



## **BOARD OF BUILDING CODE APPEALS ANNUAL MEETING AGENDA**

Town Council Chambers  
765 Lynn Street, Herndon, VA 20170

Thursday, January 15, 2026 | 5:30 PM

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- 1. Call to Order**
- 2. Organizational Meeting Item**
  - a. Election of Chair
- 3. Approval of Minutes**
  - a. February 27, 2025 Board of Building Code Appeals Meeting Minutes
- 4. Comments**
  - a. Comments from Board Members
  - b. Comments from Staff Members
  - c. Comments from the Public
- 5. Adjournment**



## Board of Building Code Appeals Annual Meeting Agenda Item 2.a.

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**Agenda Item:** Election of Chair  
**Meeting Date:** January 15, 2026  
**Category:** Organizational Meeting Item  
**Prepared by:** Kelli Malone, Permit Technician

**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/Timing Impact:**

N/A

**Fiscal Impact:**

N/A

**Legal Impact:**

The Board is authorized to take this action in accordance with USBC Section 119.3.

**Staff Recommendation/Next Steps:**

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

**Attachments:**

None

**Agenda Item:** February 27, 2025 Board of Building Code Appeals Meeting Minutes

**Meeting Date:** January 15, 2026

**Category:** Approval of Minutes

**Prepared by:** Kelli Malone, Permit Technician

**Description:**

This is a request to approve the February 27, 2025 Board of Building Code Appeals Meeting Minutes.

**Background/Timing Impact:**

N/A

**Fiscal Impact:**

N/A

**Legal Impact:**

Code of Virginia Section 2.2-3707 outlines the requirements for the recording of minutes for all public bodies.

**Staff Recommendation/Next Steps:**

Recommend approval as presented.

**Attachments:**

1. February 27, 2025, BBCA Draft Annual Meeting Minutes



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**HERNDON BOARD OF BUILDING CODE APPEALS**  
**Annual Meeting Minutes**  
**Thursday, February 27, 2025**

**1. Call to Order**

Chairperson Lange called the Thursday, February 27, 2025, Herndon Board of Building Code Appeals (BBCA) meeting to order at 5:30 p.m. in the Herndon Council Chambers Building, 765 Lynn Street, Herndon, Virginia. In attendance were: Chairperson Will Lange and Board Members Dennis Clark, Paul LeReche, Keith Sinclair, and Michael Wijdoogen (elected as the 2025-2026 Chair during the meeting).

Staff present during the meeting: Lesa Yeatts, Town Attorney; John Orrison, Building Official; Kelli Malone, Board Secretary/Public Works Permit Technician; Amanda Kertz, Acting Town Clerk; Eugene Gravette, Combo Inspector – Commercial; and Jeff Schwietz, Combo Inspector – Residential.

**Determination of a Quorum**

Chairperson Lange determined there was a quorum, and the meeting duly constituted with all members present.

**2. Organizational Meeting Item**

**a. Election of Chair**

Chairperson Lange opened the floor for nominations for the 2025-2026 Chair of the Building Board of Appeals.

Board Member Wijdoogen nominated himself as Chair. Seeing no further nominations, Chairperson Lange closed the nominations process.

Board Member LeReche moved to elect Board Member Wijdoogen as the Chair of the Board of Building Code Appeals. Board Member Sinclair seconded the motion.

The question was called on the motion, which was approved by a 5-0 roll call vote. The vote was: Board Members Clark, LeReche, Sinclair, Wijdoogen, and Chairperson Lange voting "Aye."

**3. Approval of Minutes**

**a. February 29, 2024 Board of Building Code Appeals Meeting Minutes**

Board Member Sinclair moved approval of the February 29, 2024, Board of Building Code Appeals Meeting Minutes. Board Member LeReche seconded the motion, which carried by a vote of 5-0, without comment. The vote was: Board Members Clark, Lange, LeReche, Sinclair, and Chairperson Wijdoogen voting “Aye.”

#### **4. Comments**

##### **a. Comments from Board Members**

There were no comments from Board Members at this meeting.

##### **b. Comments from Staff Members**

Lesa Yeatts, Town Attorney, stated that since Board Member Wijdoogen was elected Chair, it would be the appropriate time to have him serve as Chair for the meeting. Board Member Lange relinquished the gavel and officially turned the meeting over to Chairperson Wijdoogen.

There were no comments from staff during this meeting.

##### **c. Comments from the Public**

There were no comments from the public during this meeting.

#### **5. Presentation**

##### **a. Local Board of Building Code Appeals Training**

Chairperson Wijdoogen recognized John Orrison, Building Official, who introduced W. Travis Luter, Sr., Secretary to the State Building Code Technical Review Board Code and Regulation Specialist, Virginia Department of Housing and Community Development (DHCD).

Mr. Luter provided a training presentation to the Board of Building Code Appeals. The presentation included an overview of the Board’s roles and responsibilities, the appeals process, and other relevant procedural updates.

Key topics covered by Mr. Luter included: (1) overview of the Freedom of Information Act (FOIA) requirements; (2) steps in the formal appeals process; (3) applicable sections of the Virginia State Code; (4) amusement device and fire code appeal procedures; (5) best practices and procedural recommendations; (6) composition of the State Board of Appeals; and (7) sample cases and previous decisions from other Local Board of Building Code Appeals (LBBCA) throughout the state. Mr. Luter led a discussion of lessons learned from procedural errors.

There was a discussion between the Board, staff, and Mr. Luter about his presentation and case study examples, including: (1) operating procedures; (2)

consideration of electing a Vice Chair of the Board; and (3) potential policy implementations to include rules of procedures and by-laws.

Following the discussion, Mr. Luter advised that he would send a consolidated list of recommendations and sample materials to Ms. Malone to support policy development.

**6. Adjournment**

There being no further business, Chairperson Wijdoogen adjourned the February 27, 2025, Board of Building Code Appeals meeting at 7:55 p.m.

**Kelli Malone**  
**Board Secretary**

**Minutes approved by the Building Board of Appeals: \_\_\_\_\_**

DRAFT