

*June 30, 2018*

*Attn: Dr. Cheryl Brown  
Director/ Council Secretary  
Jacksonville City Council  
117 W. Duval Street, 4<sup>th</sup> Floor – Suite 425  
City Hall – St. James Building  
Jacksonville, Florida 32202*

*RE: Building Codes Adjustment Board (BCAB) Annual Report 2018*

*Dr. Brown,*

*Please find attached the summary of BCAB activities for the year ending June 2018.*

*From the position of Secretary, I was elected Vice-Chairperson of the Board in December 2016 and assumed the duties of the position beginning with the January 2017 meeting of the Board.*

*Throughout my tenure on the board, there have been repetitive applicant issues brought before us in relation to tree ordinances and landscaping. As such, during the December 2017 meeting, the Board established a sub-committee to review the Municipal Code regarding the tree ordinances and to suggest a modification of the same. I was confirmed as Chair of the sub-committee and Frank Ringhofer was confirmed as Co-Chair. We have determined that there is a need for a protocol to be implemented in receiving variance applications for these issues. As such, we have compiled recommendations for the creation and approval of the suggested protocol. In this, we would ask the Municipal Code Compliance Division (MCCD) and/or applicant to*

- Define and determine the conditions for classifying trees/landscaping as deceased;*
- Provide a letter/document from a currently certified arborist in the State of Florida disclosing the status of the tree/landscape in question;*
- Provide a copy of the credentials of the Certified Arborist with State of Florida identification number;*
- Submit documentation of the tree/landscape via legible overall*

*photographs showing tree/landscaping in question. Photographs of trees should be taken/recorded in such a manner that they encompass the entire tree, including the base. Photographs of landscaping should include all angles of the landscape in question. Photographs should provide various angles and detailed visual of the damaged, deteriorating, portions of the tree/landscape.*


- If it is needed, and it is virtually impossible to gain accurate photographs, surveys, and other relative documentation without accessing the property, we would recommend MCCD and/or the applicant cooperate in gaining/allowing access to the property to survey and document the conditions to acquire accurate data.*

*Our board has also considered another issue which should be addressed. After a "named" storm, there should be a reasonable time frame implemented to allow our community residents to address damages and other effects from the storm without being under the constraint of being presented a notice of non-compliance from MCCD. It is suggested that a greater grace period of time is allowed after a storm for applicants to perform site cleanup, make repairs, and maintain the property.*

*Moreover, there should be some thought given to providing a level of clarity for MCCD and the applicants on why and how a situation is declared an emergency in accordance with the current code as it pertains to public safety and property maintenance.*

*We appreciate your attention to these matters.*

*Warmest Regards,*



*Deidra L. Dix-Wynn, CGC  
Vice-Chairperson, Building Codes Adjustment Board  
City of Jacksonville, Florida  
904.256.9797*

*CC: April Maryland, BCAB Administrative Aide*

Report of the Board Activities for  
**The BUILDING CODES ADJUSTMENT BOARD**  
**CITY OF JACKSONVILLE, FLORIDA**  
For the year July 2017 through June 2018

Fred DeWitt, Chairperson      April Maryland & Kimberly Phillips, Administrative Aides  
Deidra Dix-Wynn, Vice-Chair

	July 2017	August	September	October	November	December	January 2018	February	March	April	May	June 2018	TOTAL	%
See Note 3														
<b>ATTENDANCE:</b>														
Brian Register	E	1	E	E	E	RFB	RFB	RFB	RFB	RFB	RFB	RFB	1	8.3%
Fred DeWitt	1	1	1	1	1	1	1	1	1	1	1	E	11	91.7%
Glynn Taylor	E	1	1	1	E	1	1	1	1	1	1	E	9	75.0%
Ryan Fryman	E	1	1	1	1	1	1	1	1	1	1	E	10	83.3%
Frank Ringhofer	1	1	1	1	1	1	1	1	1	1	1	E	11	91.7%
Deidra Dix-Wynn	1	1	1	1	1	1	E	1	1	1	1	E	10	83.3%
John Scott	E	E	1	1	1	1	1	1	1	1	1	E	9	75.0%
Tamara Baker	1	1	1	1	E	1	1	1	1	E	E	E	8	66.7%
Hillary Almond	E	1	1	1	1	1	E	1	E	1	1	E	8	66.7%
Joyce Conway	n/a	n/a	n/a	n/a	n/a	ATB	1	1	E	1	1	E	5	71.4%
<b>TOTAL PRESENT:</b>	<b>4</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>6</b>	<b>9</b>	<b>7</b>	<b>9</b>	<b>7</b>	<b>8</b>	<b>8</b>	<b>0</b>		
<b>APPLICATIONS:</b>														
Building Code	0	0	0	0	0	1	0	0	1	0	0		2	
Fire Code	3	2	6	1	4	4	1	0	1	3	5		30	
Both Codes	1	2	1		0	0	0	0	0	2	0		6	
Public Safety	3	1	1	1	2	4	3	2	1	0	2		20	
<b>TOTAL:</b>	<b>7</b>	<b>5</b>	<b>8</b>	<b>2</b>	<b>6</b>	<b>9</b>	<b>4</b>	<b>2</b>	<b>3</b>	<b>5</b>	<b>7</b>	<b>0</b>	<b>58</b>	
<b>BOARD DECISIONS:</b>														
Granted	3	3	4	1	4	4	2	1	2	5	5	0	34	
Denied	1	0	0	0	0	3	0	0	0	0	0	0	4	
Withdrawn/ Dismissed	2	0	1	0	0	0	0	1	1	1	1	0	7	
Deferred	1	2	3	1	2	2	2	2	0	1	1	0	17	
<b>SCHEDULE:</b>														
Convened at	4:05	4:00	4:00	4:05	4:05	4:05	4:00	4:00	4:00	4:05	4:00		0	
Adjourned at	6:05	5:40	5:52	4:41	6:00	6:45	4:27	5:02	4:43	4:41	5:02		0	
<b>DURATION:</b>	<b>2:00</b>	<b>1:40</b>	<b>1:52</b>	<b>:36</b>	<b>1:55</b>	<b>2:40</b>	<b>:27</b>	<b>1:02</b>	<b>:43</b>	<b>:41</b>	<b>1:02</b>		<b>0</b>	

- NOTES: 1 E = Excused absence, 0 = Unexcused absence, RFB = Retired from Board, ATB = Appointed to Board  
2 [ ] Designates the presiding Chairperson  
3 No meeting was held as no applications were submitted

**BUILDING CODE  
ADJUSTMENT BOARD**

**BCAB**

**MEMBER NAME**

**DATE OF TRAINING**

Hillary Almond

8/10/2017

Tamara Baker

4/27/2017

Joyce Conway

12/7/2017

Fred Dewitt

4/17/2015

Deidra Dix-Wyn

1/20/2015, 6/9/2016 & 8/10/2017

Ryan Fryman

8/25/2016

Frank Ringhofer

1/20/2015

John Scott

2/2/2017

Karl Soderholm

4/17/2015

Glynn Taylor

1/20/2015 & 8/10/2017

## Search for Financial Disclosure Filers

### Search Results

In the table below, organization names are linked to coordinator contact information. Supervisor of Election and Commission on Ethics links display the relevant contact information.

Once we have logged in a Form 6, the status will contain the date received and the message "Form Available Soon!" When the Form 6 becomes available online, the Filing Requirement Fulfilled status will have a link to "View Form."

If you filed with the Commission or the Supervisor of Elections and no date appears in the "Filing Requirement Fulfilled" column, it means either the Supervisor or Commission has not yet recorded receipt of your form. Generally, forms are recorded within a few days of receipt. If you are concerned about the status of your form, please use the contact information under "Statutory Filing Requirement."

Section 112.31445, Florida Statutes, requires that all CE Form 6 Full and Public Disclosure of Financial Interests, other than those of judges and judges of compensation claims, be posted online. Before being posted online, any information required by law to be maintained as confidential must be redacted. For persons other than those who have filed as candidates with the Department of State, this process may take up to five business days.

### **IMPORTANT INFORMATION FOR INCUMBENTS FILING AS CANDIDATES WITH THE DEPARTMENT OF STATE**

If you are an incumbent filing financial disclosure with the Department of State as part of qualifying for re-election, you do not have to separately file disclosure with the Commission; the Department is required to send us your form. However, we do not expect the Department to send the forms until June 27, and we expect them to send a very large volume on that date, meaning an increase in our processing time. Therefore, if you filed your Form 6 with the Department of State as part of the qualifying period that began June 4, there will be a delay in showing your form as "received" on our website. Those forms may be available for viewing on the [Department of State](#) website before they are available here.

Your Search for " Jacksonville - Building Codes Adjustment Board " returned the following results:

Coordinator:  
Carla Miller

Office of General Counsel  
117 West Duval Street  
RM 480  
Jacksonville, FL, 32202






(904) 630-1476

[CarlaM@coj.net](mailto:CarlaM@coj.net)

Narrow results to a particular suborg:

- [All Suborganizations](#)
- [Board Of Pension Administration](#)
- [Building Codes Adjustment Board](#)
- [Council & Constitutional Officers](#)
- [Downtown Investment Authority](#)
- [Downtown Northbank Community Redevelopment Area](#)
- [Employees](#)
- [Ethics Commission](#)
- [Jacksonville Health Facilities Authority](#)
- [Jacksonville International Airport Area Redevelopment Agency](#)
- [Planning Commission](#)
- **Additional Sub-Organizations:**

Police & Fire Pension Fund Bd. Of Trustees

Filer ID	Form Year	Full Name	Organizations	Statutory Filing Requirement	Filing Requirement Fulfilled	Filing History
273178	2017	Almond, Hillary L.	<ul style="list-style-type: none"> <li>• Jacksonville-Building Codes Adjustment Board</li> </ul>	Form 1 with Duval County SOE	 07/13/2018	<input type="button" value="View Filing History"/>
273179	2017	Baker, Tamara G.	<ul style="list-style-type: none"> <li>• Jacksonville-Building Codes Adjustment Board</li> </ul>	Form 1 with Duval County SOE	 07/16/2018	<input type="button" value="View Filing History"/>
273180	2017	Conway, Joyce J.	<ul style="list-style-type: none"> <li>• Jacksonville-Building Codes Adjustment Board</li> </ul>	Form 1 with Duval County SOE	 07/26/2018	<input type="button" value="View Filing History"/>
246874	2017	DeWitt, Fred	<ul style="list-style-type: none"> <li>• Jacksonville-Building Codes Adjustment Board</li> </ul>	Form 1 with Duval County SOE	 07/02/2018	<input type="button" value="View Filing History"/>
246875	2017	Dix-Wynn, Deidra	<ul style="list-style-type: none"> <li>• Jacksonville-Building Codes</li> </ul>	Form 1 with Duval County SOE	 07/10/2018	<input type="button" value="View Filing History"/>

			Adjustment Board			
268361	2017	Fryman, Ryan D.	<ul style="list-style-type: none"> <li>Jacksonville-Building Codes Adjustment Board</li> </ul>	Form 1 with Duval County SOE	07/02/2018	<a href="#">View Filing History</a>
246878	2017	Ringhofer, Frank	<ul style="list-style-type: none"> <li>Jacksonville-Building Codes Adjustment Board</li> </ul>	Form 1 with Duval County SOE	06/15/2018	<a href="#">View Filing History</a>
268370	2017	Scott, Johnathan	<ul style="list-style-type: none"> <li>Jacksonville-Building Codes Adjustment Board</li> </ul>	Form 1 with Duval County SOE	06/29/2018	<a href="#">View Filing History</a>
252019	2017	Taylor, Glynn	<ul style="list-style-type: none"> <li>Jacksonville-Building Codes Adjustment Board</li> </ul>	Form 1 with Duval County SOE	06/15/2018	<a href="#">View Filing History</a>

[Search Again](#)

### General Information about Filing Financial Disclosure

- [Brochure: A Guide to the Sunshine Amendment and Code of Ethics \(PDF\)](#)
- [Financial Disclosure Laws](#)
- [The Commission on Ethics Rules on Financial Disclosure](#)
- [Forms and Detailed Instructions](#)

For assistance with financial disclosure, you may wish to contact the Commission's Financial Disclosure Coordinator, Kimberly Holmes, at [disclosure@leg.state.fl.us](mailto:disclosure@leg.state.fl.us) or (850) 488-7864. Address correspondence to P.O. Drawer 15709 Tallahassee, FL 32317-5709.

Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.