

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
BOARD APPOINTMENT SUMMARY

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Meeting Date: May 2, 2017

Department: Planning, Zoning & Building Department

Submitted By: Building Division

Advisory Board Name: Construction Board of Adjustments and Appeals

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I. EXECUTIVE BRIEF

**Motion and Title:** Staff recommends motion to approve: Reappointment of one member to the Construction Board of Adjustments and Appeals (CBAA).

| <u>Reappoint</u> | <u>Seat</u> | <u>Requirement</u> | <u>Nominated By</u>                            | <u>Term</u>         |
|------------------|-------------|--------------------|--|---------------------|
| Ronnie M. Dixon  | 5           | Engineer           | Florida Engineering Society Palm Beach Chapter | 5/2/2017 – 5/1/2020 |

**Summary:** Ronnie M. Dixon has been re-nominated to serve a three-year term as the professional engineer on the Construction Board of Adjustment and Appeals (the "Board"). The term of office for Board members is three years, with a limit of three consecutive three-year terms. The Board has 11 seats, 8 currently filled and a diversity count of Caucasian: 7 (87.5%) and Hispanic: 1 (12.5%). The gender ratio (female:male) is 1:7. The nominee is a Caucasian male. Staff has addressed the need to increase diversity within our boards and will continue to encourage this in an effort to expand the Board's diversity. Countywide.(SF)

**Background and Justification:** Palm Beach County Ordinance 89-31, as amended in 2002, established the Construction Board of Adjustment and Appeals. Per Palm Beach County Ordinance 2015-028, Palm Beach County Amendments to the Florida Building Code, 5<sup>th</sup> Edition (2014), the Board is comprised of nine regular members: one architect; one engineer; two Division 1 contractors (general, building, or residential contractors); one electrical contractor; one HVAC contractor; one plumbing contractor; a member at large from the public; 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. As defined in Section 113.3 of the Palm Beach County Amendments to the Florida Building Code, the Board shall have the power 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 procedures consistent with the provisions of this code. The Board shall meet within 30 calendar days after Notice of Appeal has been received.

- Attachments:**
- 1. Board/Committees Applications for Ronnie M. Dixon
  - 2. Resume for Ronnie M. Dixon
  - 3. Nomination from Florida Engineering Society Palm Beach Chapter
  - 4. CBAA Attendance Logs 2016 & 2017
  - 5. Section 113 of the Palm Beach County Amendments to the Florida Building Code, 5th Edition (2014)

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Recommended By: [Signature] 4/15/17  
Department Director Date

Legal Sufficiency: [Signature] 4/18/17  
Assistant County Attorney Date

II. REVIEW COMMENTS

A. Other Department Review:

|                     |      |
|---------------------|------|
| 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

Attachment 1

The information provided on this form will be used in considering your nomination. Please **COMPLETE SECTION II IN FULL**. Answer "none" or "not applicable" where appropriate. Please attach a biography or résumé to this form.

**Section I (Department):** Planning, Zoning & Building (Building Division)

Board Name: Construction Board of Adjustment and Appeals Advisory ☐ Not Advisory ☒  
☒ At Large Appointment or ☐ District Appointment / District #: \_\_\_\_\_  
Term of Appointment: 3 Years. From: \_\_\_\_\_ To: \_\_\_\_\_  
Seat Requirement: Engineer Seat #: 5  
☒ \*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: Dixon Ronnie M.  
Last First Middle  
Occupation/Affiliation: Engineer  
Owner ☒ Employee ☐ Officer ☐

Business Name: Dixon and Associates Engineers, Inc.  
Business Address: 3600 North Shore Drive  
City & State West Palm Beach, Florida Zip Code: 33407

Residence Address: 3600 North Shore Dr  
City & State West Palm Beach FL Zip Code: 33407  
Home Phone: (561) 844-1801 Business Phone: (561) 684-1279 Ext. \_\_\_\_\_  
Cell Phone: (561) 346-0855 Fax: ( )  
Email Address: dixeng@bellsouth.net

Mailing Address Preference: ☒ Business ☐ Residence

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

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>Example: (R#XX-XX/PO XX)</u>                  | <u>Parks &amp; Recreation</u> | <u>General Maintenance</u>               | <u>10/01/00-09/30/2100</u> |
| _____  | _____                         | _____                                    | _____                      |
| _____  | _____                         | _____                                    | _____                      |
| (Attach Additional Sheet(s), if necessary)<br>OR |                               |  |                            |
| NONE   | <input type="checkbox"/>      | NOT APPLICABLE/<br>(Governmental Entity) | <input type="checkbox"/>   |

**ETHICS TRAINING:** All board members are required to read and complete training on Article XIII, the Palm Beach County Code of Ethics, and read the State Guide to the Sunshine Amendment. Article XIII, and the training requirement can be found on the web at: <http://www.palmbeachcountyethics.com/training.htm>. Ethics training is on-going, and pursuant to PPM CW-P-79 is required before appointment, and upon reappointment.

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 on April 12, 2016  
☐ 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: R M Dixon Printed Name: Ronnie M. Dixon Date: 2/27/17

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) 355-1915.

Return this FORM to:  
Jacquelyn Anderson, Palm Beach County PZ&B, Building Division  
2300 North Jog Road, West Palm Beach, Florida 33411

**Section III (Commissioner, if applicable):**

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

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

Pursuant to Florida's Public Records Law, this document may be reviewed and photocopied by members of the public.

Revised 02/01/2016

## RESUME FOR RONNIE M. DIXON, P.E.

## WORK EXPERIENCE

1984 to present                      Dixon and Associates Engineers, Inc. Engaged in the practice of civil and structural engineering in Palm Beach and Martin County Florida.

1973 to 1984                        Chief engineer and corporate secretary, Robert E. Owen and Associates Engineers, Inc. Supervised and coordinated engineering projects consisting of land development, waste water treatment plants, highway projects, docks, seawalls, and dredging.

1962 to 1973                        Engineer Brockway, Owen, and Anderson Engineers, Inc. Project engineer designed land development projects, water treatment plants, waste water treatment plants, highways and bridge projects, docks, and seawalls.

1960 to 1962                        Florida State Road Department.

## EDUCATION

Georgia Institute of Technology  
Bachelor of Civil Engineering,  
1960.

PROFESSIONAL SOCIETIES  
MEMBERSHIP

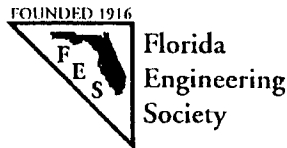
National Society of  
Professional Engineers,  
American Society of Civil  
Engineers, American Concrete  
Institute, Florida Engineering  
Society, Fellow Member.

## CIVIC ACTIVITIES

Past President West Palm Beach  
Jaycees, vice chairman West  
Palm Beach Planning Board,  
member Palm Beach County  
Citizens Task Force, past  
member West Palm Beach Building  
Board of Adjustments and  
Appeals.

## REGISTRATION

Florida 1964 Professional  
Engineer.



PALM BEACH  
CHAPTER

*FES supports engineering education, advocates licensure, promotes the ethical and competent practice of engineering and enhances the image and well-being of all engineers in the state of Florida.*

Sent Via E-mail

March 21, 2017

Doug Wise  
Director of Building  
Planning Zonning and Building  
Palm Beach County Board of County Commissioners

Re: Construction Board of Adjustments and Appeals

Dear Doug,

The Palm Beach Chapter of the Florida Engineering Society (PBCFES) would like to thank the Palm Beach County Board of County Commissioners for the opportunity to nominate a member to fill Seat 5 of the nine (9) member board for the County's Construction Board of Adjustments and Appeals. The PBCFES would like to nominate Mr. Ronnie Dixon, PE, for this position.

If you have any questions, do not hesitate to contact me at 561-684-4011 or via email at [fjafar@pbcgov.org](mailto:fjafar@pbcgov.org).

Sincerely,

Fattoush Jafar, PE, PhD  
President – PB Chapter of the Florida Engineering Society

EC: Ronnie Dixon, PE, ([dixong@bellsouth.net](mailto:dixong@bellsouth.net))

HF:\Hans C Dine 3 Jan 2017\Jafar\_FESCFattoushJafarFEBSDH\_2017\_DistBoard Member Recommendation\Construction Board of Adjustments and Appeals\PBCFES Recommendation March 2017.doc

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|  |   |  |   |  |   |
|--|---|--|---|--|---|
| President<br>Fattoush Jafar, PE<br>561- 684-4011<br><a href="mailto:resident@pbfes.org">resident@pbfes.org</a> | Vice President<br>Jose N. Gomez, PE<br>561-840-3667<br><a href="mailto:vicepresident@pbfes.org">vicepresident@pbfes.org</a> | Treasurer<br>Zach Todd, EI<br>561-478-7848<br><a href="mailto:treasurer@pbfes.org">treasurer@pbfes.org</a> | Secretary<br>Andre' V. McBarnette, PE<br>561-381-1510<br><a href="mailto:secretary@pbfes.org">secretary@pbfes.org</a> | Past President<br>Arnoldo Artilles, PE<br>561-840-0810<br><a href="mailto:pastpresident@pbfes.org">pastpresident@pbfes.org</a> | State Director<br>Bob Higgins, PE<br><a href="mailto:statedirector@pbfes.org">statedirector@pbfes.org</a> |
|--|---|--|---|--|---|

**CBAA Attendance Log  
2016**

**Attachment 4**

| Seat                  | Member             | Jan-16 | Feb-16 | Mar-16 | Apr-16 | May-16 | Jun-16 | Jul-16 | Aug-16 | Sep-16 | Oct-16 | Nov-16 | Dec-16 |
|-----------------------|--------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| 1                     | Rasper, Bart       | P      | /      | P      | /      | P      | /      | P      | P      | /      | P      | P      | /      |
| 2                     | Drawdy, C. Duane   | P      | /      | P      | /      | P      | /      | P      | P      | /      | A      | A      | /      |
| 3                     | Sullivan, Gary T.  | A      | /      | P      | /      | P      | /      | P      | P      | /      | P      | P      | /      |
| 4                     | Wiener, Marc       | P      | /      | P      | /      | P      | /      | P      | P      | /      | P      | A      | /      |
| 5                     | Dixon, Ronnie M.   | A      | /      | A      | /      | P      | /      | P      | P      | /      | A      | P      | /      |
| 6                     | Walker, Michael V. | P      | /      | A      | /      | A      | /      | A      |        |        |        |        |        |
| 7                     | Dzenutis, Peter A. | P      | /      | P      | /      | A      | /      | A      | P      | /      | A      | P      | /      |
| 8                     | Rex Kirby          |        |        | P      | /      | P      | /      | P      | A      | /      | A      | P      | /      |
| 9                     | Walden, Margie J.  | P      | /      | A      | /      | P      | /      | A      | P      | /      | P      | P      | /      |
| 10 - Alt - Contractor | Vacant             |        |        |        |        |        |        |        |        |        |        |        |        |
| 11 - Alt - Citizen    | Justin McIntosh    |        |        |        |        |        |        | P      | P      | /      | P      | P      | /      |

P - Present  
A - Absent  
/ - no meeting  
Vacant

**CBAA Attendance Log  
2017**

8

| Seat                  | Member            | Jan-17 | Feb-17 | Mar-17 | Apr-17 | May-17 | Jun-17 | Jul-17 | Aug-17 | Sep-17 | Oct-17 | Nov-17 | Dec-17 |
|-----------------------|-------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| 1                     | Rasper, Bart      | P      | A      | /      |        |        |        |        |        |        |        |        |        |
| 2                     | Drawdy, C. Duane  | P      | A      | /      |        |        |        |        |        |        |        |        |        |
| 3                     | Sullivan, Gary T. | P      | A      | /      |        |        |        |        |        |        |        |        |        |
| 4                     | Wiener, Marc      | P      | P      |        |        |        |        |        |        |        |        |        |        |
| 5                     | Dixon, Ronnie M.  | P      | P      |        |        |        |        |        |        |        |        |        |        |
| 6                     | Vacant            |        |        |        |        |        |        |        |        |        |        |        |        |
| 7                     | Vacant            |        |        |        |        |        |        |        |        |        |        |        |        |
| 8                     | Rex Kirby         | A      | P      | /      |        |        |        |        |        |        |        |        |        |
| 9                     | Walden, Margie J. | P      | P      | /      |        |        |        |        |        |        |        |        |        |
| 10 - Alt - Contractor | Vacant            |        |        |        |        |        |        |        |        |        |        |        |        |
| 11 - Alt - Citizen    | Justin McIntosh   | A      | P      | /      |        |        |        |        |        |        |        |        |        |

P - Present  
A - Absent  
/ - no meeting  
Vacant



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 nine regular 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 nine regular members plus two alternate members. Regular 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, two Division I contractors (GC, BC, or RC), electrical contractor, HVAC contractor, plumbing contractor, a member at large from the public, 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 or she has a personal or financial interest.

*113.2.2 Terms.* The terms of office of the regular board members shall be for three (3) years and staggered so no more than one-third of the board is appointed or replaced in any 12-month period. The two alternates shall serve three-year terms. Vacancies shall be filled for an unexpired term in the manner in which original appointments are required to be made. No board member shall be appointed or re-appointed to this board for more than three (3) consecutive, three (3) year terms.

*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 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 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.

*113.2.5 Removal from office.* Members shall be automatically removed for lack of attendance. Lack of attendance is defined as a failure to attend three (3) consecutive meetings or a failure to attend more than one-half of the meetings scheduled during a calendar year. Participation for less than three-fourths of a meeting shall be the same as a failure to attend a meeting. Members removed pursuant to this provision shall not continue to serve on the board and such removal shall create a vacancy.