



Office of the Town Manager  
Christopher E. Martino

# STAFF REPORT

## Warrenton Town Council

Carter Nevill, Mayor  
Heather Sutphin, Ward 1  
William Semple, Ward 2  
Brett Hamby, Ward 3  
James Hartman, Ward 4 Vice Mayor  
Eric Gagnon, Ward 5  
Paul Mooney, At Large  
David McGuire, At Large

<b>Council Meeting Date:</b>	February 10 <sup>th</sup> , 2026.
<b>Agenda Title:</b>	Appointment of Local Board of Building Code Appeals Member.
<b>Requested Action:</b>	Consider an Appoint to the Local Board of Building Code Appeals members.
<b>Department / Agency Lead:</b>	Community Development
<b>Staff Lead:</b>	Hunter Digges, Building Official

## EXECUTIVE SUMMARY

The Local Board of Building Code Officials (LBBCA) is a quasi-judicial board providing a first-tier due process right of adjudication of decisions of local government building or fire officials. Virginia's System of building codes establishes the process of enforcement by the officials through either the Virginia Uniform Statewide Building Code, the Virginia Statewide Fire Prevention Code, or the Virginia Property Maintenance Code.

The LBBCA typically meets annually at an organizational meeting and as- needed to hear appeals of the decisions of the building officials.

Four Members of the LBBCA were appointed at the January 9<sup>th</sup>, 2024, Town Council Regular Meeting.

The State Building code provides guidelines for the LBBCA. The minimum number of members should be 5 with the potential for two additional alternate members. In 2025, one of the appointed members unfortunately passed and their position remains vacant.

## BACKGROUND

Historically, the LBBCA members have been appointed by the Council. Appeals to the LBBCA are not numerous and are a rarity in Town.

Historically, the members of the Fauquier County LBBCA have volunteered to be appointed to the Town's LBBCA and serve their community. It is common for the members to be appointed to multiple boards due to the level of expertise needed for these roles and the infrequency of necessary action by them.

## STAFF RECOMMENDATION

Staff recommends that the Town Council Ms. Chelsea M Greer, a "experienced property manager" to the Local Board of Building Code Appeals.

**Service Level/Collaborative Impact**

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Appointment of Local Board of Building Code Appeals members allows Town citizens and contractors the ability to appeal any determination made by a code official or the local building departments application of the Uniform Statewide Building Code, the Virginia Statewide Fire Prevention Code, and the Virginia Property Maintenance Code. The term of each member would be for four years.

**Policy Direction/Warrenton Plan 2040**

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The Local Board of Building Code Appeals (LBBCA) is tasked with hearing appeals of the determinations made by the Building Official. Enforcement of State Building Codes is for the health, safety, and welfare of the citizens and businesses of the Town of Warrenton contained within the built environment and property maintenance.

**Fiscal Impact**

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No additional fiscal impact is expected.

**Legal Impact**

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The purpose of the LBBCA is to hear appeals of determinations made by the Building Official. This in turn may involve the Town Attorney for representation. The lack of a LBBCA would impact the Building Officials ability to enforce the building codes of the Town and impact the Citizen's ability to appeal the decisions made.

**ATTACHMENTS**

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1. Section 119 of the Uniform Statewide Building Code
2. Resolutions of appointment for suggested member.