



BUILDING & FIRE CODES BOARD OF APPEAL

Minutes

December 4, 2015

9:00 a.m.

City Hall Council Chambers

City Hall

400 S. Orange Ave

Orlando, Florida

I. Call to Order

The Board called the meeting to order at 9:08 AM.

II. Roll Call

The following Board members were present: Crystal Jenkins, Bryan Spangler, Jonathan Cantwell, Mitesh Smart, and Radames Lamenza

Board member absent: Rusty Graf, Saila Alath

Also in attendance: Alison Brackins – Assistant City Attorney, Timothy Johnson – Permitting Services, Crystal Emeric – Permitting Services

III. Old Business

- A. Motion was made by Mitesh and seconded by Radames for approval for the October 2, 2015 meeting minutes. Motion was unanimously approved.

IV. Brief education topic review: Tabled till the next meeting

V. New Business

A. Elections for Chair and Vice-Chair

- Motion was made by Mitesh and seconded by Bryan for Crystal Jenkins to serve as Chair. Motion was unanimously approved.
- Motion was made by Mitesh and seconded by Bryan for Rusty Graf to serve as Vice-Chair. Motion was unanimously approved.

VI. Comments from the Board

- Electronic Plan Submittal Implementation for Planning is set to take place on 12/21. Go live for Permitting will take place on 1/26. Submittals will include electronic signatures and seal. Options for electronic conversion for hard copy submittals will be offered.
- Discussion on who determines the occupancy load, Building or Fire based off of the Building Code and Fire Codes.

VII. Meeting adjourned at 9:22 AM

Respectfully Submitted,

Timothy L. Johnson, AIA/NOMA
Permitting Services Division Manager
Building & Fire Codes Board of Appeal

Crystal Emeric
Recording Secretary
Building & Fire Codes Board of Appeal