

**PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
BOARD APPOINTMENT SUMMARY**

**Meeting Date:** December 4, 2012  
**Department:** Planning, Zoning & Building Department  
**Submitted By:** Building Division  
**Advisory Board Name:** Construction Board of Adjustments and Appeals

**I. EXECUTIVE BRIEF**

**Motion and Title:** Staff recommends motion to approve: Appointment of one (1) new member to the Construction Board of Adjustments and Appeals, for a term of four (4) years.

<u>Nominee</u>	<u>Seat</u>	<u>Requirement</u>	<u>Nominated By</u>	<u>Term</u>
Peter Dzenutis	7	Other Contractor	CIMC	12/4/12-12/3/16

Palm Beach County Ordinance 89-31 created the Construction Board of Adjustment and Appeals. The Construction Industry Management Council of Palm Beach County (CIMC) has nominated Peter Dzenutis. Mr. Dzenutis previously served in Seat 9 for a one (1) year term. Per Palm Beach County Ordinance 2012-006, as amended, Palm Beach County Amendments to the Florida Building Code, 2010 Edition the Board is comprised of nine (9) members. One architect; one engineer; one general contractor; one electrical contractor; one HVAC contractor; one plumbing contractor and any other contractor licensed category. In addition to these members, there should be two alternate members, one member with the qualifications referenced above and one member at large from the public. (Building Division) Countywide (SF)

**Background and Justification:** The Construction Board of Adjustment and Appeals shall have the power, as further defined in 113.3 of the Palm Beach County Amendments to the Florida Building Code, to hear appeals of decisions and interpretations of the Building Official and consider variances of the technical codes. The Board shall establish rules and regulations for its own procedure not inconsistent with the provisions of this code. The Board shall meet on call of the chairman. The board shall meet within 30 calendar days after notice of appeal has been received.

This advisory committee membership has 9 seats, 8 currently filled and 1 vacancy and a diversity count of White: 8 (100%). The gender ratio (male:female) is 7:1.

**Attachments:**

1. Board Application
2. Resume
3. Letters of Recommendation
4. CBAA Attendance Record
5. Section 113 of the PBC Amendments to the Florida Building Code, 2010 Edition

**Recommended By:** Ed Deccat / Caldwell 11/8/12  
 Department Director Date  
**Legal Sufficiency:** [Signature] 11/13/12  
 Assistant County Attorney Date

**II. REVIEW COMMENTS**

**A. Other Department Review:**

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**Department Director**

**Date**

REVISED 06/92  
ADM FORM 03  
(THIS SUMMARY IS NOT TO BE USED AS A BASIS FOR PAYMENT.)

**PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
BOARDS/COMMITTEES APPLICATION**

The information provided on this form will be used by County Commissioners and/or the entire Board in considering your nomination. This form **MUST BE COMPLETED IN FULL**. Answer "none" or "not applicable" where appropriate. **Further, please attach a biography or résumé to this form.**

**Section I (Department):** (Please Print)

Board Name: Construction Board of Adjustments and Appeals Advisory  Not Advisory

At Large Appointment or  District Appointment / District #: \_\_\_\_\_

Term of Appointment: 24 Years. From: 12/4/12 To: 12/3/15

Seat Requirement: Other Contractor Licensed Category Seat #: 7

\*Reappointment or  New Appointment

or  to complete the term of \_\_\_\_\_ Due to:  resignation  other

Completion of term to expire on: \_\_\_\_\_

\*When a person is being considered for reappointment, the number of previous disclosed voting conflicts during the previous term shall be considered by the Board of County Commissioners: \_\_\_\_\_

**Section II (Applicant):** (Please Print)

**APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT**

Name: Dzenutis Peter A.  
Last First Middle

Occupation/Affiliation: Roofman Inc.

Owner  Employee  Officer

Business Name: Roofman Inc.

Business Address: P.O. Box 13148

City & State: North Palm Beach, FL Zip Code: 33408

Residence Address: 129 Lebane Terrace

City & State: North Palm Beach, FL Zip Code: 33407

Home Phone: ( ) Business Phone: (561) 844-0892 Ext.

Cell Phone: (561) 719-8737 Fax: (561) 863-5245

Email Address: \_\_\_\_\_

Mailing Address Preference:  Business  Residence

Have you ever been convicted of a felony: Yes \_\_\_\_\_ No

If Yes, state the court, nature of offense, disposition of case and date: \_\_\_\_\_

Minority Identification Code:  Male  Female  
 Native-American  Hispanic-American  Asian-American  African-American  Caucasian

Section II Continued:

**CONTRACTUAL RELATIONSHIPS:** Pursuant to Article XIII, Sec. 2-443 of the Palm Beach County Code of Ethics, advisory board members are prohibited from entering into any contract or other transaction for goods or services with Palm Beach County. Exceptions to this prohibition include awards made under sealed competitive bids, certain emergency and sole source purchases, and transactions that do not exceed \$500 per year in aggregate. These exemptions are described in the Code. This prohibition does not apply when the advisory board member's board provides no regulation, oversight, management, or policy-setting recommendations regarding the subject contract or transaction and the contract or transaction is disclosed at a public meeting of the Board of County Commissioners. To determine compliance with this provision, it is necessary that you, as a board member applicant, identify all contractual relationships between Palm Beach County government and you as an individual, directly or indirectly, or your employer or business. This information should be provided in the space below. If there are no contracts or transactions to report, please verify that none exist. Staff will review this information and determine if you are eligible to serve or if you may be eligible for an exception or waiver pursuant to the code.

<u>Contract/Transaction No.</u>	<u>Department/Division</u>	<u>Description of Services</u>	<u>Term</u>
<u>Ex: (R#XX-XXXX/PO XXX)</u>	<u>Parks &amp; Recreation</u>	<u>General Maintenance</u>	<u>10/01/11-09/30/12</u>
_____	_____	_____	_____
_____	_____	_____	_____

(Attach Additional Sheet(s), if necessary)

OR  NONE

All board members are required to read and complete training on Article XIII, the Palm Beach County Code of Ethics, and read the Guide to the Sunshine Amendment prior to appointment/reappointment. Article XIII, and the training requirement can be found on the web at: <http://www.palmbeachcountyethics.com/training.htm>. Keep in mind this requirement is on-going.

By signing below I acknowledge that I have read, understand, and agree to abide by Article XIII, the Palm Beach County Code of Ethics, and I have received the required Ethics training (in the manner checked below):

- By watching the training program on the Web, DVD or VHS
- By attending a live presentation given on \_\_\_\_\_, 20\_\_

AND

By signing below I acknowledge that I have read, understand and agree to abide by the Guide to the Sunshine Amendment & State of Florida Code of Ethics:

\*Applicant's Signature: Peter A. Dzenutis Printed Name: Peter A. Dzenutis Date: 7-10-12


Any questions and/or concerns regarding Article XIII, the Palm Beach County Code of Ethics, please visit the Commission on Ethics website [www.palmbeachcountyethics.com](http://www.palmbeachcountyethics.com) or contact us via email at [ethics@palmbeachcountyethics.com](mailto:ethics@palmbeachcountyethics.com) or (561) 233-0724.

Return this FORM to:  
Ashley Salvati, Palm Beach County Building Division  
2300 North Jog Road, West Palm Beach, FL 33411

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: \_\_\_\_\_

Commissioner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **Peter A. Dzenutis, Jr.**

129 Lehane Terrace #132, North Palm Beach, FL 33408

Phone # 561-844-0892 Fax # 561-863-5245

Email: roofmaninc@bellsouth.net

State Roofing License # CCC0044891

State General Contractors License # CGC035968

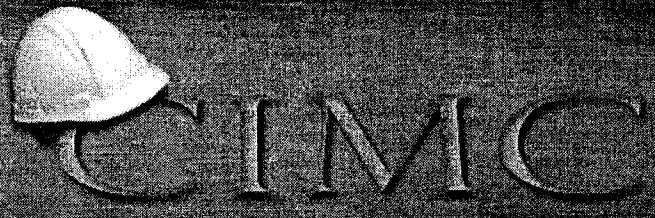
- 1971 - 1982** Construction Industry - Royal Construction Co.  
Norfolk, Ct - Established, working foreman, supervisor.  
Company built single family homes, remodeling,  
roofing, & masonry.
- 1982 - 1986** Construction Industry - Subcontractor for roofing  
companies in Palm Beach County
- 1986 - Present** Acquired state General Contractors license Established  
Roofman, Inc. - remodeling, shell contracting, roofing
- 1988 - Present** Acquired state Roofing license - specialized in  
commercial & residential roofing, & continued General  
Contracting

**Florida Roofing & Sheet Metal Association Member**

**Palm Beach County Roofing & Sheet Metal Contractors  
Association Member**

**Better Business Bureau Member with an A+ rating**

**CONSTRUCTION  
INDUSTRY  
MANAGEMENT  
COUNCIL**



**Bruce G. Kaleita, General Counsel**

**Natasha V. Cannon, Executive Director**

**\*\*\* FURNISHED VIA EMAIL \*\*\***

July 29, 2011

Rebecca Caldwell, Building Official  
Department of Planning Zoning & Building  
2300 North Jog Road  
West Palm Beach, Florida 33411

Re: Roofing Contractor Nominee to CBAA

Dear Ms. Caldwell:

The members of the Construction Industry Management Council have accepted the nomination of Peter Dzenutis by the Palm Beach County Roofing & Sheet Metal Contractors Association and voted unanimously to nominate him to serve another term as the Roofing Contractor on Seat 7 of the Construction Board of Adjustment & Appeals.

If you have any further questions, you can reach me at (561) 200-4788.

Sincerely,

*Natasha V. Cannon*

Natasha V. Cannon  
Executive Director

NVC/dn  
Cc: PBCRSM

THE MANAGEMENT LEVEL OF ASSOCIATIONS, REPRESENTING TRADES,  
SKILLS AND DESIGN PROFESSIONALS IN THE CONSTRUCTION INDUSTRY.

Aluminum Association of Florida, Palm Beach • American Institute of Architects of Palm Beach • Electrical  
Council of Florida • Palm Beach Air Conditioning Contractors of America • Palm Beach County Roofing &  
Sheet Metal Contractors Association • Plumbing Heating Cooling Contractors • Plumbing & Air Conditioning  
Contractors Industry Fund • Sunshine State One Call of Florida, Inc.

## CBAA MEETING ATTENDANCE

MEMBER	Sep-11	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12	Jul-12	Aug-12	Sep-12	Oct-12	Nov-12
Dixon, Ron	/	/	P	/	P	/	/	P	/	/	/	/	/	/	
Donegan, Thomas	/	/	P	/	P	/	/	P	/	/	/	/	/	/	
Drawdy, Duane	/	/	P	/	P	/	/	P	/	/	/	/	/	/	
Dzenutis, Peter	/	/	P	/	P	/	/	A	/	/	/	/	/	/	
Godfrey, Albert	/	/	P	/	P	/	/	P	/	/	/	/	/	/	
Rasper, Bart	/	/	P	/	P	/	/	P	/	/	/	/	/	/	
Walden, Margie	/	/	A	/	P	/	/	P	/	/	/	/	/	/	
Walker, Michael	/	/	P	/	A	/	/	P	/	/	/	/	/	/	
Wiener, Marc	/	/	A	/	P	/	/	A	/	/	/	/	/	/	

"P" member in attendance

"A" member absent

"/" scheduled meeting cancelled

Three absences of any member from required meetings of the board shall in a 12 month period, at the discretion of the applicable governing body, render any such member subject to immediate removal from office.

## **SECTION 113 CONSTRUCTION BOARD OF ADJUSTMENT AND APPEALS**

**113.1 Appointment.** There is hereby established a board to be called the Construction Board of Adjustment and Appeals, which shall consist of seven members and two alternates. The applicable governing body shall appoint the Board.

### **113.2 Membership and Terms**

**113.2.1 Membership.** The Construction Board of Adjustment and Appeals shall consist of seven members. Such board members shall be composed of individuals with knowledge and experience in the technical codes to include, to the greatest extent possible, an architect, engineer, general contractor, electrical contractor, HVAC contractor, plumbing contractor, and any other contractor licensed category. In addition to the regular members, there should be two alternate members, one member with the qualifications referenced above and one member at large from the public. A board member shall not act in a case in which he has a personal or financial interest.

**113.2.2 Terms.** The terms of office of the board members shall be staggered so no more than one-third of the board is appointed or replaced in any 12-month period. The two alternates, if appointed, shall serve one-year terms. Vacancies shall be filled for an unexpired term in the manner in which original appointments are required to be made. Three absences of any member from required meetings of the board shall in a 12 month period, at the discretion of the applicable governing body, render any such member subject to immediate removal from office.

**113.2.3 Quorum and voting.** A simple majority of the board shall constitute a quorum. In varying any provision of this code, the affirmative votes of the majority present, but not less than three affirmative votes, shall be required. In modifying a decision of the building official, not less than four affirmative votes, but not less than a majority of the board, shall be required. In the event that regular members are unable to attend a meeting, the alternate members, if appointed, shall vote.

**113.2.4 Secretary of board.** The building official or his/her authorized representative shall act as secretary of the board and shall make a detailed record of all of its proceedings, which shall set forth the reasons for its decision, the vote of each member, the absence of a member, and any failure of a member to vote.

**113.3 Powers.** The Construction Board of Adjustments and Appeals shall have the power, as further defined in 113.4, to hear appeals of decisions and interpretations of the building official and consider variances of the technical codes.

### **113.4 Appeals**

**113.4.1 Decision of the building official.** The owner of a building, structure or service system, or duly authorized agent, may appeal a decision of the building official to the Construction Board of Adjustment and Appeals whenever any one of the following conditions are claimed to exist:



1. The building official rejected or refused to approve the mode or manner of construction proposed to be followed or materials to be used in the installation or alteration of a building, structure or service system.
2. The provisions of this code do not apply to this specific case.
3. That an equally good or more desirable form of installation can be employed in any specific case, which the building official has rejected or refused.
4. The true intent and meaning of this code or any of the regulations hereunder have been misconstrued or incorrectly interpreted.

**113.4.2 Variances.** The Construction Board of Adjustments and Appeals, when upon written request, has been so appealed to and after a hearing, may vary the application of any provision of this code to any particular case when, in its opinion, the enforcement thereof would do manifest injustice and would be contrary to the spirit and purpose of this or the technical codes or public interest, and also finds all of the following:

1. That special conditions and circumstances exist which are peculiar to the building, structure or service system involved and which are not applicable to others.
2. That the special conditions and circumstances do not result from the action or inaction of the applicant.
3. That granting the variance requested will not confer on the applicant any special privilege that is denied by this code to other buildings, structures or service system.
4. That the variance granted is the minimum variance that will make possible the reasonable use of the building, structure or service system.
5. That the grant of the variance will be in harmony with the general intent and purpose of this code and will not be detrimental to the public health, safety and general welfare.

**113.4.2.1 Conditions of the variance.** In granting the variance, the board may prescribe a reasonable time limit within which the action for which the variance is required shall be commenced or completed or both. In addition, the board may prescribe appropriate conditions and safeguards in conformity with this code. Violation of the conditions of a variance shall be deemed a violation of this code.

**113.4.3 Notice of appeal.** Notice of appeal shall be in writing and filed within 30 calendar days after the building official renders the decision. Appeals shall be in a form acceptable to the building official.

**113.4.4 Unsafe or dangerous buildings or service systems.** In the case of a building, structure or service system, which in the opinion of the building official, is unsafe, unsanitary or dangerous, the building official may, in the order, limit the time for such appeals to a shorter period.

## **113.5 Procedures of the board.**

**113.5.1 Rules and regulations.** The board shall establish rules and regulations for its own procedure not inconsistent with the provisions of this code. The board shall meet on call of the chairman. The board shall meet within 30 calendar days after notice of appeal has been received.

**113.5.1.1 Rules of Evidence.** Formal rules of evidence shall not apply, but fundamental due process should be observed and govern the proceedings. Upon determination by the Chairperson, irrelevant, immaterial, or unduly repetitious evidence may be excluded, but all other evidence of a type commonly relied upon by reasonable, prudent persons in the conduct of their affairs shall be admissible, whether or not such evidence would be admissible in a trial in the courts of Florida. Any part of the evidence may be received in written form. The Board may request certain evidence be provided by an architect or engineer registered in the State of Florida, in which case said evidence shall be signed, sealed, and dated.

**113.5.1.2 Testimony.** Any member of the Board or the attorney representing the Board may inquire of, or question, any witness before the Board. Any member of the Board, the petitioner or his/her attorney, and/or the building official shall be permitted to inquire of any witness before the Board. The Board may consider testimony presented by the building official, the petitioner, or any other witness.

**113.5.2 Decisions.** The Construction Board of Adjustment and Appeals shall, in every case, reach a decision without unreasonable or unnecessary delay. Each decision of the board shall also include the reasons for the decision. If a decision of the board reverses or modifies a refusal, order, or disallowance of the building official or varies the application of any provision of this code, the building official shall immediately take action in accordance with such decision. Every decision shall be promptly filed in writing in the office of the building official and shall be open to public inspection. A certified copy of the decision shall be sent by mail or otherwise to the appellant and a copy shall be kept publicly posted in the office of the building official for two weeks after filing. Every decision of the board shall be final; subject however to such remedy as any aggrieved party might have at law or in equity.

**113.6 Local Construction Regulation Board.** The local government may also utilize this Board to convene as the Local Construction Regulation Board (LCRB), as provided in Florida Statute 489.113. The LCRB may deny, suspend, revoke or limit the authority of a certified contractor to obtain a building permit or permit with specific conditions, if the LCRB has found such contractor, through public hearing, to be guilty of fraud or a willful building code violation within the county or municipality that the LCRB represents. The LCRB may also, deny, suspend, revoke or limit the authority of a certified contractor to obtain a building permit or permit with specific conditions, if it has proof through the public hearing process, that a contractor has been found guilty in another county or municipality within the past 12 months, of fraud or a willful building code violation and after providing notice of an opportunity to be heard to the contractor, finds that such fraud or violation would have been fraud or a violation if committed in the county or municipality that the LCRB represents. Notification of and information concerning such permit denial shall be submitted to the division within 15 days after the LCRB decides to deny the permit.