



BOARD OF ADJUSTMENT MEETING MAY 19, 2026

May 19, 2026 at 5:30 PM

Wolfforth City Hall - 302 Main Street Wolfforth, TX

AGENDA

CALL MEETING TO ORDER

ROLL CALL AND ESTABLISH A QUORUM

CITIZEN ENGAGEMENT

This is an opportunity for the public to address the Board of Adjustment regarding an item on the agenda, except public hearings that are included on the agenda. Comments related to public hearings will be heard when the specific hearing begins. Citizen comments are limited to three (3) minutes per speaker, unless the speaker requires the assistance of a translator, in which case the speaker is limited to six (6) minutes, in accordance with applicable law. Each speaker shall approach the designated speaker location, complete the citizen engagement sign in sheet and state his/her name and city of residence before speaking. Speakers shall address the Board of Adjustment with civility that is conducive to appropriate public discussion. Speakers can address only the Board of Adjustment and not individual city officials or employees. The public cannot speak from the gallery but only from the designated speaker location.

ITEMS FOR INDIVIDUAL CONSIDERATION

- 1.** Consider and take appropriate action on minutes from February 17, 2026.
- 2.** PUBLIC HEARING: Conduct a public hearing on a request for a variance in the front and back required setbacks at 901 Preston Trails.
- 3.** Consider and take appropriate action on a request for a variance in the front and back required setbacks at 901 Preston Trails.
- 4.** Consider and take appropriate action on schedule for improvements for a substandard structure at 609 5th Street Wolfforth, TX 79382.
- 5.** PUBLIC HEARING: Conduct a Public Hearing on a substandard structure at 407 3rd Street: ORIG T WOLFFORTH BLK 6 L 4 (LESS BLDG ONLY).

- 6.** Consider and take appropriate action on a substandard structure at 407 3rd Street: ORIG T WOLFFORTH BLK 6 L 4 (LESS BLDG ONLY).

ADJOURN

In accordance with the Americans with Disability Act any person with a disability requiring reasonable accommodation to participate in this meeting should call the City Secretary at 806-855-4120 or send written request to P.O. Box 36 Wolfforth Texas 79382 at least 48 hours in advance of the meeting date.

Certification

I, the undersigned authority do hereby certify that the Notice of Meeting was posted at City Hall of the City of Wolfforth, Texas was posted on May 13, 2026 at 5:00 p.m.

/s/ Tara Tomlinson, Director of Development Services



BOARD OF ADJUSTMENT MEETING FEBRUARY 17, 2026

February 17, 2026 at 5:30 PM

Wolfforth City Hall - 302 Main Street Wolfforth, TX

MINUTES

CALL MEETING TO ORDER

Michael Adams called the meeting to order at 5:30 pm.

ROLL CALL AND ESTABLISH A QUORUM

CITIZEN ENGAGEMENT

This is an opportunity for the public to address the Board of Adjustment regarding an item on the agenda, except public hearings that are included on the agenda. Comments related to public hearings will be heard when the specific hearing begins. Citizen comments are limited to three (3) minutes per speaker, unless the speaker requires the assistance of a translator, in which case the speaker is limited to six (6) minutes, in accordance with applicable law. Each speaker shall approach the designated speaker location, complete the citizen engagement sign in sheet and state his/her name and city of residence before speaking. Speakers shall address the Board of Adjustment with civility that is conducive to appropriate public discussion. Speakers can address only the Board of Adjustment and not individual city officials or employees. The public cannot speak from the gallery but only from the designated speaker location.

No public comment.

ITEMS FOR INDIVIDUAL CONSIDERATION

1. Consider and take appropriate action on minutes from April 1, 2025.

Motion by Robert Garcia, and second by Patricia Teck to approve the minutes from April 1, 2025. Motion passed unanimously.

2. Conduct a Public Hearing on a substandard structure at 609 5th Street Wolfforth, TX 79382: CASEY #4 BLK 5 W60'OF L 1.

Michael Adams opened the public hearing at 5:31 pm. No comments were made. The public hearing was closed at 5:32 pm.

- 3. Consider and take appropriate action on determination of a substandard structure at 609 5th Street Wolfforth, TX 79382: CASEY #4 BLK 5 W60'OF L 1.

Witnesses including, Tara Tomlinson, Director of Development Services and Kathran Lewallen, Code Enforcement Officer were sworn in. After hearing testimony from Tara Tomlinson, the representatives of the property, Suzana Tello and Christina Chavez spoke. They explained that they have not lived in the home since 2022, but the mother is wanting to move back into it. They want to try to fix the home up to living standards. After the Board discussed, motion by Patricia Teck, second by Robert Garcia to secure the property within 10 days, and within 90 days return full written plan to bring the structure up to code. Motion carried unanimously.

ADJOURN

Motion by Robert Garcia, second by Robert Salazar to adjourn at 6:23 PM. Motion passed unanimously.

In accordance with the Americans with Disability Act any person with a disability requiring reasonable accommodation to participate in this meeting should call the City Secretary at 806-855-4120 or send written request to P.O. Box 36 Wolfforth Texas 79382 at least 48 hours in advance of the meeting date.

Certification

I, the undersigned authority do hereby certify that the Notice of Meeting was posted at City Hall of the City of Wolfforth, Texas was posted on February 10, 2026 at 5:00 p.m.

ATTEST:

Tara Tomlinson, Director of Development Services



AGENDA ITEM COMMENTARY

MEETING NAME:	Zoning Board of Adjustment
MEETING DATE:	May 19, 2026
ITEM TITLE:	PUBLIC HEARING: Conduct a public hearing on a request for a variance in the front and back required setbacks at 901 Preston Trails.
STAFF INITIATOR:	Tara Tomlinson, Director of Development Services

BACKGROUND:

This commentary applies to the next two agenda items:

1. Conduct a public hearing on a request for a variance in the front and back required setbacks at 901 Preston Trails.
2. Consider and take appropriate action on a request for a variance in the front and back required setbacks at 901 Preston Trails.

DLC Designs, LLC submitted a variance request for 901 Preston Trails on behalf of Star Construction for front and rear setback requirements. Variances are deviations from the applicable standards for the zoning district where existing or proposed development is located, that would not be contrary to the public interest and, due to special conditions of the site or its surroundings, a literal enforcement of the provisions of this Zoning Ordinance would result in unnecessary hardship. Currently the ordinance states that there must be a front setback of 20' from the property line and 15' for the rear setback. Due to the irregular shape of the lot and the abnormal layout of the property line, meeting those requirements would be difficult. The variance request is to reduce the rear setback from 15' to 13' and reduce the front setback from 20' to 12'. The request for a large reduction in the front setback is due to the arrangement of the property line on the site (see attachment). The property line does not run horizontally along the street, making areas smaller than they seem. Though the setback from the property line would be 12', the home would still maintain a minimum distance of 20' from the back of sidewalk. Therefore, with the sidewalk distance, the house would sit back 24' from the street. The driveways are located on the side diagonally, maintaining more than the required 20' by ordinance. Both side setbacks would remain the required distance of 10' along Cambridge and 5' from the neighboring property. The request is further constrained by neighborhood requirements that impose specific home size standards, making it difficult to modify the size of the house.

14 certified letters were sent to residents within 200 feet of the property. Multiple residents called for clarification, but had no objection to the variance.

In exercising its authority to grant a variance, the Zoning Board of Adjustment shall affirmatively find that one or more of the following circumstances applies. In each instance, the Zoning Board of Adjustment shall further state in its minute record the specific nature of those circumstances which justify the variance.

a. **Special circumstances resulting in unnecessary hardship.** A variance may be granted where special circumstances exist on the property related to the size, shape, area, topography, surrounding conditions or location that do not generally apply to other property in the same zoning district, and that the circumstances are such that strict application of this zoning ordinance would create an unnecessary hardship or deprive the applicant of reasonable use of the land or building.

b. **Overriding Public Interest.** A variance may be granted if it will further an overriding public interest or concern, including, but not limited to:

- i. Preserving the natural environment;
- ii. Promoting maintenance or reuse of older urban or historic buildings;
- iii. Helping to eliminate a nonconforming use at another location;
- iv. Compliance with state or federal mandates.

c. **Equity.** A variance may be granted to permit modifications of height or setback regulations as may be needed to secure equity in the development of a parcel of land where it has been demonstrated that, due to the existence of legally nonconforming structures, a substantial proportion of the other properties in the same area and zoning district are legally enjoying the conditions that the applicant is requesting. Zoning Ordinance

d. **Literal enforcement.** A variance may be granted if it is found that the literal enforcement and strict application of this Zoning Ordinance will result in extraordinary circumstances inconsistent with the general provisions and intent of this ordinance, and that, in granting the variance, the spirit of the ordinance will be preserved and substantial justice done.

EXHIBITS:

1. Site Plan with requested setbacks
2. Map of property

BOARD ACTION/STAFF RECOMMENDATION:

Hold a public hearing.

PUBLIC NOTICE

Notice is hereby given that the Wolfforth Board of Adjustment will meet on May 19, 2026 at 5:30pm in the City Hall Meeting Room, 302 Main Street, Wolfforth, Texas to hold public hearings and take public comments regarding a request for a variance to the required front and back setback for the following property:

901 Preston Trails Wolfforth, Texas

At said time and place all such persons shall have the right to appear and be heard.

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodation or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's office at 806-855-4120 or email at city.secretary@wolfforthtx.us for further information.





AGENDA ITEM COMMENTARY

MEETING NAME:	Zoning Board of Adjustment
MEETING DATE:	May 19, 2026
ITEM TITLE:	Consider and take appropriate action on a request for a variance in the front and back required setbacks at 901 Preston Trails.
STAFF INITIATOR:	Tara Tomlinson, Director of Development Services

BACKGROUND:

The previous item was to hold a public hearing to receive comments on a request for a variance in the front and back required setbacks at 901 Preston Trails.

EXHIBITS:

COUNCIL ACTION/STAFF RECOMMENDATION:

City staff recommends approval of variance with the following motion:

Motion to approve the variance on the grounds of special circumstances that exist due to the size and shape of the lot.



AGENDA ITEM COMMENTARY

MEETING NAME:	Zoning Board of Adjustment
MEETING DATE:	May 19, 2026
ITEM TITLE:	Consider and take appropriate action on schedule for improvements for a substandard structure at 609 5th Street WolfForth, TX 79382.
STAFF INITIATOR:	Tara Tomlinson, Director of Development Services

BACKGROUND:

On February 17, 2026, the Zoning Board of Adjustment held a hearing and considered action on a property at 609 5th Street WolfForth, TX 79382. Witnesses including, Tara Tomlinson, Director of Development Services and Kathran Lewallen, Code Enforcement Officer were sworn in. After hearing testimony from Tara Tomlinson, the representatives of the property, Suzana Tello and Christina Chavez spoke. They explained that they have not lived in the home since 2022, but the mother is wanting to move back into it. They want to try to fix the home up to living standards. After the Board discussed, motion by Patricia Teck, second by Robert Garcia to secure the property within 10 days, and within 90 days return full written plan to bring the structure up to code.

Today's discussion is to review the full written plan by the owner's of the property to determine if the home will be brought up to current code. The board must determine the two following standards:

1. Submits a detailed plan and time schedule for the work at the hearing; and
2. Establishes at the hearing that the work cannot reasonably be completed within ninety (90) days because of the scope and complexity of the work.

After reviewing the owner's plan, the following motions are allowed:

1. I move that the board finds that the plan does not address the findings and therefore should be removed and demolished.
2. The owner's did not present a plan per request, therefore, the structure should be removed and demolished.
3. The plan presented addresses all code violations. The City of WolfForth's building inspector will have updates every 30 days on progress. If progress ceases to exist noted by the building inspector, then the structure will be deemed substandard and demolished.

EXHIBITS:

1. Original Report of Findings
2. Draft Minutes from previous meeting
3. Current photos of the property

BOARD ACTION/STAFF RECOMMENDATION:

Choose one of the following motions or a version of:

1. I move that the board finds that the plan does not address the findings and therefore should be removed and demolished.
2. The owner's did not present a plan per request, therefore, the structure should be removed and demolished.
3. The plan presented addresses all code violations. The City of Wolfforth's building inspector will have updates every 30 days on progress. If progress ceases to exist noted by the building inspector, then the structure will be deemed substandard and demolished.

SUBSTANDARD STRUCTURE REPORT

1. Report Information

- **Date of Inspection:** *November 20, 2025*
 - **Report Prepared by:** *Audry Martinez and Tara Tomlinson*
 - **Location of Structure:** *609 5th Street Wolfforth, TX 79382*
 - **Client/Owner:** *Terry Juarez and Christina Chavez*
 - **Purpose of Inspection:** *safety concerns of a substandard structure*
-

2. Findings & Observations- [included numbers are found under code 3.07.015]

2.1 Structural Elements

- **Walls:** *(26) Faulty weather protection. Weather protection which shall include but not be limited to the following: (A) Deteriorated, crumbling, or loose plaster. (B) Deteriorated or ineffective waterproofing of exterior walls, roof, foundations, or floors, including broken windows or doors. (C) Defective or lack of weather protection for exterior wall coverings, including lack of paint, or weathering due to lack of paint or other approved protective covering. (D) Broken, rotted, split, or buckled exterior wall coverings or roof coverings.*
- **Roof:** *(19) Members of ceilings, roofs, ceiling and roof supports or other horizontal members, which sag, split, or buckle due to defective material or deterioration.*
- **Floor:** *(15) Defective or deteriorated flooring or floor supports. (16) Flooring or floor supports of insufficient size to carry imposed loads with safety.*

2.2 Non-Structural Elements

- **Windows and Doors:** *(2) Lack of improper window screens as necessary to prevent the entry of insects.*
- **Electrical:** *(9) Lack of required electrical lighting.*

2.3 Additional Observations

- *(1) Lack of or improper water closet, lavatory, bathtub or shower in a dwelling unit.*
 - *(4) Lack of hot and cold running water to plumbing fixtures in a dwelling unit.*
 - *(12) General dilapidation or improper maintenance.*
 - *(29) Hazardous or unsanitary premises. Those premises on which an accumulation of weeds, vegetation, junk dead organic matter, debris, garbage, offal, rat harborages, stagnant water, combustible materials, and similar materials or conditions which constitute fire, health, or safety hazards.*
 - *(30) Inadequate maintenance. Any building or portion thereof which is determined to be an unsafe building as a result of improper or inadequate maintenance.*
-

3. Safety Concerns

- **Immediate Safety Concerns:**
 - Progressive structural failure
- **Potential Future Hazards:**
 - Escalating fire risk
 - Degradation of materials (corrosion, rust, wood rot, etc)
 - Diminished occupant safety
 - Non-compliance with safety codes

4. Conclusion

The property displays extensive structural deterioration, inadequate maintenance, and multiple

habitability deficiencies, many of which present immediate health and safety concerns. The building's exterior walls show significant weather protection failures, including deteriorated or loose plaster, ineffective waterproofing, and broken windows or doors. Exterior wall and roof coverings are rotted, broken, split, or buckled, and lack adequate protective coatings, leaving the structure exposed to the elements. The roof structure is compromised, with ceilings, roof supports, and other horizontal members sagging, splitting, or buckling due to deterioration, indicating potential structural instability and risk of collapse. Flooring conditions are also substandard. The property contains defective or deteriorated flooring and floor supports, and some areas have structural members insufficient to safely carry imposed loads, raising concerns about floor failure under normal use. Non-structural components further reduce the property's safety and habitability. Window screens are missing or inadequate, failing to prevent insect intrusion. The structure also lacks required electrical lighting, limiting safe visibility and contributing to hazardous living conditions. Essential sanitary facilities are absent or nonfunctional. The property lacks a proper water closet, lavatory, bathtub, or shower, and does not provide hot and cold running water, rendering the dwelling unfit for basic residential use. Signs of general dilapidation and improper maintenance are evident throughout the property. The surrounding premises contain hazardous and unsanitary accumulations of vegetation, debris, garbage, stagnant water, and vermin harborage, creating fire, health, and safety hazards. The extent of deterioration indicates inadequate building maintenance, contributing to unsafe conditions that classify portions of the structure as unsafe.

5. Photos & Diagrams

See attached document.

6. Signature & Certification

- **Inspector's Name:** *Audry Martinez*
- **Qualification/Title:** *Code Enforcement Officer*
- **Signature:**
- **Date:** *November 20, 2025*

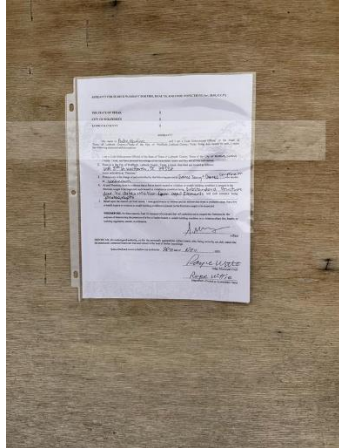
- **Inspector's Name:** *Tara Tomlinson*
- **Qualification/Title:** *Director of Development Services*
- **Signature:**
- **Date:** *November 20, 2025*

Notes:

- This report is based on the inspection conducted on the date mentioned above and is subject to the limitations of the scope outlined.
- The findings are not an exhaustive analysis of all potential structural issues but are based on the visible and accessible areas during the inspection. Further investigations may be required to fully assess the integrity of the structure.

END OF REPORT

609 5th Street



(1) Lack of or improper water closet, lavatory, bathtub or shower in a dwelling unit.



(2) Lack of or improper window screens as necessary to prevent the entry of insects.



(4) Lack of hot and cold running water to plumbing fixtures in a dwelling unit.

Service Ended: October 10, 2022

(12) General dilapidation or improper maintenance.

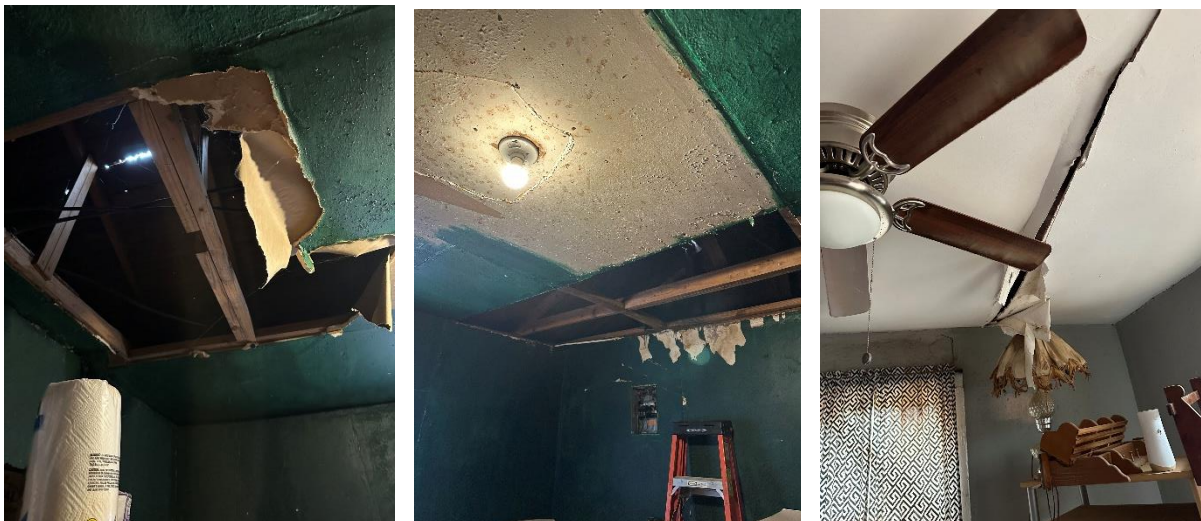


(15) Defective or deteriorated flooring or floor supports. AND

(16) Flooring or floor supports of insufficient size to carry imposed loads with safety.



(19) Members of ceilings, roofs, ceiling and roof supports or other horizontal members, which sag, split, or buckle due to defective material or deterioration.





(26) Faulty weather protection. Weather protection which shall include but not be limited to the following:

(A) Deteriorated, crumbling, or loose plaster.

(B) Deteriorated or ineffective waterproofing of exterior walls, roof, foundations, or floors, including broken windows or doors.

(C) Defective or lack of weather protection for exterior wall coverings, including lack of paint, or weathering due to lack of paint or other approved protective covering.

(D) Broken, rotted, split, or buckled exterior wall coverings or roof coverings.



(29) Hazardous or unsanitary premises. Those premises on which an accumulation of weeds, vegetation, junk, dead organic matter, debris, garbage, offal, rat harborages, stagnant water, combustible materials, and similar materials or conditions which constitute fire, health, of safety hazards.



(30) Inadequate maintenance. Any building or portion thereof which is determined to be an unsafe building as a result of improper or inadequate maintenance.

SEE ALL PHOTOS

ORDER NO. 2026-001

AN ORDER OF THE CITY OF WOLFFORTH BOARD OF ADJUSTMENT WITH REGARD TO THE ABATEMENT OF THE SUBSTANDARD AND DANGEROUS STRUCTURES LOCATED AT 609 5th STREET, WOLFFORTH, TEXAS

WHEREAS, the Board of Adjustment for the City of Wolfforth conducted a public hearing and considered action items on February 17, 2026, which included item number 3 to take appropriate action on determination of the substandard nature of structures located at 609 5th Street Wolfforth, Texas (“Property”), legal description being: CASEY #4 BLK 5 W60’OF L1; and

WHEREAS, City of Wolfforth staff and Christina Chavez, owner of the Property (“Owner”), presented information to the Board of Adjustment regarding the condition of the structures on the Property;

WHEREAS, the Board of Adjustment specifically finds that all proper notices have been sent consistent with City Ordinances and that the owners of the Property appeared at the public hearing; and

WHEREAS, based upon the evidence presented, the Board of Adjustment finds that the Property is in violation of the ordinances relative to substandard structures under Article 3.07 of Chapter 3 Building Regulations of the City Code of Ordinances; and

WHEREAS, the Board of Adjustment finds that the structure is unoccupied and needs to be secured against unauthorized entry; and

WHEREAS, the Board of Adjustment finds that the interior of the structure contains nuisance conditions that constitute a hazard to the health, safety, and welfare of the citizen and likely to endanger persons and property; and

WHEREAS, the Board of Adjustment takes notice of and incorporates all evidence presented to the Board at its February 17, 2026 meeting, including the issuance of notices, for its consideration of this matter and incorporates the same into the body of this Order for all purposes

WHEREAS, based upon the evidence presented, the Board of Adjustment finds that the Property is in violation of the City Code of Ordinances; and

WHEREAS, the Board of Adjustment finds that the main structure is dilapidated, substandard and/or unfit for human habitation, constitutes a hazard to the health, safety and welfare of the citizen and likely to endanger persons and property.

THEREFORE, IT IS HEREBY ORDERED BY THE BOARD OF ADJUSTMENT CITY OF WOLFFORTH THAT:

1. All individuals cease occupancy of structures on the Property until repairs are completed and approved;

2. Owner must secure the property against unauthorized entry by no later than February 28, 2026 and while the work is being performed as determined by the Director of Development Services;
3. Owner must submit an Action Plan for Correction within 90 days of this Order, detailing specific corrective measures for each violation, timeline for completion of each repair, and list of licensed contractors or professionals to be engaged;
4. No work be performed until such time as any required permit is issued consistent with City ordinances;
5. All work to be performed must be conducted consistent with applicable City ordinances, state and federal regulations and statutes;
6. No person or entity may occupy the structures on the Property until such time as a final inspection is conducted and certificate of occupancy issued;
7. Should the Owner, lien holder, or mortgagee fail to submit an Action Plan for Correction within 90 days of this Order, the City may demolish the structure(s) on the Property, and place a lien on the Property in accordance with applicable law.
8. Should the Owner violate the terms of this Order, the City may seek administrative penalties in an amount not to exceed \$1,000 per day.
9. The City Secretary shall file a copy of this Order with the City within 10 days of the date of this Order and publish in a newspaper of general circulation the street address/legal description of the Property, the date of the hearing, a brief statement of the results of this Order and provide notice that a copy of this Order and the minutes of the meeting may be reviewed and/or obtained during regular business hours in the office of the City Secretary.

ORDERED THIS 17th DAY OF FEBRUARY 2026


Chair of Board of Adjustment

ATTEST:


Director of Development Services

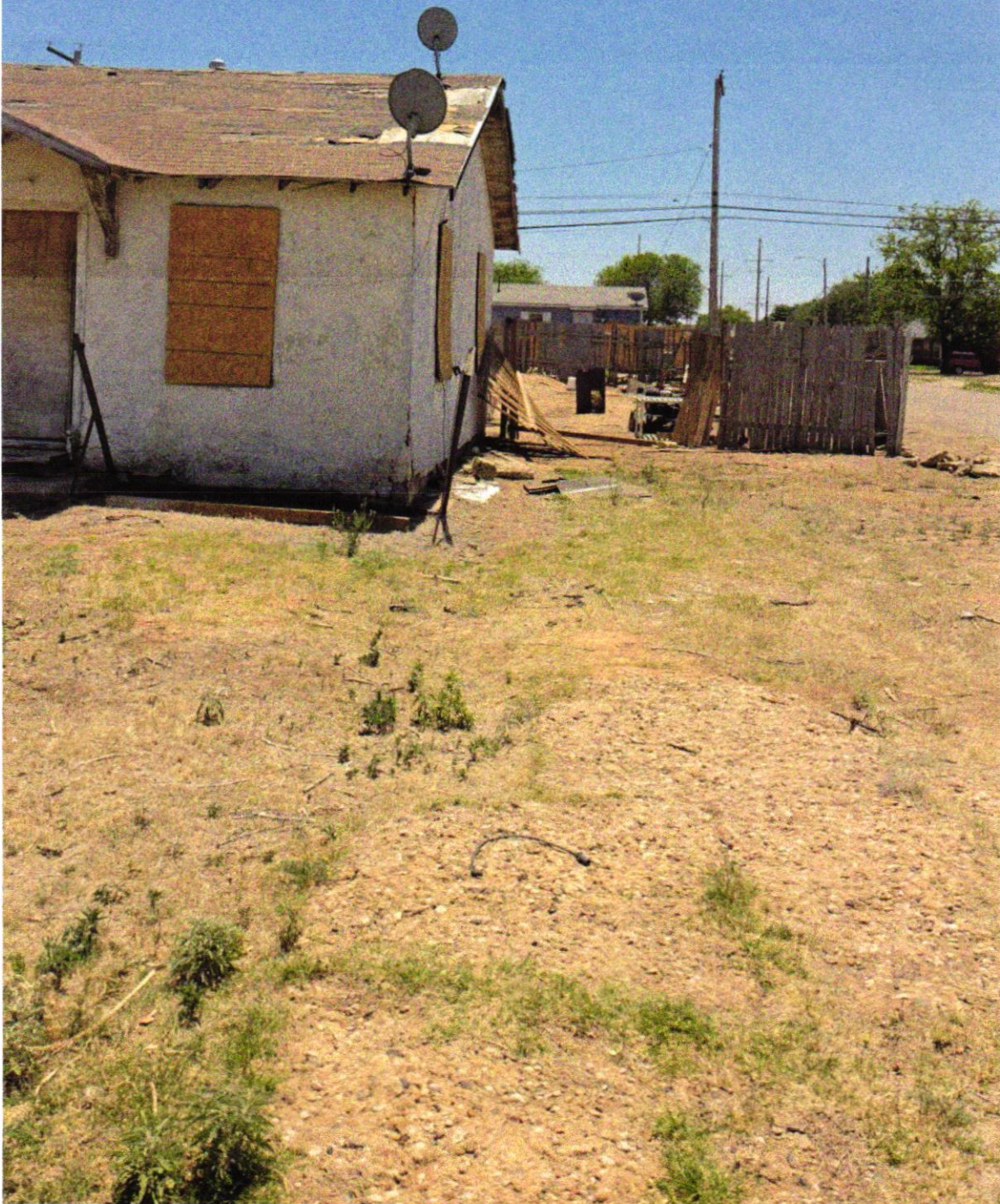


Le09 5th
5/12/2026

Item # 4.

Le09 Stn
5/12/2020

Item # 4.



6009 5th
5/12/2026

Item # 4.



609 5th
5/12/2024

Item # 4.





AGENDA ITEM COMMENTARY

MEETING NAME:	Zoning Board of Adjustment
MEETING DATE:	May 19, 2026
ITEM TITLE:	Conduct a Public Hearing on a substandard structure at 407 3rd Street: ORIG T WOLFFORTH BLK 6 L 4 (LESS BLDG ONLY).
STAFF INITIATOR:	Tara Tomlinson, Director of Development Services

BACKGROUND:

This commentary applies to the next two agenda items:

1. Conduct a Public Hearing on a substandard structure at 407 3rd Street: ORIG T WOLFFORTH BLK 6 L 4 (LESS BLDG ONLY).
2. Consider and take appropriate action on a substandard structure at 407 3rd Street: ORIG T WOLFFORTH BLK 6 L 4 (LESS BLDG ONLY).

Over the past year, the City of Wolfforth Code Enforcement has been actively identifying structures that fail to meet the minimum standards necessary to protect life, health, property, safety, and the general welfare of the public from the dangers of substandard buildings. In April 2026, Code Enforcement obtained an administrative warrant to inspect the property, document its condition, and assess the extent of the violations. Notice was sent out April 14, 2026 by certified, mail to all owners, lien holders, and mortgage holders about the Board of Adjustment hearing. No mail was returned to the city during this time. Publication was made in the Avalanche Journal on April 27, 2026 and May 4, 2026.

The inspection identified multiple deficiencies affecting both structural and non-structural elements of the property. Structural concerns include walls and vertical supports that are splitting, leaning, or buckling due to deterioration, along with signs of dampness and ineffective waterproofing in exterior walls, the roof, and foundation components. The roof and ceiling structures also exhibit sagging and damage, with portions showing broken or deteriorated coverings. Non-structural issues include defective flooring and inadequate window protections, such as missing or improper screens. Additional observations revealed a lack of reliable hot and cold running water, absence of proper sewage connection, and overall dilapidation due to inadequate maintenance, contributing to the building being classified as unsafe. These conditions present immediate safety concerns, particularly an unstable roof, and pose ongoing risks such as progressive structural failure, material degradation, reduced occupant safety, code non-compliance, and potential water intrusion or flooding.

Attached in the exhibits are photographs that document the following findings, defined under 03.07.015 of the City of Wolfforth Code of Ordinances:

- Walls: (17) Members of walls, partitions, or other vertical supports that split, lean, list, or buckle due to defective material or deterioration. (10) Dampness of habitable rooms. (26)(B) Deteriorated or ineffective waterproofing of exterior walls, roof, foundations, or floors, including broken windows or doors.

- Roof: (19) Members of ceilings, roofs, ceiling and roof supports or other horizontal members, which sag, split, or buckle due to defective material or deterioration. (26)(D) Broken, rotted, split, or buckled exterior wall coverings or roof coverings.

- Windows and Doors: (2) Lack of improper window screens as necessary to prevent the entry of insects.

- Flooring: (15) Defective or deteriorated flooring or floor supports.

- (4) Lack of hot and cold running water to plumbing fixtures in a dwelling unit.

- (12) General dilapidation or improper maintenance.

- (13) Lack of connection to required sewage disposal system.

- (30) Inadequate maintenance- Any building or portion thereof which is determined to be an unsafe building as a result of improper or inadequate maintenance.

EXHIBITS:

1. Notice
2. Inspection Report
3. Photos

BOARD ACTION/STAFF RECOMMENDATION:

Hold a public hearing.

WOLFFORTH CODE ENFORCEMENT

Audry Martinez
Code Enforcement Officers
302 Main Street
Wolfforth, TX 79382
Phone: 806-855-4120

Kathran Lewallen
Code Enforcement Officers
302 Main Street
Wolfforth, TX 79382
Phone: 806-855-4120

Tara Tomlinson
Director of Development Services
302 Main Street
Wolfforth, TX 79382
Phone: 806-855-4130

Owner:

Ramiro Villarreal
PO Box 623
Wolfforth, TX 79382

Lienholder:

RE: Substandard Structures at 407 3rd Street Wolfforth, TX 79382: ORIG T WOLFFORTH BLK 6 L 4

Dear Owner,

On April 13, 2026, an inspection was made of the above referenced property. The property displays extensive structural deterioration, inadequate maintenance, and multiple habitability deficiencies, many of which present immediate health and safety concerns. The building’s exterior walls show significant weather protection failures, including deteriorated or loose siding, ineffective waterproofing, and broken windows or doors. Roof coverings are rotted, broken, split, or buckled, and lack adequate protective coatings, leaving the structure exposed to the elements. (See attached full report)

You are hereby notified that a hearing will be held before the zoning board of adjustment of the city, at **City Hall 302 Main Street Wolfforth, TX 79382 on the 19th day of May 2026 at 5:30 p.m.** The purpose of the hearing is to make a final determination as to whether the structure described is in violation of the dangerous building code of the city. You may be present at the hearing and may, but need not be, represented by legal counsel. You may present any relevant evidence and will be given full opportunity to cross-examine all witnesses testifying against you. You may request the issuance of subpoenas to compel the attendance of witnesses and the production of books, documents or other things by filing an affidavit thereof with the zoning board of adjustment. At the time of the hearing, you (whether you be the owner, lienholder, or mortgagee) will be required to submit at the hearing proof of the scope of any work that may be required to comply with the code and the time it will take to reasonably perform the work. In the event you seek to obtain more than thirty (30) days to complete the project, you will be required to reasonably establish that the work cannot be completed within thirty 30 days. In the event you seek to obtain more than ninety (90) days to complete the work, you will be required to submit a detailed plan and time schedule for the work at the hearing and establish that the work cannot be completed within ninety (90) days.

If the Zoning Board of Adjustment finds the structure violates the Code and poses a hazard to public health, safety, or welfare, it may order the building to be repaired, removed, or demolished within the specified time frame. Any person affected by any order may seek to appeal the order within thirty (30) days to the State District Court for relief and upon failure to do so within such period of time such order shall be final.

Audry Martinez
Code Enforcement Officer

Kathran Lewallen
Code Enforcement Officer

Tara Tomlinson
Director of Dev. Services

SUBSTANDARD STRUCTURE REPORT

1. Report Information

- **Date of Inspection:** April 14, 2026
 - **Report Prepared by:** Kathran Lewallen and Tara Tomlinson
 - **Location of Structure:** 407 3rd Street Wolfforth, TX 79382
 - **Client/Owner:** Ramiro Villarreal
 - **Purpose of Inspection:** safety concerns of a substandard structure due to debris from the house carried by the wind impacting neighboring homes
-

2. Findings & Observations- [included numbers are found under code 3.07.015]

2.1 Structural Elements

- **Walls:** (17) Members of walls, partitions, or other vertical supports that split, lean, list, or buckle due to defective material or deterioration. (10) Dampness of habitable rooms. (26)(B) Deteriorated or ineffective waterproofing of exterior walls, roof, foundations, or floors, including broken windows or doors.
- **Roof:** (19) Members of ceilings, roofs, ceiling and roof supports or other horizontal members, which sag, split, or buckle due to defective material or deterioration. (26)(D) Broken, rotted, split, or buckled exterior wall coverings or roof coverings.

2.2 Non-Structural Elements

- **Windows and Doors:** (2) Lack of improper window screens as necessary to prevent the entry of insects.
- **Flooring:** (15) Defective or deteriorated flooring or floor supports.

2.3 Additional Observations

- (4) Lack of hot and cold running water to plumbing fixtures in a dwelling unit.
 - (12) General dilapidation or improper maintenance.
 - (13) Lack of connection to required sewage disposal system.
 - (30) Inadequate maintenance- Any building or portion thereof which is determined to be an unsafe building as a result of improper or inadequate maintenance.
-

3. Safety Concerns

- **Immediate Safety Concerns:**
 - Unstable roof
 - **Potential Future Hazards:**
 - Progressive structural failure
 - Degradation of materials (corrosion, rust, wood rot, etc)
 - Diminished occupant safety
 - Non-compliance with safety codes
 - Risk of flooding or water damage
-

4. Conclusion

The inspection identified multiple deficiencies affecting both structural and non-structural elements of the property. Structural concerns include walls and vertical supports that are splitting, leaning, or buckling due to deterioration, along with signs of dampness and ineffective waterproofing in exterior walls, the roof, and foundation components. The roof and ceiling structures also exhibit sagging and damage, with portions showing broken or deteriorated

coverings. Non-structural issues include defective flooring and inadequate window protections, such as missing or improper screens. Additional observations revealed a lack of reliable hot and cold running water, absence of proper sewage connection, and overall dilapidation due to inadequate maintenance, contributing to the building being classified as unsafe. These conditions present immediate safety concerns, particularly an unstable roof, and pose ongoing risks such as progressive structural failure, material degradation, reduced occupant safety, code non-compliance, and potential water intrusion or flooding.

5. Photos & Diagrams

See attached document.

6. Signature & Certification

- **Inspector's Name:** *Kathran Lewallen*
 - **Qualification/Title:** *Code Enforcement Officer*
 - **Signature:**

 - **Date:** *April 14, 2026*

 - **Inspector's Name:** *Tara Tomlinson*
 - **Qualification/Title:** *Director of Development Services*
 - **Signature:**

 - **Date:** *April 14, 2026*
-

Notes:

- This report is based on the inspection conducted on the date mentioned above and is subject to the limitations of the scope outlined.
 - The findings are not an exhaustive analysis of all potential structural issues but are based on the visible and accessible areas during the inspection. Further investigations may be required to fully assess the integrity of the structure.
-

END OF REPORT















AGENDA ITEM COMMENTARY

MEETING NAME:	Zoning Board of Adjustment
MEETING DATE:	May 19, 2026
ITEM TITLE:	Consider and take appropriate action on a substandard structure at 407 3rd Street: ORIG T WOLFFORTH BLK 6 L 4 (LESS BLDG ONLY).
STAFF INITIATOR:	Tara Tomlinson, Director of Development Services

BACKGROUND:

The previous item was to hold a Public Hearing to receive comments on a determination of a substandard structure at 407 3rd Street: ORIG T WOLFFORTH BLK 6 L 4 (LESS BLDG ONLY).

EXHIBITS:

BOARD ACTION/STAFF RECOMMENDATION:

If the Board of Adjustment finds that the structure is in violation, then the board shall require the owner, lienholder, or mortgagee of the building to within (30) days do one or more of the following:

1. Secure the structure from unauthorized entry.
2. Require repair, remove, or demolish the structure in (30) days, unless the owner or lienholder establishes at the hearing that the work cannot be reasonable done in that timeframe.
3. If the board determines that additional time is necessary, they can establish a time schedule for work to be performed. No more than (90) days to repair, remove, or demolish the structure is allowed unless a detailed plan and schedule for work are submitted at the hearing.
4. If over (90) days is allowed, regular progress reports must be submitted to the building inspector.