

**BUILDING STANDARDS BOARD  
MINUTES**

**PANEL A  
Thursday, August 3, 2023**

The Building Standards Board Panel A convened in a regular meeting on Thursday, August 3, 2023.

Chairman Ms. Brown called the meeting to order at 9:10 a.m.

Board Members Present: Ms. Brown, Chair; Jesse Zuniga; Ann Winer; David Garza, Robert Tapia; Fred Andis (Panel B Board Member)

Staff Support: Jenny Ramirez, Code Enforcement Manager, Development Services Department, Code Enforcement Section; Judy Croom, Sr. Administrative Assistant, Development Services Department, Code Enforcement Section; Esther Ortiz, Development Services Specialist I, Development Services Department, Code Enforcement Section; Jennifer Martinez, Administrative Assistant II, Development Services Department, Code Enforcement Section

Legal Representation: Eric Burns

Sepro-Tec Representatives: Dina Perez and Jean Ruffini

**Approval of Minutes**

The minutes from the meeting of June 1, 2023 were approved by Fred Andis. David Garza seconded the motion. The minutes were approved.  
6-0-0 vote.

***Item #2 – Emergency Demolition #INV-DPE-INV23-2910000200                      115 Grosvenor St.  
Owner: Rocha, Loreto V. L/E Alicia Settles Revocable Living Trust***

115 Grosvenor St., Emergency Demolition was read into the record. Jenny Ramirez, Code Enforcement Manager, presented to the board.

***Item #3 – Emergency Demolition #INV-DPE-INV23-2910000208                      1714 Brandenburg Dr.  
Owner: Nelly, Geneva A.***

1714 Brandenburg Dr., Emergency Demolition was read into the record. Jenny Ramirez, Code Enforcement Manager, presented to the board.

***Item #4 – Emergency Demolition #INV-DPE-INV-23-2910000214                      5527 San Fernando St.  
Owner: Austin, Herbert E.***

5527 San Fernando St., Emergency Demolition was read into the record. Jenny Ramirez, Code Enforcement Manager, presented to the board.

***Item #5 – Emergency Demolition #INV-DPE-INV23-2910000226 219 General McMullen Dr.  
Owner: Soto, Jose Luis***

219 General McMullen Dr., Emergency Demolition was read into the record. Jenny Ramirez, Code Enforcement Manager, presented to the board.

***Item #6 – Emergency Demolition #INV-DPE-INV23-2910000241 347 E. Southcross Blvd.  
Owner: Reyes, Reymundo***

347 E. Southcross Blvd., Emergency Demolition was read into the record. Jenny Ramirez, Code Enforcement Manager, presented to the board.

***Item #7 – Dilapidated Structure Case #INV-BSB-INV22-2900000931 1334 E. Commerce St.  
Owner: Ponce Property Management Trust***

Jenny Ramirez, Code Enforcement Manager, stated that the item was pulled from the agenda.

***Item #8 – Dilapidated Structure Case #INV-BSB-INV22-2900000901 269 N. San Ignacio Ave.  
Owner: Hernandez, Manuela H.***

269 N. San Ignacio Ave. is a residential single-family structure. Bexar County Appraisal District shows that Hernandez, Manuela H. is the title owner. The owner was not present to provide testimony. The owner's son, Eduardo Hernandez, provided testimony, via Spanish interpreter Jean Ruffini with Sepro-Tec. Margarita E Herebia and Diana Solis, provided testimony. SAPD Officer, Garret Maurice, provided testimony. Khrystal Towne, Dangerous Premises Officer, with the City of San Antonio Code Enforcement Section found that the property is a public nuisance meeting the definitions of a dangerous building found in City Code Article VIII, Section 6-157, for the main structure, sub-sections 1, 2, 8, 11, 12, 15, 17, and 18; for the accessory structure #1, sub-sections 2, 8, 11, 12, 15, 17, and 18; for the accessory structure #2, sub-sections 1, 2, 8, 11, 12, 15, 17, and 18. All notices were issued as required with the first notice issued on November 9, 2022. Staff recommends demolition.

The Board found the property to be a public nuisance. A motion was made by Robert Tapia to demolish the main and accessory structures within 30 days. It is also ordered that the trash and debris be removed. It is further ordered that the property be vacated and secured. It is further ordered that the utilities be disconnected. Fred Andis seconds the motion.

6-0-0 vote.

**Motion carries.**

***BSB Guidelines, Policies and Procedures  
Administrative Items***

Fred Andis asked if a CPS representative can be present at the full board meeting to discuss the utility disconnection process.

Eric Burns, Legal Representation, responded that the CPS disconnects are done when the BSB orders are enforced.

Ms. Brown, Chair, asked if CPS has a way to determine if individuals are stealing electricity.

Jenny Ramirez, Code Enforcement Manager, responded that she will relay those questions to CPS staff at their next monthly meeting.

Judy Croom, BSB Liaison, updated the board on the BSB Membership Breakdown. Panel A member, Jesse Zuniga and Panel B member, Kayla Miranda have both been reappointed to the BSB today, August 3<sup>rd</sup>. Also, Joel Solis is being appointed to the BSB today, August 3<sup>rd</sup>. Mr. Solis is a Council District 10 representative and will rejoin Panel B. Panel B member, Dr. Erlinda Lopez-Rodriguez, was reappointed to the BSB on May 18, 2023. The BSB has two vacancies, one for District 7 and one At-Large position. Staff will continue to work with Council District 7 to fill their vacancy and the City Clerk's Office for the At-Large vacancy. Stated that all board members have reapplied for the BSB and staff is waiting for the reappointment memos from the Council Districts.

Ms. Brown, Chair, asked about Panel A Member, Mr. Gupte.

Judy Croom, BSB Liaison, responded that Mr. Gupte has reapplied for his position, however; has not heard from him.

Ms. Brown, Chair, asked if staff can reach out to Mr. Gupte to ensure of his well-being.

Judy Croom, BSB Liaison, responded that she will contact Mr. Gupte today.

Judy Croom, BSB Liaison, stated that the BSB hearing scheduled for August 10<sup>th</sup> has been cancelled. The cases that were originally scheduled required additional review by the Office of Historic Preservation and were qualified for the Vacant Building Program. Staff will be working with the Office of Historic Preservation before bringing the cases before the board. The next BSB hearing is scheduled for September 7<sup>th</sup>.

Judy Croom, BSB Liaison, informed the board members that the MLI training videos must be completed before August 30<sup>th</sup> to remain an active board member. Stated that two board members have not completed the training but has reached out to those individuals by email.

Fred Andis asked if the reappointments are reviewed by a board or by a City Council member.

Eric Burns, Legal Representation, responded that he is not aware of the process, but it could be a committee that is made up of City Council members.

Judy Croom, BSB Liaison, informed Mr. Andis to reach out to his Council representative to submit a reappointment memo so the item can be placed on their agenda to be reappointed to the BSB. Once, you are reappointed to the BSB, you will receive a letter from the mayor with the Oath of Office.

Fred Andis stated that he has already reapplied for the BSB.

Judy Croom, BSB Liaison, responded that the Council member needs to submit the reappointment memo to the City Clerk's Office.

Robert Tapia expressed his concern regarding individuals at the podium. Stated that when a Spanish translator is needed that an additional microphone be requested so the individuals at the podium can keep a safe distance and face the board.

Eric Burns, Legal Representation, responded that he agrees with his request and will allow staff to handle this issue.

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

**Meeting Adjourned at 10:33 a.m.**