



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

505 W. Main Street  
Azle, Texas 76020

**September 9, 2025**

**6:00 PM**

**Council Chambers**

**REGULAR SESSION**

**CALL TO ORDER**

Chairman Robin Mosier called the meeting to order at 6:01 p.m.

**Members Present:**

Chairman Robin Mosier  
Vice Chairman Roger Cokenour  
Board Member Jim Carlson  
Board Member Damon Bethurum

**Members Absent:**

Board Member Gary Sebastian

**Staff Present:**

David Hawkins, AICP                      Director of Planning and Development  
Malinda Nowell                              Sr. Administrative Assistant

**INVOCATION**

Board Member Jim Carlson gave the invocation.

**PLEDGE OF ALLEGIANCE**

Vice Chairman Roger Cokenour led the pledge.

**PUBLIC PARTICIPATION**

None.

**CONSENT AGENDA**

**1. Consider approval of the Minutes of the Building Board of Appeals meeting held July 25, 2024.**

Board Member Jim Carlson moved to approve the minutes of the Building Board of Appeals meeting held July 25, 2024 as presented. Board Member Roger Cokenour seconded the motion. Motion carried.

Yes:            (4)            Robin Mosier, Roger Cokenour, Jim Carlson, Damon Bethurum  
Absent:        (1)            Gary Sebastian

**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.**

Director of Planning and Development David Hawkins gave the timeline regarding this structure and presented pictures detailing the condition of the property. The house was damaged by fire on July 8, 2024. The fire incident report was included in the Board's agenda packet. On June 18, 2025, staff received consent to enter the property. The City Fire Marshal, SAFEbuilt Inspector, and City Code Enforcement Officers conducted the inspection on June 19, 2025. A copy of the inspection report was included in the agenda packet. Mr. Hawkins stated that the determination by the Building Official is that this house has received very substantial damage. Mr. Hawkins presented photographs of the house and stated that the house has remained in this condition for over a year while the City tried to work with the property owner. Mr. Hawkins confirmed staff have been in contact with the property owners and they were made aware of this meeting. There are two different addresses for the owners because they are going through a divorce.

Fire Marshal Melvin Wilson stated that the structure is not secured, and it is a public nuisance and a health hazard. It has been harboring rodents, rats, and vultures. A portion of the home is boarded up, but it is still in a burned-out state. Mr. Hawkins advised that one of owners submitted a demolition permit to the city, but the contractor pulled his name from the job. The property owner has tried to obtain more quotes, but there has been no progress, which is why staff brought this case forward to the Board. Fire Marshal Wilson stated the home looks like it cannot be rehabbed because there is too much damage. SAFEbuilt Inspector Patrick Moran stated that there was a security fence in place, but it is laying down now and nothing has changed since these photographs.

Chairman Robin Mosier opened the public hearing at 6:10 p.m.

Attorney Jennifer Ruelas was present and representing her client, Mary Jane Cardona Lopez, one of the co-owners. Associate Byron Keaton of Consumer Financial Services, Data and Technology (CFS+) Practice Group was present and representing Newrez, LLC dba Shellpoint Mortgage Servicing, who is the lienholder for this property. Ms. Ruelas also noted that her client was present. Ms. Ruelas stated that both she and Mr. Keaton were hired recently to represent their respective parties to get this matter resolved. They have reached out to the insurer and have policy information but have not heard back yet. She advised there are questions about the proceeds and stated that her client is going through a difficult divorce. Ms. Cardona has been in contact with the City and is the one who obtained a demolition permit. Ms. Ruelas stated that she and Mr. Keaton spoke and agreed to request 90 days to finish gathering information, work with the insurance company, and get the home demolished.

Ms. Cardona confirmed that she was residing in the home and was asleep in the home when the fire broke out.

Mr. Keaton stated he did understand the seriousness and concerns of the City, but they still request 90 days. He stated they do not want to demolish the property prematurely while they wait on insurance proceeds, as well as the coordinated effort with all parties being on the same page and having retained counsel. They are hopeful to have a resolution within 90 days and whether the property is demolished or reconstructed. Ms. Ruelas confirmed that the home was insured at the time of the fire and that insurance paid a portion but they are trying to figure out why insurance has not paid all of what needs to be paid. Ms. Ruelas is reviewing policy documents and reaching out to the insurer since this was a fully covered property. Mr. Keaton added that the insurance proceeds could help to bring the property into compliance and a resolution that is satisfactory to the City.

Chairman Mosier asked for assurance that the property be secured to prevent entry and further damage. Vice Chairman Roger Cokenhour suggested that the property be secured within 15 days. Ms. Cardona stated there is a large opening in the back that she was told could not be covered, but that the front was completely covered. Ms. Ruelas stated her client is willing to secure the property. Fire Marshal Wilson suggested the property owner could rent a six-foot portable chain link fence to be placed around the perimeter of the structure.

Board member Jim Carlson stated that 90 days will be mid-December and that maybe 60 days would

be better timing.

Ms. Cardona stated there is a demolition permit that she has already paid for. Mr. Hawkins stated the permit is valid for six months and we would just need the name of the contractor.

As there were no other speakers, Chairman Mosier closed the hearing at 6:21 p.m.

Board Member Jim Carlson moved to delay this request for 60 days for the owner, attorney, and lienholder to complete their investigation and have the property demolished, and that the house be secured within 15 days. Board Member Damon Bethurum seconded the motion. Motion carried.

Yes: (4) Robin Mosier, Roger Cokenour, Jim Carlson, Damon Bethurum

Absent: (1) Gary Sebastian

### **DISCUSSION ITEMS**

#### **3. Adoption of 2024 International Building Codes and 2023 National Electric Code**

Director of Planning and Development David Hawkins stated that there will be another meeting of the BBA within the next month or so to consider adoption of new building codes for the City of Azle.

Regarding the previous item, Board Member Jim Carlson asked and Mr. Hawkins confirmed that the BBA will not have to meet again. Mr. Hawkins stated that staff will work with the owner to get the house demolished in 60 days and if they do not, the city will take action and file a lien on the property.

### **ADJOURNMENT**

Chairman Robin Mosier adjourned the meeting at 6:24 p.m.

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

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

Attest:

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