PALM BEACH COUNTY

BOARD OF COUNTY COMMISSIONERS BOARD APPOINTMENT SUMMARY

Meeting Date:

June 16, 2020

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: Reappointment of one member to the Construction Board of Adjustments and Appeals (CBAA).

Reappoint
Manuel Oyola

<u>Seat</u>

t Requirement

Term

Roofing Contractor 06/16/2020 -06/15/2023

Nominated by

Palm Beach County Roofing & Sheet Metal Contractors'

Association

Summary: Manuel Oyola has been nominated by the Palm Beach County Roofing & Sheet Metal Contractors' Association to serve a second three-year term as a roofing contractor on 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 with 9 currently filled and a diversity count of Caucasian: 8 (90%) and Hispanic: 1 (10%). The gender ratio (female: male) is 2:7. The nominee is a Hispanic male. Staff will continue to address the need to increase diversity on our boards. Countywide (CK)

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 2017-044, Palm Beach County Amendments to the Florida Building Code, 6th Edition (2017), 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 113.5 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.

Attachments:

- 1. Board/Committees Applications for Manuel Oyola
- 2. Resume/Bio for Manuel Oyola
- 3. Nomination Correspondence from PBC Roofing & Sheet Metal Contractors' Association
- 4. CBAA Attendance Log 2018, 2019, and 2020
- 5. Section 113 of the Palm Beach County Amendments to the Florida Building Code, 6th Edition (2017)

Recommended By:

Department Director

Date

Legal Sufficiency:

Assistant County Attorney

Date

II. REVIEW COMMENTS

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 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): (Please Print) Advisory [] Board Name: Construction Board of Adjustments and Appeals Not Advisory [X [X] At Large Appointment or [] District Appointment /District #: __ Term of Appointment: 3 Years. From: 04-03-2020 To: 04-03-2023 Roofing Contractor Seat Requirement: Seat #: 7 [X]*Reappointment [] 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: Oyola Manuel Jr Middle First Last Occupation/Affiliation: Technical Manager / Roofer Employee [X] Officer [] Owner [] **Business Name: Eagle Roofing Products Business Address:** 19286 Delaware Court City & State Zip Code: 33434 Boca Raton, Florida **Residence Address:** 19286 Delaware Court City & State Boca Raton, Florida Zip Code: (X) 561-436-5765 Home Phone: **Business Phone:** Ext. Cell Phone: Fax: Email Address: Manuelo@eagleroofing.com Mailing Address Preference: [x] 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:** [X] Male [] Female

[] Asian-American [] African-American [] Caucasian

Page 1 of 2

[] Native-American

[X] Hispanic-American

Section II Continuea:

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.

Contract/Transaction No.	Department/Division	Description of Services	<u>Term</u>
Example: (R#XX-XX/PO XX)	Parks & Recreation	General Maintenance	10/01/00-09/30/2100
	(Attach Addition	al Sheet(s), if necessary) OR	
NONE	No	NOT APPLICABLE/ (Governmental Entity)	
Ethics, and read the State Guide at: http://www.palmbeachcourrequired before appointment, a	to the Sunshine Amendment. Antyethics.com/training.htm. I and upon reappointment.	and complete training on Article XIII, Article XIII, and the training require Ethics training is on-going, and puerstand, and agree to abide by Article	ment can be found on the web ursuant to PPM CW-P-79 is
		es training (in the manner checked be	
		the Web, DVD or VHS on 04/28/2020 n on, 20	
	AND		
By signing below I acknow & State of Florida Code		rstand and agree to abide by the Guid	le to the Sunshine Amendment
Any questions and/or concerns re	garding Article XIII, the Palm	inted Name: Manuel Oyola Jr Beach County Code of Ethics, please valid at ethics@palmbeachcountyethics.co	
Palm Beach County I	tant / Building Administration Planning, Zoning & Building d, West Pal Beach. Fl 33411		
Section III (Commissioner, if a) Appointment to be made			
Commissioner's Signature:_		Date:	
Pursuant to Florida's Public Records Law	, this document may be reviewed and J	photocopied by members of the public.	Revised 02/01/2016
D			

19286 Delaware court Boca Raton, FI 33428 Cell: 561.703-3002 Fax: 561.852.7747 Email: redrican@aol.com

Manuel Oyola Jr.

Experience

2007 - Present

Eagle Roofing Products

Boca Raton, FL

Technical Manager Southeast United States

- Training for all Eagle team members, Roofing Contractors, Building Officials and product distributors on roof tile codes and installation
- FRSA/TRI Installation instructor and installation Manual Technical support for building contractors, architects, engineers and Building Officials
- Technical support of Eagle Sumterville tile manufacturing plant complaint management
- Charged with all new Product Development, Product approval updates, Building Code interpretation and integration

2006-2007

All Florida Roof

Delray Beach, FL

General Manager of Operations

- Decreased overhead and increased production
- Established Continuing Safety Education Programs
- Digitized preexisting damage reporting

2003-2006

Best Roofing

Pompano Beach, FL

Assistant General Manager of Customer Service Division

- Increased sales by 28% during my tenure
- Managed field technicians and increased customer service satisfaction
- Increased field service teams from 6 vehicles to 10 vehicles
- Implemented training course for continuing education of new products and safety programs
- Orchestrated new sales techniques for commercial property management companies
- Responsible for all purchasing of roofing materials including tile

1982–2003

Gerber Inspection Services

Boca Raton, FL

Regal Consulting Service of South

Owned and Operated

- Started business form ground up
- Installed roof tile for approximately 40 roofing companies from Orlando through the Caribbean Islands
- Responsible for more than 120 roof tile installation technicians
- Consultant on various projects for engineers and architects

Certifications

Broward County Certificate of Competence (CC#52-3146-R-X) inactive. Since 1982.

Registered Roofing Contractor State of Florida (RC0042056) Since 1982.

Tile Roofing Institute Certified Installer and Trainer of Concrete and Clay Tile Roofing Systems

Memberships

FRSA/TRI Co-chairman of the Codes Committee, and active member of the subcommittee charged with modifying related roofing code in the state of Florida

FRSA/TRI Roof Tile committee member and member of the Roof Tile Installation Manual rewrite subcommittee

Registered Member of the institute of Roofing, Waterproofing & Building Envelope professionals.

Palm Beach County Roofing contractors association Past president 2019-2020 and Board of Directors Member

Chair of the FRSA/TRI Codes adoption sub Committee 2018- Present

References available upon request.



Palm Beach County Roofing & Sheet Metal Contractors' Association

2101 Vista Parkway; Suite 4001 West Palm Beach, FL 33411 Phone 561-655-5393 561-688-8807 rfrano@pbcroofers.com www.pbcroofers.com

April 29, 2020

Nicole Davis Administrative Assistant | Building Administration Palm Beach County Planning, Zoning & Building 2300 North Jog Road | West Palm Beach, FL 33411

Re: Division II- Roofing Contractor Seat 7- Nominee to CBAA

Dear Nicole:

The Board members of the Palm Beach County Roofing & Sheet Metal Association voted unanimously to nominate Manny Oyola to serve as the Division II Roofing Contractor Seat 7 of the Construction Board of Adjustments and Appeals. With his long-time dedication and service to the construction community, and his knowledge and expertise, our members feel that he will serve the Board and the community well.

If you have any further questions, you can reach me at (561) 704-8358 (mobile).

Sincerely,

Ronald A Frano
Executive Director

CBAA MEETING ATTENDANCE 2020

Seat	Member	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
1	Rasper, Bart	C	Р	P									
2	VACANT												
3	Kutscher, Fred K.	С	A	Α									
4	Dornblaser, Jessica	С	Р	Α									
5	Dixon, Ron	С	Р	Α									
6	Markel, Steven	С	Р	Р									
7	Oyola, Manuel	C	P	Р									
8	Kirby, Rex	С	Р	Α							patamental Assa Austria (Asta Austria (Asta Austria (Asta Austria (Asta Austria (Asta Austria (Asta Austria (A		an markunya na pangunun yang mulan si sa ada
9	Walden, Margie	C	P	Р									
10	VACANT												
11	McIntosh, Justin	C	P	Р									

P = Member in attendance

A = Member absent

C = Scheduled meeting cancelled

*Change in member status (i.e. appointment, resignation, removal or seat change)

Vacant
No Meeting

CBAA MEETING ATTENDANCE 2019

Seat	Member	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19
1	Rasper, Bart	Р	Α			P			P	P	C	P	C
2	VACANT												
3	Kutscher, Fred K.	Α	Р	P	Р	A			P	Α	C	Α	C
4	Dornblaser, Jessica								Р	Р	С	A	C
5	Dixon, Ron	P	P	Р	P	Α			Р	Р	C	P	C
6	Markel, Steven	Α	Р	Р	Α	Р			Р	Р	С	Р	С
7	Oyola, Manuel	Α	Α	Р	Р	P			Р	Р	C	Р	C
8	Kirby, Rex	Р	Α			Α			Р	Р	C	Р	C
9	Walden, Margie	P	Р	Р	Р	Р			Α	Р	С	Α	C
10	VACANT												
11	McIntosh, Justin	P	P	Р	P	Р			Р	Р	C	A	С

P = Member in attendance

A = Member absent

C = Scheduled meeting cancelled

*Change in member status (i.e. appointment, resignation, removal or seat change)

Vacant
Wo Meeting

CBAA MEETING ATTENDANCE 2018

Seat	Member	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18
1	Rasper, Bart	P	P	P	P	P	P	С	P	P	P	P	C
2	Grey, Milton	Α	Α	Α									
3	Sullivan, Gary	Р	Α	Α	A								
4	Weiner, Marc	Р	Α	Р	Р	Р	Α	С	Α	Р	Α	Α	С
5	Dixon, Ron	Р	Р	Р	Р	Р	Р	С	Р	Р	Α	Р	С
6	Markel, Steven	Р	Р	Р	Р	Р	Р	С	Р	Р	Р	Р	С
7	Oyola, Manuel	P	P	Α	Р	Р	Р	С	Р	Α	Р	Р	С
8	Kirby, Rex	Α	Р	Р	Р	Α	Р	С	Α	Α	Р	Р	С
9	Walden, Margie	Р	P	Р	Р	Α	Р	С	Р	Р	Р	Р	С
10	VACANT												
11	McIntosh, Justin	Р	A	Р	Α	Р	Р	С	P	Α	P	Р	С

P = Member in attendance

A = Member absent

C = Scheduled meeting cancelled

*Change in member status (i.e. appointment, resignation, removal or seat change)

Vacant No Meeting

111.7 Digital Submittal Requirements for New Construction.

- **111.7.1 Building Footprints.** The building official is authorized to require the submittal of digital shape (CAD) files, in a specific format, depicting a geo-referenced footprint with elevation for all new structures as a condition of the issuance of a Certificate of Occupancy.
- **111.7.2 Subdivision Topography.** The building official is authorized to require the submittal of electronic topographical data and re-delineated 100-year floodplain boundaries for all new subdivisions or lots of record for the purposes of updating and maintaining the community's flood maps.

SECTION 112 SERVICE UTILITIES

- **112.1 Connection of service utilities.** No person shall make connections from a utility, source of energy, fuel or power to any building or system that is regulated by this code for which a permit is required, until released by the building official and a Certificate of Occupancy or Certificate of Completion is issued. The servicing utility company shall not connect the power supply until notified by the building official.
- **112.2 Temporary connection.** The building official shall have the authority to authorize the temporary connection of the building or system to the utility source of energy, fuel or power for the purpose of testing building service systems or for use under a temporary or partial Certificate of Occupancy.
- 112.3 Authority to disconnect service utilities. The building official shall have the authority to authorize disconnection of utility service to the building, structure or system regulated by this code and the referenced codes and standards set forth in Section 101.4 of this code in case of emergency where necessary to eliminate an immediate hazard to life or property, unsafe condition, or when such utility connection has been made without the approval required by Section 112.1 or 112.2 of this code. The building official shall notify the serving utility, and wherever possible the owner and occupant of the building, structure or service system of the decision to disconnect prior to taking such action. If not notified prior to disconnecting, the owner or occupant of the building, structure or service system shall be notified in writing, as soon as practical thereafter.

SECTION 113 CONSTRUCTION BOARD OF ADJUSTMENT AND APPEALS

113.1 General. In order to hear and decide appeals of orders, decisions or determinations made by the building official relative to the application and interpretation of this code, or to consider variances of this code, there shall be a board of appeals. The board of appeals shall be appointed by the applicable governing authority and shall hold office at its pleasure. The board shall adopt rules of procedure for conducting its business.

- **113.2** Limitations on authority. An application for appeal shall be based on a claim that the true intent of this code or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of this code do not fully apply or an equally good or better form of construction is proposed. The board shall have no authority to waive requirements of this code.
- **113.3 Qualifications.** The board of appeals shall consist of members who are qualified by experience and training to pass on matters pertaining to building construction and are not employees of the jurisdiction.

113.4 Membership and Terms.

- **113.4.1 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.
- 113.4.2 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.
- **113.4.3 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.
- **113.4.4 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.
- **113.4.5** 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.

113.5 Powers. The Construction Board of Adjustments and Appeals shall have the power, as further defined in 113.6 of this code, to hear appeals of decisions and interpretations of the building official and consider variances of the technical codes.

113.6 Appeals.

- **113.6.1 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.
- **113.6.2 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.
 - **113.6.2.1 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.

- **113.6.3 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.
- **113.6.4 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.

113.7 Procedures of the board.

- **113.7.1 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 the second Thursday of each month, as needed, or at the call of the chairperson, subsequent to a request to call a meeting by the secretary. The board shall meet at the second regular meeting if a notice of appeal has been received fewer than 15 days before a regular meeting.
 - 113.7.1.1 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 from the appellant to be provided by an architect or engineer registered in the State of Florida, in which case, said evidence shall be signed, sealed, and dated.
 - **113.7.1.2 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 appellant 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 appellant, or any other witness.
- 113.7.2 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 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.

113.8 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 a 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.

SECTION 114 VIOLATIONS

- **114.1 Unlawful acts.** It shall be unlawful for any person, firm or corporation to erect, construct, alter, extend, repair, move, remove, demolish or occupy any building, structure, system, site, or equipment regulated by this code, or any other laws, ordinances, rules, or regulations; or cause same to be done, in conflict with or in violation of any of the provisions of this code. Such violation shall be a misdemeanor. Each day or portion thereof shall be considered a separate offense.
- **114.2 Notice of violation.** The building official is authorized to serve a notice of violation or stop work order on the person responsible for the erection, construction, alteration, extension, repair, moving, removal, demolition or occupancy of a building or structure in violation of the provisions of this code, or in violation of a permit or certificate issued under the provisions of this code. Such order shall direct the discontinuance of the illegal action or condition and the abatement of the violation. (See also Section 115 of this code.)
- **114.3 Prosecution of violation.** If the notice of violation is not complied with promptly, the building official is authorized to request the legal counsel of the jurisdiction to institute the appropriate proceeding at law or in equity to restrain, correct or abate such violation, or to require the removal or termination of the unlawful occupancy of the building or structure in violation of the provisions of this code or of the order or direction made pursuant thereto.
 - **114.3.1** Nothing in this section shall prevent the County from imposing fines, liens, or seek injunctive relief, or exercising other enforcement powers as permitted by law.
- **114.4 Violation penalties.** Any person who violates a provision of this code or fails to comply with any of the requirements thereof or who erects, constructs, alters or repairs a building or structure in violation of the approved construction documents or directive of the building official, or of a permit or certificate issued under the provisions of this code, shall be subject to penalties as prescribed by law.