

**STATE BUILDING CODE TECHNICAL REVIEW BOARD  
RETREAT MINUTES  
October 18, 2019  
Glen Allen, Virginia**

Members Present

Mr. W. Shaun Pharr, Esq., Vice-Chairman  
Mr. Vince Butler  
Mr. Daniel Crigler  
Mr. Joseph Kessler  
Mr. Eric Mays, PE  
Ms. Joanne Monday  
Mr. J. Kenneth Payne, Jr.  
Mr. Richard C. Witt  
Mr. Aaron Zdinak, PE

Members Absent

Mr. James R. Dawson, Chairman  
Mr. Alan D. Givens  
Ms. Christina Jackson  
Ms. Patricia S. O'Bannon

Call to Order

The retreat of the State Building Code Technical Review Board (“Review Board”) was called to order at approximately 10:00 a.m. by Vice-Chairman Pharr.

Roll Call

The roll was called by Mr. Luter and a quorum was present. Mr. Justin I. Bell, legal counsel for the Board from the Attorney General’s Office, was also present. Jeff Brown, Director of the State Building Codes Office and Richard Potts Code Development and Technical Support Administrator were also present.

Review Board Policies and Manual Discussion

The Review Board adopted a Review Board Policy Manual which consists of the following twenty-three (23) policies.

Policy #1: After review and consideration of Review Board Policy #1 presented in the Review Board Policy Manual, Mr. Mays moved to approve Review Board Policy #1 as presented. The motion was seconded by Mr. Witt and passed unanimously.

Policy #2: After review and consideration of Review Board Policy #2 presented in the Review Board Policy Manual, Mr. Mays moved to approve Review Board Policy #2 as presented. The motion was seconded by Mr. Zdinak and passed unanimously.

Policy #3: After review and consideration of Review Board Policy #3 presented in the Review Board Policy Manual, Mr. Mays moved to approve Review Board Policy #3 as amended. The motion was seconded by Mr. Crigler and passed unanimously.

Policy #4: After review and consideration of Review Board Policy #4 presented in the Review Board Policy Manual, Mr. Witt moved to

**State Building Code Technical Review Board Retreat  
May 20, 2019 Minutes - Page 2**

approve Review Board Policy #4 as presented. The motion was seconded by Mr. Zdinak and passed unanimously.

- The Review Board directed the Secretary to look for alternate approaches to requesting an interpretation.

Policy #5: After review and consideration of Review Board Policy #5 presented in the Review Board Policy Manual, Mr. Witt moved to approve Review Board Policy #5 as amended. The motion was seconded by Mr. Zdinak and passed unanimously.

Policy #6: After review and consideration of Review Board Policy #6 presented in the Review Board Policy Manual, Mr. Witt moved to approve Review Board Policy #6 as amended. The motion was seconded by Mr. Butler and passed unanimously.

Policy #7: After review and consideration of Review Board Policy #7 presented in the Review Board Policy Manual, Mr. Mays moved to approve Review Board Policy #7 as presented. The motion was seconded by Mr. Witt and passed unanimously.

Policy #8: After review and consideration of Review Board Policy #8 presented in the Review Board Policy Manual, Mr. Mays moved to approve Review Board Policy #8 as amended. The motion was seconded by Mr. Witt and passed unanimously.

Policy #9: After review and consideration of Review Board Policy #9 presented in the Review Board Policy Manual, Mr. Witt moved to approve Review Board Policy #9 as amended. The motion was seconded by Mr. Mays and passed unanimously.

Policy #10: After review and consideration of Review Board Policy #10 presented in the Review Board Policy Manual, Mr. Mays moved to approve Review Board Policy #10 as amended. The motion was seconded by Mr. Zdinak and passed unanimously.

Policy #11: After review and consideration of Review Board Policy #11 presented in the Review Board Policy Manual, Mr. Mays moved to approve Review Board Policy #11 as presented. The motion was seconded by Mr. Witt and passed unanimously.

Policy #12: After review and consideration of Review Board Policy #12 presented in the Review Board Policy Manual, Mr. Mays moved to approve Review Board Policy #12 as presented. The motion was seconded by Mr. Crigler and passed unanimously.

Policy #13R: After review and consideration of Review Board Policy #13R presented in the Review Board Policy Manual, Mr. Witt moved to approve Review Board Policy #13R as amended and further moved to re-title Policy 13R to Policy 13. The motion was seconded by Mr. Zdinak and passed unanimously.

Policy #14: After review and consideration of Review Board Policy #14 presented in the Review Board Policy Manual, Mr. Witt moved to approve Review Board Policy #14 as presented. The motion was seconded by Mr. Zdinak and passed unanimously.

- The Review Board directed the Secretary to ensure all photograph submittals include the date the photograph was taken as well as who took the photograph.

Policy #15: After review and consideration of Review Board Policy #15 presented in the Review Board Policy Manual, Mr. Mays moved to approve Review Board Policy #15 as presented. The motion was seconded by Mr. Witt and passed unanimously.

Policy #16: After review and consideration of Review Board Policy #16 presented in the Review Board Policy Manual, Mr. Mays moved to approve Review Board Policy #16 as amended. The motion was seconded by Mr. Zdinak and passed unanimously.

Policy #17: After review and consideration of Review Board Policy #17 presented in the Review Board Policy Manual, Mr. Mays moved to approve Review Board Policy #17 as amended. The motion was seconded by Mr. Witt and passed unanimously.

Policy #18: After review and consideration of Review Board Policy #18 presented in the Review Board Policy Manual, Mr. Witt moved to approve Review Board Policy #18 as amended. The motion was seconded by Mr. Mays and passed unanimously.

Policy #19: After review and consideration of Review Board Policy #19 presented in the Review Board Policy Manual, Mr. Butler moved to approve Review Board Policy #19 as amended. The motion was seconded by Mr. Witt and passed unanimously.

Policy #20: After review and consideration of Review Board Policy #20 presented in the Review Board Policy Manual, Mr. Pharr moved to approve Review Board Policy #20 as amended. The motion was seconded by Mr. Payne and passed unanimously.

**State Building Code Technical Review Board Retreat  
May 20, 2019 Minutes - Page 4**

Policy #21: After review and consideration of Review Board Policy #21 presented in the Review Board Policy Manual, Mr. Pharr moved to approve Review Board Policy #21 as amended. The motion was seconded by Mr. Payne and passed unanimously.

Policy #22: After review and consideration of Review Board Policy #22 presented in the Review Board Policy Manual, Mr. Mays moved to approve Review Board Policy #22 as amended. The motion was seconded by Mr. Crigler and passed unanimously.

Policy #23: After review and consideration of Review Board Policy #23 presented in the Review Board Policy Manual, Mr. Witt moved to approve Review Board Policy #23 as amended. The motion was seconded by Ms. Monday and passed unanimously.

Potential Policy #24: An extensive discussion took place about a potential policy related to the ability for an individual to file an appeal after abating a violation when the individual is still aggrieved.

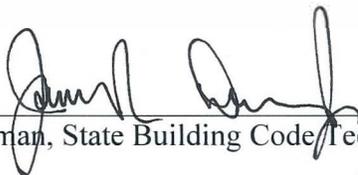
Public Comment

Vice-Chairman Pharr opened the meeting for public comment. Mr. Luter advised that no one had signed up to speak. With no one coming forward, Vice-Chairman Pharr closed the public comment period.

Adjournment

There being no further business, the meeting was adjourned by proper motion at approximately 3:30 p.m.

Approved: November 15, 2019

  
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Chairman, State Building Code/Technical Review Board

  
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Secretary, State Building Code Technical Review Board