

**MINUTES OF THE ANNUAL MEETING
OF THE SUBSTANDARD BUILDING BOARD
OF THE CITY OF NORTH RICHLAND HILLS, TEXAS,
HELD AT THE COUNCIL WORKROOM, 4301 CITY POINT DRIVE
OCTOBER 10, 2017**

The Substandard Building Board of the City of North Richland Hills, Texas met on the 10th day of October 2017 at 6:00 p.m. in the Council Workroom.

Present:	Brian Crowson	Chairman, Place 6
	Lynn Motheral	Place 1
	Thomas Osen	Place 4
	Billy Parks	Place 5
	Robert McCary	Place 7
Absent:	Thomas Moreau	Place 2
	Deryl Brown	Place 3
Staff Members:	Stefanie Martinez	Director of Neighborhood Services
	Audrey Cappallo	Executive Secretary

1. CALL TO ORDER

Chairman Crowson called the meeting to order at 6:01 p.m.

2. APPROVAL OF MINUTES OF THE JULY 11, 2017 SUBSTANDARD BUILDING BOARD MEETING.

CHAIRMAN CROWSON APPROVED MINUTES AS NO CHANGES WERE MADE.

MOTION TO APPROVE CARRIED 5-0.

3. ELECTION OF CHAIR

APPROVED

Chairman Crowson asked if there are any nominations for Chair. In response, Mr. Motheral recommended that the Board keep same Chairman. Chairman Crowson accepted the nomination.

MR. LYNN MOTHERAL MOVED TO KEEP CHAIRMAN CROWSON AS CHAIRMAN. MR. BILLY PARKS SECONDED THE MOTION.

MOTION TO APPROVE CARRIED 5-0.

4. ELECTION OF VICE CHAIR

APPROVED

Chairman Crowson asked if there are any nominations for Vice Chair. In response, Mr. Parks recommended that the Board keep same Vice Chairman. Vice Chairman Mr. Motheral accepted the nomination.

MR. BILLY PARKS MOVED TO KEEP VICE CHAIRMAN MOTHERAL AS VICE CHAIRMAN. MR. THOMAS OSEN SECONDED THE MOTION.

MOTION TO APPROVE CARRIED 5-0.

5. CODE COMPLIANCE YEAR END REPORT – STAFF PRESENTATION

Stefanie Martinez, Director of Neighborhood Services, informed the Board that this annual meeting in October is required by city ordinance.

Ms. Martinez presented the following information to the Board, which was also presented to Council in August:

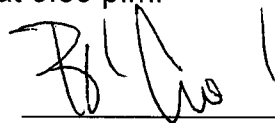
- Council Goals
 - Quality Community Development & Revitalization
 - Safety & Security
 - Positive City Image
 - Sense of Community
 - Efficient and Effective Delivery of City Services
- Code Compliance
 - Nuisances
 - Substandard Buildings
 - Some Zoning Violations
- Special Projects
 - Boulevard 26 – Address Violation with Businesses
 - Code Compliance Officers
 - Building Inspectors
 - Fire Marshalls
- More Complex Cases
 - Accumulation/Outdoor Case
 - Court Order
 - Property Sold
- Fencing Requirements
 - Council Request
 - Mid-Cities Fence Survey by Corridor Officer Heizer

- City Ordinance – Permit Required
- Substandard Structures
 - Sushi Axiom
- Community Events
 - Chunk Your Junk - October 14, 2017
- Organization Chart – Code Compliance
 - Lead Code Officer
- Code Inspection Areas
- Code Compliance Report – August and September
 - Door hanger
 - Notice Mailed
 - Citation Issued
 - Contract Mowing
- Substandard Building Cases
 - 2015 – 98% resolved
 - 2016 – 97% resolved
 - 2017 – 75% resolved
- Substandard Building Board Attendance Report
 - Board Members required to attend 75% of meetings, if less could be removed from the Board
 - Reappointment occurs every 2 years in June

Ms. Martinez informed the Board that more meetings will be held in 2018. The scheduled handed out earlier includes all futures dates that a Substandard Building Board Meetings could occur on. We will have a meeting in November. We will not have a Board meeting December as she knows most Board members are busy during the holidays.

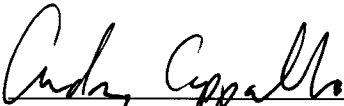
6. ADJOURNMENT

Chairman Crowson adjourned the meeting at 6:39 p.m.



Brian Crowson, Chairman

ATTEST:



Audrey Cappallo, Executive Secretary