

STATE BUILDING CODE TECHNICAL REVIEW BOARD
MEETING MINUTES
July 17, 2026
Virginia Housing Center
4224 Cox Road Glen Allen, Virginia 23060

Members Present

Mr. James R. Dawson, Chair
Mr. Daniel Crigler
Mr. Joseph Kessler
Mr. R. Jonah Margarella
Ms. Joanne Monday
Mr. James S. Moss
Mr. Aaron Zdinak, PE

Members Absent

Mr. Vince Butler
Mr. Alan Givens
Ms. Christina Jackson
Mr. Eric Mays, PE
Mr. W. Shaun Pharr, Esq., Vice-Chair
Ms. Elizabeth White

Call to Order

The meeting of the State Building Code Technical Review Board (“Review Board”) was called to order at approximately 10:00 a.m. by Secretary Luter.

Roll Call

The roll was called by Mr. Luter and a quorum was present. Mr. Justin I. Bell, legal counsel for the Review Board from the Attorney General’s Office, was also present, arriving during the Cory Kruse (Appeal No. 26-01) hearing.

Elections of Officers

Mr. Luter advised the board members that the terms of the officers of the Board had expired and election of officers was needed prior to moving forward with the meeting. Mr. Luter then called for nominations for Chair. Ms. Monday nominated Mr. Dawson. The nomination was seconded by Mr. Kessler. Mr. Luter called for nominations for Chair twice more. After hearing no further nominations, Mr. Luter closed the nominations for Chair. A vote was taken and Mr. Dawson was unanimously elected as Chair.

Chair Dawson called for nominations for Vice-Chair. Mr. Crigler nominated Mr. Pharr for Vice-Chair. The nomination was seconded by Ms. Monday. Chairman Dawson called for nominations for Vice-Chair twice more. After hearing no further nominations for Vice-Chair, Mr. Dawson closed the nominations. A vote was taken and Mr. Pharr was unanimously elected as Vice-Chair.

Chair Dawson called for nominations for Secretary. Ms. Monday nominated Mr. Luter for Secretary. The nomination was seconded by Mr. Zdinak. Chairman Dawson called for nominations for Secretary twice more. After hearing no further nominations for Secretary, Mr.

State Building Code Technical Review Board
July 17, 2026 Minutes - Page 2

Dawson closed the nominations. A vote was taken and Mr. Luter was unanimously elected as Secretary.

Approval of Minutes

The draft minutes of the April 17, 2026 meeting in the Review Board members' agenda package were considered. Mr. Moss moved to approve the minutes as presented. The motion was seconded by Mr. Margarella and passed.

Note: Ms. Monday recused herself from review, consideration, and approval of the minutes.

Interpretation

Approval of Interpretation 02/2026:

After review and consideration of Interpretation 02/2026, presented in the Review Board members' agenda package, Mr. Moss moved to approve Interpretation 02/2026 as presented. The motion was seconded by Mr. Zdinak and passed unanimously.

Approval of Interpretation 03/2026:

After review and consideration of Interpretation 03/2026, presented in the Review Board members' agenda package, Mr. Margarella moved to approve Interpretation 03/2026 as presented. The motion was seconded by Mr. Moss and passed unanimously.

Approval of Interpretation 04/2026:

After review and consideration of Interpretation 04/2026, presented in the Review Board members' agenda package, Mr. Moss moved to approve Interpretation 04/2026 as presented. The motion was seconded by Mr. Zdinak and passed unanimously.

Approval of Interpretation 05/2026:

After review and consideration of Interpretation 05/2026, presented in the Review Board members' agenda package, Mr. Moss moved to approve Interpretation 05/2026 as presented. The motion was seconded by Mr. Crigler and passed unanimously.

Public Comment

Chair Dawson opened the meeting for public comment. Mr. Luter advised that no one had signed up to speak. Chair Dawson closed the public comment period.

State Building Code Technical Review Board
July 17, 2026 Minutes - Page 3

New Business

Cory Kruse: Appeal No. 26-01:

A preliminary hearing was convened with Chair Dawson serving as the presiding officer. The preliminary hearing was related to the timeliness of the appeal.

The following persons were sworn in and given an opportunity to present testimony:

Cory Kruse, appellant
Kris Bridges, City of Martinsville Building Official
Mark Price, City of Martinsville Deputy Building Official

After testimony concluded, Chair Dawson closed the hearing and stated a decision from the Review Board members would be forthcoming and the deliberations would be conducted in open session. It was further noted that a final order reflecting the decision would be considered at a subsequent meeting and, when approved, would be distributed to the parties, and would contain a statement of further right of appeal.

Decision: Cory Kruse: Appeal No. 26-01:

After deliberations, Mr. Moss moved to uphold the decision of the local appeals board that the appeal was untimely because Kruse did not file the appeal application within 14 calendar days of receipt of the decision being appealed. The motion was seconded by Ms. Monday and passed unanimously.

William Laffoon: Appeal No. 26-02:

A hearing was convened with Chair Dawson serving as the presiding officer. The hearing was related to the requirement for permits when no change of occupancy classification occurred and no work was being performed as well as the subsequent rejected plan review on the basement and first floor of the structures located at 5 E. and 7 E. Broad St in the City of Richmond. The permit applications and plans were submitted by William Laffoon, design professional for the property owner, to acquire new certificates of occupancy for two new tenants, which is a requirement of the City of Richmond Finance Office to receive their business licenses.

The following persons were sworn in and given an opportunity to present testimony:

William Laffoon, Design Professional for the property owner
David Branch, Witness for William Laffoon

Daniel Mouer, City of Richmond Program & Operations Mgr.
Michelle Dickson, City of Richmond Sr. Plan Review Engineer

Also present was:

Greg Lukanuski, City Attorney for City of Richmond

After testimony concluded, Chair Dawson closed the hearing and stated a decision from the Review Board members would be forthcoming and the deliberations would be conducted in open session. It was further noted that a final order reflecting the decision would be considered at a subsequent meeting and, when approved, would be distributed to the parties, and would contain a statement of further right of appeal.

Decision: William Laffoon: Appeal No. 26-02:

Motion #1:

After deliberations, Mr. Moss moved to overturn the decision of the city and local appeals board that permits were required because there was no change of occupancy classification or work being performed in the building pursuant to record of the appeal and testimony provided by all parties during the hearing. The motion was seconded by Mr. Margarella and passed unanimously.

Motion #2:

After deliberations, Mr. Moss moved to overturn the decision of the city and local appeals board that Laffoon must provide the City with information for plan review because the decision of Motion #1 above ruled that there was no requirement for permits; therefore, with no requirement for permits the City cannot require Laffoon to provide the City with information for plan review. The motion was seconded by Mr. Margarella and passed unanimously.

Motion #3:

After deliberations, Ms. Monday moved that the Issues for Resolution #3, #4, and #5 listed in the Staff Document for the case and found on page 89 of the Review Board July 17, 2026 agenda packet were not appropriate for the Review Board to rule on because of the decisions of the Board to (1) overturn the decision of the city and local appeals board that permits were required and (2) overturn the decision of the city and local appeals board that Laffoon must provide the City with information for plan review. The motion was seconded by Mr. Margarella and passed unanimously.

Secretary's Report

Mr. Luter pointed the Review Board members to the copy of Review Board Policy #30 presented in the Review Board members' agenda

State Building Code Technical Review Board
July 17, 2026 Minutes - Page 5

package. After a brief discussion, Mr. Moss moved to re-adopt Policy #30 as written in compliance with §2.2-3708.3 of the Code of Virginia. The motion was seconded by Ms. Monday and passed unanimously.

Mr. Luter pointed the Review Board members to the copy of Review Board Policy #31 presented in the Review Board members' agenda package. After a brief discussion, Mr. Moss moved to re-adopt Policy #31 as written in compliance with §2.2-3708.3 of the Code of Virginia. The motion was seconded by Ms. Monday and passed unanimously.

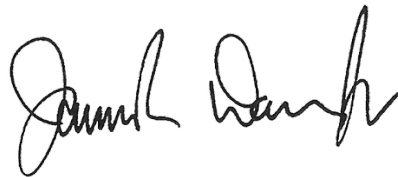
Mr. Luter informed the Review Board of the current caseload for the upcoming meeting scheduled for August 21, 2026.

Mr. Bell provided legal updates to the Review Board members.

Adjournment

There being no further business, the meeting was adjourned by proper motion at approximately 2:00 p.m.

Approved: August 21, 2026



Chair, State Building Code Technical Review Board



Secretary, State Building Code Technical Review Board