



STAFFORD COUNTY BOARD OF BUILDING CODE APPEALS

Draft Meeting Minutes

April 8, 2025, at 5:30 p.m.

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

Board members gathered in the Activities room at 4:45pm for a training seminar sponsored by the Dept. Of Housing and Community Development and facilitated by Travis Luter, Secretary to the States/DHCD, Technical Review Board.

Attendance: Gregory Cox, J.C. Hall, Stacey Lampman, Sean Halsey, and Samer Shalaby

Absent: Hafizullah Shirzai

Others in attendance: Cary Jamison, Stafford County Building Official; Katrina Griffin, Building Inspections Administrative Specialist, Vicki Sowers, Community Development Business Finance Manager, and Wendy Meyer, Assistant County Attorney.

Yearly Administrative Meeting:

Call to Order: Stacey Lampman called the meeting to order at 6:14 p.m.

Roll Call:

Attendance: Gregory Cox, J.C. Hall, Stacey Lampman, Sean Halsey, and Samer Shalaby

Absent: Hafizullah Shirzai

Others in attendance: Cary Jamison, Stafford County Building Official; Katrina Griffin, Building Inspections Administrative Specialist, Vicki Sowers, Community Development Business Finance Manager, and Wendy Meyer, Assistant County Attorney.

Quorum was established... (3 Members Required)

Election of Chair:

Stacey Lampman opened the meeting with nominations for the selection of a chairman. JC Hall nominated Stacey Lampman to continue as Chairman, seconded by Sean Halsey. Unanimously approved.

Election of Vice Chair:

Sean Halsey nominated JC (Jerry) Hall to remain as Vice-Chairman. Grey Cox seconded. Unanimously approved.



Approval of the Minutes:

Ms. Lampman made a request for a minor change to the minutes of January 18, 2024. Page two, "election of Vice-Chair", first sentence, change "elect new CHAIR" to "elect new Vice – Chair"
A motion to approve January 18, 2024, minutes with noted change was made by Mr. Hall and seconded by Samer Shalaby. The January 18, 2024, minutes were unanimously approved.

Other Business: By-Laws Review

Board of Building Appeals 4.08.2025

Transcript

<https://otter.ai/u/VAaHo27o9Gt7ZlkQelSmXyHUzXI?view=summary>

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The Board of Building Appeals discussed term lengths, recommending staggered terms to avoid losing more than 50% of the board. Stacy Lampman was elected Chair, and JC Hall as Vice Chair. They approved the January 18, 2024, meeting minutes with a minor correction. The board debated adding legal representation and updating bylaws, including virtual meeting provisions and term limits. They agreed to review existing procedures and policies, with staff to draft revised bylaws. The need for budget approval from the Board of Supervisors was highlighted, aiming for a resolution within 60 days. The next meeting was set for a reasonable post-information receipt.

Action Items

- [] - Obtain a copy of the current procedures/policies for the board and review them to identify potential bylaw changes.
- Prepare a revised set of bylaws incorporating the changes discussed (e.g. virtual meeting capabilities, time limits, etc.) and present them at the next meeting.
- [] Ask staff to review options for providing legal representation for the board and report back within 60 days or before the next appeal is heard.
- [] Reach out to the Board of Supervisors to inquire about potential funding sources for legal representation.

Outline

Roll Call and Election of Chair

- Stacey Lampman calls the roll for the Stafford County Board of Building Code Appeals.
- Discussion on the election of Chair and Vice Chair.
- JC (Jerry) Hall nominates Stacy Lampman as Chair, and Sean Halsey nominates JC as Co-Chair.
- Stacy Lampman is elected as Chair, and JC (Jerry) Hall is elected as Vice Chair.

Approval of Previous Meeting Minutes

- Stacey Lampman moves to approve the meeting minutes from January 18, 2024.
- JC (Jerry) Hall seconds the motion.
- The motion to approve the minutes is passed unanimously.

Discussion on Bylaws and Legal Representation

- Stacey Lampman mentions the need to discuss bylaws and other business.



- Samer Shalaby suggests adding a provision for legal representation for the board. He made a motion to ask staff to review and find information regarding full legal representation for the Board. Mr. Hall seconded. It was also suggested to bring the issue to the Board of Supervisors. Ms. Lampman clarified the ask with where the money will come from and date for answer/resolution – 60 days was agreed upon and Ms. Lampman confirmed that it needed to be done prior to an appeal being heard. All members unanimously approved the motion.
- Discussion on the need to review and update the bylaws, including the addition of legal representation.
- The board agrees to ask staff to review and find a way to provide legal representation for the board.

Amendments to Bylaws

- Samer Shalaby recommends incorporating existing procedures into the bylaws.
- Discussion on the need to review and update the bylaws based on training and recommendations.
- Stacey Lampman suggests including a provision for virtual meetings in the bylaws.
- The board agrees to get the necessary information and review it before making any changes.

Additional Recommendations and Budget Considerations

- Stacey Lampman recommends updating the code of appeals form to include the owner.
- Discussion on the need for a policy to direct the secretary to provide information to the board.
- Sean Halsey suggests nudging the Board of Supervisors to help with budget approval for legal representation.
- The board agrees to set a reasonable timeline for receiving and reviewing the necessary information.

Meeting Adjournment

- Stacey Lampman asks if there is any other business or comments.
- Sean Halsey moves to adjourn the meeting.
- JC (Jerry) Hall seconds the motion.
- The motion to adjourn is passed unanimously, with a request for a 30-day timeline for receiving the necessary information.

Adjournment

Mr. Halsey motioned to adjourn the meeting. Mr. Hall seconded. Meeting adjourned at 6:30pm.