



**City of Azle  
Regular Agenda  
Building Board of Appeals**

505 W. Main Street  
Azle, Texas 76020

**September 9, 2025**

**6:00 PM**

**Council Chambers**

**REGULAR SESSION**

**CALL TO ORDER**

**INVOCATION**

**PLEDGE OF ALLEGIANCE**

**PUBLIC PARTICIPATION**

*This is an opportunity for the public to address the Building Board of Appeals on posted agenda items or non-agenda items. In order to address the Board, please complete a Speaker's Request Form and submit to the Secretary prior to the start of the meeting. All comments must be directed to the Presiding Officer, rather than an individual board member or city staff. All speakers must refrain from personal attacks toward any individual. Comments are limited to three (3) minutes and must pertain to the subject matter listed on the Speaker's Request Form. Speakers requiring the assistance of a translator shall be provided four (4) minutes. The Board may not comment publicly on non-agenda items, but may direct the staff to resolve the matter or request the matter be placed on a future agenda. Public comments regarding non-agenda items shall not include any "deliberation" as defined by Chapter 551 of the Government Code, as now or hereafter amended. If you have a subject that may require Board action, you may obtain a form from the Secretary and request the item be placed on a future agenda.*

**CONSENT AGENDA**

1. Consider approval of the Minutes of the Building Board of Appeals meeting held July 25, 2024.  
**David Hawkins, Director of Planning and Development**

**PUBLIC HEARING**

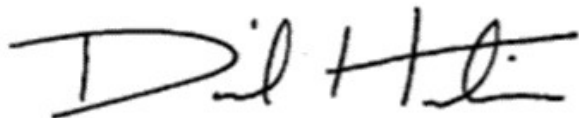
2. Conduct a public hearing regarding a demolition order issued by the Building Official for the structure located at 540 Dunaway Lane that was determined to be in violation of the minimum housing standards set forth in Section 3.04.004 of the City of Azle Code of Ordinances.  
**David Hawkins, Director of Planning and Development**

**DISCUSSION ITEMS**

3. Adoption of 2024 International Building Codes and 2023 National Electric Code  
**David Hawkins, Director of Planning and Development**

**ADJOURNMENT**

I, the undersigned authority, do hereby certify the above Agenda was posted at City Hall on Wednesday, September 3, 2025, at the City's official bulletin board and is readily accessible to the public at all times in accordance with V.T.C.A. Chapter 551, Texas Government Code.

A handwritten signature in black ink, appearing to read "D. Hawkins". The signature is stylized with a large "D" and a long horizontal line extending from the end.

**David Hawkins, AICP**  
**Director of Planning and Development**

**Pursuant to Section 551.071 of the Texas Government Code, the Board may convene into Executive Session(s) from time to time as deemed necessary during the meeting for any posted agenda item and may receive advice from its attorney as permitted by law.**

*This facility is wheelchair accessible and handicapped parking spaces are available. Auxiliary aids and services are available to a person when necessary to afford an equal opportunity to participate in city functions and activities. Auxiliary aids and services or accommodations should be requested forty-eight hours prior to the scheduled starting time by calling the City Secretary's Office at 817-444-7101. Complete Building Board of Appeals agenda packet is available for review at the City Secretary's Office and on our website [www.cityofazle.org](http://www.cityofazle.org).*



**MINUTES**  
**Regular**  
**Azle Building Board of Appeals**

505 W. Main Street  
Azle, Texas 76020

**July 25, 2024**

**6:00 PM**

**Council Chambers**

**REGULAR SESSION**

**CALL TO ORDER**

Chairman Robin Mosier called the meeting to order at 6:02 p.m.

**Members Present:**

Chairman Robin Mosier  
Vice Chairman Roger Cokenour  
Jim Carlson  
Gary Sebastian

**Members Absent:**

None

**Staff Present:**

David Hawkins, AICP	Director of Planning and Development
Malinda Nowell	Sr. Administrative Assistant
Stephanie Koch	Code Enforcement Officer
Justin Weaver	Code Enforcement Officer
Kevin McMillan, SAFEbuilt	Building Official
Andrea Russell, TOASE	City Attorney

**INVOCATION**

None

**PLEDGE OF ALLEGIANCE**

Chairman Robin Mosier led the pledge.

**PRESENTATIONS**

**Training regarding Legal Rules and Responsibilities of the Board.**

City Attorney Andrea Russell provided this training. Ms. Russell stated that this is a quasi-judicial board that can order a property owner to repair or demolish a structure on a property. This is not a beautification board but deals more with the health and safety of a property. The board's authority is granted in two sections of city ordinance. A quorum of this board is four members and at least three members must be in agreement to take action; a tie vote is not a "yes" or a "no". Ms. Russell also addressed Open Meetings Act topics. She

stated the board is required to hold a public hearing and that the burden of proof is upon the property owner to prove the scope of work to be done and how long it will take. Upon hearing a case, the default order to repair or demolish is 30 days; however, pending a proper scope of work, the board may issue a 60-day or 90-day order to repair or demolish. This board can order the city to demolish a property if the property owner does not comply with the Commission's order within the specified time frame. This would be the last resort in order to remove the health and safety hazard caused by the substandard property. A civil penalty hearing is also an option; however, that is an entirely separate public hearing process. Ms. Russell stated that due process is always very important, but certainly in property rights cases like these. Ms. Russell urged the Board to always hold their hearing, discuss, and verbalize their thoughts based only on what is presented during the meeting. She stressed the importance of holding these discussions only during the posted public meeting since that is required by law.

### **CONSENT AGENDA**

#### **Consider approval of the Minutes of the Building Board of Appeals meeting held January 24, 2019.**

Board Member Jim Carlson moved to approve the minutes as presented. Vice Chairman Roger Cokenour seconded the motion. Motion carried.

Yes: (4) Robin Mosier, Jim Carlson, Roger Cokenour, Gary Sebastian  
Absent: (0) None

### **PUBLIC HEARING**

#### **Conduct a public hearing regarding a demolition order issued by the Building Official for the structure located at 305 Walnut Avenue that was determined to be in violation of the minimum housing standards set forth in Section 3.04.004 of the City of Azle Code of Ordinances.**

Director of Planning and Development David Hawkins presented this item stating the case history, as noted within the staff analysis report:

- Initial Inspection - November 14, 2023 - the building inspection office was notified of a potential substandard structure located at 305 Walnut Avenue. The notification came from routine Code Enforcement activity.
- Consent to Inspect - November 14, 2023 - A consent to inspect the property was brought to the property owner in person. The consent form was signed by the property owner.
- Property Inspection - November 17, 2023 - An inspection of the property was conducted by the Building Official (SAFEBuilt), Fire Marshal, Code Enforcement staff and the Director of Planning and Development after receiving consent to inspect from the property owner. The inspection report and determination by the Building Official was prepared on January 8, 2024. Photos and a copy of the report were provided to the property owner. The following violations of the minimum housing standards set forth in Section IV, of Ordinance No. 685-2-96 were observed: lack of functioning water closet; lack of functioning plumbing facilities; lack of hot and cold running water; improper electrical wiring; infestation of insects, vermin and rodents; general dilapidation of structure.
- Removal of Junk Vehicles - Not part of this substandard case; however, the City had to remove four (4) junk vehicles located in front of this building on May 20, 2024, before moving forward with the notice of demolition procedures.
- Notice and Order to Demolish - A notice and order to demolish the structure was sent to the property owner via certified mail on May 21, 2024.
- Notice of Public Hearing Regarding Determination of Building Official that the structure located at 305 Walnut Avenue is substandard and shall be demolished - Notice was sent and published in the Tri-County Reporter newspaper on July 11, 2024. The property owner was also sent a copy via certified mail and hand-delivery. This notice was also posted on the property.

The referenced attachments were presented to the Board within their agenda packet:

- Consent to Inspect Form - 11.14.2023
- Inspection Report and Determination by Building Official - 1.8.2024
- Notice and Order to Demo - 5.21.2024
- Inspection Photos - 11.17.2023
- Public Hearing Notices and Site Photos - 7.11.2024

Mr. Hawkins also provided a copy of an email from 5:35 p.m. this afternoon, July 25, 2024, from the property owner's daughter, Chelsie Brown, requesting additional time.

Certified Building Official Kevin McMillan, with 38 years' experience, stated there is a list of standards in section 3.04 of the City Code, as well as in Chapter 214 of the Local Government Code. Mr. McMillan reviewed his substandard report, resulting in the following statement:

*"Massive amounts of damaged, decaying, and deteriorated conditions were found throughout the structure from its original condition and would, by me, be considered dangerous to the health, safety, morals, or general welfare of any occupants. It is my opinion that the structure constitutes a dangerous condition and is in violation of Section 3.04 Dangerous Buildings Ordinance. Further, said structure would be considered a public nuisance. In my opinion, this structure is not feasible of repair and would recommend demolition of said structure."*

Mr. McMillan reviewed the photographs taken during the inspection on November 17, 2023, as well as the issues present within each photograph.

Code Enforcement Officer Stephanie Koch stated that electricity to the structure was turned off November 16, 2023, per Fire Marshal Kenny Wilson's request to Oncor; this was the day before the inspection.

Chairman Robin Mosier opened the public hearing at 6:50 p.m. No one spoke on behalf of or in favor of the property owner.

Code Enforcement Officer Justin Weaver stated that he came on board with the City after this case had already started. He stated this property made him nervous to go inside and that he felt like it was going to fall in on him. Mr. Weaver stated this structure is two blocks from a school and he feels like we have an obligation to keep our children safe. He would like for this structure to no longer be a danger to the kids that go to school nearby.

Code Enforcement Officer Stephanie Koch stated that she has been working this case for almost two years. The City has had the grass mowed and has filed liens on the property because the grass is not cut and it is not maintained. She stated she had seen people pilfering through the cars. She also stated that someone once ran out from the garage when she had stopped by the property. Neighbors report that homeless people stay there all the time and go in through the garage. Windshields were busted out of the vehicles just a few weeks before the City had them towed from the property. Ms. Koch asked the board to consider what this property is doing to the neighborhood.

As there were no other speakers, Chairman Mosier closed the public hearing at 6:53 p.m.

Discussion included that, with regard to the email from Chelsie Brown, that she may not understand the scope and necessity of repairs; that repair is not feasible and would cost more to repair than to rebuild.

Vice Chairman Roger Cokenour made a motion to have the property torn down or to give the property owner 30 days to start the process.

Discussion continued. Ms. Koch stated that she went to the nursing home several times, including with Fire Marshal Kenny Wilson. She stated that the way Mr. Brown talked, he did not want his children involved. She said that Mr. Brown did have a couple of friends that were trying to help him, but they realized it was too big

for them. Ms. Koch stated that Mr. Brown does think the house can be saved, but she does not think he realizes how bad it is because he is not able to go to the house and look inside for himself. Ms. Koch stated that Mr. Brown told her he plans to fix the master bedroom and master bath and fix a wall, and that the City would let him keep the house that way. Mr. Brown has lived in the nursing home for multiple years and also lived in the home this way for several years. Ms. Koch stated she does not believe that Mr. Brown has the means to fix the property.

Vice Chairman Roger Cokenour stated that he did not think the owner could do anything within thirty (30) days and made a motion that the property be demolished. Board member Jim Carlson seconded the motion. Mr. Cokenour included that the property owner be given thirty (30) days to demolish the property and if it is not done within thirty (30) days by the property owner then the City is authorized to demolish it after that. Motion carried.

Yes: (4) Robin Mosier, Jim Carlson, Roger Cokenour, Gary Sebastian

Absent: (0) None

### **ADJOURNMENT**

Chairman Mosier adjourned the meeting at 7:00 p.m.

**Presented and approved on \_\_\_\_\_**

\_\_\_\_\_  
Robin Mosier, Chairman

Attest:

\_\_\_\_\_  
David Hawkins, AICP  
Director of Planning and Development



---

**Presenter:** David Hawkins, Director of Planning and Development

**Agenda Item:** Conduct a public hearing regarding a demolition order issued by the Building Official for the structure located at 540 Dunaway Lane that was determined to be in violation of the minimum housing standards set forth in Section 3.04.004 of the City of Azle Code of Ordinances.

---

**Background and Explanation:**

On July 8, 2024, there was a house fire on this property in which the structure suffered significant damage. Attached to this staff report is the Fire Incident Report for this fire event.

**Summary of Request:**

To affirm a determination by the Building Official that the structure located at 540 Dunaway Lane is substandard and should be demolished.

**Inspection History:**

**Initial Inspection** – July 8, 2024 - Due to the fire reported at this property, the Fire Marshal became aware of a potential substandard structure located at 540 Dunaway Lane. Code Enforcement was notified of this fire event and was forwarded a copy of the Fire Incident Report.

**Consent to Inspect** - June 18, 2025 - A consent to inspect the property was signed by the property owner (copy of Consent to Inspect (Search) form is included in packet).

**Property Inspection** – June 19, 2025 - An inspection of the property was conducted by the Building Official (SAFEBuilt), Fire Marshal, and Code Enforcement staff after receiving consent to inspect from the property owner.

The inspection report and determination by the Building Official was prepared on June 19, 2025. Photos and a copy of the report and photos were provided to the property owner. The following violations of the minimum housing standards set forth in Section IV, of Ordinance No. 685-2-96:

1. Lack of functioning water closet;
2. Lack of functioning plumbing facilities;
3. Lack of hot and cold running water;
4. Improper electrical wiring;
5. Infestation of insects, vermin and rodents;
6. General dilapidation of structure.

**Notice and Order to Demolish** - A notice and order to demolish the structure was sent to the property owner via certified mail on June 23, 2025.

**Permit to Demo** - The property owner had applied for a demolition permit on July 9, 2025, and it was paid for and issued on that same day. On July 11, 2025, the contractor requested to be removed from the demo permit as they were not going to complete this job. The property owner requested an extended time to seek additional contractors and quotes to complete the demo. As of September 3, 2025, there has been no contractor named and no demolition has taken place.

**Citations Issued** - The property owner was issued a citation from Code Enforcement on August 19, 2025 and August 27, 2025 due to substandard structure, failure to secure structure, and unsightly matter.

**Notice of Public Hearing Regarding Determination of Building Official that the structure located at 540 Dunaway Lane is substandard and shall be demolished** - Notice was sent and published in the Azle News newspaper on August 22, 2025. On August 25, 2025, both property owners and mortgage company were also sent a copy via certified mail.

**Board/Commission/Committee Recommendation:**

Conduct a public hearing and take formal action on this substandard building case at 540 Dunaway Lane.

**Staff Recommendation:**

Staff forwards this agenda item to the Building Board of Appeals with a recommendation to order for demolition of the house.

**Attachments:**

1. 540 Dunaway Ln. - Fire Incident Report 7.8.2024
2. 540 Dunaway Ln. - Consent to Search 6.18.2025
3. Substandard Bldg Report - 540 Dunaway Ln Azle
4. 540 Dunaway Ln. - Notice and Order for Demolition 6.23.2025
5. Azle News PUBLIC NOTICE case 25159 540 Dunaway Lane BBA 9.9.2025
6. 540 Dunaway Ln. Photos
7. Citation for 540 Dunaway Ln. - Issued 8.19.2025
8. Citation for 540 Dunaway Ln. - Issued 8.27.2025



**Incident Number: 242004**

**Date:** 7/8/2024      **Incident Type:** 111 - Building fire       **Emergent**

**Location:** 540 DUNAWAY LN, AZLE, TX 76020      **Mutual Aid:** Mutual aid received

**Times**

<u>Dispatch/Alarm</u>	<u>Enroute</u>	<u>Arrival</u>	<u>Cleared</u>
02:29	02:32	02:35	05:44

**Turnout Time:** 2m      **Response Time:** 6m      **Total Time:** 3h 15m

**Details**

**Shift:** B      **District:** 29B      **Haz Mat Release:** N - None  
**Station:** Station 52      **Township:** AZLE      **Detector Status:** U - Unknown

**Property Use:** 419 - 1 or 2 family dwelling      **Mixed Property Use:** 40 - Residential use

**Incident Actions**

81 - Incident command  
10 - Fire control or extinguishment, other

**Estimated Property Values and Losses**

	<b>PRE-INCIDENT VALUES</b>	<b>LOSSES</b>
<b>Property</b>		\$0
<b>Contents</b>		\$0

**Responding Apparatus and Personnel**

**Apparatus**

C252  
Quint 52  
C 52  
M-52  
Medic 352

**Personnel (Rank)**

Godbold, Lee (Asst. Chief)  
Stein, Tyler (PT/EMT-P)  
Temple, Ashton (PT/EMT-P)  
Porch, Cliff (FF/ EMT-P)  
Behm, John (Lieutenant)  
Kilpatrick, Stuart (Firefighter/ Paramedic)  
Rexroad, Lacy (Firefighter/ Paramed)  
Scott, Thomas, W (Chief)

**Counts**

	<b>Suppression</b>	<b>EMS</b>	<b>Other</b>
<b>Apparatus</b>	3	2	0
<b>Personnel</b>	4	4	0

**Mutual Aid**

**Agency:** Eagle Mountain

**FDID:** WB311

**Custom Department Identifier:**

**Agency's Incident Number:**

**Aid Purpose:**

	Times
Notify	
Arrival	
Cleared	
Canceled	

	Apparatus	Personnel
Fire	1	2
EMS	1	2
Rescue	0	0
Other	0	0

**Agency:** Silver Creek

**FDID:** SY209

**Custom Department Identifier:**

**Agency's Incident Number:**

**Aid Purpose:**

	Times
Notify	
Arrival	
Cleared	
Canceled	

	Apparatus	Personnel
Fire	1	3
EMS	0	0
Rescue	0	0
Other	0	0

**Agency:** Lake Worth

**FDID:** WB422

**Custom Department Identifier:**

**Agency's Incident Number:**

**Aid Purpose:**

	Times
Notify	
Arrival	
Cleared	
Canceled	

	Apparatus	Personnel
Fire	1	3
EMS	0	0
Rescue	0	0
Other	0	0

**Agency:** Sansom Park

**FDID:** WB432

**Custom Department Identifier:**

**Agency's Incident Number:**

**Aid Purpose:**

	Times
Notify	
Arrival	
Cleared	
Canceled	

	Apparatus	Personnel
Fire	1	3
EMS	0	0
Rescue	0	0
Other	0	0

**Agency:** Reno FD

**FDID:** Sta49

**Aid Purpose:**

	Times
Notify	
Arrival	
Cleared	
Canceled	

**Agency:** Boyd

**Aid Purpose:**

	Times
Notify	
Arrival	
Cleared	
Canceled	

**Agency:** Springtown

**Aid Purpose:**

	Times
Notify	
Arrival	
Cleared	
Canceled	

**Agency:** La Junta

**Aid Purpose:**

	Times
Notify	
Arrival	
Cleared	
Canceled	

**Custom Department Identifier:**

**Agency's Incident Number:**

	Apparatus	Personnel
Fire	1	3
EMS	0	0
Rescue	0	0
Other	0	0

**FDID:** XY303

**Custom Department Identifier:**

**Agency's Incident Number:**

	Apparatus	Personnel
Fire	1	3
EMS	0	0
Rescue	0	0
Other	0	0

**FDID:** SY414

**Custom Department Identifier:**

**Agency's Incident Number:**

	Apparatus	Personnel
Fire	0	0
EMS	0	0
Rescue	0	0
Other	1	1

**FDID:** SY206

**Custom Department Identifier:**

**Agency's Incident Number:**

	Apparatus	Personnel
Fire	1	3
EMS	0	0
Rescue	0	0
Other	1	1

**Property Information**

**Total Number of Buildings Involved in Fire:**

**Is Residential**

**Acres Burned:**

**Number of Residential Units:** 1

**Ignition**

**On-Site Materials (Storage)**

**Area of Origin:** UU - Undetermined

**Type of Material:**

**Heat Source:** UU - Undetermined

**Cause of Ignition:** 5 - Cause under investigation

**Item First Ignited:** UU - Undetermined

**Factors Contributing to Ignition**

**Human Factors Contributing**

UU - Undetermined

N - None

**Water Usage:**  
**Foam A Usage:**  
**Foam B Usage:**

**Suppression Factors**

**Equipment Details**

**Equipment Involved:**

**Brand:**

**Serial Number:**

**Model:**

**Year:**

**Equipment Power Source:**

**Equipment Portability:**

**Structure Fire Details**

**Structure**

**Structure Type:** 1 - Enclosed building

**Main Floor Size**

**Building Status:** 2 - In normal use

X

**Building Height - Above Grade:** 1

OR

**Building Height - Below Grade:** 0

1500 Sq. Ft.

**Fire Origin**

**Number of Stories Damaged by Flames**

**Floor of Origin:** 1

**Minor:**

**Heavy:**

**Fire Spread:** 4 - Confined to building of origin

**Significant:**

**Extreme:**

**Flame Spread**

**Item Contributing to Spread:**

**Material Contributing to Spread:**

**Detectors**

**Detector Presence:** 1 - Present

**Detector Details**

**Type:** 1 - Smoke  
**Operation:** 2 - Detector operated

**Power:** 1 - Battery only  
**Effectiveness:** 1 - Detector alerted occupants, occupants responded

**Detector Failure Reason:**

**AES - Automatic Extinguishing System**

**AES Presence:** 1 - Present

**AES Details**

**Type:** **Number of Sprinklers**  
**Operation:**

**AES Failure Reason:**

**Property Owner**

**Owner:** **Contact Information:** Mobile: 817-301-5627

**Emergency Medical Services (EMS)**

**White, Male**

**Provider Assessment**

00 - Impression/assessment, other

**Cause of Illness or Injury**

00 - Cause, other

**Body Injury Sites**

00 - Injury type, other (8 - Internal)

**Procedures Performed**

00 - Procedures used, other

**Safety Equipment**

**Patient Arrival and Transfer Summaries**

**Arrival At Patient:** 7/8/2024 02:50

**Initial Level Of Care:** 4 - EMT-P (Paramedic)

**Patient Status:** 1 - Improved

**Highest Level of Care:** 4 - EMT-P (Paramedic)

**Patient Transfer:** 7/8/2024 03:00

**Disposition:** 1 - FD transport to emergency care facility (ECF)

**Pulse Upon Transfer:** 1 - Pulse on transfer

**EMS Narrative**

7/8/2024      jbehm      Member of E49 IV fluid only.

**Narratives**

**Narrative**

7/8/2024 13:23      jbehm

**Dispatch Information:**

On July 8, 2024, at 02:29 hrs Quint 52 was dispatched, via radio by Tarrant County Fire Alarm, to reported

structure fire at 540 Dunaway Ln..  
All units responded code 3 from their respective stations.

**En-Route Information:**

Alarm advised of a Working Fire.  
There was no delay in the reaction time.  
The weather was clear, roadways dry and traffic moderate. There was no delay in the travel time.

**Units Responding (Azle):**

Quint 52  
Medic 352  
Medic 52  
Chief 52  
Chief 252

**Units Responding (Mutual Aid):**

Engine 110 (Lake Worth)  
Engine 51 (La Junta)  
Engine 49 (Reno)  
Tanker 21 (Eagle Mountain)  
Medic 221 (Eagle Mountain)  
Utility 48 (Springtown)  
Engine 54 (Silver Creek)

**Size-up and Command:**

Medic 352 arrived on location with a crew consisting firefighter/paramedic S. Kilpartick and firefighter/paramedic T. Stein arrived on location at 02:35 hrs. and reported a single-story residential structure with heavy fire showing from the Charlie Side (Garage). Medic 52 arrived on location at 02:36 hrs. with a crew consisting firefighter/paramedic C. Porch and Paramedic A. Temple Quint 52 arrive on location with a crew consisting of Lt. J. Behm and Firefighter/Paramedic L. Rexroad at 02:36 hrs. Quint 52 reported a single story residential structure with heavy fire and smoke showing from the garage. Quint 52 established command and identified Alpha Side of the home to be on Woodard Ln. A 360 completed was completed with the majority of the fire on the Alpha side of the structure. Safety concerns were that the power lines on the Bravo/Charlie corner had dropped with live wires on the ground.

**Operations/Assignments:**

Quint 52 officer requested a 200 ft. 1.75 " pre-connect to be deployed to the garage along with a second line being a 2.5 " pre-connect for volume. Medic 352 crew assigned to secure a water supply at the corner of Dunaway and Woodard Ln. Medic 52 crew assisted Quint 52 officer. Medic 52 crew was assigned to deploy a second 200 ft 1.75 " pre-connect to the Delta side of the structure and enter through the front door for fire attack. Engine 51 arrived on location 02:39 hrs. and was assigned to assist Medic 52 crew with fire attack and complete a primary search of the residence. Primary search was completed with an all-clear reported. Chief 252 arrived on location at 02:48 hrs. and assigned as safety officer. Utility company called (Tri-County) and gas meter turned off at the meter located on the charlie side of the structure. Engine 49 arrived also and was assigned fire attack with Engine 51. Two additional engine requested along with an air truck out of Springtown. Red Cross requested to assist with one displaced resident. Engine 12 and Engine 125 arrived on location and was utilized shortly after. At 03:26 hrs. Command advised fire was under control. Salvage and Overhaul started shortly after with approval from the Fire Marshls office that had arrived and started his investigation. During fire ground operations a member of the Azle Fire department developed a medical emergency and was treated by Medic 352 crew and was transported to THR Azle by Medic 221 for medical evaluation Air quality improved with positive pressure ventilation with the use of a fan. Extensive overhaul was completed and companies were released back to there respected districts.

Fire Marshal 345 on location and conducted a cause and Origin Report.

All units cleared and returned to their district.

**Authorization**

**Report Completed Date:** 7/8/2024

**Reviewed By:**

**Reviewed Date:**

**Member Making Report:** Behm, John

**Officer In Charge:** Behm, John

Date: 6-17-2025

Agency: AZLE FIRE MARSHAL

Report No. 242004

**CONSENT TO SEARCH**

I have been asked by MELVIN WILSON, who has identified himself/herself, as a law enforcement official, to permit the search by law enforcement, without warrant, of the following, in connection with the investigation of a fire / explosive incident and/or any other criminal activity that occurred on or about 7/8/2024:  
(Date)

(PERSON GIVING CONSENT SHOULD INITIAL ALL THAT APPLY).

MSCL Real Property: 540 DUNAWAY LANE, AZLE, TX. 76020  
(initial) (Address of property to be searched)

My consent authorizes the entry, and re-entry, of any investigator, firefighter, other law enforcement official, or forensic canines, onto the named property, its accompanying buildings, structures or curtilage, and permits the removal, photography, or forensic testing of any material deemed pertinent to the investigation.

MSCL My person  
(initial)

MSCL Vehicle: NO VEHICLE LOCATED AT THE SCENE  
(initial) Year Make Model Plate no. or VIN

I understand that I have the right to refuse to give my consent to the search, and that I may withdraw my consent at any time, and that my signature below indicates I freely and voluntarily consent to the requested search.

Any property listed above is presently in my possession or control, or is owned by me.

Mary Jane C. Lopez 11-28-64 TX. 06957547 6-18-25  
Signature Date of Birth New #2 DL # & State New address Date  
Mary Jane C. Lopez 682-380-7727 5001 Roanoke St. 76116  
Printed Name Phone # Address

MELVIN WILSON AZLE FIRE MARSHAL  
Print Name of Requesting Official Witness to Consent Signature Agency

Melvin Wilson - FIRE MARSHAL  
Signature of Requesting Official Witness to Consent Signature

**CITY of AZLE, TEXAS**  
**SUBSTANDARD BUILDING REPORT**

**Subject:** 540 DUNAWAY LANE, AZLE, TX.

**Date:** 06.19.25

***For the purposes of this report, any building, regardless of the date of its construction, which has any or all of the conditions or defects hereinafter described shall be deemed to be a substandard building.***

**Yes/No** Any building that is dilapidated, substandard, or unfit for human habitation and a hazard to the public health, safety and welfare.

**Yes/No** Any building that, regardless of its structural condition, is unoccupied by its owners, lessees or other invitees and is unsecured from unauthorized entry to the extent that it could be entered or used by vagrants or other uninvited persons as a place of harborage or could be entered or used by children.

***Any building that is boarded up, fenced or otherwise secured in any manner if:***

**Yes/No** The building constitutes a danger to the public even though secured from entry; or  
The means used to secure the building are inadequate to prevent unauthorized entry or use of the building.

*N/A*  **Yes/No** Any door, aisle, passageway, stairway or other means of exit is not of sufficient width or size or is not so arranged as to provide safe and adequate means of exit in case of fire or panic.

**Yes/No** The walking surface of any aisle, passageway, stairway or other means of exit is so warped, worn, loose, torn or otherwise unsafe as to not provide safe and adequate means of exit in case of fire or panic.

**Yes/No** The stress in any materials or members or portion thereof, due to all dead and live loads, is more than one and one-half times the working stress or stresses allowed in the building code for new buildings of similar structure, purpose or location.

**Yes/No** Any portion thereof has been damaged by fire, earthquake, wind, flood or any other cause to such an extent that the structural strength or stability thereof is materially less than it was before such catastrophe and is less than the minimum requirements of the building code for new buildings of similar structure, purpose or location.

**Yes/No** Any portion or member or appurtenance thereof is likely to fail, or to become detached or dislodged, or to collapse, and thereby injure persons or damage property.

**Yes/No** Any portion of a building, or any member, appurtenance or ornamentation on the exterior thereof, is not of sufficient strength or stability, or is not so anchored, attached or fastened in place, so as to be capable of resisting a wind pressure of one-half of that specified in the building code for new buildings of similar structure, purpose or location without exceeding the working stresses permitted in the building code for such buildings.

**Yes/No** Any portion thereof has wracked, warped, buckled or settled to such an extent that walls or other structural portions have materially less resistance to winds or earthquakes than is required in the case of similar new construction.

**Yes/No** The building, or any portion thereof, because of dilapidation, deterioration or decay, faulty construction, the removal, movement or instability of any portion of the ground necessary for the purpose of supporting such building, the deterioration, decay or inadequacy of its foundation, or any other cause, is likely to partially or completely collapse.

**Yes/No** For any reason, the building, or any portion thereof, is manifestly unsafe for the purpose for which it is being used.

**Yes/No** Whenever the exterior walls or other vertical structural members list, lean or buckle to such an extent that a plumb line passing through the center of gravity does not fall inside the middle one-third of the base.

**Yes/No** The building, exclusive of the foundation, shows thirty-three percent or more damage or deterioration of its supporting member or members, or fifty or more percent damage or deterioration of its non-supporting members, enclosing or outside walls or coverings.

***Whenever the building has been so damaged by fire, wind, earthquake, flood or other causes, or has become so dilapidated or deteriorated, as to become:***

**Yes/No** An attractive nuisance to children

**Yes/No** A harbor for vagrants, criminals or immoral persons.

**Yes/No** Any building has been constructed, exists or is maintained in violation of any specific requirement or prohibition applicable to such building provided by the building regulations of this jurisdiction, as specified in the building code, or of any law or ordinance of this state or jurisdiction relating to the condition, location or structure of buildings.

**Yes/No** Any building, whether or not erected in accordance with all applicable laws and ordinances, has in any non-supporting part, member or portion less than fifty percent, or in any supporting part, member or portion less than sixty-six percent, of the strength, fire-resisting qualities or characteristics, or weather-resisting qualities or characteristics required by law in the case of a newly constructed building of like area, height and occupancy in the same location.

**Whenever a building, used or intended to be used for dwelling purposes, because of inadequate maintenance, dilapidation, decay, damage, faulty construction or arrangement, inadequate light, air or sanitation facilities, or otherwise, is determined by the building official to be unsanitary, unfit for human habitation or in such a condition that is likely to cause sickness, or disease for reasons including, but not limited to, the following:**

**Yes/No** Lack of or improper water closet, lavatory, bathtub or shower in a dwelling unit or lodging house.

**Yes/No** Lack of or improper kitchen sink in a dwelling unit.

**Yes/No** Lack of hot and cold running water to plumbing fixtures in a dwelling unit or lodging house.

**Yes/No** Lack of adequate heating facilities.

**Yes/No** Lack of, or improper operation of, required ventilating equipment.

**Yes/No** Lack of minimum amounts of natural light and ventilation required by this code.

**Yes/No** Room and space dimensions less than required by this code or the building code.

**Yes/No** Lack of required electrical lighting.

**Yes/No** Dampness of habitable rooms.

**Yes/No** Infestation of insects, vermin or rodents.

**Yes/No** General dilapidation or improper maintenance.

**Yes/No** Lack of connection to required sewage disposal system.

**Yes/No** Lack of adequate garbage and rubbish storage and removal facilities.

**Yes/No** Whenever any portion of a building remains on a site after the demolition or destruction of the building.

**Yes/No** Any building is abandoned so as to constitute such building or portion thereof an attractive nuisance or hazard to the public.

**Yes/No** Any building constructed and is still existing in violation of any provision of the building code or fire code of the city to the extent that the life, health or safety of the public or any occupant is endangered.

Note: Massive amounts of damaged, decaying, and deteriorated conditions were found throughout the structure from its original condition and would by me, be considered dangerous to the health, safety, morals, or general welfare of any occupants. It is my opinion that the structure constitutes a dangerous condition and is in violation of Section 3.04 Dangerous Buildings Ordinance. Further said structure would be considered a public nuisance. In my opinion this structure is not feasible of repair and would recommend demolition of said structure.



Kevin McMillin  
Certified Building Official ICC; I2165  
Safebuilt 817 659 6938



**NOTICE AND ORDER FOR DEMOLITION**

June 23, 2025,

CERTIFIED MAIL 7022 2410 000 5909 8926

Joe Lopez  
208 Laurel St.  
Lake Charles, LA 70605

RE: Substandard Structure located at **540 Dunaway Ln Azle, TX 76020**  
Legal Description: Wilson & Scruggs Survey Abstract 1948 Tract 1K02

Dear Joe Lopez,

The Building Inspections Department has conducted an inspection of the structure located on the above-mentioned property and has found it to be in violation of the City of Azle Code of Ordinances, Article 3.04 DANGEROUS BUILDINGS. As a result, the City of Azle will pursue immediate demolition of the structure.

A demolition permit must be secured within fifteen (15) days of receipt of this notice. The permittee must complete the demolition and remove all debris from the property with thirty (30) days from securing the permit. Please note that it is unlawful for any person(s), firm or corporation to maintain any building or structure in the City of Azle, or cause or permit the same to be done or exist on property or premises that are in violation of Article 3.4. Each day a violation of this ordinance occurs is a separate offense and is punishable by a fine of up to two thousand dollars (\$2000.00).

Any person having any record title or legal interest in the structure may appeal the notice and order to the Building Board of Appeals. Application must be in writing with thirty (30) days of receipt of this letter. Failure to appeal will constitute a waiver of all right to an administrative hearing and determination of this matter.

Should you have any questions concerning this matter, please contact me at (817) 444-5596.

Sincerely,

M. Garcia  
Sr. Code Enforcement Officer

STATE OF TEXAS  
COUNTY OF TARRANT

The instrument was acknowledged before me the \_\_\_\_ day of \_\_\_\_\_, 2025 by M. Garcia, Sr. Code Enforcement Officer, for the City of Azle, a Texas municipal corporation, on behalf of said municipal corporation.

\_\_\_\_\_  
Notary Public, State of Texas



**NOTICE AND ORDER FOR DEMOLITION**

June 23, 2025,

CERTIFIED MAIL 7022 2410 000 5909 8919

Mary Jane Cardona Lopez  
5001 Roanoke St.  
Fort Worth, TX 76116

RE: Substandard Structure located at **540 Dunaway Ln Azle, TX 76020**  
Legal Description: Wilson & Scruggs Survey Abstract 1948 Tract 1K02

Dear Mary Jane Lopez,

The Building Inspections Department has conducted an inspection of the structure located on the above-mentioned property and has found it to be in violation of the City of Azle Code of Ordinances, Article 3.04 DANGEROUS BUILDINGS. As a result, the City of Azle will pursue immediate demolition of the structure.

A demolition permit must be secured within fifteen (15) days of receipt of this notice. The permittee must complete the demolition and remove all debris from the property with thirty (30) days from securing the permit. Please note that it is unlawful for any person(s), firm or corporation to maintain any building or structure in the City of Azle, or cause or permit the same to be done or exist on property or premises that are in violation of Article 3.4. Each day a violation of this ordinance occurs is a separate offense and is punishable by a fine of up to two thousand dollars (\$2000.00).

Any person having any record title or legal interest in the structure may appeal the notice and order to the Building Board of Appeals. Application must be in writing with thirty (30) days of receipt of this letter. Failure to appeal will constitute a waiver of all right to an administrative hearing and determination of this matter.

Should you have any questions concerning this matter, please contact me at (817) 444-5596.

Sincerely,

M. Garcia  
Sr. Code Enforcement Officer

STATE OF TEXAS  
COUNTY OF TARRANT

The instrument was acknowledged before me the \_\_\_\_ day of \_\_\_\_\_, 2025 by M. Garcia, Sr. Code Enforcement Officer, for the City of Azle, a Texas municipal corporation, on behalf of said municipal corporation.

\_\_\_\_\_  
Notary Public, State of Texas



**NOTICE AND ORDER FOR DEMOLITION**

June 23, 2025,

CERTIFIED MAIL 7022 2410 000 5909 7127

Shellpoint Mortgage Servicing  
PO Box 10826  
Greenville, SC 29603-0826

RE: Joe Lopez & Mary Jane C Lopez  
Acct: 01007817718  
Substandard Structure located at **540 Dunaway Ln Azle, TX 76020**  
Legal Description: Wilson & Scruggs Survey Abstract 1948 Tract 1K02

Dear Shellpoint Mortgage ,

The Building Inspections Department has conducted an inspection of the structure located on the above-mentioned property and has found it to be in violation of the City of Azle Code of Ordinances, Article 3.04 DANGEROUS BUILDINGS. As a result, the City of Azle will pursue immediate demolition of the structure.

A demolition permit must be secured within fifteen (15) days of receipt of this notice. The permittee must complete the demolition and remove all debris from the property with thirty (30) days from securing the permit. Please note that it is unlawful for any person(s), firm or corporation to maintain any building or structure in the City of Azle, or cause or permit the same to be done or exist on property or premises that are in violation of Article 3.4. Each day a violation of this ordinance occurs is a separate offense and is punishable by a fine of up to two thousand dollars (\$2000.00).

Any person having any record title or legal interest in the structure may appeal the notice and order to the Building Board of Appeals. Application must be in writing with thirty (30) days of receipt of this letter. Failure to appeal will constitute a waiver of all right to an administrative hearing and determination of this matter.

Should you have any questions concerning this matter, please contact me at (817) 444-5596.

Sincerely,

M. Garcia  
Sr. Code Enforcement Officer

STATE OF TEXAS  
COUNTY OF TARRANT

The instrument was acknowledged before me the \_\_\_\_ day of \_\_\_\_\_, 2025 by M. Garcia, Sr. Code Enforcement Officer, for the City of Azle, a Texas municipal corporation, on behalf of said municipal corporation.

\_\_\_\_\_  
Notary Public, State of Texas

The Building Board of Appeals of the City of Azle will conduct a public hearing at 6:00 p.m. on Tuesday, September 9, 2025, in the City Council Chambers at City Hall, located at 505 West Main Street to consider and or take action regarding repair, removal, or demolition in Case No. 25159, City of Azle vs. Joe Lopez and Mary Jane Cardona Lopez, regarding the structure(s) located at 540 Dunaway Lane, Azle, Texas 76020.

**Please run in the Thursday, August 28, 2025  
edition in the Legal Notices of the Classified  
Section**

If you have any questions call Malinda Nowell @ 817-444-4178.

Photos of 540 Dunaway Lane



Photos of 540 Dunaway Lane



Photos of 540 Dunaway Lane



Photos of 540 Dunaway Lane



No. 88966

City of Azle, State of Texas General Complaint Citation

Offense Date	Day Tue	Month 03	Date 19	Year 2025	Approximate Time 1:30	Am PM PM
Offense Location	540 Danaway LN				TC PC	Heading
Last Name Lopez		First Name Jose		Middle Name		
Street Address 200 Laurel St		Apt #	City Lake Charles			
State LA	Zip 70605	Telephone # 214.517.8165				
Employed By				City	State	
Date of Birth 07/24/1964	Race / Eth H	Sex M	Height	Weight	Hair	Eyes
Drivers License 01401897			State TX	Class C	Rest.	Exp Yr
Year	Color	Make		Model		
Body	License #			State	Exp	
Violation Code	Offense Title Substandard Structure					
Violation Code	Offense Title Failure to Secure Structure					
Violation Code 4320	Offense Title Accumulation of Unightly Matter					
Speed Offenses	Radar #	Posted	School Zone	Construction Zone	Workers Present	
Incident #		<input type="checkbox"/> Accident		<input type="checkbox"/> Family Violence		
Attempted and unable to verify Financial Responsibility:				<input type="checkbox"/> Yes		<input type="checkbox"/> No
Other Specific Information Structure Fire - 7/8/24 Unfit for human habitation and hazard to the public health, safety and welfare.						
Vehicle Search		No	Yes	Consent		No Consent
WITHOUT ADMISSION OF GUILT, I hereby promise to appear as directed. See back for details. X						
Name of Officer and Badge # M. Garcia CEO #2092			District 1 2	Shift A B C	Unit #	
River Oaks Printing Co., Inc. 817-738-5461						

City of Azle, State of Texas General Complaint Citation

Offense Date	Day	Month	Date	Year	Approximate Time	Am	Pm					
	TUES	10	27	2025	8:35							
Offense Location	540 Dunaway LN						TC	Heading				
							PC					
Last Name		First Name		Middle Name								
LOPEZ		JOE										
Street Address			Apt #	City								
208 Laurel ST				LAKE CHARLES								
State	Zip	Telephone #										
TX	76065	214 517 8165										
Employed By						City	State					
Date of Birth	Race / Eth	Sex	Height	Weight	Hair	Eyes						
01/24/64	M	M										
Driver's License		State	Class	Rest.	Exp Yr							
27901897		TX	C									
Year	Color	Make		Model								
Body	License #	State		Exp								
Violation Code	Offense Title											
	Substandard Structure											
Violation Code	Offense Title											
	Failure to Secure Structure											
Violation Code	Offense Title											
	Accumulation of Unsanitary Matter											
Speed Offenses	Radar #	Posted	School Zone	Construction Zone	Workers Present							
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
Incident #	<input type="checkbox"/> Accident <input type="checkbox"/> Family Violence											
Attempted and unable to verify Financial Responsibility: <input type="checkbox"/> Yes <input type="checkbox"/> No												
Other Specific Information												
Structure Fire - 7/8/24												
Unfit for human habitation												
and hazard to the public												
health, safety, and welfare.												
<table border="0"> <tr> <td>Vehicle Search</td> <td>No</td> <td>Yes</td> <td>Consent</td> <td>No Consent</td> </tr> </table>								Vehicle Search	No	Yes	Consent	No Consent
Vehicle Search	No	Yes	Consent	No Consent								
WITHOUT ADMISSION OF GUILT, I hereby promise to appear as directed. See back for details.												
X Cert # 9589 0110 5410 2901 18466												
Name of Officer and Badge #				District	Shift	Unit #						
M. Garcia CED 2092				1 2	A B C							
River Oaks Printing Co., Inc. 817-738-5461												



---

**Presenter:** David Hawkins, Director of Planning and Development  
**Agenda Item:** Adoption of 2024 International Building Codes and 2023 National Electric Code

---

**Background and Explanation:**

Discuss the upcoming adoption of the next cycle of ICC codes.

**Board/Commission/Committee Recommendation:**

**Staff Recommendation:**

**Attachments:**

None