

**STATE BUILDING CODE TECHNICAL REVIEW BOARD
MEETING MINUTES
July 18, 2025
Virginia Housing Center
4224 Cox Road Glen Allen, Virginia 23060**

Members Present

Mr. James R. Dawson, Chairman
Mr. Vince Butler
Mr. Alan D. Givens
Mr. David V. Hutchins
Ms. Christina Jackson
Mr. Joseph Kessler
Mr. Eric Mays, PE
Mr. James S. Moss

Members Absent

Mr. Daniel Crigler
Mr. R. Jonah Margarella
Ms. Joanne Monday
Mr. W. Shaun Pharr, Esq., Vice-Chairman
Ms. Elizabeth White
Mr. Aaron Zdinak, PE

Call to Order The meeting of the State Building Code Technical Review Board (“Review Board”) was called to order at approximately 10:00 a.m. by Chair Dawson.

Roll Call The roll was called by Mr. Luter and a quorum was present. Mr. Justin I. Bell, legal counsel for the Review Board from the Attorney General’s Office, was also present.

Approval of Minutes The draft minutes of the May 16, 2025 meeting in the Review Board members’ agenda package were considered. Mr. Butler moved to approve the minutes as presented. The motion was seconded by Mr. Moss and passed with Ms. Jackson and Messrs. Givens and Hutchins abstaining.

Final Order Victor Valdez: Appeal No. 25-03:

After review and consideration of the final order presented in the Review Board members’ agenda package, Mr. Mays moved to approve the final order with an editorial change adding the following language at the end of lines 54 and 65.

because appeal rights are limited to building owners pursuant to VSFPC Section 112.5 Application for appeal.

The motion was seconded by Mr. Kessler and passed with Ms. Jackson and Messrs. Givens and Hutchins abstaining.

Public Comment Chair Dawson opened the meeting for public comment. Mr. Luter advised that Jamie Wilks, Madison County Building Official, had

signed up to speak. After Mr. Wilks spoke and with no one else coming forward, Chair Dawson closed the public comment period.

New Business

Andrew Suddarth (David Williams): Appeal No. 25-04:

A hearing convened with Chair Dawson serving as the presiding officer. The hearing was related to a Notice of Violation – Unsafe Structure issued for the structure located at 1201 Porter Street in the City of Richmond.

The following persons were sworn in and given an opportunity to present testimony:

David Alley, Building Commissioner for the City of Richmond

Also present was:

Andrew Suddarth, Attorney for David Williams (owner)

After testimony concluded, Chair Dawson closed the hearing and stated a decision from the Review Board members would be forthcoming and the deliberations would be conducted in open session. It was further noted that a final order reflecting the decision would be considered at a subsequent meeting and, when approved, would be distributed to the parties, and would contain a statement of further right of appeal.

Decision: Andrew Suddarth (David Williams): Appeal No. 25-04:

After deliberations, Mr. Mays moved to dismiss the case because it was not properly before the Review Board because the structure had been demolished and no relief could be given by the Review Board. The motion was seconded by Ms. Jackson and passed unanimously.

Khaleen Monaro: Appeal No. 25-06:

Note: Mr. Mays recused himself from participation as a Board member in this hearing due to his being the building official for Prince William County and a party to this appeal.

A hearing convened with Chair Dawson serving as the presiding officer. The hearing was related a Notice of Violation issued for the structure located at 13959 Oleander Court in Prince William County.

The following persons were sworn in and given an opportunity to present testimony:

Khaleen Monaro, Property Owner

Eric Mays, Prince William County Building Official

After testimony concluded, Chair Dawson closed the hearing and stated a decision from the Review Board members would be forthcoming and the deliberations would be conducted in open session. It was further noted that a final order reflecting the decision would be considered at a subsequent meeting and, when approved, would be distributed to the parties, and would contain a statement of further right of appeal.

Decision: Khaleen Monaro: Appeal No. 25-06:

Motion #1:

After deliberations, Ms. Jackson moved to uphold the County and local appeals board that a violation of VUSBC Section 108.1.1 *When applications are required* existed and a permit was required for the removal of the lower deck and installation of the new stairs. Ms. Jackson further moved to uphold Notice of Violation BCE2025-00357 issued by the County. The motion was seconded by Mr. Butler and passed unanimously.

Motion #2:

After deliberations, Ms. Jackson moved that the Review Board lacked authority to rescind or remove from public record a document created by a local building official, specifically the letter from Prince William County Building Official to Monaro dated January 22, 2025, due to the state record retention laws. The motion was seconded by Mr. Moss and passed unanimously.

Secretary's Report

Mr. Luter pointed the Review Board members to the copy of Review Board Policy #30 presented in the Review Board members' agenda package. After a brief discussion, Mr. Moss moved to re-adopt Policy #30 as written in compliance with §2.2-3708.3 of the Code of Virginia. The motion was seconded by Mr. Givens and passed unanimously.

Mr. Luter pointed the Review Board members to the copy of Review Board Policy #31 presented in the Review Board members' agenda package. After a brief discussion, Mr. Moss moved to re-adopt Policy #31 as written in compliance with §2.2-3708.3 of the Code of Virginia. The motion was seconded by Mr. Givens and passed unanimously.

Mr. Luter informed the Review Board of the current caseload for the upcoming meeting scheduled for August 15, 2025.

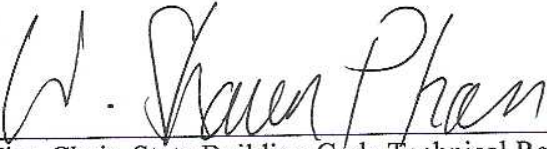
Mr. Bell provided legal updates to the Review Board members.

Adjournment

There being no further business, the meeting was adjourned by proper motion at approximately 1:30 p.m.

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Approved: August 15, 2025



Vice-Chair, State Building Code Technical Review Board



Secretary, State Building Code Technical Review Board