

# **Pikes Peak Regional Building Department**

2880 International Circle  
Colorado Springs, Colorado 80910

## **BOARD OF REVIEW AGENDA**

April 16, 2025 – Wednesday – 11:00 a.m.

### How to Observe the Meeting:

The Board of Review meeting will be conducted in a hybrid forum: In person at the Pikes Peak Regional Development Center, 2880 International Circle, Colorado Springs, Colorado 80910, Boardroom on the main floor, and virtually through Microsoft Town Hall. Sufficient and timely access to the public to observe the meeting will be made available at:

<https://www.pprbd.org/Information/Boards>.

### How to Comment on Agenda Items:

Before the meeting, you may email comments for items on the Agenda to: [jina@pprbd.org](mailto:jina@pprbd.org). During the meeting, those who wish to comment should submit their name, telephone number, and the 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. **ELECTION OF OFFICERS, PARTICULARLY, VICE-CHAIR**
3. **CONSIDERATION OF THE MARCH 19, 2025, BOARD OF REVIEW MEETING MINUTES**
4. **CONSIDERATION OF TECHNICAL AND LICENSING COMMITTEE MINUTES**
  - a) Technical Committee Minutes of April 2, 2025
  - b) Licensing Committee Minutes of April 10, 2025
5. **DECISION APPEALS**

There are no Decision Appeals.
6. **UNFINISHED BUSINESS**
  - a) Conflict of Interest Policy, as updated March 27, 2025.
7. **NEW BUSINESS**

Pikes Peak Regional Building Department  
Board of Review Meeting Agenda  
April 16, 2025  
Page 2

8. **ADJOURNMENT**

Respectfully submitted,



Roger N. Lovell  
Regional Building Official

RNL/daj

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

Pikes Peak Regional Building Department (PPRBD) meeting agendas and minutes, as well as the Department's 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 Board of Appeals.

**Rule 1.1  
Governing Authority**

The Chair of the Committee, or the 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 or the Board. Once the Committee/Board are satisfied with all questions and comments, the Chair will entertain a motion by the Committee or Board Members, 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 Board of Appeals**

All persons attending the Committee or 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 or 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 Board of Appeals**

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