



MEMORANDUM

To: Mayor and City Council

From: Lauren Thoden, City Secretary

Date: April 14, 2026

Reference: Consider adoption of an Ordinance of the City Council of the City of Coppel, Texas Amending the Code of Ordinances by Amending Chapter 2, “Boards and Commissions”, Article 2-6, “Building and Standards Commission”, by repealing and replacing with a new section 2-6-1, “Implementation of State Statute”, and Section 2-6-2, “Creation of Building and Standards Commissions”; Providing a Severability Clause; Providing a Repealing Clause; and Providing an Effective Date.

Introduction:

An amendment to the Code of Ordinances regarding the Building and Standards Commission is requested to ensure the City Code is aligned with State Code, and clarify the appointment process, alternate membership, and terms of members of the Building and Standards Commission.

Background:

City staff and the City Attorney engaged a bylaw and rules of procedure review project for all City of Coppel boards and commissions. In reviewing the applicable State and City Codes relevant to the Building and Standards Commission, it became evident that there was an opportunity to clarify the City Code regarding the creation and membership of the Coppel Building and Standards Commission. Unlike the other advisory boards and commissions, Building and Standards Commission is a quasi-judicial commission and must operate pursuant to Subchapter C of Chapter 54, Local Government Code of the State of Texas. Appeal of the decisions of this Commission are made directly to a Court of Law, not the City Council. As such, membership on this Commission requires a heightened commitment to include knowledge of the governing statutes.

The proposed code amendments serve a dual purpose of bringing clarity to the creation and the charge of the Coppel Building and Standards Commission. They also specify the requirements of membership for appointment to the Coppel Building and Standards Commission, including outlining clear expectations that members to have knowledge of the rules, functions, and activities of the Commission.

The amendments are as follows:

Article 2-6 “Building and Standards Commission”, Section 2-6-1, “Implementation of State Statute”, is recommended for repeal in its entirety and replacement.

Current language:

The City Council of the City of Coppell, Texas, by this adoptive ordinance, hereby implements Subchapter C of Chapter 54, Local Government Code of the State of Texas.

Recommended language:

The City Council of the City of Coppell, Texas, by this adoptive ordinance, does hereby create the Coppell Building and Standards Commission and hereby invokes the duties and powers set forth. Subchapter C of Chapter 54, Local Government Code of the State of Texas.

Article 2-6, “Building and Standards Commission”, Section 2-6-2, “Creation of Building and Standards Commission”, is recommended for repeal in its entirety and replacement.

Current language:

A. *City of Coppell Building and Standards Commission.* A City of Coppell Building and Standards Commission is hereby established in accordance with the provisions of Subchapter C, Chapter 54 of the Local Government Code of the State of Texas. The commission is established to hear and determine cases concerning alleged violations of the ordinances of the City of Coppell relating to:

1. The preservation of public safety, relating to the materials or methods used to construct a building or improvement, including the foundation, structural elements, electrical wiring or apparatus, plumbing and fixtures, entrances or exits;
2. The fire safety of building or improvement, including provisions relating to materials, types of construction or design, warning devices, sprinklers or other fire suppression devices, availability of water supply for extinguishing fires, or location, design, or width of entrances or exits;
3. Relating to dangerously damaged or deteriorated buildings or improvements; or

4. Relating to conditions caused by accumulation of refuse, vegetation, or other matter that creates breeding and living places for insects and rodents.
- B. *Appointment.* The commission shall consist of the members of the zoning board of adjustment.
- C. *Terms of members.* The terms of members of the building and standards commission shall coincide with the terms of the members of the zoning board of adjustment.

Recommended language:

- A. *City of Coppell Building and Standards Commission.* A City of Coppell Building and Standards Commission hereby established in accordance with the provisions of Subchapter C, Chapter 54 of Local Government Code of the State of Texas. The commission is established to hear and determine cases concerning alleged violations of the ordinances of the City of Coppell relating to:
1. The preservation of public safety, relating to the materials or methods used to construct a building or improvement including the foundation, structural elements, electrical wiring or apparatus, plumbing and fixtures, entrances or exits;
 2. The fire safety of buildings or improvements, including provisions relating to materials, types of construction or design, warning devices, sprinklers or other fire suppression devices, availability of water supply for extinguishing fires, or location, design, or width of entrances or exits;
 3. Relating to dangerously damaged or deteriorated building or improvements; or
 4. Relating to conditions caused by accumulation of refuse, vegetation, or other matters that create breeding and living places for insects and rodents.
- B. The Coppell Building and Standards Commission shall be comprised of five (5) members of the Board of Adjustment, four (4) alternate members of the Board of Adjustment to be appointed by the City Council. Members shall be a resident of the City of Coppell for at least twelve (12) months preceding the

date of appointment, be knowledgeable in the affairs of the City, be knowledgeable in the rules of the Building and Standards Commission and its functions and activities provided for in the Charter and shall be a qualified voter in the City of Coppell, Texas.

- C. Members of the Commission shall be appointed for two (2) year terms with three (3) members' term expiring in even numbered years and two (2) members' terms expiring in odd-number years.
 - 1. In addition, the Council shall appoint four (4) alternate members to act as members of the Building and Standards Commission in absence of one or more of the regular members. The four (4) alternate members shall serve two-year terms. Any vacancy created on the Commission shall be filled by majority vote of the City Council for the remainder of the unexpired term within thirty (30) days after the vacancy occurs.
 - 2. The members of the Commission shall serve without pay or compensation, provided, however, that they shall be entitled to reimbursement of and for necessary expenses incurred in the performance of their duties, when approved by City Council.

Legal Review:

This item has been reviewed by the City Attorney.

Fiscal Impact:

N/A

Recommendation:

Staff recommends approval of the ordinance.