



TOWN OF TROPHY CLUB

1 Trophy Wood Drive
Trophy Club, Texas 76262

MEETING AGENDA

BUILDING STANDARDS COMMISSION

December 5, 2024

6:30 PM

Council Chambers

CALL TO ORDER AND ANNOUNCE A QUORUM

PUBLIC COMMENT(S)

This is an opportunity for citizens to address the Board/Commission on any matter pursuant to Texas Government Code Sec. 551.007. The Board/Commission is not permitted to discuss or take action on any presentations made concerning matters that are not listed on the agenda. Presentations are limited to matters over which the Board/Commission has authority. Speakers have up to three (3) minutes or the time limit determined by the Presiding Officer. Each speaker must have submitted their request to speak by completing the Speaker's Form or may email tdixon@trophyclub.org

REGULAR ITEMS

1. Board Training. (Tammy Dixon, Town Secretary)
 1. Board Training and Building Standards Commission Roles and Responsibilities.
2. Consider the election of a vice-chair.

ADJOURN

The Board/Commission may convene into executive session to discuss posted items as allowed by Texas Government Code Sections 551.071 through 551.076 and Section 551.087.

Notice is hereby given that a quorum of the Town of Trophy Club Town Council may be in attendance at this meeting. The Town Council will not deliberate or take any action.

CERTIFICATION

I do hereby certify that the Notice of Meeting was posted on the bulletin board at the Town Hall

for the Town of Trophy Club, Texas, in a place convenient and readily accessible to the general public at all times on the following date and time: December 2, 2024, at 5:00pm, and said Notice of Meeting was also posted concurrently on the Town's website in accordance with Texas Government Code Ch. 551 at least 72 hours prior to the scheduled time of said meeting.

Matthew Cox
Director of Community Development

If you plan to attend this public meeting and have a disability that requires special needs, please contact the Town Secretary's Office at 682.237.2900, 48 hours in advance, and reasonable accommodations will be made to assist you.



BUILDING STANDARDS COMMISSION COMMUNICATION

MEETING DATE: December 5, 2024

FROM: Tammy Dixon, Town Secretary

AGENDA ITEM: Board Training. (Tammy Dixon, Town Secretary)

1. Board Training and Building Standards Commission Roles and Responsibilities.

BACKGROUND/SUMMARY: The Building Standards Commission hears and determines cases concerning alleged violations of ordinances regulating buildings and structures. The Commission is tasked with determining whether buildings and structures within the Town meet minimum building, fire, floodplain, and related code requirements. The Commission also orders appropriate remedial actions, has the authority to impose civil penalties as allowed by law, and provides a review of administrative decisions in addition to other functions authorized by ordinance. Cases must be heard by at least 4 members, either regular or alternate.

BOARD REVIEW/CITIZEN FEEDBACK:

FISCAL IMPACT:

LEGAL REVIEW:

ATTACHMENTS:

1. TC Board Training 2024
2. Building Standards Commission Training Draft 12.05.2024

ACTIONS/OPTIONS:



Board & Commission Orientation/Training

FY 2024-2025

Purpose/Overview

To provide new and existing members with information to help them perform professionally and effectively.

General Session Topics to be Covered:

- ✓ Roles
- ✓ Meetings/Agendas
- ✓ Rules/Parliamentary Procedures
- ✓ Attendance
- ✓ Conflict of Interest
- ✓ External Training
- ✓ Medial Relations
- ✓ Town Email
- ✓ Boards & Commissions Manual
- ✓ Questions

(Some information may not be applicable to the board you serve on)

Roles

Staff Liaison

- ✓ Town Manager assigns staff liaisons
- ✓ Prepare and distribute meeting calendars, agendas, etc.
- ✓ Ensure board activities adhere to Texas Open Meetings Act.
- ✓ Support staff takes meeting minutes
- ✓ Board Members may not direct or manage staff
- ✓ Boards may request staff assistance, but significant work must be approved by the Town Manager

Roles

Chair/Vice Chair

- ✓ The Town Council appoints chair and in some instances vice chair for certain boards.
- ✓ All other chair/vice chair elected by the board.
- ✓ Appointed/Elected each October for one year.
- ✓ Chair presides over meetings and may vote.
- ✓ Vice Chair presides in the absence of chair.
- ✓ If both chair and vice chair are absent, the board shall appoint one of its members to act as the presiding officer.

Roles

Alternates

- ✓ Alternates serve as voting members when a regular member is absent.
- ✓ The selection of an alternate is based on their place number.
- ✓ If alternate member #1 is unable to serve, alternate member #2 will take their place, and so on.

Roles

Responsibilities

- ✓ Representation
- ✓ Avoidance of Contacts & Individual Discussions
- ✓ Authority of Board Members
- ✓ Being an Effective Board Member

Roles

Being an Effective Board Member

- ✓ Be prepared
- ✓ Ask Questions
- ✓ Know the law
- ✓ Maintain focus
- ✓ Be courteous
- ✓ Be punctual
- ✓ Active participation
- ✓ Watch/Listen

Meetings/Agendas

- Meeting: The Texas Open Meetings act defines a “meeting” as any deliberation between a quorum of members of a governmental body at which any public business or public policy is discussed.
- Notice of Meeting
 - Notice of each meeting must be posted 72 hours prior to the meeting.
 - Each agenda must state time, place and provide “full and adequate notice” of the subjects to be considered
- Agenda
 - Call to Order
 - Public Comment (required on all agendas)
 - Law only allows Board to make a factual comment, recite an existing policy, or advise that subject will be placed on agenda at a later date.

Meetings/Agendas

- Regular Items
- Executive Session
 - All boards, commissions, committees and corporations must consult with the Town Attorney's Office prior to scheduling a closed session.
 - Closed meetings are authorized under the Texas Open Meetings Act only under certain cases
- Adjourn

Rules/ Parliamentary Procedure

Parliamentary Procedure is a set of rules for conduct at meetings, that allows everyone to be heard & to make decisions without confusion. The Town uses Robert's Rules as a "guide".

I move to amend a motion by...

I move to recess the meeting

I move to table

I move to end debate

Point of privilege

Point of order

I move to postpone

I move adjourn the meeting

Call the question



Attendance

Your attendance at meetings is very important and is documented by your staff liaison. A report is provided to Town Council during the annual appointment/reappointment process for review & consideration.



Applicable to all members – regular or alternate positions.

Conflict of Interest

Members must carefully review the City Code of Ethics upon appointment. If a Member has a conflict of interest regarding any item that is presented or required to be presented to the body for discussion or approval, the Member must

- (1) file a written statement to disclose the conflict of interest to the Chair and remaining Members;
- (2) abstain from any discussion on the matter with City staff or any other Members; and
- (3) recuse themselves from the meeting when the item is being discussed or considered by the body

External Training Opportunities



Examples...

North Central Texas Council of Governments (COG)

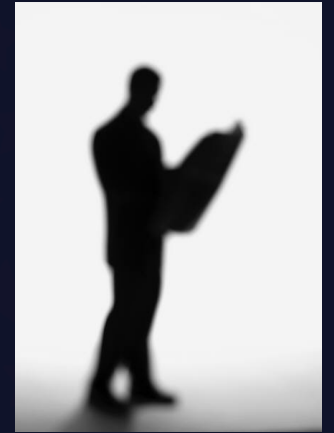
- Planning & Zoning Series
- Making Meetings Matter: Effective Meeting Strategies

Texas Municipal Clerks Association

- Parliamentary Procedure

Other local opportunities throughout the year

Media Relations & Social Media Postings



Word of Caution:

Be cautious when communicating with the media or posting information on social media sites using your title so it doesn't give the impression you are making a statement or opinion that is representative of the entire board or commission you serve on.

Town Email

All board members receive a town e-mail.

- Use of Town Email for Official Business
- Compliance with Texas Public Information Act.
- Texas Open Meetings Act Considerations
- Requests for Information



BOARD & COMMISSION MANUAL



A new manual has been drafted and will be distributed to each board member following Town Council approval.

Questions



Building Standards Commission

General Roles and Responsibilities

Creation

- Established under Article 3.15 of the Town's Code.
- Created to address violations of building and safety ordinances.
- Operates under Subchapter C, Chapter 54 of the Texas Local Government Code

Composition of the BSC

- Commission shall be comprised of the same members appointed to the Zoning Board of Adjustment
- 5 regular members and 2 alternates.
- Appointed by the town council for 2-year terms.
- Chair Vice Chair????
- Members may have expertise in fields such as fire prevention, construction, and public health

Meetings and Procedures

- Meetings are held on an as-needed basis.
- All meetings are subject to the Texas Open Meetings Act
- Quorum: 4 members
- Decisions require a majority vote of members present.

BSC Authority

- Hear and decide cases on violations of ordinances related to safety and property standards.
- Review proposed amendments to building and fire codes.
- Provide guidance to the building official and fire chief.
- Issue orders to address substandard structures.

Addressing Substandard Structures

- Structures are deemed substandard if they fail to meet minimum standards or pose a safety hazard.
- The Commission may order repairs, demolition, or other necessary actions.
- Property owners may be subject to penalties for non-compliance.

Rules and Notifications

- Rules of proceedings ensure fair hearings and allow evidence presentation.
- Notifications are sent to property owners and lienholders regarding hearings.
- Public notices must be published in advance of hearings.

Enforcement & Penalties

- Civil penalties up to \$1,000/day (or \$10/day for homesteads).
- Town may assess costs and place liens for non-compliance.
- Decisions can be appealed to district courts.



**BUILDING STANDARDS COMMISSION
COMMUNICATION**

MEETING DATE: December 5, 2024

FROM:

AGENDA ITEM: Consider the election of a vice-chair.

BACKGROUND/SUMMARY: The Town Council appoints a member of the Commission to serve as chairperson. The Commission shall annually elect a vice-chairperson.

BOARD REVIEW/CITIZEN FEEDBACK:

FISCAL IMPACT:

LEGAL REVIEW:

ATTACHMENTS:

None

ACTIONS/OPTIONS: