

**MINUTES OF THE REGULAR MEETING
SUBSTANDARD BUILDING BOARD
OF THE CITY OF NORTH RICHLAND HILLS, TEXAS,
HELD AT THE COUNCIL WORKROOM, 4301 CITY POINT DRIVE
MARCH 25, 2025**

The Substandard Building Board of the City of North Richland Hills, Texas met on the 25th day of March 2025 at 6:00 p.m. in the Council Workroom.

Present:	Daniel Caulkins	Place 1
	Matthew Reed	Place 2
	John Cope	Place 3
	Mel Delaney	Place 4
	Tracy Bennett	Place 5
	Robert McCary	Place 7
Absent:	Brian Crowson	Place 6, Chairman
Staff Members:	Stefanie Martinez	Managing Director of Community Dev.
	Kristin James	Asst. Director of Neighborhood Services
	Annabelle Ackling	Attorney
	Audrey Cappallo	Executive Secretary
	Rayneice Horne	Lead Code Compliance Officer

A. CALL TO ORDER

Audrey Cappallo, Executive Secretary, called the meeting to order at 6:04 p.m. due to Chairman Crowson being absent and the Vice Chairman position vacant.

A.1 ELECTION OF ACTING CHAIRMAN AND VICE CHAIRMAN

Mrs. Cappallo informed the Board that due to the Chairman being absent and Vice Chairman vacant and pursuant to section 102 of the North Richland Hills Substandard Building Board Rules of Procedure, an Acting Chairman and Acting Vice Chairman would need to be elected to conduct the meeting.

Mrs. Cappallo asked if there were any nominations for Chair. In response, Mr. John Cope nominated Daniel Caulkins as Acting Chairman. Mr. Caulkins accepted the nomination.

MR. JOHN COPE MOVED FOR DANIEL CAULKINS AS ACTING CHAIRMAN. MR. ROBERT MCCARY SECONDED THE MOTION.

MOTION TO APPROVE CARRIED 6-0.

Acting Chairman Caulkins, asked if there were any nominations for Acting Vice Chair. In response, Mr. John Cope nominated Tracy Bennett as Acting Vice Chair. Mrs. Bennett accepted the nomination.

MR. DANIEL CAULKINS MOVED FOR TRACY BENNETT AS ACTING VICE CHAIR. MR. ROBERT McCARY SECONDED THE MOTION.

MOTION TO APPROVE CARRIED 6-0.

B. PUBLIC COMMENTS - AN OPPORTUNITY FOR CITIZENS TO ADDRESS THE SUBSTANDARD BUILDING BOARD ON MATTERS WHICH ARE SCHEDULED ON THIS AGENDA FOR CONSIDERATION BY THE BOARD, BUT NOT SCHEDULED AS A PUBLIC HEARING. IN ORDER TO ADDRESS THE SUBSTANDARD BUILDING BOARD DURING PUBLIC COMMENTS, A PUBLIC MEETING APPEARANCE CARD MUST BE COMPLETED AND PRESENTED TO THE RECORDING SECRETARY PRIOR TO THE START OF THE SUBSTANDARD BUILDING BOARD MEETING.

Acting Chairman Caulkins informed the Board that no one had signed up to speak during public comments.

C.1 APPROVAL OF MINUTES OF THE JULY 16, 2024, SUBSTANDARD BUILDING BOARD MEETING.

MR. ROBERT McCARY MOVED TO APPROVE THE MINUTES OF THE JULY 16, 2024, SUBSTANDARD BUILDING BOARD MEETING. MR. MATTHEW REED SECONDED THE MOTION

MOTION TO APPROVE CARRIED 6-0.

C.2 ELECTION OF CHAIRMAN AND VICE CHAIRMAN.

POSTPONED

THE BOARD VOTED TO POSTPONE THE ELECTION OF CHAIRMAN AND VICE CHAIR UNTIL THE NEXT SCHEDULED MEETING

MOTION TO POSTPONE APPROVE CARRIED 6-0.

C.3 2025 SUBSTANDARD BUILDING BOARD MEETING DATES

APPROVED

Mrs. Martinez, Managing Director of Community Development, introduced Kristin James, Assistant Director of Neighborhood Services, to the Board. Mrs. Martinez informed the Board that there have been some organizational changes which consist of Mrs. Martinez being promoted and she still oversees the Neighborhood Service Department but it will now include Building Inspections. Moving forward Mrs. James will be handling all presentations of the evidence and other duties for the Substandard Building Board Meetings.

Mrs. James presented two meeting calendars' options to the Board. The first option would keep meetings held on the 3rd Tuesday of the month but move the time to 7:00 p.m. Mrs. James explained the reason for the time change is due to a meeting conflict. She has with another Board on the same meeting scheduled as the Substandard Building Board. The second option would move the meetings back to the original meeting date, which was the 2nd Tuesday of month and keeping meeting times at 6:00 p.m. Mrs. James if the Board would like to change or suggest other options

Mrs. Martinez reminded the Board the reason the original meeting date was changed was due to a meeting conflict with the previous Assistant City Attorney.

Acting Chairman Mr. Caulkins asked Mrs. James if she had preference on the meeting dates. Mrs. James replied no, she didn't have a preference. It is up to the Board to decide what they prefer.

Mr. Matthew Reed asked Mrs. James if any meeting options provided conflict with another city meetings such as City Council. Mrs. James replied no. City Council meetings are held on the 2nd and 4th Mondays of the month.

The Board discussed options.

MR. JOHN COPE MOVED TO APPROVE THE 2025 SUBSTANDARD BUILDING BOARD MEETINGS CALENDAR ON WHICH THE MEETINGS WILL BE HELD ON THE 2ND TUESDAY OF THE MONTH AT 6:00 P.M. MR. MEL DELANEY SECONDED THE MOTION.

MOTION TO APPROVE CARRIED 6-0.

C.4 UPDATES ON PREVIOUS SUBSTANDARD BUILDING BOARD CASES

Acting Chairman Mr. Caulkins called Mrs. James to present.

Mrs. James provided an update on SBB 2023-99 at 8015 and 8017 Glenview Drive.

Mrs. James informed the Board that the case was presented to them on February 20, 2025 and the property is still not in compliance with the Substandard Building Board Order but the case is currently in a holding pattern due to a countersuit filed.

Mrs. James provided an update on SBB 2024-100 at 8101 Glenview Drive.

Mrs. James informed the Board that the case was presented to them on July 16, 2024. The property is in compliant with the Substandard Building Board Order. Mrs. James presented updated photos showing the property in compliance.

C.5 2025 SUBSTANDARD BUILDING BOARD TRAINING

Annabelle Ackling, Attorney, presented the 2025 Substandard Building Board Annual Training presentation.

Mrs. Ackling informed the Board they would be trained on the following:

- Boards and Commissions
 - Rules applying generally and specifically to SBB
- Local Government Code Chapter 54, as it relates to Quasi Judicial Enforcement.
- Rules of Procedure
- Public Information Act

Mrs. Ackling provided an overview of the composition, terms of office, qualification for membership, attendance, meetings, removal of member process and types of Boards.

Mrs. Ackling informed the Board that Chapter 54 Texas Local Government Code allows a Municipality to enact if they want to have a Substandard Building Board. Not every Municipality has a Substandard Building Board. This allows a municipality to create to the Board and enact provisions into your city code to form the Board and the Board to carry out that function.

Mrs. Ackling presented all the case types that the Board could be presented to the Board and the possible outcomes including civil penalties and different types of orders that can be issued by the Board.

Acting Chairman Mr. Caulkins asked if the Board had the authority to revoke to revoke Certificate of Occupancy. Mrs. Ackling responded that normally that is not in the Order that is on the city side. Mrs. Martinez replied no. The Certificate of Occupancy would have to be revoked by the Building Official or Fire Marshall, which is housed under zoning. The Substandard Building Board does not have authority over zoning.

Mr. McCary asked if \$1,0000 per day was the max penalty fee allowed. Mrs. Ackling replied that \$1,000 is the max amount allowed per day.

Mrs. Ackling went over the Rules of Procedures which included what the quorum is, types of action the Board can take, procedures on the hearing process, questions that come across the Board, what is required in the notices that go out and if a Board member is disqualified from voting on a matter. It is important that those providing testimony be sworn in.

Mrs. Ackling informed the Board that Public Information are written, produced, collected, assembled, or maintained under a law or ordinance or in connection with the transaction of official business by a governmental body and for a governmental body owns the information and has a right to access to the information. Public information can be a book, paper, letter, document, e-mail, Internet posting, text message, instant message, other electronic communication, printout, photograph, film, tape, microfiche, microfilm, photostat, sound recording, map, and drawing and a voice, data, or video representation held in computer memory.

Mrs. Ackling advised the Board to be careful conducting business on personal devices as those emails/text become city property and if requested are subject to Public Information.

Mrs. Bennett asked if there is accountability in place for those who have the information but doesn't provide the information to the City. Mrs. Ackling responded that the City is responsible to provide the information that was provided to them. If for some reason the information wasn't provided to the City and it comes to light the information is available but not provided it could be handled by the Attorney General and lawsuit could come out of this violation.

Mrs. Ackling went over how public information is requested and the penalties for violation of the Public Act.

D. ADJOURNMENT

Acting Chairman Caulkins adjourned the meeting at 6:53 p.m.

Brian Crowson, Chairman

ATTEST:

Acting Executive Secretary