



# STAFF REPORT

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**MEETING DATE:** January 25, 2024

**MEETING TYPE:** Building and Standards Commission

**SUBMITTED BY:** Cynthia Olguin, City Secretary

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

Presented by: Cynthia Olguin, City Secretary

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## **Background Information**

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

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

## **Staff Recommendation**

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

## **Supporting Documentation and Attachments**

Zoning Ordinance, Chapter 3. Building Regulations

## Chapter 3. Building Regulations

### ARTICLE 3.05. DANGEROUS AND SUBSTANDARD BUILDINGS

#### § 3.05.006. Building and Standards Commission.

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

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

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

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

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

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

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

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

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