



STAFFORD COUNTY BOARD OF BUILDING CODE APPEALS

Draft Meeting Minutes

January 18, 2024 at 5:00 p.m.

George L. Gordon Government Center – Activities Room
1300 Courthouse Road | Stafford, VA 22554

Call to Order: Mr. Santay called the meeting to order at 5:00 p.m.

Roll Call: The following members were present: Burton Bigoney, Jr., Gregory Cox, J.C. Hall, Stacey Lampman, Sean Halsey, and Samer Shalaby

The following members were absent: Hafizullah Shirzai

Also in attendance were Paul Santay, Chief Director of Community Development; Cary Jamison, Stafford County Building Official; Savannah Wimbush, Development Services Administrative Manager; Katrina Griffin, Building Inspections Administrative Specialist; and other interested parties.

Election of Chair:

Mr. Santay opened the meeting with nominations for the selection of a chairman. Mr. Shalaby nominated Ms. Lampman for the position, and Mr. Hall seconded the nomination. There were no other nominations. A vote was taken to elect Ms. Lampman as the chair of the Building Code Appeals Board, and the motion carried unanimously with all members in favor. Mr. Santay then turned the meeting over to Ms. Lampman.

Approval of the amended Bylaws:

Ms. Lampman addressed the approval of amended bylaws, ensuring everyone had reviewed them. Mr. Santay provided context, mentioning the input from DHCD representatives in a previous meeting, resulting in the inclusion of a Vice Chairman position. Mr. Shalaby promptly made a motion to adopt the modified bylaws, seconded by Mr. Hall. Ms. Lampman raised questions regarding the appeal hearing schedule, noting discrepancies with state guidelines. Discussion ensued, clarifying the 45-day limit for appeal hearings. The board agreed to align with state regulations, subject to confirmation.

Transitioning to budgetary concerns, Mr. Santay discussed legal representation, proposing inclusion in the bylaws and confirming budget allocation for FY25. Ms. Lampman sought clarification on legal advisory processes until July, emphasizing volunteer representation. Mr. Santay addressed the potential need for legal counsel before FY25 and the process of appealing decisions. Ms. Wimbush provided clarity, explaining that the County Attorney's office cannot represent the Board of Building Code Appeals because they represent County staff, which in the case of this board is Ms. Jamison, who serves as the Building Official. This distinction highlighted the necessity of seeking legal representation for the board.



Mr. Shalaby made a motion to approve the bylaws as amended, Mr. Halsey seconded the motion. The motion to approve the bylaws passed unanimously. Ms. Lampman concluded the section, confirming unanimous acceptance of the motion.

Election of Vice-Chair:

Ms. Lampman initiated the discussion on electing a new vice-chair or nominating one. Mr. Santay cautioned against nominating Mr. Shalaby, citing his status as an alternate member. Ms. Jamison inquired about Mr. Bigoney's retirement plans, prompting clarification from Ms. Wimbush that even if Mr. Bigoney retired, Mr. Shalaby would need to reapply as a member rather than an alternate.

Mr. Shalaby nominated Mr. Hall as Vice-chair, which was seconded by Mr. Cox. The motion passed unanimously.

Approval of the Minutes:

Ms. Lampman proceeded to the approval of the July 11, 2023 minutes. After inviting questions, she initiated a motion for approval. Mr. Hall promptly made the motion, which was seconded by Mr. Cox. Following the motion and second, Ms. Lampman inquired if there was any discussion, to which there was none. The minutes were unanimously approved. Ms. Lampman clarified that Mr. Hall's motion was what carried the approval.

Old Business:

Mr. Shalaby remarked on the efficiency of the meeting, prompting Mr. Santay to entertain any additional discussion points before adjournment. Mr. Shalaby inquired about upcoming issues, particularly regarding modular buildings, which had been the subject of a recent appeal from the schools. Mr. Santay explained the ongoing nature of the issue and the lack of precedence in previous decisions. Discussion ensued regarding potential solutions, including seeking amendments to state codes or materials approval. Ms. Jamison emphasized the need for a broader solution and expressed frustration with the limitations of materials approval. The board discussed the challenges of securing manufacturer approval and the likelihood of continued issues due to construction costs. Mr. Santay then addressed his pending role as Secretary of the Board of Code Appeals, explaining the need for his involvement in appeals processes. Ms. Lampman briefly addressed old and new business before Mr. Shalaby motioned to adjourn, which was seconded by Mr. Halsey, concluding the meeting.