

Pikes Peak Regional Building Department

2880 International Circle
Colorado Springs, Colorado 80910

BOARD OF REVIEW AGENDA

November 20, 2024 – 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, Room 100-14, 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: ginal@pprbd.org. During the meeting, those who wish to comment should submit their name, telephone number, and the Agenda item for comment via the Microsoft Town Hall Q&A, which Department staff will monitor and answer, as applicable.

1. **CALL TO ORDER: DETERMINATION OF A QUORUM**
2. **CONSIDERATION OF THE OCTOBER 16, 2024 BOARD OF REVIEW MEETING MINUTES**
3. **EXECUTIVE SESSION REQUEST(S)**
4. **CONSIDERATION OF TECHNICAL AND LICENSING COMMITTEE MEETING MINUTES**
 - a) Technical Committee Meeting Minutes of November 6, 2024
 - b) Licensing Committee Meeting Minutes of November 14, 2024
5. **DECISION APPEALS**

REVISED APPEAL PROCEDURE(S), AS IMPLEMENTED BY THE BOARD OF REVIEW DURING ITS MAY 16, 2018 BOARD OF REVIEW MEETING:

The Board of Review shall conduct a public hearing on the appeal. At the conclusion of the hearing, the Board of Review shall make appropriate findings and determine whether the Technical Committee's or Licensing Committee's decision, as applicable, shall stand, be overturned or modified. The Board of Review's decision shall be considered final agency action for all purposes under Colorado Law.

Those aggrieved by the Technical Committee's or Licensing Committee's decision, as applicable, may appeal the decision provided that a notice of appeal, stating the grounds for appeal, is filed in

accordance with RBC101.7. The Department, upon receiving a perfected appeal, shall forward the record of the Technical Committee or Licensing Committee to the Board of Review, and the matter shall be set for a public hearing at the next available Board of Review meeting. The Board of Review may hear the appeal de novo or may limit the hearing to the issues identified in the notice of appeal. At the conclusion of the public hearing, the Board of Review shall determine whether there is substantial evidence in the record to support the Technical Committee's or Licensing Committee's decision, as applicable, and if so, then the decision must be affirmed. If there is not substantial evidence in the record to support the Committee's decision, the Board of Review may overturn the decision or modify it. **(Last Updated: May 16, 2018)**

- a) Appeal filed by Grant Schneider, Examinee of Priority Drain and Sewer dba Priority Plumbing and Heating, dated November 10, 2024. Appeal of the Licensing Committee's decision of October 10, 2024, to place a Two-Year Incident Report in the Examinee's and Contractor's files in accordance with Section RBC201.11.2 of Pikes Peak Regional Building Code, 2023 Edition (the "Code") for not obtaining a permit before starting work at 7560 Sunbeam Way, Colorado Springs, Colorado, in violation of Section RBC105.1 and RBC201.11.3, Nos. 1, 5 and 6, Pikes Peak Regional Building Code, 2023 Edition.

6. UNFINISHED BUSINESS

- a) 2025 Committee/Board/Commission Meeting Dates (Non-action item until January of 2025, when a schedule will be adopted in accordance with the requirements of the Colorado Sunshine Act of 1972, as amended.)

7. NEW BUSINESS

8. ADJOURNMENT

Work Training Session (to start at the conclusion of the regular Advisory Board meeting, and not earlier than 1:15 p.m.)

- a) Harassment Prevention Training for Committee, Board, and Commission Volunteers, provided by Pikes Peak Regional Building Department Human Resources and Legal Department staff (not to exceed one hour).

Respectfully submitted,



Roger N. Lovell
Regional Building Official

RNL/gml

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Accommodations for the hearing impaired can be made upon request with 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.