



Palm Beach County  
CONSTRUCTION BOARD OF ADJUSTMENT AND APPEALS (CBAA)  
March 12, 2020 MEETING  
**MINUTES**

**I. CALL TO ORDER**

Board Member Margie Walden, called the meeting to order at 2:06 PM. The meeting was conducted in Room 1W-47, Palm Beach County Planning, Zoning and Building Department, 2300 N Jog Road, West Palm Beach, FL.

In absence of the Chair and Vice Chair, a vote of the Board was required to elect an Acting Chair for the meeting.

- ✦ Mr. Oyola made a motion to appoint Ms. Walden as Acting Chair in the absence of Mr. Dixon and Mr. Kirby. Mr. Rasper seconded the motion. The motion passed unanimously

**A. Roll Call**

*Members Present*

Bart Rasper, *Plumbing Contractor*  
Manuel Oyola, *Roofing Contractor*  
Margie Walden, *Public At-Large*

Steven Markel, *HVAC Contractor*  
Justin McIntosh, *Alternate Public At-Large*

*Members Absent*

Ron Dixon, *Engineer, Chair*  
Fred K. Kutscher, *Electrical Contractor*

Rex Kirby, *Division 1 Contractor, Vice Chair*  
Jessica Dornblaser, *Architect*

*Others Present*

Doug Wise, *Building Official (PBC)*  
Anne Helfant, *Assistant County Attorney*  
Jacquelyn Anderson, *Recording Secretary*  
Jamie Illicete, *Contractor Certification Field Investigator (PBC)*  
Michael Pereira, *Palm Home Improvement, Inc.*

Shannon Fox, *Assistant County Attorney*  
Chelsea Koester, *Assistant County Attorney*  
Nicole Davis, *Administrative Assistant (PBC)*  
Arlene Strauss, *Homeowner*  
Spencer Golden, *Attorney*

**B. Approval of Minutes**

Ms. Walden noted that a correction was required in the minutes of February 13, 2020. On page 2 of 2, section B, in the fourth sentence, the word "was" should be changed to the word "will".

- ✦ Mr. Oyola made a motion to approve the February 13, 2020 meeting minutes. Mr. McIntosh seconded the motion. The motion carried unanimously.

**II. ADDITIONS AND DELETIONS**

None

**III. OLD BUSINESS**

None

**IV. NEW BUSINESS**

None

V. ADJOURNMENT AS THE CONSTRUCTION BOARD OF ADJUSTMENT AND APPEALS  
(CBAA)

- ✦ Mr. Oyola made a motion to adjourn the meeting as the CBAA. Mr. Markel seconded the motion. The motion carried unanimously.

Acting Chair Walden adjourned the meeting at approximately 2:09 PM.

Signed for the Board by,



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Rex Kirby, Acting Chair / Vice Chair

Respectfully submitted by  
Jacquelyn Anderson, Recording Secretary