THE CITY OF BURLESON TEXAS

Department Memo

City Council Regular Meeting

DEPARTMENT: **City Secretary's Office**

FROM: **Amanda Campos, City Secretary**

MEETING: **November 9, 2026**

SUBJECT:

Consider and take possible action on an Ordinance amending Chapter 10 Buildings and Building Regulations, Art. II, Division 3 Building Codes and Standard Board, Appendix B, Art. I, Chapter 11 Board of Adjustments, and Chapter 6 Animal Care and Control, Section 6-16 Animal Shelter Advisory Committee. (First Reading) (*Staff Contact: Amanda Campos, City Secretary)*

STRATEGIC PRIORITY AND GOAL(S):

Strategic Priority	Strategic Goal
High Performing City Organization Providing Exceptional, People Focused Services	1.2 Continue to improve the efficiency and productivity of operations 1.3 Deliver high-quality service and communications to external and internal customers

SUMMARY:

The Council Policies and Valuation Committee met on August 26, 2026 to consider amendments to various boards and committee structures, memberships, and terms. Specifically, adding and ADA position to each board, the existing requirements of the Building Codes and Standard members, members serving on more than one board, and the term of the Animal Welfare representative for the Animal Shelter Advisory Board.

The Committee reviewed and discussed on the possible options and what needs were being addressed and what would serve the highest level of good. The following recommendations are being presented to the full council for considerations:

- **Assigning all the duties and responsibilities of the Building Codes and Standard Board to the Board of Adjustments**

11-10 – Appeals to the board of adjustment

(a) Appeals to the board of adjustment may be taken by any person aggrieved or by any officer, department, board or bureau of the municipality affected by any decision of the administrative official as designated under section 13-100. Such appeal ~~shall~~must be ~~taken~~filed not later than the 20th day after the day of the decision is made ~~within ten business days as provided by the rules of the board~~, by filing with the officer from whom the appeal is taken and with the board of adjustment, a notice of appeal specifying the grounds for the appeal. The officer from whom the appeal is taken shall forthwith transmit to the board of adjustment all the papers constituting the record of the action appealed.

(b) The members of the Board of Adjustment shall also act as members of the Building Codes and Standard Board created in Chapter 10 Section 10-75 to accomplish purposes and perform functions established in Chapter 10, Article II, Division 3.

~~(b c)~~ An appeal stays all proceedings in furtherance of the action appealed unless the officer from whom the appeal is taken certifies to the board of adjustment that by reason of facts stated in the certificate, a stay would, in his opinion, cause imminent peril of life or property. In such a case, proceedings shall not be stayed, otherwise than by a restraining order which may be granted by the board of adjustment or by a court of record on application and on due cause shown.

- Removing the existing Building Codes and Standard Board membership – there are currently no appointed members to the board today

(a) Membership.

~~The board membership shall be in compliance with chapter 2, article II, section 2-31(e). The building official shall be an ex officio member of and shall act as secretary to the board, but shall have no vote on any matter before the board~~.The members of the Board of Adjustment as created in Appendix B Article I, Section11-100 shall also serve as and be members of the Building Codes and Standards Board.

~~(b) Terms.~~

~~The terms of members shall be in compliance chapter 2, article II, section 2-31(d).~~
~~§ 10-77. Qualifications of members. (Ord. No. B-721, § 1(5-15), 9-23-2004)~~
~~It is the intent of the city council that the board members shall, by reason of diversity of their individual areas of expertise, constitute a board which is broadly representative of various fields of building construction and building standards.~~
~~(1) The board shall, at a minimum, consist of:~~
~~a. Two licensed electricians, at least one of which shall be a master electrician; and~~
~~b. Two licensed plumbers, at least one of which shall be a master plumber; and~~
~~c. One building contractor; and~~
~~d. One person holding a license or certification from the Texas Commission on Fire Protection; and~~
~~e. One licensed heat and air conditioning contractor.~~
~~(2) Members, except for the building official, may not be employees of the City of Burleson. Members will serve without compensation and must be:~~
~~a. Residents of the City; or~~
~~b. Own or be employed by a business located in the City; and~~
~~c. Hold a license or registration under this chapter.~~

- **Modifying the Policy #40 as presented in a separate item before council on this agenda**
- **Removing the term limits for the Animal Welfare Representative – this is in alignment with the other specific positions on the Animal Shelter Advisory committee**.
  (c) Number of members; terms.

  The committee shall be in compliance with chapter 2, article II, section 2-31(e) for number of members and each member shall serve terms in compliance with chapter 2, article II, section 2-31(d). Notwithstanding the above, term limits shall not apply to the committee seats reserved for the one licensed veterinarian, the one municipal official, one representative of the animal welfare organization, and the one person whose duties include the daily operation of an animal shelter.

RECOMMENDATION:

Council Policies & Valuation Committee recommendations are stated in the summary.

PRIOR ACTION/INPUT (Council, Boards, Citizens):

Council Policy & Valuation – August 26, 2026

REFERENCE:

FISCAL IMPACT:

STAFF CONTACT:

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