



**BUILDING CODE BOARD OF APPEALS REGULAR MEETING  
AGENDA**

**CITY COUNCIL CHAMBERS**

**March 24, 2026**

**1:00 PM**

**A. CALL TO ORDER**

**B. ROLL CALL**

**C. ACTION ITEMS**

1. 819 1/2 Buford St
2. Discussion of bylaws

**D. ADJOURN**



LOCAL Board of Building Code Appeals  
City of Danville, Virginia

APPLICATION FOR APPEAL

Pursuant to Section 119 of the Virginia Uniform Statewide Building Code, or Section F-112.0 of the Virginia Fire Prevention Code, or Section 9-3 of the Code of the City of Danville, Virginia, 1986, as amended, a request for an appeal is hereby made this \_

24 day of February, 2026 to the Board of Building Code Appeals, relative to the following:

Appellant – (Applicant)

v.

Appellate  
(Building Official, Building Maintenance Official or Fire Official)

Name Mark Winstead  
Address 2955 Westover Dr  
434-250-4469  
markwinstead8@gmail.com  
Firm/Company \_\_\_\_\_  
Phone \_\_\_\_\_

If building is owned by other than Appellant, show owner's name and address: Name

\_\_\_\_\_  
Address  
\_\_\_\_\_

\*\*Please include \$206.00 with this application, with checks made payable to the City of Danville.

**CODE BEING**  
**APPEALED:**

VIRGINIA UNIFORM STATEWIDE BUILDING CODE (USBC)  
VIRGINIA STATEWIDE FIRE PREVENTION CODE (SFPC)  
SECTION 9-3, CODE OF THE CITY OF DANVILLE, VIRGINIA

**BASIS FOR APPEAL:**

- The Building/Building Maintenance Official/Fire Official has denied the granting of a modification which complies with the intent of the applicable code.
- The true intent of the applicable code has been incorrectly interpreted.
- The provisions of the applicable code do not fully apply in this situation.
- The proposal to use an equivalent form of construction or compliance has been denied.
- The decision of the code official regarding an order to abate an unsafe or dangerous structure is being challenged.

**BACKGROUND INFORMATION:**

Location of building for which this appeal is filed: 819 1/2 Buford St

Current or proposed use of building or structure: Rental House

Specific action or decision you are requesting of the Board: <sup>Allow</sup> To complete unfinished rebuild of Rear Bedroom. and make minor upgrades to align with code (USBC).

Justification for this request: ① Structure is Not a Total Loss.  
② Potential income is important to my Retirement Plan.

(ATTACH SEPARATE SHEET IF ADDITIONAL SPACE IS NEEDED)

Please complete the following estimate of the cost of repairs:

Type of work:	Amount
Demolition/ removal of damaged materials.	\$
Footing/ foundation/ chimney repair or installation.	\$ 20.00
Structural floor, wall or roof framing repair or installation.	\$ 1200.00
Exterior roofing / flashing repair or installation.	\$ 700.00
Exterior stair / porch / deck repair or installation.	\$
Exterior siding / trim repair or installation.	\$ 600.00
Exterior door / window repair or installation.	\$ 600.00
Interior wall / ceiling / flooring repair or installation.	\$ 1000.00
Interior trim / millwork / cabinet repair or installation.	\$ 200.00
Plumbing fixture / appliance / piping repair or installation.	\$ 1100.00
Electrical fixture / device / wiring repair or installation.	\$ 1200.00
Heating & cooling system repair or installation.	\$ 2000.00
Hardware repair or installation.	\$ 100.00
Insulation.	\$ 900.00
Painting.	\$ 100.00
Miscellaneous items or other.	\$
<b>Total cost of work:</b>	\$ 9720.00

Please answer the following questions:

What portion of this work, if any, do you intend on performing yourself? ALL

Have you received any cost estimates from contractors to perform any of the above work, and if so, please attach copies of written estimates? No estimates except my own

What is the time frame that you propose to start this work, and to have this work fully completed? 1 year

Do you intend on borrowing money to finance any portion of this work? No

If so, have you contacted any lending agents to determine your monthly payments? \_\_\_\_\_

819 1/2 Buford St  
Address of Property

Mark T Winstead  
Name

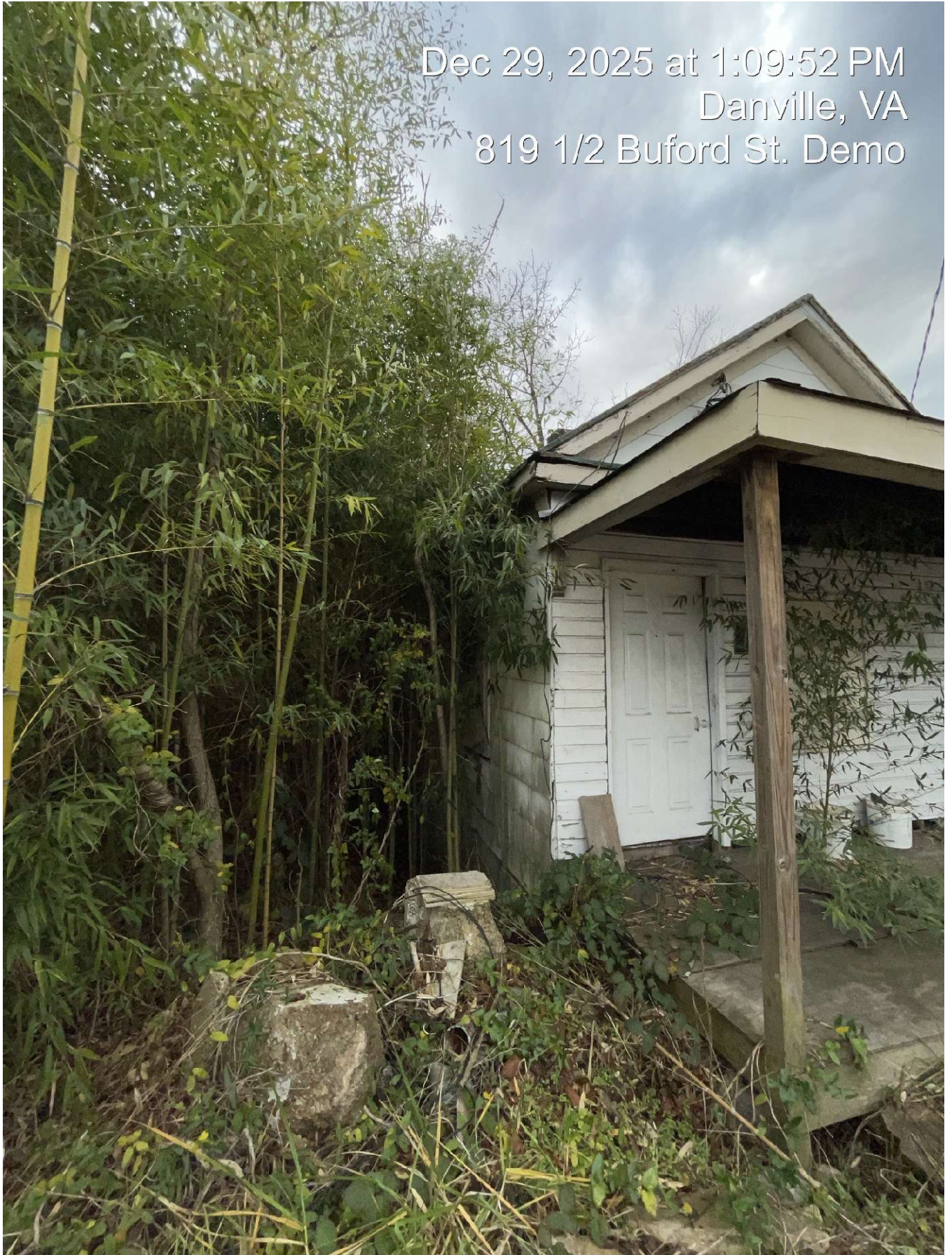
2/24/26  
Date

[Signature]  
Signature

Dec 29, 2025 at 1:09:41 PM  
Danville, VA  
819 1/2 Buford St. Demo



Dec 29, 2025 at 1:09:52 PM  
Danville, VA  
819 1/2 Buford St. Demo



Dec 29, 2025 at 1:10:04 PM

Danville, VA

819 1/2 Buford St. Demo



Dec 29, 2025 at 1:10:10 PM  
Danville, VA  
819 1/2 Buford St. Demo



Dec 30, 2025 at 12:34:29 PM  
Danville, VA  
819 Buford St.



Dec 30, 2025 at 12:32:33 PM  
Danville, VA  
819 Buford St.



Dec 30, 2025 at 12:32:45 PM  
Danville, VA  
819 Buford St.



Dec 30, 2025 at 12:35:29 PM  
Danville, VA  
819 Buford St.



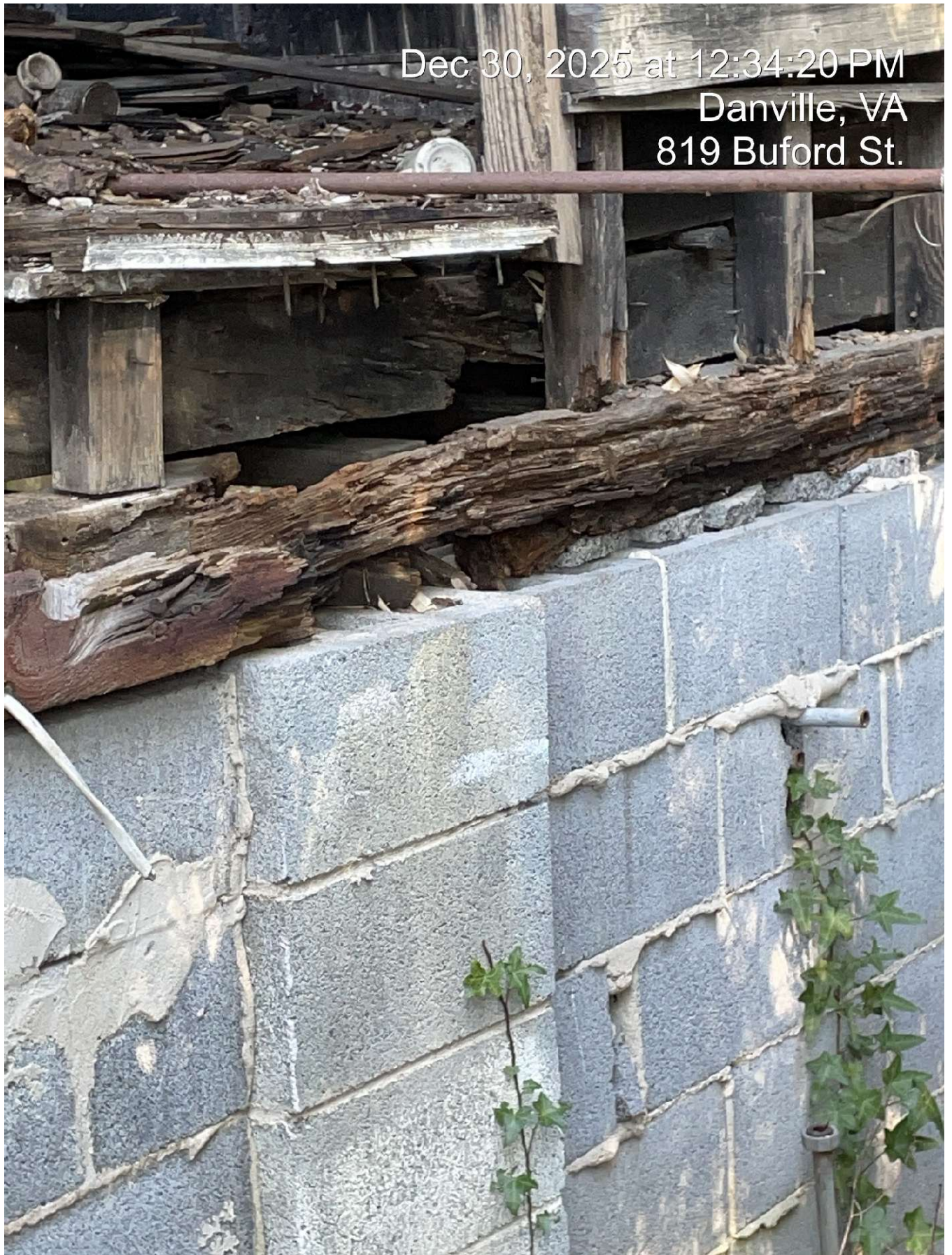
Dec 30, 2025 at 12:35:04 PM  
Danville, VA  
819 Buford St.



Dec 30, 2025 at 12:33:12 PM  
Danville, VA  
819 Buford St.



Dec 30, 2025 at 12:34:20 PM  
Danville, VA  
819 Buford St.



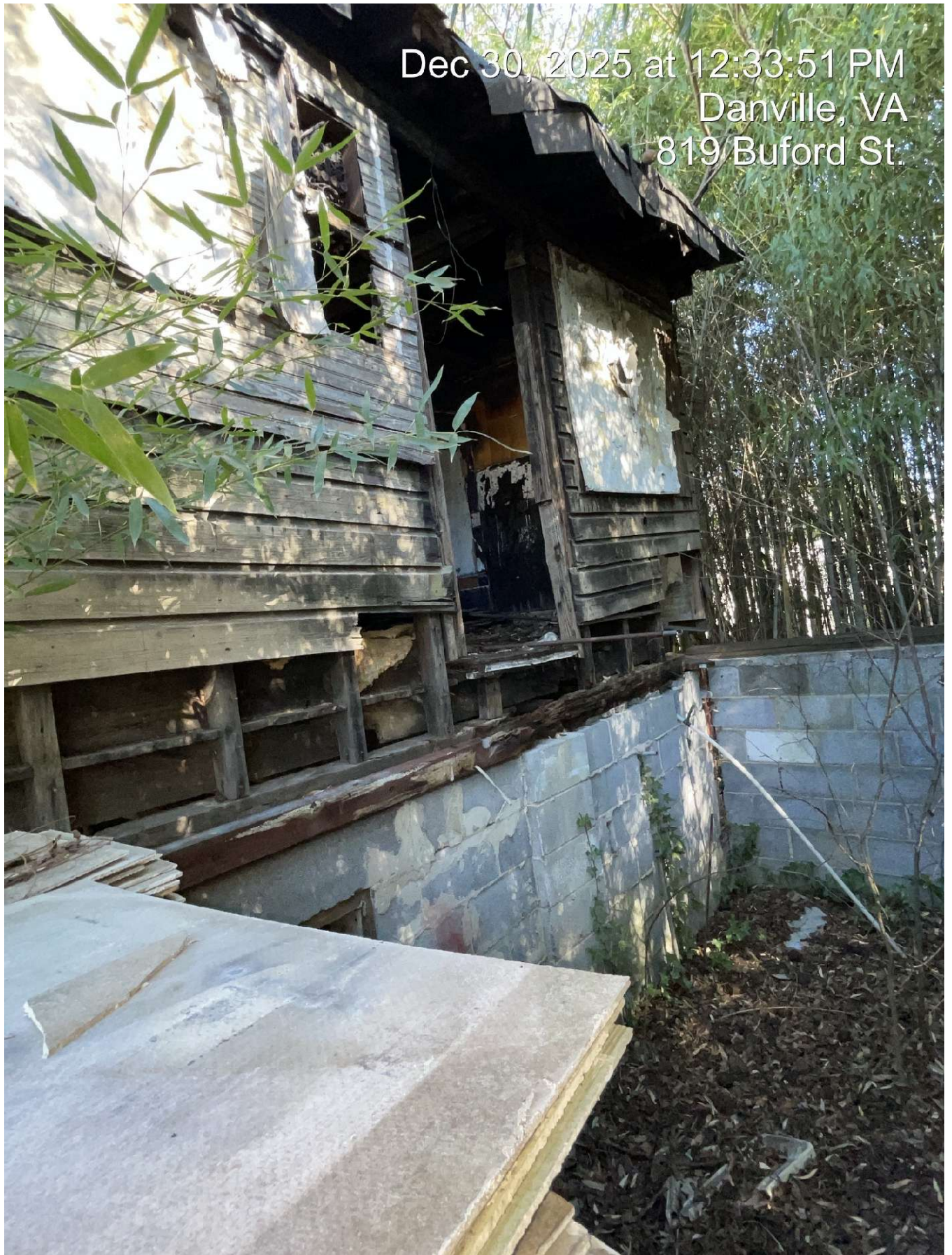


Dec 30, 2025 at 12:34:04 PM  
Danville, VA  
819 Buford St.

Dec 30, 2025 at 12:34:53 PM  
Danville, VA  
819 Buford St.



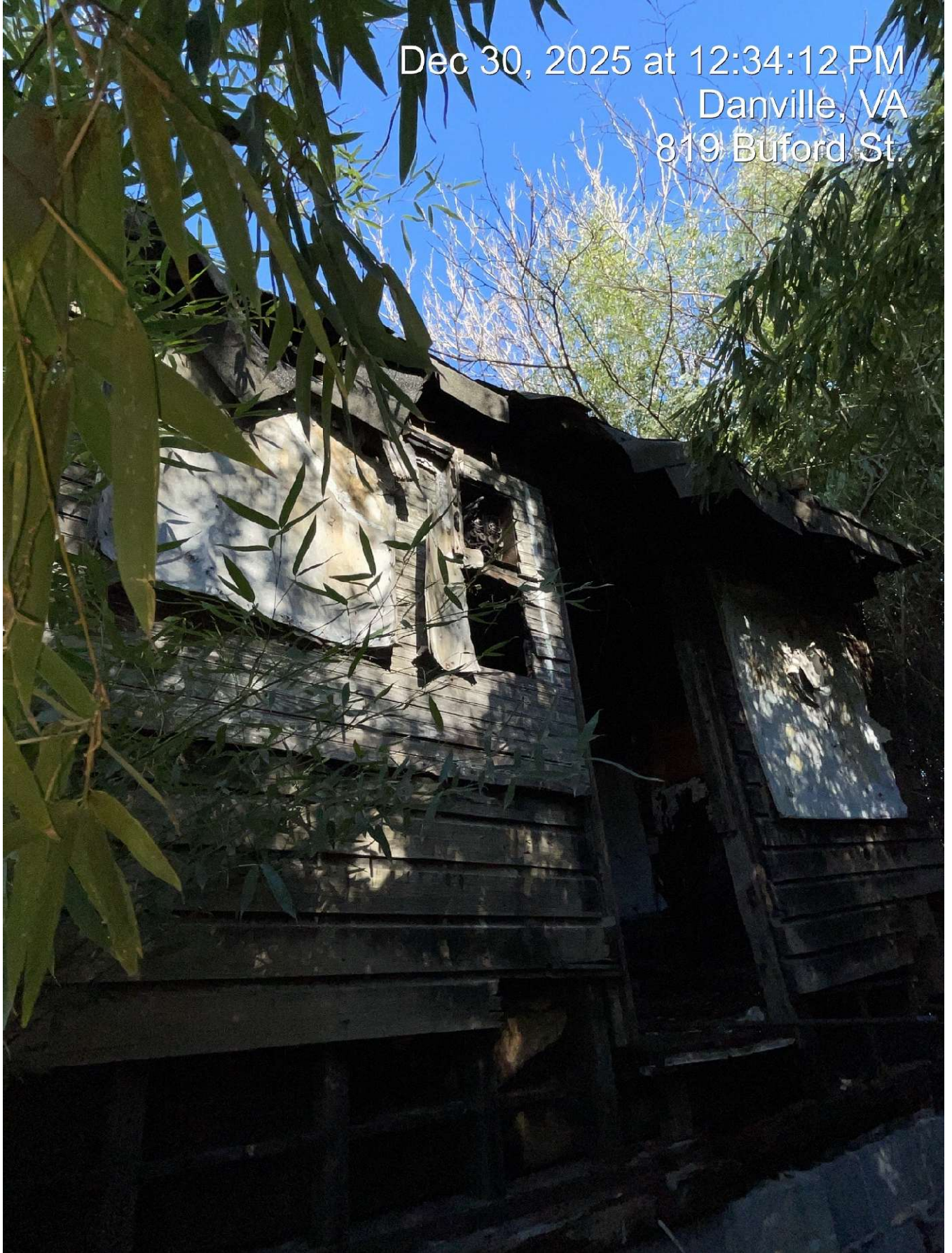
Dec 30, 2025 at 12:33:51 PM  
Danville, VA  
819 Buford St.



Dec 30, 2025 at 12:33:42 PM  
Danville, VA  
819 Buford St.



Dec 30, 2025 at 12:34:12 PM  
Danville, VA  
819 Buford St



Dec 30, 2025 at 12:33:03 PM  
Danville, VA  
819 Buford St.



Dec 30, 2025 at 12:34:38 PM  
Danville, VA  
819 Buford St.





# BOARD OF BUILDING CODE APPEALS

## BYLAWS

DRAFT MARCH 2026

### 1. OBJECTIVES

Pursuant to the laws of the Commonwealth of Virginia and the City of Danville, Virginia, the Local Board of Building Code Appeals (LBBCA) of the City of Danville hereby adopts the following bylaws to carry out its powers and duties. (*Danville City Code Sec. 2-105(f); Va. Code § 36-105*).

### 2. OFFICERS

**A. Officers.** The LBBCA shall be led by a Chair and a Vice-Chair, each of whom must be a member of the LBBCA. (*Danville City Code Sec. 2-105(d)*).

**B. Selection of Officers.** The LBBCA shall select its officers at the first regular meeting of each calendar year. *Danville City Code Secs. 2-103(f) & 2-105(d)*. Selection shall occur as follows:

1. The Parliamentarian shall request nominations from the membership for the office of Chair.
2. Any Member, after being recognized by the Parliamentarian, may nominate one (1) or more Members.
3. The Parliamentarian shall close the nominating period when all nominations have been made and shall then call for a roll call vote.
4. Once the votes are tallied, if the Chair has been selected, the Parliamentarian shall next repeat the above process for Vice-Chair.
5. Each Member shall cast a single vote for each office, doing so by stating the name of his or her preferred candidate for the office being voted on.
6. No officer shall be selected without first securing the votes of a majority of those voting.
7. If no candidate secures a majority of votes during a round of balloting, additional roll call votes shall be conducted until the office is filled, unless a majority of those present vote to adjourn.
8. Newly selected officers shall take office immediately upon the filling of all officer positions and shall serve for a term of one (1) year or until a successor takes office. (*Danville City Charter Sec. 1-3; Danville City Code Sec. 2-103(b)*).
9. Vacancies in an office shall be filled at the next scheduled meeting by the above process.

### C. Powers and Duties.

1. **Chair.** The Chair shall have the following powers and duties:

- a. Preside at all meetings of the LBBCA and direct the proceedings thereof (*Danville City Code Sec. 2-105(d)*);
- b. Appoint committees (*Danville City Code Sec. 2-105(e)*);
- c. Rule on all procedural questions with the advice of the parliamentarian as necessary. Procedural rulings may be reversed by a vote of at least a two-thirds (2/3) majority of the members present (*Danville City Code Sec. 2-105(d)*);
- d. Rule of the admissibility and relevance of evidence intending to be offered in an appeal hearing (*13 VAC § 5-63-190(G)*); and
- e. Carry out other duties as assigned by the LBBCA or these bylaws.

2. **Vice-Chair.** The Vice-Chair shall have the following powers and duties:

- a. Act in the absence or inability of the Chair to act (*Danville City Code Sec. 2-105(d)*); and
- b. Have the powers to function in the same capacity as the Chair when the Chair is absent or

unable to act. (*Danville City Code Sec. 2-105(d)*).

### 3. STAFF

**A. Recording Secretary.** The general administrative duties of the LBBCA shall be carried out by a Recording Secretary. The Recording Secretary shall be a staff member of the City appointed by the City Manager. (*Danville City Code Secs. 2-108(a) & (d)*). The Recording Secretary shall:

- a. Supervise the creation and publication of meeting minutes.
- b. Keep a file of official records and reports.
- c. Schedule, publicize, and otherwise provide notice of all meetings and public hearing notices in accordance with law and the policies of the LBBCA.
- d. Attend to LBBCA correspondence.

**B. Parliamentarian.** The City Attorney, or his designee, shall be the parliamentarian and legal advisor at all LBBCA meetings. (*Danville City Code Sec. 2-108(c)*).

### 4. COMMITTEES

The Chair may appoint committees for purposes and terms as necessary. (*Danville City Code Sec. 2-105(e)*).

### 5. CORRESPONDENCE

**A.** The Chair shall sign all official papers and decisions involving the authority of the LBBCA. (*Danville City Code Sec. 2-105(d)*).

**B.** LBBCA Members shall not discuss business outside of LBBCA meetings in a manner that violates the Virginia Freedom of Information Act or other law. (*Danville City Code Sec. 2-105(j)*). LBBCA Members shall not discuss the substance of any pending appeal with either party to the appeal, or their representatives, outside of LBBCA meetings. (*13 VAC § 5-63-190(D)*).

### 6. MEETINGS

#### **A. Meeting Time, Location, Cancellations**

1. LBBCA meetings shall be held in the 4<sup>th</sup> Floor Conference Room, of the Danville Municipal Building, 427 Patton Street, Danville, Virginia 24541. (*Danville City Code Sec. 2-105(a)*).
2. The Recording Secretary, the Chair, or a majority of Board members may call work sessions or special meetings. Notice of such meeting times and locations shall be given to each member and to those requesting notice of meetings under the Virginia Freedom of Information Act at least three (3) business days prior to such meetings. (*Danville City Code Sec. 2-105(b)*)
3. All meetings, hearings, records, and accounts are open to the public; provided, however, that the LBBCA may adjourn into a closed session pursuant to the Virginia Freedom of Information Act. (*Danville City Code Sec. 2-105(j); 13 VAC § 5-63-190(G)*).
4. The Recording Secretary may cancel a scheduled meeting if there are no business items. The Chair, or a majority of Board members, may cancel or postpone a scheduled meeting of the LBBCA due to inclement weather or other unforeseen circumstances. (*Danville City Code Sec. 2-105(a)*). Board members and all parties to a scheduled appeal shall be promptly notified of any such cancellation.
5. The LBBCA may adjourn a meeting if all applications cannot be disposed of in the day set and no further public notice shall be required, provided the date and time of the next meeting is set by the members at the meeting adjourned.
6. Any member of LBBCA shall provide notice of his or her expected absence from a meeting to the Recording Secretary at least 24 hours prior to such meeting.
7. Public notice of LBBCA meetings shall be provided as required by law, including through the

publishing of any required online and newspaper advertisements, the mailing of any required notices to adjacent property owners, and the posting of any required notices in the Municipal Building. (*Va. Code Sec. 2.2-3707*).

#### **B. Parliamentary Procedure and Meeting Minutes**

1. All LBBCA meetings shall be governed by the most recent edition of Robert's Rules of Order, except as modified by these bylaws. (*Danville City Code Sec. 2-105(f)*).
2. If the Chair and Vice-Chair are both absent from a meeting, the LBBCA shall select a Chair *pro-tempore* using the process adopted by Section 2(B) of these bylaws. (*Danville City Code Sec. 2-105(d)*).
3. Minutes of all meetings shall be kept by the Recording Secretary and shall constitute a public record. (*Danville City Code Sec. 2-105(l)*). The minutes of any meeting at which an appeal is heard shall include all exhibits submitted as evidence as well as the names of all persons that provide testimony.

#### **C. Quorum and Voting**

1. A majority of the entire LBBCA membership shall constitute a quorum. The LBBCA must have a quorum to meet and conduct business. (*Danville City Code Sec. 2-105(c)*).
2. When a quorum of the LBBCA is not present at a hearing to hear an appeal, either party involved in the appeal shall have the right to request a postponement of the hearing. The LBBCA shall reschedule the appeal within thirty (30) calendar days of the postponement, unless a longer time period is agreed to by all parties. (*13 VAC § 5-63-190(F)*).
3. The names of Members making and seconding motions shall be recorded. (*Danville City Code Sec. 2-105(l)*).
4. Business item voting shall be by roll call; all other items shall be by voice vote, except at the direction of the Chair. (*Danville City Code Sec. 2-105(l)*).
5. A record of the voting, including each individual Member's vote on any matter shall be kept as a part of the minutes. (*Danville City Code Sec. 2-105(l)*).
6. Each Member shall vote on every motion and item of business, unless such Member possesses a valid conflict of interest. (*Danville City Code Sec. 2-104(a); 13 VAC § 5-63-190(D)*).
7. No Member shall participate in any appeal in which he or she possesses a valid conflict of interest. (*13 VAC § 5-63-190(D)*).

#### **D. Agenda**

1. LBBCA meeting agendas shall be prepared by the Recording Secretary. (*Danville City Code Sec. 2-105(i)*).
2. All matters for which hearings have been held and for which no vote has been taken shall be placed on the agenda for action at the next scheduled meeting.
3. The order of business for a meeting shall be as follows, unless modified by the Chair to facilitate LBBCA business:

- I. **Welcome and Call to Order**
- II. **Roll Call**
- III. **Old Business**
- IV. **New Business**
- V. **Approval of Minutes**

## VI. Adjournment

### E. Hearing Appeals

1. The order of hearing appeals shall be as follows:
  - a. The Appellant, or his or her representative, shall present opening arguments, witness testimony, and any other evidence for consideration within a twenty (20) minute time limit.
  - b. The Appellee may cross-examine the Appellant, his or her representative, and any witness providing testimony within a ten (10) minute time limit. Appellant shall then be permitted an additional five (5) minutes for redirect. Neither the time taken by the Appellee for cross-examination, nor the time taken by the Appellant for redirect, shall count towards the Appellant's twenty (20) minute time limit.
  - c. The Appellee shall then present opening arguments, witness testimony, and any other evidence for consideration within a twenty (20) minute time limit.
  - d. The Appellant may cross-examine the Appellee, his or her representative, and any witness providing testimony within a ten (10) minute time limit. Appellee shall then be permitted an additional five (5) minutes for redirect. Neither the time taken by the Appellant for cross-examination, nor the time taken by the Appellee for redirect, shall count towards the Appellee's twenty (20) minute time limit.
  - e. Upon request of either party, the Chair may, in his discretion, allow for an additional five (5) minutes for the presentation of evidence, provided that each party to the appeal is afforded equal time.
  - f. After both parties have concluded their arguments, the LBBCA may then question either party, as well as any witnesses. The Chair shall decide the order of any such questions.
  - g. After the LBBCA has concluded its questioning, the Appellant and Appellee may each make a closing statement within a two (2) minute time limit each.
  - h. The Chair shall then close the evidentiary hearing and the LBBCA shall deliberate on the appeal.
2. There shall be a ten (10) minute recess after every two (2) hours of meeting time.
3. Any verbal decision of an appeal made by the LBBCA shall be reduced to writing and signed by the Chair. Copies of the written decision shall be promptly mailed to all parties in accordance with law. The written decision shall include language stating that the decision may be appealed to the State Technical Review Board.

### 7. AMENDMENTS

1. These bylaws may be amended by a majority vote by the entire LBBCA.
2. These bylaws may be suspended with a majority vote of those LBBCA members present, consistent with law. (*Danville City Code Sec. 2-105(f)*).