



**PALM BEACH COUNTY  
BUILDING CODE ADVISORY BOARD (BCAB)**

**JANUARY 29, 2020 MINUTES**

**I. CALL TO ORDER**

Chair Wayne Cameron called the meeting to order at **2:00 p.m.** The meeting was conducted in Room 1W-47 at the Vista Center located at 2300 North Jog Road in West Palm Beach, Florida.

**A. Roll Call**

**1. Members Present:**

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| Wayne Cameron, <i>Building Official, Chair</i> | Edward Lynch, <i>General Contractor, Vice Chair</i> |
| Robert Brown, Building Official                | Greg Miller, Aluminum Contractor @ 2:04 PM          |
| Shane Kittendorf, Building Official            | Gary Kozan, Plumbing Contractor                     |
| Jacek Tomasik, Building Official               | Joe Byrne, Roofing Contractor                       |
| Peter Ringle, Building Official                | Scott Worley, General Contractor @ 2:08 PM          |
| Kristin Materka, Architect                     | Donald Sharkey, Electrical Contractor               |
|  | James Carr, HVAC Contractor                         |

**2. Absent Members:**

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|-------------------------------|--------------------------|
| Roger Held, Building Official | Thomas Hogarth, Engineer |
| John Cosmo, Building Official |                          |

**3. Others Present:**

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| Brad Brown, Deputy Building Official (PBC)   | Chelsea Koester, Assistant County Attorney |
| Bob Nicholls, CPT Coordinator (PBC)          | Jacquelyn Anderson, Recording Secretary    |
| Jay Huebner, Gold Coast Builders Association |  |

**B. Pledge of Allegiance**

**C. Approval of Minutes**

✦ Mr. Byrne made a motion for the approval of the November 20, 2019 minutes. Mr. Sharkey seconded the motion. The motion carried unanimously.

**II. ADDITIONS AND DELETIONS**

A. None.

**III. COMMITTEE REPORTS**

A. Code Interpretation – No report.

B. Code Amendments – No report.

C. Product Evaluation - No report.

**IV. OLD BUSINESS**

**A. Universal Countywide/Municipal Building Permit Application**

Ms. Anderson advised the Board that there were three sample permit applications in the agenda packets from the subcommittee for consideration.

Mr. Robert Brown stated there was a subcommittee meeting held which included Jay Huebner. The subcommittee discussed the private provider language to be added to the Universal Permit Application, addressing industry's

concerns as well as the municipality concerns. Mr. Brown provided a summary of proposed changes to the application form:

- A checkbox to allow applicants to select private provider plan review or inspections, if applicable. If nothing is checked, there is no detrimental effect for the on-going use of the form.
- In Box 4, there is clarification of project address versus property owner address.
- There were updates to cover the statutory changes for notary.
- On page 2, language was added to cover the 20-day audit timeline that is required by statutes to make it clear that if there are other agency reviews that there might be an inability to maintain the 20-day review timeline. The language proposed will not detract from the expectation of industry on projects that do not have a private provider. The proposed language states:

FOR APPLICATIONS SUBMITTED UNDER THE PRIVATE PROVIDER PROVISIONS OF F.S. SECTION 553.791, THIS APPLICATION IS NOT CONSIDERED COMPLETE OR SUFFICIENT FOR PURPOSES OF SUBMISSION TO THE BUILDING DEPARTMENT UNTIL THE APPLICANT SECURES ALL NECESSARY APPROVALS FROM OTHER DEPARTMENTS OR AGENCIES INCLUDING, BUT NOT LIMITED TO, PLANNING, ZONING, ENGINEERING, FIRE RESCUE, ENVIRONMENTAL, AND THE FLORIDA DEPARTMENT OF HEALTH.

Mr. Huebner thanked the Board for allowing him to be part of the process. He stated the language added is adequate to the Builder's Association.

Mr. Cameron asked if the Board had an opportunity to review the three samples.

Discussion ensued

- ✦ Mr. Kittendorf made a motion to accept the version of the form that does not have the additional information at the bottom. Discussion ensued. Mr. Brown seconded the motion. The motion carried unanimously.

#### **B. Brazilian Plywood Advisory**

Mr. Nicholls stated that the Palm Beach County Building Division became aware of an issue concerning Brazilian Plywood and its structural integrity a few months ago, and brought that information to the Board. There were no new developments since the last BCAB meeting. The Board directed staff to draft a technical advisory on the subject. Staff kept the draft advisory as generic as possible without any recommendation of any action except to monitor the on-going situation.

Discussion ensued.

Mr. Lynch suggested an addition of language at the end of the advisory to indicate that the Board will continue to rely on the certifications of agencies charged with the responsibility of making those certifications, and building officials will make final decisions based on their physical inspections at the time of inspections.

Discussion ensued.

- ✦ Mr. Worley made a motion to remove the language "to take no action at this time" from the draft technical advisory. Mr. Brown seconded the motion. The motion passed unanimously.

### **V. NEW BUSINESS**

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#### **A. None**

### **VI. FUTURE BOARD MATTERS**

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**A. Administrative Chapter 1 Amendments to the Florida Building Code, 7<sup>th</sup> Edition (2020)**

Mr. Cameron stated in previous years the Board used the State model for the BCAB's Chapter 1 Amendments. He inquired about the timeline.

Mr. Nicholls stated the first printing of the Code is supposed to be in June 2020, and the state statute requires it to be in print for six months before codification. He stated it would likely be codified in December. Mr. Nicholls stated BOAF usually comes up with a recommendation of what the Florida versions should be, and that the BCAB worked off the BOAF version last code cycle.

Discussion ensued.

**VII. STAFF COMMENTS**

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**A. Next Meeting – March 18, 2020**

**B. Tiki Huts**

Mr. Brad Brown stated Palm Beach County staff is asking for product approvals for the palm fronds. He stated the County has permitted tiki huts for commercial structures and done alternate methods and materials for the palm fronds, and they ended up having to put flame retardant on them to meet the Fire Department requirements. He stated there is a concern that they be anchored in a manner that they not become flying missiles. He inquired as to how the other jurisdictions are handling them.

Discussion ensued.

**VIII. BOARD COMMENTS**

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Mr. Tomasik requested the new permit application be made ADA compliant and distributed to everyone.

Mr. Carr commended Mr. Wise for his presentation at the Jupiter Farms podcast. He did an excellent job.

Mr. Byrne stated he did a roof inspection in Martin County, and at the pool there was a cabana made by the Miccosukee. He was asked what the life expectancy of was for the roof. He contacted the tribe and was told "until it rots".

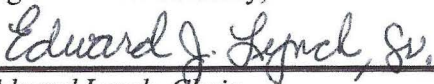
Mr. Cameron requested the election of the new chair and vice chair be added to the next meeting agenda.

**IX. ADJOURNMENT**

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Chair Wayne Cameron adjourned the meeting at approximately 2:44 p.m.

Signed for the board by,

  
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Edward Lynch, Chair

Respectfully submitted by  
Jacquelyn Anderson  
Recording Secretary