



CITY OF HUTCHINS
A JOINT MEETING OF THE BUILDING & STANDARDS COMMISSION AND
ZONING BOARD OF ADJUSTMENT
AGENDA

Thursday, January 25, 2024 at 6:30 PM
City Hall, 321 N. Main Street

According to Section 551 of the Texas Government Code, notice is hereby given of a Joint Meeting of the Building & Standards Commission and Zoning Board of Adjustment to be held on Thursday, January 25, 2024, at 6:30 PM located at Hutchins City Hall Council Chambers, 321 N. Main Street, Hutchins, Texas, at which time the following items will be discussed and considered.

Commission Members

Chair, Felix Madrigal
Vice Chair, Guy Crawford
Commission Member, Lucille Hollis
Commission Member, Garry Jones
Commission Member, Dana Landry
Commission Member, Simone Leffall
Commission Member, Ed Williams

A. CALL TO ORDER AND ANNOUNCE A QUORUM PRESENT

Roll Call by Chair

B. CITIZEN COMMENTS - *This agenda item provides an opportunity for citizens to address the Board on any matter that is not posted on the agenda. Anyone wishing to address the Board should complete a Citizen Comments Form and submit it to the recording secretary prior to the start of the Board meeting. There is a three (3) minute time limit for each citizen to speak. However, in accordance with the Texas Open Meetings Act, the Board cannot discuss issues raised or make any decision at this time.*

C. PRESENTATIONS

1. Annual Member Training. Presented by: Courtney Goodman-Morris, Senior Associate Attorney

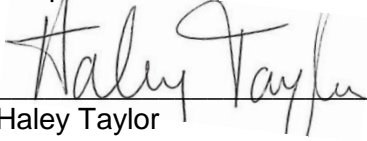
D. REGULAR AGENDA - *As authorized by Section 551.071 of the Texas Government Code, the Board reserves the right to convene in Executive Session for the purpose of seeking confidential legal advice from the City Attorney on any agenda item listed herein.*

2. Discuss and consider the appointment of Chairperson and Vice-Chairperson. Presented by: Cynthia Olguin, City Secretary

E. ADJOURN

CERTIFICATION

I certify that a copy of the January 25, 2024 agenda of items to be considered by the Building & Standards Commission Board was posted on the City Hall bulletin board, a place convenient and readily accessible to the general public at all times, and to the City's website www.cityofhutchins.org, in accordance with Chapter 551 of the Texas Government Code. Posted on January 22, 2024, before 6:30 p.m.



Haley Taylor
Staff Liaison

ACCESSIBILITY STATEMENT

The meeting location is wheelchair accessible from the front door. Request for special services must be received at least 48 hours in advance of the scheduled meeting. For assistance, please call the office of the City Secretary at 972-225-6121 or email the City Secretary at colquin@cityofhutchins.org



STAFF REPORT

MEETING DATE: January 25, 2024

MEETING TYPE: Building and Standards Commssion

SUBMITTED BY: Cynthia Olguin, City Secretary

AGENDA CAPTION: Annual Member Training

Presented by: Courtney Goodman-Morris, Senior Associate Attorney

Background Information

Senior Associate Attorney Courtney Goodman-Morris will provide annual Zoning Board of Adjustment and Building and Standards Commission joint training.

Supporting Documentation and Attachments

Training packets will be provided at the meeting.



STAFF REPORT

MEETING DATE: January 25, 2024

MEETING TYPE: Building and Standards Commission

SUBMITTED BY: Cynthia Olguin, City Secretary

AGENDA CAPTION: Discuss and consider the appointment of Chairperson and Vice-Chairperson

Presented by: Cynthia Olguin, City Secretary

Background Information

As required by the Hutchins Zoning Ordinance, the Chairperson and Vice-Chairperson shall be appointed by the membership each year after the annual appointment of members.

(d) Chairman and vice-chairman. A chairman shall be appointed by the city council and a vice-chairman shall be selected by the members of the commission. After the initial selection of chairman and vice-chairman, such selection shall be conducted following the annual appointment of new members.

Staff Recommendation

Staff recommends the Commission poll the membership for members interested in serving as chair and vice-chair. The board will make a motion to appoint from the names submitted.

Supporting Documentation and Attachments

Zoning Ordinance, Chapter 3. Building Regulations

Chapter 3. Building Regulations

ARTICLE 3.05. DANGEROUS AND SUBSTANDARD BUILDINGS

§ 3.05.006. Building and Standards Commission.

(a) Creation of commission. There is hereby created the building and standards commission, composed of seven (7) members and two (2) alternates, which shall consist of the members of the zoning board of adjustment. Persons appointed to the zoning board of adjustment shall also automatically be appointed to the building and standards commission. The Zoning Board of Adjustment shall not assume or perform any duties or responsibilities of the Building and Standards Commission, nor shall the Building and Standards Commission assume or perform any duties or responsibilities of the Zoning Board of Adjustment, each such board being separate and distinct boards. Members must be residents of the city. Their appointment is for a term of two years or until replacements are appointed. The building and standards commission is hereby established which shall consist of seven (7) members and two (2) alternates appointed by the city council as provided in this section.

(b) Meetings. The commission shall hold its meetings on the call of the chairman; at the request of the city council; or on call of the building official. All meetings shall be duly posted public meetings subject to the Texas Open Meetings Act, as amended.

(c) Quorum. At least five commission members (regular or alternate) shall be necessary to constitute a quorum.

(d) Chairman and vice-chairman. A chairman shall be appointed by the city council and a vice-chairman shall be selected by the members of the commission. After the initial selection of chairman and vice-chairman, such selection shall be conducted following the annual appointment of new members.

(e) Secretary. The commission shall appoint one of its members to be secretary to the commission. The secretary shall keep a record of the cases, activities, and actions of the commission and perform such other duties as are consistent with or may be necessary for the enforcement of this article, as required by the commission.

(f) Vote. The concurring vote of a majority of those members of the commission present and voting shall be necessary for the adoption of any motion, the issuance of any order or the determination of the amount and duration of any civil penalty.

(g) Rules and regulations. The commission may adopt other rules in accordance with this article and pursuant to subchapter C, chapter 54, Local Government Code necessary to establish procedures for use in hearings, providing ample opportunity for presentation of testimony and evidence regarding charges brought by the municipality or its building officials relating to alleged violations of ordinances.

(h) Jurisdiction. The commission shall have authority to hear cases brought before it for violation of city ordinances as provided in this article herein.

(Ordinance 2022-1141 adopted 2/21/22)