

# **Pikes Peak Regional Building Department**

2880 International Circle  
Colorado Springs, Colorado 80910

## **ADVISORY BOARD AGENDA**

September 20, 2023 – Wednesday – 12:30 p.m.

### **How to Observe the Meeting:**

The Advisory Board meeting will be conducted in a hybrid form: in person at the Pikes Peak Regional Development Center, 2880 International Circle, Colorado Springs, Colorado 80910, Room 100-14, and virtually via a program called Microsoft Teams Live events, which is accessible via Pikes Peak Regional Building Department's website Boards & Committee's page at: <https://www.pprbd.org/Information/Boards>.

### **How to Comment on Agenda Items:**

Before the meeting, you may email comments for items not on the agenda or comments regarding agenda items to: [ginal@pprbd.org](mailto:ginal@pprbd.org). During the meeting, those who wish to comment should submit their name, telephone number, and the topic or agenda item for comment via the live event Q&A, which Department staff will monitor and answer, as applicable.

1. **CALL TO ORDER: DETERMINATION OF A QUORUM**
2. **CONSIDERATION OF THE AUGUST 16, 2023 ADVISORY BOARD MINUTES**
3. **NEW BUSINESS**
4. **CHANGES/POSTPONEMENTS/NOTICE OF NEXT MEETING**

October Advisory Board meeting date and time: Wednesday, October 18, 2023, beginning at 12:30 p.m. The meeting will be conducted in a hybrid form: in person at the Pikes Peak Regional Development Center, 2880 International Circle, Colorado Springs, Colorado 80910, Room 100-14, and virtually. Sufficient and timely instructions for public participation will be made available at: <https://www.pprbd.org/Information/Boards>.

5. **PUBLIC COMMENTS ON ITEMS NOT SCHEDULED ON THE AGENDA**

*Public comments on items not scheduled on the agenda shall be limited to three (3) minutes.*

6. **BUILDING OFFICIAL REPORTS/NON-ACTION ITEMS**

- a) Financial Statement through August 31, 2023.
- b) Building Report through August 31, 2023.
- c) Plan Report through August 31, 2023.
- d) Inspection Report through August 31, 2023.

7. **UNFINISHED BUSINESS**
8. **EXECUTIVE SESSION REQUEST(S)**
9. **BOARD REPORT(S) OR COMMENT(S)**
10. **FUTURE AGENDA ITEM REQUESTS**
  - a) 2024 Budget Approval (Action Item)

11. **ADJOURN**

**Work Session** (will start at the conclusion of the regular Advisory Board meeting and not earlier than 1:00 p.m.)

1. **CALL TO ORDER**

- a) Introduction, Presentation, and Review of the 2024 Budget (non-action item; the 2024 Budget will be presented for a vote and a recommendation for approval during the October 18, 2023 meeting).

Respectfully submitted,



Roger N. Lovell  
Regional Building Official

RNL/gml

Accommodations for the hearing impaired can be made upon request with forty-eight (48) hours' notice. Please call (719) 327-2989.

Pikes Peak Regional Building Department (PPRBD) meeting agendas and minutes, as well as archived records, are available free of charge on PPRBD's website at <https://www.pprbd.org/Information/Boards>. Audio copies of the record may be purchased by contacting PPRBD at (719) 327-2989.

## **Rules of Policy and Procedure of Pikes Peak Regional Building Department Committees and Boards**

The following Rules of Policy and Procedure include, but are not limited to, and are enforced for the purpose of the Advisory Committees, Board of Review, and Advisory Board.

### **Rule 1.1 Governing Authority**

The Chair of the Committee/Board shall have governing authority over all proceedings. The Chair will announce commencement and adjournment of all meetings. The Chair will announce the item to be discussed by the person(s) appearing before the Committee/Board. Once the Committee/Board is satisfied with all questions and comments, the Chair will entertain a motion by the Committee/Board, which will be seconded, followed by a vote. Once the Chair announces the outcome of said vote, that item is final and closed for discussion, whereby, the interested parties will be advised of their appeal rights, if any. For appeal rights and procedures, see Section 101.7 of the Pikes Peak regional Building Code, as amended (the "Code").

Further, the Chair has authority to deviate from the agenda format.

### **Rule 1.2 Conduct of Person(s) Appearing before the Advisory Committees, Board of Review, or Advisory Board**

All persons attending the Committee/Board meetings will behave in a professional and civil manner. The Chair has authority to require any uncivil person be removed from a meeting and therefore, the premises.

Courtesy, respect, and civility are expected by all participants and guests during all meetings. All comments shall be addressed directly to the Chair and/or Committee/Board.

Persons attending the Committee/Board meetings may only speak when the Chair has requested them to do so according to the particular item on the agenda. When requested by the Chair, the person(s) may approach the podium and speak into the microphone, only after stating their full name, spelling the same on the record, and providing current address and contact information, if requested. The proceedings are recorded and comments made away from the microphone are inaudible and may not become part of the official record of the meetings.

### **Rule 1.3 Lack of Financial Authority of the Advisory Committees, Board of Review, and Advisory Board**

Pursuant to Section RBC103.12 of the Code, the Regional Building Official, and not the Committee/Board, has authority to impose administrative fines for Code-related violations. Further, the Committee/Board does not have authority to consider financial claims or consider / award resulting financial damages to any person.