

**MINUTES OF THE WORK SESSION AND REGULAR MEETING  
OF THE SUBSTANDARD BUILDING BOARD  
OF THE CITY OF NORTH RICHLAND HILLS, TEXAS  
HELD IN THE COUNCIL WORKROOM, 4301 CITY POINT DRIVE  
JUNE 12, 2018**

Work Session

The Substandard Building Board of the City of North Richland Hills, Texas met in work session on the 12<sup>th</sup> day of June 2018 at 6:00 p.m. in the Council Workroom prior to the 7:00 p.m. regular Substandard Building Board meeting.

Present:	Brian Crowson	Chairman, Place 6
	Lynn Motheral	Place 1
	Thomas Moreau	Place 2
	Thomas Osen	Place 4
	Robert McCary	Place 7
Absent:	Deryl Brown	Place 3
	Billy Parks	Place 5
Staff Members:	Stefanie Martinez	Director of Neighborhood Services
	Audrey Cappallo	Executive Secretary
	Kellie Brady	Assistant City Attorney
	Rayneice Jones	Code Compliance Officer
	Dave Pendley	Chief Building Official

**1. CALL TO ORDER**

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

**2. TRAINING – CHAPTER 54 TEXAS LOCAL GOVERNMENT CODE – KELLIE BRADY, ASSISTANT CITY ATTORNEY**

Kellie Brady, Assistant City Attorney, presented her training presentation on the Chapter 54 Texas Local Government Code. Ms. Brady informed the Board that they have authorization to hear variety of cases besides substandard cases based on the Chapter 54 Texas Local Government Code. Ms. Brady presented all the case types that the Board could be presented to the Board and the possible outcomes including the requirements for issuing civil penalties.

### **3. DISCUSS ITEMS FROM THE REGULAR SUBSTANDARD BUILDING BOARD MEETING**

Stefanie Martinez, Director of Neighborhood Services, asked the Board if they had any questions about any items on the agenda. The Board responded no.

### **4. ADJOURNMENT**

Chairman Crowson adjourned the meeting at 6:38 p.m.

### **REGULAR MEETING**

Present:	Brian Crowson	Chairman, Place 6
	Lynn Motheral	Place 1
	Thomas Moreau	Place 2
	Thomas Osen	Place 4
	Robert McCary	Place 7
Absent:	Deryl Brown	Place 3
	Billy Parks	Place 5
Staff Members:	Stefanie Martinez	Director of Neighborhood Services
	Audrey Cappallo	Executive Secretary
	Kellie Brady	Assistant City Attorney
	Rayneice Jones	Code Compliance Officer
	Dave Pendley	Chief Building Official

### **1. CALL TO ORDER**

Chairman Crowson called the meeting to order at 7:00 p.m.

### **2. APPROVAL OF MINUTES OF THE APRIL 10, 2018 SUBSTANDARD BUILDING BOARD MEETING.**

**MR. ROBERT McCARY MOVED TO APPROVE THE MINUTES OF THE APRIL 10, 2018 SUBSTANDARD BUILDING BOARD MEETING. MR. THOMAS MOREAU SECONDED THE MOTION.**

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

**3. SSB 2018-66 PUBLIC HEARING AND CONSIDERATION WHETHER THE STRUCTURE ON THE PROPERTY LOCATED AT 6430 JERRELL STREET, KNOWN AS BLOCK 6, LOT 16R & 17R, RICHLAND HILLS WEST AN 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.**

**APPROVED**

Chairman Crowson called on Stefanie Martinez, Director of Neighborhood Services, to present the case.

Ms. Martinez presented an aerial photo of the property located at 6430 Jerrell Street. Ms. Martinez stated that the property is zoned R-2.

Ms. Martinez provided the Board with an overview of action taken to date for the structure located at 6430 Jerrell Street.

- Case initiated and notice issued to the previous owner, RML Trust on September 11, 2017.
- Structure secured by city contractor on October 10, 2017.
- Notice of Action by city securing of property mailed to new owner, AQ Properties on October 13, 2017.
- Notices of violation mailed to current owner, Cerberus SFR Holdings L.P. on March 8, 2018.
- A notice and order was mailed by certified and regular to Cerberus SFR Holdings, L.P. on April 11, 2018. Photo presented of Notice and Order.
- The title search was received on May 17, 2018.
- Corrected Notice of Hearing was filed with Tarrant County and mailed certified and regular mail to Cerberus SFR Holdings L.P. on May 22, 2018. Photo presented of Corrected Notice of Hearing.
- Notice of Hearing published in the Fort Worth Star-Telegram on May 23, 2018.
- Corrected Notice of Hearing posted on the front of the property on May 24, 2018. Photo presented showed Corrected Notice of Hearing posted at the property.
- Administrative Search Warrant executed at the property by Ms. Martinez on May 24, 2018. An interior and exterior inspection was conducted.

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

- A hole in the soffit above the front porch, cracking and peeling paint and boards over the windows where the City had to secure it;
- Wood fence on the west side of the structure and gate removed which provides access to the property;
- Two-car garage that is completely open now. This was secured by the city contractor but it appears someone is accessing the property;
- Debris within the structure, a fire hazard;
- Debris on the outside of the structure;
- Damaged ceiling tile, light fixtures and wiring hanging in the garage and throughout the structure;
- View of the garage they tried to attached to the main structure;
- There are no interior walls entering the house from garage to secure the door.
- Some updated electrical and plumbing work done, not permitted;
- Minimal interior walls exist;
- Wall damage through the structure;
- Exposed plumbing above the concrete;
- View of the back porch they tried to enclose;
- Wording on Wall “Eliminating Closet Making Bath Bigger”;
- View of the exterior wall on the east side of the building west showing someone has tried to do some plumbing or foundation work based on the hole that was dug up and filled in;
- View of the ceiling removed;
- View of exposed brick and more wiring;
- Terminate damage;
- Ceiling damage in the living room;
- Hole in the floor from someone attempting to remove the flooring;
- Air ducts open;
- View of the furnace;
- Electrical box with panels removed and wires everywhere; and
- Back bedroom, and bathroom with damaged floor;

Ms. Martinez advised the Board that staff recommends that the Board find the structure to be substandard and order that:

- All required permits must be obtained within 15 days of the board order.
- The buildings be repaired or demolished within 30 days of the board order.
- If the property owner fails to bring the property into compliance, the lienholder should be granted the same time to repair or demolish the structure.
- If the property owner and lienholder fail to bring the property into compliance, the city should be authorized to demolish the structure.

Chairman Crowson asked the Board if they had any questions for the City.

Chairman Crowson asked Ms. Martinez did the City hire a contractor to clean up the debris on the property. Ms. Martinez responded yes. The entire yard was full of debris from the demolition of the inside and regular household items. The fence surrounding the property was also falling in and collapsing so we had that removed, as it was a danger. We also had it secured as we could tell people were accessing the property due to the graffiti on the inside of the structure that we did not present, as the content was inappropriate.

Chairman Crowson asked the debris in the photos on the interior was that before city contractor cleaned up or was that new debris since the cleanup. Ms. Martinez replied that she believes the interior debris has been there the entire, as they had secure the structure. We only had the debris from the exterior yard removed. Chairman Crowson asked Ms. Martinez if she has photos of all the debris that was removed from the yard. Ms. Martinez replied yes she does.

Chairman Crowson opened the public hearing and asked for anyone wishing to speak on the item to come forward. No one was present. Chairman Crowson closed the public hearing.

Mr. Thomas Moreau asked Ms. Martinez has the city made attempt to contact the property owner. Ms. Martinez stated she has attempted to contact the owner. We also tried to reach out to their maintenance group and tax group and have not had any response from any of them.

Mr. Lynn Motheral asked where they are located. Ms. Martinez replied they are located in Marietta, GA.

**MR. ROBERT McCARY MOVED TO ENTER THE FOLLOWING ORDER FOR SBB2018-64 DETERMINING THAT PROPERTY LOCATED AT 6430 JERRELL STREET KNOWN AS BLOCK 6, LOT 16R & 17R, RICHLAND HILLS WEST AN ADDITION IN THE CITY OF NORTH RICHLAND HILLS, TARRANT COUNTY, TEXAS, IS SUBSTANDARD; AND ORDERED THAT THE PROPERTY OWNERS OBTAIN ANY REQUIRED PERMITS WITHIN 15 DAYS OF THE BOARD ORDER AND HAVE THE STRUCTURES REPAIRED OR DEMOLISHED WITHIN 30 DAYS OF THE BOARD ORDER; AND IF THE PROPERTY OWNER FAILS TO DO SO, IT IS ORDERED THAT ANY LIENHOLDER(S) SHALL HAVE 30 DAYS TO DO THE SAME; AND IF THE LIENHOLDER(S) AND PROPERTY OWNERS FAIL TO COMPLY WITH THE BOARD ORDER, THE CITY IS DIRECTED TO HAVE THE STRUCTURES DEMOLISHED.**

**MR. DERLY BROWN SECONDED THE MOTION.**

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

### **3. ADJOURNMENT**

Chairman Crowson adjourned the meeting at 7:15 p.m.

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Brian Crowson, Chairman

ATTEST:

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Audrey Cappallo, Executive Secretary