

**NOTICE OF SPECIAL BUILDING STANDARDS COMMISSION (BSC)  
MEETING  
CITY OF TOMBALL, TEXAS**



**Thursday, February 12, 2026  
6:00 PM**

Notice is hereby given of a meeting of the Building Standards Commission, to be held on Thursday, February 12, 2026, at 6:00 PM, City Hall, 401 Market Street, Tomball, Texas 77375, for the purpose of considering the following agenda items. All agenda items are subject to action. The Building Standards Commission reserves the right to meet in a closed session for consultation with an attorney on any agenda item should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551, of the Texas Government Code.

- A. Call to Order
- B. Public Comments and Receipt of Petitions; *[At this time, anyone will be allowed to speak on any matter other than personnel matters or matters under litigation, for length of time not to exceed three minutes. No Council/Board discussion or action may take place on a matter until such matter has been placed on an agenda and posted in accordance with law - GC, 551.042.]*
- C. New Business
  - C-1. Conduct a public hearing and receive a report by the Building Official on the status of the property located at 1010 Afton Court, Tomball Texas and to allow the property owner to show cause why such building should not be declared substandard per Chapter 10, Article IX Substandard Buildings; Property Maintenance Code of the Tomball Municipal Code. If declared substandard by the BSC, the BSC shall determine any mitigation measures pursuant to Chapter 10, Article IX Substandard Buildings; Property Maintenance Code of the Tomball Municipal Code.
  - C-2. Consideration to declare the property located at 1010 Afton Court to be substandard per Chapter 10, Article IX, Substandard Buildings; Property Maintenance Code of the Tomball Municipal Code and action regarding any mitigation measures.

D. Adjournment

**C E R T I F I C A T I O N**

I hereby certify that the above notice of meeting was posted on the bulletin board of City Hall, City of Tomball, Texas, a place readily accessible to the general public at all times, on the 6th day of February 2026 by 5:00 p.m., and remained posted for at least three consecutive business days preceding the scheduled time of said meeting.

**Kimberly Chandler**  
*Community Development Coordinator*

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's office at (281) 290-1019 for further information.

AGENDAS MAY BE VIEWED ONLINE AT [www.ci.tomball.tx.us](http://www.ci.tomball.tx.us).

# **Building Standards Commission Agenda Item Data Sheet**

*Item 1.*

**Meeting Date:** February 12, 2026

## Topic:

Conduct a public hearing and receive a report by the Building Official on the status of the property located at 1010 Afton Court, Tomball Texas and to allow the property owner to show cause why such building should not be declared substandard per Chapter 10, Article IX Substandard Buildings; Property Maintenance Code of the Tomball Municipal Code. If declared substandard by the BSC, the BSC shall determine any mitigation measures pursuant to Chapter 10, Article IX Substandard Buildings; Property Maintenance Code of the Tomball Municipal Code.

## Background:

**Origination:** City of Tomball

## **Recommendation:**

**Party(ies) responsible for placing this item on agenda:** Craig T. Meyers, P.E. (Director of Community Development)

**FUNDING (IF APPLICABLE)**

Are funds specifically designated in the current budget for the full amount required for this purpose?

If yes, specify Account Number: #

If no, funds will be transferred from account: # To Account: #

**Signed:** \_\_\_\_\_ **Approved by:** \_\_\_\_\_

Staff Member	Date	City Manager	Date
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**NOTICE OF PUBLIC HEARING  
CITY OF TOMBALL  
BUILDING STANDARDS COMMISSION (BSC)  
FEBRUARY 12, 2026**



Notice is Hereby Given that a Public Hearing will be held by the BSC of the City of Tomball on **Thursday, February 12, 2026, at 6:00 P.M.** at City Hall, 401 Market Street, Tomball Texas to consider the following:

A report by the Building Official on the status of the property located at 1010 Afton Court, Tomball Texas and to allow the property owner to show cause why such building should not be declared substandard per Chapter 10, Article IX Substandard Buildings; Property Maintenance Code of the Tomball Municipal Code. If declared substandard by the BSC, the BSC shall determine any mitigation measures pursuant to Chapter 10, Article IX Substandard Buildings; Property Maintenance Code of the Tomball Municipal Code.

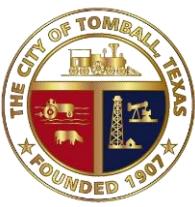
At the public hearings, parties of interest and citizens will have the opportunity to be heard. All citizens of the City of Tomball, and any other interested parties, are invited to attend. Further information may be obtained by contacting the Building Division, at (281) 290-1404 or at [building@tomballtx.gov](mailto:building@tomballtx.gov).

**C E R T I F I C A T I O N**

I hereby certify that the above notice of the meeting was posted on the bulletin board of City Hall; City of Tomball, Texas, a place readily accessible to the general public at all times, on the 6<sup>th</sup> day of February 2026 by 5:00 p.m., and remained posted for at least three consecutive business days preceding the scheduled time of said meeting.

*Craig T. Meyers*  
\_\_\_\_\_  
Craig T. Meyers, P.E.  
Director of Community Development

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please feel free to contact the City Secretary's office at (281) 290-1019 or FAX (281) 351-6256 for further information. AGENDAS MAY ALSO BE VIEWED ONLINE AT [www.tomballtx.gov](http://www.tomballtx.gov).



# City of Tomball

Lori Klein Quinn  
Mayor

David Esquivel  
City Manager

January 14, 2026

Mr. Jeff Becker  
3360 Lees Avenue  
Long Beach, California 90808-4221

Re: Substandard Structure at 1010 Afton Court, Tomball, Texas

Dear Mr. Becker,

This letter is in regard to a substandard structure on your property at 1010 Afton Court, Tomball, Texas, which suffered major damage from a fire that occurred on August 19<sup>th</sup>, 2025. Our previous attempts to reach you have been unsuccessful and the City of Tomball Building Standards Commission will be meeting on February 12, 2026, to determine how and if the City of Tomball will abate the substandard structure violation.

Per Chapter 10, Article IX Substandard Buildings; Property Maintenance Code of the Tomball Municipal Code, the structure located at 1010 Afton Court, Tomball, Texas is deemed substandard. Since the structure is considered an immediate and serious danger to life and property, emergency measures are being taken by the City of Tomball to address the violation. Attached are recent photos illustrating the extent of damage from the fire and Chapter 10, Article IX Substandard Buildings; Property Maintenance Code of the Tomball Municipal Code that addresses substandard structures.

Please plan on attending the February 12, 2026, Building Standards Commission Meeting which will be held at 6:00 pm at 401 Market Street, Tomball, Texas or contact our office before then to inform us how and when you intend to abate the violation. It is expected that you submit proof of the scope of the necessary work and timeframe to bring the building into compliance.

If you have any questions or require more information regarding our intended action, please contact the Building Official, Jeremy Griffin, directly at [jgriffin@tomballtx.gov](mailto:jgriffin@tomballtx.gov) or 281.290.1404. Thank you.

Sincerely,

Craig T. Meyers, P.E., CFM  
Community Development Director

## **ARTICLE IX. SUBSTANDARD BUILDINGS; PROPERTY MAINTENANCE CODE**

### **Sec. 10-467. International Property Maintenance Code adopted.**

The International Property Maintenance Code, 2015 edition, hereinafter sometimes referred to as the "code," as published by the International Code Council, Inc., and as amended herein, is hereby adopted as the minimum standards applicable to all buildings and structures within the city limits, regardless of the date of construction, in accordance with V.T.C.A., Local Government Code § 214.001(b). A copy of said code made a part hereof for all purposes, an authentic copy of which has been filed with the city secretary.

(Ord. No. 2019-31, § 12, 11-18-2019)

Editor's note(s)—Ord. No. 2019-31, § 12, adopted Nov. 18, 2019, repealed § 10-467, which pertained to the building standards commission and derived from the 1978 Code; the 1993 Code; and Ord. No. 92-04, adopted May 5, 1992.

### **Sec. 10-468. Amendments to the International Property Maintenance Code.**

(a) Chapter 1 of said code is replaced with Exhibit A attached to the ordinance from which this section is derived and incorporated herein by reference showing amendments and deletions to that chapter in accordance with V.T.C.A., Local Government Code chs. 214 and 54.

(b) Section 302.4 of said code is hereby amended to provide as follows:

*302.4 Weeds.* Premises and exterior property shall be maintained free from weeds or plant growth in excess of twelve inches (12'). Noxious weeds shall be prohibited. Weeds shall be defined as all grasses, annual plants and vegetation, other than trees or shrubs provided; however, this term shall not include cultivated flowers and gardens.

Upon failure of the owner or agent having charge of a property to cut and destroy weeds after service of a notice of violation, they shall be subject to prosecution in accordance with Section 106.3 and as prescribed by the authority having jurisdiction. Upon failure to comply with notice of violation, any duly authorized employee of the jurisdiction or contractor hired by the jurisdiction shall be authorized to enter upon the property in violation and cut and destroy the weeds growing thereon, and the costs of such removal shall be paid by the owner or agent responsible for the property.

(c) Section 303.1 of said code is hereby amended to provide as follows:

*303.1 Swimming pools.* Swimming pools shall be maintained in a clean and sanitary condition, and in good repair, in compliance with all requirements applicable to swimming pools contained in the Texas Health and Safety Code. Swimming pools containing water that is black or green in color, or that contain algae or other plants shall be deemed unsanitary.

(d) Section 602.3 of said code is hereby amended to provide as follows:

*602.3 Heat supply.* Every owner and operator of any building who rents, leases or lets one or more dwelling units or sleeping units on terms, either expressed or implied to furnish heat to the occupants thereof shall supply heat during the period from November 1 to February 28 to maintain a minimum temperature of 68° F (18° C) in all habitable rooms, bathroom and toilet rooms.

Exceptions:

1. When the outdoor temperature is below the winter outdoor design temperature for the locality, maintenance of the minimum room temperature shall not be required provided that the heating system is operating at its full design capacity. The winter outdoor design temperature for the locality shall be as indicated in Appendix D of the International Plumbing Code.
2. In areas where the average monthly temperature is above 30° F (-1° C), a minimum temperature of 65° F (18° C) shall be maintained.

(e) Section 602.4 of said code is hereby amended to provide as follows:

*602.4 Occupiable work spaces.* Indoor occupiable work spaces shall be supplied with heat during the period from November 1 to February 28 to maintain a minimum temperature of 65° F (18° C) during the period the spaces are occupied.

Exceptions:

1. Processing, storage and operation areas that require cooling or special temperature conditions.
2. Areas in which persons are primarily engaged in vigorous physical activities.

(Ord. No. 2019-31, § 12, 11-18-2019)

Editor's note(s)—Ord. No. 2019-31, § 12, adopted Nov. 18, 2019, repealed § 10-468, which pertained to the enforcement of orders and derived from the 1978 Code and the 1993 Code.

Note(s)—Exhibit A is on file with the city.

### **Sec. 10-469. Standards for determination of substandard condition.**

All buildings or structures, including but not limited to mobile homes or portable-type buildings, which have any or all of the following defects or lack of facilities, or any unsafe, unsanitary, dangerous, dilapidated, or substandard condition in violation of the property maintenance code, as adopted and amended by the city, shall be deemed substandard buildings or structures:

- (1) All buildings or structures that have become deteriorated through natural causes or by damage through exposure to the elements, especially wind, hail or rain, or damage through fire, to the extent that the roof, windows and doors, or portions of the house, building or structure which protect from the weather, will no longer reasonably protect from the weather.
- (2) All buildings or structures which constitute, or in which are maintained, fire hazards.
- (3) All buildings or structures which are so structurally deteriorated that they are in danger of collapse, or which cannot be expected to withstand reasonable anticipated storms and/or hurricanes.
- (4) All buildings or structures so constructed or permitted to be so constructed as to constitute a menace to health or safety, including all conditions conducive to the harboring of rats or mice or other disease-carrying animals or insects reasonably calculated to spread disease, including such conditions hazardous to safety as adequate bracing or the use of deteriorated materials.

(Code 1978, § 11-34; Code 1993, § 14-343; Ord. No. 2019-31, § 12, 11-18-2019)

### **Sec. 10-470. Nuisance declared.**

All substandard buildings or structures within the term of this article which shall constitute a menace to the health, morals, safety or general welfare of its occupants or of the public are declared to be public nuisances,

(Supp. No. 14)

Created: 2025-08-15 15:37:56 [EST]

subject to the procedures required by state law, and shall be ordered to be vacated, repaired or demolished as hereinafter provided.

(Code 1978, § 11-35; Code 1993, § 14-344; Ord. No. 2019-31, § 12, 11-18-2019)

### **Sec. 10-471. Inspectors.**

In the event of a hearing under this article, which includes a hearing under the property maintenance code or V.T.C.A, Local Government Code ch. 214, it shall be the duty of the building official or fire code official, as applicable based on the condition of the structure to inspect all buildings or structures reported to be or believed to be substandard and to present a report of such inspection to the zoning board of adjustment, which shall, except in cases of emergency, notify the proper party of the intention of such board to hold its hearing and follow the procedure provided in the property maintenance code, as adopted and amended by the city and in compliance with V.T.C.A, Local Government Code ch. 214.

(Code 1978, § 11-37; Code 1993, § 14-345; Ord. No. 2019-31, § 12, 11-18-2019)

### **Sec. 10-472. Criteria for determination of repair, vacation or demolition.**

The following standards may be followed in substance by the applicable building or fire code official in recommending repair, vacation or demolition of a structure:

- (1) If the substandard building or structure can reasonably be repaired so that it will no longer be in a condition which is in violation of the terms of this article, it shall be ordered repaired.
- (2) If the substandard building or structure is in such condition as to make it dangerous to the health, morals, safety or general welfare of its occupants or the public, it shall be ordered to be vacated.
- (3) In any case where a substandard building or structure is 50 percent (by square footage or building valuation) damaged or decayed, it shall be demolished, and in all cases where a building cannot be repaired so that its existence will no longer be in violation of the terms of this article, it shall be demolished.

(Code 1978, § 11-38; Code 1993, § 14-346; Ord. No. 2019-31, § 12, 11-18-2019)

### **Secs. 10-473—10-476. Reserved.**

Editor's note(s)—Ord. No. 2019-31, § 12, adopted Nov. 18, 2019, repealed §§ 10-473—10-476, which respectively pertained to procedure for condemnation, emergency measures for condemnation, notice of emergency measures, and liens against property; and derived from the 1978 Code and the 1993 Code.

## Mario Juarez

**From:** noreply@civicplus.com  
**Sent:** Wednesday, October 1, 2025 11:53 AM  
**To:** Cynthia Kell; Jeremy Williams; Mario Juarez; Nolan Kimbrell; Jeremy Griffin  
**Subject:** Online Form Submittal: Report a Code Violation

**Caution:** This is an external email and may be malicious. Please take care when clicking links or opening attachments.

If you are having problems viewing this HTML email, click to view a [Text version](#).

### Report a Code Violation

Please complete this form to submit a code violation. All information submitted is confidential.

Name:*	Alana Millsap		
Address:*	1006 Afton court		
Phone Number:*	7135827217		
E-Mail	alanamo3@gmail.com		
Select a Violation*	<input type="checkbox"/> Abandoned Vehicles <input type="checkbox"/> Animal Complaints <input type="checkbox"/> High Grass and Weeds <input type="checkbox"/> Junk Vehicles <input type="checkbox"/> Obnoxious Odors <input type="checkbox"/> Stagnant Water <input checked="" type="checkbox"/> Substandard Structures <input type="checkbox"/> Trash or Refuse <input type="checkbox"/> Water Pollution <input type="checkbox"/> Work Without Permit <input type="checkbox"/> Other (explain)		
Description of violation:*	The house caught fire on August 19 and then it was left abandoned. The insurance company, I believe, came out and removed everything from the garage and left enormous piles of burned debris on the driveway. Along with a near totaled house, it has never been boarded up and the roof has not been tarped. There are multiple cats and who knows what else going in and out. Tall grass and weeds, broken fence, gnats and flies, trash and refuse, and a horrible odor.		
Address of Violation:	1010 Afton Court		
Date of Violation:	08/19/2025		
Violation Photo:	<input type="checkbox"/> Convert to PDF? <input type="checkbox"/> (DOC, DOCX, XLS, XLSX, TXT)		

\* indicates required fields.

View any uploaded files by [signing in](#) and then proceeding to the link below:

<http://tomballtx.gov/Admin/FormHistory.aspx?SID=738>

The following form was submitted via your website: Report a Code Violation

Name:: Alana Millsap

Address:: 1006 Afton court

Phone Number:: 7135827217

E-Mail: alanamo3@gmail.com

Select a Violation: Substandard Structures

Description of violation:: The house caught fire on August 19 and then it was left abandoned. The insurance company, I believe, came out and removed everything from the garage and left enormous piles of burned debris on the driveway. Along with a near totaled house, it has never been boarded up and the roof has not been tarped. There are multiple cats and who knows what else going in and out. Tall grass and weeds, broken fence, gnats and flies, trash and refuse, and a horrible odor.

Address of Violation:: 1010 Afton Court

Date of Violation:: 08/19/2025

Photo:: No file was uploaded

Additional Information:

Form submitted on: 10/1/2025 11:52:33 AM

Submitted from IP Address: 75.148.183.109

Referrer Page: <https://www.google.com/>

Form Address: <http://tomballtx.gov/Forms.aspx?FID=62>

## Mario Juarez

**From:** noreply@civicplus.com  
**Sent:** Wednesday, October 1, 2025 7:10 PM  
**To:** Cynthia Kell; Jeremy Williams; Mario Juarez; Nolan Kimbrell; Jeremy Griffin  
**Subject:** Online Form Submittal: Report a Code Violation

**Caution:** This is an external email and may be malicious. Please take care when clicking links or opening attachments.

If you are having problems viewing this HTML email, click to view a [Text version](#).

### Report a Code Violation

Please complete this form to submit a code violation. All information submitted is confidential.

Name: \* Roxanne Barboza

Address: \* 1007 Afton ct

Phone 2819665797

Number: \*

E-Mail roxannebarboza92@gmail.com

Select a Violation \* ( ) Abandoned Vehicles (X) Substandard Structures

( ) Animal Complaints ( ) Trash or Refuse

( ) High Grass and Weeds ( ) Water Pollution

( ) Junk Vehicles ( ) Work Without Permit

( ) Obnoxious Odors ( ) Other (explain)

( ) Stagnant Water

Description of violation: \* 1010 Afton ct had a 6 alarm fire on August 19th. The house is sitting vacant and an eyesore. It hasn't been tarped or boarded up. There is trash piled up on the driveway. What is left of the house reeks, there's a substantial insect and rodent issue amongst the neighbors now due to this. The house is also a safety concern for curious kids. The yard is no longer being maintained at the house either.

Address of Violation: 1007 Afton ct

Date of Violation: 08/19/2025

Violation: Photo: 78105649073\_4AFD26E4-332D-421E-8537-37363BC73AF9.MOV

\* indicates required fields.

View any uploaded files by [signing in](#) and then proceeding to the link below:

<http://tomballtx.gov/Admin/FormHistory.aspx?SID=740>

The following form was submitted via your website: Report a Code Violation

Name:: Roxanne Barboza

Address:: 1007 Afton ct

Phone Number:: 2819665797

E-Mail: roxannebarboza92@gmail.com

Select a Violation: Substandard Structures

Description of violation:: 1010 Afton ct had a 6 alarm fire on August 19th. The house is sitting vacant and an eyesore. It hasn't been tarped or boarded up. There is trash piled up on the driveway. What is left of the house reeks, there's a substantial insect and rodent issue amongst the neighbors now due to this. The house is also a safety concern for curious kids. The yard is no longer being maintained at the house either.

Address of Violation:: 1007 Afton ct

Date of Violation:: 08/19/2025

Photo:: 78105649073\_4AFD26E4-332D-421E-8537-37363BC73AF9.MOV

Additional Information:

Form submitted on: 10/1/2025 7:09:54 PM

Submitted from IP Address: 172.58.55.153

Referrer Page: <https://www.google.com/>

Form Address: <http://tomballtx.gov/Forms.aspx?FID=62>

## Mario Juarez

**From:** noreply@civicplus.com  
**Sent:** Thursday, October 2, 2025 10:21 AM  
**To:** Cynthia Kell; Jeremy Williams; Mario Juarez; Nolan Kimbrell; Jeremy Griffin  
**Subject:** Online Form Submittal: Report a Code Violation

**Caution:** This is an external email and may be malicious. Please take care when clicking links or opening attachments.

If you are having problems viewing this HTML email, click to view a [Text version](#).

### Report a Code Violation

Please complete this form to submit a code violation. All information submitted is confidential.

Name:*	Pam Swenson		
Address:*	1003 Afton CT		
Phone	281-772-1063		
Number:*			
E-Mail			
Select a Violation*	<input type="checkbox"/> Abandoned Vehicles <input checked="" type="checkbox"/> Substandard Structures <input type="checkbox"/> Animal Complaints <input type="checkbox"/> Trash or Refuse <input type="checkbox"/> High Grass and Weeds <input type="checkbox"/> Water Pollution <input type="checkbox"/> Junk Vehicles <input type="checkbox"/> Work Without Permit <input type="checkbox"/> Obnoxious Odors <input type="checkbox"/> Other (explain) <input type="checkbox"/> Stagnant Water		
Description of violation:*	On Aug 19th there was a house fire at 1010 Afton Ct. No one has come out and boarded up the house. Then about a week or so ago someone came out and cleaned out the burned garage and just left all of that burned garbage on the driveway. This is a very bad eye sore for street.		
Address of Violation:	1010 Afton Ct		
Date of Violation:			
Photo:	<input type="button" value="["/> <input type="button" value="]"/> <a href="#">Convert to PDF</a> ? <input type="checkbox"/> (DOC, DOCX, XLS, XLSX, TXT)		

\* indicates required fields.

View any uploaded files by [signing in](#) and then proceeding to the link below:  
<http://tomballtx.gov/Admin/FormHistory.aspx?SID=742>

The following form was submitted via your website: Report a Code Violation

Name:: Pam Swenson

Address:: 1003 Afton CT

Phone Number:: 281-772-1063

E-Mail:

Select a Violation: Substandard Structures

Description of violation:: On Aug 19th there was a house fire at 1010 Afton Ct. No one has come out and boarded up the house.

Then about a week or so ago someone came out and cleaned out the burned garage and just left all of that burned garbage on the driveway.

This is a very bad eye sore for street.

Address of Violation:: 1010 Afton Ct

Date of Violation::

Photo:: No file was uploaded

Additional Information:

Form submitted on: 10/2/2025 10:20:55 AM

Submitted from IP Address: 104.177.1.253

Referrer Page:

<https://tomballtx.gov/Search?searchPhrase=Report%20a%20Code%20Violation&pageNumber=1&page=10&departmentId=-1>

Form Address: <http://tomballtx.gov/Forms.aspx?FID=62>

**Mario Juarez**

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**From:** Alana Millsap <alanamo3@gmail.com>  
**Sent:** Friday, October 10, 2025 3:48 PM  
**To:** Mario Juarez  
**Cc:** Jeffrey Cook; Joe Sykora  
**Subject:** Re: FW: Online Form Submittal: Report a Code Violation

**Caution:** This is an external email and may be malicious. Please take care when clicking links or opening attachments.

Good afternoon!

Just wanted to follow up with this...what is being done, if anything?

**~Alana**

On Thu, Oct 2, 2025 at 7:25 AM Mario Juarez <[mjuarez@tomballtx.gov](mailto:mjuarez@tomballtx.gov)> wrote:

Good Morning guys,

I think you guys might be able to help Alana with this inquiry.

Thanks,

Mario Juarez

Code Enforcement

501 James St

Tomball, TX 77375

281-290-1438

346-225-4785

**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com) <[noreply@civicplus.com](mailto:noreply@civicplus.com)>  
**Sent:** Wednesday, October 1, 2025 11:53 AM  
**To:** Cynthia Kell <[cckell@tomballtx.gov](mailto:cckell@tomballtx.gov)>; Jeremy Williams <[jawilliams@tomballtx.gov](mailto:jawilliams@tomballtx.gov)>; Mario Juarez <[mjuarez@tomballtx.gov](mailto:mjuarez@tomballtx.gov)>; Nolan Kimbrell <[nkimbrell@tomballtx.gov](mailto:nkimbrell@tomballtx.gov)>; Jeremy Griffin <[jgriffin@tomballtx.gov](mailto:jgriffin@tomballtx.gov)>  
**Subject:** Online Form Submittal: Report a Code Violation

**Caution:** This is an external email and may be malicious. Please take care when clicking links or opening attachments.

If you are having problems viewing this HTML email, click to view a [Text version](#).

## Report a Code Violation

Please complete this form to submit a code violation. All information submitted is confidential.

Name: \* Alana Millsap

Address: \* 1006 Afton court

Phone 7135827217

Number: \*

E-Mail [alanamo3@gmail.com](mailto:alanamo3@gmail.com)

Select a Violation\*  
 Abandoned Vehicles  
 Animal Complaints  
 High Grass and Weeds  
 Junk Vehicles  
 Obnoxious Odors  
 Stagnant Water

Substandard Structures  
 Trash or Refuse  
 Water Pollution  
 Work Without Permit  
 Other (explain)

Description of violation: \* The house caught fire on August 19 and then it was left abandoned. The insurance company, I believe, came out and removed everything from the garage and left enormous piles of burned debris on the driveway. Along with a near totaled house, it has never been boarded up and the roof has not been tarped. There are multiple cats and who knows what else going in and out. Tall grass and weeds, broken fence, gnats and flies, trash and refuse, and a horrible odor.

Address of Violation:

Date of Violation:

Violation:

Photo:

Convert to PDF?   
 (DOC, DOCX, XLS, XLSX, TXT)

\* indicates required fields.

View any uploaded files by [signing in](#) and then proceeding to the link below:

<http://tomballtx.gov/Admin/FormHistory.aspx?SID=738>

The following form was submitted via your website: Report a Code Violation

Name:: Alana Millsap

Item 1.

Address:: 1006 Afton court

Phone Number:: 7135827217

E-Mail: [alanamo3@gmail.com](mailto:alanamo3@gmail.com)

Select a Violation: Substandard Structures

Description of violation:: The house caught fire on August 19 and then it was left abandoned. The insurance company, I believe, came out and removed everything from the garage and left enormous piles of burned debris on the driveway. Along with a near totaled house, it has never been boarded up and the roof has not been tarped. There are multiple cats and who knows what else going in and out. Tall grass and weeds, broken fence, gnats and flies, trash and refuse, and a horrible odor.

Address of Violation:: 1010 Afton Court

Date of Violation:: 08/19/2025

Photo:: No file was uploaded

Additional Information:

Form submitted on: 10/1/2025 11:52:33 AM

Submitted from IP Address: 75.148.183.109

Referrer Page: <https://www.google.com/>

Form Address: <http://tomballtx.gov/Forms.aspx?FID=62>

## Mario Juarez

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**From:** Alana Millsap <alanamo3@gmail.com>  
**Sent:** Tuesday, October 14, 2025 10:09 AM  
**To:** Mario Juarez; Jeffrey Cook; Joe Sykora  
**Cc:** jimmy simms; swenson8@sbcglobal.net; roxannebarboza92@gmail.com  
**Subject:** follow-Up - Unsafe and burned Property at 1010 Afton Court

**Caution:** This is an external email and may be malicious. Please take care when clicking links or opening attachments.

Good morning,

I previously reported the burned and unsafe condition of the property at 1010 Afton Court on October 1 and October 10. I have not yet received a response or seen any action taken other than the initial response of "We will investigate your inquiry". The property continues to pose serious safety and health concerns, including debris, structural instability, pests. There are large sections of the garage wall and roof soffit that could fall any time and cause immediate danger.

I am following up to request an update on the status of this case and to understand what steps the City is taking to address the situation.

For transparency and because this issue affects several of us directly, I've copied a few of my neighbors on this message who share these concerns.

Please confirm that this message has been received, and let us know if there is a case number or next step we should reference going forward.

Thank you for your attention and assistance.

Sincerely,

Jimmy and Alana Simms

1006 Afton Court  
713-582-7217 (Alana)  
713-537-3524 (Jimmy)  
and several neighboring residents

~Alana

## Mario Juarez

---

**From:** Mario Juarez  
**Sent:** Tuesday, October 14, 2025 10:32 AM  
**To:** 'Alana Millsap'; Jeffrey Cook; Joe Sykora  
**Cc:** jimmy simms; swenson8@sbcglobal.net; roxannebarboza92@gmail.com  
**Subject:** RE: follow-Up - Unsafe and burned Property at 1010 Afton Court

Good Morning Alana,

We did receive several code violation reports from you and your concerned neighbors. These have been forwarded to the Fire Chief and Fire Marshal, as they are the ones responsible for handling matters of this nature.

I understand the Fire Department is currently working on getting the house boarded up, but there's a process they have to follow before that can happen.

If you have any other questions, your best point of contact would be the Fire Department directly at **281-351-7101**.

Thank you,

Mario Juarez  
 Code Enforcement  
 501 James St  
 Tomball, TX 77375  
 281-290-1438  
 346-225-4785

---

**From:** Alana Millsap <alanamo3@gmail.com>  
**Sent:** Tuesday, October 14, 2025 10:09 AM  
**To:** Mario Juarez <mjuarez@tomballtx.gov>; Jeffrey Cook <jcook@tomballtx.gov>; Joe Sykora <jsykora@tomballtx.gov>  
**Cc:** jimmy simms <jimmy.simms14@gmail.com>; swenson8@sbcglobal.net; roxannebarboza92@gmail.com  
**Subject:** follow-Up - Unsafe and burned Property at 1010 Afton Court

**Caution:** This is an external email and may be malicious. Please take care when clicking links or opening attachments.

Good morning,

I previously reported the burned and unsafe condition of the property at 1010 Afton Court on October 1 and October 10. I have not yet received a response or seen any action taken other than the initial response of "We will investigate your inquiry". The property continues to pose serious safety and health concerns, including debris, structural instability, pests. There are large sections of the garage wall and roof soffit that could fall any time and cause immediate danger.

I am following up to request an update on the status of this case and to understand what steps the City is taking to address the situation.

For transparency and because this issue affects several of us directly, I've copied a few of my neighbors or Item 1. message who share these concerns.

Please confirm that this message has been received, and let us know if there is a case number or next step we should reference going forward.

Thank you for your attention and assistance.

Sincerely,

Jimmy and Alana Simms

1006 Afton Court  
713-582-7217 (Alana)  
713-537-3524 (Jimmy)  
and several neighboring residents

**~Alana**

**Mario Juarez**

---

**From:** Cynthia Kell  
**Sent:** Friday, October 24, 2025 10:38 AM  
**To:** Caleb Mittanck  
**Cc:** Jeremy Griffin; Craig Meyers; Mario Juarez  
**Subject:** 1010 Afton Ct

I just received a phone call from, Janet Gautreaux, the neighbor to 1010 Afton Ct. She is very upset that since the fire in August that nothing has been done to secure the home. She also is concerned about the trash and burned debris in the driveway. She gave me the property owners phone number, and I just called and left him a message. I advised her that I was informed that the securing of the property was up to the fire department. She said she would be contacting them next. She also said that she will go up the chain of command to try to get help and mentioned contacting our local news stations.

**Cindy Kell**  
Code Enforcement  
City of Tomball  
501 James St.  
Tomball, TX 77375  
281-290-1465



# *City of Tomball*

## *Fire Department*

*Lori Klein-Quinn*  
Mayor

*David Esquivel*  
City Manager

*Joe Sykora*  
Fire Chief

*Professionalism - Integrity - Respect*

October 22, 2025

Jeff Becker  
3360 Lees Ave  
Long Beach, CA 90808-4221

**Subject: *Unsafe Structure - Order of Demolition***  
Property Address: 1010 Afton Ct, Tomball, Texas 77375  
Incident Date: August 19, 2025

Mr. Becker,

The City of Tomball Fire Marshal's has conducted an inspection of the property located at 1010 Afton Ct, Tomball, Tx 77375 and has determined that the structure on site constitutes an unsafe condition as defined under Section 114 of the 2021 International Fire Code (IFC).

### **FINDINGS**

Upon inspection, the following conditions were observed, rendering the structure unsafe:

- Severe fire damage to load bearing members
- Damaged more than 50% by fire and products thereof
- Unsafe electrical wiring constituting a fire hazard
- Severe deterioration of roof covering materials
- Full exposure of the structure to the elements

These deficiencies pose an imminent danger to public health, safety, or welfare and constitute a violation of Section 114.1 of the 2021 IFC, which states:

"Structures or existing equipment that are or hereafter become unsafe, insanitary or deficient because of inadequate means of egress, inadequate light and ventilation, or that constitute a fire hazard, are otherwise dangerous to human life or the public welfare, or involve illegal or improper occupancy or inadequate maintenance, shall be deemed an unsafe condition. Unsafe structures shall be taken down and removed or made safe, as the fire code official deems necessary and as provided for in this section. A vacant structure that is not secured against unauthorized entry shall be deemed unsafe"

### **REQUIRED ACTION**

Pursuant the City of Tomball Code of Ordinances, Section 10, declares that buildings damaged by fire to the extent that they no longer reasonably protected from the weather or are structurally unsound are deemed substandard and a public nuisance are subject to abatement. When a structure is fifty percent or more damaged or decayed, it must be **demolished** as provided by Sec. 10-472(3).

Item 1.

## IMMEDIATE ACTION

1. Notify the City of Tomball Fire Marshal of receipt of the notice and acceptance of the terms.

## WITHIN 30 DAYS OF THE RECEIPT OF THIS NOTICE

1. Submit a demolition permit application to the City of Tomball Building Department for complete removal of the unsafe structure.

Failure to respond to this notice within the prescribed timeframe may result in further enforcement action, including but not limited to the issuance of citations, abatement procedures, and recovery of costs in accordance with local ordinances and state law.

If you have any questions regarding this matter or need assistance in determining the appropriate course of action, please contact our office at (281) 290-1440.

Sincerely,



**Jeff Cook**  
Assistant Fire Chief / Fire Marshal  
[jcook@tomballtx.gov](mailto:jcook@tomballtx.gov)  
(281)290-1062

## Mario Juarez

---

**From:** Joe Sykora  
**Sent:** Wednesday, November 5, 2025 4:56 PM  
**To:** Alana Millsap; Mario Juarez; Jeffrey Cook  
**Cc:** jimmy simms; swenson8@sbcglobal.net; roxannebarboza92@gmail.com  
**Subject:** RE: follow-Up - Unsafe and burned Property at 1010 Afton Court

Good afternoon all,

I wanted to provide an update regarding the fire-damaged property located at 1010 Afton Court. Following the structure fire that occurred on August 19, 2025, the home was evaluated by the City's Fire Marshal. After review, the structure has been determined to be unsafe and poses a potential risk to the community if left unaddressed.

In accordance with the 2021 International Fire Code and the City of Tomball Code of Ordinances, the property owner has been formally ordered to demolish the structure.

### What This Means

The property owner is responsible for arranging demolition and removing debris from the site. The owner has 30 days (November 26<sup>th</sup>) to comply, submit their demolition plan, and coordinate necessary permits with the City.

### City Oversight and Process

Our process is designed to ensure safety while giving the property owner reasonable time to act:

#### 1. Written Order Issued

The property owner has been officially notified and must comply with demolition requirements.

#### 2. Permitting and Contractor Coordination

The owner will select a licensed demolition contractor and obtain the necessary City permits.

#### 3. Site Safety and Debris Removal

Demolition work will be monitored for public safety and proper disposal of materials.

#### 4. Failure to Comply

If the owner does not act within the required timeframe, the City is authorized to conduct the demolition and assess costs back to the property owner.

### What Residents Can Expect

You may observe future demolition activity once plans are submitted and approved.

The City will continue to monitor the property to ensure it remains secure during this period.

### Your Safety Remains Our Priority

We are committed to ensuring damaged structures are addressed responsibly and in a timely manner. Our goal is to support neighborhood safety, appearance, and peace of mind.

If you have any questions, please contact the City of Tomball Fire Marshal's Office at (281) 351-7101.

Thank you for your patience and understanding as this process moves forward.



*Joe Sykora*, MPA, FSCEO, CFE

Fire Chief  
City of Tomball  
1200 Rudel Rd.  
Tomball, Texas 77375  
281-290-1063

 [Book time to meet with me](#)

**Note to elected officials: Please do not “respond to all” to any e-mail as it may constitute a meeting or deliberation and could be a violation of the Texas Open Meetings Act.**

**CONFIDENTIALITY NOTICE:** The contents of this email message and any attachments are intended solely for the addressee(s) and may contain confidential and/or privileged information and may be legally protected from disclosure. If you are not the intended recipient of this message or their agent, or if this message has been addressed to you in error, please immediately alert the sender by reply email and then delete this message and any attachments. If you are not the intended recipient, you are hereby notified that any use, dissemination, copying, or storage of this message or its attachments is strictly prohibited

**From:** Alana Millsap <alanamo3@gmail.com>  
**Sent:** Tuesday, October 14, 2025 10:09 AM  
**To:** Mario Juarez <mjuarez@tomballtx.gov>; Jeffrey Cook <jcook@tomballtx.gov>; Joe Sykora <jsykora@tomballtx.gov>  
**Cc:** jimmy simms <jimmy.simms14@gmail.com>; swenson8@sbcglobal.net; roxannebarboza92@gmail.com  
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Good morning,

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Sincerely,

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1006 Afton Court  
713-582-7217 (Alana)  
713-537-3524 (Jimmy)  
and several neighboring residents

**~Alana**

**NOTICE OF PUBLIC HEARING  
CITY OF TOMBALL  
BUILDING STANDARDS COMMISSION (BSC)  
FEBRUARY 12, 2026**



Notice is Hereby Given that a Public Hearing will be held by the BSC of the City of Tomball on **Thursday, February 12, 2026, at 6:00 P.M.** at City Hall, 401 Market Street, Tomball Texas to consider the following:

A report by the Building Official on the status of the property located at 1010 Afton Court, Tomball Texas and to allow the property owner to show cause why such building should not be declared substandard per Chapter 10, Article IX Substandard Buildings; Property Maintenance Code of the Tomball Municipal Code. If declared substandard by the BSC, the BSC shall determine any mitigation measures pursuant to Chapter 10, Article IX Substandard Buildings; Property Maintenance Code of the Tomball Municipal Code.

At the public hearings, parties of interest and citizens will have the opportunity to be heard. All citizens of the City of Tomball, and any other interested parties, are invited to attend. Further information may be obtained by contacting the Building Division, at (281) 290-1404 or at [building@tomballtx.gov](mailto:building@tomballtx.gov).

**C E R T I F I C A T I O N**

I hereby certify that the above notice of the meeting was posted on the bulletin board of City Hall; City of Tomball, Texas, a place readily accessible to the general public at all times, on the 6<sup>th</sup> day of February 2026 by 5:00 p.m., and remained posted for at least three consecutive business days preceding the scheduled time of said meeting.

Craig T. Meyers  
Craig T. Meyers, P.E.  
Director of Community Development

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please feel free to contact the City Secretary's office at (281) 290-1019 or FAX (281) 351-6256 for further information. AGENDAS MAY ALSO BE VIEWED ONLINE AT [www.tomballtx.gov](http://www.tomballtx.gov).

## Mario Juarez

---

**From:** Barboza Family <roxannebarboza92@gmail.com>  
**Sent:** Thursday, January 1, 2026 3:42 PM  
**To:** Joe Sykora  
**Cc:** Alana Millsap; Mario Juarez; Jeffrey Cook; jimmy simms; swenson8@sbcglobal.net  
**Subject:** Re: follow-Up - Unsafe and burned Property at 1010 Afton Court

**Caution:** This is an external email and may be malicious. Please take care when clicking links or opening attachments.

Good afternoon and happy new year,  
I was wondering if we by chance have a status update on the hazard on this street?

Thank you,  
Roxanne Barboza  
281-966-5797  
Sent from my iPhone

On Nov 5, 2025, at 4:56 PM, Joe Sykora <jsykora@tomballtx.gov> wrote:

Good afternoon all,

I wanted to provide an update regarding the fire-damaged property located at 1010 Afton Court. Following the structure fire that occurred on August 19, 2025, the home was evaluated by the City's Fire Marshal. After review, the structure has been determined to be unsafe and poses a potential risk to the community if left unaddressed.

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Thank you for your patience and understanding as this process moves forward.

<image002.jpg>

*Joe Sykora*, MPA, FSCEO, CFE

Fire Chief  
City of Tomball  
1200 Rudel Rd.  
Tomball, Texas 77375  
281-290-1063

<image004.png>

Book time to meet with me

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**Cc:** jimmy simms <jimmy.simms14@gmail.com>; swenson8@sbcglobal.net; roxannebarboza92@gmail.com  
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1006 Afton Court  
713-582-7217 (Alana)  
713-537-3524 (Jimmy)  
and several neighboring residents

~Alana

**Mario Juarez**

---

**From:** Cynthia Kell  
**Sent:** Tuesday, November 4, 2025 1:47 PM  
**To:** Craig Meyers  
**Cc:** Jeremy Griffin; Nolan Kimbrell; Caleb Mittanck; Mario Juarez  
**Subject:** 1010 Afton Ct  
**Attachments:** TC\_01009.jpeg; TC\_01011.jpeg; TC\_01012.jpeg; TC\_01013.jpeg; TC\_01010.jpeg

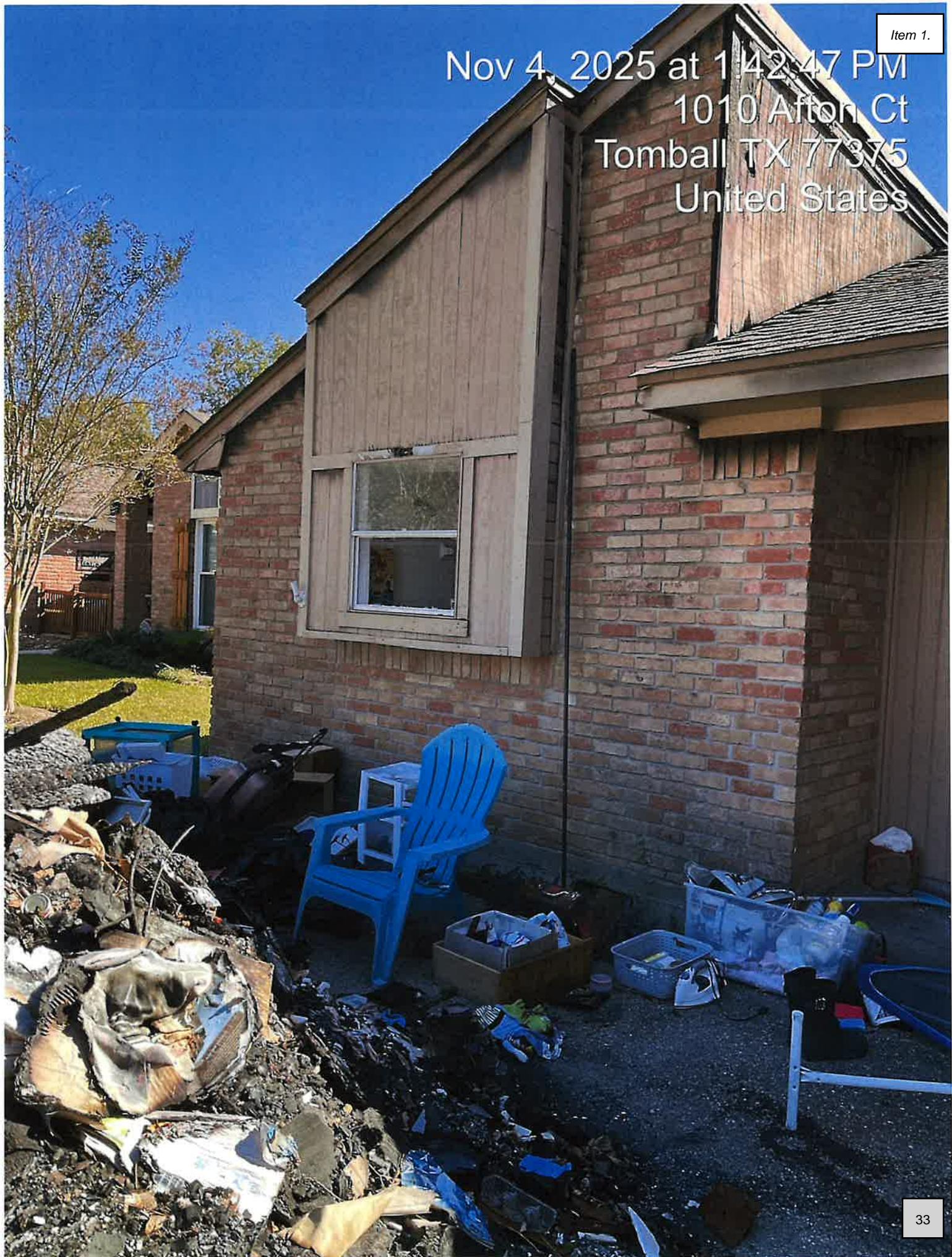
Today I took pictures of the home on Afton Court. You can see the attached photos show that this house has not been ordered up. There is free access to the garage and also into the home from a door off the garage. There's also a busted out window at the front. The pile of debris in the driveway also is a hazard. Just passing this on.

Get [Outlook for iOS](#)

Nov 4, 2025 at 1:42:13 PM  
1010 Afton Ct  
Tomball TX 77375  
United States



Nov 4, 2025 at 142:47 PM  
1010 Afton Ct  
Tomball TX 77375  
United States



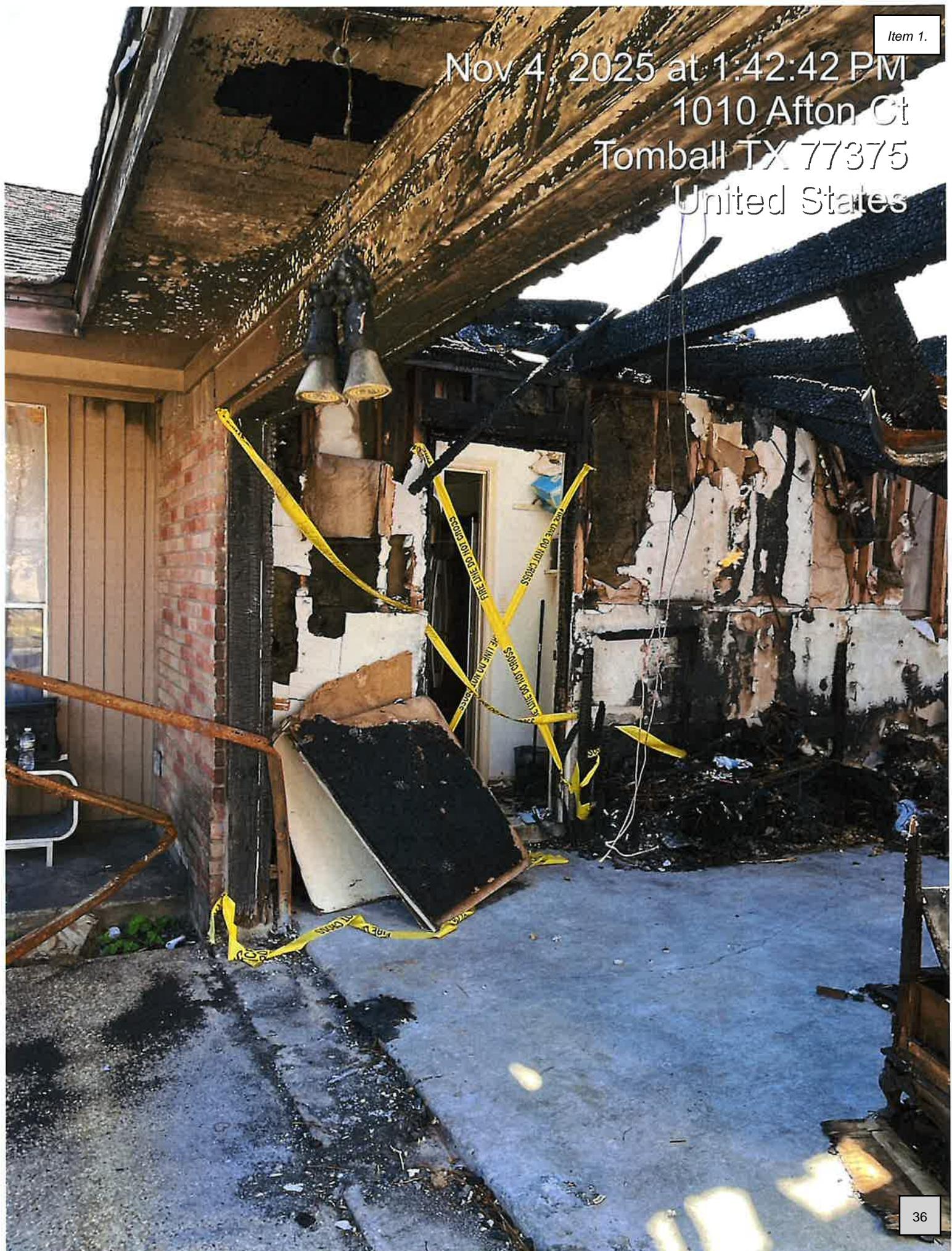
Nov 4, 2025 at 1:43:06 PM  
1010 Afton Ct  
Tomball TX 77375  
United States



Nov 4, 2025 at 1:43:35 PM  
1010 Afton Ct  
Tomball, TX 77375  
United States



Nov 4, 2025 at 1:42:42 PM  
1010 Afton Ct  
Tomball TX 77375  
United States





# Tomball Fire Department

## INCIDENT

Incident Number 2025-00001769	Incident Date 08/19/2025	NFIRS Number 0001818	Incident Type (111) - Building fire
FDID KA556	Station Station 4	Shift A Shift	District City of Tomball
Initial Dispatch Code RES STR FIRE			
Alarms 1	Working Fire? Yes	COVID-19 was a factor No, COVID-19 was not a factor	Critical Incident
Critical Incident Team			
Temporary Resident Involvement None			
Hazardous Materials Released (N) - None			
Action Taken 1 (11) - Extinguishment by fire service personnel			
Action Taken 2 (12) - Salvage & overhaul			

## AID

Aid Given/Received (2) - Automatic aid received	Aided Agency Magnolia Fire Department, Spring Fire Department	Their Incident Number
Aiding Agencies		

## LOCATION

Location Type (1) - Street address	Address 1010 AFTON Court, , TOMBALL, Texas, 77375
Cross Street, USNG, or Directions	Latitude 30.10743107
	Longitude -95.60367119
Detector Alerted Occupant	Census Tract
Property Use (419) - 1 or 2 family dwelling	Mixed Use (NN) - Not mixed use

Item 1.

## ⌚ TIMES

PSAP Received 13:26:04, 08/19/2025	Dispatch Notified Time 13:26:04, 08/19/2025	Alarm Time 13:26:04, 08/19/2025
Arrival Time 13:31:09, 08/19/2025	Water on Fire Time 13:34:00, 08/19/2025	At Patient Time
Loss Stop Time 13:56:00, 08/19/2025	Controlled Time 14:03:51, 08/19/2025	Last Unit Cleared Time 16:50:51, 08/19/2025
Total On Scene Time 3 hrs 19 mins 42 sec	Total Incident Time 3 hrs 24 mins 47 sec	

## \_Statics COUNTS

Counts Include Aid Received?

No

### Suppression:

Apparatus 4	Personnel 15
----------------	-----------------

### EMS:

Apparatus 0	Personnel 0
----------------	----------------

### Other:

Apparatus 4	Personnel 5
----------------	----------------

## \$↓ LOSS

### Property:

Estimated Property Losses \$167000
---------------------------------------

### Content:

Estimated Content Losses \$50000
-------------------------------------

Estimated Property Value \$167000
--------------------------------------

Estimated Content Value \$60000
------------------------------------

## 👤 PERSON/OWNER

### Owner:

Name Becker, Jeff	Business Name	Phone
----------------------	---------------	-------

Insurance Company	Total Insurance Amount
-------------------	------------------------

### Address

3360 Lees Avenue, , Long Beach, California, 90808-4221
--

### Person:

Name Becker, Jeff	Business Name	Phone
----------------------	---------------	-------

### Address

1010 AFTON Court, , TOMBALL, Texas, 77375
---

## 🚗 VEHICLE

### Vehicle 1:

#### Vehicle Type

(10) - Passenger or road vehicles, other
--

Make (FO) - Ford	Model	Year 0	Color
---------------------	-------	-----------	-------

Item 1.

 VEHICLE

VIN <u>NM0LS7E7XE1162335</u>	License Plate <u>GBN9069</u>	State <u>(TX) - Texas</u>	Expires	Odometer
Reported Stolen? <u>No</u>	Extrication Needed? <u>No</u>	Extrication Time		
Persons Involved				
Insured Name	Policy Type	Policy Number	Claim Number	
Insurance Company Name	Insurance Co. Phone	Insurance Co. Email		
Insurance Company Address	Insurance Agent			
Law Enforcement Officer	Police Report/File Number			
Number of Occupants	Number of Injuries	Number of Fatalities		
Supplies Used				
Notes				

Vehicle was in driveway and caught fire. AT&T work van.

 AUTHORIZATION

## Report Writer:

Name <u>Richardson, Thomas</u>	Employee Number <u>892</u>	Assignment <u>BC1</u>	Authorization Date <u>08/19/2025</u>
-----------------------------------	-------------------------------	--------------------------	---

## Officer in Charge:

Name <u>Richardson, Thomas</u>	Employee Number <u>892</u>	Assignment <u>BC1</u>	Authorization Date <u>08/19/2025</u>
-----------------------------------	-------------------------------	--------------------------	---

## Quality Control:

Name	Authorization Date
------	--------------------

 INCIDENT NARRATIVE

See unit narratives.

Created By: Allen, Mason

 Fire Module SITE INFO

Alarms <u>1</u>	Acres Burned <u>0 acres</u>	Resident Units In Bldg <u>1</u>	Buildings Involved <u>1</u>
--------------------	--------------------------------	------------------------------------	--------------------------------

**i SITE INFO**

Hydrant Identifier

Estimated Water Usage

**IGNITION**

Area of Origin

(47) - Vehicle storage area; garage, carport

Heat Source

(13) - Electrical arcing

Item First Ignited

Fire Confined to Item?

(15) - Interior wall covering excluding drapes, etc.

Type of Material First Ignited

(63) - Sawn wood, including all finished lumber

Cause of Ignition

(3) - Failure of equipment or heat source

Factors Contributing to Ignition 1

(35) - Arc from faulty contact, broken conductor

Human Factors Contributing to Ignition

(N) - None

Est. Age of Person Involved

Gender of Person Involved

**Equipment**

Equipment Involved in Ignition

(111) - Air conditioner

Equipment Power Source

(11) - Electrical line voltage (&gt;= 50 volts)

Equipment Portability

(2) - Stationary

Brand

Model

Serial Number

Year

Fire Suppression Factor 1

(NNN) - None

**STRUCTURE**

Structure Type

(1) - Enclosed building

Stories Above Grade

1

Stories Below Grade

0

Building Status

(2) - In normal use

Length

Width

Total Square Feet

1890 sq ft

Story of Fire Origin

1

Fire Spread

(4) - Confined to building of origin

Item Contributing Most to Flame Spread

Type of Material

Number of Stories with Damage

Item 1.

 **STRUCTURE**

Minor Damage	Significant Damage	Heavy Damage	Extreme Damage	Total Stories
--------------	--------------------	--------------	----------------	---------------

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1

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 **PROTECTIVE SYSTEMS**

Presence of Detector	Detector Type
----------------------	---------------

**(N) - None present**

---

Power Supply	Detector Operations
--------------	---------------------

---

Effectiveness (/Failure Reason)

---

Presence of Auto Extinguishing System	System Type
---------------------------------------	-------------

**(N) - None Present**

---

System Operation	# of Sprinklers	Reason for System Failure
------------------	-----------------	---------------------------

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1010

R/O

10/6/25

DO NOT CROSS

FIRE LINE DO NOT



# **Building Standards Commission Agenda Item Data Sheet**

*Item 2.*

**Meeting Date:** February 12, 2026

## Topic:

Consideration to declare the property located at 1010 Afton Court to be substandard per Chapter 10, Article IX, Substandard Buildings; Property Maintenance Code of the Tomball Municipal Code and action regarding any mitigation measures.

## Background:

**Origination:** City of Tomball

## **Recommendation:**

**Party(ies) responsible for placing this item on agenda:** Craig T. Meyers, P.E. (Director of Community Development)

**FUNDING (IF APPLICABLE)**

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes:      No:      If yes, specify Account Number: #

If no, funds will be transferred from account: # To Account: #

**Signed:** \_\_\_\_\_ **Approved by:** \_\_\_\_\_

Staff Member	Date	City Manager	Date
--------------	------	--------------	------