

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

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**Meeting Date:** February 3, 2026  
**Department:** Planning, Zoning & Building Department  
**Submitted By:** Building Division  
**Advisory Board Name:** Building Code Advisory Board (BCAB)

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**I. EXECUTIVE BRIEF**

**Motion and Title:** Staff recommends motion to approve: the appointment of one (1) applicant to the Building Code Advisory Board (BCAB) for the term February 3, 2026 through February 2, 2029:

<b>Appointment</b>	<b>Seat</b>	<b>Requirement</b>	<b>Nominated by</b>
Matthew Mills	4	Building Official	Building Officials Association of Florida, Palm Beach Chapter

**Summary:** The BCAB was established by a Special Act of the Florida Legislature in 1974, and amended in 2025 to broaden the definition of a Building Official, thereby expanding the pool of qualified candidates who can serve as Board members. The term of office for BCAB members is three (3) years, with no limit to the number of terms a member may serve. BCAB currently has 13 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) HVAC contractor, five (5) building officials, and one (1) electrical contractor. BCAB is comprised of 16 seats with 13 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. Nomination Letter
4. Special Act

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Recommended By:  1/13/2026  
 Department Director Date

Legal Sufficiency:  1/15/26  
 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  
 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

<b>SECTION I</b>	(OFFICE USE ONLY)	<input checked="" type="checkbox"/> Advisory	<input type="checkbox"/> Not Advisory
BOARD/COMMITTEE NAME:	<u>Building Code Advisory Board</u>		
TYPE OF APPOINTMENT:	AT-LARGE	<input checked="" type="checkbox"/>	DISTRICT #
TERM:	2/3/26	REAPPOINTMENT	<input checked="" type="checkbox"/> NEW APPOINTMENT
LENGTH OF TERM:	3 years	START DATE	2/2/29 END DATE
SEAT #:	4		
SEAT REQUIREMENT:	<u>Building Official</u>		

COMPLETING AN UNEXPIRED TERM?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
IF YES: DUE TO:	<u>RESIGNATION</u>	
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:

<b>SECTION II</b>	(to be completed by applicant)	<b>*MUST BE A PALM BEACH COUNTY RESIDENT</b>
NAME: (First/Middle Initial/Last)	<u>Matthew C Mills</u>	
ADDRESS:	<u>1648 SE Avenue K place</u>	STATE: <u>FL</u>
CITY:	<u>Belle Glade</u>	ZIP: <u>33430</u>
PHONE #:	<u>561-261-9107</u>	
EMAIL:	<u>mmills@wellington.fl.gov</u>	
BUSINESS/EMPLOYER NAME:	<u>Village of Wellington</u>	
OCCUPATION:	<u>Building Official</u>	
ADDRESS:	<u>12300 W Forest Hill Blvd</u>	STATE: <u>FL</u>
CITY:	<u>Wellington</u>	ZIP: <u>33411</u>
MAILING PREFERENCE:	<input checked="" type="checkbox"/>	RESIDENCE
		BUSINESS

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**  **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.

<u>Contract/Transaction No.</u>	<u>Department/Division</u>	<u>Description of Service</u>	<u>Term</u>
Example: (R#XX-XX/PO XX)	Parks & Rec	General Maintenance	10/01/00 - 09/30/2100

**SERVING ON OTHER ADVISORY BOARDS / COMMITTEES:**

Are you currently serving on any other Advisory Boards or Committees within Palm Beach County?

YES  NO

If YES, please list:

**CODE OF ETHICS TRAINING:**  **COMPLETED** **DATE:** 22 Dec 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 on-going, 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.

Training on the Palm Beach County Code of Ethics can be found on the web at:  
<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: Matthew C. Mills PRINTED NAME: Matthew C. Mills DATE: 8 Jan 26

**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.*

# MATTHEW MILLS

## BUILDING OFFICIAL

### CONTACT

Cell: 561.261.9187  
 email: [chewmh53j@gmail.com](mailto:chewmh53j@gmail.com)

1648 SE Ave K Place  
 Belle Glade, FL 33430

### BUSINESS LICENSES

Standard Inspector Lic # BN2058  
 Standard Plans Examiner Lic # PX873  
 Building Code Administrator Lic #BU1487  
 Certified Floodplain Manager  
 FAA UAS Remote Pilot Lic #4384881

### CERTIFICATIONS

ICC Certified Building Official  
 ICC Building Plans Examiner  
 ICC Building Inspector  
 ICC Building Code Specialist  
 ICC Mechanical Inspector  
 ICC Mechanical Plans Examiner  
 ICC Mechanical Code Specialist  
 ICC Commercial Electrical Inspector  
 ICC Plumbing Inspector  
 ICC Plumbing Plans Examiner  
 ICC Plumbing Code Specialist  
 Stormwater Pollution

### KEY SKILLS

Inspection  
 Plans Review  
 Administration  
 Excellent communication  
 Organized

### EXPERIENCE

#### BUILDING OFFICIAL, VILLAGE OF WELLINGTON

10/26/2024-PRESENT

- Creates policies and procedures, and various documentation for overall operations of the Building Division.
- Provides technical plans review and interpretation of the various codes for which the division is responsible to enforce.
- Manages, schedules, and assigns duties and tasks for functions under charge, e.g., licensing, permitting, inspections, plans review.
- Receives, investigates, responds, and provides resolution to inquiries and concerns from the general public, the business community, Wellington officials, and other departments regarding division related issues.
- Plans, develops, implements and administers the division operating budget; ensures adherence to established budgetary parameters.
- Maintains current knowledge of trends and regulatory developments for application to functional areas under charge.
- Performs personnel tasks, i.e., interviewing, selection, hires, discipline, performance evaluations, and recommendation of terminations.
- Authorizes the issuance of stop work orders based on interpretation of policies or procedures and reviews the actions necessary to bring conditions to code compliance.
- Manages damage assessment for disaster events.

#### CHIEF BUILDING INSPECTOR, VILLAGE OF WELLINGTON

12/28/2005-10/26/2024

- Supervises the building construction inspection staff; coordinates efficient and timely completion of building construction inspections for new and existing structures.
- Conducts performance evaluations and sets goals for building construction inspectors; provides recommendations for corrective actions as appropriate.
- Reviews and resolves differences/issues between customers/property owners and building inspection staff.
- Reviews and enforces policies and procedures related to inspections and makes recommendations as needed for changes or new policies and procedures.
- Responds to, researches, investigates, and provides resolution to construction related inquiries and complaints regarding illegal or hazardous conditions in new and existing structures.
- Authorizes the issuance of stop work orders based on set policies or procedures, or through consultation with the Building Official, specifying actions necessary to bring conditions to code compliance.
- Documents, records, and maintains detailed records and reports regarding inspection activities of staff under charge, e.g., inspection logs, conclusions, notices issued, actions taken; coordinates schedules for re-inspections to ensure previous violations are brought to compliance.
- Reviews various records and documentation relating to certification inspection category, e.g., construction plans and specifications, complex drawings, schematics, diagrams, standard codes.

- Presents inspection documentation/information and testifies in court as required regarding conditions, findings, actions, and relevant code sections.
- Assists and advises the public (architects, contractors, developers, engineers, etc.) in matters relating to construction and code requirements; coordinates work and projects with other departments and outside agencies where applicable, e.g., permit processing staff, plan reviewers, engineering.
- Maintains educational/training records regarding staff inspectors; recommends and schedules training accordingly.
- Reviews inspection results for consistent application of all applicable codes and recommends appropriate policies for approval and implementation.
- Reviews inspection records for incomplete record of results and coordinates completion of missed or non-recorded assignments.
- Inspects new and existing construction for compliance with established local, state, and federal construction codes on an as needed basis.

PLANNING AND BUILDING MANAGER, BUILDING OFFICIAL, CITY OF BELLE GLADE  
APR 2004-DEC 2005

CONSTRUCTION INSPECTOR, CITY OF BELLE GLADE  
APR 1995-APR 2004

AVIONICS GUIDANCE AND CONTROL SYSTEMS SPECIALIST, UNITED STATES AIR FORCE  
OCT 1986-AUG 1991



**BUILDING OFFICIALS ASSOCIATION  
OF PALM BEACH COUNTY  
www.boapbcgov.org**

July 23, 2025

**President**  
Joseph D. Anderson  
Palm Beach County  
[janderson3@pbc.gov](mailto:janderson3@pbc.gov)

**Vice-President**  
Mark Candreva  
Village of Wellington  
[mcandreva@wellingtonfl.gov](mailto:mcandreva@wellingtonfl.gov)

**Treasurer**  
Jennifer Lang  
Palm Beach County  
[JLang@pbc.gov](mailto:JLang@pbc.gov)

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Board of County Commissioners  
Palm Beach County  
2300 N. Jog Rd.  
West Palm Beach, Florida 334145

RE: Candidate Endorsement—Matt Mills - BCAB Nominee for District 3

Dear Commissioners:

I am pleased to report to you that during the July 17, 2025 meeting of the Building Officials Association of Palm Beach County (BOAPBC), the Board of Officers and Directors of this local Chapter of the ICC present, have agreed unanimously to nominate Mr. Matt Mills, Building Official for the City of Wellington, for your consideration to serve on the Building Code Advisory Board of Palm Beach County as representative for District 3.

The Officers and Directors of the Association have carefully reviewed Mr. Mills credentials, and record of service, and we believe his contributions exemplify the best and highest aspects of our profession, and make him the appropriate choice to serve on the BCAB.

As an Association, we remain grateful to the Commission for its continued support of safety in the built environment by encouraging and supporting the consistent and diligent enforcement of modern building codes throughout the county. The activities of the Building Code Advisory Board and other county-wide safety standardization projects help to make our citizens and communities safer as a whole. In addition, these activities allow property owners throughout the county to realize reduced insurance premiums for risk and flood hazard.

We sincerely thank you for your continued support of our common efforts and ask you to support Mr. Mills' nomination. We believe Mr. Mills' past and ongoing record of service is an example to follow.

Best Regards,

Joseph Anderson

Plans Examiner & Inspector

BOAPBC President



Chapter of The International  
Code Council Since 2001

Mailing Address:  
PO Box 20241  
West Palm Beach  
Florida, 33416-0241



Chapter of The Building Officials  
Association of Florida Since 1974

CHAPTER 2025-225

Committee Substitute for House Bill No. 4011

An act relating to Palm Beach County; amending chapter 74-565, Laws of Florida, as amended; revising the definition of the term "building official"; providing an effective date.

Be It Enacted by the Legislature of the State of Florida:

Section 1. Subsection (3) of section 2 of chapter 74-565, Laws of Florida, as amended by chapter 2001-323, Laws of Florida, is amended to read:

Section 2. Definitions.—As used in this act:

(3) "Building official" means an individual charged with the administration and enforcement of the Florida Building Code, who possesses a Florida Building Code Administrator certification and is serving is a full-time employee of a municipality or the county, in the respective commission election district from in which he or she is nominated the jurisdiction is situated.

Section 2. This act shall take effect upon becoming a law.

Approved by the Governor June 11, 2025.

Filed in Office Secretary of State June 11, 2025.

<sup>1</sup>  
CODING: Words stricken are deletions; words underlined are additions.

ENROLLED

2017 Legislature

HB1287

1 An act relating to Palm Beach County; amending Ob. 74-  
2 565, Laws of Florida, as amended; revising the  
3 nomination process for appointees to the Building Code  
4 Advisory Board of Palm Beach County; providing an  
5 effective date.

6

7 Be It Enacted by the Legislature of the State of Florida:

8

9 Section 1. Subsection (1) of section 6 of chapter 74-565,

10 Laws of Florida, as amended by chapter 2001-323, Laws of

11 Florida, is amended to read:

12

13 Section 5. Appointments.—

14 (1) The Board of County Commissioners of Palm Beach County  
15 shall appoint the Building Code Advisory Board of Palm Beach  
16 County and supply it with a meeting place, office supplies  
17 including stationery, legal counsel, technical staff, mechanical  
18 recording of its meetings, written transcripts of the minutes of  
19 its meetings, secretarial service, and storage space for its  
20 records. The board shall have 16 members, composed of 7 building  
21 officials, 1 from each commission election district, appointed  
22 from nominees submitted by the Building Official's Association  
23 of Palm Beach County; 7 members appointed from nominees  
24 submitted by the following industry associations: the Associated  
25 General Contractors, Florida East Coast Chapter; the Solid Steel

CODING: Words stricken are deletions; words underlined are additions.

hb1287-Dr-er

Page 1 of 3

26 Builders Association; the Associated Builders and Contractors,  
27 Florida East Coast Chapter; the Electrical Council of Florida,  
28 Metal Contractors Association; the Palm Beach County Roofing and Sheet  
29 Metal Contractors Association; the Air Conditioning Contractors  
30 of America; Palm Beach Chapter; the Plumbing Heating Cooling  
31 Contractors Association of Florida; Palm Beach Chapter; or from  
32 any other recognized regional industry trade association state  
33 Considerations-Industry Management-Subsection of Palm Beach-County;  
34 member who shall be a registered architect appointed from  
35 nominees submitted by the Palm Beach Chapter of the American  
36 Institute of Architects; and 1 member who shall be a  
37 professional engineer appointed from nominees submitted by the  
38 Palm Beach Chapter of the Florida Engineering Society. All  
39 appointments shall be for a term of 3 years, and each member  
40 shall serve until his or her successor is appointed. If a  
41 vacancy should occur before a term has expired, the Board of  
42 County Commissioners shall appoint a new member within 60 days  
43 to complete the unexpired term.

(2) Members shall be required to attend all regular and  
45 special meetings of the board. The chair of the board shall  
46 notify the Board of County Commissioners when a member  
47 accumulates three consecutive absences from the regular meetings  
48 or when a member fails to attend 50 percent of all meetings of  
49 the board during any 12-month period. On such notification, this  
50 member shall be removed by the Board of County Commissioners.

SCOTTING WORDS: A LITERATURE REVIEW 201

h1:287-01-81

ENROLLED

HB1287

2017 Legislature

51 and the Board of county commissioners shall appoint a new member  
52 within 60 days to complete the unexpired term. The Board shall  
53 hold meetings open to the public, at least once in every calendar  
54 quarter, adopt rules and procedures, and elect a chair and vice  
55 chair. A quorum of the board shall be 10 members, with a  
56 concurring vote of 9 members required to approve any action.  
57 Section 2. This act shall take effect upon becoming a law.

Page 3 of 3

CODING: Words ~~stricken~~ are deletions; words underlined are additions.

hb1287-01-02