



PALM BEACH COUNTY  
**BUILDING CODE ADVISORY BOARD (BCAB)**  
**SEPTEMBER 16, 2020 MINUTES**

**I. CALL TO ORDER**

Chair Edward Lynch called the meeting to order at **2:15 p.m.** The meeting was conducted as a WebEx Event with a physical access point 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:**

- |  |  |
|--|--|
| Edward Lynch, <i>General Contractor, Chair</i>     | Gary Kozan, <i>Plumbing Contractor</i>       |
| Robert Brown, <i>Building Official, Vice Chair</i> | Joe Byrne, <i>Roofing Contractor</i>         |
| Roger Held, <i>Building Official</i>               | Scott Worley, <i>General Contractor</i>      |
| Shane Kittendorf, <i>Building Official</i>         | Thomas Hogarth, <i>Engineer</i>              |
| Wayne Cameron, <i>Building Official</i>            | Kristin Materka, <i>Architect</i>            |
| Jacek Tomasik, <i>Building Official</i>            | Donald Sharkey, <i>Electrical Contractor</i> |
| Peter Ringle, <i>Building Official</i>             | James Carr, <i>HVAC Contractor</i>           |

**2. Absent Members:**

- Greg Miller, *Aluminum Contractor*

**3. Others Present:**

- |   |   |
|---|---|
| Doug Wise, <i>PBC Building Official</i>               | Robert Nicholls, <i>PBC CPT Coordinator</i>     |
| Chelsea Koester, <i>PBC Assistant County Attorney</i> | Nicole Davis, <i>PBC Admin Assistant (Host)</i> |
| Jacquelyn Anderson, <i>Recording Secretary</i>        | Cynthia Peterson, <i>PBC Senior Secretary</i>   |

**B. Pledge of Allegiance**

**C. Approval of Minutes**

- ✦ Mr. Byrne made a motion to approve the July 15, 2020 minutes. Mr. Ringle 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. Administrative Chapter 1 Amendments to the Florida Building Code 7<sup>th</sup> Edition (2020)**

Mr. Wise reviewed Palm Beach County’s proposed modifications to the Administrative Chapter 1, FBC 2020.

Discussion ensued.

- ✦ Mr. Worley made a motion to transmit the approved BCAB model Chapter 1 Amendments to the jurisdictions. Mr. Ringle seconded the motion. The motion carried unanimously.

**V. NEW BUSINESS**

---

A. NONE

**VI. FUTURE BOARD MATTERS**

---

A. NONE

**VII. BOARD COMMENTS**

---

**A. Moisture Surveys and Drainage Calculations**

Mr. Byrne stated that the FRSA codes committee meeting discussed the topic of moisture surveys and drainage calculations on reroofing projects. The question was whether these were part of the permitting requirements in Palm Beach County.

Discussion ensued.

- ✦ Mr. Byrne made a motion to have staff prepare a Technical Advisory for the municipalities in Palm Beach County regarding moisture surveys on recovery. Board Member Byrne will provide technical information at his disposal to Mr. Nicholls so that he can prepare the advisory and bring it to the next meeting. Mr. Sharkey seconded the motion. The motion carried unanimously.

**VIII. STAFF COMMENTS**

---

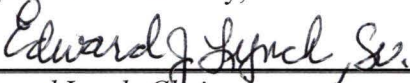
A. Next Meeting – November 18, 2020

**IX. ADJOURNMENT**

---

Chair Edward Lynch adjourned the meeting at approximately 2:54 p.m.

Signed for the board by,

  
\_\_\_\_\_  
Edward Lynch, Chair

Respectfully submitted by  
Jacquelyn Anderson  
Recording Secretary

