



Local Board of Building Code Appeals

April 3, 2025

The Local Board of Building Code Appeals meeting of the Town of Front Royal, Virginia was held on April 3, 2025, at 6 p.m. Town Hall, 2nd Floor Conference Room.

CALL TO ORDER:

Daniel Wells called the Local Board of Building Code Appeals (LBBCA), on April 3, 2025, meeting to order at 6:00 p.m.

ROLL CALL – DETERMINATION OF QUORUM

Present: George Cline
Charles Gornowich
Christopher (Frank) Stankiewicz
Ann Shaffer
Sterling Whitehead
Michael Spence

Staff: Daniel Wells, Property Maintenance Official
George Sonnett, Town Attorney
Connie L Potter, Executive Assistant / Clerk for LBBCA

ELECTION OF OFFICERS

Chairman:

Mr. Gornowich moved, seconded by Ms. Shaffer to nominate Frank Stankiewicz as Chairman.

VOTE: Yes – Shaffer, Cline, Whitehead, Gornowich, Stankiewicz, Spence

No – N/A

Abstain – N/A

Absent – N/A

ROLL CALL

Vice Chairman:

Chairman Stankiewicz moved, seconded by Mr. Gornowich to nominate George Cline as Vice Chairman.

VOTE: Yes – Shaffer, Whitehead, Gornowich, Stankiewicz, Spence

No – N/A

Abstain – Cline

Absent – N/A

ROLL CALL



NEW BUSINESS

- By-Laws

Mr. Gornowich moved, seconded by Chairman Stankiewicz to accept the by-laws.

VOTE: Yes – Spence, Stankiewicz, Gornowich, Whitehead, Shaffer

No – N/A

Abstain – N/A

Absent – N/A

ROLL CALL

LOCAL BOARD OF BUILDING CODE APPEALS STATE TRAINING

Presented by:

W. Travis Luter, Sr., CBO

Secretary to the State Building Code Technical Review Board

Code and Regulation Specialist

Virginia Department of Housing and Community Development (DHCD)

Mr. Luter introduced himself and read a disclosure statement.

Some highlights from the training are listed below. In addition, the training provided by a Power Point presentation is also included in the minutes.

Three (3) members is a meeting. Any time you are discussing business of the Town you are holding a meeting. All meetings are open to the public. The LBBCA shall not go into a closed session. Any FOIA related questions can be directed to the Town Attorney.

The LBBCA only enforces property maintenance. The reason for the Board is to verify the Property Maintenance Official's decision. When a case is filed you only have thirty (30) days to hear it.

The Chairman should not cast a vote.

Members are not required to live in the Town, County or State of Virginia to be on the LBBCA. There is nothing in state code that speaks to residency at all. The LBBCA shall meet at least once a year to elect officers. Members should represent different occupational and professional fields relating to the construction industry.

If the chairman is not present the secretary has to open the meeting and ask for a chair. No one can open the meeting but the secretary in this situation.



There is a one (1) party consent for recording a conversation.

Individual(s) have fourteen (14) days to file an appeal. If they submit the appeal on day 15 Planning and Zoning staff have to accept the appeal and take it to the Board who will determine if it is too late and if they will or won't hear any of it.

Staff cannot help the person fill out the appeal application or fill it out for them.

A public comment section should be included on the agenda at every meeting.

The LBBCA can either uphold, overturn, or modify the Property Maintenance Officials decision. The Board should do their best to uphold or overturn the appeal. Try to stay away from modify.

As a local Board the members do not have legal counsel.

The LBBCA should approve time limits for public speakers. See example below:

Appellant/Appellee's Opening Statement/Testimony by the Appellant/ Witnesses for the Appellant:

- *Time limit twenty (20) minutes for appeals hearings*
- *Time limit eight (8) minutes for preliminary hearings*

Cross-examination of Appellant/Appellee and Witnesses:

- *Time limit ten (10) minutes for appeals hearings.*
- *Time limit five (5) minutes for preliminary hearings*

Questioning by Review Board Members of the Appellant/Appellee:

- *Time limit thirty (30) minutes for appeals hearings.*
- *Time limit thirteen (13) minutes for preliminary hearings*

Closing Statements of Appellant/Appellee:

- *Time limit five (5) minutes for appeals hearings.*
- *Time limit two (2) minutes for preliminary hearings*

All cases are individual and are NOT precedence setting.

ADJOURNMENT

With no further business before the Board,

Chairman Stankiewicz moved, seconded by Mr. Gornowich to adjourn the meeting.



Local Board of Building Code Appeals

April 3, 2025

VOTE: Yes – Shaffer, Cline, Whitehead, Gornowich, Stankiewicz, Spence

No – N/A

Abstain – N/A

Absent – N/A

ROLL CALL

The meeting was adjourned at 8:28 p.m.

Approved by the Local Board of Building Code Appeals

Date: 2/5/2026