



# **BUILDING & FIRE CODES BOARD OF APPEAL**

**Minutes**

**November 4, 2016**

**9:00 a.m.**

**2<sup>nd</sup> Floor Agenda Conference Room**

**City Hall**

**400 S. Orange Ave**

**Orlando, Florida**

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## **I. Call to Order**

The Board called the meeting to order at 9:07 am.

## **II. Roll Call**

**The following Board members were present:** Bryan Spangler, Jonathan Cantwell, Mitesh Smart, Crystal Jenkins, Laura Barbero-Buffa and Scott Coleman

**Board member absent:** Radames Lamenza

**Also in attendance:** Roy Eden- Building Official, Ashley Edwards – Recording Secretary

## **III. Old Business**

- A. Motion was made by Bryan Spangler and seconded by Jonathan Cantwell for approval of the September 9, 2016 meeting minutes. Motion was unanimously approved.

## **IV. Brief education topic review (Laura Barbero-Buffa) – “Project Submittals: What I’ve learned.”**

Laura briefly discussed the importance of using specific materials listed in the initial permit application. She further explained the detrimental outcome if other unauthorized materials are used.

Roy Eden will present the next educational topic: “Existing Buildings”

## **V. New Business**

- A. Motion was made by Mitesh Smart and seconded by Jonathan Cantwell to accept the revised Building and Fire Codes Annual Report; the motion was unanimously approved and signed by Crystal Jenkins.

## **VI. Meeting adjourned at 9:44**

**Respectfully Submitted,**

**Timothy L. Johnson, AIA/NOMA**  
**Permitting Services Division Manager**

**Ashley Edwards**  
**Recording Secretary**