

**STATE BUILDING CODE TECHNICAL REVIEW BOARD  
MEETING MINUTES  
November 21, 2025  
Virginia Housing Center  
4224 Cox Road Glen Allen, Virginia 23060**

Members Present

Mr. James R. Dawson, Chairman  
Mr. Daniel Crigler  
Mr. David V. Hutchins  
Ms. Christina Jackson  
Mr. Joseph Kessler  
Mr. Eric Mays, PE  
Mr. James S. Moss  
Mr. W. Shaun Pharr, Esq., Vice-Chairman

Members Absent

Mr. Vince Butler  
Mr. Alan D. Givens  
Mr. R. Jonah Margarella  
Ms. Joanne Monday  
Ms. Elizabeth White  
Mr. Aaron Zdinak, PE

Call to Order                      The meeting of the State Building Code Technical Review Board (“Review Board”) was called to order at approximately 10:00 a.m. by Chair Dawson.

Roll Call                              The roll was called by Mr. Luter and a quorum was present. Mr. Justin I. Bell, legal counsel for the Review Board from the Attorney General’s Office, arrived during opening testimony by the City of Richmond in Appeal No. 25-07.

Approval of Minutes              The draft minutes of the September 19, 2025 meeting in the Review Board members’ agenda package were considered. Mr. Mays moved to approve the minutes as presented. The motion was seconded by Mr. Moss and passed with Ms. Jackson and Messrs. Crigler and Hutchins abstaining.

Petition for Immediate Relief Order              A10 Capital LLC: Appeal No. 24-05:  
  
After review and consideration of the petition for immediate relief final order presented in the Review Board members’ agenda package, Mr. Mays moved to approve the petition for immediate relief final order as presented. The motion was seconded by Mr. Kessler and passed with Ms. Jackson and Messrs. Crigler and Hutchins abstaining.

Final Order                              1321 Porter St. LLC (Emily Pinchbeck): Appeal No. 25-07:  
  
After review and consideration of the final order presented in the Review Board members’ agenda package, Mr. Mays moved to approve the final order as presented. The motion was seconded by Mr. Moss

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and passed with Ms. Jackson and Messrs. Crigler and Hutchins abstaining.

**Public Comment**

Chair Dawson opened the meeting for public comment. Mr. Luter advised that no one had signed up to speak. With no one coming forward, Chair Dawson closed the public comment period.

**New Business**

1321 Porter St. LLC (Emily Pinchbeck): Appeal No. 25-07 (Merits):

A hearing was convened with Chair Dawson serving as the presiding officer. The hearing was related to the unsafe condition of a structure due to work completed without the required permits and inspections.

The following persons were sworn in and given an opportunity to present testimony:

Emily Pinchbeck, Property Manager for 1321 Porter St. LLC  
David Alley, Building Commissioner for the City of Richmond  
Rick Paul, Programs and Operations Manager for Inspections  
for the City of Richmond

Also present was:

A. Moshe Sherman, Attorney for 1321 Porter St. LLC

After testimony concluded, Chair Dawson closed the hearing and stated a decision from the Review Board members would be forthcoming and the deliberations would be conducted in open session. It was further noted that a final order reflecting the decision would be considered at a subsequent meeting and, when approved, would be distributed to the parties, and would contain a statement of further right of appeal.

Decision: 1321 Porter St. LLC (Emily Pinchbeck): Appeal No. 25-07 (Merits):

After deliberations, Ms. Jackson moved to uphold the decision of the city and local appeals board because the work performed on the structure constituted a change of use from an existing one-and-two-family dwelling structure under the VRC to a multi-family structure under the VCC creating an increase in safety requirements and a more hazardous condition; therefore, the structure is unsafe. The motion was seconded by Mr. Crigler and passed unanimously.

John Cosgrove: Appeal No. 25-13:

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A hearing was convened with Chair Dawson serving as the presiding officer. The hearing was related to a fireworks display and revocation of the pyrotechnician's license.

The following persons were sworn in and given an opportunity to present testimony:

John Cosgrove Sr, Master Displays Limited  
Barbara Cosgrove, Master Displays Limited  
John Cosgrove II, Master Displays Limited  
Tracey Cosgrove, Master Displays Limited  
Billy Hux, Chief State Fire Marshal  
Troy Brower, Deputy State Fire Marshal  
Clark Mitchell, Deputy State Fire Marshal  
Matthew Bright, Deputy State Fire Marshal

Also present was:

William Wittenbrook, legal counsel for the State Fire Marshal's Office from the Attorney General's Office

After testimony concluded, Chair Dawson closed the hearing and stated a decision from the Review Board members would be forthcoming and the deliberations would be conducted in open session. It was further noted that a final order reflecting the decision would be considered at a subsequent meeting and, when approved, would be distributed to the parties, and would contain a statement of further right of appeal.

Decision: John Cosgrove: Appeal No. 25-13:

After deliberations, Mr. Mays moved to uphold the decision of the Chief State Fire Marshal and Panel because Mr. Cosgrove II agreed that the two cited violations were accurate and did occur, and because the Chief State Fire Marshal properly applied his discretion by embodying a panel and by revoking Mr. Cosgrove II's license in accordance with the SFPC. The motion was seconded by Mr. Moss and passed with Mr. Crigler voting in opposition and Ms. Jackson abstaining.

*Note: Ms. Jackson was not present for most of the testimony for this case; therefore, she abstained from voting.*

**Secretary's Report**

Mr. Luter pointed the Board members to a copy of the code change proposal for SFPC Section 112.5 *Application for appeal* in the Board member's agenda package on page 473 drafted by staff as directed by

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and on behalf of the Board. The Board approved the code change proposal as written.

Mr. Luter pointed the Board members to a copy of four code change proposals, drafted by Eric Mays, in the Board member's agenda package on page 475. No action was needed or taken as they were provided for informational purposes only.

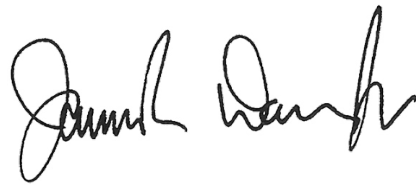
Mr. Luter presented the Board with the proposed 2026 Review Board meeting calendar, which was reviewed, considered, and approved by the Board.

Mr. Luter informed the Review Board of the current caseload for the upcoming meeting scheduled for January 16, 2026.

**Adjournment**

There being no further business, the meeting was adjourned by proper motion at approximately 2:45 p.m.

Approved: January 16, 2026



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Chair, State Building Code Technical Review Board



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Secretary, State Building Code Technical Review Board