



Palm Beach County  
CONSTRUCTION BOARD OF ADJUSTMENT AND APPEALS (CBAA)  
January 9, 2025 MEETING  
**MINUTES**

## I. CALL TO ORDER

Jessica Dornblaser, Vice Chair, called the meeting to order at 2:02 pm. The meeting was conducted in Room 1W-47, Palm Beach County Planning, Zoning and Building Department, 2300 N Jog Road, West Palm Beach, FL.

### A. Roll Call

#### *Members Present*

Jessica Dornblaser, Architect, **Vice Chair**  
Steven Markel, HVAC Contractor  
Manuel Oyola, Roofing Contractor  
Bart Rasper, Plumbing Contractor

Michael Riemer, Engineer

#### *Members Absent*

Rex Kirby, Division 1 Contractor, **Chair**  
Timothy Wingate, Division 1 Contractor

William Reicherter, Electrical Contractor

#### *Others Present*

Doug Wise, Building Director/ Building Official  
Ryan Maher, Assistant County Attorney  
Shannon Fox, Senior Count Attorney  
Sean Bomford, Information Management Services Specialist

Michelle Carter, Recording Secretary  
Bianca Filiponi, Recording Secretary  
Thomas Banzhaf, Construction Services Coordinator (PBC)  
Joseph Anderson, Construction Services Coordinator (PBC)

### B. Approval of Minutes

- ✦ Mr. Oyola made a motion to approve the September 12, 2024 meeting minutes. Mr. Rasper seconded the motion. The motion carried unanimously.

### C. Administer Oath to Witnesses

Ms. Carter administered an oath to the witnesses testifying in the proceedings.

## II. ADDITIONS AND DELETIONS

None

## III. OLD BUSINESS

### A. 2023-05- 1115 Filer Road

- ✦ Mr. Banzhaf begins to state that this property is in the process of converting this home from a duplex back to a single family home.
- ✦ Mr. Oyola asks if there is any permits pulled for this property yet.
- ✦ Mr. Banzhaf answers there is a permit but it is currently being revised
- ✦ Mr. Oyola asks Mr. Banzhaf if he is satisfied that Ms. Sosa is moving in the right direction with this project.
- ✦ Mr. Wise asks Ms. Sosa if she has anything she would like to say to the board.
- ✦ Ms. Sosa states she is just awaiting the sub permits for electrical and mechanical.
- ✦ Mr. Oyola asks Ms. Sosa if she is needing additional time or if everything will be completed by next meeting.

- ✦ Ms. Sosa answers additional time would be helpful as she is awaiting for sub permit approval.
- ✦ Mr. Oyola makes a motion for 60 days to get everything back in order as needed and submit permits
- ✦ Mr. Rasper seconds motion.
- ✦ Motion carries unanimously.

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- ✦ Mr. Banzhaf begins to state this case is of a mobile home that was converted into a duplex, 4 separate tenant spaces without permits. The permit applied for was reviewed but the drawings were found to be lacking so we are awaiting resubmittal.
- ✦ Mr. Oyola asks how much time was previously allotted.
- ✦ Mr. Wise answers 90 days.
- ✦ Ms. Dornblaser asks what we're the comments back in October.
- ✦ Mr. Anderson answers that the documents need additional and sufficient clarity. For mechanical we need the equipment sizing and electrical the value was too low and needs to include profit and incorrect address.
- ✦ Mr. Oyola asks if there's any demo going to be happening with this property.
- ✦ Mr. Wise states with the alterations there will be some demo to bring it back to its original design.
- ✦ Discussion ensues.
- ✦ Mr. Oyola asks if the mobile home is still being unoccupied.
- ✦ Mr. Anderson answers yes.
- ✦ Mr. Oyola asks the home owner what is exactly going to happen.
- ✦ Mr. Daniel Hernandez states it is difficult to find an architect or engineer as nobody wants to assume responsibility for this mobile home.
- ✦ Mr. Markel asks the age of the mobile home.
- ✦ Mr. Hernandez answers he's unsure, possibly over 30 years.
- ✦ Mr. Oyola asks what the game plan is, if there is an architect or engineer
- ✦ Mr. Hernandez states he is trying to find one.
- ✦ Mr. Oyola asks Mr. Hernandez if he has done any work on this property since being contacted by the home owner.
- ✦ Mr. Hernandez answers he has been cleaning and maintaining the exterior and removing trash.
- ✦ Mr. Oyola asks what is being asked today, if additional time is being needed.

- ✦ Mr. Hernandez states yes.
- ✦ Mr. Markel asks how many architects/engineers been contacted so far.
- ✦ Mr. Hernandez answers about five and all five state they cannot do it as they would be liable for factory plans.
- ✦ Discussion ensues on the work and cost needed for this project.
- ✦ Ms. Dornblaser asks staff for recommendation.
- ✦ Mr. Wise answers that his recommendation is staff meets with the owner for a suggestive route as far as the code requirements for a trailer.
- ✦ Mr. Oyola motions for 60 days to come back and confirm with PBC Building department and try to get guidance so this can get resolved.
- ✦ Mr. Markel amends motion by stating they need to find a design professional with the help of staff and contact them immediately and apply for the appropriate permit within 60 days of today's meeting.
- ✦ Mr. Oyola seconds the motions.

## V. BOARD MEMBER COMMENTS

## VI. STAFF COMMENTS

## VII. ADJOURNMENT

Jessica Dornblaser adjourned the meeting at approximately 2:27 PM.

Signed for the Board by,



~~Rex Kirby, Chair~~ Jessica Dornblaser, Vice Chair

Respectfully submitted by  
Bianca Filiponi, Recording Secretary