



CITY OF CONVERSE  
CITY ADMINISTRATION

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**MINUTES**  
**BUILDING AND STANDARDS COMMISSION**  
**SEPTEMBER 26, 2012 6:00 PM**

Be it known that the City Council of the City of Converse met for a regular meeting at the Conference Room at 405 South Seguin Street on Wednesday, September 26, 2012 at 6:00 PM. A quorum of the following commissions may have been present: Beautification and Environmental, Charter Review, City Council, Economic Development Corporation, Parks and Recreation and Planning and Zoning.

**1. Call to Order.**

Chairman Holden called the meeting to order at 6:00 PM.

**2. Roll Call.**

Ms. LuAnn Holden, Chair  
Mr. Jim Lacarde, Vice Chair  
Mr. John Shadron, Member  
Mr. John Quintanilla, Assistant City Manager

Ms. Sydney Storment, Member  
Councilman Randy Pannell, Liaison  
Ms. Jackie Gaines, Secretary

**3. Recognition of Visitors.**

Chairman Holden recognized the visitors.

**4. Approve Building and Standards Minutes for May 30, 2012.**

Mr. Shadron made a motion to approve the Minutes of May 30, 2012 with a typographical correction to item 4. Vice-Chairman Lacarde seconded the motion. The motion passed unanimously.

**5. Discussion and Appropriate Action regarding residential structures not in compliance with Chapter 8, Article IV, of the Code of Ordinances, City of Converse, Texas.**

**A. 7687 Upper Seguin**

Mr. Quintanilla stated the certified letter sent to Ms. Margarita dated July 17, 2012 was returned due to not having a current address on file. The property is still in the same situation and remains to have several hazards.

Chairman Holden reiterated the list of priorities that should have been taken care of which were to post signage, board windows, fill septic tank then mow the weeds.

Ms. Aguirre spoke on behalf of her mother and said the family needs more time; she said she was unaware of the code violations until a neighbor brought the article in the Herald to her attention about one month ago. She would like to save the property.

The family representatives asked the city to cover the cost of the clean-up and the family would repay the city. The family added that they do not have \$800 for plywood to board up the windows and asked if the city could demolish the home.

Vice-Chair Lcarde asked for the Special Warranty Deed to be sent to the Attorney. Ms. Storment advised the family that they need a will and death certificate in order to have the name changed on the deed.

Mr. Quintanilla will give the deed to the City Attorney and will advise the Commission of the outcome.

The family was in agreement of producing the proper documents within two weeks to the Assistant City Manager.

Mr. Lcarde made a motion to allow the Garza family two weeks to gather the legal documents and deliver to Mr. Quintanilla at City Hall by October 10, 2012. Mr. Shadron seconded the motion. The motion passed unanimously.

**6. Discussion and Appropriate Action for City Council consideration on an Application from Joan Lindgren, who wishes to serve on the Building & Standards Commission. (Councilman Pannell)**

Councilman Pannell said he wants the Commission to decide who to send to the Council for action to appoint for the three open positions on the Commission.

Chairman Holden and Ms. Storment said they are excited that Ms. Lindgren is willing to serve on the Commission.

Chairman Holden stated Ms. Lindgren should be the first candidate to be considered for a member because she submitted her application in April and she would have been on the May City Council agenda.

Mr. Quintanilla reminded the Commission that Chairman Holden and Vice-Chairman Lcarde's two-year appointment is expiring and they are up for re-appointment.

The Commission asked Mr. Quintanilla for the re-appointment of the Chair as an action item is on the October 30, 2012 agenda. Chairman Holden said she does not want to be reconsidered for the Chairman appointment but will remain on the Commission as a member.

Ms. Storment made a motion to approve consideration of Ms. Joan Lindgren as a member to the Building and Standards Commission for a two-year term. Vice-Chair Lcarde seconded the motion. The motion passed unanimously.

**7. Discussion and Appropriate Action for City Council consideration on an Application from Richard Caton, who wishes to serve on the Building & Standards Commission. (Councilman Pannell)**

Councilman Pannell asked for consideration to appoint Mr. Richard Caton as an alternate member.

Mr. Shadron made a motion to approve consideration of Ms. Richard Caton as an alternate member of the Commission. Ms. Storment seconded the motion. The motion passed unanimously.

**8. Discussion and Appropriate Action for City Council consideration on an Application from Llyod R. Littrell, who wishes to serve on the Building & Standards Commission. (Councilman Pannell)**

Councilman Pannell asked for consideration to appoint Mr. Lloyd Littrell as an alternate member to the Commission.

Mr. Lcarde made a motion to approve consideration of Ms. Lloyd Littrell as an alternate member of the Commission. Ms. Storment seconded the motion. The motion passed unanimously.

**9. Report By the City Council Representative on Council Actions.**

Councilman Pannell gave a briefing of the past Council actions since the Commission last met that included the Council approving a balanced budget, a pay increase for the employees and early voting beginning in October.

**10. Report By the City Staff on Future Building and Standards Actions.**

Mr. Quintanilla will have updated information for the property on 7687 Upper Seguin and may have one more structure to bring forward.

**11. Next Building and Standards Commission Meeting to be Determined.**

The Building and Standards Commission will meet Tuesday, October 30, 2012 at 6:30PM.

**12. Adjournment.**

Chairman Holden adjourned the meeting at 6:56 PM.