

# **BUILDING STANDARDS BOARD MINUTES**

**FULL PANEL  
Thursday, May 16, 2024**

The Building Standards Board Full Panel convened in a regular meeting on Thursday, May 16, 2024, at the One Stop Center, located at 1901 S. Alamo Street, San Antonio, TX 78204.

Building Standards Board Chair Dewayne Nelson called the meeting to order at 9:04 a.m.

Board Members Present: Dewayne Nelson, BSB Chair; Robert Tapia, BSB Vice Chair; Ann Winer, Panel A Board Member; Paul Hernandez, Panel A Board Member; George Grimes Jr, Panel A Board Member; Dora Solis, Panel A Board Member; Frederick Andis, Panel B Board Member; Kayla Miranda, Panel B Board Member; Dr. Erlinda Lopez-Rodriguez, Panel B Board Member; Thomas Franks, Panel B Board Member; Joel Solis, Panel B Board Member

Staff Support: Amin Tohmaz, Deputy Director, Development Services Department, Code Enforcement Section; Danny Liguez, Code Enforcement Administrator, Development Services Department, Code Enforcement Section; Jenny Ramirez, Code Enforcement Manager, Development Services Department, Code Enforcement Section; Alice Guajardo, Development Services Manager, Code Enforcement Section; Judy Croom, Sr. Administrative Assistant, Development Services Department, Code Enforcement Section; Esther Ortiz, Development Services Specialist I, Code Enforcement Section

Legal Representation: Eric Burns, Savita Rai, Lucinda Orosco

Sepro-Tec Representatives: Letty Ivette Velasco and Dina Perez

## **Approval of Minutes**

The minutes from the meeting of November 9, 2023 were approved by Fred Andis. Robert Tapia seconded the motion. The minutes were unanimously approved.  
11-0-0 vote.

**Motion carries**

## **Public Comments**

A public comment was made by Paul Burgess.

Larry Magott and Vivian Louie signed up to speak but did not provide a public comment.

## ***Item #2 – Ceremonial Items***

Amin Tohmaz, Deputy Director, Development Services Department, presented Panel A board member, Ms. Brown with a Certificate of Appreciation for her service to the Building Standards Board.

Lisa Walden, David Garza, and Celencia Hayes were not present to accept their Certificate of Appreciation

***Item #3 – Selection of BSB Vice Chair***

A motion was made by Dewayne Nelson to nominate Thomas Franks as the Building Standards Board Vice Chair. Frederick Andis seconded the motion.

A motion was made by Ann Winer to nominate Robert Tapia as the Building Standards Board Vice Chair. Joel Solis seconded the motion.

<b>Roll Call</b>		
<b>Board Members</b>	<b>Thomas Franks</b>	<b>Robert Tapia</b>
Robert Tapia		✓
Ann Winer		✓
Paul Hernandez		✓
George Grimes Jr		✓
Dora Solis		✓
Dewayne Nelson	✓	
Dr. Erlinda Lopez-Rodriguez		✓
Frederick Andis	✓	
Joel Solis		✓
Thomas Franks	✓	
Kayla Miranda		✓
	<b>3</b>	<b>8</b>

Robert Tapia is elected as the Building Standards Board Vice Chair.

***Item #4 – Executive Session***

Executive Session at 9:51 a.m.

Reconvened at 10:31 a.m.

***Item #5 – Deputy Director’s Report***

Amin Tohmaz, Deputy Director, Development Services Department, updated the board on the Development Services Department FY 2024 Performance Measures and presented a chart with the tier 1 and tier 2 response rate, proactive and compliance rate, and graffiti abatements.

Amin Tohmaz, Deputy Director, Development Services Department, updated the board on the Chapter 6 City Ordinance Sub-Committee.

<b>Sub-Committee Members</b>	<b>Alternate Sub-Committee Members</b>
Fred Andis	Ann Winer
Dewayne Nelson	Paul Hernandez
Thomas Franks	Robert Tapia
Kayla Miranda	
Joel Solis	
Dr. Erlinda Lopez-Rodriguez	

### ***Item #6 – Staff Updates***

Kathy Rodriguez, Deputy Historic Preservation Officer, with the Office of Historic Preservation, presented an overview of the Vacant Building Program.

Eric Burns, Legal Representation, presented to the Board an overview of Dangerous Assessment Response Team.

Savita Rai, Legal Representation, presented to the Board an overview of Robert’s Rules of Order.

Thomas Franks, Panel B Board Member, requested a copy of the Robert’s Rules of Order.

Savita Rai, Legal Representation, responded that she will send a copy to each board member.

Savita Rai, Legal Representation, presented to the Board an overview of City of San Antonio Ethics Code.

Jenny Ramirez, Code Enforcement Manager, Development Services Department, presented to the Board an overview of the Community Tool Shed.

Jenny Ramirez, Code Enforcement Manager, Development Services Department, presented to the Board an overview of the Code Enforcement Organizational Chart.

Jenny Ramirez, Code Enforcement Manager, Development Services Department, presented to the Board a BSB Membership chart with the breakdown of each member’s position and the City Council District each member represents.

Jenny Ramirez, Code Enforcement Manager, Development Services Department, presented to the Board a BSB membership attendance chart with a breakdown of each member’s percentage rate of meetings attended from October 1, 2023 through April 30, 2024.

Alice Guajardo, Development Services Manager, Development Services Department, updated the Board on the Administrative Hearing Officer and the Compliance Assistance Fund and presented the number of citations issued by the code officers and the balance of the Compliance Assistance Fund from October 1, 2023 through April 12, 2024.

Alice Guajardo, Development Services Manager, Development Services Department, updated the Board with a BSB Orders and Actions Report overview which represents the total number of

Dangerous Premises cases, San Antonio Property Maintenance Code cases, and Summary Abatement Appeals that have been presented at the BSB hearings from October 1, 2023 through April 30, 2024.

Fred Andis, Panel B Vice Chair, asked if the BSB case numbers have increased or decreased from the previous years.

Alice Guajardo, Development Services Manager, Development Services Department, stated that staff can gather that information.

Alice Guajardo, Development Services Manager, Development Services Department, updated the Board on the BSB cases by Council District and the number of Proactive and Reactive cases from October 1, 2023, through April 30, 2024.

***Item #7 – BSB Guidelines, Policies and Procedures***

Joel Solis requested that “SAMPC” should be corrected to “SAPMC” in section II. Purpose.

**The board is adjourned by unanimous consent.**

**Meeting Adjourned at 1:15 p.m.**