

**PUEBLO REGIONAL BUILDING DEPARTMENT**  
**Public Comments-Board Meeting**

**Comment Submission**

The Board will develop a procedure that allows members of the public to sign up for public comment in advance of the meeting. The Board may restrict the number of commenters based on the amount of total time allotted for public comment.

**Time Limit**

The amount of time designated within the board meeting for public comments is 20 minutes. Each person wishing to make a public comment is limited to 3 (three) minutes and is limited to speaking just once.

**Procedures for Oral Comment**

- Any person wishing to address the Board with comments pertaining to Regional Building topics during the 20-minute public comment forum shall present their name and topic, in approximately one week prior to the meeting. Comment shall be submitted to the office of the Building Official, who will then work with the Chair to determine if public comment will be scheduled at the next meeting.
- If the items presented have not been discussed with staff or looked in to with the appropriate staff, the Chair may ask that the Building Official work with staff to respond to the request and/or provide additional information to the public.
- If the staff has responded to the request prior to the comments submission, then the Chair can request that the public comment be added to the meeting agenda for the following week.

At the meeting:

- Comments should be directed to the Board Chair.
- The purpose of the Public Comment is to allow members of the community an opportunity to express their views. Therefore, the Board will not respond to questions during the meeting but may follow up with an emailed response within a reasonable amount of time, if a response is warranted, or will provide direction to the Building Official for next steps.
- To ensure that as many people as possible have an opportunity to address the Board, speakers may address the Board only once until all others have had a chance to speak.
- Speakers will be courteous in their language and presentation and limit comments to germane topic issues.
- Only one speaker will be acknowledged at a time. In the event a group of persons supporting and opposing the same position desires to be heard, in the interest of time, a spokesperson shall be designated to express the group's concerns.

- After the speaker has made his or her statement, he or she will be seated with no further debate, dialogue, or comment.
- Should Board members wish to respond to public comments, they may do so by requesting a suspension of the rules or they may respond in Writing with an emailed response to the speaker.
- No items raised during the public comment period may be acted upon by the Board unless it was on the posted agenda.

## **BOARD MEETING PROCEDURES FOR THE GENERAL PUBLIC**

### Persons Wishing to Give Public Comment Should:

1. Complete the required form and submit to the office of the Building Official one week prior to the scheduled meeting.
2. Stand and be recognized when called by the Chair.
3. Speak loud and clear so that comments can be recorded.
4. State your name.
5. Address all remarks to the Chair.
6. Remarks should not be rude, disrespectful, or distasteful, or the chair may ask that you end your comments and leave the meeting.
7. Remarks should not be directed to Regional Building staff or commissioners, but to the issues at hand or on the agenda.
8. Limit testimony to germane topic issues and limit to 3 minutes.

(See sample form on next page)



**Pueblo Regional Building Department**  
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[www.prbd.com](http://www.prbd.com)

[permits@prbd.com](mailto:permits@prbd.com)

## Public Comment Form

**Date of request:** \_\_\_\_\_

### **PUBLIC COMMENT REQUEST SHEET**

If you are interested in addressing the Board under the Public Comment portion of the Agenda, please fill out this sheet. Please write clearly. TOPIC(S):

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**NAME:** \_\_\_\_\_ **PHONE #:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_

\*Not required this is a public document and subject to public disclosure

### **PLEASE CHECK THE FOLLOWING AS APPLICABLE:**

- I am a RESIDENT OF PUEBLO COUNTY.
- I am not a RESIDENT OF PUEBLO COUNTY.
- I am a STAFF MEMBER.
- I am AFFILIATED with Regional Building through following group:

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- I am NOT AFFILIATED with Regional Building; I am here as:

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Once this form is completed, please return one week prior to the scheduled Board meeting.