



## MINUTES

**BRYAN BUILDING AND STANDARDS COMMISSION  
WORKSHOP MEETING  
MONDAY, JANUARY 14, 2013 – 12:00 P.M.  
ROOM 305, BRYAN MUNICIPAL BUILDING  
300 SOUTH TEXAS AVENUE, BRYAN, TEXAS**

On the 14<sup>th</sup> day of January, 2013 the Building and Standards Commission of the City of Bryan, Texas convened in Room 305 of the Bryan Municipal Building, 300 S. Texas Avenue at 12:00pm.

**BSC Members Present:**

Mr. Daryl Massey  
Mr. Victor Drozd  
Mr. Rick Ravey  
Ms. Cheryl Free  
Mr. Charles Munday  
Ms. Judy Winn

**Staff Members Present:**

Ms. Lindsey Guindi, Development Serv. Director  
Mr. Greg Cox, Chief Building Official  
Mr. Martin Zimmermann, Planning Administrator  
Mr. Jonathan Koury, Assistant City Attorney  
Ms. Charmaine McKinzie, Dev. Serv. Representative  
Mr. William F. Taylor, Deputy Fire Marshal  
Ms. Sharon Hauke, Code Enforcement Officer  
Ms. Dawn Kaatz, Code Enforcement Officer  
Ms. Audrey Arnold, General Inspector  
Mr. Joseph Fagan, Community Improvement Spec.

Disclaimer: *The meeting minutes herein are a summarization of meeting procedures, not a verbatim transcription.*

**1. CALL TO ORDER.**

Vice-Chairperson Drozd called the meeting to order at 12:00pm.

**2. STAFF ANNOUNCEMENTS (This item includes introductions of new employees, meeting reminders, upcoming events, and staff recognition).**

**a. Welcome newly-appointed Commissioners Munday and Winn.**

- b. **Recognize former Commissioners Ponzio and Montgomery for their service to the Commission.**
- c. **The next regular meeting is scheduled for 6p.m. on Monday, January 28, 2013 (Council Chambers).**

Mr. Zimmermann advised that former Commissioners Ponzio and Montgomery were not able to attend due to scheduling conflicts. He welcomed newly-appointed Commissioners Munday and Winn and reminded Commissioners of the next regular meeting date.

**3. STAFF PRESENTATION AND DISCUSSION REGARDING THE DUTIES AND FUNCTIONS OF THE BUILDING AND STANDARDS COMMISSION AND COMMISSION MEETING PROCEDURES (Questions may be directed to staff, no action will be taken).**

Staff answered questions from the Commission regarding the duties and functions of the Commission. Commissioners asked staff to investigate opportunities to simplify and shorten the Chairperson's opening statement.

**4. ADJOURN.**

Without objection Vice-Chairperson Drozd adjourned the meeting at 12:55pm

These minutes were reviewed and approved by the City of Bryan Building and Standards Commission on the 25<sup>th</sup> day of **February, 2013.**

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Daryl Massey, Chairperson  
Building and Standards Commission  
City of Bryan, Texas

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Greg Cox, Chief Building Official  
and Secretary to the Building and  
Standards Commission