



BUILDING AND STANDARDS COMMISSION MINUTES

SPECIAL CALLED MEETING
Date: November 6, 2019

The Building and Standards Commission (BSC) convened for a special called meeting/ Commission Retreat on Wednesday, November 6, 2019 at the Austin Code Department, Hearing Room, 5202 E. Ben White Boulevard, Suite 550., Austin Texas.

Commission Members in Attendance:

Jessica Mangrum, Chair; Andrea Freiburger, Vice Chair; Commissioners: Natalya Sheddin, Wordy Thompson, Timothy Stostad, Sade Ogunbode, James Briceno, John Green, Edgar Farrera and Ex Officio Tom Vocke, Fire Marshall. Commissioner Pablo Avila was absent.

Staff in Attendance:

Melanie Alley, Code Review Analyst/BSC Coordinator; Robert Moore, Division Manager; Marlayna Wright, Investigator; Farah Presley, Inspector; Merlinda Coleman, Program Specialist; James Candelas, Program Specialist; Cora D. Wright, Director; Angela Means, Assistant Director; Jose Roig, Assistant Director; Rick Ramirez, Assistant Director; Daniel Word, Division Manager; Franklin Fejarang, Finance Manager; Brandon Carr, Assistant City Attorney; Lynn Carter Assistant City Attorney; Jennifer Verhulst, Chief Plans Examiner; Zachary Ortiz, Business Process Specialist and Derek Mobley, Video Production Specialist.

CALL TO ORDER

Chair Jessica Mangrum called the Commission Meeting to order at 9:17 a.m. A Welcome by Director Wright, and Goals and Objectives of the Retreat by Case Review and Escalation Division (CRED) Division Manager Robert Moore followed.

CITIZEN COMMUNICATION:

No one appeared for Citizen's Communication at this meeting.

DISCUSSION AND ACTION ITEMS:

1. The Commission voted to approve the requested dates/locations for the regularly scheduled BSC meetings in the 2020 Calendar Year. Note: After City Council's meeting dates are approved, City Hall will respond to our meeting requests.

STAFF BRIEFINGS:

2. **Commission Jurisdiction, Procedures, Authority, Obligations and Appeals** – A presentation was made to the Commission by Assistant City Attorney Brandon Carr.
3. **City of Austin Permitting** – Jennifer Verhulst, Developmental Services Department Chief Plans Examiner, spoke to the Commission regarding the types of permitting available, timeframes, associated fees and other related requirements.
4. **Case Review & Escalations Division Overview** – CRED team members Robert Moore and Marlayna Wright provided an overview of the CRED team members who work with the BSC, including their roles and responsibilities.
5. **Life of a Case from Cradle to Grave** – CRED Investigator Marlayna Wright reviewed the steps involved in bringing a case to the BSC as well as the follow-up required after an order is issued in order to bring a case into full compliance.

6. **Texas Open Meetings Act & City Lobbying Ordinance** – Assistant City Attorney Lynn Carter discussed the Commission’s requirements as they pertain to the Texas Open Meetings Act (TOMA) and the City’s Lobbyist Ordinance, as well as recent changes regarding Citizen’s Communication.
7. **Aged BSC Cases 2012 and Older – In Compliance with Outstanding Penalties** - Division Manager Robert Moore discussed CRED’s process since the New Way Forward was implemented to address these older cases and bring them into compliance, as well as what we’ve accomplished and where we are now.
8. **Appeals** – CRED Division Manager Robert Moore addressed the Commission regarding the types of appeals brought to the BSC
9. **Repeat Offender Program (ROP) Suspension and Revocation** – ROP/ Commercial Division Manager Daniel Word provided a presentation to the Commission regarding the Repeat Offender Program and the Suspension and Revocation process, a process which has not been previously been utilized by the Department and which may be heard by the BSC in the form of an appeal or a request for an Order to Vacate.
10. **Building and Standards Commission Processing Expense** – Presented by CRED Division Manager Robert Moore, this staff briefing provided the Commission with an overview of the cost of processing a case for BSC.
11. **Closing Remarks** – Code Assistant Director Angela Means made closing remarks.

FUTURE AGENDA ITEMS

12. **Presentation regarding Aged BSC Cases 2012 and Older – In Compliance with Outstanding Penalties**
13. **Discussion regarding Citizen’s Communication**

ADJOURNMENT

Chair Jessica Mangrum adjourned the meeting at 1:07 p.m.