



**MANOR CITY COUNCIL  
REGULAR MEETING  
AGENDA  
105 E. EGGLESTON STREET  
MANOR, TEXAS 78653  
AUGUST 17, 2016 · 7:00 P.M.**

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**CALL TO ORDER AND ANNOUNCE QUORUM PRESENT**

**PLEDGE OF ALLEGIANCE**

**PRESENTATIONS**

**PUBLIC COMMENTS**

*Comments will be taken from the audience on non-agenda related topics for a length of time, not to exceed three minutes per person. Comments on specific agenda items must be made when the item comes before the Council. To address the City Council, please register on the speaker sign-in sheet at least five-minutes prior to the scheduled meeting time. NO ACTION MAY BE TAKEN BY THE CITY COUNCIL DURING PUBLIC COMMENTS.*

**CONSENT AGENDA**

*The following Items will be enacted by one motion. There will be no separate discussion of these items unless requested by the Mayor or a Council Member; in which event, the item will be removed from the consent agenda and considered separately.*

1. Consideration, discussion, and possible action to approve the minutes for the August 3, 2016, City Council Regular Meeting.
2. Consideration, discussion, and possible action on acceptance of the July, 2016 Departmental Reports:
  - Development Services
  - Police
  - Municipal Court
  - Public Works
3. Consideration, discussion, and possible action on acceptance of the unaudited July, 2016 Monthly Financial Report.

**PUBLIC HEARING**

4. Conduct the second public hearing regarding the annexation of property being approximately 9.187 acres of land, located at the SE corner of US Hwy 290 and FM 973.
5. Conduct the first public hearing regarding the annexation of property being approximately 160 acres of land, located at Old Kimbro Road and FM 1100.

**REGULAR AGENDA**

6. Consideration, discussion, and possible action on a second reading of a draft municipal service plan for the annexation of property being approximately 9.187 acres of land, located at the SE corner of US Hwy 290 and FM 973.
7. Consideration, discussion, and possible action on a first reading of a draft municipal service plan for the annexation of property being approximately 160 acres of land, located at Old Kimbro Road and FM 1100.

8. Consideration, discussion, and possible action of the FY 2016-2017 Proposed Annual Budget and Tax Rate.
9. Consideration, discussion, and possible action to amend Ordinance 165 D, Adopting the 2015 Edition of the International Building Code, 2015 International Residential Code for one and two family dwellings, 2015 International Mechanical Code, 2015 International Plumbing Code, 2015 International Fire Code and Amendments, 2015 International Fuel Gas Code, 2015 International Energy Conservation Code, 2015 International Property Maintenance Code, and 2014 National Electric Code, providing for inspections of buildings and structures with the City.
10. Presentation from Capital Metro Manor Circulator Route 470.

## ADJOURNMENT

*In addition to any executive session already listed above, the City Council for the City of Manor reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code for the following purposes:*

*§551.071 Consultation with Attorney  
§551.072 Deliberations regarding Real Property  
§551.073 Deliberations regarding Gifts and Donations  
§551.074 Personnel Matters  
§551.076 Deliberations regarding Security Devices  
§551.087 Deliberations regarding Economic Development Negotiations*

## POSTING CERTIFICATION

I, hereby, certify that this notice of the Manor City Council Meeting was posted on this 12<sup>th</sup> day of August, 2016 at 5:00 P.M., as required by law in accordance with Section 551.043 of the Texas Government Code.

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Frances M. Aguilar, City Secretary

## NOTICE OF ASSISTANCE AT PUBLIC MEETINGS:

*The City of Manor is committed to compliance with the Americans with Disabilities Act. Manor City Hall and the council chambers are wheelchair accessible and special marked parking is available. Persons with disabilities who plan to attend this meeting and who may need assistance are requested to contact Frances Aguilar, City Secretary at 512-272-5555. Provide a 48-hour notice when feasible.*

*This public notice was removed from the bulletin board at the Manor City Hall on:*

\_\_\_\_\_, 2016 at \_\_\_\_\_ am/pm by \_\_\_\_\_.  
City Secretary's Office  
City of Manor, Texas



AGENDA ITEM NO. <sup>1</sup>\_\_\_\_\_

### AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: August 17, 2016

PREPARED BY: Frances Aguilar

DEPARTMENT: Administration

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**AGENDA ITEM DESCRIPTION:**

Consideration, discussion, and possible action to approve the minutes for the August 3, 2016 City Council Regular Meeting.

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**BACKGROUND/SUMMARY:**

PRESENTATION: ☐ YES ☒ NO

ATTACHMENTS: ☒ YES (IF YES, LIST IN ORDER TO BE PRESENTED) ☐ NO

Minutes from August 3, 2016 City Council Regular Meeting

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**STAFF RECOMMENDATION:**

It is City staff's recommendation, that the City Council approve the minutes for the August 3, 2016 City Council Regular Meeting.

PLANNING & ZONING COMMISSION: ☐ RECOMMENDED APPROVAL ☐ DISAPPROVAL ☐ NONE



**MANOR CITY COUNCIL  
REGULAR MEETING  
MINUTES  
105 E. EGGLESTON STREET  
MANOR, TEXAS 78653  
August 3, 2016 · 7:00 P.M.**

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**COUNCIL MEMBERS**

**PRESENT:**

Mayor, Rita Jonse  
Place 1, Gene Kruppa  
Place 2, Gil Burrell, Mayor Pro-Tem  
Place 3, Todd Shaner  
Place 4, Zindia Pierson  
Place 5, Rebecca Davies  
Place 6, Jeff Turner

**ABSENT:**

**CITY STAFF PRESENT:**

Thomas Bolt, City Manager  
Frances Aguilar, City Secretary  
Scott Dunlop, Planning Coordinator  
Lluvia Tijerina, Administrative Assistant

**CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT**

The Manor City Council met in regular session on Wednesday, August 3, 2016, in the City Council Chambers at 105 E. Eggleston Street. Mayor Rita Jonse announced that a quorum was present and the meeting was called to order at 7:00 P.M.

**PLEDGE OF ALLEGIANCE**

At the request of Mayor Rita Jonse, Vicki McFarland gave the Pledge of Allegiance.

**PUBLIC COMMENTS**

**There were no public comments.**

**CONSENT AGENDA**

All items listed under the consent agenda were enacted by one motion. There was no separate discussion of the items and no items removed from the consent agenda.

**A motion to approve the Consent Agenda was made by Council Member Davies, seconded by Council Member Kruppa. The motion carried by the following vote:**

**Vote: 7 For – 0 Against.**

1. Consideration, discussion, and possible action to approve the minutes for the July 20, 2016, City Council Regular Meeting.

**The minutes were approved under the Consent Agenda.**

2. Consideration, discussion, and possible action on a second reading of an ordinance, amending the Zoning Ordinance, rezoning Cottonwood Commercial South Lot 7B 2 Block A, locally known as 11401 US Hwy 290 East, from light commercial (C-1) district zoning to medium commercial (C-2) district zoning.

**The ordinance was approved under the Consent Agenda.**

3. Consideration, discussion, and possible action on a second reading of an ordinance, amending the Zoning Ordinance, rezoning Lots 8-10, Block 24 Town of Manor, locally known as 109 South Lexington Street, from light commercial (C-1) district zoning to downtown business District (DBD) zoning.

**The ordinance was approved under the Consent Agenda.**

#### **PUBLIC HEARING**

4. Conduct a public hearing regarding the annexation of property being approximately 9.187 acres of land, located at the SE corner of US Hwy 290 and FM 973.

**Mayor Jonse opened the public hearing. There being no testimony, the public hearing was closed.**

#### **REGULAR AGENDA**

5. Consideration, discussion, and possible action on a first reading of a draft municipal service plan for property to be annexed into the City.

**A motion to approve the first reading of a draft municipal service plan for property to be annexed into the City was made by Council Member Pierson, seconded by Council Member Kruppa. The motion carried by the following vote:**

**Vote: 7 For – 0 Against**

6. Consideration, discussion and possible action to approve a resolution calling the November 8, 2016 General Election.

**A motion to approve the resolution calling the November 8, 2016 General Election was made by Council Member Turner, seconded by Council Member Shaner. The motion carried by the following vote:**

**Vote: 7 For – 0 Against**

7. Consideration, discussion, and possible action regarding disbursement of Hotel Occupancy Tax Funds to the Manor Lions Club for the purpose of Manor Fest.

**A motion to approve the disbursement of Hotel Occupancy Tax Funds to Manor Lions Club as presented was made by Council Member Davies, seconded by Council Member Kruppa. The motion carried by the following vote:**

**Vote: 6 For – 0 Against, Council Member Burrell abstained from this agenda item.**

#### **ADJOURNMENT**

**A motion to adjourn was made by Council Member Kruppa, seconded by Council Member Pierson. The motion carried by the following vote:**

**Vote: 7 For – 0 Against.**

**City Council Regular Meeting Minutes**  
**August 3, 2016**

Meeting was adjourned at 7:10 P.M.

APPROVED:

ATTEST:

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Rita G. Jonse, Mayor

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Frances M. Aguilar, City Secretary



AGENDA ITEM NO. <sup>2</sup>\_\_\_\_\_

## AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: August 17, 2016

PREPARED BY: Frances Aguilar

DEPARTMENT: Administration

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### AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on acceptance of the July, 2016 Departmental Reports:

- Development Services
- Police
- Municipal Court
- Public Works

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### BACKGROUND/SUMMARY:

PRESENTATION: ☐ YES ☒ NO

ATTACHMENTS: ☒ YES (IF YES, LIST IN ORDER TO BE PRESENTED) ☐ NO

June, 2017 Departmental Reports:

- Development Services
- Police
- Municipal Court
- Public Works

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### STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council acceptance of the July, 2016 Departmental Reports.

PLANNING & ZONING COMMISSION: ☐ RECOMMENDED APPROVAL ☐ DISAPPROVAL ☒ NONE

**DEVELOPMENT SERVICES DEPARTMENT REPORT**  
**PROJECT VALUATION AND FEE REPORT**  
**FOR**  
**CITY OF MANOR, TX**  
**July 1-31, 2016**

Code	Description	Projects		Valuation	Fees
102/RBD	New Single Family Bldgs-Att Garage	14		\$3,825,877.65	\$20,824.20
110	Commercial Site Plan	1		\$0.00	\$471.39
ACC	Accessory Bulding	3		\$9,995.00	\$315.00
DEC	Deck & Patio Permits	1		\$14,000.00	\$165.00
EDU	Educational Building	2		\$29,850,000.00	\$117,972.00
ELE	Electrical Permit	2		\$3,800.00	\$270.00
FOU	Foundation Permits	1		\$7,000.00	\$105.00
IRR	Irrigation Permit	1		\$3,000.00	\$105.00
MEC	Mechanical Permit	1		\$6,900.00	\$105.00
PLMB	Plumbing Permit	1		\$1,221.53	\$105.00
REM	Remodel Commercial	1		\$15,000.00	\$485.00
	Totals	28		\$33,736,794.18	\$140,922.59

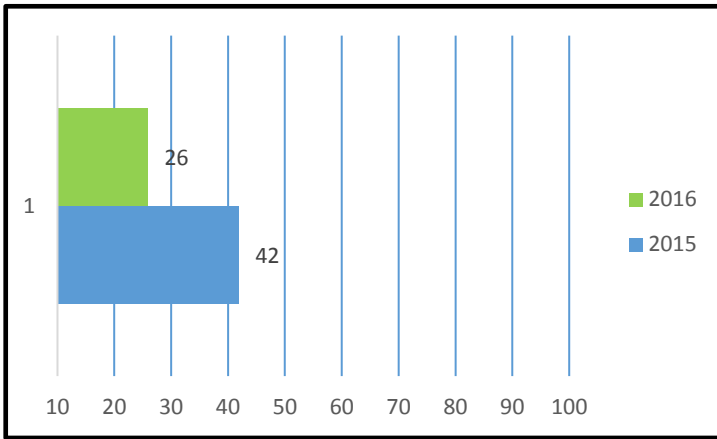
Total Certificate of Occupancies Issued: 36

Total Inspections(Comm & Res): 675

*Tom Bolt, City Manager*

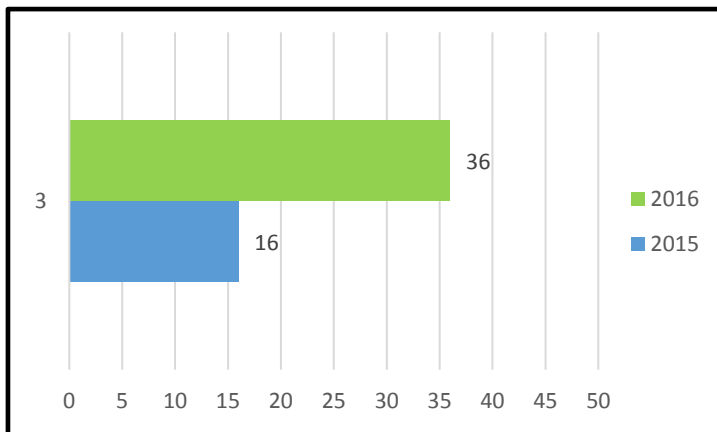
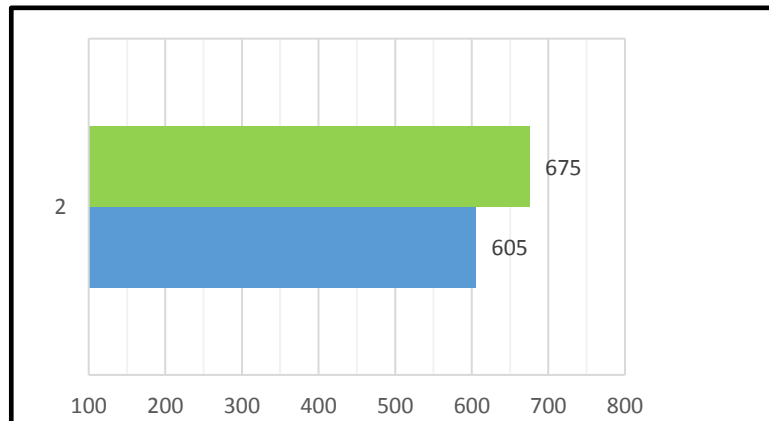






PERMITS ISSUED  
JULY 2016

INSPECTIONS  
JULY 2016



COs ISSUED  
JULY 2016

DEPARTMENT OF DEVELOPMENT SERVICES  
THOMAS BOLT, DIRECTOR



CITY OF  
**MANOR**  
EST. 1872  
TEXAS



# Manor Police Department

## Monthly Council Report

Ryan S. Phipps - Chief of Police

Date of Meeting:

8/17/2016

July 2016

Activity	Reported Month	Same month Prior year	Percentage difference	
Calls for Service	1302	1148	13.4%↑	Patrol Car Rental
Average CFS per day	42	37	13.5%↑	Last Month \$6,916
Open Cases	DNA	DNA	DNA	YTD \$34,006
Charges Filed	DNA	DNA	DNA	
Alarm Responses	44	38	15.8%↑	
Drug Cases	18	11	63.6%↑	
Family Violence	23	15	53.3%↑	
Arrests F/M	9F/66M	4F/61M	125F↑/8.1M↑	
Animal Control	47	29	62.0%↑	
Traffic Accidents	37	22	68.1%↑	
DWI Arrests	8	2	300%↑	
Traffic Violations	428	517	17.2%↓	
Ordinance Violations	31	4	675%↑	
Seizures	DNA	DNA	DNA	
Laboratory Submissions	DNA	DNA	DNA	

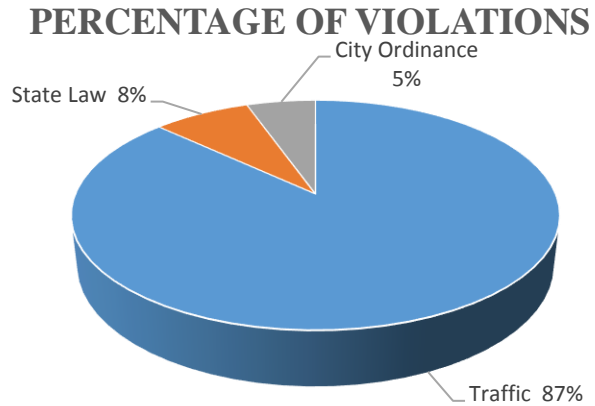
Notes:

\*DNA- DATA NOT AVAILABLE

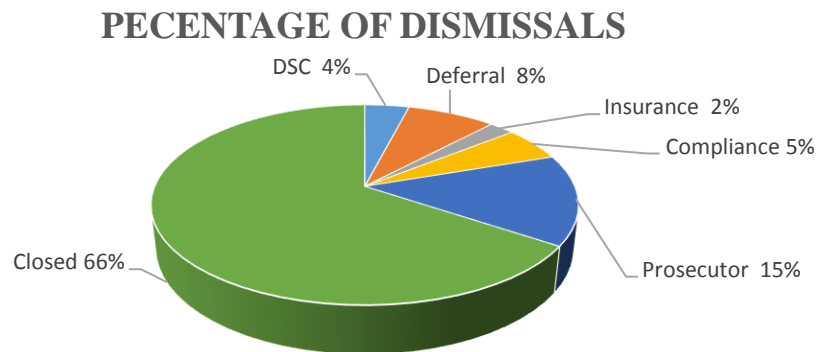
# City of Manor Municipal Court

## JULY 2016

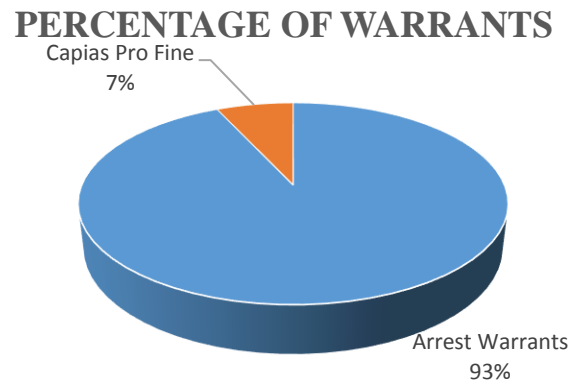
Violations Filed	Jul-16	Jul-15
Traffic	351	385
State Law	31	23
City Ord.	22	40
<b>Total</b>	<b>404</b>	<b>448</b>



Dismissals	Jul-16	Jul-15
DSC	21	16
Deferral	42	15
Insurance	12	0
Compliance	29	12
Prosecutor	77	23
Closed	345	336
<b>Total</b>	<b>526</b>	<b>402</b>



Warrants	Jul-16	Jul-15
Arrest Warrants	27	16
Capias Pro Fine	2	5
<b>Total</b>	<b>29</b>	<b>21</b>



**Money Collected in July 2016**

Kept By City	\$27,784.12
Kept By State	\$14,095.84
<b>Total</b>	<b>\$41,879.96</b>

**Money Collected in July 2015**

Kept By City	\$32,643.76
Kept By State	\$15,086.65
<b>Total</b>	<b>\$47,730.41</b>



## **July, 2016 REPORT PUBLIC WORKS DEPARTMENT**

### **Street and Public, Parks, and Maintenance Department**

In the month of July, the Street Department repaired streets, easement roads and performed street sign maintenance. There were 2 street inspections last month.

In July, the Public Parks and Maintenance Department mowed all city facilities, alleys, and right of ways. They cleaned and maintained all city's facilities and parks. They performed all maintenance on vehicle and heavy equipment. They also read water meters

### **Water and Wastewater Department**

In the month of July, the Water Department performed daily maintenance on the water system, repaired water mains, set water meters and tests the water daily.

In July, the Wastewater Department performed daily maintenance on the wastewater plant. They cleaned and unstopped wastewater mains. There were 10 wastewater inspections last month.

### **Water Production & Purchase**

In July, 31 % percent of the water, we supplied, to our residents was from our well fields, and we purchased 69 % from Bluewater and Manville WSC. In July the estimated population of residents in the City of Manor is 8,496. Estimated Population for Shadowglen is 2,501 residents.



AGENDA ITEM NO. 3

### AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: August 17, 2016

PREPARED BY: Lydia M. Collins

DEPARTMENT: Finance

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AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on acceptance of the unaudited July 2016 Cash and Investment report.

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BACKGROUND/SUMMARY:

PRESENTATION: ☒ YES ☐ NO

ATTACHMENTS: ☒ YES (IF YES, LIST IN ORDER TO BE PRESENTED) ☐ NO

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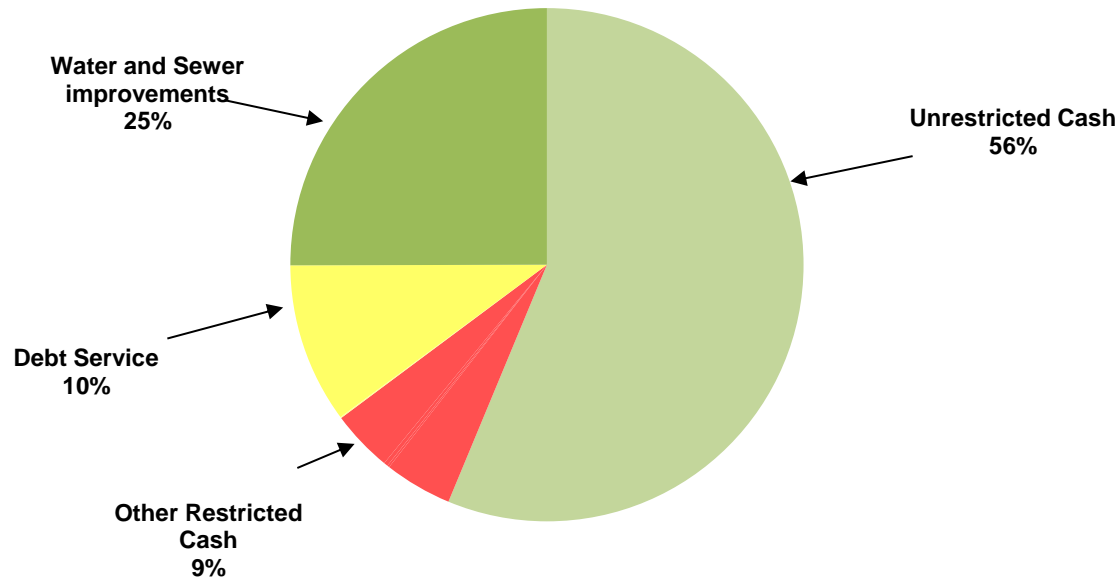
STAFF RECOMMENDATION:

Approval of the unaudited July 2016 Cash and Investment report.

PLANNING & ZONING COMMISSION: ☐ RECOMMENDED APPROVAL ☐ DISAPPROVAL ☒ NONE

**CITY OF MANOR, TEXAS  
CASH AND INVESTMENTS  
As of July 2016**

<b>CASH AND INVESTMENTS</b>	<b>GENERAL FUND</b>	<b>UTILITY FUND</b>	<b>DEBT SERVICE FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>CAPITAL PROJECTS FUND</b>	<b>TOTAL</b>
Unrestricted:						
<b>Cash for operations</b>	\$ 1,722,565	\$ 4,602,866				\$ 6,325,430
Restricted:						
<b>Tourism</b>				480,219		480,219
<b>Court security and technology</b>	15,538					15,538
<b>Rose Hill PID</b>				28,268		28,268
<b>Customer Deposits</b>		435,984				435,984
<b>Park</b>	8,450					8,450
<b>Debt service</b>			1,132,582			1,132,582
<b>Capital Projects</b>						
<b>Water and sewer improvements</b>				2,814,426		2,814,426
<b>TOTAL CASH AND INVESTMENTS</b>	<b>\$ 1,746,553</b>	<b>\$ 5,038,849</b>	<b>\$ 1,132,582</b>	<b>\$ 3,322,913</b>	<b>\$ -</b>	<b>\$ 11,240,896</b>



Overview of funds:  
GF is in a favorable status.  
\$78,192.50 sales tax collected  
UF is in a favorable status  
DSF is in a favorable status  
CIP Fund is in a favorable status



## AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: August 17, 2016

PREPARED BY: Scott Dunlop

DEPARTMENT: Development Services

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### AGENDA ITEM DESCRIPTION:

Conduct the second public hearing regarding the annexation of property being approximately 9.187 acres of land, located at the SE corner of US Hwy 290 and FM 973.

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### BACKGROUND/SUMMARY:

2nd public hearing for roughly 9 acres of land the will be part of the new phases of Manor Commons / Bell Farms

PRESENTATION: ☐ YES ☒ NO

ATTACHMENTS: ☒ YES (IF YES, LIST IN ORDER TO BE PRESENTED) ☐ NO

Location map

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### STAFF RECOMMENDATION:



It is City staff's recommendation that the City Council conduct the second public hearing.

PLANNING & ZONING COMMISSION: ☐ RECOMMENDED APPROVAL ☐ DISAPPROVAL ☒ NONE





Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community

-  Subject Properties
-  City Limits

1 inch = 500 feet

Proposed Annexation Properties  
9.187 Acres







AGENDA ITEM NO. 5

### AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: August 7, 2016

PREPARED BY: Scott Dunlop

DEPARTMENT: Development Services

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#### AGENDA ITEM DESCRIPTION:

Conduct the first public hearing regarding the annexation of property being approximately 160 acres of land, located at Old Kimbro Road and FM 1100.

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#### BACKGROUND/SUMMARY:

First public hearing for the proposed Kimbro Estates tracts

PRESENTATION: ☐ YES ☒ NO

ATTACHMENTS: ☒ YES (IF YES, LIST IN ORDER TO BE PRESENTED) ☐ NO

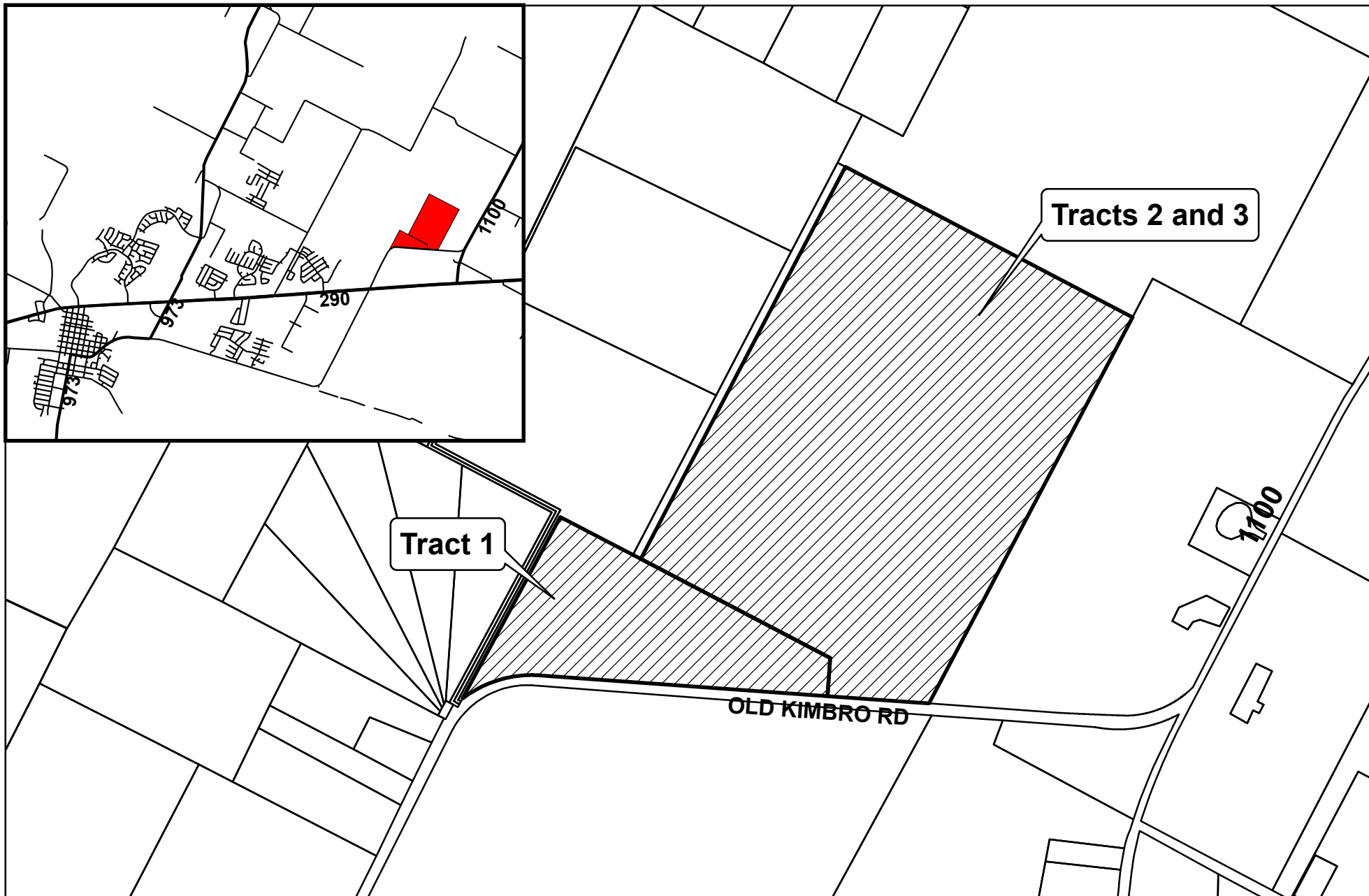
Location map

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#### STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council conduct the first public hearing.

PLANNING & ZONING COMMISSION: ☐ RECOMMENDED APPROVAL ☐ DISAPPROVAL ☒ NONE



# City of Manor Annexation

*159.52 Acres on Old Kimbro Road*

1:10,000





## AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: August 17, 2016

PREPARED BY: Scott Dunlop

DEPARTMENT: Development Services

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### AGENDA ITEM DESCRIPTION:

6. Consideration, discussion, and possible action on a second reading of a draft municipal service plan for the annexation of property being approximately 9.187 acres of land, located at the SE corner of US Hwy 290 and FM 973.

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### BACKGROUND/SUMMARY:

The applicant had petitioned to annex 3 properties totaling 9.187 acres located at the SE corner of US Hwy 290 and FM 973 into the City. This is the second reading of the draft municipal service plan that outlines what entities will provide utility service to the property upon annexation.

PRESENTATION: ☐ YES ☒ NO

ATTACHMENTS: ☒ YES (IF YES, LIST IN ORDER TO BE PRESENTED) ☐ NO

Draft municipal service plan

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### STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council approve the second reading of the draft municipal service plan.

PLANNING & ZONING COMMISSION: ☐ RECOMMENDED APPROVAL ☐ DISAPPROVAL ☒ NONE

**MUNICIPAL SERVICES PLAN  
FOR PROPERTY TO BE  
ANNEXED INTO THE CITY OF MANOR**

**WHEREAS**, the City of Manor, Texas (the “City”) intends to institute annexation proceedings for tracts of land described more fully hereinafter (referred to herein as the “subject property”);

**WHEREAS**, *Section 43.056, Loc. Gov't. Code*, requires a service plan be adopted with the annexation ordinance;

**WHEREAS**, the subject property is not included in the municipal annexation plan and is exempt from the requirements thereof;

**WHEREAS**, infrastructure provided for herein and that existing are sufficient to service the subject property on the same terms and conditions as other similarly situated properties currently within the City limits and no capital improvements are required to offer municipal services on the same terms and conditions as other similarly situated properties within the City;

**WHEREAS**, the owner(s) of the subject property agree they will benefit from the City’s development restrictions and zoning requirements, as well as other municipal services provided by the City, which are good and valuable consideration for this service plan; and

**WHEREAS**, it is found that all statutory requirements have been satisfied and the City is authorized by *Chapt. 43, Loc. Gov't. Code*, to annex the subject property into the City;

**NOW, THEREFORE**, the following services will be provided for the subject property on the effective date of annexation:

(1) **General Municipal Services.** Pursuant to the requests of the owner and this Plan, the following services shall be provided immediately from the effective date of the annexation:

A. Police protection as follows:

Routine patrols of areas, radio response to calls for police service and all other police services now being offered to the citizens of the City.

B. Fire protection and Emergency Medical Services as follows:

Fire protection by agreement between the City and the ESD’s present personnel and equipment of the ESD fire fighting force and the volunteer fire fighting force with the limitations of water available. Radio response for Emergency Medical Services with the present contract personnel and equipment of the ESD.

C. Solid waste collection services as follows:

Solid waste collection and services as now being offered to the citizens of the City.

D. Animal control as follows:

Service by present personnel, equipment and facilities or by contract with a third party, as provided within the City.

E. Maintenance of parks and playgrounds within the City.

F. Inspection services in conjunction with building permits and routine City code enforcement services by present personnel, equipment and facilities.

G. Maintenance of other City facilities, buildings and service.

H. Land use regulation as follows:

On the effective date of annexation, the regulatory and zoning jurisdiction of the City shall be extended to include the annexed area, and the use of all property therein shall be grandfathered; and shall be temporarily zoned "A" with the intent to rezone the subject property upon request of the landowner or staff. The Planning & Zoning Commission and the City Council will consider rezoning the subject property at future times in response to requests submitted by the landowner(s) or authorized city staff.

(2) **Scheduled Municipal Services.** Due to the size and vacancy of the subject property, the plans and schedule for the development of the subject property, the following municipal services will be provided on a schedule and at increasing levels of service as provided in this Plan:

A. Water service and maintenance of water facilities as follows:

(i) Inspection of water distribution lines as provided by statutes of the State of Texas.

(ii) In accordance with the applicable rules and regulations for the provision of water service, water service will be provided to the subject property, or applicable portions thereof, by the utility holding a water certificate of convenience and necessity ("CCN") for the subject property or portions thereof (the "CCN holder") and, as applicable, the utility providing wholesale or retail water service to said CCN holder. Absent a water CCN, by the utility in whose jurisdiction the subject property, or portions thereof as applicable, is located, in accordance with all the ordinances, regulations, and policies of the City in effect from time to time for the extension of water service. If connected to the City's water utility system, the subject property owner shall construct the internal water lines and pay the costs of line extension and construction of such facilities necessary to provide water service to the subject property as required in City ordinances. Upon acceptance of the water lines within the subject property and any off-site improvements, water service will be provided by the City utility department on the same terms, conditions and requirements as are applied to all similarly situated areas and customers of the City; subject to all the ordinances, regulations and policies of the City in effect from time to time. The system will be accepted and

maintained by the City in accordance with its usual acceptance and maintenance policies. New water line extensions will be installed and extended upon request under the same costs and terms as with other similarly situated customers of the City. The ordinances of the City in effect at the time a request for service is submitted shall govern the costs and request for service. The continued use of a water well that is in use on the effective date of the annexation and is in compliance with applicable rules and regulations shall be permitted and such use may continue until the subject property owner requests and is able to connect to the City's water utility system.

B. Wastewater service and maintenance of wastewater service as follows:

(i) Inspection of sewer lines as provided by statutes of the State of Texas.

(ii) (a) In accordance with the applicable rules and regulations for the provision of wastewater service, wastewater service will be provided to the subject property, or applicable portions thereof, by the utility holding a wastewater CCN for the subject property, or portions thereof as applicable, or absent a wastewater CCN, by the utility in whose jurisdiction the subject property, or portions thereof as applicable, is located, in accordance with all the ordinances, regulations, and policies of the City in effect from time to time for the extension of wastewater service. If connected to the City's wastewater utility system, the subject property owner shall construct the internal wastewater lines and pay the costs of line extension and construction of facilities necessary to provide wastewater service to the subject property as required by City ordinances. Upon acceptance of the wastewater lines within the subject property and any off-site improvements, wastewater service will be provided by the City utility department on the same terms, conditions and requirements as are applied to all similarly situated areas and customers of the City, subject to all the ordinances, regulations and policies of the City in effect from time to time. The wastewater system will be accepted and maintained by the City in accordance with its usual policies. Requests for new wastewater line extensions will be installed and extended upon request under the same costs and terms as with other similarly situated customers of the City. The ordinances in effect at the time a request for service is submitted shall govern the costs and request for service. The continued use of a septic system that is in use on the effective date of the annexation and is in compliance with all applicable rules and regulations shall be permitted and such use may continue until the subject property owner requests and is able to connect to the City's wastewater utility system.

C. Maintenance of streets and rights-of-way as appropriate as follows:

(i) Provide maintenance services on existing public streets within the subject property and other streets that are hereafter constructed and finally accepted by the City. The maintenance of the streets and roads will be limited as follows:

(A) Emergency maintenance of streets, repair of hazardous potholes, measures necessary for traffic flow, etc.; and

(B) Routine maintenance as presently performed by the City.

(ii) The City will maintain existing public streets within the subject property, and following installation and acceptance of new roadways by the City as provided by city ordinance, including any required traffic signals, traffic signs, street markings, other traffic control devices and street lighting, the City will maintain such newly constructed public streets, roadways and rights-of-way within the boundaries of the subject property, as follows:

(A) As provided in C(i)(A)&(B) above;

(B) Reconstruction and resurfacing of streets, installation of drainage facilities, construction of curbs, gutters and other such major improvements as the need therefore is determined by the governing body under City policies;

(C) Installation and maintenance of traffic signals, traffic signs, street markings and other traffic control devices as the need therefore is established by appropriate study and traffic standards; and

(D) Installation and maintenance of street lighting in accordance with established policies of the City;

(iii) The outer boundaries of the subject property abut existing roadways. The property owner agrees that no improvements are required on such roadways to service the property.

(3) **Capital Improvements.** Construction of the following capital improvements shall be initiated after the effective date of the annexation: None. Upon development of the subject property or redevelopment, the landowner will be responsible for the development costs the same as a developer in a similarly situated area under the ordinances in effect at the time of development or redevelopment. No additional capital improvements are necessary at this time to service the subject property the same as similarly situated properties.

(4) **Term.** If not previously expired, this service plan expires at the end of ten (10) years.

(5) **Property Description.** The legal description of the subject property is as set forth in the Annexation Ordinance and exhibits attached to the Annexation Ordinance to which this Service Plan is attached.



AGENDA ITEM NO. 7

## AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: August 17, 2016

PREPARED BY: Scott Dunlop

DEPARTMENT: Development Services

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### AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a first reading of a draft municipal service plan for the annexation of property being approximately 160 acres of land, located at Old Kimbro Road and FM 1100.

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### BACKGROUND/SUMMARY:

The applicant had petitioned to annex 3 properties totaling about 160 acres located at Old Kimbro Road and FM 1100 into the City for the purposes of a single-family subdivision development. This is the first reading of the draft municipal service plan that outlines what entities will provide utility service to the property upon annexation.

PRESENTATION: ☐ YES ☒ NO

ATTACHMENTS: ☒ YES (IF YES, LIST IN ORDER TO BE PRESENTED) ☐ NO

Draft municipal service plan

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### STAFF RECOMMENDATION:

It is City staff's recommendation, that the City Council approve the first reading of the draft municipal service plan.

PLANNING & ZONING COMMISSION: ☐ RECOMMENDED APPROVAL ☐ DISAPPROVAL ☒ NONE



**MUNICIPAL SERVICES PLAN  
FOR PROPERTY TO BE  
ANNEXED INTO THE CITY OF MANOR**

**WHEREAS**, the City of Manor, Texas (the “City”) intends to institute annexation proceedings for a tract of land described more fully hereinafter (referred to herein as the “subject property”);

**WHEREAS**, *Section 43.056, Loc. Gov't. Code*, requires a service plan be adopted with the annexation ordinance;

**WHEREAS**, the subject property is not included in the municipal annexation plan and is exempt from the requirements thereof;

**WHEREAS**, infrastructure shall be provided for the subject property pursuant to the terms and conditions of the Development Agreement for the Kimbro Estates Property (the “Development Agreement”); provided that, except for municipal service provided for in the Development Agreement, municipal services shall be provided on the same terms and conditions as such services are provided to other similarly situated properties currently within the City; and

**WHEREAS**, it is found that all statutory requirements have been satisfied and the City is authorized by *Chapt. 43, Loc. Gov't. Code*, to annex the subject property into the City;

**NOW, THEREFORE**, the City agrees to provide the following services for the subject property on the effective date of annexation:

(1) **General Municipal Services.** Pursuant to the requests of the owner and this Plan, the following services shall be provided immediately from the effective date of the annexation:

A. Police protection as follows:

Routine patrols of areas, radio response to calls for police service and all other police services now being offered to the citizens of the City.

B. Fire protection and Emergency Medical Services as follows:

Fire protection by the present personnel and equipment of the City fire fighting force and the volunteer fire fighting force with the limitations of water available. Radio response for Emergency Medical Services with the present personnel and equipment.

C. Solid waste collection services as follows:

Solid waste collection and services as now being offered to the citizens of the City.

D. Animal control as follows:

Service by present personnel, equipment and facilities or by contract with a third party, as provided within the City.

E. Maintenance of parks and playgrounds within the City.

F. Inspection services in conjunction with building permits and routine City code enforcement services by present personnel, equipment and facilities.

G. Maintenance of other City facilities, buildings and service.

H. Land use regulation as follows:

On the effective date of annexation, the zoning jurisdiction of the City shall be extended to include the annexed area and shall be temporarily zoned "R-1" with the intent to rezone the subject property upon request of the landowner or staff. It is the City's intent to zone the subject property at the Owner's request in a manner that is not inconsistent with such uses, as provided in the Development Agreement. The Planning & Zoning Commission and the City Council will consider the applicant's request to process a zoning application and zone the subject property for such use and development following final annexation of the subject property.

I. Storm Water Management: Owner will provide storm water system at its own expense, which will be inspected by City Engineers at the time of completion. The City will then maintain the storm water system upon acceptance of the system by the City.

(2) **Scheduled Municipal Services.** Due to the size and vacancy of the subject property, the plans and schedule for the development of the subject property, the following municipal services will be provided on a schedule and at increasing levels of service as provided in this Plan:

A. Water service and maintenance of water facilities as follows:

(i) Inspection of water distribution lines as provided by statutes of the State of Texas.

(ii) The City intends to provide water services to the subject property pursuant to the Development Agreement, and the terms of the Development Agreement applicable to water service are incorporated herein by reference. Save and except as provided in the Development Agreement, if connected to the City's water system, the City will provide water service in accordance with the applicable ordinances, rules, regulations, and policies of the City in effect from time to time for the extension of water service. The Owner shall construct the internal water lines and pay the costs of line extension and construction of such facilities necessary to provide water service to the subject property as required in City ordinances. Upon acceptance of the water lines within the subject property and any off-site improvements required by the Development Agreement, water service will be provided by the City utility department on the same terms, conditions and requirements as are applied to all similarly situated areas and customers of the City; subject to all the ordinances, regulations and policies of the City in

effect from time to time. The water system will be accepted and maintained by the City in accordance with its usual acceptance and maintenance policies. New water line extensions will be installed and extended upon request under the same costs and terms as with other similarly situated customers of the City. The ordinances of the City in effect at the time a request for service is submitted shall govern the costs and request for service. In the event of a conflict between this Municipal Services Plan and the Development Agreement for the subject property, the terms and provisions of the Development Agreement shall govern and control.

B. Wastewater service and maintenance of wastewater service as follows:

(i) Inspection of sewer lines as provided by statutes of the State of Texas.

(ii) The City intends to provide wastewater services to the subject property pursuant to the Development Agreement, and the terms of the Development Agreement applicable to wastewater service are incorporated herein by reference. Save and except as provided in the Development Agreement, the City will provide wastewater service in accordance with the applicable rules and regulations for the provision of wastewater service in accordance with all the ordinances, regulations, and policies of the City in effect from time to time for the extension of wastewater service. The Owner shall construct the internal wastewater lines and pay the costs of line extension and construction of facilities necessary to provide wastewater service to the subject property as required in City ordinances. Upon acceptance of the wastewater lines within the subject property and any off-site improvements required by the Development Agreement, wastewater service will be provided by the City utility department on the same terms, conditions and requirements as are applied to all similarly situated areas and customers of the City, subject to all the ordinances, regulations and policies of the City in effect from time to time. The wastewater system will be accepted and maintained by the City in accordance with its usual policies. Requests for new wastewater line extensions will be installed and extended upon request under the same costs and terms as with other similarly situated customers of the City. The ordinances in effect at the time a request for service is submitted shall govern the costs and request for service. In the event of a conflict between this Municipal Services Plan and the Development Agreement for the subject property, the terms and provisions of the Development Agreement shall govern and control.

C. Maintenance of streets and rights-of-way as appropriate as follows:

(i) Provide maintenance services on existing public streets within the subject property and other streets that are hereafter constructed and finally accepted by the City. The maintenance of the streets and roads will be limited as follows:

(A) Emergency maintenance of streets, repair of hazardous potholes, measures necessary for traffic flow, etc.; and

(B) Routine maintenance as presently performed by the City.

(ii) The City will maintain existing public streets within the subject property, and following installation and acceptance of new roadways by the City as provided by city ordinance, including any required traffic signals, traffic signs, street markings, other traffic control devices and street lighting, the City will maintain such newly constructed public streets, roadways and rights-of-way within the boundaries of the subject property, as follows:

(A) As provided in C(i)(A)&(B) above;

(B) Reconstruction and resurfacing of streets, installation of drainage facilities, construction of curbs, gutters and other such major improvements as the need therefore is determined by the governing body under City policies;

(C) Installation and maintenance of traffic signals, traffic signs, street markings and other traffic control devices as the need therefore is established by appropriate study and traffic standards; and

(D) Installation and maintenance of street lighting in accordance with established policies of the City;

(iii) The outer boundaries of the subject property abut existing roadways. The property owner agrees that no improvements are required on such roadways to service the property; provided that improvements may be required by the Owner under the terms detailed in the Development Agreement.

(3) **Capital Improvements.** Construction of the following capital improvements shall be initiated by the City after the effective date of the annexation: None. Upon development of the subject property, save and except as provided in the Development Agreement, the Owner will be responsible for the development costs the same as a developer in a similarly situated area. Capital Improvements shall be designed, constructed and installed by the Owner as provided in the Development Agreement.

(4) **Term.** If not previously expired, this service plan expires at the end of ten (10) years.

(5) **Property Description.** The legal description of the subject property is as set forth in exhibits attached to the Annexation Ordinance to which this Service Plan is attached.



## AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: August 17, 2016

PREPARED BY: Scott Dunlop

DEPARTMENT: Development Services

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### AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action to amend Ordinance 165 D, Adopting the 2015 Edition of the International Building Code, 2015 International Residential Code for one and two family dwellings, 2015 International Mechanical Code, 2015 International Plumbing Code, 2015 International Fire Code and Amendments, 2015 International Fuel Gas Code, 2015 International Energy Conservation Code, 2015 International Property Maintenance Code, and 2014 National Electric Code, providing for inspections of buildings and structures with the City.

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### BACKGROUND/SUMMARY:

We're currently under the 2009 codes (2011 for electric code) that were adopted in 2013. This Ordinance amendment will bring us up to the most current codes and in line with ESD 12's regulations.

PRESENTATION: ☐ YES ☒ NO

ATTACHMENTS: ☒ YES (IF YES, LIST IN ORDER TO BE PRESENTED) ☐ NO

Ordinance 165 E

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### STAFF RECOMMENDATION:

It is City staff's recommendation, that the City Council approve Ordinance 165 E, as presented.

PLANNING & ZONING COMMISSION: ☐ RECOMMENDED APPROVAL ☐ DISAPPROVAL ☒ NONE

**ORDINANCE NO. 165 E**

**AN ORDINANCE OF THE CITY OF MANOR, TEXAS AMENDING ORDINANCE NUMBER 165 D, ADOPTING THE 2015 EDITION OF THE INTERNATIONAL BUILDING CODE; ADOPTING THE 2015 INTERNATIONAL RESIDENTIAL CODE FOR ONE- AND TWO-FAMILY DWELLINGS; ADOPTING THE 2015 INTERNATIONAL MECHANICAL CODE; ADOPTING THE 2015 EDITION OF THE INTERNATIONAL PLUMBING CODE; ADOPTING THE 2014 EDITION OF THE NATIONAL ELECTRICAL CODE; ADOPTING THE 2015 INTERNATIONAL FIRE CODE AND AMENDMENTS; ADOPTING THE 2015 EDITION OF THE INTERNATIONAL FUEL GAS CODE; ADOPTING THE 2015 INTERNATIONAL ENERGY CONSERVATION CODE; ADOPTING THE 2015 INTERNATIONAL PROPERTY MAINTENANCE CODE; PROVIDING FOR PERMITS AND INSPECTION; ADOPTING AMENDMENTS TO THE 2015 INTERNATIONAL PROPERTY MAINTENANCE CODE; ADOPTING CHAPTER 214, TEX. LOC. GOV'T. CODE BY REFERENCE; AMENDING SECTIONS OF THE CODE AS ADOPTED; PROVIDING FOR INSPECTIONS OF BUILDINGS AND STRUCTURES WITHIN THE CITY; PROVIDING FOR NOTICE TO OWNERS AND PERSONS WITH INTERESTS IN SUBSTANDARD AND DANGEROUS BUILDINGS AND STRUCTURES; PROVIDING FOR HEARINGS TO DETERMINE IF A BUILDING COMPLIES WITH THE MINIMUM STANDARDS SET OUT IN THIS ORDINANCE; PROVIDING FOR APPEALS; REQUIRING THE OWNER(S) OR PERSONS WITH AN INTEREST IN A DANGEROUS OR SUBSTANDARD BUILDING OR STRUCTURE TO REPAIR, REMOVE OR DEMOLISH SUCH BUILDING OR STRUCTURE; PROVIDING FOR REPAIR AND DEMOLITION OF DANGEROUS AND SUBSTANDARD BUILDINGS AND STRUCTURES; PROVIDING FOR THE ASSESSMENT OF EXPENSES ON THE PROPERTY ON WHICH THE DANGEROUS OR SUBSTANDARD BUILDING OR STRUCTURE IS LOCATED; PROVIDING FOR REGISTRATION AND LICENSE REQUIREMENTS FOR PLUMBING, MECHANICAL, AND ELECTRICAL CONTRACTORS; PROVIDING FOR PENALTIES FOR VIOLATION HEREOF; PROVIDING THAT THIS ORDINANCE IS CUMULATIVE OF ALL ORDINANCES; AMENDING THE CITY ORDINANCE; REPEALING ALL PARTS OF ORDINANCES IN CONFLICT; PROVIDING A SAVINGS CLAUSE; PROVIDING SEVERABILITY AND OPEN MEETINGS CLAUSES; AND PROVIDING FOR RELATED MATTERS.**

**WHEREAS**, the public health, safety and welfare, require the adoption and enforcement of codes governing the issuance of permits for, inspection and completion of construction, plumbing, electrical work and buildings within the City of Manor, Texas (the "City"); and

**WHEREAS**, the regulation and control of unsafe, dangerous, dilapidated and substandard buildings and structures within the City is necessary and essential to the economic health of the community and the preservation and protection of the public welfare; and

**WHEREAS**, the regulation and control of unsafe, dangerous, dilapidated and substandard buildings and structures within the City will preserve and protect the public health and safety; and

**WHEREAS**, the implementation of this Ordinance will result in the repair, refurbishment and preservation of some residences and buildings, before deterioration advances to the point that preservation is no longer economically feasible; and

**WHEREAS**, the implementation of this Ordinance will assist the preservation and protection of property values, the City's tax base, and housing opportunities within the City; and

**WHEREAS**, this Ordinance is authorized by State law, including but not limited to, *Chapter 214, Tex. Loc. Gov't. Code*, ("Chapter 214") which specifically authorizes the City to regulate, control and abate substandard and dangerous structures and buildings; and

**WHEREAS**, adoption of the 2015 International Property Maintenance Code, together with certain deletions, additions, and amendments thereto, is in the best interest of the health, safety, and welfare of the citizens and will more adequately protect life and property from fire and other hazards incident to the construction, alteration, repair, removal, demolition, use and occupancy of buildings, structures and premises; and

**WHEREAS**, the public health, safety and welfare, require the adoption and enforcement of codes governing the issuance of permits for, inspection and completion of construction, plumbing, electrical work, and buildings within the City;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS, THAT:**

**Section 1. Findings of Fact.** The above and foregoing recitals are hereby found to be true and correct and are incorporated herein as findings of fact. The City Council hereby further finds and determines that the rules, regulations, terms, conditions, provisions and requirements of this ordinance are reasonable and necessary to protect the public health, safety and quality of life.

**Section 2. Adoption and Amendment of Certain Ordinances.** The City Council hereby provides for, establishes, amends and adopts the Building Codes of the City of Manor, Texas, and hereby establishes certain definitions and rules for the organization and construction of the Building Codes, as more particularly set forth in the Buildings and Building Regulations attached hereto and incorporated herein as though fully transcribed herein for all purposes. To that end, to the extent, if any, that any term or provision of the Buildings and Building Regulations is in conflict with any ordinance of the City, such ordinance is amended to the extent of such conflict with the Buildings and Building Regulations only.

**Section 3. Building Code Adopted.** The City Council hereby adopts the "Buildings and Construction Regulations" as the Building Code of the City of Manor in its entirety to read as set forth in and attached hereto entitled "Buildings and Construction Regulations, Building Code of the City of Manor" attached to and incorporated in this ordinance as though fully transcribed herein for all purposes.

**Section 4. Conflicting Ordinances.** Ordinance number 165-D is hereby amended in its entirety and all ordinances or parts thereof conflicting or inconsistent with the provisions of this ordinance as adopted and amended herein, are hereby amended to the extent of such conflict. In the event of a conflict or inconsistency between this ordinance and any other code or ordinance of the city, the terms and provisions of this ordinance shall govern.

**Section 5. Savings Clause.** All rights and remedies of the City of Manor are expressly saved as to any and all violations of the provisions of any ordinances affecting building construction, building codes, fire codes, plumbing codes, mechanical codes, electrical codes and all other codes affected hereby including permit issuance, or contractor registration within the City which have accrued at the time of the effective date of this ordinance; and, as to such accrued violations and all pending litigation, both civil and criminal, whether pending in court or not, under such ordinances, same shall not be affected by this ordinance but may be prosecuted until final disposition by the courts.

**Section 6. Effective Date.** This ordinance shall take effect immediately from and after its passage and publication in accordance with the provisions of the Tex. Loc. Gov't. Code.

**Section 7. Open Meetings.** It is hereby officially found and determined that the meeting at which this ordinance is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act.

**Section 8. Publication.** The City Secretary of the City of Manor is hereby ordered and directed to cause this ordinance to be published.

**PASSED AND APPROVED** on the 17<sup>th</sup> day of August, 2016.

**ATTEST:**

**CITY OF MANOR, TEXAS**

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Frances Aguilar, City Secretary

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Rita Jonse, Mayor



**BUILDINGS AND BUILDING REGULATION**  
**THE BUILDING CODE OF THE CITY OF MANOR**

**Article I. In General**

Sec. 1.	Purpose and Scope
Sec. 2.	Adoption of Codes
Sec. 3.	Definitions
Sec. 4.	Permits, bonds and insurance required.
Sec. 5.	Permit applications.
Sec. 6.	Permit issuance and revocation.
Sec. 7.	Inspections.
Sec. 8.	Stop orders.
Sec. 9.	Occupancy and/or use – Certificate of Occupancy.
Sec. 10.	Applications for variances.
Sec. 11.	Violations and notices.
Sec. 12.	Right to abate dangerous conditions.
Sec. 13.	Abatement.
Sec. 14.	Cost of abatement constitutes lien.
Sec. 15.	Appeals to Board of Adjustments.
Sec. 16.	Penalty.
Sec. 17.	Enforcement of regulations.
Sec. 18.	Utility service providers.
Sec. 19.	Prima facie evidence
Sec. 20.	Severability.
Secs. 21--39.	Reserved.

**Article II. Building Official**

Sec. 40.	Establishment of office.
Sec. 41.	Qualifications.
Sec. 42.	Duties.
Sec. 43.	Right of entry.
Sec. 44.	Duties.
Sec. 45.	Liability.
Sec. 46.	Cooperation of other officials.
Sec. 47--50	Reserved.

**Article III. Building Code**

Sec. 51.	Adoption.
Sec. 52.	Interpretation of article.
Sec. 53.	Minimum building standards.
Sec. 54.	Fire warning system.
Sec. 55.	Swimming pools.
Sec. 56.	Culverts and driveways.
Sec. 57.	Erosion
Sec. 58.	Conformity to zoning district and subdivision.
Secs. 59--75	Reserved.

**Article IV. Property Maintenance Code**

Sec. 76.	Adoption.
Sec. 77.	Chapter 214 Adopted

**Article V. Substandard Building Regulations**

Sec. 78.	Substandard Building Regulations Adopted.
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Sec. 79.	Definitions.
Sec. 80.	Dangerous Buildings Declared a Nuisance..
Sec. 81.	Inspections and Duties of Code Enforcement Authority
Sec. 82.	Notice of Dangerous Building or Dangerous Condition of Property
Sec. 83.	Sufficiency of Notice.
Sec. 84.	Securing Dangerous Building.
Sec. 85.	Duties of the Board of Adjustment and Appeals.
Sec. 86.	Appeal of the Board of Adjustments and Appeals Order.
Sec. 87.	City Council Action.
Sec. 88.	Judicial Review.
Sec. 89.	Assessment of Expenses and Penalties.
Sec. 90.	Violations.
Sec. 91.	Penalty.
Sec. 92.	Enforcement of Regulations..
Secs. 93--125.	Reserved.

## **Article VI. Plumbing Code**

Sec. 126.	Adoption of the Plumbing License Law.
Sec. 127.	Adoption of International Plumbing Code.
Sec. 128.	Inspection and supervision.
Sec. 129.	Plumbing Permit fees.
Sec. 130.	Connection to water and wastewater system.
Secs. 131-150.	Reserved.

## **Article VII. General Codes**

Sec. 151.	Adoption Mechanical Code.
Sec. 152.	Adoption Fire Code.
Sec. 153	Adoption Fuel Gas Code.
Sec. 154	Adoption Energy Conservation Code.
Secs. 155--175.	Reserved.

## **Article VIII. Electrical Code**

### **Division 1. In General**

Sec. 176.	Scope of article.
Sec. 177.	Definitions.
Sec. 178.	Adoption of National Electrical Code.
Sec. 179.	Electrical inspectors.
Sec. 180.	Master and journeyman electricians.
Sec. 181.	Electrical signs.
Sec. 182.	Reserved.
Sec. 183.	Electrical permits.
Sec. 184.	Inspections.
Sec. 185.	Fees and reinspection
Secs. 186--200.	Reserved.

### **Division 2. Electrical Standards**

Sec. 201.	Safety and inspection standards.
Sec. 202.	Wiring and other specification.
Sec. 203.	Connection of electricity.
Sec. 204.	Remedying dangerous or unsafe conditions.
Sec. 205.	Turning off current.

## **Article IX. Manufactured Homes**

Sec. 301.	Definitions.
Sec. 302.	General design and construction requirements.
Sec. 303.	Unfit dwellings.
Sec. 304.	Unfit dwellings.
Sec. 305.	Exceptions.
Sec. 306.	Additional exceptions and severability.

## **Article X. Building Moving Permits**

Sec. 401.	Procedure, route permit, time, Etc.
Sec. 402.	Moving permit applications.
Sec. 403.	Prohibitions.
Sec. 404.	Inspection upon completion.
Sec. 405.	Bonds and indemnification.

## **BUILDINGS AND BUILDING REGULATIONS**

### **ARTICLE I. IN GENERAL**

**Section 1. Purpose and Scope.** The purpose of this ordinance is to provide minimum standards to safeguard life, limb, health, property and public welfare by regulating and controlling the design, construction, quality of materials, use, occupancy, location and maintenance of all buildings and structures within the City and other such equipment regulated herein. The provisions of this ordinance shall apply to all construction, site clearance, alteration, moving and repair of any building or structure within the City. The provisions of this ordinance shall at all times be interpreted to be in compliance with applicable state statutes. If a conflict exists between a specific state statute and this ordinance, the state statute shall be interpreted as controlling as to the specific conflict only.

**Section 2. Adoption of Codes.** The international codes listed in the following “Codes Schedule” are adopted and of which not less than one copy has been and is now filed in the office of the City Secretary of the City. In the event a conflict is determined to exist between said code as adopted and the other provisions of this ordinance, the latter provisions shall be construed as controlling and taking precedence over the former. Any codes referenced therein are not adopted hereby unless specifically adopted. The following codes are hereby adopted and incorporated as fully as if set out at length in this ordinance, and the provisions of such code shall be controlling on all premises, including but not limited to all buildings thereon, within the corporate limits of the city.

- (a) International Building Code, 2015 Edition, International Code Council.
- (b) International Residential Code for 1 & 2 Family Dwellings, 2015 Edition, International Code Council.
- (c) International Mechanical Code, 2015 Edition, International Code Council.
- (d) International Plumbing Code, 2015 Edition, International Code Council.
- (e) International Fire Code, 2015 Edition, International Code Council.
- (f) International Fuel Code, 2015 Edition, International Code Council.
- (g) International Energy Conservation Code, 2015 Edition, International Code Council.

- (h) International Property Maintenance Code, 2015 Edition, International Code Council.
- (i) National Electrical Code, 2014 Edition, National Fire Protection Association.

**Section 3. Definitions.** The following words, terms and phrases, when used in this ordinance, shall have the meanings ascribed to them in this ordinance, except where the context clearly indicates a different meaning:

"Accessory Building" means a subordinate building located on the same lot as a principal building, the activity of which is clearly integral with or incidental to the permitted use of the principal building.

"Alterations" means any change, addition or modification in construction, including any change in structural members of a building, such as walls or partitions, columns, beams or girders, the consummated act of which may be referred to herein as "altered" or "reconstructed. "

"Approved" under the terms of this ordinance means having paid all permit fees and receiving the written approval of the Building Official, or appropriate Inspector, as the result of an investigation and, if necessary, tests conducted by the Building Official or appropriate enforcement official of the City.

"Building" means any structure, either temporary or permanent, having a roof or other covering, and designed or used for the shelter or enclosure of any person, animal or property of any kind, including tents, awnings or vehicles situated on private property.

"Building Official" (herein "Inspector" or "Building Official") shall mean the person, his staff or employees, or entity designated by the City or appointed to perform the duties and responsibilities set forth herein, or, if none has been appointed, the Chief Executive Officer. Where the inspection is for plumbing, electrical or other such inspection or permitting, the Inspector designated to perform such specific duties is the Building Official for such project.

"Certificate of Occupancy" or "Completion" means a written certificate issued by the Building Official authorizing use and occupancy of a structure upon the satisfactory completion of any work or operations authorized by the City's Building Permit or other Permit or change in occupancy. No occupancy of any new, or altered portion of any, structure or building, or any such building or structure for which there is a change requiring a permit, shall take place until a written certificate titled "Certificate of Occupancy" or "Certificate of Completion" therefore shall have been issued by the City Building Official.

"City" or "Municipality" shall mean the City of Manor, Texas.

"City Attorney" or "Corporate Counsel" means the attorney appointed to represent the City.

"City Official" means the legally designated head of a City department or his authorized representative when acting in an official capacity.

"Dwelling" means a building used for residential purposes.

"Dwelling Unit" means a residential unit designed to accommodate one (1) household.

"Fire Chief" or "Fire Marshall" means the legally designated Chief of the Fire Department of the City, or his authorized representative.

"Health Officer" or "Health Inspector" means the legally designated head of the City Health Department or his authorized representative, or where none, the head of the County Health Department or his authorized representative.

"Occupant" means any person who rents, leases or appears to reside, rent or lease a building, structure or property through custody of the premises or who has the legal right to possession of such premises.

"Owner" means any person who holds any interest in the legal title of a building, structure or property or who has the legal right of possession thereof.

"Permit" means a written document or certification issued by the Building Official permitting the specific construction, alteration, or extension requiring a permit under the provisions of this ordinance and regulations stated herein.

"Person" shall mean and include an individual human, partnership, co-partnership firm, company, limited liability partnership or other partnership or other such company, joint venture, joint stock company, trust, estate, governmental entity, association or corporation or any other legal entity, or their legal representatives, agents or assigns. The masculine gender shall include the feminine, the singular shall include the plural where indicated by the context.

"Plot Plan" or "Site Plan" means graphic representation, drawn to scale, in a horizontal plane, delineating the outlines of the land included in the plan and all proposed use locations, accurately dimensioned; the dimensions also including the relation of each use to that adjoining and to the boundary of the property.

"Police Chief" means the legally designated Chief of the Police Department of the City, or his authorized representative.

"Repair" means the reconstruction, renovation or renewal of any part of an existing building or structure for the purpose of its maintenance or improvement.

"Responsible Parties" or "Responsible Party" means the owner or occupant, including the person in custody of the building, property or structure, and any mortgagee or lien holder.

"Utility Service" shall have its common meaning and shall specifically include, but not be limited to, electric, water, wastewater, gas and telephone service.

"Variance" means a modification of the literal provisions of this ordinance granted when strict enforcement of this ordinance would cause undue hardship caused by circumstances unique to the individual property on which the variance is granted.

**Section 4. Permits, Bonds and Insurance Required.** (a) *Permits.* No building or structure or part thereof shall be hereafter constructed, erected, altered, moved, or placed within the City of Manor unless all appropriate permits to comply with this ordinance shall have first been issued for such work. No permit or certificate of occupancy shall be issued by the City for building or for connection to the City's water and wastewater services or a private sewage facility upon any lot in a subdivision or confirming plat for which a final plat has not been approved by the City of Manor, Texas and filed for record, or upon any lot in a subdivision in which the standards contained in the City's Subdivision Ordinance, as amended, or referred to therein have not been complied with in full. No site clearance, excavation,

grading, or land fill on public or private land shall commence unless all applicable permits shall have first been issued for such work.

Any owner or occupant may personally make minor improvements and ordinary repairs on any structure without a permit provided that such improvements and repairs conform to all applicable building laws and codes. The Building Official shall have the right to inspect all such improvements or repairs and determine whether a permit is necessary.

(b) *Moving Permit.* No building or structure or part thereof shall be moved onto or over the City streets unless a permit shall have first been issued for such move.

(c) *Bonds or Deposits Required.* Before any permit pursuant to this ordinance is issued, the applicant shall file with the City a corporate surety bond, approved by the City Attorney, or a cash deposit with the City, which deposit shall be placed in an escrow account in accordance with the following table:

Estimated Cost Of Construction	Surety Bond	Cash Deposit
\$0—500.00	None	None
\$500.01—1,000.00	\$ 250.00	\$ 25.00
\$1,000.01—2,000.00	500.00	50.00
\$2,000.01—5,000.00	1,000.00	100.00
\$5,000.01—10,000.00	2,500.00	250.00
\$10,000.01 – 30,000.00	10,000.00	1,000.00
\$30,000.01 and above	percentage of costs	percentage of costs

When applications are submitted where the costs of the total project are estimated to be more than \$30,000.00, the Building Official may require that a bond or deposit in an amount, based on a percentage of the cost of the project in question, shall be tendered prior to issuance of a permit. The Building Official may require a larger or smaller bond or deposit when, in his or her opinion, the nature of the permit indicates such a need. Such bond shall be conditioned upon the applicant's compliance with this and other ordinances of the City, and shall secure and may be used for the payment of any and all damages to persons or property (including the City) which damages arise from, or are caused by, any act or conduct of, or authorized by applicant.

(d) *Insurance Required.* Before a construction project is started for which a bond or deposit is required under this ordinance, each person applying shall furnish to the City, evidence that he or she has procured public liability and property damage insurance in the following amounts:

- (i.) For damages arising out of bodily injury or death of one person on any one accident - \$100,000.00.
- (ii.) For damages arising out of bodily injury or death of two or more persons in any accident - \$300,000.00.
- (iii.) For injury or destruction of property in any one accident - \$100,000.00.

Such insurance shall be kept in full force and effective during the period of time for which a bond or deposit shall be issued or the premises occupied. The City may waive this insurance requirement for minor construction projects.

(e) *Exemption.* State, County and Federal agencies are exempt from the bond and deposit requirements.

**Section 5. Permit Applications.** (a) To obtain a permit under this ordinance, the applicant shall first file an application therefore in writing. Each such application shall be accompanied by the required fee and shall:

- (i.) Identify and describe the work to be covered by the permit for which application is made;
- (ii.) Describe the land on which the proposed work is to be done, by lot, block, tract and house or structure and street address, or similar description that will readily identify and definitely locate the proposed work;
- (iii.) Indicate the use and occupancy for which the proposed work is intended;
- (iv.) Be accompanied by plans and specifications as required in Subsections (b) and (c) of this Section;
- (v.) State the valuation of the proposed work;
- (vi.) Be signed by the permittee, or his authorized agent, who may be required to submit evidence to indicate authority;
- (vii.) Give such other information as reasonably may be required by the Building Official.

(b) *Site Plan.* All applications for building permits shall be accompanied by a Site Plan drawn to scale, together with such additional copies as the Building Official may determine to be necessary for review by other City officials. The Site Plan shall contain the following:

- (i.) A legal description of the land included on the site plan and of the lot; the addresses and telephone numbers of the owner, the builder and the designer or architect;
- (ii.) Lot and block number; and street number as approved by the U. S. Postal Service;
- (iii.) The actual shape, location, and dimensions of the lot, an arrow pointing north and the lot area of the land included in the site plan;
- (iv.) Erosion and sedimentation controls in use during construction;
- (v.) Location and dimensions of easements and setback requirements;
- (vi.) Flood plain elevations, showing the floodway and that portion of the lot which is subject to inundation by the 100 year flood;
- (vii.) Location of existing and proposed walks, driveways, off-street parking design and access roads;

- (viii.) The existing and intended use of the lot and of all such structures upon it, including, in residential areas, the number of dwelling units the building is intended to accommodate;
- (ix.) Existing and proposed grades and drainage systems and structures with topographic contours at intervals not exceeding two (2) feet;
- (x.) The architectural design, shape, size and location of all buildings or other structures to be erected, altered, or moved and of any buildings or other structures already on the lot;
- (xi.) Site clearance and excavation plans;
- (xii.) Exterior lighting plans;
- (xiii.) Such other information concerning the lot or adjoining lots as may be essential for determining whether the provisions of this ordinance are being complied with.

(c) *Construction Plans.* Construction plans and specifications for all contemplated construction on the site shall be provided to the Building Official and such plans shall include at least the following information:

- (i.) Scaled floor plan of each floor and of the basement, if any, for each building;
- (ii.) Plan of all attached terraces, porches, or covered walkways, and/or attached or detached garage or carport and accessory buildings, parking lots and driveways, and all other structures as herein defined. All setback dimensions shall be indicated on the plans.
- (iii.) Location and size of all permanently installed construction and equipment, such as closets, storage, plumbing fixtures, appliances, etc.;
- (iv.) Location and symbols of all electrical equipment, including switches, outlets, fixtures, etc.;
- (v.) Exterior elevations:
  - A. All exterior elevations
  - B. Wall and roof finish materials
  - C. Dimensions of overhang
  - D. Height from finished ground grade
  - E. Undisturbed and finished ground grade line.
- (vi.) Structural Section:
  - A. Cross-section of typical wall construction details



- B. Scale plan of foundation and pertinent section of typical beams, footings, girders, etc.;

(vii.) Architect/Engineer Seal, when applicable: (Only if required by State law)

- A. Architects or Engineers shall affix their seal, actual signature, and date of affixation to all original construction drawings, including index sheets identifying all drawings covered; addenda; and change orders which are developed and issued under the direct supervision or authorship of the architect as contract documents.
- B. Those sheets or pages prepared by consultants (structural, mechanical, electrical, etc.) retained by the architect or engineer shall also bear the seal and registration number of the consultant responsible therefore. The architect's seal on the work of his/her consultants shall be applied only after the seal of the consultant has been applied and shall attest only to the architect's coordination of the consultant's work with that of the architect's and does not imply the architect's practice of engineering or other consultant's specialty. The engineer's seal on the work of his/her consultants shall be applied only after the seal of the consultant has been applied and shall attest only to the engineer's coordination of the consultant's work with that of the engineer's and does not imply the engineer's practice of architecture or other consultant's specialty.
- C. An architect seal is required on plans relating to new commercial permits. An engineer's seal is required when mandated by State law, City ordinance or the technical codes.

(viii.) Erosion and sedimentation control plan to be used during construction.

- (ix) Such other information as deemed reasonably necessary by the Building Official. If a geotechnical report or engineered foundation plans are required, the applicant may provide a report covering the soil conditions typical to the area and may provide a typical foundation plan for such conditions. The applicant would not have to submit a separate report or a separate plan for each individual site.

(d) *License Required.* Any work required to be performed by a licensed operator must have such license submitted at the time of application for a permit. The permit may only be issued in the name of the licensed operator. No other person may perform services or work requiring a license unless such person is permitted by the terms of this ordinance, has a valid permit for the work or service and has a current valid license from the State to perform the services or work.

(e) *Architectural Permits.* For all public and private commercial projects in excess of \$50,000.00, the owner shall be required to verify compliance with the Texas Architectural Barriers Act or claim exemption.

**Section 6. Permit Issuance and Revocation.** (a) *Review of Application.* The application, plans, specifications and other data filed in support of a permit or license shall be reviewed by the Building Official or other Inspector. The City Engineer may be asked by the Building Official to review the permit application and plans to insure compliance with this ordinance, and other applicable City ordinances, codes,

standards and specifications, and good engineering practices. If the Building Official determines that the work described in an application and the required plans, specifications, and other data comply with this ordinance and other applicable ordinances, and that all fees have been paid, [she shall issue the permit or license, as applicable, to the applicant.

(b) *Fees.* Applicable fees pursuant to City ordinances and as set forth in Appendix A shall be paid, including, but not limited to, all professional fees, engineer, and attorney fees incurred by the City for or with respect to the review, processing and approval of the application for the approval of the permit.

(c) *Approval.* When the Building Official issues a permit where plans are required, the approved plans and specifications shall be endorsed or stamped "APPROVED". The approved plans and specifications shall not be changed, modified, or altered without authorization from the Building Official. All work shall be done in accordance with the approved plans. Approval of an application for permit is not guaranteed and approval does not authorize deviation from any ordinance or statute. The applicant must tender all relevant information requested by the Building Official in the format required in a timely fashion to the Building Official. All applications denied shall be endorsed or stamped "DENIED". The Building Official shall indicate the reason for denial in writing to the applicant. The applicant may appeal the decision of the Building Official as provided in Section 15 herein by filing a "Notice of Appeal" with the City Secretary specifying the grounds for appeal therein. The duration of time required for review of permit applications and plans shall depend on the availability of the Building Official.

(d) *Issuance of Permit.* The Building Official may issue a permit for construction of part of a building, structure, or building service equipment before the entire plans and specifications for the whole building structure, or building service equipment have been submitted or approved, when information and detailed statements have been filed with the City, which the Building Official determines adequately comply with requirements of this ordinance. The holder of a permit issued under this subsection may proceed with construction at his or her own risk, without assurance that the permit for the entire building or structure will be approved. No vested right shall arise under a permit issued under this subsection.

(e) *Validity of Permit.* The issuance of a permit and the approval of plans and specifications is not a permit for, or an approval of, any violation of any provision of this ordinance or any other City ordinance. Issuance of a permit based on plans, specifications, and other data shall not prevent the Building Official from thereafter requiring the correction of errors in the plans, specifications, and other data, or from preventing building operations being carried on thereunder when in violation of this ordinance or other applicable City ordinances. No permit presuming to give authority to violate or cancel any requirement or provision of this ordinance.

(f) *Expiration and Extension of Permit.*

- (i.) A building permit expires if work authorized by the permit is not commenced within 180 days. An extension may be granted by the Building Official for good cause. This extension must be requested in writing before the permit expires and must be granted in writing to be effective.
- (ii.) A building permit expires if work authorized by the permit, once begun, is suspended or abandoned for more than 180 days. A single extension of up to 180 days may be granted by the Building Official for good cause. The extension must be requested before the permit expires and must be granted in writing to be effective.

- (iii.) After a building permit has expired, no work shall be commenced until a new permit has been applied for, fees paid and the permit has been issued by the Building Official.
- (g) *Suspension, Withholding or Revocation of a Permit or License.*
  - (i) For good cause, the Building Official may suspend, withhold or revoke a permit or license issued by the City. Good cause may include, but is not limited to, the following:
    - A. Failure or refusal to permit inspection of a site, location or building where work is being performed under a current permit.
    - B. Failure or refusal to stop work and correct deficiencies when duly notified as described in Section 8.
    - C. Fraud or misrepresentation in obtaining a permit or license.
    - D. Violation on more than one occasion, either willfully or maliciously, or by reason of incompetence of any provisions of the technical codes.
    - E. Refusal to comply with the lawful requirements of the Building Official, bad faith or unreasonable delay in the performance of any installation, alteration or changes required by the Building Official or the correction of any defect pointed out by the Building Official.
    - F. Consumption of alcoholic beverages, intoxication or use of narcotics during construction which may create a dangerous work environment or workers being impaired by the use of narcotics on a permitted work site.
    - G. Existing adjudication of insanity of the permittee or licensee.
    - H. Conviction of the permittee or licensee, whom are to be contractors on a site, of defrauding any person whom [s]he has rendered or contracted to render services.
    - I. Securing a permit or license for work that is not actually performed or supervised, when permitted, by permittee or licensee.
    - J. Securing a permit under any pretext for construction or installation concerning which the applicant has no valid contract.
  - (ii.) Each permittee shall have a fiduciary duty to supervise any person performing work at a site for which the permittee holds a permit. The permittee shall be responsible for any violations of this ordinance by any person performing work at a site for which the permittee holds a permit.
  - (iii.) The Building Official may withhold the issuing or renewal of a license or permit to an applicant for the same reason and by the same process used for revocation or suspension described in this subsection.

(g) *Transferability.*

- (i.) No license or permit issued in accordance with this ordinance shall be assignable or transferable.
- (ii.) No work shall be performed by any person not the holder of a license required by this ordinance.
- (iii.) No person shall employ another person for doing work for which a license is required unless such person proposed to be employed is the holder of the proper license.
- (iv.) No licensee shall assign or in any other manner convey his or her license, the use thereof or any rights thereunder to anyone by power of attorney or any other process. Should any licensee violate this subsection, the license theretofore issued to him or her under this ordinance shall by that act alone become null and void. However, any such prior assignment or other conveyance made by a licensee shall not be an effective or valid assignment of such license after its expiration date.

**Section 7. Inspections.** (a) *Existing building inspections.* Before issuing a permit, the Building Official may examine or cause to be examined any building, electrical, gas, mechanical, or plumbing systems for which an application has been received for a permit to enlarge, alter, repair, move, demolish, install, or change the occupancy or use. The Building Official shall inspect all buildings, structures, electrical, gas, mechanical and plumbing systems, from time to time, during and upon completion of the work for which a permit was issued. Prior to issuing a Certificate of Occupancy to any premises, the Building Official may conduct a through inspection of the premises for which a Certificate of Occupation is requested. The Building Official shall make a record of every such examination and inspection and of all apparent violations.

(b) *Manufacturers and fabricators.* When deemed necessary by the Building Official, the Building Official shall make, or cause to be made, an inspection of materials or assemblies at the point of manufacture or fabrication. A record shall be made of every such examination and inspection and of all violations of the building regulations.

(c) *Inspection service.* The Building Official may make, or cause to be made, the inspections required by this ordinance. The Building Official may accept reports of inspectors of recognized inspection services, provided that after investigation the Building Official is satisfied as to their qualifications and reliability. A certificate called for by any provision of the technical codes shall not be based on such reports unless the same are in writing and certified by a responsible officer of such service.

(d) *Inspections prior to issuance of Certificate of Occupancy or Completion.* The Building Official shall inspect or cause to be inspected at various intervals all construction or work for which a permit is required, and a final inspection shall be made of every building, structure, electrical, gas, mechanical or plumbing system upon completion, prior to the issuance of the Certificate of Occupancy or Completion.

(e) *Posting of permit.* Work requiring a permit shall not commence until the permit holder or his or her agent posts the permit card in a conspicuous place on the premises. The permit shall be protected from the weather and located in such position as to permit the Building Official or representative to conveniently make the required entries thereon. This permit card shall be maintained in

such position by the permit holder until the Certificate of Occupancy or Completion is issued by the Building Official.

(f) *Required inspection.* The Building Official upon notification from the permit holder or his or her agent shall make the following inspections and such other inspections as necessary, and shall either release that portion of the construction or shall notify the permit holder or his or her agent of any violations which must be corrected in order to comply with the technical codes.

(g) *Building.*

- (i.) Foundation Inspection: To be made after trenches are excavated and forms erected.
- (ii.) Frame Inspection: To be made after the roof, all framing, fireblocking and bracing is in place, all concealed wiring, all pipes, chimneys, ducts and vents are complete.
- (iii.) Final Inspection: To be made after the building is completed and ready for occupancy.

(h) *Electrical.*

- (i.) Underground Inspection: To be made after trenches or ditches are excavated, conduit or cable installed, and before any backfill is put in place.
- (ii.) Rough-In Inspection: To be made after the roof, framing, fireblocking and bracing is in place and prior to the installation of wall or ceiling membranes.
- (iii.) Final Inspection: To be made after the building is complete, all required electrical fixtures are in place and properly connected or protected and the structure is ready for occupancy.

(i) *Plumbing.*

- (i.) Underground Inspection: To be made after trenches or ditches are excavated, piping installed and before any backfill is put in place.
- (ii.) Rough-In Inspection: To be made after the roof, framing, fireblocking and bracing is in place and all soil, waste and vent piping is complete, and prior to this installation of wall or ceiling membranes.
- (iii.) Final Inspection: To be made after the building is complete, all plumbing fixtures are in place and properly connected, and the structure is ready for occupancy.

(j) *Mechanical.*

- (i.) Underground Inspection: To be made after trenches or ditches are excavated, underground duct and fuel piping installed, and before any backfill is put in place.

- (ii.) **Rough-In Inspection:** To be made after the roof, framing, fireblocking and bracing is in place and all ducting and other concealed components are complete, and prior to this installation of wall or ceiling membranes.
- (iii.) **Final Inspection:** To be made after the building is complete, the mechanical system is in place and properly connected, and the structure is ready for occupancy.

(k) *Other Inspections.* In addition to the required inspections specified above, the Building Official shall make or require to be made, any other inspections of any construction work to ascertain compliance with the provisions of this ordinance and other laws which are enforced by the City.

**Section 8. Stop Orders.** (a) Whenever any building work is being done contrary to the provisions of this ordinance, another controlling ordinance or statute governing the building, the Building Official may order the work stopped by notice verbally or in writing served on any persons engaged in the doing or causing such work to be done and the City shall post a STOP WORK ORDER on the property adjacent to the posted building permit, and any such persons shall forthwith stop such work until authorized by the Building Official to proceed with the work. If no permit has been issued, all work shall stop until a permit has been properly issued and all errors corrected to the satisfaction of the Building Official. The Building Official may also issue a work correction order, which shall be served upon any persons who are working on a certain aspect of the construction project. The work on other aspects of the construction not in violation of the City's ordinances may proceed, but work shall cease as to that aspect in violation of the City's ordinances.

(b) *Occupancy and Use Violations.* Whenever any structure is being used contrary to the provisions of this ordinance, the City Zoning Ordinance provisions applicable to such structure, lot, parcel or tract of property upon which the structure is located or the City Subdivision Ordinance provisions applicable to such structure, lot, parcel or tract upon which the structure is located, the Building Official may order such use discontinued and the structure, or portion thereof, vacated by notice served on any person causing such use to be continued. Such person shall discontinue the use within ten (10) days after receipt of such notice or make the structure, or portion thereof, comply with the requirements of this ordinance. If the Building Official determines that any building, structure or premises has not been brought into compliance within the requisite time period, the Building Official may by written notice, as provided in Section 13, immediately revoke the Certificate of Occupancy.

**Section 9. Occupancy and/or Use – Certificate of Occupancy.** (a) *Use or Occupancy.* No building or structure shall be occupied, and no change in the existing occupancy or classifications of a building or structure or portion thereof shall be made until the Building Official has issued a Certificate of Occupancy therefore, as provided herein, and such permit is current and not revoked. Prior to any connection of utilities or transfer of utilities from one name to another or from one location to another the primary occupant must have been issued a Certificate of Occupancy or a Temporary Certificate of Occupancy.

(b) *Change in Use.* Changes in the character or use of a building or structure shall not be made except as specified by this ordinance and the technical codes adopted in this ordinance.

(c) *Certificate Issued.* After final inspection when it is found that the building or structure complies with the provisions of this ordinance, the City Zoning Ordinance provisions applicable to such structure, lot, parcel or tract of property upon which the structure is located and the City Subdivision Ordinance provisions applicable to such structure, lot, parcel or tract upon which the structure is located,

the Building Official shall issue a Certificate of Occupancy or Completion which shall contain the following:

- (i.) The use and occupancy for which the certificate is issued;
- (ii.) A certification that the building or structure complies with the provisions of this ordinance;
- (iii.) The permit number of the building or structure;
- (iv.) The address of the building or structure;
- (v.) The name and address of the owner and occupant;
- (vi.) A description of that portion of the building or structure for which the certificate is issued;
- (vii.) A statement that the described portion of the building or structure complies with the requirements of this ordinance for the group and division of occupancy and the use for which the proposed occupancy is classified;
- (viii.) The name of the Building Official.

(d) *Temporary Certificate.* A temporary Certificate of Occupancy may be issued by the Building Official for the use of a portion or portions of a building or structure prior to the completion of the entire building or structure. The temporary certificate shall state thereon the duration for which the certificate is issued and where no duration is indicated, the certificate shall be for no more than 180 days from the date of issuance.

(e) *Non-conforming Uses.* A Certificate of Occupancy shall be required for all lawful nonconforming uses of land or buildings created by any ordinance of the City identifying the lawful non-conforming use. Application for such Certificate of Occupancy for a non-conforming use shall be filed with the Building Official by the owner or primary occupant of the building or land occupied by such non-conforming use within one (1) year of the effective date of this ordinance. It shall be the duty of the Building Official to issue a Certificate of Occupancy for a lawful non-conforming use, or refusal of the Building Official to issue a Certificate of Occupancy for such non-conforming use shall be evidence that said non-conforming use was either illegal or did not lawfully exist.

(f) *Connections of Service Utilities.* No person shall make connections from a utility source which is regulated by the technical codes for which a permit is required to any building or system until released by the Building Official and a certificate of occupancy or completion is issued.

(g) *Temporary Connection.* The Building Official may authorize the temporary connection of the building or system to the utility source of energy, fuel or power for the purpose of testing building service systems or for use under a temporary Certificate of Occupancy.

(h) *Authority to Disconnect Utilities.* The Building Official shall have the authority to authorize disconnection of utility service to the building, structure or system regulated by the technical codes, in case of emergency where necessary to eliminate an immediate hazard to the life or property. The Building Official shall notify the serving utility, and whenever possible the owner and occupant of the building, structure or service system of the decision to disconnect, if possible, prior to taking such

action. If not notified prior to disconnecting, the owner or occupant of the building, structure or service system shall be notified in writing, as soon as practical thereafter.

(i) *Authority to Disconnect Utilities for failure to obtain a Certificate of Occupancy or Temporary Certificate of Occupancy.* The Building Official shall have authority to authorize disconnection of utility services to any building, structure or system regulated by the technical codes for which a Certificate of Occupation has been revoked or is required and has never been issued to the current occupant after written notice and an opportunity to correct as provided in Section 12. Before utilities may be disconnected, the Building Official shall send a notice specifying that the owner or occupant must bring the property into compliance or the utilities will be disconnected and indicating that the owner or occupant may appeal to the Board of Adjustments within ten (10) days of the date of the letter.

**Section 10. Applications for variances.** (a) Any person may apply for a variance of any provision of this ordinance by submitting a written application to the Building Official citing the specific provision of this ordinance for which a variance is sought and setting forth with particularity the reasons for such request. The Building Official shall review such an application and forward the application to the Board of Adjustments for consideration and approval or denial. If a person wants to protest the decision of the Board of Adjustments, an appeal must be made to the District Court of competent jurisdiction within ten (10) days of the denial as provided in Section 15.

(b) A person may not proceed with any operation for which a permit or variance is required by this ordinance unless and until the appropriate permit or variance has been granted.

**Section 11. Violations and Notices.** The Building Official, his or her representatives, and any officer charged with enforcement of the ordinances of the City, including any peace officer of the City, may enforce the provisions of this Section.

(a) *Citations.* If an officer charged with the enforcement of this ordinance shall determine that a situation exists which immediately affects or threatens the health, safety and well-being of the general public, and that immediate action is necessary, such officer may take such action as shall be necessary, including issuing citations for violations of the terms and provisions hereof to the owner, occupant and/or responsible party for the property upon which such condition exists, as may be deemed appropriate and necessary.

(b) *Imminent threat.* If an officer charged with enforcement of this ordinance determines a situation constitutes an immediate threat to the public health, safety and welfare, and the owner, occupant or responsible party for the property is absent or fails to immediately remedy the violation, the City Council may, at a regular session or at an emergency session called for the purpose of considering the issue, upon evidence heard, determine that an emergency exists and order such action as may be required to protect the public health, safety and welfare. In such event, the City may prosecute an action in any court of competent jurisdiction to recover its costs.

(c) *Failure to correct.* If any owner, occupant or responsible party shall fail or refuse to remedy any of the conditions prohibited by this ordinance within ten (10) days after written notice to do so, the City may do such work or cause the same to be done, and pay therefore, and charge the expenses in doing or having such work done or improvements made to the property, and such charge shall be a personal liability of such owner(s), occupant(s) and/or responsible parties to the City.

(d) *Service of notice.* Notices required pursuant to this ordinance shall be in writing. Such notices may be served upon such owner(s), occupant(s) and/or responsible party as follows: in person by an officer or employee of the City; by certified letter addressed to such owner, occupant and/or responsible party at his/her post office address; or, if personal service may not be had, or the owner, occupant, or responsible



party's address be not known, then notice may be given by publishing a brief summary of such order at least once in the official newspaper of the City or by posting a notice on or near the front door of each building on the property upon which the violation relates, or, if no building exists, by posting notice on a placard attached to a stake driven into the ground on the property to which the violation relates. The notice shall state "Building and Construction Regulations", "To Whom It May Concern" and a brief statement of the violation(s). Service of the notice by any one of the above methods, or by a combination thereof, shall be deemed sufficient notice.

(e) *Refusal of notice.* If an owner is mailed a notice in accordance with subsection (d) and the United States Postal Service returns the notice as "refused" or "unclaimed" the validity of the notice is not affected, and the notice is considered as delivered.

**Section 12. Right to Abate Dangerous Conditions.** Whenever an immediate danger to the health, life or safety of any person exists as a result of any building or premise violations or conditions on any lot, parcel or premise within the City, the City may abate the nuisance without notice to the owner. If the utility connections to the property need to be disconnected to the property to prevent further risk or damage, the Building Official may direct that the necessary utilities be disconnected. In the event the City abates the nuisance under this section, the City shall forward notice to the owner within ten (10) days in the manner set forth herein.

**Section 13. Abatement.** (a) *Notice.* In addition to any other remedy provided in this ordinance and cumulative thereto, the Building Official, after giving to the owner, occupant and/or responsible party of the property ten (10) days notice in writing, as provided herein, may cause any of the work or improvements mentioned in this ordinance to be done at the expense of the City, and charge the utility bill of the property on which such work or improvements are done as well as cause all of the actual cost to the City to be assessed on the real estate or lot on which such expenses occurred; provided, that the owner, occupant and/or responsible party of any such real estate may appeal to the Board of Adjustments from the order of the Building Official by filing an Appeal, as provided in Section 15, within ten (10) days after receipt of the notice provided for above, stating that such real estate complied with the provision of this ordinance before the expiration of a ten (10) day period and requesting a hearing.

(b) *Appeal.* The Board of Adjustments shall set a date, within thirty (30) days from the date of the appeal, for hearing the appeal to determine whether the real estate complied with the provisions of this ordinance before the expiration of such ten (10) day period.

(c) *Suspension.* The authority of the Building Official to proceed to cause such work to be done shall not be suspended while an appeal from the order is pending.

(d) *Compliance prior to abatement.* If it shall be determined by the Board of Adjustments that the premises complied with the provisions of this ordinance before the expiration of the ten (10) day period, then no personal liability of the owner or occupant shall arise nor shall any lien be created against the premises upon which such work was done.

**Section 14. Cost of Abatement Constitutes Lien.** Cumulative of the City's remedy by fine, as set forth herein, the City may do such work or cause the same to be done to remedy such condition to remove such matter from such owner's premises at the City's expense and charge the same to the utility bill of such property and assess the same against the real estate or lot or lots upon which such expense is incurred.

(a) *Costs.* Expenditures plus ten (10) percent per annum interest on the expenditures from the date of such payment by the City shall be added to the next billing cycle for utility bills for the real estate or lot or lots, if not already paid. Payment shall be due and payable in full by the owner or occupant at the time

of payment of such utility bill. If the property is unoccupied, no utilities shall be furnished to the property where the work occurred until such obligation, as herein set out, payable to the City for abatement of any nuisance described herein is paid in full.

(b) *Lien.* Upon filing with the County Clerk, of a statement by the City Secretary or designee of such expenses, the City shall have a privileged lien upon said real estate or lot or lots, second only to tax liens and liens for street improvements, to secure the expenditure so made and ten (10) percent per annum interest on the amount from the date of such payment so made by the City.

(c) *Suit to Recover Costs.* The City may, additionally, institute suit and recover such expenses and foreclose such lien in any court of competent jurisdiction, and the statement so filed with the county clerk or a certified copy thereof shall be prima facie proof of the amount expended in any such work or improvements to remedy such condition or remove any such matter.

**Section 15. Appeals to Board of Adjustments.** Unless otherwise provided in this ordinance, any person aggrieved by a decision of an officer or Building Official acting under this ordinance or any officer, department, board or bureau of the City affecting a property under this ordinance, may appeal such decision to the Board of Adjustments. Such appeal shall be made by filing with the office of the Board of Adjustments within ten (10) days of the action or incident being appealed. A notice of appeal specifying each and every ground for appeal shall accompany the appeal and state thereon "Notice of Appeal". The officer, department, board or bureau from which the appeal is taken shall forthwith transmit to the Board all of the papers constituting the record upon which the action appealed from is taken.

(a) *Notice of Hearing on Appeal.* The Board shall fix a reasonable time for the hearing of the appeal or other matter referred to it, and shall give public notice of the hearing and due notice to the parties in interest.

(b) *Findings of Fact.* The Board of Adjustments shall file findings of fact within a reasonable time after the final decision of the Board of Adjustments is announced. The findings shall be in writing filed in the office of the City Secretary. Filing of the minutes of the meeting of the Board of Adjustments meeting at which the appeal hearing was held shall constitute a filing of the findings of fact absent a more specific filing prior to filing the minutes.

(c) *Appeal.* Any party aggrieved by the decision of the Board of Adjustments shall have ten (10) days from the date of the filing of the findings of fact to file an appeal with the District Court of competent jurisdiction.

**Section 16. Penalty.** (a) Any person who shall violate any of the provisions of this ordinance or the technical codes adopted herein, or shall fail to comply therewith, or with any of the requirements thereof, within the City limits shall be deemed guilty of an offense and shall be liable for a fine not to exceed the sum of two thousand dollars (\$2000.00). Each day the violation exists shall constitute a separate offense. Such penalty shall be in addition to all the other remedies provided herein.

(b) Any person who shall remove a notice of violation or a placard posted pursuant to this ordinance from a property prior to correction of the deficiencies indicated thereon shall be deemed guilty of a misdemeanor offense.

(c) Any person who shall knowingly or intentionally provide false information on any application required pursuant to this ordinance shall be deemed guilty of a misdemeanor offense.

(d) Any person who shall occupy a building, or any part thereof, without having received a Certificate of Occupancy in compliance with herewith, within the City limits shall be deemed guilty of an offense and shall be liable for a fine not to exceed the sum of two thousand dollars (\$2000.00). Each day the violation exists shall constitute a separate offense. Such penalty shall be in addition to all the other remedies provided herein.

(e) On motion of the City or the Judge of Municipal Court, any person convicted under this ordinance or placed on deferred adjudication or other form of deferral who is assessed a penalty and who does not pay the penalty in full as ordered by the Court may be assessed the penalty against the defendant's property in the same manner as a judgment in a civil suit by order of the Municipal Judge pursuant to Texas Code of Criminal Procedure § 45.047, as amended from time to time.

**Section 17. Enforcement of Regulations.** (a) No building permit, certificate of occupancy, plumbing permit, electrical permit, or utility tap shall be issued by the City for or with respect to any lot, tract or parcel of land within the City limits, after the effective date of this ordinance, except in compliance with all then applicable requirements of this ordinance, the City Zoning Ordinance provisions applicable to the property and the City Subdivision Ordinance provisions applicable to the property.

(b) This ordinance and any code or provision adopted by this ordinance may be further enforced by civil injunction and other civil and criminal judicial proceedings, either at law or in equity; and, in lieu of or in addition to any other authorized enforcement or action taken. Any person who violates any term or provision of this ordinance, with respect to any land, property, building or development within the City, may also be fined as well as charged all other penalties, civil and criminal as provided herein and by State law.

(c) Upon the request of the City Council, the City Attorney or other authorized attorney shall file an action in the district courts to enjoin the violation or threatened violation of this ordinance, or to obtain Declaratory Judgment, and to seek and recover court costs and attorney fees, and/or to recover damages in an amount sufficient for the City to undertake any construction or other activity necessary to bring about compliance with a requirement regarding the property and established pursuant to this ordinance.

**Section 18. Utility Service Providers.** No utility service provider using the right-of-ways of the City to access any customer within the City limits shall connect or reconnect utility services to such customer after the effective date of this ordinance unless and until the customer has provided proof that the structure to be serviced has a current and valid Certificate of Occupancy or Temporary Certificate of Occupancy. Each utility service provider utilizing City right-of-ways to provide services to any customer within the City limits shall cooperate with the Building Official to terminate services as provided herein and shall provide information concerning the services provided to any customer within the City limits to the Building Official to carry out the duties of the Building Official under the provisions of this ordinance.

**Section 19. Prima Facie Evidence.** In any prosecution charging a violation of this ordinance, governing the failure to comply with any notice or order or failure to apply for a building permit or other permit or license required herein, proof that the particular property described in the complaint was in violation of any Section of this ordinance, together with proof that the defendant named in the complaint was, at the time of such notice or order or at the time when work was performed without a permit, the registered owner of such property, shall constitute in evidence a prima facie presumption that the registered owner of such property was the person who failed to comply with the notice or order or failed to apply for a permit for the time during which such violation occurred.

**Section 20. Severability.** It is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses and phrases of this ordinance are severable and, if any phrase, sentence, paragraph or section of this ordinance should be declared invalid by the final judgment or decree of any court

of competent jurisdiction, such invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this ordinance, since the same would have been enacted by the City Council without the incorporation of this ordinance of any such invalid phrase, clause, sentence, paragraph or section. If any provision of this ordinance shall be adjudged by a court of competent jurisdiction to be invalid, the invalidity shall not affect other provisions or applications of this ordinance which can be given effect without the invalid provision, and to this end the provisions of this ordinance are declared to be severable.

**Secs. 21--39. Reserved.**

## **ARTICLE II. BUILDING OFFICIAL**

### **Section 40. Establishment of Office.**

(a) *Creation.* The office of Building Official is hereby created, and the executive official in charge shall be known as the Building Official.

(b) *Appointment; removal.* The Building Official shall be the employee designated from time to time to perform the duties of the position.

(c) *Acting Building Official.* During temporary absence or disability of the Building Official, the appointing authority shall designate an acting Building Official.

**Section 41. Qualifications.** The Building Official shall be in good health and physically capable of making the necessary examinations and inspections. [S]He shall not have any interest whatever, directly or indirectly, in the sale or manufacture of any material, process or device entering into or used in or in connection with building construction, alterations, removal and demolition.

**Section 42. Duties.** (a) *Permits.* The Building Official shall receive applications required by the technical codes, issue permits and furnish the prescribed certificates. [S]He shall examine the premises for which permits have been issued and shall make necessary inspections to see that the provisions of law are complied with and that construction is conducted safely. [S]He shall enforce all provisions of the building code and, when requested by proper authority, or when the public interest so requires, make investigations in connection with matters referred to in the codes and render written reports on the same. To enforce compliance with the law, to remove illegal or unsafe conditions, to secure the necessary safeguards during construction, or to require adequate exit facilities in buildings and structures, he shall issue such notices or orders as may be necessary.

(b) *Inspections.* Inspections required under the provisions of the technical codes shall be made by the Building Official or his duly appointed assistant. The Building Official may accept reports of inspectors or recognized inspection services, after investigation of their qualifications and reliability. No certificate called for by any provision of the technical codes shall be issued on such reports unless the same are in writing and certified to by a responsible officer of such service.

(c) *Records of Work.* The Building Official shall keep permanent comprehensive records of applications, all permits issued, any and all fees collected, certificates issued, inspections made, reports rendered and of notices or orders issued for each property accurately reflecting the names, physical location of the property and dates on each document.

(d) *Records Open to Public Inspection.* All such records shall be open to public inspection for good and sufficient reasons at the stated office hours, but shall not be removed from the office of the Building Official without his written consent.

(e) *Monthly Reports.* The Building Official shall make written reports to his immediate superior once each month, or more often if requested, including statements of permits and certificates issued and orders promulgated.

(f) *Fees.* The Building Official shall keep a permanent, accurate account of all fees and other monies collected and received under this ordinance, the names of the persons upon whose account the same were paid, the date and amount thereof, together with the location of the building or premises to which they relate.

**Section 43. Right of Entry.** Whenever necessary to make an inspection to enforce any of the provisions of this ordinance, or whenever the Building Official or his authorized representative has reasonable cause to believe that there exists in any building or upon any premises any condition which makes such building or premises unsafe or constitute a violation of this ordinance, the Building Official or his authorized representative may enter such building or premises at all reasonable times to inspect the same or to perform any duty imposed upon the Building Official by this ordinance; provided that if such building or premises be occupied, he shall first present proper credentials and demand entry; and if such building or premises be unoccupied, he shall first make a reasonable effort to locate the owner or other persons having charge or control of the building or premises and demand entry. If such entry is refused, the Building Official or his authorized representative shall have recourse to every remedy provided by law to secure entry.

**Section 44. Deputies.** In accordance with the procedure and with the approval of the City Council, the Building Official may appoint such number of officers, inspectors and assistants, and other employees as shall be authorized from time to time. With the approval of the City Council, he may deputize such employees as may be necessary to carry out the functions of the Building Official.

**Section 45. Liability.** The Building Official, members of the Board of Adjustments, or any employee charged with the enforcement of this ordinance, acting in good faith and without malice for the City in the discharge of his duties, shall not thereby render himself liable personally and he is hereby relieved from all personal liability for any damage that may accrue to persons or property as a result of any act required or by reason of any act or omission in the discharge of his or her duties. Any suit brought against the Building Official or such employee, because of any act or omission by him in the discharge of his duties under any provision of this ordinance, shall be defended by the City Attorney or an attorney appointed by the City's insurance carrier until final termination of the proceedings.

**Section 46. Cooperation of Other Officials.** The Building Official may request, and shall receive so far as may be necessary in the discharge of his duties, the assistance and cooperation of other officials of the City.

**Secs. 47--50. Reserved.**

### **ARTICLE III. BUILDING CODE**

**Section 51. Adoption of Building Code and Amendments, Additions and Deletions.** (a) That certain document, one copy of which is on file in the office of the city secretary, being marked and designated as the "International Building Code," 2015 edition, including all Appendix Chapters, published by the International Code Council, is hereby adopted as the building code of the city establishing the minimum regulations governing the conditions and maintenance of all property, buildings and structures; by providing the standards for supplied utilities and facilities and other physical things and conditions essential to ensure that structures are safe, sanitary and fit for occupation and use; and the

condemnation of buildings and structures unfit for human occupancy and use and the demolition of such structures; and each and all of the regulations, provisions, conditions and terms of such "International Building Code," 2015 edition, published by the International Code Council, on file in the office of the city secretary are hereby referred to, adopted and made a part of this section as if fully set out in this article.

(b) *Amendments.* The International Building Code is amended as follows:

Each Reference to "Jurisdiction" or location for insertion of name of jurisdiction shall mean the City of Manor, Texas

161.3.1 The areas of special flood hazard identified by the Federal Emergency Management Agency in a scientific and engineering report entitled, "The Flood Insurance Study for City of Manor, Texas" as adopted and amended from time to time with accompanying Flood Insurance Rate Maps and Flood Boundary-Floodway Maps (FIRM and FBFM) and any revisions thereto are hereby adopted by reference and declared to be a part of this ordinance.

3409.2 Structures existing prior to January 1, 2002, in which there is work involving additions, alterations or changes of occupancy shall be made to conform to the requirements of this section, the provisions of Sections 3402 through 3406, or the International Existing Building Code.

(c) That certain document, one copy of which is on file in the office of the city secretary, being marked and designated as the "International Residential Code for One- and Two-Family Dwellings," 2015 edition, including all Appendix Chapters, published by the International Code Council, is hereby adopted as the residential building code of the city regulating and controlling the design, construction, quality of materials, erection, installation, alteration, repair, location, relocation, replacement, addition to, use or maintenance of one- and two-family dwellings and townhouses in the City; providing for the issuance of permits and collection of fees; and each and all of the regulations, provisions, conditions and terms of such "International Residential Code for One- and Two-Family Dwellings," 2015 edition, published by the International Code Council, on file in the office of the city secretary are hereby referred to, adopted and made a part of this section as if fully set out in this article.

(d) *Amendments.* The International Residential Code for One- and Two-Family Dwellings is amended as follows:

Each Reference to "Jurisdiction" or location for insertion of name of jurisdiction shall mean the City of Manor, Texas

Table R301.2(1) Climatic and Geographic Design Criteria

Roof Snow Load	5 PSF
Wind Speed	90 MPH
Seismic Design Category	See Section 301.2.2, IBC 2015
Weathering	Moderate
Frostline depth	12"
Termite	Moderate to Heavy
Decay	Slight to Moderate

Winter Design Temp.  
Flood Hazards

28°F  
FEMA Ordinance, Current; Ordinance  
091504-A

(e) *Repairs and Remodeling.* A permit is not required for repairs and remodeling unless structural supports or supporting walls are removed or modified, floor space is added, or a plumbing or electrical permit is required. A building permit is not necessary for accessory buildings having 120 square feet or less of floor space.

(f) *Exceptions.* Any codes noted or mentioned in the International Building Code and International Residential Code for One- and Two-Family Dwellings which are not formally adopted by this ordinance shall be a guide only and are not subject to permit and enforcement.

**Section 52. Interpretation of Article.** Wherever, in the building code hereby adopted, it is provided that anything must be done to the approval of or subject to the direction of the enforcing officer, this shall be construed to give such officer only the power to determine whether the rules and regulations established by this article have been complied with, and shall not be construed as giving such officer discretionary powers.

**Section 53. Minimum Building Standards.** In addition to the standards provided in the International Building Code and International Residential Code for One- and Two-Family Dwellings, every building, structure, or part thereof, erected or altered, moved or relocated including all development of property in the City shall conform to the following minimum standards which are deemed to be minimum standards necessary for the health and general welfare of the residents of the City:

(a) *Solid Waste Container Storage.* Each dwelling shall have a solid waste structure which must be inaccessible to dogs and other animals. Nonresidential buildings shall have a solid waste structure which is inaccessible to dogs and other animals and which is of a design and location approved by the Building Official in compliance with the applicable zoning ordinance.

(b) *Sewage Facility.* Each plumbing fixture shall be connected by adequate water and drainage lines to an organized disposal system operated by the City.

(c) *Utility Connections.* It shall be unlawful to serve or connect any public utilities to any structure for service until the Building Official has authorized such connection.

(d) *Reflective Roofing Materials.* No roofing material or painted exterior roof shall produce reflective glare where reflective glare interferes with traffic upon City streets or where the reflective glare is evident beyond the property line. All new metallic roof surfaces, which produce reflective glare beyond property lines, shall be painted so as not to affect adjoining property and other property. Samples of roofing material shall be provided to the Building Official and no building permit shall be issued until the Building Official approves the roofing material. Wood shingles and wood shakes are prohibited on all structures. Ordinary roof coverings shall be prohibited additionally on nonresidential buildings. Fire-retarding roof coverings, wood shingles and wood shakes having a Class B rating in accordance with the Building Code Standards are allowed on all structures.

(e) *Water Fixtures.* All new installations or remodeling of water fixtures shall meet the following minimum standards:

(i.) Water closet tanks shall have a flushing capacity sufficient to properly flush the water closet bowl but shall not exceed one and six-tenths (1.6) gallons per flush.

- (ii.) Showers shall flow at a rate of no greater than two point seventy-five (2.75) gallons per minute.
- (iii.) Faucets shall flow at a rate of not greater than two point two (2.2) gallons per minute.

(f) *Exterior Compressors and other equipment.* All exterior compressors and other mechanical equipment or like devices shall be shielded and insulated so as to insure that sound emanating therefrom does not interfere with the use and enjoyment of surrounding property.

(g) *Grease Traps.* Waste pipes from kitchen sinks and dishwashers in any commercial property serving food, such as a hotel, restaurant, Clubhouse, boardinghouse, public institution, hospital or other similar place, shall be run into an approved type grease trap, adequate in size and constructed in such a manner as to remove all grease before it reaches the sanitary sewer or private sewage facility, and shall be properly vented on the sewer side. Grease traps may be a manufacturer's item especially made for the purpose or may be constructed of concrete. Plans of a typical concrete grease trap may be obtained from the Building Official. No food grinder shall discharge into a grease trap. If the grease trap is set more than thirty inches from the sink that it serves, the sink shall be locally vented and run independently through the roof.

- (i.) The sizing of grease traps shall be based on the flow rate which shall be determined in accordance with the State Health Department manual on "Construction Standards for On-Site Sewage Facilities", plus 25% safety factor.
- (ii.) Manufactured grease traps shall be selected to fit the flow rate requirements of the connected fixtures from the published manufacturer's rating chart.
- (iii.) Where one grease trap serves more than one fixture, the simultaneous usage flow rate (not the sum of the connected fixtures) shall be used to determine the size of the grease trap.

**Section 54. Fire Warning System.** Each dwelling and nonresidential building shall be provided with a smoke detector conforming to the International Building Code specifications. All detectors shall be located within twelve (12") inches of the ceiling and shall be tested for proper operation by the Building Official as a condition for a Certificate of Occupancy. Care shall be exercised to insure that the installation will not interfere with the operating characteristics of the detector.

(a) *Dwellings.* The detectors shall be mounted on the ceiling or wall at a point centrally located in the corridor or area giving access to rooms used for sleeping purposes. Where sleeping rooms are on an upper level, the detectors shall be placed at the center of the ceiling directly above the stairway. Detectors, of a sufficient number and decibel level of sound, shall provide adequate sound to alert all portions of the dwelling and dwelling units.

(b) *Nonresidential Buildings.* The detectors shall be mounted on the ceilings or wall at a point centrally located with respect to electric or gas appliances or cooking equipment. Detectors, of a sufficient number and decibel level of sound, shall be installed to provide adequate sound to alert all portions of the building.

**Section 55. Swimming Pools.** No outdoor swimming pool shall be erected, constructed or structurally altered without an enclosure device of at least four (4) feet in height which completely



surrounds such swimming pool. Such enclosure device shall not contain any opening which would permit the passage of a sphere six (6) inches or more in diameter. Each gate or door-opening through such enclosure device shall be equipped with a self-closing latch that keeps the gate or door securely closed at all times when not actually used; provided, however, that the door of any building which forms a part of the enclosure device need not be so equipped.

**Section 56. Culverts and Driveways.** (a) *Culverts and Ditches.* Whenever a street or roadway is not furnished with a curb and gutter connected to a storm sewer or to a ditch or waterway for drainage, draining ditches shall be installed along the roadway at the expense of the owner of the adjoining property. No person shall construct or maintain any driveway over a ditch without furnishing a culvert to provide drainage, in accordance with specifications approved by the City. The owner and occupant of abutting property shall keep such culverts and ditches free of obstruction.

(b) *Driveway and Culvert Maintenance.* Prior to installing or altering a driveway or culvert, a permit application for such work shall be submitted to the Building Official and work shall not commence before a permit is issued for such work or a written statement from the Building Official declaring that a permit is not required. A permit shall not be required for minor repairs and alterations that do not affect the size or location of the impervious cover. The Building Official shall require plans and specifications on the location, drainage and other relevant information. Once a complete application is submitted, the Building Official may forward the plans to the City Engineer for review.

- (i.) It shall be the responsibility and duty of the owner and the occupant of property within the City to construct, reconstruct, install, repair and maintain, from time to time as required, any driveway and/or culvert necessary to connect such property with a public street. The driveway and any culvert, whether existing or to be installed, to serve any property shall be constructed, reconstructed, installed, repaired and maintained by the owner and the occupant of such property in a manner to prevent such driveway and/or culvert from interfering with, diverting or obstructing the flow of stormwater and drainage.
- (ii.) It shall be the responsibility and duty of the owner and the occupant of any property for which a culvert exists or is maintained for the purpose of connecting, or providing access for, such property with a public street to keep such culvert open and free of obstruction or debris, and to repair, reconstruct, raise or lower the grade, and maintain such culvert from time to time to assure the culvert does not interfere with or obstruct the flow or drainage of stormwater, or divert stormwater from the bar ditch or drainage channel.

(c) *Driveway Inspection; Failure to Comply.* Completed projects will be inspected by the Building Official to insure compliance. Those whose projects are not in compliance will be allowed thirty (30) days in order to comply. If they have not complied in thirty (30) days, then their permit is void. Any existing driveway which in the opinion of the city council constitutes a threat to the safety and welfare of the citizens of the city shall be corrected at the property owner's expense within sixty (60) days after receiving notice.

**Section 57. Erosion Control.** (a) *Site and Construction Plans.* No construction plans or building permits shall be approved unless it shows all improvements reasonably required to prevent erosion during and after completion of development. No Certificate of Occupancy shall be issued unless the improvements shown on the site plan have been installed, constructed or created and erosion is effectively controlled. This section does not apply to projects for which a building permit is not required

and does not require a site plan for those projects which are otherwise exempt from the site plan requirement.

(b) *Requirements.* The Building Official may require, where appropriate and reasonable under the circumstances, the construction of silt traps, the mulching and temporary or permanent planting of areas exposed by grading, the construction of diversions, channel linings, grade stabilization structures, and bank protection structures; shall place limits on the area of land which may be exposed at any one time and the length of time that any area may be exposed; and shall require all other acts and impose all other limits and restraints which are necessary and reasonable to prevent erosion. The Building Official has the duty to impose any additional limits or restraints to prevent erosion after approval of any permit herein, whenever conditions arise during development or construction which require the taking of any additional measures or precautions. Where during development or construction, it appears that measures or precautions previously required are unnecessary, the Building Official shall waive them in writing. The Building Official shall require certification of plans and specifications and supervision of work by a licensed professional engineer unless he determines it is not necessary under the circumstances.

**Section 58. Conformity with Zoning District and Subdivision Regulations Required.** No building or structure shall be erected or installed and no existing buildings or structure shall be moved, structurally altered, added to or enlarged, nor shall any land, building or premises be used, or designated for use for any purpose or in any manner other than as provided for in the zoning district in which the building, land or premises is located and in compliance with the subdivision regulations; provided, however, that necessary structural repairs may be made where health and safety are endangered. Furthermore, no open space surrounding any building shall be encroached upon by a structure or reduced in any manner, unless the same shall conform to the zoning regulations and subdivision regulations designated for the District or lot within which such building or open space is located. The Building Official may, with notice as provided in this ordinance, revoke the Certificate of Occupancy for properties not in compliance herewith.

**Secs. 59--75. Reserved.**

**Section 76. Adoption Property Maintenance Code.** (a) That certain document, one copy of which is on file in the office of the city secretary, being marked and designated as the "International Property Maintenance Code," 2015 edition, including all Appendix Ordinances, published by the International Code Council, Inc., is hereby adopted as the building code of the City establishing the minimum regulations governing the conditions and maintenance of all property, buildings and structures; by providing the standards for supplied utilities and facilities and other physical things and conditions essential to ensure that structures are safe, sanitary and fit for occupation and use; and the condemnation of buildings and structures unfit for human occupancy and use and the demolition of such structures in connection with the City's dangerous building regulations and Chapter 214, Tex. Local Gov't Code; and each and all of the regulations, provisions, conditions and terms of such "International Property Maintenance Code," 2015 edition, published by the International Code Council, Inc., on file in the office of the city secretary are hereby referred to, adopted and made a part of this Section as if fully set out in this Ordinance

(b) *Amendments.* The International Property Maintenance Code is amended as follows:

Each Reference to "Jurisdiction" or location for insertion of name of jurisdiction shall mean the City of Manor, Texas

Section 103.6

The fee schedule is located in the City Ordinance.

Section 303.14	During the period from January 1 to December 31, every door, window and other outside opening required for ventilation of habitable rooms, food preparation areas, food service areas, or any areas where products to be included or utilized in food for human consumption are processed, manufactured, packaged or stored, shall be supplied with approved tightly fitting screens of not less than 16 mesh per inch (16 mesh per 25 mm) and every swinging door shall have a self-closing device in good working condition.
Section 602.3	Every owner and operator of any building who rents, leases or lets one or more dwelling unit, rooming unit, dormitory or guestroom on terms, either expressed or implied, to furnish heat to the occupants thereof shall supply heat during the period from January 1 to December 31 to maintain a temperature of not less than 65°F (18°C) in all habitable rooms, bathrooms and toilet rooms.
Section 602.4	Indoor occupiable work spaces shall be supplied with heat during the period from January 1 to December 31 to maintain a temperature of not less than 65°F (18°C) during the period the spaces are occupied.

(c) The 2015 International Property Maintenance Code is further amended to address dangerous buildings, as follows:

- (i.) Each reference to “Board of Adjustments and Appeals” is hereby amended, to the extent necessary, to provide that the composition of the Board of Adjustments and Appeals of the City of Manor shall be the board appointed by the City Council for the City of Manor.
- (ii.) Each reference to the qualification requirements for members of the “Board of Adjustments and Appeals” is hereby repealed.
- (iii.) Section 111.1 is amended to delete any reference or requirement that requires a written application for appeal to be filed within 20 days after the decision of a code official.
- (iv.) Section 111.3 is deleted.

(d) The following numbered section is deleted and replaced in full with the text indicated:

- (i.) **Section 112.4 Failure to Comply.**  
Any person who violates a provision of this code, or fails to comply therewith, or with any of the requirements thereof, shall be guilty of a misdemeanor, and subject to a fine of between \$1.00 and \$2,000.00. Each day a violation occurs constitutes a separate offense.

**Section 77. Chapter 214 Adopted.** Chapter 214, is hereby adopted by the City and made a part of this Ordinance. In the event of any conflict or inconsistency between the terms and provisions of this Ordinance and Chapter 214, the terms and provisions of Chapter 214 shall govern and control.

**Section 78. Substandard Building Regulations Adopted.** The City Council hereby adopts the “Substandard Building Regulations” as set forth below:

**Section 79. Definitions.** As used in this Ordinance the following terms shall have the meanings given below:

(a) **“Building”** means any building or structure built for the support, shelter, use or enclosure of persons, animals, chattels or property of any kind.

(b) **“Code Enforcement Authority”** means the person designated by the City for purposes of making inspections, sending notices, and otherwise enforcing the provisions of this Ordinance.

(c) **“County”** means the County of Travis, Texas.

(d) **“Dangerous Building”, “Unsafe Building”, and “Substandard Building”** means any building located within the incorporated limits of the City that is:

(i.) In such a state or condition of repair or disrepair that all or any of the following conditions exist:

- a. Walls or other vertical structural members list, lean, or buckle;
- b. Damage or deterioration exists to the extent the building cannot be used or occupied without risk of injury, or to the extent the building poses a danger to persons on the property or adjacent property;
- c. Loads on floors or roofs are improperly distributed or the floors or roofs are of insufficient strength to be reasonably safe for the purposes used;
- d. Damage by fire, wind, or other cause has rendered the building or structure dangerous to life, safety, morals or the general health and welfare of the occupants or the people of the City;
- e. The building or structure is so dilapidated, substandard, decayed, unsafe, unsanitary or otherwise lacking in the amenities essential to decent living or use that the same is unfit for human habitation or occupancy, or is likely to cause sickness, disease or injury or otherwise to constitute a detriment to the health, morals, safety or general welfare of those persons assembled, working, or living therein or is a hazard to the public health, safety and welfare;
- f. Light, air, and sanitation facilities are inadequate to protect the health, morals, safety, or general welfare of persons who assemble, work, or live therein;
- g. Stairways, fire escapes, and other facilities of egress in case of fire or panic are inadequate;
- h. Parts or appendages of the building or structure are so attached that they are likely to fall and injure persons or property;
- i. The floors, exterior walls, or roof fail to protect occupants of the building or structure from weather, injury, and the danger of collapse due to the

presence of holes, cracks, and loose, rotten, warped, or protruding boards or other similar damage in floors, exterior walls or the roof;

- j. Conditions of the structure or building constitute a material violation of provisions of the City's Building Codes, Plumbing Code, Fire Prevention Code, or Electrical Code (the "Codes"). For the purposes of this section, a "material" violation is a violation of any provision or provision of the Codes that creates a significant risk of personal injury, death, or property damage;

(ii.) Dilapidated, substandard, or unfit for human habitation and a hazard to the public health, safety, and welfare of the City's residents;

(iii.) Regardless of its structural condition, 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; or

(iv.) Boarded up, fenced or otherwise secured in any manner if:

- a. The building constitutes a danger to the public even though secured from entry; or
- b. The means used to secure the building are inadequate to prevent unauthorized entry or use of the building to the extent 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;
- c. Defined as a dangerous or unsafe building by the 2015 International Property Maintenance Code, published by the International Code Council, Inc.

(e) **"Responsible Parties"** means the owner, and any mortgagee or lienholder identified by the owner or by search of the public tax records and real property records of the County, and any occupant or person residing within, or in custody of, the building or structure,

(f) **"Structure"** means that which is constructed.

#### **Section 80. Dangerous Buildings Declared a Nuisance.**

(a) It shall be unlawful for any person to maintain or permit the existence of any Dangerous Building in the City; and it shall be unlawful for any person to permit same to remain in such condition.

(b) All Dangerous Buildings, Unsafe Buildings, and Substandard Buildings are hereby declared to be public nuisances and shall be abated by repair, rehabilitation, demolition, or removal in accordance with the procedures provided in this Ordinance.

(c) The Code Enforcement Authority shall enforce the provisions of this Ordinance.

**Section 81. Inspections and Duties of the Code Enforcement Authority.** The Code Enforcement Authority shall inspect, or cause to be inspected, every building, or portion thereof, reported to be dangerous. If such building, or any portion thereof, is determined to be dangerous, the Code Enforcement Authority shall give the Responsible Parties notice in accordance with the requirements set forth in Sections 3.03 of this Ordinance. The Code Enforcement Authority shall also:

(a) Inspect or cause to be inspected, when necessary, any building or structure within the incorporated limits of the City, including public buildings, schools, halls, churches, theaters, hotels, tenements, or apartments, multifamily residences, single-family residences, garages, warehouses, and other commercial and industrial structures of any nature whatsoever for the purpose of determining whether any conditions exist which render such places a “Dangerous Building” as defined herein.

(b) Inspect any building, wall or structure about which complaints have been filed by any person to the effect that a building, wall or structure is or may be existing in violation of this Ordinance.

(c) Report to the Board of Adjustments and Appeals any non-compliance with the minimum standards set forth in this Ordinance. The City Code Enforcement Authority shall obtain from the secretary of the Board of Adjustments and Appeals a hearing date for a public hearing by the Board of Adjustments and Appeals on any building believed to be a Dangerous Building and shall provide the secretary of the Board of Adjustments and Appeals with copies of the written notice to persons with interests in the property as required under this Article.

(d) Appear at all hearings conducted by the Board of Adjustments and Appeals and testify as to the conditions of Dangerous Buildings within the City.

(e) Place a notice on all Dangerous Buildings reading as follows: “This building has been found to be a dangerous building by the City of Manor Code Enforcement Authority. This notice is to remain on this building until it is repaired, vacated, or demolished in accordance with the notice which has been given to the owner(s), occupant(s) and person(s) with interests in the property as shown by the records of the City Secretary and the Tax Appraisal District. It is unlawful to remove this notice until such notice is complied with.”

(f) Request the Mayor, City Administrator, or City Manager, as applicable, to have the Building Inspector, or an appropriate engineer or building inspector, provide additional inspections, reports and act as an expert witness at hearings for buildings that appear marginally dangerous.

(g) Make a diligent effort to determine the identity and address of each owner, lienholder, or mortgagee. The Code Enforcement Authority satisfies the requirements of this subsection to make a diligent effort, to use best efforts, or to make a reasonable effort to determine the identity and address of an owner, a lienholder, or a mortgagee if the Code Enforcement Authority searches the following records:

- (i.) County real property records of the county in which the building is located;
- (ii.) Appraisal district records of the appraisal district in which the building is located;
- (iii.) Records of the secretary of state;
- (iv.) Assumed name records of the county in which the building is located;
- (v.) Tax records of the City; and

(vi.) Utility records of the City.

(h) Perform the other requirements with respect to notification of public hearings as are set forth more specifically in this Ordinance.

**Section 82. Notice of Dangerous Building or Dangerous Condition of Property.**

(a) Should the Code Enforcement Authority determine that a building within the City is a Dangerous Building, he/she shall, in the manner provided for in this Article, attempt to identify all the Responsible Parties that have an interest in the building, and give written notification of the dangerous building or condition by certified mail return receipt requested and regular U.S. mail to each of the identified Responsible Parties that are identified by the search made pursuant to subsection (4) below. Such notice shall include:

- (i.) The address or legal description of the property where the building or structure deemed unsafe is located;
- (ii.) A statement of the specific conditions, violations, or defects which make the building or structure a Dangerous Building;
- (iii.) Notice of the date and time of a public hearing before the Board of Adjustments and Appeals to determine whether the building complies with the standards set out in this Ordinance; and
- (iv.) A statement that the owner, lienholder, mortgagee, or persons with a legal interest in the building will be required to submit at the hearing proof of the scope of any work that may be required to comply with the Ordinance and the amount of time it will take to reasonably perform the work.

(b) The notice required under this section must be either personally delivered or mailed on or before the 10th day before the date of the hearing unless the Code Enforcement Authority determines that the property, building, or structure is in immediate need to be secured, repaired, or abated and the property, building, or structure presents an immediate threat to the health, safety, and welfare of the public. For purposes of providing the minimum notice under this subsection, the Notice of Dangerous Building or Dangerous Condition of Property shall be deemed served upon the Responsible Parties on the date the notice is deposited with the U.S. Postal Service.

(c) Such notice shall be served upon the Responsible Parties both by certified mail and regular U.S. mail as required in this Section.

**Section 83. Sufficiency of Notice.**

(a) A Notice of Dangerous Building or Dangerous Condition of Property as required under this Ordinance shall include notice of the date and time of a public hearing and shall be deemed properly served upon the Responsible Parties if a copy thereof is:

- (i.) Served upon him/her personally; or
- (ii.) Sent by registered or certified mail, return receipt requested, and regular U.S. mail to the last known address of such person as shown on the records of the City; or

(iii.) Posted in a conspicuous place in or about the building affected by the notice.

(b) When the City mails a notice in accordance with this section to a property owner, lienholder, or mortgagee, and the United States Postal Service returns the notice “refused” or “unclaimed”, the validity of the notice is not affected, and the notice is considered delivered.

(c) The City shall file notice of the hearing in the Public Records of Real Property of Travis County.

#### **Section 84. Securing Dangerous Building.**

(a) Should the Code Enforcement Authority determine that any building or structure within the incorporated limits of the City is a Dangerous Building, or is unoccupied and unsecured, or is occupied only by persons who do not have a right of possession of the building, he/she shall cause the building to be secured.

(b) Before the 11th day after the date the building is secured, the municipality shall give notice to the owner by:

(i.) Personally serving the owner with written notice; or

(ii.) Depositing the notice in the United States mail addressed to the owner at the owner's post office address; or

(iii.) Publishing the notice at least twice within a 10-day period in a newspaper of general circulation in the county in which the building is located if personal service cannot be obtained and the owner's post office address is unknown; or

(iv.) Posting the notice on or near the front door of the building if personal service cannot be obtained and the owner's post office address is unknown.

(c) The notice must contain:

(i.) Identification, which is not required to be a legal description, of the building and the property on which it is located;

(ii.) A description of the violation of the City standards that is present at the building;

(iii.) A statement that the City will secure or has secured, as the case may be, the building; and

(iv.) An explanation of the owner's entitlement to request a hearing about any matter relating to the municipality's securing of the building.

(d) The Board of Adjustments and Appeals shall conduct a hearing at which any of the Responsible Parties may testify and present witnesses and written information about any matter relating to the City's securing of the building, if, within 30 days after the date the Code Enforcement Authority secures or causes to be secured the building, a Responsible Party files a written request for the hearing. The Board of Adjustments and Appeals shall conduct the hearing within 20 days after the date the request is filed with the City.



(e) The City shall impose a lien against the land on which the building stands, unless it is a homestead, to secure the payment of the cost of securing the building. Promptly after the imposition of the lien, the City shall file for record, in recordable form in the Official Public Records of the County, a written notice of the imposition of the lien. The notice shall contain a legal description of the land.

**Section 85. Duties of the Board of Adjustments and Appeals.** The Board of Adjustments and Appeals shall:

(a) Schedule and conduct a hearing and hear testimony from the Code Enforcement Authority, the owner and other persons having an interest in the Dangerous Building, and any person desiring to present factual evidence relevant to the Dangerous Building. Such testimony shall relate to the determination of the question of whether the building or structure in question is a Dangerous Building and the scope of any work that may be required to comply with this Ordinance and the amount of time it will take to reasonably perform the work. The owner or a person having an interest in the Dangerous Building shall have the burden of proof to demonstrate the scope of any work that may be required to comply with this Ordinance and the time it will take to reasonably perform the work.

(b) Upon conclusion of the hearing, the Board of Adjustments and Appeals shall determine by majority vote whether the building or structure in question is a Dangerous Building. Upon a determination that the building or structure in question constitutes a Dangerous Building, the Board of Adjustments and Appeals shall issue a written Order:

- (i.) Containing an identification of the building and the property on which it is located;
- (ii.) Making written findings of the minimum standards violations that are present at the building;
- (iii.) Requiring the owner and persons having an interest in the building to secure, repair, vacate, and/or demolish the building within 30 days from the issuance of such Order, unless the owner or a person with an interest in the building establishes at the hearing that the work cannot reasonably be performed within 30 days, in which instance the Board of Adjustments and Appeals shall specify a reasonable time for the completion of the work; and further provided that the Board of Adjustments and Appeals may require the owner and occupants to vacate the building within a shorter period of time if the building has fallen, is at risk of immediate collapse, or is in such a condition that life is endangered by further occupation of the building; and
- (iv.) Containing a statement that the City will vacate, secure, remove or demolish the Dangerous Building and relocate the occupants of the building if the ordered action is not taken within the time specified by the Board of Adjustments and Appeals and it is found and determined by the Board of Adjustments and Appeals in its Order that there is an immediate clear and present danger to other property or the public.

(c) If repair or demolition is ordered, the Board of Adjustments and Appeals shall send a copy of the Order by certified mail to the owner and all persons having an interest in the property, including all identifiable mortgagees and lienholders within a reasonable period of time after the hearing. Within 10 days after the date that the Order is issued, the City shall:

- (i.) File a copy of the Order in the office of the municipal secretary or clerk; and

- (ii.) Publish in a newspaper of general circulation in the municipality in which the building is located a notice containing:
  - a. The street address or legal description of the property;
  - b. The date of the hearing;
  - c. A brief statement indicating the results of the Order (may be a copy of the Order); and
  - d. If not provided in the notice, instructions stating where a complete copy of the Order may be obtained.

(d) If repair or demolition is ordered and notice of public hearing was not filed in the Official Public Records of Real Property of the County, the City may file and record a copy of the Order in such records of the County.

(e) If the Board of Adjustments and Appeals allows the owner or a person with an interest in the Dangerous Building more than the 30 days to repair, remove, or demolish the building, the Board of Adjustments and Appeals in its written Order shall establish specific time schedules for the commencement and performance of the work and shall require the owner or person to secure the property in a reasonable manner from unauthorized entry while the work is being performed. The securing of the property shall be in a manner found to be acceptable by the City Code Enforcement Authority. Any required permits or approvals shall be obtained prior to commencing the repair, removal, or demolition of the building.

(f) The Board of Adjustments and Appeals may not allow the owner or person with an interest in the Dangerous Building more than 90 days to repair, remove, or demolish the building or fully perform all work required to comply with the written Order unless the owner or person:

- (i.) Submits a detailed plan and time schedule for the work at the hearing; and
- (ii.) Establishes at the hearing that the work cannot reasonably be completed within 90 days because of the scope and complexity of the work.

(g) If the Board of Adjustments and Appeals allows the owner or person with an interest in the Dangerous Building more than 90 days to complete any part of the work required to repair, remove, or demolish the building, the Board of Adjustments and Appeals shall require the owner or person to regularly submit progress reports to Board of Adjustments and Appeals to demonstrate that the owner or person has complied with the time schedules established for commencement and performance of the work. The written Order may require that the owner or person with an interest in the building appear before the City Code Enforcement Authority to demonstrate compliance with the time schedules.

(h) In the event the owner or a person with an interest in a Dangerous Building fails to comply with the Order within the time specified therein, the City may cause any occupants of the Dangerous Building to be relocated, and may cause the Dangerous Building to be secured, removed, or demolished at the City's expense. The City may assess the expenses on, and the City has a lien against, unless it is a homestead as protected by the Texas Constitution, the property on which the Dangerous Building was located. The lien is extinguished if the property owner or a person having an interest in the building reimburses the City for the expenses. The lien arises and attaches to the property at the time the notice of the lien is recorded and indexed in the office of the County Clerk in the county in which the property is located. The notice of lien must contain:

- (i.) The name and address of the owner of the Dangerous Building if that information can be determined by a diligent effort;
- (ii.) A legal description of the real property on which the building was located;
- (iii.) The amount of expenses incurred by the City; and
- (iv.) The balance due.

(i) Such lien is a privileged lien subordinate only to tax liens and all previously recorded bona fide mortgage liens attached to the real property.

(j) In addition to the authority set forth in subsection (h) above, after the expiration of the time allotted in the Order for the repair, removal, or demolition of a Dangerous Building, the City may repair the building at its expense and assess the expenses on the land on which the building stands or to which it is attached. The repairs contemplated by this section may only be accomplished to the extent necessary to bring the building into compliance with the minimum standards established by City ordinance, and to the extent such repairs do not exceed minimum housing standards. This section shall be applicable only to residential buildings with 10 or fewer dwelling units. The City shall follow the procedures set forth in subsection (h) above for filing a lien on the property on which the building is located.

#### **Section 86. Appeal of the Board of Adjustments and Appeals Order.**

(a) Any Responsible Party affected by a Board of Adjustments and Appeals Order who desires to appeal the decision of the Board of Adjustments and Appeals or the findings set forth in the Board of Adjustments and Appeals Order, must appeal the Order of the Board of Adjustments and Appeals to City Council in accordance with the following procedures:

- (i.) The Responsible Party shall file a written notice of appeal with the Board of Appeals and the Code Enforcement Authority within 30 calendar days of receiving the Board of Adjustments and Appeals Order.
- (ii.) The Notice of Appeal must set forth and describe the factual and legal grounds why the Board of Adjustment and Appeals decision is in error, wrong, or incorrect.
- (iii.) The Responsible Party must request a public hearing before the City Council.
- (iv.) The Responsible Party has the burden of proof of demonstrating at a public hearing before City Council that the Board of Adjustment and Appeals Order is in error, wrong, or incorrect.
- (v.) City Council shall only consider evidence that was available to the Board of Adjustments and Appeals at the time of the hearing before the Board of Adjustments and Appeals.
- (vi.) The Board of Adjustments and Appeals Order shall be deemed final and non-appealable if a Responsible Party fails to timely submit an appeal in accordance with this Section.

(b) In conducting its review of a Board of Adjustments and Appeals Order, the City Council shall by ordinance either affirm the Order or modify or reverse the Order.

(c) If the City Council affirms the Board of Adjustments and Appeals Order, the findings and decision set forth in the Board of Adjustments and Appeals Order shall be deemed final and the City Council's ordinance shall include the following:

- (i.) Findings of fact as to the specific conditions which make the building or structure a Dangerous Building;
- (ii.) If City Council orders the demolition of the Dangerous Building, the ordinance ordering the demolition of the Dangerous Building must include:
  - a. A finding that there is an immediate clear and present danger to other property or the public; and
  - b. The ordinance must specify that the demolition of the Dangerous Building cannot occur earlier than 35 calendar days from the date of the City Council's Order affirming the Board of Adjustments and Appeals.

(d) If the City Council reverses the Board of Adjustment and Appeals Order, the City Council shall set forth in factual findings in the ordinance the grounds and reasons for the reversal.

(e) The Board of Adjustments and Appeals Order shall be deemed final:

- (i.) In the absence of a timely filed appeal in accordance with the appeal procedures established in this Section; or
- (ii.) Due to a failure of an appealing party to comply with the appeal procedures set forth in this Section.

**Section 87. City Council Action.** If the Responsible Parties that have an interest in a building or structure that is ordered to be repaired, rehabilitated, demolished, or removed, fail to timely comply with such Order, the City Council may:

(a) Authorize the Code Enforcement Authority to obtain the repair and/or securing of the building or structure, and to file a lien against such property for the cost and expense of such work;

(b) By ordinance, assess a civil penalty of up to \$1,000.00 per day against the owners and persons having an interest in the property; and

(c) Authorize and take such other action as contemplated by this Ordinance, or Chapter 214, as is necessary or advisable in the judgment of the City Council to protect the public health, safety or welfare.

**Section 88. Judicial Review.**

(a) Any owner, lienholder, or mortgagee of record of property jointly or severally aggrieved by an order of a City Council issued under this Ordinance and Section 214.001 of the Tex. Loc. Gov't Code may file in district court a verified petition setting forth that the decision is illegal, in whole or in part, and specifying the grounds of the illegality. The petition must be filed by an owner, lienholder, or mortgagee within 30 calendar days after the respective dates a copy of the final decision of the municipality is personally delivered to them, mailed to them by first class mail with certified return receipt requested, or delivered to them by the United States Postal Service using signature confirmation

service, or such decision shall become final as to each of them upon the expiration of each such 30 calendar day period.

(b) On the filing of the petition, the court may issue a writ of certiorari directed to the municipality to review the order of the municipality and shall prescribe in the writ the time within which a return on the writ must be made, which must be longer than 10 days, and served on the relator or the relator's attorney.

(c) The City may not be required to return the original papers acted on by it, but it is sufficient for the municipality to return certified or sworn copies of the papers or of parts of the papers as may be called for by the writ.

(d) The return must concisely set forth other facts as may be pertinent and material to show the grounds of the decision appealed from and shall be verified.

(e) The issuance of the writ does not stay proceedings on the decision appealed from.

(f) Appeal in the district court shall be limited to a hearing under the substantial evidence rule. The court may reverse or affirm, in whole or in part, or may modify the decision brought up for review.

(g) Costs may not be allowed against the City.

(h) If the decision of the municipality is affirmed or not substantially reversed but only modified, the district court shall allow to the City all attorney's fees and other costs and expenses incurred by it and shall enter a judgment for those items, which may be entered against the property owners, lienholders, or mortgagees as well as all persons subject to the proceedings before the City.

## **Section 89. Assessment of Expenses and Penalties.**

(a) If the time allotted for the repair, removal or demolition of a building under this Ordinance has expired, then the City Council may, in addition to the authority granted under Chapter 214, and the foregoing sections of this Ordinance:

- (i.) Order the repair of the building at the City's expense and assess the expenses on the land on which the building stands or to which it is attached, or
- (ii.) Assess a civil penalty of up to \$1,000.00 per day against the Responsible Party for failure to repair, remove, or demolish the building.
- (iii.) Authorize the City Code Enforcement Authority to invite at least 2 or more building contractors to make estimates pertaining to the needed repair, removal or demolition of a building. The Code Enforcement Authority shall cause to be made an assessment of expenses, and may also recommend civil penalties, based on such estimates. The Code Enforcement Authority shall endeavor to minimize the expenses of any building repairs, removal or demolitions Order pursuant to this Ordinance.

(b) The City shall impose a lien against the land on which the building stands or stood, unless it is a homestead as protected by the Texas Constitution, to secure the payment of the repair, removal, or demolition expenses or the civil penalty. Promptly after the imposition of the lien, the City shall file for

record, in recordable form in the office of the Travis County Clerk, a written notice of the imposition of the lien. The notice shall contain a legal description of the land.

(c) The City's lien to secure the payment of a civil penalty or the costs of repairs, removal, or demolition is inferior to any previously recorded bona fide mortgage lien attached to the real property to which the City's lien attaches if the mortgage lien was filed for record in the office of the Travis County Clerk before the date the civil penalty is assessed or the repair, removal, or demolition is begun by the City. The City's lien is superior to all other previously recorded judgment liens.

(d) Any civil penalty or other assessment imposed under this section accrues interest at the rate of 10 percent a year from the date of the assessment until paid in full. The City may further file with the district clerk a copy of an ordinance assessing a civil penalty pursuant to this Ordinance.

(e) In any judicial proceeding regarding enforcement of the City's rights under this section, the prevailing party is entitled to recover reasonable attorney's fees as otherwise provided by statute.

(f) A lien acquired under this section by the City for repair expenses may not be foreclosed if the property on which the repairs were made is occupied as a residential homestead by a person 65 years of age or older.

#### **Section 90. Violations.**

(a) The owner of any Dangerous Building who shall fail to comply with any notice or Order to repair, secure, vacate or demolish said building or structure, such notice or Order given by the authority of the Board of Adjustments and Appeals, or the City Council, shall be guilty of a misdemeanor.

(b) An occupant or lessee in possession of any Dangerous Building who fails to comply with any notice or Order to vacate such building and fails to repair such building in accordance with an Order given by the Board of Adjustments and Appeals shall be guilty of a misdemeanor.

(c) Any person removing the notice of a secured building as provided for in Sec. 84, and or a notice of Dangerous Building as provided in Sec. 82 of this Ordinance, shall be guilty of a misdemeanor.

**Section 91. Penalty.** Any person who shall violate any of the provisions of this Ordinance, or shall fail to comply therewith, or with any of the requirements thereof, within the City limits shall be deemed guilty of an offense and shall be liable for a fine not to exceed the sum of two thousand dollars (\$2,000.00). Each day the violation exists shall constitute a separate offense. Such penalty shall be in addition to all the other remedies provided herein. To the extent of any conflict between this Section and a penalty provision in the codes adopted herein, such penalty provision shall be amended and this Section shall control.

#### **Section 92. Enforcement of Regulations.**

(a) No building permit, certificate of occupancy, plumbing permit, electrical permit, or utility tap shall be issued by the City for or with respect to any lot, tract or parcel of land within the City limits, after the effective date of this Ordinance, except in compliance with all then applicable requirements of this Ordinance and the above codes.

(b) Whenever any building work is being done contrary to the provisions of this Ordinance, another controlling ordinance or statute governing the building, the Building Official or Code Enforcement Officer designated by the City Manager may order the work stopped by notice verbally or in writing served on any persons engaged in the doing or causing such work to be done and the City shall

post a STOP WORK ORDER on the property adjacent to the posted building permit, and any such persons shall forthwith stop such work until authorized by the Building Official or Code Enforcement Officer to proceed with the work. If no permit has been issued, all work shall stop until a permit has been properly issued and all errors corrected to the satisfaction of the Building Official or Code Enforcement Officer. The Building Official or Code Enforcement Officer may also issue a work correction order, which shall be served upon any persons who are working on a certain aspect of the construction project. The work on other aspects of the construction not in violation of the City's ordinances may proceed, but work shall cease as to that aspect in violation of the City's ordinances.

(c) This Ordinance and any code or provision adopted by this Ordinance may be further enforced by injunction and other judicial proceedings, either at law or in equity; and, in lieu of or in addition to any other authorized enforcement or action taken, any person who violates any term or provision of this Ordinance, with respect to any land, building or development within the City, by fine and penalties as provided herein.

**Secs. 93-125. Reserved.**

## **ARTICLE V. PLUMBING CODE**

**Section 126. Adoption of the Plumbing License Law.** For the protection and preservation of the health safety, property and the general welfare of the people of the city, the city hereby adopts Tex. Occupation Code, Chapter 1301, as amended from time to time, cited as the "Plumbing License Law" in its entirety as its own. All plumbing work and plumbing inspections done in the city must be done in accordance with the Plumbing License Law.

**Section 127. Adoption of International Plumbing Code.** (a) That certain document, one copy of which is on file in the office of the city secretary, being marked and designated as the "International Plumbing Code," 2015 edition, including Appendix Chapters B, C, D, E, F, and G, published by the International Code Council, is hereby adopted as the code of the city for regulating the design, construction, quality of materials, erection, installation, alteration, repair, location, relocation, replacement, addition to, use or maintenance of plumbing systems in the city; providing for the issuance of permits and collection of fees therefore; and each and all of the regulations, provisions, conditions and terms of such "International Plumbing Code," 2015 edition, edition published by the International Code Council, on file in the office of the city secretary, are hereby referred to, adopted and made a part of this section as if fully set out in this article. The plumbing requirements, as required, shall extend into the extra-territorial jurisdiction.

(b) *Amendments.* The International Plumbing Code is amended as follows:

Each Reference to "Jurisdiction" or location for insertion of name of jurisdiction shall mean the City of Manor, Texas

Section 106.6.2. The fee schedule of City

Section 106.6.3. The code official shall authorize the refunding of fees as follows:

1. Not more than 70 percent of the permit fee paid when no work has been done under a permit issued in accordance with this code.
2. Not more than 30 percent of the plan review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or canceled before any plan review effort has been expended.

- Section 108.4. Violation Penalties. Any person who shall violate a provision of this code or fail to comply with any of the requirements thereof or who shall erect, install, alter or repair plumbing work in violation of the approved construction documents or directive of the code official, or of a permit or certificate issued under the provisions of this code, shall be guilty of a misdemeanor, punishable by a fine of not more than \$2,000 dollars. Each day that a violation continues after due notice has been served shall be deemed a separate offense.
- Section 108.5. Any person who shall continue any work in or about the structure after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be liable to a fine of not less than \$200 dollars or more than \$2,000 dollars
- Section 305.6.1. Sewer depth. Building sewers that connect to private sewage disposal systems shall be a minimum of 12 inches below finished grade at the point of septic tank connection. Building sewers shall be a minimum of 12 inches below grades.
- Section 904.1. Roof extension. All open vent pipes that extend through a roof shall be terminated at least 6 inches above the roof, except that where a roof is to be used for any purpose other than weather protection, the vent extensions shall be run at least 7 feet above the roof

**Section 128. Inspection and Supervision.** (a) *Position of Plumbing Inspector Created.* There is hereby created the position of plumbing inspector who shall be employed by the city.

(b) *Qualifications of Plumbing Inspector.* The plumbing inspector shall have experience in plumbing to the extent that enables him to know when plumbing is installed correctly.

(c) *Plumbing Inspector to Avoid Conflicts of Interest.* The plumbing inspector shall not be directly connected in any way with any person, directly or indirectly, engaged in the business of plumbing or with plumbing suppliers.

(d) *Duties of Plumbing Inspector.* The plumbing inspector shall:

- (i.) Enforce all provisions of this article, and such inspector is hereby granted the authority to enter all buildings within or without the corporate limits of the city when such buildings are connected, or are to be connected, to the municipal water and/or sewage system.
- (ii.) Prepare or cause to be prepared suitable forms for applications, permits, inspection reports and other such materials.
- (iii.) Inspect and test all plumbing work for compliance with this article and its adopted plumbing code, and to enforce changing of such installations that do not meet the requirements. It further shall be his duty to see that all persons installing or altering plumbing shall be qualified by state law.

**Section 129. Plumbing Permit Fees.** All applications for permits shall be made on suitable forms provided and in accordance with the the Administrative fee ordinance of the City.



**Section 130. Connection to Water and Wastewater System.** Water and wastewater services shall only be connected by City personnel or under the supervision of the City by a company authorized to service the property, and only after the plumbing of the location has been inspected and approved by the Building Official. Upon making an application for water and/or wastewater services, the applicant covenants that the location is in compliance with the policies and requirements of the City, the Plumbing Code, and all applicable government regulations.

(a) The responsible parties for any premises, and the contractor for any work performed thereon, shall be responsible for the compliance of such premises and work with the requirements of this Article. The responsible party and the contractor shall, by making the application for service, agree that if required changes and corrections are not made within thirty (30) days after such inspection and failure to approve, the City may discontinue service to the property until such changes have been made. The responsible party and the contractor shall, by making the application for service, release the City of Manor from any liability of every kind and nature for damage which may occur from plumbing connections of said premises or from failure to inspect said plumbing; and such permit application shall further be an agreement to hold the City of Manor harmless from any and all liability.

(b) No Certificate of Occupancy shall be issued or stay in effect for any premises not in compliance with this Article. The Building Official may revoke any Certificate of Occupancy as provided in Article I.

**Section 131--150. Reserved**

## **ARTICLE VI. GENERAL CODES**

**Section 151. Adoption Mechanical Code.** (a) That certain document, one copy of which is on file in the office of the city secretary, being marked and designated as the "International Mechanical Code," 2015 edition, published by the International Code Council, is hereby adopted as the mechanical code of the city for regulating the design, construction, quality of materials, erection, installation, alteration, repair, location, relocation, replacement, addition to, use or maintenance of heating, ventilating, cooling, refrigeration systems, incinerators or other miscellaneous heat-producing appliances in the city; providing for the issuance of permits and collection of fees therefore; and each and all of the regulations, provisions, conditions and terms of such "International Mechanical Code," 2015 edition, published by the International Code Council, on file in the office of the city secretary are hereby referred to, adopted and made a part of this section as if fully set out in this article.

(b) *Amendments.* The International Mechanical Code is amended as follows:

Each Reference to "Jurisdiction" or location for insertion of name of jurisdiction shall mean the City of Manor, Texas

Section 106.5.2. The fee schedule of the City

Section 106.5.3. The code official shall authorize the refunding of fees as follows:

1. Not more than 70 percent of the permit fee paid when no work has been done under a permit issued in accordance with this code.
2. Not more than 30 percent of the plan review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or canceled before any plan review effort has been expended.

Section 108.4. Violation Penalties. Any person who shall violate a provision of this code or fail to comply with any of the requirements thereof or who shall erect,

install, alter or repair mechanical work in violation of the approved construction documents or directive of the code official, or of a permit or certificate issued under the provisions of this code, shall be guilty of a misdemeanor, punishable by a fine of not more than \$2,000 dollars. Each day that a violation continues after due notice has been served shall be deemed a separate offense.

Section 108.5.

Any person who shall continue any work in or about the structure after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be liable to a fine of not less than \$200 dollars or more than \$2,000 dollars

**Section 152. Adoption Fire Code.** (a) That certain document, one copy of which is on file in the office of the city secretary, being marked and designated as the "International Fire Code," 2015 edition, published by the International Code Council, is hereby adopted as the fire code of the city for regulating and governing the safeguarding of life and property from fire and explosion hazards arising from the storage, handling and use of hazardous substances, materials and devices, and from conditions hazardous to life or property in the occupancy of buildings and premises in the City and providing for the issuance of permits for hazardous uses and operations; and each and all of the regulations, provisions, conditions and terms of such "International Fire Code," 2015 edition, published by the International Code Council, on file in the office of the city secretary are hereby referred to, adopted and made a part of this section as if fully set out in this article.

(b) *Amendments.* The International Fire Code is amended as follows:

Each Reference to "Jurisdiction" or location for insertion of name of jurisdiction shall mean the City of Manor, Texas

Section 109.3. Offenses under this code, including penalties and notice, shall be in compliance with Article 1 herein. Any person who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter or repair or do work in violation of the approved construction documents or directive of the code official, or of a permit or certificate issued under the provisions of this code, shall be guilty of a misdemeanor, punishable by a fine of not more than \$2,000 dollars or by imprisonment not exceeding 10 days, or both such fine and imprisonment. Each day that a violation continues after due notice has been served shall be deemed a separate offense.

Section 111.4 Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be liable to a fine of not less than \$200 dollars or more than \$2,000 dollars.

**Section 153. Adoption Fuel Gas Code.** (a) That certain document, one copy of which is on file in the office of the city secretary, being marked and designated as the "International Fuel Gas Code," 2015 edition, published by the International Code Council, is hereby adopted as the fuel gas code of the city for the control of building and structures as provided; and each and all of the regulations, provisions, conditions and terms of such "International Fuel Gas Code," 2015 edition, published by the International

Code Council, on file in the office of the city secretary are hereby referred to, adopted and made a part of this section as if fully set out in this article.

(b) *Amendments.* The International Fuel Gas Code is amended as follows:

Each Reference to "Jurisdiction" or location for insertion of name of jurisdiction shall mean the City of Manor, Texas

Section 103.6. See Fee Schedule Ordinance for the City.

**Section 154. Adoption Energy Conservation Code.** (a) That certain document, one copy of which is on file in the office of the city secretary, being marked and designated as the "International Energy Conservation Code," 2015 edition, published by the International Code Council, is hereby adopted as the energy code of the city for regulating the design, construction, quality of materials, erection, installation, alteration, repair, location, relocation, replacement, addition to, use or maintenance of the building envelope, mechanical lighting and power systems of the City and providing for the issuance of permits and collection of fees therefore; and each and all of the regulations, provisions, conditions and terms of such "International Energy Conservation Code," 2015 edition, published by the International Code Council, on file in the office of the city secretary are hereby referred to, adopted and made a part of this section as if fully set out in this article.

(b) *Amendments.* The International Energy Conservation Code is amended as follows:

Each Reference to "Jurisdiction" or location for insertion of name of jurisdiction shall mean the City of Manor, Texas

**Secs. 155--175. Reserved**

## **ARTICLE VII. ELECTRICAL CODE**

### **DIVISION 1. GENERALLY**

**Section 176. Scope of Article.** (a) The object of this article is to reduce the personal hazard and the fire hazard from electrical causes. To accomplish this, the requirements set forth in this article are intended to provide a minimum standard for electrical work and maintenance in the City.

(b) The provisions of this Article shall not be construed to apply to the installation, operation, alteration, or repairs of electrical installations or equipment owned and used by an electric light and power company, telephone and/or telegraph company, or railroad company for generation, transmission, distribution, or metering of electricity, or for the operation of signals or the transmission of intelligence.

**Section 177. Definitions.** The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

"Apprentice Electrician" means, except as otherwise provided, a person undertaking the learning of the electrical trade and doing electrical work under the direct, constant personal supervision and control of either a licensed master electrician or a journeyman electrician and who has been properly registered with the Building Official, as provided in this article.

"Circuit" means a final two or more wire branch circuit rated at 15 amperes, 120 volt or as required for load.

"Electrical inspector" means the chief electrical inspector and his duly authorized assistants.

"Electrical work" means all materials, devices, appliances, machinery, and equipment used in connection with the production, transmission or consumption of electrical energy, together with installing, maintaining or repairing of same.

"Electrical Wiring and Apparatus" means electrical wiring and apparatus means all materials, devices, machinery, appliances, appurtenances or conductors used in connection with the production of electrical lights, heat or power or the transmission of electrical signals.

"Journeyman electrician" means, except as otherwise provided, a person undertaking electrical work under the supervision, direction and control of a licensed master electrician and who has been properly registered. The term "journeyman electrician," however, shall not include an apprentice electrician, and nothing in this article shall be construed as prohibiting an apprentice electrician from doing electrical work under the direct, constant, personal supervision and control of either a licensed master or journeyman electrician.

"Maintenance" means the keeping in safe repair and operation of any and all existing installations, apparatus and equipment.

"Master electrician" means a person skilled in the planning, supervision, installation, alteration or changing of electric wiring and apparatus and familiar with the rules, laws and regulations governing such and who has a current valid license issued by the State of Texas.

"Meter loop" means the service entrance conductors, meter base, service breakers or fuses, service disconnect, and the system and equipment grounding.

"Outlet" means a point on the wiring system at which current is or may be taken, consumed; lights, receptacle, etc.

"Permit electrician" means any person who has met all requirements for approval and has been granted an appropriate license or registration, which includes the privilege of taking out permits to install one or more types of electrical work, as covered by this article.

"Spot" means the location at which the power company will install the conductors supplying a customer.

**Section 178. Adoption of National Electrical Code.** (a) There is hereby adopted by the City for the purpose of establishing rules and regulations for the construction, alteration, removal and maintenance of electric wiring and apparatus, including permits and penalties, that certain electrical code known as the National Electrical Code of the National Fire Protection Association, being particularly the 2014 edition of the National Electrical Code and the whole thereof, save and except such portions as are hereafter deleted, modified or amended, of which no less than one copy has been and now is filed in the office of the City Secretary. Such code is hereby adopted and incorporated as fully as if set out at length in this section, and the provisions of such code shall be controlling in the construction, alteration, maintenance or removal of all electric wiring and apparatus within the corporate limits of the City.

(b) *Amendments.* The National Electrical Code is amended as follows:

Each Reference to "Jurisdiction" or location for insertion of name of jurisdiction shall mean the City of Manor, Texas

Section 404.2.

**See fee schedule ordinance for City.**

**Section 179. Electrical Inspectors.** (a) *Chief electrical inspector to keep records.* The Chief Electrical Inspector, and his assistants, shall keep a complete record of the activities of the electrical inspection division and shall render monthly and yearly reports to the Chief Executive Officer, or to any person duly designated by the Chief Executive Officer.

(b) *Qualifications of Chief Electrical Inspector.* The Chief Electrical Inspector, and his assistants, shall be well versed in electrical safety requirements generally, and especially those set out in this Article, the National Electrical Code, and the safety regulations of the state applying to electrical work.

(c) *Inspectors to Enforce Article.* The Chief Electrical Inspector, and his assistants, are hereby authorized, empowered and directed to enforce all of the provisions of this Article, and the Electrical Inspector, and his assistants, are hereby vested with full authority to enter any building or premises and any manhole, subway or plant at any time during business hours and at any and all times in case of emergency in the discharge of their duties. They are authorized to pass upon and decide any questions under the provisions of this Article.

(d) *Answering Questions.* The Electrical Inspector shall answer any relevant questions concerning, or give any desired information in respect to the meaning, intent or application of the regulations and rules of this Article.

(e) *Requiring of Plans and Specifications.* The Electrical Inspector shall, when he deems it necessary to accomplish the objectives of this article, require plans and specifications as prepared by the architect. When such plans and specifications are demanded, it shall be a violation of this article for any person to install any part of the electrical work concerned until the electrical inspector approves the installation.

(f) *Inspection of all Electrical Work.* The City may, but shall not be required to, inspect all electrical work. The City may rely on a representation by an owner or electrician that electrical work has been completed in compliance with this Article; provided that the Electrical Inspector shall make a thorough inspection of all electrical work within the city from time to time, and where the electrical work is in a dangerous or unsafe condition, or is deemed to be an interference with the work of the fire department of the city, the inspector shall notify the person owning, using or operating such electrical work to place same in a safe, secure and noninterfering condition. Any person failing, neglecting or refusing within a reasonable time to make the necessary repair or changes, and have the necessary work completed within a reasonable time after the receipt of such notice, shall be deemed guilty of violation of this Article. Every day which shall elapse after the expiration of such reasonable time until the wires and apparatus are repaired, removed or changed, as required by the electrical inspector, shall be considered a separate offense within the intent and meaning of this Article.

**Section 180. Master and Journeyman Electrician License.** (a) *License required.* No person shall engage in the business of contracting, installing, altering or repairing any electrical work within the City which is regulated by this Article, unless such person has been issued an appropriate electrician's license as required by the State of Texas for the work to be performed.

(b) *Journeyman Electrician.* A journeyman electrician is a person holding a journeyman's license. No journeyman electrician shall perform any work except under the direct order and supervision of duly licensed master electrician by whom he is employed.

(c)

**Section 181. Electrical Signs.** (a) *Applicability of Section.* The provisions of this section shall apply to all electrical signs, outline wiring and to all classes of lighting used for advertising purposes or to attract attention.

(b) *Conditions for Erection.* No electrical sign shall be erected, installed or connected to a source of energy within the City unless such sign bears an approval label of the Underwriters' Laboratories, Inc., or unless it has met the requirements set forth in this section for signs and has an approval card attached by the electrical inspector. All signs erected before an inspection is called for must be open, and means of access shall be supplied by the person erecting the sign.

(c) *Permit Required.* No signs or neon tubing shall be installed until a permit has been applied for and issued by the electrical inspector. No sign or neon tubing shall be connected to a source of energy until an approval tag is attached to the same by the electrical inspector.

(d) *Compliance with National Electrical Code.* No neon or similar tubing and no electrical work regulated by this article shall be fastened to any sign structure which does not comply with section no. 600-21 of the National Electrical Code.

(e) *Fees.* Fees shall be paid for each sign constructed and for each installation of neon or similar tubing which is installed within the city. Fees are to be paid in full prior to operation.

(f) *Permits; Inspection Fees.* Appendix A shall govern all permits and inspection fees.

(g) *Installation of High Tension Conductors.* All high tension conductors installed within a building shall be enclosed in approved raceways and shall be equipped with insulation approved for the voltage of the circuit, except:

- (i.) Short connections between the tube terminals, which are enclosed in glass in an approved manner, may be bared conductors; and
- (ii.) As set forth in section no. 600-31(f) of the National Electrical Code. Outside the main building walls, the conductor for high tension current shall be equipped with insulation approved for the voltage of the circuit and shall be enclosed in rigid conduit, except that when conductors are not readily accessible from a standing surface, they may be installed exposed, if supported or approved insulators at intervals not exceeding two feet and so arranged that all required clearance will be maintained permanently. Straight connections between tube terminals may be enclosed in glass and supported in an approved manner.

**Section 182. Reserved.**

**Section 183. Electrical Permits and Inspections.** (a) No building or structure or part thereof shall be hereafter constructed, erected, altered, demolished, moved, or placed within the City of Manor unless all appropriate permits to comply with this ordinance and the Building Codes referred to herein shall have first been issued for such work. No permit shall be issued by the

City for building or for the installation of the City's water and wastewater services or a private sewage facility upon any lot in a subdivision or confirming plat for which a final plat has not been approved by the City and filed for record, or upon any lot in a subdivision in which the standards contained in the City's Subdivision Ordinance, as amended, or referred to therein have not been complied with in full. No site clearance, excavation, grading, or land fill on public or private land shall commence unless all applicable permits shall have first been issued for such work.

(b) *Not Required under Certain Conditions.* No wiring, poles, duct lines, guy anchors, apparatus, devices, appliances, fixtures or equipment, without first securing a permit therefore from the Building Official, except as follows, provided if a license is required by the State, the person performing the work must have the proper license:

- (i.) No permit shall be required for replacing fuses or lamps or the connection of portable equipment to suitable receptacles which have been permanently installed or for repairs to portable appliances.
- (ii.) No permit shall be required for the installation, maintenance or alteration of electric wiring, apparatus, devices, appliances or equipment to be installed by an electric public service company for the use of such company in the generation, transmission, distribution, sale or utilization of electrical energy. However, an electric public service company shall not do any wiring on a customer's premises other than wiring or repairs to apparatus which is part of the company's distribution system, including metering equipment, meter cabinets, and meter related connections wherever located and transformer vaults in which the company's transformers are located, nor shall any of its employees do any work other than that done for the company as provided in this subsection by virtue of this exception.
- (iii.) No permit shall be required for the installation of temporary wiring apparatus, devices, appliances or equipment used by a recognized electrical training school or college.
- (iv.) No permit shall be required for the installation and maintenance of railway crossing signal devices, when such is performed by due authority of the railroad and in accordance with the standards of the American Railroad Association and in collaboration with and approval of the city street department.
- (v.) No permit shall be required for installation of electrical bells or other low energy wiring, provided such installation is made by a licensed electrician. Intercom and public address systems shall also be considered low energy wiring.
- (vi.) No permit shall be required where specially exempt in this Article. No permit shall be required for repairing portable appliances.
- (vii.) No permit or license shall be required for minor repairs performed by a homeowner on his or her "homestead", including such repairs as replacement of sockets, fuses, drop cords, snap switches, and the like.

- (viii.) No permit shall be required for replacing flush or snap switches, receptacles, lamp sockets, the installation of lamps or minor repairs on permanently connected electrical appliances and lighting fixtures.

Where no permit is required for the installation or repair of wiring, apparatus, devices or equipment for the transmission, distribution or utilization of electric energy for any purpose, the wiring, apparatus, devices and equipment shall be installed or repaired in conformity with this article.

(c) *Building Permit Number Required.* In all cases requiring building permits, the Electrical Inspector shall not issue an electrical permit until he has been furnished the building permit number issued by the Building Official to the owner or his authorized agent.

**Section 184. Inspections.** (a) *Electrical Work not to be Concealed Until Inspected and Approved.* No electrical work for which a permit is required under this Article shall be concealed in any manner from access or sight until such work has been inspected or approved by the electrical inspector. No electrical work shall be connected to a source of energy until the electrical work is completed or has the approval of the Electrical Inspector.

(b) *Twenty-four-hour Notice Required.* Any person having charge of the construction, alterations or repair of any buildings, or any other person who covers or conceals, or causes to be covered or concealed, or any such person who connects, or causes to be connected, any electrical work, for which a permit has been issued or is required, before such electrical work has been inspected and approved, without having notified the Electrical Inspector at least 24 hours previously, shall be subject to the penalty provided for in this Article.

(c) *Final Inspection.* When any electrical work for which a permit is required has been installed, the permit electrician in charge shall deliver to the office of the Electrical Inspector a request for the final inspection. The electrical inspector may inspect the electrical work.

(d) *Electrical Requirements Met.* If the electrical work meets all requirements of this Article, the Electrical Inspector shall immediately make the necessary service records, and allow the City or other utilities, to connect the work to a source of supply. Should the electrical work fail to meet the requirements of this Article, the Electrical Inspector shall notify the permit electrician in writing of all the defects. The permit electrician shall, within a reasonable time, correct such defects and notify the electrical inspector. If inspection and reinspection is made, the person taking out the permit shall pay a reinspection fee, as provided in Appendix A. When any permit electrician fails or refuses to provide a statement of compliance or request a final inspection, the owner of the premises on which the electrical work has been performed may request an inspection, and, upon payment of a reinspection fee by such owner or person, the electrical inspector shall inspect the electrical work as soon thereafter as practicable.

(e) *Completion of Partial Work.* When a master electrician does not have the contract for the finishing of the electrical work covered by his permit, he shall make his inspection request to the electrical inspector when his part of the work is completed.

(f) *Certificates of Approval.* A written certificate of approval shall be used, upon request, to a permit electrician to cover any electrical work approved by the Electrical Inspector.

(g) *Defects to be Promptly Corrected.* When a permit electrician is given notice that defects exist in his electrical work, he shall make corrections promptly. If these corrections are not made within thirty (30) days, he shall not be issued any other permits until the defects are corrected and approved by



the Electrical Inspector; provided, however, that a time extension may be granted in writing by the Electrical Inspector.

(h) *Compliance with Article Provisions.* No permit or certificate on inspection shall be conclusive as against the City that the electrical work therein referred to has been installed in conformity with the requirements of the law, but the owner of the premises, the permit electrician, and all other persons concerned shall be obligated to see that all matters, things and acts to which this article and such permit or certificate relate shall conform to the regulations of the City.

**Section 185. Fees and Reinspection.** (a) *Required under Certain Conditions.* The fees listed in Appendix A and the Administrative fee ordinance of the City shall be paid to the City for any electrical work done in the city for which a permit is issued, or is required by this Article.

(b) *Provision of Utility Services; Requirements.* The Building Official will not make the final inspection until all required fees have been paid. No utility services, other than temporary services for construction, or Certificate of Occupancy will be provided by the City until the statement of compliance has been given, or the final inspection has been made and the work approved by the Electrical Inspector.

(c) *Other Fees.* When fees are not set up in this section, the Electrical Inspector shall set fees that are consistent with fees established in this ordinance. Inspection fees are subject to change by the City Council at any time.

(d) *Reinspections.* When any electrical work, as covered by this Article, is reported to the Electrical Inspector as ready for inspection and, upon such inspection, the electrical work does not meet the requirements of this Article, the permit electrician shall be notified of the defects. After correcting the defects, he shall call for a reinspection and be charged a reinspection fee of up to the initial inspection fee.

(e) *Payment of Fees.* Unless otherwise stated in this Article, all fees shall be delivered to the City and all fees shall be payable during regular business hours at the office of the Building Official at the City municipal building. All accounting and records concerning finances covered by this Article shall be under the supervision and control of the Finance Director.

**Secs. 186--200. Reserved.**

## **DIVISION 2. ELECTRICAL STANDARDS**

**Section 201. Safety and Inspection Standards.** (a) *Electrical Work to Conform with Standards.* No electrical work in the City shall be approved unless the electrical work has been represented as in conformity with this Article and the laws of the state, and unless such electrical work has been represented as in conformity with the approved methods of construction for the safety of life and property. When not specifically covered by this Article, the regulations as prescribed by the National Electrical Code shall be prima facie evidence of such approved methods, provided that the provisions of this Article shall prevail over the National Electrical Code in case of conflicting provisions.

(b) *Electrical Installations.* All electrical work as covered by this Article shall be installed in a safe and secure manner with materials of such kind, quality and capacity as will maintain satisfactory and economical service to both the service and consuming parties. No electrical materials, devices or appliances shall be used or installed in the City unless such materials, devices and appliances are in

conformity with the provisions of this Article and the laws of the state, and unless same are in conformity with the approved methods of construction for safety to life and property. Unless otherwise covered by this article, conformity of electrical materials, devices and appliances with the Standards of Underwriters' Laboratories, Inc., as approved by the American Standards Association, and other standards approved by the American Standards Association shall be prima facie evidence that such electrical materials, devices and appliances comply with the requirements of this Article.

**Section 202. Wiring and Other Specifications.** (a) *Wiring in Residential Districts.* All structures located within residential districts may be wired in any wiring method approved by the National Electrical Code.

(b) *Wiring in any Other Districts.* All structures located in any other use or districts, including business, commercial and industrial, shall be wired in one or more of the following approved methods:

- (i.) Standard rigid conduit;
- (ii.) Thin wall conduit; and
- (iii.) Surface metal raceways.

(c) *Flexible Metallic Conduits.* Flexible metallic conduits may be used to connect up vibrating equipment, provided it does not exceed six feet in length without prior approval of the electrical inspector, as provided for under subsection (d) of this section. Flexible metallic conduits shall not be enclosed in plaster. Flexible metallic conduits, as the expression is used in this section means Greenfield, not BX cable. BX cable shall not be used without prior approval in writing from the Electrical Inspector.

(d) *Exceptions.* The following exceptions to the wiring methods outlined in subsection (c) of this section shall be recognized:

- (i.) Equipment wired with other methods and which bears the Underwriters' Laboratories, Inc., label of approval.
- (ii.) Wiring methods especially approved in this Article.
- (iii.) The electrical inspector may approve other methods of wiring, such as special raceway, or busways, or methods to meet conditions where the methods named in subsections (b) and (c) of this section are not suitable for the use intended, or where the National Electrical Code requires a certain method.

(e) *Other Conduits.* Only rigid metal (not thin wall) and nonmetallic conduit shall be used underground within concrete construction, where exposed to excessive moisture, and where required under the National Electrical Code, except that thin wall conduits may be run through a concrete beam or wall without coupling or connection. Thin wall conduit will be considered as not exposed to weather if run on the ceiling 24 inches or more from the outside edge of an awning or on side walls more than 45 degrees inside from a vertical line at the outside edge of a roof.

(f) *Requirements for Metal Enclosed System.* No metal enclosed system shall be installed which does not allow the easy pulling and replacing of the conductors which it encloses.

(g) *Moved-in Buildings.* Moved-in houses and other types of buildings shall be treated as new construction under this Article. Old buildings moved within the City limits shall meet the requirements of this Article for repair work. New buildings moved within the City limits shall be treated as new construction under this Article.

(h) *Rewirings or Additions.* Any rewiring or additions to existing wiring representing over 60 percent of the original outlets' installations value shall require the total installation to meet the requirements of this Article.

(i) *Prohibited Metal.* All internal electrical wiring will be copper. Aluminum wiring is prohibited.

(j) *Disconnect. Switches.* Electric service disconnects with more than six (6) switches shall have a main disconnect. The main disconnect will be weatherproofed and installed on the exterior of the service site.

**Section 203. Connection of Electricity.** Electric service shall only be connected by City personnel or under the supervision of the City by the electrical company authorized to service the property, and only after the wiring of the location has been inspected and approved by the Building Official. Upon making an application for services, the applicant covenants that the location will be wired in accordance with the policies and requirements of the City, the National Electric Code, the National Electrical Safety Code, and all applicable government regulations.

(a) The responsible party for any premises, and the contractor for any work performed, shall be responsible for the compliance of such premises and work with the requirements of this Article. The responsible party and the contractor shall, by making the application for service, agree that if required changes and corrections are not made within thirty (30) days after such inspection and failure to approve, the City may discontinue service to the property until such changes have been made. The responsible party and the contractor shall, by making the application for service, release the City of Manor from any liability of every kind and nature for damage which may occur from defective wiring of said premises or from failure to inspect said wiring; and such permit application shall further be an agreement to hold the City of Manor harmless from any and all liability.

(b) No Certificate of Occupancy shall be issued or stay in effect for any premises not in compliance with this Article. The Building Official may revoke any Certificate of Occupancy as provided in Article I of this ordinance.

**Section 204. Remedying Dangerous or Unsafe Conditions.** Where wires or apparatus are found in dangerous or unsafe condition or are deemed to be an interference with the work of the fire department, the Electrical Inspector or Building Official shall notify the person owning, using or operating such to place them in safe, secure and non-interfering condition. Any person failing, neglecting or refusing within a reasonable time after the receipt of the notice shall be deemed guilty of violation of this ordinance, and every day which shall elapse after ten (10) days until the wires and apparatus are repaired, removed or changed as required by the Electrical Inspector, Building Official or Fire Marshal shall be considered a separate offense within the intent and meaning of this ordinance.

**Section 205. Turning Off Current by Fire Marshall, Electrical Inspector or Building Official.** The chief of the fire department, an electrical inspector, the Building Official or a competent person delegated by them or either of them shall have the power to at once cause the removal of all wires or the turning off of all electric current where the circuits interfere with the work of the fire department during the progress of a fire. The electrical inspector is hereby authorized and empowered to cause the turning

off of electric current from all conductors or apparatus, which are deemed by him to be in an unsafe condition or which have not been installed in conformity with this Article.

## **ARTICLE VIII. MANUFACTURED HOUSING.**

**Section 301. Definitions.** For the purpose of this Article, certain terms, words and phrases shall have the meaning hereinafter ascribed thereto.

"Agent" means any person authorized by the licensee of a trailer and motor home park to operate or maintain such park under the provisions of this Article.

"Common Access Route" or "Internal Street" means a private way which affords the principal means of access to individual lots or auxiliary buildings.

"License" means a written license issued by the City Council or its authorized representative, permitting a person to operate and maintain a trailer and motor home park under the provisions of this Article and regulations issued hereunder.

"Licensee" means any person licensed to operate and maintain a trailer and motor home park under the provisions of this Article.

"Manufactured Home" or "HUD-code Manufactured Home" means a manufactured home as defined in Chapter 1201, Tex. Occupation Code.

"Mobile Home" means a mobile home as defined in Chapter 1201, Tex. Occupation Code.

"Manufactured Home Subdivision" means a unified development of mobile home lots arranged on a tract of land for permanent or semi-permanent location of mobile homes which has been subdivided and is under ownership of two or more persons meeting all requirements of City subdivision regulations.

"Replacement" means the act of moving one trailer or motor home from an existing stand and replacing it with another trailer or motor home.

"Service Building" means a structure housing a toilet, lavatory and such other facilities as may be applicable in this Article.

"Sewer Connection" means the connection consisting of all pipes, fittings and appurtenances from the drain outlet of a trailer or motor home to the inlet of the corresponding service riser pipe of the sewage system serving the park.

"Sewer Service Riser Pipe" means that portion of a sewer service, which extends vertically to the ground elevation and terminates at a space.

"Space" means a plot of ground without a park designated for the accommodation of one unit, together with such open space as required by this Article. This term also shall include the terms "lot", "stand" and "site".

"Trailer or Motor Home Park" means a parcel of land authorized by the City Council and not prohibited for such use by deed restrictions, for the purpose of renting trailer or motor home spaces on a temporary basis.

"Trailer" or "Motor Home" or "Unit" or "Recreational Vehicle", includes trailer homes and travel trailers, and means a vehicle which stands on wheels and is built to be towed by a motor driven vehicle. A motor home (recreational vehicle) is a self-propelled vehicle that stands on wheels. Both are built to Federal and State specifications to be licensed for operation on public roads and highways, and are not considered mobile homes.

"Water Connection" means the connection consisting of all pipes, fittings, and appurtenances from the water riser pipe to the water inlet pipe of the distribution system within a trailer or motor home.

"Water Riser Pipe" means that portion of the private water service system serving a park, which extends vertically to the ground elevation and terminates at a designated point at a trailer or motor home space.

**Section 302. General Design and Construction Requirements.** Manufactured home design and construction shall conform to generally accepted standards of the industry and the Texas Manufactured Housing Standards Code. This section shall not be interpreted as in conflict with state law. Any conflict between state law and this Article, state law shall control. Manufactured homes placed or located within the City limits and mobile homes existing on the effective date of this ordinance shall be maintained in compliance with the applicable following standards:

(a) *Placement and Underpinning Requirements.*

- (i.) Placements of manufactured home on manufactured home stand by jacks or supports shall be such as to insure the retention of the manufactured home in a fixed position.
- (ii.) All manufactured homes must be leveled and its foundation must be single blocked up to thirty inches (30") in height from the ground level and double blocked or between thirty inches (30") to forty-eight inches (48"), and forty eight inches (48") is maximum, except for any gap, opening or space between the frame and ground level which exceeds forty-eight inches (48") must have a foundation designed by a certified engineer. The design must be signed and sealed by the engineer and be approved by the Building Official.
- (iii.) A fire resistive skirting, or underpinning, shall be installed around the bottom of the perimeter of any manufactured home to the ground within thirty (30) days from the installation.
- (iv.) The placement of the manufactured home and which shall be finished with not less than two (2) coats of paint or be constructed of such materials not requiring painting (galvanized metal not included).

(b) *Space Requirements and Maximum Occupancy.* The minimum square footage of heated area for any manufactured home shall be 600 square feet. The maximum number of occupants of a manufactured home shall be limited to the number determined on the basis of the square feet of floor area of habitable space, exclusive of habitable space used for cooking purposes, in accordance with the following:

150 square feet for one (1) or two (2) occupants;

250 square feet for three (3) occupants; and

80 square feet additional for each occupant thereafter.

(c) *Ceiling Height Requirements.* Habitable space shall have a minimum ceiling height of seven feet (7') over fifty percent (50%) of the floor area; and the floor area where the ceiling heights is less than five feet (5') shall not be considered in computing gross floor area.

(d) *Bathrooms and Toilets.* Bathrooms and toilets shall have provisions for privacy and shall be provided with floors of moisture resistant material.

(e) *Bathrooms and Kitchens Prohibited for Sleeping Purposes.* Bathrooms, toilet rooms, kitchens and kitchenettes shall not be used for sleeping purposes.

(f) *Exits.* A manufactured home shall have a safe and unobstructed primary exit and an emergency exit located remote from the primary exit.

(g) *Light and Ventilation.*

(i.) *Habitable Space.* A manufactured home shall be provided with natural light and ventilation adequate for the intended use of each habitable space in accordance with the following:

A. Window area shall equal at least ten percent (10%) of the floor area of each habitable space; and

B. Openable area of windows and other openings used for natural ventilation of each habitable space shall equal at least forty-five percent (45%) of the required window area, or mechanical ventilation shall be provided as set forth in this section.

(ii.) *Non-habitable Space.* A manufactured home shall be provided with light and ventilation adequate for the intended use of non-habitable space in accordance with the following:

A. Kitchenettes, bathrooms, and toilet rooms shall be provided with light of sufficient intensity and so distributed as to permit the maintenance of sanitary conditions and the safe use of the space and the appliances, equipment and fixtures; and

B. Kitchenettes, bathrooms and toilet rooms shall be provided with natural ventilation consisting of openable areas of not less than one and one-half (1 1/2) square feet for bathrooms and toilet rooms, and not less than three (3) square feet for kitchenettes; or mechanical ventilation shall be provided as set forth in this section.

(h) *Plumbing Standards.* The following shall apply to plumbing in a manufactured home:

(i.) A manufactured home shall contain:

Kitchen sink,

Flush type water closet,  
Bathtub or shower, and  
Lavatory.

- (ii.) Hot and cold water supply shall be provided at kitchen sink, bathtub or shower, and lavatory. Cold water shall be supplied to water closets and urinals.
  - (iii.) Plumbing system shall be designed and arranged so as to facilitate connecting to approved exterior water supply and sewerage disposal systems, provide adequate water supply to all plumbing fixtures and dispose of all liquid wastes therefrom.
- (i) *Heating Standards.* The following shall apply to heating units in a manufactured home.
- (i.) A manufactured home shall contain:
    - Space heating equipment, and
    - Water heating equipment.
  - (ii.) Areas allowed for installation of space heating and water heating equipment shall provide adequate clearance so that the surface of adjacent combustible materials will not exceed a safe temperature. Curtains and draperies shall not be used in such areas.
  - (iii.) Space and water heating units shall be of an approved type for installation in a manufactured home. Fuel burning water heaters and furnaces other than those having a sealed combustion space, shall not be located in sleeping rooms, bathrooms and toilet rooms.
  - (iv.) Space heating units shall have sufficient capacity to maintain a minimum inside temperature of 68 F, based on the average of the recorded annual minimum outside temperatures for the locality and shall be provided with a manual or automatic temperature control devices.
  - (v.) Water heater units shall have sufficient capacity to deliver at each hot water outlet an amply supply of water at a minimum temperature range of 130 to 140 F, and such units shall be provided with safety devices arranged to relieve hazardous pressures and excessive temperatures.
  - (vi.) Electrical space and water heating equipment shall be an approved type and shall have adequate circuit protection devices.
  - (vii.) Gas and liquid fuel-burning equipment shall be specifically designed for the type of fuel used. Flues and vents shall be suitable for the type of fuel used and shall be installed so that the surface of adjacent combustible material will not exceed a safe temperature.
  - (viii.) Automatically operated heat-producing equipment using utility gas shall have a valve that will automatically shut off the flow of gas to the main burner when the pilot flame is extinguished.

- (ix.) Automatically operated heat-producing equipment using liquefied petroleum gas shall have a valve that will automatically shut off the flow of gas to the pilot light and main burner when the flame is extinguished.

(j) *Heating Ventilation Standards.* The following shall apply to heating ventilation of manufactured homes:

- (i.) Fuel-burning space and water heating units shall be vented. Other fuel-burning equipment shall be vented where the discharge of products of combustion into the space where the equipment is installed would be unsafe.
- (ii.) Liquid fuel-burning equipment shall be vented and shall be provided with means to prevent spilling of fuel.
- (iii.) Fuel storage containers and gas cylinders shall be mounted outside the manufactured homes, or in a space that is vented to the outside and is vapor-tight to the inside.
- (iv.) Warm air supply ducts and fittings shall be of non-combustible material.
- (v.) Return air ducts shall be of non-combustible material where exposed to temperatures which are unsafe for combustible materials.
- (vi.) Return air grills indoors and partitions shall be of a permanent nonclosable type. Openings for return air shall not be located in bathrooms, toilet rooms or kitchenettes.
- (vii.) Mechanical ventilation, when required, shall exhaust air at rates not less than the following:
  - For habitable space - 2 air changes per hour;
  - For bathroom and toilet rooms - 25 cfm; and
  - For kitchenettes - 100 cfm.

(k) *Air Conditioning.* Air conditioning for habitable space provided in lieu of mechanical ventilation shall supply an amount of air not less than that set forth in this Article with at least twenty-five percent (25%) of the required quantity taken from the outside.

(l) *Electrical Standards.* The following standards shall apply to the electrical system in manufactured homes:

- (i.) A manufactured home shall contain an electrical wiring system and service equipment.
- (ii.) Electrical wiring shall have adequate capacity for designed lighting and appliance equipment. Individual circuits shall contain overload protection devices.



- (iii.) At least one receptacle outlet shall be provided for each multiple of twelve (12) linear feet of wall space or major fraction thereof in each habitable space and kitchenette. Bathrooms and toilet rooms shall have permanently installed lighting fixtures and switches located so as not to be an electrical hazard.
- (iv.) Exterior equipment shall be weatherproofed to insure protection of equipment from the elements. Service equipment shall have means of quick disconnection from the source of supply.
- (v.) Provision shall be made for grounding noncurrent carrying metallic parts of the electrical system. Such grounding shall be common to one external supply point. Provision shall be made for exterior source grounding of electrical system.

(m) *Cooking and Refrigeration Standards.* The following standards shall apply to cooking and refrigeration units in a manufactured home:

- (i.) A manufactured home shall contain cooking equipment and refrigeration equipment.
- (ii.) Electrical cooking and refrigeration equipment shall be of an approved type for installation in a manufactured home and shall have adequate circuit protection devices.
- (iii.) Gas burning cooking and refrigeration equipment shall be of an approved type for manufactured home installation and connections to rigid pipe shall be made with approved flexible metal gas appliance connectors.
- (iv.) Fuel storage shall conform to the requirements of fuel storage for heating.

(n) *Interior Maintenance Required.* Floors, walls, ceilings, furnishings and fixtures shall be maintained in a clean and sanitary condition. Exits shall be maintained free of obstructions.

(o) *Garbage and Refuse Containers Required.* Suitable containers shall be provided for the temporary storage of garbage and refuse within the manufactured home.

(p) *Screening Requirements.* From May 1st to October 1st, entrances to the manufactured home shall be provided with self-closing type devices or screens, and windows and other openings used for ventilation shall be appropriately screened.

(q) *Manufactured Homes to be Pest Free-Extermination.* Manufactured homes shall be maintained free of insects, vermin and rodents. Extermination shall be effected in conformance with generally accepted practice.

(r) *Storage of Flammable Materials.* Flammable cleaning liquids and other flammable materials shall be stored in a safe, approved manner.

**Section 303. Unfit Dwellings.** (a) In addition to the standards set forth in Article IV of this ordinance, any manufactured or mobile home shall be subject to condemnation procedures when found to have any of the following defects:

- (i.) One which is so damaged, decayed, dilapidated, unsanitary, unsafe or vermin-infested that it creates a serious hazard to the health or safety of the occupants or of the public.
- (ii.) One which lacks illumination, ventilation or sanitation facilities adequate to protect the health or safety of the occupants or of the public.

(b) No manufactured home that was manufactured more than five years prior to proposed date of installation shall be installed, located or occupied within the City after the date of this Article. Save and except for a new manufactured home delivered and installed by the dealer, no manufactured home may be located, installed or occupied within the City without a permit being issued by the City. The fee for such permit and required inspection shall be \$50.00 and no such manufactured home shall be located, installed or occupied within the City that is not inspected and found to be in compliance with all the applicable codes and ordinances of the City. Mobile homes are specifically prohibited.

**Section 304. Unfit Dwellings.** Any mobile, manufactured or industrialized home found to be unfit for a dwelling or otherwise dangerous may be condemned under the City's dangerous Building Ordinances.

**Section 305. Exceptions.** Any new manufactured home delivered and installed by a licensed installer shall be exempt from the requirements of this Article as to quality of construction and construction standards, including but not limited to wiring and plumbing, so long as such home is maintained in substantially the same condition as when purchased and installed; provided that this exemption shall expire upon sale or conveyance of the manufactured home by the purchaser at retail to any third party.

**Section 306. Additional Exceptions and Severability.** If any provision of this Article or the application of any provision to any person or circumstance is held invalid, the invalidity shall not affect other provisions or applications hereof which can be given effect without the invalid provision or application, and to this end the provisions of this Article are declared to be severable. Further, no provision or term of this Article shall be interpreted as adding any additional requirement to any federal or state standard for the quality, construction and/or requirements for any manufactured home, but shall, with respect to manufactured homes, be applied to those homes that do not at anytime meet any such applicable standards, or that because of damage, deterioration or a failure to clean and maintain do not comply with such laws and this Article.

**Secs. 307-400 Reserved.**

## **ARTICLE IX. BUILDING MOVING PERMITS**

**Section 401. Procedure, Route Permit, Time, Etc.** No buildings having been constructed and previously occupied outside the City limits may be moved into the City for use or occupancy save and except manufactured homes or industrialized homes having all appropriate inspection and meeting all ordinances applicable to location of such building within the City limits. The Building Official, for buildings authorized to be moved in or being moved out, shall immediately notify the Chief of Police stating the proposed route, when moving of such building will begin and end, and the number of days the move is expected to take. Home movers of manufactured homes or industrial homes holding a permit to move from the state shall be exempt herefrom provided the move is in strict compliance with the permit.

(a) The Chief of Police shall have authority to establish and direct, as a condition to the issuance of the permit, the time when the house moving shall start and the time when it shall be completed, the routes over which buildings of specified dimensions may be moved, and such other

regulations and conditions which he may deem necessary. Deviation therefrom shall constitute an offense.

(b) The maximum time during which a house may remain in a street, under a permit, shall be forty-eight (48) hours.

(c) During the entire time that the building is occupying the street, or any portion thereof, the mover shall keep it continuously in motion toward its destination and shall not allow the work or moving to stop during such time.

**Section 402. Moving Permit Applications.** To obtain a moving permit to move a building into, out of or through the city, the applicant must first file an application therefore in writing. Each such application shall be accompanied by the required fee and shall contain:

- (a) The name of the person, firm, partnership or corporation who will move the building;
- (b) The name of the owner of the building;
- (c) The present location of the building;
- (d) The proposed new location of the building;
- (e) The route of moving, as approved by the Chief of Police;
- (f) The exact date and time during which the building will occupy the street;
- (g) The time that the building is allowed to remain in the street;
- (h) The size and type of construction of the building;
- (i) Evidence that arrangements have been made with utility companies and/or the City, where necessary to prevent damage thereto;
- (j) The receipt of the permit fee;
- (k) The business address and home address of the applicant;
- (l) Proof of corporate surety bond and of liability insurance with an insurance company authorized to do an insurance business in the State of Texas, as provided herein to protect the public and the City from any damage caused by the applicant in moving the building for which the permit is requested;
- (m) Such other information as may be required by the Building Official.

**Section 403. Prohibitions.** (a) It shall be unlawful for the holder of the permit to disconnect any electrical light and power connection, gas connection, water connection or telephone connection from any building within the City which he or she proposed to move without the consent of the public utility owning such connection.

(b) It shall be unlawful for the holder of the permit to remove, tear down or destroy any pole or wire or other property belonging to the city or to any utility company furnishing gas, electrical light

and power or belonging to any telephone or telegraph company without the consent of such utility or other person owning the same.

(c) It shall be unlawful for the holder of the permit to remove any vegetation on private or public property without the consent of the person owning same.

**Section 404. Inspections Upon Completion.** (a) *Notification of Building Official.* Whenever the holder of a permit has completed the work of moving a building under a permit or has moved a manufactured home or industrialized home under a state permit, [s]he shall promptly notify the Building Official of such fact. The Building Official shall cause an inspection to be made of the route of moving and the installation of the building.

(b) *Damage.* If the holder of the permit has caused damage to the streets, curbs, gutters, sidewalks or other public or private property, the holder of the permit shall be notified of such fact, specifying the damage by mailing to him a written notification by certified mail at either the business or home address listed in the application for the permit. The holder of the permit shall proceed within two (2) days from the date of such notification to begin the work of repairing the damage and completing the same to the satisfaction of the City.

(c) *Written assurance.* When the building moving operation is completed and the Building Official has written assurance that no damage to life or property has occurred or that the damage has been repaired and that all claims arising out of any damage are settled, any required deposit or bond shall be reimbursed, released or returned to the applicant.

**Section 405. Bond and Indemnification.** Before a permit is issued, the applicant shall agree to indemnify the City for any damage that may thereafter occur to public or private property within the City of reason of the applicant's intended move, and shall file with the City a bond and Certificate of Insurance as may be required by the Building Official.