 2025.

Section 4604(e)(1) of the Sign Code requires that notice of appeal be given in writing to the City Secretary within 10 days of the decision of the General Appeals Board. The decision of the Board was rendered on March 27, 2025, and the notice of appeal was received by your office on April 4, 2025. We note that Section [A]113.3 of the Building Code requires that notice of appeal be given in writing within 10 days after the date that the written decision of the General Appeals Board is mailed to the appellant. The written decision of the Board was dated March 31, 2025.

Because you received SignAd's appeal on April 4, 2025, the appeal is timely and may be considered by City Council, provided that the appellant files with your office the transcript of the General Appeals Board hearing from March 27, 2025, within 60 days of the March 27, 2025 hearing, as required by Section 4604(e)(2) of the Sign Code.

Attachments: Sign Administration Rule 12 Appeal re: SignAd

cc: Marta Crinejo, Agenda Director
Misael Benitez, Division Manager, Sign Administration
Troy Lemon, Assistant City Secretary