



BUILDING BOARD OF APPEALS MEETING AGENDA

Town Council Chambers
765 Lynn Street, Herndon, VA 20170

Thursday, February 29, 2024 | 5:30 PM

- 1. Call to Order**
- 2. Organizational Meeting Item**
 - a. Election of Chair
- 3. Approval of Minutes**
 - a. February 27, 2023 Building Board of Appeals Meeting Minutes
- 4. Presentation**
 - a. Virginia Uniform Statewide Building Code Updates
- 5. Comments**
 - a. Comments from Board Members
 - b. Comments from Staff Members
 - c. Comments from the Public
- 6. Adjournment**

Agenda Item: Election of Chair

Meeting Date: February 29, 2024

Category: Organizational Meeting Item

Prepared by: Kelli Malone, Office Assistant III

Description:

In accordance with USBC Section 119.3, the local board of building code appeals (LBBCA) shall annually select one of its members to serve as Chair. The Board will nominate and select from its members a Chair for a one-year term.

Background:

N/A

Budget Impact:

None

Recommendation:

Staff recommends the Board nominate and select from its members a Chair for a one-year term.

Attachments:

None

Agenda Item: February 27, 2023 Building Board of Appeals Meeting Minutes

Meeting Date: February 29, 2024

Category: Approval of Minutes

Prepared by: Kelli Malone, Office Assistant III

Description:

This is a request to approve the February 27, 2023 Building Board of Appeals Meeting Minutes.

Background:

N/A

Budget Impact:

N/A

Recommendation:

Recommend approval as presented.

Attachments:

1. Minutes (Draft)

HERNDON BUILDING BOARD OF APPEALS
Meeting Minutes
Monday, February 27, 2023

1. Call to Order

Chairperson Lange called the Herndon Building Board of Appeals (BBA) meeting to order at 5:30 pm on Monday, February 27, 2023, in the Herndon Municipal Center Second Floor Conference Room, 777 Lynn Street, Herndon. In attendance were: Chairperson Will Lange and Board Members Paul LeReche; Keith Sinclair; and Michael Wijdoogen.

Board Member Raymond Geier was absent.

Staff present during the meeting: John Orrison, Building Official; Kelli Malone, Board Secretary/Public Works Office Assistant; Lesa Yeatts, Town Attorney.

Chairperson Lange determined there was a quorum, and the meeting duly constituted with all members present, except Board Member Geier who was absent.

2. Organizational Meeting Item

a. Election of Chair

Chairperson Lange opened the floor for nominations for the 2024-2025 Chair of the Building Board of Appeals.

Board Member Sinclair nominated and moved to elect Board Member Lange as Chair and of the Building Board of Appeals. Board Member LeReche seconded the motion.

Seeing no further nominations, Chairperson Lange closed the nominations process.

The question was called on the motion, which was approved by a 4-0 roll call vote. The vote was: Board Members LeReche, Sinclair, Wijdoogen, and Chairperson Lange voting "Aye." Board Member Geier was absent.

3. Comments

a. Comments from Board Members

Board Member Geier: Absent.

Chairperson Lange: Welcomed Board Member Wijdoogen to the Board.

Board Member LeReche: No comments.

Board Member Sinclair: No comments.

Board Member Wijdoogen: No comments.

b. Comments from Staff Members

John Orrison, Building Official, provided an update on the adoption of the 2021 Building Code.

Lesa Yeatts, Town Attorney, provided an update on electronic communications and communication between board members.

Kelli Malone, Board Secretary/Public Works Office Assistant, provided the Board Members with the updated Local Building or Fire Prevention Code Board of Appeals Manual.

c. Comments from the Public

Chairperson Lange reviewed the process and asked those who wanted to provided comments to come forward. As there were no members of the public present, there were no comments from the public.

4. Adjournment

There being no further business, Chairperson Lange adjourned the February 27, 2023 Building Board of Appeals meeting at 5:38 p.m.

Kelli Malone
Board Secretary

Minutes approved by Building Board of Appeals: _____

Agenda Item: Virginia Uniform Statewide Building Code Updates

Meeting Date: February 29, 2024

Category: Presentation

Prepared by: John Orrison, Building Official

Description:

John Orrison, Building Official, will provide a presentation on recent updates to the USBC.

Background:

N/A

Budget Impact:

N/A

Recommendation:

N/A

Attachments:

None