

**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  
JULY 16, 2024**

The Substandard Building Board of the City of North Richland Hills, Texas met on the 16<sup>th</sup> day of July 2024 at 6:00 p.m. in the Council Workroom.

Present:	Daniel Caulkins	Place 1
	Matthew Reed	Place 2
	Brian Crowson	Place 6, Chairman
	Robert McCary	Place 7
Absent:	John Cope	Place 3
Staff Members:	Stefanie Martinez	Director of Neighborhood Services
	Thomas McMillian	Assistant City Attorney
	Audrey Cappallo	Executive Secretary
	Rayneice Horne	Lead Code Compliance Officer
	Clayton Comstock	Managing Dir. of Development Services
	Albert Pearson	Senior Building Inspector

**A. CALL TO ORDER**

Chairman Crowson called the meeting to order at 6:00 p.m.

**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.**

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

**C.1 ELECTION OF TEMPORARY VICE CHAIR**

Chairman Crowson asked if there are any nominations for Temporary Vice Chair. In response, Mr. Caulkins recommended that the Board elect Robert McCary as Temporary Vice Chair. Mr. McCary accepted the nomination.

**MR. DANIEL CAULKINS MOVED TO ELECT MR. ROBERT McCARY AS TEMPORARY VICE CHAIRMAN. MR. BRIAN CROWSON SECONDED THE MOTION.**

**MOTION TO APPROVE CARRIED 4-0.**

**C.2 APPROVAL OF MINUTES OF THE FEBRUARY 20, 2024, SUBSTANDARD BUILDING BOARD MEETING.**

**MR. DANIEL CAULKINS MOVED TO APPROVE THE MINUTES OF THE FEBRUARY 20, 2024, SUBSTANDARD BUILDING BOARD MEETING. MR. ROBERT McCARY SECONDED THE MOTION**

**MOTION TO APPROVE CARRIED 4-0.**

**C.3 SBB 2024-100 PUBLIC HEARING AND CONSIDERATION AS TO WHETHER THE COMMERCIAL STRUCTURE ON THE PROPERTY LOCATED AT 8101 GLENVIEW DRIVE KNOWN AS BLOCK 2, LOT 1A OF THE TOWNE OAKS ADDITION IN THE CITY OF NORTH RICHLAND HILLS, TARRANT COUNTY, TEXAS IS SUBSTANDARD WITHIN THE MEANING OF THE CITY'S ORDINANCES AND ORDER REPAIR OR DEMOLITION OF THE STRUCTURE.**

**APPROVED**

Chairman Crowson called on Stefanie Martinez, Director of Neighborhood Services, to present the substandard case. Mrs. Martinez started presenting the case when Chairman Crowson interrupted and informed Mrs. Martinez before proceeding forward he needs to swear everyone that plans to testify.

Chairman Crowson sworn in Stefanie Martinez, Rayneice Horne and Tricia Harrison.

Stefanie Martinez, Director of Neighborhood Services, presented the substandard case.

Mrs. Martinez presented an aerial map and zoning map of the property located at 8101 Glenview Drive and property is zoned LR which is Local Retail.

Mrs. Martinez provided the Board with an overview of action taken to date for the structure located at 8101 Glenview Drive.

- April 9, 2024 - Code Officer Matthew Hall conducted an inspection and observed a broken-out window and roof damage.
- April 10, 2024 - Code Officer Rayneice Horne posted a notice of violation on the front door and mailed a notice of violation to the property owner address listed with Tarrant Appraisal District records with a compliance date of April 23, 2024
- April 12, 2024 – Horne received an email with a photo of the window from Ms. Harrison, stating she had taken care of the window.

- April 16, 2024 – Code Officer Horne observed the window with the broken glass had been boarded, no progress to the damage roof a photo was taken.
- May 17, 2024 – Horne re-inspected the property and found no changes observed regarding the substandard conditions. A Notice and Order was posted on the front of structure and mailed to the property owner, with 30 days to repair.
- May 21, 2024 – Horne responded to Tricia Harrison email in regard to her question about obtaining a permit for the roof repairs.
- June 25, 2024 – Horne posted the Notice of Hearing on the front of the structure.
- June 26, 2024 – Horne took photos of the exterior of the structure.
- June 12, 2024 – Horne returned Ms. Harrison phone call. She explained that she hasn't been able to get any roofers out to the property and the lowest bid she received was \$48,000. She was looking at the option to demolished the structure since it may cost her less than the repair to the structure. Ms. Harrison also stated that she was working with a new realtor and was waiting to speak with her on to discuss her options and follow up with Code.
- June 24, 2024– Horne received an email from Ms. Harrison stating that she has been trying to get as many bids as possible to repair the roof or tear down the building but it has been difficult. The \$48,000 bid is still the lowest and that tearing down the building is expensive as well and complicated because of potential asbestos. She has decided to remove the mansard roof (the green shingles and frame supporting them). Then depending on the conditions under it, she will decide the next move. One of the roofing companies told her they believe the outer walls that go all the way up to the flat roof. She also states there are still no leaks inside the building. She has contacted Building Inspections & Permits and awaiting a response to get started on the removal.
- June 25, 2024– Horne posted the Notice of Hearing on the front door of the building.
- June 26, 2024 – Horne re-inspected the property and found no changes observed regarding the substandard conditions, photos were taken.
- July 1, 2024 – Ms. Harrison stated there is no damage to the interior of the structure as the notices had stated. A meeting was scheduled with Ms. Harrison and Director Martinez at the property to inspect the interior of the structure.
- July 9, 2024 – Dir. Martinez and Assistant Director James met with Ms. Harrison at the property to inspect the interior of the structure. There was minimal damage to the interior of the structure. The only damage seen were to a few ceiling tiles.

Mrs. Martinez presented several photos of the property. Photos included:

- Photo of the Notice and Order that was mailed and posted on the building on May 17, 2024.

- Photo of the Notice of Hearing that was mailed and posted on the building on June 25, 2024.
- Several photos taken on April 9, 2024 showing the exterior of the structure. Photo showing roof damage. Photo of a broken window that has since been secured. Photos along the soffit showing damage and minor rotted wood. Photos showing damage to the mansard roof. Photo showing shingles coming off the building.
- Several photos taken on May 17, 2024 showing the exterior of the structure. Photo of rotten wood all the way down to the decking on the mansard roof. Additional photos showing damage to mansard roof.
- Several photos taken on June 26, 2024 showing the exterior of the structure. Photos take of the opposite of the building showing substantial holes to the mansard roofing and additional siding and shingles coming down from the building. Photo from the view from the Glenview side of the structure and flashing along the top of the roof that is concerning. Photo showing the broken window boarded.
- Several photos taken on July 9, 2024 showing the interior of the structure. The extent of the damage is that some ceiling tiles have come down. It doesn't appear to be due to water damage but maybe due to age they came down. Some of the lights gels over the fluorescent need to be replace. Photo of a hole leading up into the drop ceiling. Photos of what was the optical portion of the office where they had their glasses on display. Photos of the back offices where the actual eye exams were conducted. Photo of one of the bathrooms. Photo of the exam rooms and the additional bathroom. Photos of the storage room which had the ceiling tiles damaged. It appears when they left the building they left quite a bit there as well.

Mrs. Martinez will defer staff recommendation so that Mrs. Harrison can address the Board first.

Chairman Crowson opened the public hearing and asked for anyone wishing to speak on the item to come forward. Hearing.

Mrs. Harrison stepped forward, the property owner.

Chairman Crowson asked Mrs. Harrison what she planned to do with the property. Mrs. Harrison replied if it is required, she'll put new ceiling tiles. She will won't be seeking a certificate of occupancy permit. Also, whoever buys this property will mostly likely demolish the building. Mrs. Harrison passed out a document showing contractor information, screen shots showing the roofer had registered as a contractor and 3 photos of the roof. The first photo showed the flat roof and the other photos showed the structure of the building the brick or cement walls that go all the way up to the flat roof. The mansard roof is decorative only. The property had been leased to Pearl Vision for many years. Once their lease expired, she had reached out to a realtor about selling this property and the property next door. The property next door she and he sister,

deceased, had inherited that property from their father. The property had been put up for sale on Costar, a commercial real estate only website.

Chairman Crowson asked Mrs. Harrison the Board really wants know what you plan to do with the property. Mrs. Harrison replied based on the pictures they would remove the facade and depending on what they find they would replace it molding as it is only decorative. She spoke to the roofer today and his goal is 30 days. Chairman Crowson asked Mrs. Harrison 30 days before the roofer could get to the work. Mrs. Harrison replied no, to complete the job.

Chairman Crowson asked if permits are needed. Mrs. Harrison replied they are applying for the permit as shown on the document she handed out. She has spoken to the Permits Department multiple times and so has her roof contractor. She is extremely frugal and it's her hurt to spend so much money on a building that is mostly likely going to be demolished.

Chairman Crowson asked the Board if they had any questions.

Chairman Crowson asked how long the building had been vacant. Mrs. Harrison replied since March of 2022.

Chairman Crowson as the building been in despair since then. Mrs. Harrison replied yes and she has repaired that roof twice. She could have had the property sold and wouldn't be dealing with this but her sister passed away. She also as a new realtor and they have a lot of interest in the property and hopefully it will be sold.

Mr. Caulkins asked Ms. Martinez if the has verification that they have applied for a permit. Mrs. Martinez replied that she would have to defer the question to the building department on whether any permits have been applied for. Mrs. Harrison commented as far as she understands it is an online process. The contractor did physically speak to someone in the Building and Permits Department. Rudy Martinez was not in the office so he spoke to one of the women in the front office. She doesn't have her name. The only thing that needs to be removed is the 2x4 frame work and the shingles. Also filling any holes that was created by attaching to the frame work and deciding on the aesthetic.

Chairman Crowson sworn in Clayton Comstock and Albert Pearson.

Mr. Comstock replied as of today no permits have been applied for. It is possible the contractor is preparing to apply for a permit. It is an online permitting since. It is fairly easy process and he can get with Mrs. Harrison to verify that the contractor is registered. It would either be a demolish or reroof permit. They would want to go in to inspect the quality of work and completion of the work to make sure there are no open conduits or holes in the façade that would allow penetration of rain water. It needs to be inspection which why a permit is needed.

Chairman Crowson asked Mrs. Martinez the major issue with this property is the roof and the inside has minor issues. Mrs. Martinez replied correct.

Chairman Crowson asked as long as Mrs. Harrison makes the repairs to the roof then she will be good. Mrs. Martinez replied yes.

Mrs. Martinez asked the Board if they had any questions.

It is the opinion of staff that this property is in violation of each portion of the NRH Code of Ordinances referenced in this presentation and is substandard.

Staff recommends that the Substandard Building Board find the property to have substandard structures and order that:

- All required permits be obtained within 15 days of the board order.
- The building be repaired within 60 days of the board order.
- If the property owners fails to bring the property into compliance, the city should be authorized to bring the property owner back before the Substandard Building Board to request a civil penalty;
- A civil penalty may be assessed against the property for failure to repair the structure within the allowed time frame in accordance with Chapter 98, Sec 98-470. The penalty may be assessed at \$1,000.00 per day that the property remained in violation of the Ordinances of the City of North Richland Hills since the Notice and Order was issued on May 17, 2024.

Mrs. Harrison started reading off violations and wanted to know where they came from. Mrs. Martinez stated that is from the initial violation survey that was done earlier in the year and not what they are bringing to Board today. The only thing being referenced to the Board today is what we referenced with the mansard roof. The items referenced on that list is no longer in play.

Mr. Caulkins asked Mr. Comstock that once the permit has been submitted, how many days do you expect it to take to issue the permit. Mr. Comstock replied this permit is what we call over the counter permit. It is treated like a demolish permit and it fairly simple so should be issued within 3 business day at the maximum.

Chairman Crowson closed the public hearing.

The Board discussed.

**MR. DANIEL CAULKINS MOVED TO ENTER THE FOLLOWING ORDER FOR SBB 2024-100 DETERMINING THE PROPERTY LOCATED AT 8101 GLENVIEW DRIVE LEGALLY DESCRIBED AS LOT 2, BLOCK 1A, TOWNE OAKS ADDITION IN THE CITY OF NORTH RICHLAND HILLS, TARRANT COUNTY, TEXAS THE COMMERCIAL STRUCTURE IS HEREBY FOUND TO BE A SUBSTANDARD BUILDING BY REASON OF CONDITIONS SET FORTH IN THE NOTICES OF THIS HEARING. IT IS HEREBY ORDERED THAT ALL REQUIRED PERMITS BE OBTAINED WITHIN 15 DAYS; AND ALL REPAIRS TO THE COMMERCIAL STRUCTURE MUST BE COMPLETED WITHIN 60 DAYS. IF THE PROPERTY OWNERS FAILS TO COMPLY FULLY WITH THIS ORDER, THE CITY IS AUTHORIZED TO BRING THE PROPERTY OWNER BACK TO THE BOARD TO REQUEST A CIVIL PENALTY. A CIVIL PENALTY MAY BE ASSESSED AT \$1,000.00 PER DAY THAT THE PROPERTY REMAINED IN VIOLATION OF THE ORDINANCES OF THE CITY OF NORTH RICHLAND HILLS SINCE THE NOTICE AND ORDER WAS ISSUED ON MAY 17, 2024. MR. ROBERT McCARY SECONDED THE MOTION.**

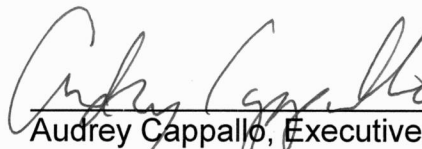
**MOTION TO APPROVE CARRIED 4-0.**

**D. ADJOURNMENT**

Chairman Crowson adjourned the meeting at 6:34 p.m.

  
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Acting Chairman

ATTEST:

  
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Audrey Cappallo, Executive Secretary