

STATE BUILDING CODE TECHNICAL REVIEW BOARD
MEETING MINUTES
September 19, 2025
Virginia Housing Center
4224 Cox Road Glen Allen, Virginia 23060

Members Present

Mr. James R. Dawson, Chairman
Mr. Joseph Kessler
Mr. R. Jonah Margarella
Ms. Joanne Monday
Mr. Eric Mays, PE
Mr. James S. Moss
Mr. W. Shaun Pharr, Esq., Vice-Chairman
Mr. Aaron Zdinak, PE

Members Absent

Mr. Vince Butler
Mr. Daniel Crigler
Mr. David V. Hutchins
Mr. Alan D. Givens
Ms. Christina Jackson
Ms. Elizabeth White

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 August 15, 2025 meeting in the Review Board members’ agenda package were considered. Ms. Monday moved to approve the minutes as presented. The motion was seconded by Mr. Zdinak and passed with Mr. Mays abstaining.
Petition for Immediate Relief	After a brief discussion, Mr. Pharr moved to deny the petition for immediate relief because of the inadequacy of the record, presented to the Board in the agenda package, to determine what “ <i>justice so requires</i> ”, pursuant to Virginia Code §2.2-4028, and the eminence of the court date in the matter. The motion was seconded by Mr. Mays and passed unanimously.
Final Order	<u>Fairfax County (Jay Riat): Appeal No. 25-09:</u> After review and consideration of the final order presented in the Review Board members’ agenda package, Ms. Mondy moved to approve the final order with an editorial change adding the word “ <i>to</i> ” on page 11 line 25 of the final order. The motion was seconded by Mr. Zdinak and passed with Mr. Mays abstaining.

State Building Code Technical Review Board
September 19, 2025 Minutes - Page 2

Public Comment

Chair Dawson opened the meeting for public comment. Mr. Luter advised that no one had signed up to speak. With no one coming forward, Chair Dawson closed the public comment period.

New Business

1321 Porter St. LLC (Emily Pinchbeck): Appeal No. 25-07:

A preliminary hearing was convened with Chair Dawson serving as the presiding officer. The preliminary hearing was related to the timeliness of the appeal.

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

Emily Pinchbeck, Property Manager for 1321 Porter St. LLC
Rick Paul, Programs and Operations Manager for Inspections
for the City of Richmond
Walter Jackson, City of Richmond Inspector
Keisha Felton, City of Richmond LBBCA Secretary

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: 1321 Porter St. LLC (Emily Pinchbeck): Appeal No. 25-07:

After deliberations, Mr. Mays moved that the appeal application filed December 23, 2024 was timely because Ms. Pinchbeck made multiple attempts to pay the applicable appeal application fee but was unable to make payment due to the issues with the City of Richmond online payment portal which prevented Ms. Pinchbeck from being able to pay the applicable appeal application fee until February 3, 2025. The motion was seconded by Ms. Monday and passed unanimously.

Code Change Proposal

SFPC Section 112.5 Application for appeal:

After a brief discussion, Mr. Mays moved to direct DHCD staff to submit a code change proposal, on behalf of the Board, pursuant to the language provided on page 199 of the agenda package, which will make the language in the SFPC align with the language in the VCC and VPMC for application for appeal. The motion was seconded by Mr. Pharr and passed unanimously.

State Building Code Technical Review Board
September 19, 2025 Minutes - Page 3

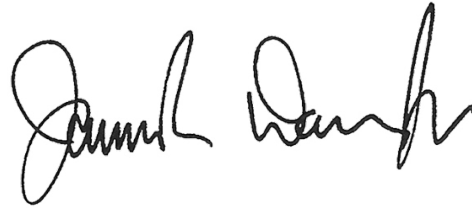
Secretary's Report

Mr. Luter informed the Review Board of the current caseload for the upcoming meeting scheduled for November 21, 2025.

Adjournment

There being no further business, the meeting was adjourned by proper motion at approximately 1:00 p.m.

Approved: November 21, 2025

A handwritten signature in black ink, appearing to read "James Luter", written in a cursive style.

Chair, State Building Code Technical Review Board

A handwritten signature in black ink, appearing to read "Will Luter", written in a cursive style.

Secretary, State Building Code Technical Review Board