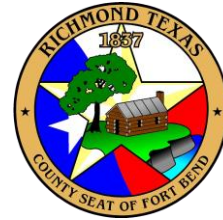


STATE OF TEXAS

COUNTY OF FORT BEND

CITY OF RICHMOND



The Building and Standards Commission for the City of Richmond, Texas met on January 11, 2016 at 5:30 p.m. Meeting was held at an alternate location 600 Preston Street, Richmond Police Department Meeting Room.

Norma Cavazos, Building and Standards Chairman called the meeting to order at 5:33 p.m. A quorum was present, with the following members in attendance:

Board Members Present:

Bobby Reyes  
Jim Jackson  
David Reese  
Adan Perez  
Norma Cavazos  
Albert Davis – Alternate  
Katherine Joseph- Alternate

Albert Cantu – Fire Marshal and City Liaison  
Assistant Police Chief – Dixie Brzozowski  
Attorney – Gary Smith

Albert Cantu, Fire Marshal recommended that the previous meeting minutes be added to the agenda for approval from the commission members. January 11, 2016, meeting minutes was added to the agenda, minutes were approved by David Reese and second by Adan Perez. Norma opened the floor for anyone from the public to address the commission, nobody commented. This meeting was a workshop for all the Building and Standards Commission Members. The floor was turned over to Albert Cantu to discuss A3- Duties, responsibilities and expectations of the building and standards commission. Albert began with explaining the letter process. He advised that the City starts with a Courtesy Letter, this allows the Owner/Representative of the property 10 days to respond either by correcting the issue or present a plan to correct the issue which will then be presented to the commission for approval. Second letter issued is the letter of enforcement which again allows 10 days to respond. Last letter is the letter of enforcement. This letter is mailed out in two ways, one as regular mail, second certified mail. Albert explained if there is no response from the Owner/Representative of the property the City will move forward with attempting to locate the responsible person to summons them to a hearing with the Building and Standards Commission. In the event the City is unsuccessful with notifying the responsible party we will move forward with posting the property in question in the newspaper, again if we are unsuccessful the City will present all information to the Building and Standards Commission for orders to remove the violation of the property. Albert explained to the commission the time frame allotted to make a decision to remove or make the violation safe pending the communications we get from the responsible party.

David Reese asked if the city will board up any dangerous buildings found to be in violation. Albert answered with we will attempt contact with the property owner first to request that they secure the building. If we don't receive compliance from the property owner, then the City may secure the building from entry.

Norma asked the process of the hearing. She asked, does an answer need to be made on the day of the hearing. Albert advised that the hearing is made to discuss how the issue presented is going to be corrected and property made safe, Albert reiterated to the commission that this is their decision they can allow them time to repair the issue. The commission can request a monthly progress report from the City or the responsible party. The goal is to make the issue safe. If the violation is not corrected by the allotted time, then the commission can move forward with the removal of the dangerous building or the cleanup whichever the case may be.

Albert showed the commission members examples of property files. He advised the commission the process of how the cases will be presented to the BSC.

Albert reminded the commission that there should not be any discussion pertaining to the Building and Standards Commission outside of the regular schedule business meeting.

Norma made a motion to set the next meeting date for Monday, February 8, 2016. Second by Jim Jackson, passed. David Reese made a motion to adjourn the meeting second by Bobby Reyes, meeting adjourned at 6:25 p.m...

There being no further business to be brought before the commission, Board Member Jim Jackson motioned for the meeting to be adjourned. Albert Davis seconded and the BSC adjourned. The meeting was adjourned at 6:00 p.m.

APPROVED:

ATTEST

\_\_\_\_\_  
Albert Cantu

\_\_\_\_\_  
Terri Vela, City Manager