



# City of Denton

City Hall  
215 E. McKinney St.  
Denton, Texas 76201  
[www.cityofdenton.com](http://www.cityofdenton.com)

## Meeting Agenda

### Health & Building Standards Commission

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Thursday, January 8, 2026

3:00 PM

Development Service Center

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After determining that a quorum is present, the Health and Building Standards Commission of the City of Denton, Texas will convene in a Regular Meeting on Thursday, January 8, 2026, at 3:00 p.m. in Training Rooms 1 and 2 at the Development Service Center, 401 N. Elm Street, Denton, Texas at which the following items will be considered:

#### 1. PLEDGE OF ALLEGIANCE

- A. U.S. Flag
- B. Texas Flag

“Honor the Texas Flag – I pledge allegiance to thee, Texas, one state under God, one and indivisible.”

#### 2. WORK SESSION

- A. [HBS25-016](#) Receive a report and hold a discussion regarding Health and Building Standards Commission (HABSCO) annual training covering, but not limited to, the powers and duties of HABSCO, the dangerous building determination process, quasi-judicial hearing procedures, Open Meetings and Open Records Act.

#### 3. ITEMS FOR CONSIDERATION

- A. [HBS25-014](#) Elect a Chair and Vice-Chair to the Health and Building Standards Commission.

Attachments: [Exhibit 1 - Agenda Information Sheet](#)

- B. [HBS25-015](#) Consider approval of the November 13, 2025 meeting minutes.

Attachments: [November 13, 2025](#)

- C. [HBS25-018](#) Receive a status update on prior dangerous and substandard determinations made by the Health and Building Standards Commission pursuant to Chapter 17 of the Denton Code of Ordinances.

#### 4. CONCLUDING ITEMS

A. Under Section 551.042 of the Texas Open Meetings Act, respond to inquiries from the Health and Building Standards Commission or the public with specific factual information or recitation of policy, or accept a proposal to place the matter on the agenda for an upcoming meeting AND Under Section 551.0415 of the Texas Open Meetings Act, provide reports about items of community interest regarding which no action will be taken, to include: expressions of thanks, congratulations, or condolence; information regarding holiday schedules; an honorary or salutary recognition of a public official, public employee, or other citizen; a reminder about an upcoming event organized or sponsored by the governing body; information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official or employee of the municipality; or an announcement involving an imminent threat to the public health and safety of people in the municipality that has arisen after the posting of the agenda.

NOTE: The Health and Building Standards Commission reserves the right to adjourn into a Closed Meeting on any item on its Open Meeting agenda consistent with Chapter 551 of the Texas Government Code, as amended, or as otherwise allowed by law.

CERTIFICATE

I certify that the above notice of meeting was posted on the official website (<https://tx-denton.civicplus.com/242/Public-Meetings-Agendas>) and bulletin board at City Hall, 215 E. McKinney Street, Denton, Texas, on December 31, 2025, in advance of the three (3) business day posting deadline, as applicable, and in accordance with Chapter 551 of the Texas Government Code.

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OFFICE OF THE CITY SECRETARY

NOTE: THE CITY OF DENTON'S DESIGNATED PUBLIC MEETING FACILITIES ARE ACCESSIBLE IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT. THE CITY WILL PROVIDE ACCOMMODATION, SUCH AS SIGN LANGUAGE INTERPRETERS FOR THE HEARING IMPAIRED, IF REQUESTED AT LEAST TWO (2) BUSINESS DAYS IN ADVANCE OF THE SCHEDULED MEETING. PLEASE CALL THE CITY SECRETARY'S OFFICE AT 940-349-8309 OR USE TELECOMMUNICATIONS DEVICES FOR THE DEAF (TDD) BY CALLING 1-800-RELAY-TX SO THAT REASONABLE ACCOMMODATION CAN BE ARRANGED.



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## AGENDA INFORMATION SHEET

**DEPARTMENT:** Department of Development Services

**DCM:** Cassey Ogden

**DATE:** January 8, 2025

### **SUBJECT**

Elect a Chair and Vice-Chair to the Health and Building Standards Commission.

### **BACKGROUND**

The Health and Building Standards Commission elects a chairperson and vice-chairperson from its members annually.

Per the Boards, Commissions, and Council Committees Handbook:

### **ELECTION OF OFFICERS**

Procedures for the election of officers for appointed boards are established to ensure consistency with the City Council's goals and policies in making board appointments. Except where otherwise provided by state law, federal law, City Charter, or City ordinances or resolutions, election of officers for City of Denton council-appointed boards will be as follows:

- The chair and vice-chair will be elected by voting board members.
- Election of officers shall be annually and occur in January or February. For those boards not meeting regularly, the election shall be held during the first board meeting of the calendar year. If, for any reason, the chair or vice-chair vacates their seat, a special election shall be held to fill the unexpired term. A temporary chair may be selected by the board pursuant to Roberts Rules of Order.
- The staff liaison, designated by the City Manager, shall serve as the official secretary to the board or commission to ensure records are maintained in accordance with requirements of the City Secretary's office.
- The City Council shall reserve the right, as deemed necessary in individual instances, to appoint the chair and vice-chair for any special issue or temporary advisory committees. If the City Council chooses not to make the appointment for chair and vice-chair, then the procedure outlined in this policy will apply.

### **EXHIBITS**

1. Agenda Information Sheet

Respectfully submitted:  
Amber Rodgers  
Building Official

Prepared by:  
Cathy Welborn

Administrative Assistant III

**MINUTES**  
**HEALTH AND BUILDING STANDARDS COMMISSION**  
**November 13, 2025**

After determining that a quorum was present, the Health and Building Standards Commission of the City of Denton, Texas convened in a Regular Meeting on Thursday, November 13, 2025, at 3:00 p.m. in Training Rooms 1 and 2 at the Development Service Center, 401 N Elm Street, Denton, Texas at which the following items were considered:

PRESENT: Chair Nicholas Stevens, Vice Chair Zachary Cathcart, Commissioners: Eric Dafoe, Doug Ferguson, Joshua Ingram, Kyle Minter, and Casey Straughn

**REGULAR MEETING**

Chair Stevens opened the meeting at 3:00 p.m.

**1. PLEDGE OF ALLEGIANCE**

- A. U.S. Flag
- B. Texas Flag

**2. ITEMS FOR CONSIDERATION**

- A. HBS25-012 Consider approval of the August 14, 2025, minutes.

Chair Steven motioned to approve the August 14, 2025, meeting minutes. Motion seconded by Commissioner Ingram. Motion carried.

AYES (7): Chair Stevens, Vice-Chair Cathcart and Commissioners: Dafoe, Ferguson, Ingram, Minter, and Straughn

NAYS (0): None

- B. HBS25-011 Consider approval of the 2026 meeting schedule.

The item was presented and discussion followed.

Chair Stevens motioned to approve the 2026 meeting schedule with the amendment to cancel the March 12, 2026 meeting. Motion seconded by Commissioner Dafoe. Motion carried.

AYES (7): Chair Stevens, Vice-Chair Cathcart and Commissioners: Dafoe, Ferguson, Ingram, Minter, and Straughn

NAYS (0): None

C. HBS25-013 Receive a status update on prior dangerous and substandard determinations made by the Health and Building Standards Commission pursuant to Chapter 17 of the Denton Code of Ordinances and receive a status update on the proposed quantity and cadence of 2026 dangerous and substandard cases.

The item was presented and discussion followed.

Following discussion, there was no direction provided as the item was for presentation/discussion purposes.

### 3. CONCLUDING ITEMS

The Commission requested a discussion regarding Accessory Dwelling Units and training regarding dangerous buildings. Staff agreed to the request and to add to an upcoming agenda.

Chair Stevens motion to adjourn. Motion seconded by Commissioner Ingram. Motion carried.

AYES (7): Chair Stevens, Vice-Chair Cathcart and Commissioners: Dafoe, Ferguson, Ingram, Minter, and Straughn

NAYS (0): None

The meeting was adjourned at 3:17 p.m.

X

Nicholas Stevens

Date

Chair of Health and Building Standards Commission

X

Cathy Welborn

Date

Administrative Assistant III