



# 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 9, 2025

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 9, 2025, at 3:00 p.m. in Training Rooms 3 and 4 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. ITEMS FOR CONSIDERATION

- A. [HBS24-020](#) Elect a Chair and Vice-Chair to the Health and Building Standards Commission.

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

- B. [HBS24-019](#) Consider approval of the October 10, 2024, minutes.

Attachments: [October 10, 2024](#)

- C. [HBS24-018](#) Receive a report and hold a discussion regarding the implementation plan for recent code of ordinances updates related to Dangerous Buildings Chapter 17 Division 3 of the Code of Ordinances.

#### 3. 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 January 2, 2025, in advance of the 72-hour 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 48 HOURS 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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## Legislation Text

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**File #:** HBS24-020, **Version:** 1

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### **AGENDA CAPTION**

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



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## AGENDA INFORMATION SHEET

**DEPARTMENT:** Development Services

**ACM:** Cassandra Ogden

**DATE:** January 9, 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:  
Emily Loiselle  
Deputy Building Official

Prepared by:  
Cathy Welborn  
Administrative Assistant III



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## Legislation Text

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**File #:** HBS24-019, **Version:** 1

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### **AGENDA CAPTION**

Consider approval of the October 10, 2024, minutes.

MINUTES  
HEALTH AND BUILDING STANDARDS COMMISSION  
October 10, 2024

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, October 10, 2024, at 3:01 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, Greg Coward, Eric Dafoe, and Joshua Ingram

ABSENT: Commissioner Sebastian Delgadillo

REGULAR MEETING

Chair Sweigart opened the meeting at 3:01 p.m.

1. PLEDGE OF ALLEGIANCE

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

2. ITEMS FOR CONSIDERATION

A. HBS24-014 Elect a Chair to the Health and Building Standards Commission.

Commissioner Stevens moved to nominate himself as Chair. Motion seconded by Commissioner Ingram. Motion carried.

AYES (4): Vice-Chair Cathcart and Commissioners Dafoe, Ingram and Stevens

NAYS (0): None

ABSTAINED (1): Coward

B. HBS24-015 Consider approval of the September 12, 2024, minutes.

Vice-Chair Cathcart motioned to approve the September 12, 2024, meeting minutes. Motion seconded by Commissioner Ingram. Motion carried.

AYES (5): Chair Stevens, Vice-Chair Cathcart, and Commissioners Coward, Dafoe, and Ingram

NAYS (0): None

C. HBS24-016 Consider approval of the 2025 meeting schedule.

Commissioner Ingram motioned to approve the 2025 meeting schedule. Motion seconded by Commissioner Dafoe. Motion carried.

AYES (5): Chair Stevens, Vice-Chair Cathcart, and Commissioners Coward, Dafoe, and Ingram  
NAYS (0): None

Re-vote for election of Chair due to lack of quorum on first vote.

A. HBS24-014 Elect a Chair to the Health and Building Standards Commission.

Commissioner Stevens moved to nominate himself as Chair. Motion seconded by Commissioner Ingram. Motion carried.

AYES (4): Vice-Chair Cathcart and Commissioners Dafoe, Ingram and Stevens  
NAYS (1): Coward

3. CONCLUDING ITEMS

Hilary Negron, Deputy City Attorney, requested the commissions interest in a work session regarding Dangerous Buildings.

The consensus of the Commission was to move forward with a work session regarding dangerous buildings.

Commissioner Ingram moved to adjourn the meeting. Motion seconded by Vice-Chair Cathcart. Motion carried.

The meeting was adjourned at 3:11 p.m.

X \_\_\_\_\_  
Michael Sweigart Date  
Chair of Health and Building Standards Commission

X \_\_\_\_\_  
Cathy Welborn Date  
Administrative Assistant III



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## Legislation Text

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**File #:** HBS24-018, **Version:** 1

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### **AGENDA CAPTION**

Receive a report and hold a discussion regarding the implementation plan for recent code of ordinances updates related to Dangerous Buildings Chapter 17 Division 3 of the Code of Ordinances.