

**PALM BEACH COUNTY**

**BOARD OF COUNTY COMMISSIONERS**

## **BOARD APPOINTMENT SUMMARY**

Meeting Date:	August 19, 2025
Department:	Planning, Zoning & Building Department
Submitted By:	Building Division
Advisory Board Name:	Building Code Advisory Board (BCAB)

## I. EXECUTIVE BRIEF

**Motion and Title: Staff recommends motion to approve: re-appointment of two (2) members to the Building Code Advisory Board (BCAB) for the term August 16, 2025 through August 15, 2028:**

<u>Re-appointment</u>	<u>Seat</u>	<u>Requirement</u>	<u>Nominated by</u>
Jacek Tomasik	4	Building Official	Building Officials Association of Florida, Palm Beach Chapter

Frank Coppola	10	General Contractor	Gold Coast Builders Association
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### Summary:

The BCAB was established by a Special Act of the Florida Legislature in 1974, and amended in 2001. The BCAB is authorized to advise local governments regarding adoption of administrative or technical amendments to the Florida Building Code based on local conditions; advise local governments how to improve and standardize construction code enforcement; and advise local governments on evaluation of new and innovative materials, products, systems, or methods of construction for compliance with the Florida Building Code, and any amendments or revisions thereto. The term of office for Board members is three (3) years, with no limit to the number of terms a member may serve. The Board currently has 14 members: one (1) architect, one (1) engineer, one (1) general contractor, one (1) plumbing contractor, one (1) roofing contractor, one (1) aluminum contractor, one (1) building contractor, one (1) HVAC contractor, five (5) building officials, and one (1) electrical contractor. The Board is comprised of 16 seats with 14 currently filled. **Countywide (RM)**

**Background and Justification:** The BCAB is authorized to advise local governments regarding adoption of administrative or technical amendments to the Florida Building Code based on local conditions; advise local governments how to improve and standardize construction code enforcement; and advise local governments on evaluation of new and innovative materials, products, systems, or methods of construction for compliance with the Florida Building Code, and any amendments or revisions thereto.

**Attachments:**

1. Board/Committees Applications
2. Resume
3. Code of Ethics certificate of completion
4. Attendance
5. Special Act

**Recommended By:**

**Department Director**

Date \_\_\_\_\_

**Legal Sufficiency:**

**Assistant County Attorney**

Date \_\_\_\_\_

**II. REVIEW COMMENTS**

**A. Other Department Review:**

<hr/>	<hr/>
<b>Department Director</b>	<b>Date</b>



PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
BOARDS/COMMITTEES APPLICATION  
301 N Olive Avenue, WPB, FL 33401  
[www.discover.pbcgov.org](http://www.discover.pbcgov.org)

BOARDS/COMMITTEES APPLICATION

The information provided on this form will be used in considering your nomination.  
(Answer "NONE" or "N/A" where appropriate.)

- APPLICANT TO COMPLETE/SUBMIT THE FOLLOWING:
- SECTION II
  - CONTRACTUAL RELATIONSHIPS
  - CODE OF ETHICS TRAINING
  - RESUME or BIOGRAPHY

**SECTION I** (OFFICE USE ONLY) ☒ Advisory ☐ Not Advisory

BOARD/COMMITTEE NAME: PBC Building Code Advisory Board

TYPE OF APPOINTMENT: ☒ AT-LARGE ☐ REAPPOINTMENT DISTRICT # 4

TERM: 8/19/2025 START DATE 8/18/2028 END DATE

LENGTH OF TERM: 3 YEARS

SEAT #: 4

SEAT REQUIREMENT: Building Official

COMPLETING AN UNEXPIRED TERM? ☐ YES ☒ NO

IF YES: DUE TO: ☐ RESIGNATION ☐ OTHER

COMPLETING TERM FOR: \_\_\_\_\_

ORIGINAL TERM EXPIRES: \_\_\_\_\_

\*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** (to be completed by applicant) \*MUST BE A PALM BEACH COUNTY RESIDENT

NAME: (First/Middle Initial/Last) JACEK TOMASIK

ADDRESS: 8397 XANTHUS LN

CITY: WELLINGTON STATE: FLORIDA ZIP: 33414

PHONE #: 561-632-3391

EMAIL: JTOMASIK@MANALAPAN.ORG

BUSINESS/EMPLOYER NAME: TOWN OF MANALAPAN

OCCUPATION: BUILDING OFFICIAL

ADDRESS: 600 SOUTH OCEAN BLVD

CITY: MANALAPAN STATE: FLORIDA ZIP: 33482

MAILING PREFERENCE: ☒ RESIDENCE ☐ BUSINESS

DEMOGRAPHIC INFORMATION: (choose one from each group)

GROUP #1	GROUP #2
<input checked="" type="checkbox"/> MALE	<input type="checkbox"/> AFRICAN-AMERICAN
<input type="checkbox"/> FEMALE	<input type="checkbox"/> ASIAN-AMERICAN
	<input checked="" type="checkbox"/> CAUCASIAN
	<input type="checkbox"/> HISPANIC-AMERICAN
	<input type="checkbox"/> NATIVE-AMERICAN

HAVE YOU EVER BEEN CONVICTED OF A FELONY: ☐ YES ☒ NO

(conviction of a felony is not an automatic disqualifier from appointment)

IF YES - STATE THE COURT, NATURE OF OFFENSE, DISPOSITION OF CASE AND DATE:

\_\_\_\_\_  
\_\_\_\_\_

SECTION II - continued (to be completed by applicant)

CONTRACTUAL RELATIONSHIPS: \_\_\_\_\_ NONE \_\_\_\_\_ X \_\_\_\_\_ NOT APPLICABLE/(Governmental Entity)

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 Service	Term
Example: (R#XX-XX/PO XX)	Parks & Rec	General Maintenance	10/01/00 - 09/30/2100
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A			

SERVING ON OTHER ADVISORY BOARDS / COMMITTEES:

Are you currently serving on any other Advisory Boards or Committees within Palm Beach County? \_\_\_\_\_ YES \_\_\_\_\_ X \_\_\_\_\_ NO  
If YES, please list: \_\_\_\_\_

CODE OF ETHICS TRAINING: \_\_\_\_\_ X \_\_\_\_\_ COMPLETED DATE: \_\_\_\_\_ 2025 \_\_\_\_\_

All board members are required to read and complete training on Article XIII of the Palm Beach Code, the Palm Beach County Code of Ethics. Ethics training is ongoing, and pursuant to PPM CW-P-79 is required before appointment, and upon reappointment. All board members must also be familiar with the State of Florida Code of Ethics, (Chapter 112, part III of the Florida Statutes), and the Florida Sunshine Law.

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<http://www.palmbeachcountyethics.com/training.htm>.

Any questions and/or concerns regarding Article XIII of 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.

APPLICANT'S SIGNATURE: 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 Code of Ethics Training. By signing below, I acknowledge that I will be subject to the State of Florida and Palm Beach County Code of Ethics and the Florida Sunshine Law (Chapter 286, Florida Statutes).

(NOTE: Signature must be an actual signature or an electronic signature. A "typed" signature (name) will not be accepted)

SIGNATURE: \_\_\_\_\_ Jacek Tomasiak \_\_\_\_\_  
PRINTED NAME: \_\_\_\_\_ JACEK TOMASIK \_\_\_\_\_ DATE: \_\_\_\_\_ 7/9/2025 \_\_\_\_\_

SECTION III - COMMISSIONER (OFFICE USE ONLY) DISTRICT # \_\_\_\_\_

COMMISSIONER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SECTION IV - (OFFICE USE ONLY)

APPOINTMENT MADE: \_\_\_\_\_ YES \_\_\_\_\_ NO  
BCC MEETING: \_\_\_\_\_ DATE \_\_\_\_\_

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

**Jacek Tomasik, Building Official, Town of Manalapan**

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**Employment History**

**Town of Manalapan**

- **Building Official**, (January 2025 – Present)  
Administration and enforcement of local, state, and federal construction codes for new and existing commercial and residential construction including performing plan review and inspections.

**Village of Wellington**

*March 2000 – September 2024*

- **Building Official** (November 2022 – September 2024)  
Manage the Code Compliance Division in addition to the Building Official responsibilities.
- **Building Official** (March 2006 – November 2022)  
Supervised and administered the enforcement of local, state, and federal construction codes for new and existing construction including performing plan review and inspections.
- **Building Official - Additional Duties of Development Services Director** (October 2009 – October 2010)  
Management of Land Development permitting.
- **Chief Inspector** (July 2002 – March 2006)  
Supervised and managed the inspection and permitting processes. Performed Inspections and Plan Reviews
- **Construction Inspector** (January 2001 – July 2002)  
Conducted inspections in Structural, Plumbing, and Mechanical categories.

**Town of Loxahatchee Groves**

*December 2023 – Present*

- **Building Official (Part-Time)** Administration and enforcement of local, state, and federal construction codes for new and existing commercial and residential construction including performing plan review and inspections.

**Village of Royal Palm Beach**

*January 1989 – January 2001*

- **Building Inspector** (June 2000 – January 2001)  
Conducted inspections in the Structural category.
- **Trade Worker** (January 1990 – January 2001)  
Managed the construction, maintenance, and repair of municipal structures.

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### Professional Licensure and Certification

- Building Code Administrator
- Building Plans Examiner
- Mechanical Plans Examiner
- Plumbing Plans Examiner
- I & 2 Family Dwelling Plans Examiner
- Structural Inspector
- Mechanical Inspector
- Plumbing Inspector
- 1&2 Family Dwelling Inspector
- LEED AP Certified
- Building Code Professional
- Mechanical Code Professional
- Plumbing Code Professional
- Coastal Construction Inspector
- Fire Safety Inspector 1
- ICC Fire Inspector I and II

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### Professional Achievements

- Achieved and maintained Class 5 in CRS Flood Insurance Program (Wellington)
- Achieved and maintained ISO 2 Commercial and 3 Residential ratings (Wellington)
- Achieved International Accreditation IAS, ranked 4th in Florida and 21st in the Country (Wellington)
- Nominated Palm Beach County Chapter Building Official of The Year in 2016 and 2019

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### Boards and Committees

- Palm Beach County Building Code Advisory
- Palm Beach County Fire Board of Adjustments and Appeals

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### References

- **Jim Barnes** – Village Manager, Village of Wellington  
Email: [jbarnes@wellingtonfl.gov](mailto:jbarnes@wellingtonfl.gov)  
Phone: 561-753-2504
  - **Tanya Quickel** – Deputy Village Manager, Village of Wellington  
Email: [tquickel@wellingtonfl.gov](mailto:tquickel@wellingtonfl.gov)  
Phone: 561-791-4113
  - **Ed Delavega** – Assistant Village Manager, Village of Wellington  
Email: [edelaveg@wellingtonfl.gov](mailto:edelaveg@wellingtonfl.gov)  
Phone: 561-795-4055
  - **Eric Marmer** – Town Manager – Town of Manalapan  
Email: [emarmer@manalapan.org](mailto:emarmer@manalapan.org)  
Phone: 561-929-8457
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SECTION I

(OFFICE USE ONLY)

☒ Advisory ☐ Not Advisory

BOARD/COMMITTEE NAME: PBC BCAB  
TYPE OF APPOINTMENT: ☒ AT-LARGE ☐ DISTRICT # ☐  
☒ REAPPOINTMENT ☐ NEW APPOINTMENT  
TERM: 8/19/2025 START DATE 8/18/2028 END DATE  
LENGTH OF TERM: 3 YEARS  
SEAT #: 10  
SEAT REQUIREMENT: General Contractor Gold Coast Builders Association

COMPLETING AN UNEXPIRED TERM? ☐ YES ☒ NO  
IF YES: DUE TO: ☐ RESIGNATION ☐ OTHER  
COMPLETING TERM FOR: ☐  
ORIGINAL TERM EXPIRES: ☐

\*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

(to be completed by applicant)

**\*MUST BE A PALM BEACH COUNTY RESIDENT**

NAME: (First/Middle Initial/Last) Frank R. Coppola, III  
ADDRESS: 6061 Gun Club Road  
CITY: West Palm Beach STATE: FL ZIP: 33415  
PHONE #: (908) 391-8809  
EMAIL: F.Coppola@CoppolaBrothersLLC.com

BUSINESS/EMPLOYER NAME: Coppola Brothers LLC  
OCCUPATION: General Contractor  
ADDRESS: 6061 Gun Club Road  
CITY: West Palm Beach STATE: Florida ZIP: 33415

MAILING PREFERENCE: ☐ RESIDENCE ☒ BUSINESS  
DEMOGRAPHIC INFORMATION: (choose one from each group)

GROUP #1	GROUP #2
<input checked="" type="checkbox"/> MALE	<input type="checkbox"/> AFRICAN-AMERICAN <input type="checkbox"/> HISPANIC-AMERICAN
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HAVE YOU EVER BEEN CONVICTED OF A FELONY: ☐ YES ☒ NO  
(conviction of a felony is not an automatic disqualifier from appointment)  
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If YES, please list: Non-Voting Member of PBCBOA

CODE OF ETHICS TRAINING: Yes COMPLETED DATE: 7/9/2025

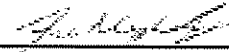
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(NOTE: Signature must be an actual signature or an electronic signature. A "typed" signature (name) will not be accepted)

SIGNATURE:  PRINTED NAME: Frank R. Coppola, III DATE: 7/9/2025

SECTION III - COMMISSIONER (OFFICE USE ONLY) DISTRICT #

COMMISSIONER'S SIGNATURE: DATE:

SECTION IV - (OFFICE USE ONLY)

APPOINTMENT MADE: YES NO  
BCC MEETING: DATE

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





Frank R. Coppola III • 6061 Gun Club Road, West Palm Beach, Florida 33415 • (908) 391-8809

Professional Summary

Accomplished construction professional with over 30 years of experience in residential and commercial building, specializing in high-quality renovations and project management. Founder of Coppola Brothers LLC and Florida Certified Master Builder Chairman of the Board. Active leader in industry associations, with a proven commitment to advancing building standards and community recovery efforts. Currently serving as Florida Home Builders Association Area Vice-President.

Education

Gettysburg College                      B.A., Business Administration, Latin Minor,                      1990

Professional Experience

Coppola Brothers LLC,                      Founder & Principal                      2014–Present

- Oversee construction and remodeling projects, delivering award-winning results in residential and commercial sectors.
- Manage budgets and teams for projects valued from \$125K to \$1M.
- Owner’s Representative consultancy focused on construction project management and industry standards.

RWA Global Group                      Chief Operations Officer                      2023–Present

- Direct operational strategies for a global construction advisory group.

Professional Licenses & Certifications

- Florida Certified Building Contractor                      CBC #1263158
- Florida Certified Roofing Contractor                      CCC #1333895
- New Jersey Home Improvement Contractor                      HIC#13YH1010477400
- North Carolina Contractors License                      #83774
- Florida Certified Master Builder                      2019–Present

Professional Association Involvement

- Palm Beach County Building Code Advisory Board                      Director                      2022–Present
- Florida Home Builders Association (FHBA)
  - Area Vice President                      2023–Present
  - Political Action Committee Chairman                      2023–2024
  - Government Affairs Committee,                      2021–2024
- Gold Coast Builders Association (GCBA), Florida
  - Immediate Past President                      2024
  - President                      2023
- Palm Beach County Building Officials Association, Non-Voting Member,                      2024–Present

Awards & Recognition

- FHBA Eagle Award, 2024
- FHBA Remodeler of the Year, 2023
- MetroBCA Builder of the Year, 2022
- MetroBCA Remodeler of the Year, 2018

Community Involvement

- Hurricane Ian Relief                      2022
- & Hurricane Milton Relief                      2024:
  - Delivered FHBA supplies to local municipalities and supported homeowner recovery.



PALM BEACH COUNTY

BUILDING CODE ADVISORY BOARD (BCAB)

ATTENDANCE

2024

<i>MONTHS</i>	January (no quorum) CANCELLED	March	May (no quorum) CANCELLED	June Special Meeting	July	September(no quorum) CANCELLED	November
Wayne Cameron							
John Kuntzman							
Robert Brown							
Michael DiNorscio							
Jacek Tomasik							
Gary Kozan							
Joseph Byrne							
Frank Coppola							
Thomas Hogarth							
Kristin Materka							
Donald Sharkey							
James Carr				LAST DAY (Resignation)			
Edward Lynch							
Gregory Miller				Late - in @ 2:08pm			

2025

<i>MONTHS</i>	January On-site no quorum	February Special meet On-site no quorum	April CANCELLED	July CANCELLED	August	September	November
Edward Lynch							
Robert Brown							
Wayne Cameron							
Michael DiNorscio							
Jacek Tomasik							
Frank Coppola							
Gary Kozan							
Joseph Byrne							
Thomas Hogarth							
Kristin Materka							
Donald Sharkey							
Gregory Miller							
John Kuntzman							