

Mark Henderson, Chair
Kurt Herrington, Vice-Chair
Jason Stephens, Commissioner
David Mettauer, Commissioner
Isaac Wynn, Commissioner
George Torma, Commissioner
James Giles, Commissioner

Susan Davis, Planning Tech.



NOTICE OF MEETING
BUILDING AND STANDARDS COMMISSION
June 26, 2025
4:00 p.m.
City Council Chambers
504 N. Queen Street
Palestine, Texas

Zoom Link:

<https://us02web.zoom.us/j/84152694125?pwd=QFKU2cbwBJSJyIxBhXmQQsQXz7YSR9.1>

Meeting ID: 841 5269 4125
Passcode: 092885

One tap mobile
+13462487799,,84152694125#,,, *092885# US

Note: when you are joining a Zoom meeting by phone, you can use your phone's dial pad to enter the commands *6 for toggling mute/unmute and *9 to "raise your hand."

Follow us live at: facebook.com/palestinetcx/

A. CALL TO ORDER

B. PROPOSED CHANGES OF AGENDA ITEMS

C. PUBLIC COMMENTS

Any citizen wishing to speak during public comments regarding an item on or off the agenda may do so during this section of the agenda. All comments must be no more than five minutes in length. Any comments regarding items, not on the posted agenda may not be discussed or responded to by the Commissioners. Members of the public may join via Zoom or in person.

D. CONFLICT OF INTEREST DISCLOSURES

E. DIRECTOR'S REPORT

F. APPROVAL OF MINUTES

1. Consider approval of the minutes from the May 23, 2025, meeting.

G. DISCUSSION AND ACTION ITEMS

1. Consider authorizing the Development Services Staff to take necessary action, including demolition and removal or rehabilitation of the unsafe structures and conditions listed at 312 West Oak Street.

2. Consider authorizing the Development Services Staff to take necessary action, including demolition and removal or rehabilitation of the unsafe structures and conditions listed at 205 West Pine Street.
3. Discussion and possible action regarding the adoption of the 2021 International Building Code, 2021 International Energy Conservation Code, 2021 Existing Building Code, 2021 International Residential Code for One and Two-Family Dwellings, 2021 Mechanical Code, 2021 International Plumbing Code, 2021 International Property Maintenance Code, 2021 International Fuel Code, and the 2023 National Electric Code.

H. **ADJOURNMENT**

I certify that the above Notice of Meeting was posted on the outdoor bulletin board at the main entrance to City Hall, 504 N. Queen Street, Palestine, Texas, in compliance with Chapter 551 of the Texas Government Code on **Monday, June 23, 2025, at 3:00 p.m.**



April Jackson, City Secretary

IN ACCORDANCE WITH THE PROVISIONS OF THE AMERICANS WITH DISABILITIES ACT (ADA) PERSONS IN NEED OF SPECIAL ACCOMMODATION TO PARTICIPATE IN THIS PROCEEDING SHALL, CONTACT THE CITY SECRETARY'S OFFICE VIA EMAIL AT citysecretary@palestine-tx.org or 903-731-8414.



Agenda Date: 06/26/2025
To: Building and Standards Commission
From: Chasity Esparza, Administrative Assistant/Historic Preservation Officer
Agenda Item: Approval of Minutes from the May 23, 2025 meeting
Date Submitted: 06/16/2025

SUMMARY:

Consider approval of Minutes from the May 23, 2025, meeting.

RECOMMENDED ACTION:

Staff recommends approval of minutes from the May 23, 2025 meeting.

CITY MANAGER APPROVAL:

Attachments

Minutes

STATE OF TEXAS §
COUNTY OF ANDERSON §
CITY OF PALESTINE §

The Building and Standards Commission of the City of Palestine convened in a Regular Meeting on Thursday, May 22, 2025, at 4:00 p.m., in the City Conference Room at City Hall, 504 N. Queen Street, Palestine, Texas, with the following people present: Chair Mark Henderson, Commissioners David Mettauer, Isaac Wynn, George Torma, and James Giles.

Staff present: Planning Tech Susan Davis and City Manager Admin Casey DeBord.

Commissioners absent: Commissioners Kurt Herrington and Jason Stephens.

CALL TO ORDER

With a quorum present, Chair Mark Henderson called the meeting to order at 4:00 p.m.

PROPOSED CHANGES OF AGENDA ITEMS

None.

PUBLIC COMMENTS

None.

CONFLICT OF INTEREST DISCLOSURES

None.

DIRECTOR'S REPORT

Staff are working with Code Enforcement and receiving additional training.

APPROVAL OF MINUTES

Building and Standards Commission Meeting Minutes for March 27, 2025, meetings for review and approval.

Commissioner Torma made a motion, seconded by Commissioner Giles, to approve minutes from March 27, 2025 with corrections. Upon vote, motion carried unanimously 5-0.

DISCUSSION AND ACTION ITEMS

1. Consider authorizing the Development Services Staff to take necessary action, including demolition and removal or rehabilitation of the unsafe structures and conditions listed: 903 Poplar Street.

Planning Tech presented a summary of recent contact with the owner and an update on the structure. The owner was present and stated that the windows and doors have been replaced on both structures and that the next step will include siding. The owner stated that she will obtain permits and will hire subcontractors. Commissioner Torma made a motion, seconded by Commissioner Wynn to approve a 90-day extension for the owner to make. Upon vote, the motion was unanimously approved 5-0.

2. Consider authorizing the Development Services Staff to take necessary action, including demolition and removal or rehabilitation of the unsafe structures and conditions listed: 205 W. Pine Street.

Planning Tech presented a summary including the location of the structure in a Historic District, the owners' attendance before the Building and Standards Commission last year, and the ninety-day extension given. The owners were sent two notices of the current hearing but have not contacted the City. Commissioner Torma made a motion, seconded by Commissioner Wynn to approve a thirty-day extension of time for the owner to provide a Rehabilitation Plan. Upon vote, the motion was unanimously approved 5-0.

3. Consider authorizing the Development Services Staff to take necessary action, including demolition and removal or rehabilitation of the unsafe structures and conditions listed: 208 Callier Street.

Planning Tech advised that the owner is deceased. A proposed heir recently contacted the City stating that they would like to voluntarily demolish the structure. Heirship documentation has been requested. Commissioner Wynn made a motion, seconded by Commissioner Giles to table this item pending receipt of an Affidavit of Heirship. Upon vote, the motion was unanimously approved 5-0.

4. Consider authorizing the Development Services Staff to take necessary action, including demolition and removal or rehabilitation of the unsafe structures and conditions listed: 812 Louisiana Street.

Planning Tech advised the Commission that the owner came to City Hall to speak with staff yesterday. The owner indicated that a proposed buyer is interested in the property. Commissioner Giles made a motion, seconded by Commissioner Torma to approve a thirty-day extension of time for the owner to provide a Rehabilitation Plan and to secure the property. Upon vote, the motion was unanimously approved 5-0.

ADJOURN

With no other business to come before the Board, Commissioner Torma made a motion, seconded by Commissioner Wynn, to adjourn the meeting at 4:16 p.m., meeting was adjourned.

PASSED AND APPROVED THIS 22nd DAY OF MAY 2025.

Mark Henderson, Chairman

ATTEST:

Susan Davis, Planning Tech

Draft



Agenda Date: 06/26/2025
To: Building and Standards Commission
From: Chasity Esparza, Administrative Assistant/Historic Preservation Officer
Agenda Item: Consider Substandard Structure located at 312 West Oak Street
Date Submitted: 06/16/2025

SUMMARY:

Consider authorizing the Development Service Staff to take necessary action, including demolition and removal or rehabilitation of the unsafe structures and conditions listed at 312 West Oak, known as Original, Block 51, Lot 1,2,3,4,&5. The property owner, Seth Blood, was granted a 30-day extension on February 27, 2025, to make progress on the building and to request an inspection by Bureau Veritas. As of today, no inspection has been requested. Additionally, the issue of freestanding water on the roof remains unresolved and continues to pose a concern.

RECOMMENDED ACTION:

For discussion and recommendation.

CITY MANAGER APPROVAL:

Attachments

Notices and Green Cards

Photos

Chasity Esparza
HPO/Administrative Asst.
City of Palestine
Phone: (903) 731-8402

504 N. Queen St.
Palestine, TX 75801
hpoadmin@palestine-tx.org

June 9, 2025

VIA FIRST CLASS and CERTIFIED MAIL, RETURNED RECEIPT

Seth Blood
315 W. Oak
Palestine Texas 75801

Subject: Follow-Up on Roof Condition and Safety Conc

Dear Mr. Blood,

I hope this letter finds you well. I am writing to follow up on the condition of the roof at 312 W. Oak and to express ongoing concerns regarding its safety, particularly in light of the recent heavy rainfall.

As of today, there appear to be no visible signs of repair, and no permits have been pulled indicating that any official work has commenced. Given the significant amount of rain we have experienced recently, the issue has worsened. There is now freestanding water accumulating on the roof, which raises serious concerns about structural safety, water damage, and potential liability.

Could you please provide an update on the following:

1. What precautions, if any, have been taken to address the roof's current condition.
2. Has any repair work been performed to date.
3. Are there plans to begin repair or replacement work soon, and if so, when?
4. When can we expect permits to be pulled for any upcoming work

A public hearing related to your property is set on the Building and Standards Commission agenda at 4:00 pm on June 26, 2025, at the City of Palestine, City Hall Council Chambers located at 504 North Queen Street, Palestine, Texas.

Thank you for your attention to this matter. We appreciate your prompt response and action.

Sincerely,

Chasity Esparza

9589 0710 5270 2957 9911 79

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Chasity Esparza
HPO/Administrative Asst.
City of Palestine
Phone: (903) 731-8402

504 N. Queen St.
Palestine, TX 75801
hpoadmin@palestine-tx.org

June 5, 2025

VIA FIRST CLASS and CERTIFIED MAIL, RETURN RECEIPT R
Nancy Elizabeth McDonald
2629 Oak Meadow Dr, Unit 105
Round Rock, Texas 78681

Re: Case Number:32930; Notice of Substandard Building
Parcel ID 33996; Original Block 51 Lot 1,2,3,4, &5

Dear Property Owner:

The above referenced property was inspected and tagged on February 9, 2024, and has been found to be substandard and a public nuisance as defined by the Buildings and Building Regulations, found in Chapter 22, Art. VII, Division 3, Section 22-302 and 22-303 of the City of Palestine Code of Ordinances. Records at the Anderson County Appraisal District indicate that you are the owner. If you are not the present owner, please advise this office; otherwise, we assume you are responsible for the property. The attached Inspection Report of Substandard Building identifies violations and defects at your property. Be advised that until this matter is resolved, and the substandard tag removed, the building may not be occupied.

To request rehabilitation of the substandard building, you must submit a Rehabilitation Plan of Action (Plan) within fifteen (15) days of the date that you receive this Notice. Your failure to respond or furnish requested information will result in referral of this case to the Building and Standards Commission.

Please submit your Rehabilitation Plan of Action and other required documents to the Development Services Department. Construction plans should reflect efforts to bring the building into compliance with minimum standards and financial feasibility of the planned project will be based on verifiable financial information showing how you intend to pay for planned rehabilitation costs.

Your Plan will be reviewed by the Building and Standards Commission at a public hearing at the time and place assigned below. You should be present to answer any questions the Commissioners may have about your Plan.

If the Building and Standards Commission accepts your Plan with or without modification, a Rehabilitation Order will be issued requiring you to start rehabilitation and complete the project within a specific period, usually no more than 30-90 days. You will be responsible to obtain all applicable permits and to perform the required work so that the substandard property will be brought into compliance with the minimum standards and consistent with your Rehabilitation Plan of Action and the Commission's Order.

If the Building and Standards Commission rejects your Plan and orders demolition, a Demolition Order will be signed, and the City will proceed with demolition and clearance of the substandard building. If demolition is ordered, the City will notify you of the date of demolition at least ten (10)

9589 0710 5270 2957 9907 45

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<input type="checkbox"/> Return Receipt (electronic)	\$
<input type="checkbox"/> Certified Mail Restricted Delivery	\$
<input type="checkbox"/> Adult Signature Required	\$
<input type="checkbox"/> Adult Signature Restricted Delivery	\$
Postage	\$
Total Postage and Fees	\$
Sent To	Nancy McDonald
Street and Apt. No., or PO Box No.	312 W Oak
City, State, ZIP+4®	
PS Form 3800, January 2023 PSN 7530-02-000-9047 See Reverse for Instructions	

PALESTINE, TX 75801
JUN 9 2025
POSTMASTER

Chasity Esparza
HPO/Administrative Asst.
City of Palestine
Phone: (903) 731-8402

504 N. Queen St.
Palestine, TX 75801
hpoadmin@palestine-tx.org

June 5, 2025

VIA FIRST CLASS and CERTIFIED MAIL, RETURN RECEIPT RI
Carrie Pfleeger
7900 Prairie View Rd
Edmond Oklahoma 73034

Re: Case Number:32930; Notice of Substandard Building
Parcel ID 33996; Original Block 51 Lot 1,2,3,4, &5

Dear Property Owner:

The above referenced property was inspected and tagged on February 9, 2024, and has been found to be substandard and a public nuisance as defined by the Buildings and Building Regulations, found in Chapter 22, Art. VII, Division 3, Section 22-302 and 22-303 of the City of Palestine Code of Ordinances. Records at the Anderson County Appraisal District indicate that you are the owner. If you are not the present owner, please advise this office; otherwise, we assume you are responsible for the property. The attached Inspection Report of Substandard Building identifies violations and defects at your property. Be advised that until this matter is resolved, and the substandard tag removed, the building may not be occupied.

To request rehabilitation of the substandard building, you must submit a Rehabilitation Plan of Action (Plan) within fifteen (15) days of the date that you receive this Notice. Your failure to respond or furnish requested information will result in referral of this case to the Building and Standards Commission.

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Your Plan will be reviewed by the Building and Standards Commission at a public hearing at the time and place assigned below. You should be present to answer any questions the Commissioners may have about your Plan.

If the Building and Standards Commission accepts your Plan with or without modification, a Rehabilitation Order will be issued requiring you to start rehabilitation and complete the project within a specific period, usually no more than 30-90 days. You will be responsible to obtain all applicable permits and to perform the required work so that the substandard property will be brought into compliance with the minimum standards and consistent with your Rehabilitation Plan of Action and the Commission's Order.

If the Building and Standards Commission rejects your Plan and orders demolition, a Demolition Order will be signed, and the City will proceed with demolition and clearance of the substandard building. If demolition is ordered, the City will notify you of the date of demolition at least ten (10)

9589 0710 5270 2957 9908 06

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<input type="checkbox"/> Adult Signature Restricted Delivery	\$
Postage	\$
Total Postage and Fees	\$
Sent To	
Street and Apt. No., or PO Box No.	
City, State, ZIP+4®	Carrie Pfleeger 312 W. Oak
PS Form 3800, January 2023 PSN 7530-02-000-9047 See Reverse for Instructions	

PALESTINE TX 75801
JUN 5 2025
POSTMASTER Here

Chasity Esparza
HPO/Administrative Asst.
City of Palestine
Phone: (903) 731-8402

504 N. Queen St.
Palestine, TX 75801
hpoadmin@palestine-tx.org

June 5, 2025

VIA FIRST CLASS and CERTIFIED MAIL, RETURN RECEIPT RE

Michelle Adams
2429 Stone Creek Dr
Plano Texas 75075

Re: Case Number:32930; Notice of Substandard Building a
Parcel ID 33996; Original Block 51 Lot 1,2,3,4, &5

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<input type="checkbox"/> Return Receipt (electronic)	\$
<input type="checkbox"/> Certified Mail Restricted Delivery	\$
<input type="checkbox"/> Adult Signature Required	\$
<input type="checkbox"/> Adult Signature Restricted Delivery	\$

Postage
\$

Total Postage and Fees
\$

Sent To *Michelle Adams*
Street and Apt. No., or PO Box No. *2429 Stone Creek Dr*
City, State, ZIP+4® *Plano TX 75075*

PS Form 3800, January 2023 PSN 7530-02-000-9047 See Reverse for Instructions

Dear Property Owner:

The above referenced property was inspected and tagged on February 9, 2024, and has been found to be substandard and a public nuisance as defined by the Buildings and Building Regulations, found in Chapter 22, Art. VII, Division 3, Section 22-302 and 22-303 of the City of Palestine Code of Ordinances. Records at the Anderson County Appraisal District indicate that you are the owner. If you are not the present owner, please advise this office; otherwise, we assume you are responsible for the property. The attached Inspection Report of Substandard Building identifies violations and defects at your property. Be advised that until this matter is resolved, and the substandard tag removed, the building may not be occupied.

To request rehabilitation of the substandard building, you must submit a Rehabilitation Plan of Action (Plan) within fifteen (15) days of the date that you receive this Notice. Your failure to respond or furnish requested information will result in referral of this case to the Building and Standards Commission.

Please submit your Rehabilitation Plan of Action and other required documents to the Development Services Department. Construction plans should reflect efforts to bring the building into compliance with minimum standards and financial feasibility of the planned project will be based on verifiable financial information showing how you intend to pay for planned rehabilitation costs.

Your Plan will be reviewed by the Building and Standards Commission at a public hearing at the time and place assigned below. You should be present to answer any questions the Commissioners may have about your Plan.

If the Building and Standards Commission accepts your Plan with or without modification, a Rehabilitation Order will be issued requiring you to start rehabilitation and complete the project within a specific period, usually no more than 30-90 days. You will be responsible to obtain all applicable permits and to perform the required work so that the substandard property will be brought into compliance with the minimum standards and consistent with your Rehabilitation Plan of Action and the Commission's Order.

If the Building and Standards Commission rejects your Plan and orders demolition, a Demolition Order will be signed, and the City will proceed with demolition and clearance of the substandard building. If demolition is ordered, the City will notify you of the date of demolition at least ten (10)

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

Michelle Adams
2929 Stone Creek Dr.
Palo TX 75075



9590 9402 9259 4295 9496 74

Article Number (Transfer from service label)

9589 0710 5270 2957 9907 90

PS Form 3811, July 2020 PSN 7530-02-000-9053

COMPLETE THIS SECTION ON DELIVERY

A. Signature

X

☐ Agent☐ Addressee

B. Received by (Printed Name)

C. Date of Delivery

D. Is delivery address different from item 1?

☐ Yes

If YES, enter delivery address below:

☐ No

3. Service Type

- ☐ Adult Signature
- ☐ Adult Signature Restricted Delivery
- ☐ Certified Mail®
- ☐ Certified Mail Restricted Delivery
- ☐ Collect on Delivery
- ☐ Collect on Delivery Restricted Delivery
- ☐ Insured Mail

- ☐ Priority Mail Express®
- ☐ Registered Mail™
- ☐ Registered Mail Restricted Delivery
- ☐ Signature Confirmation™
- ☐ Signature Confirmation Restricted Delivery

Mail Restricted Delivery

Domestic Return Receipt

June 2025



February 2025





Agenda Date: 06/26/2025
To: Building and Standards Commission
From: Chasity Esparza, Administrative Assistant/Historic Preservation Officer
Agenda Item: Consider Substandard Structure located at 205 West Pine Street
Date Submitted: 06/18/2025

SUMMARY:

Discussion and consideration concerning a vacant substandard structure located at 205 West Pine Street. Also known as Green Block 2 Lot 4A, 5A, & 6A, for rehabilitation or demolition. This property was presented to the Building and Standards Commission in May 2024, at which time the owners were present and made aware of the requirement to submit a Rehabilitation Plan of Action. No such plan has been received, and staff continue to receive complaints regarding the structure. The owners received notice but did not attend the meeting held last month. Despite their absence, the Commission granted a 30-day extension to allow staff additional time to contact the owners and obtain the required plan. Letters sent to the last known address have been returned as "Undeliverable – Return to Sender," and all attempts to reach the property owners via email and telephone have gone unanswered.

RECOMMENDED ACTION:

For discussion and consideration.

CITY MANAGER APPROVAL:

Attachments

Notices and Green Cards
Photos

Chasity Esparza
HPO/Administrative Asst.
City of Palestine
Phone: (903) 731-8402

504 N. Queen St.
Palestine, TX 75801
hpoadmin@palestine-tx.org



May 27, 2025

VIA FIRST CLASS and CERTIFIED MAIL, RETURN RECEIPT REQUESTED: 9589 0710 5270 2957 9907 69

Barry & Susie Davidson
16415 Creeksouth Road
Houston, Texas 77068

Re: Incident # 32662; Property Located at 205 West Pine Street, Palestine Texas
Green Block 2 Lot 4A, 5A & 6A

Dear Property Owner,

This letter serves as official notice that during its monthly meeting on May 22, 2025, the Building and Standards Commission voted **to grant a thirty (30) day extension** for you to take the following actions:

- 1. Contact the Development Services Department to discuss rehabilitation or demolition.**
- 2. Submit a Rehabilitation Plan of Action for the property in question.**

Please ensure both steps are completed within the 30-day extension period to remain in compliance with the Commission's directive.

Chasity Esparza

Development Services

Chasity Esparza
HPO/Administrative Asst.
City of Palestine
Phone: (903) 731-8402

504 N. Queen St.
Palestine, TX 75801
hpoadmin@palestine-tx.org



June 6, 2024

VIA FIRST CLASS MAIL
Barry and Susie Davidson
16415 Creeksouth Road
Houston, Texas 77068

Dear Mrs. & Mr. Davidson,

This letter is to inform you that a certified mail delivery addressed to you was recently attempted but was returned as undeliverable. Development Services is currently trying to contact you regarding the property located at **205 W. Pine St.**

We ask that you please contact our office at your earliest convenience to discuss this matter further. For your reference, a copy of the original certified letter is enclosed with this correspondence.

Thank you for your prompt attention.

Sincerely,

Chasity Esparza
Development Services

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OFFICIAL USE

Certified Mail Fee

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Extra Services & Fees (check box, add fee as appropriate)

- ☐ Return Receipt (hardcopy)
☐ Return Receipt (electronic)
☐ Certified Mail Restricted Delivery
☐ Adult Signature Required
☐ Adult Signature Restricted Delivery

Postage

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Total Postage and Fees

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Street and Apt. No., or PO Box No.

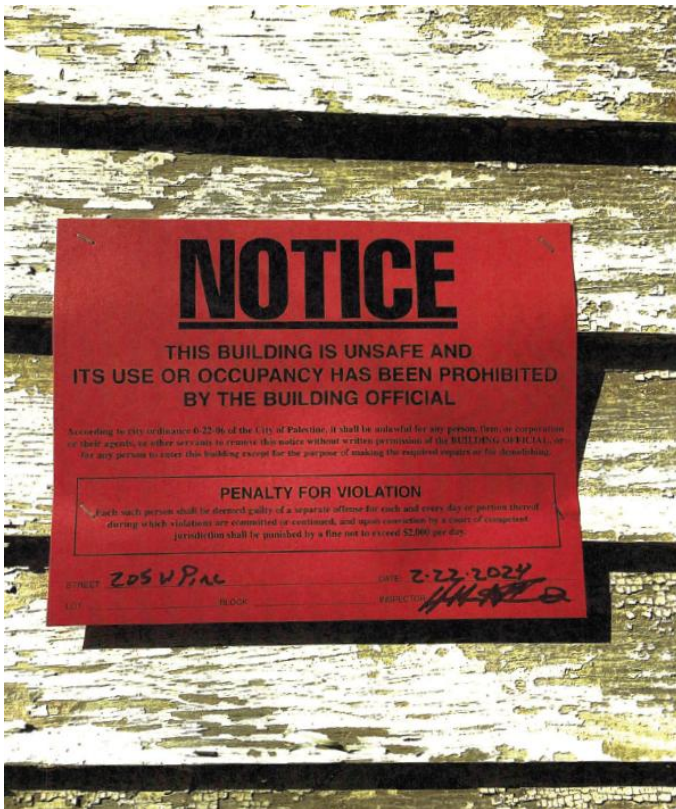
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205 W. Pine

PS Form 3800, January 2023 PSN 7530-02-000-9047 See Reverse for Instructions







Agenda Date: 06/26/2025

To: Building and Standards Commission

From: Susan Davis, Planning Technician

Agenda Item: Review and Consider Adoption of Updated International Codes and National Electric Code

Date Submitted: 06/23/2025

SUMMARY:

Discussion and consideration of adopting the 2021 International Building Code, 2021 International Energy Conservation Code, 2021 Existing Building Code, 2021 International Residential Code for One and Two-Family Dwellings, 2021 Mechanical Code, 2021 International Plumbing Code, 2021 International Property Maintenance Code, 2021 International Fuel Code, and the National Electric Code adopted by the State of Texas (currently being the 2023 National Electric Code).

RECOMMENDED ACTION:

For discussion and consideration

CITY MANAGER APPROVAL:
