

**ORANGE COUNTY BUILDING CODES BOARD OF ADJUSTMENTS AND APPEALS  
MINUTES**

A meeting of the Building Codes Board of Adjustments and Appeals was held on Wednesday, November 28th, 2018, at 2:00 p.m. in the Orange County Administration Center, Commission Chambers, at 201 S. Rosalind Avenue, Orlando, Florida 32801.

**MEMBERS PRESENT**

Eric Kleinsteuber, Chairperson  
Jamie L. Rodriguez, Vice Chair  
Donald Graham  
Raymond T. Kilmer  
Stephanie Houde  
Mukesh Joshi

**MEMBERS ABSENT**

Michael R. Holloway  
Victor Diaz  
Kafi D. Kennedy Swanson  
Tony Hartsgrrove

**ORANGE COUNTY STAFF PRESENT**

Shane Gerwig, OC Building Official  
Roberta Alfonso, County Attorney  
Shirley Wilson, Administrative Assistant  
Dora Rosado, Administrative Assistant

**BOARD COUNSEL PRESENT**

D. John Morgeson, Jr., Board Counsel

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The meeting was called to Order by the Chair, Eric Kleinsteuber, at 2:00 p.m. The Board Recording Secretary, Dora Rosado, called the roll. A quorum was met.

Mr. Shane Gerwig, Building Official, presented two agenda updates: 1) a "Public Comment" will be added to future agendas; 2) The Building Official also recognized UCF students from the Real Estate program who were present to interact with government activities. No motions were needed to change the agenda.

The Chairman requested a public comment. There was none.

**APPROVAL OF MINUTES:**

The Chair, Eric Kleinsteuber, requested a motion approving the minutes of the July 25th, 2018, Building Codes Board of Adjustments and Appeals meeting.

Board Member Mukesh Joshi indicated that there was a typo in page number two of the minutes.

A question from Board Member Mukesh Joshi aroused in regards to the "date" the motion made to suspend Ralph C. Mervine, "The Contractor" is counted. Board Counsel Morgeson Jr. clarified that the motion to suspend the contractor is considered one year beginning the "date of the order".

A motion on the minute's approval was made by Jamie L. Rodriguez, Vice Chair, to accept the minutes with the corrected typo, seconded by Raymond T. Kilmer, unanimously, all members carried to **approve** the minutes of the July 25th, 2018, Building Codes Board of Adjustment and Appeals meeting.

## **ANNOUNCEMENT OF TWO NEW BOARD MEMBERS**

The following two members were welcomed and recognized:

- 1) Ms. Stephanie Houde, Consumer Representative; and
- 2) Mr. Tony Harstgrove, Residential General Contractor.

**OLD BUSINESS:** There was no old business.

**NEW BUSINESS:** Shane Gerwig, Building Official, presented a **summary for the Fiscal Year 2018 Orange County Development Activity Report for un-incorporated Orange County.**

## **ADJOURNMENT:**

A motion to adjourn the meeting was made by Vice-Chairman Jamie L. Rodriguez, seconded by Board Member Donald Graham, all were in favor. The meeting was adjourned at 2:35 p.m.

## **ATTEST:**

A blue ink signature of Eric Kleinsteuber, consisting of several overlapping horizontal and diagonal strokes.

Eric Kleinsteuber  
Chairman

A blue ink signature of Dora Rosado, written in a cursive style.

Dora Rosado  
Board Recording Secretary