

Pikes Peak Regional Building Department

2880 International Circle
Colorado Springs, Colorado 80910

ADVISORY BOARD MINUTES

August 21, 2019

12:30 p.m.

MEMBERS PRESENT: Chairman Darin Tiffany, Engineer
Jim Nakai, Architect
Edward Pine, Building A, B or C Contractor
Jeff Finn, Citizen-at-Large
Vince Colarelli, Building A or B Contractor
Robert Todd, City of Manitou Springs
David Wilson, Town of Palmer Lake
Richard Applegate, City of Fountain
Kelly Elliott, Town of Monument

MEMBERS ABSENT: Chris Quinn, Town of Green Mountain Falls

OTHERS PRESENT: Roger Lovell, Regional Building Official
Virginia Koulchitzka, Regional Building Counsel
Jay Eenhuis, Deputy Building Official – Plans
John Welton, Deputy Building Official - Inspections
Ryan Johanson, Director of Finance
Matt Matzen, Front Counter Supervisor
Linda Gardner, Executive Administrative Assistant

1. CALL TO ORDER

Chairman Darin Tiffany called the meeting to order at 12:30 p.m.

2. CONSIDERATION OF THE JULY 17, 2019 MINUTES

A motion was made by Edward Pine to **APPROVE** the July 17, 2019 Advisory Board Minutes as written, seconded by Jim Nakai; the motion carried unanimously.

3. CHANGES/POSTPONEMENTS/NOTICE OF NEXT MEETING

September Advisory Board meeting date and time: Wednesday, September 18, 2019, beginning at 12:30 p.m. at the Pikes Peak Regional Development Center, 2880 International Circle, Colorado Springs, Colorado 80910, Room 100-14.

4. 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.

There were no public comments.

5. NEW BUSINESS

- a) Request by the City of Fountain to Waive or Reduce Permit Fees Associated with Fountain City Ordinance 1730.

Richard Applegate recused himself from Item 5.a, and a quorum was maintained.

Sharon Thompson, Fountain City Councilwoman, appeared and reviewed the new carport Ordinance number 1730, as recently adopted by the City of Fountain. She stated this issue came about after the two major hail storms in Fountain last summer. She stated there were a large number of people that have had to replace their roofs twice with two separate deductibles. Councilwoman Thompson stated Fountain is looking at every avenue to help the citizens in their community with the expenses that were incurred with these hail storms. Jay Eenhuis stated carport plans require the same plans and documentation as any other residential accessory structure in excess of 200 square feet. Ms. Thompson stated there are a number of people that have the original plans for their pre-manufactured carports that will be helpful in obtaining a permit, but the plans could be 8 to 10 years old. She stated the structures also have to be approved by Fountain's Planning Department.

Roger Lovell stated the permit fees are based on valuation. He stated based on a valuation of \$2,000, there would be an RBD permit fee of \$96, a plan check fee of \$27, for a total Regional Building fee of \$123. He stated in addition, there would also be County Use Tax of \$19.68, a County Use Tax admin fee of \$4.00, a Fountain Use Tax of \$40, for a total of approximately \$190. Mr. Lovell stated the Department does not have any authority over the County Use Tax admin fee, the County Use Tax, or the Fountain Use Tax fees. John Welton stated a pre-engineered carport requires two inspections if both inspections were to pass first time, i.e., the footing inspection initially, and then a frame and building final for the second trip.

Mr. Lovell stated RBD staff had met with certain City of Fountain staff prior to this Ordinance being approved and expressed concerns regarding pre-existing conditions. He stated historically the Department has not waived any fees, and he would be concerned about the precedence that it would set. John Welton stated in going through the Minutes for 2010 and 2011 Code Change Committee, which occurred nationally, the 200 square foot or less size limitation was primarily used for storage sheds, and it was not used in reference to carports; he also stated the Department considers a structure to be pre-existing non-conforming if it has been on site for 10 years or more.

Mr. Lovell stated his primary concern regarding the carports is the need for an engineer's report. Mr. Colarelli stated he believes an engineered assembly should be required even for the manufactured carports. David Wilson stated the pre-manufactured carports should come with the engineer's report for purposes of obtaining a permit.

Ms. Thompson stated the City of Fountain is requesting that everyone in their community come into compliance with the requirements of the Ordinance within the next 9 months, and the City of Fountain is requesting that the permit fees be waived for just this timeframe.

A motion was made by David Wilson to recommend to the Building Commission **DENIAL** of

the request by the City of Fountain to waive carport permit fees, seconded by Jim Nakai; the motion carried unanimously. Mr. Colarelli further commented he finds that 200 square feet is an arbitrary limitation and would ask RBD staff to consider an administrative relief for carports up to 240 square feet. Mr. Lovell stated to change the square footage from 200 up would require a Code change, affecting all of the jurisdictions served by RBD.

Mr. Lovell stated the Department's staff would be willing to work with the City of Fountain in an effort to narrow this issue down more.

6. BUILDING OFFICIAL REPORTS/NON ACTION ITEMS

a) Financial Statement through July 31, 2019

Mr. Johanson presented the financial statement for the month of July 2019. He said the operating cash balance was \$13,110,182. He said the cash balance was 73% as a percent of budget. Mr. Johanson said the monthly revenue was \$1,483,310. He said the expenditures were \$1,542,216, which resulted in a loss of \$58,906 for the month of July. He stated year-to-date, the Department had a net gain of \$499,531. He stated the loss this month was due to the planned purchase of new tablets for the inspectors.

b) Building Report through July 31, 2019

Matt Matzen presented the Building Report for the month of July 2019. He said there were 322 single-family houses permitted in July, which was 1.83 percent less than this time last year; and 49 commercial building permits. He stated there were 16 multi-family permits. Mr. Matzen said the total valuation of permits issued in July was \$560,247,549, which was 112.66 percent more than this same time last year; and the total valuation of permits issued in 2019 was \$2,325,522,001, which was an increase of 18.60 percent over this same time last year. He said there were four permits with a valuation over \$3 million in July. Mr. Matzen stated the front counter was averaging 428 phone calls per day and 122 walk-in customers per day.

c) Plan Report through July 31, 2019

Jay Eenhuis presented the Plan Review Report for the month of July 2019. He said in July 2019, there were 344 single family plans, which was an increase of 8 percent over the previous year; 54 new commercial plans, which was an increase of 69 percent; and a total of 1,027 plans for the month of July, which was an increase of 25 percent compared to July 2018. Year to date, 6,234 plans were submitted, an increase of 1 percent from 2018. He stated there were 112 commercial plans submitted electronically in July 2019, or a 67 percent increase compared to July 2018; and 151 residential plans submitted electronically, which was an increase of 45 percent; for a total of 446 e-plans in July 2019, a 35 percent increase from July 2018. Year to date, approximately 46 percent of all plans submitted had been submitted electronically. Mr. Eenhuis stated the Plan

Review Department performed 1,757 solo reviews in July, and 2,917 walk-through reviews, for a total of 4,674 logged reviews for July 2019, and 31,023 logged reviews year-to-date, which was an increase of 25 percent from the previous year.

d) Inspection Report through July 31, 2019

John Welton presented the Inspection Report for the month of July 2019. He said the inspectors in all departments did a total of 30,374 inspections in July, with a total of 68 field inspectors. He said each inspector averaged 21.0 inspections per day, and the average available time per inspection was 16.7 minutes. He stated year-to-date the inspection department has performed approximately 7,000 more inspection than performed last year at this time.

7. UNFINISHED BUSINESS

There was no Unfinished Business

8. BOARD REPORT(S) OR COMMENT(S)

There were no Board report(s) or comment(s).

9. FUTURE AGENDA ITEM REQUESTS

There were no future agenda item requests.

10. EXECUTIVE SESSION REQUESTS

Pursuant to C.R.S. 24-6-402(4)(a), (b) and (e)(I), the attorney for Pikes Peak Regional Building Department is requesting an Executive Session with the Advisory Board regarding a conference and consultation with the attorney for Pikes Peak Regional Building Department for the purpose(s) of discussing a satellite office construction matter, determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and instructing negotiators; and receiving legal advice on specific legal questions, including, but not limited to, processes and procedures surrounding the satellite office construction matter.

(Virginia V. Koulchitzka, Regional Building Attorney; Roger N. Lovell, Regional Building Official; John Welton, Deputy Building Official; Jay Eenhuis, Deputy Building Official)

Jim Nakai stated he would like to recuse himself from the Executive Session because of a proposal with regard to the satellite office, and his term on the Board will expire in March 2020.

Chairman Tiffany called for a vote of all remaining board members in favor of going into an Executive Session at 1:25 p.m., and all board members voted in favor of the Executive Session.

Richard Applegate and Robert Todd left the meeting at 1:32 p.m., and a quorum was maintained.

Jeff Finn left the meeting at 2:11 p.m., and a quorum was maintained.

A motion was made by Vince Colarelli to come out of Executive Session at 2:35 p.m., seconded by Edward Pine; the motion carried unanimously. *Kelly Elliott left the meeting at 2:36 p.m., and a quorum was no longer maintained.* Chairman Tiffany stated the Advisory Board, as a result of the Executive Session, would like to: (1) instruct Pikes Peak Regional Building Department to draft a proposed resolution for construction of the satellite facility, including but not limited to authority to conclude a procurement process for the selection of a design builder, negotiate and sign a construction contract, such to be considered for recommendation to the Regional Building Commission; and (2) instruct Pikes Peak Regional Building Department to consider the retention of an Owner Representative for the contemplated construction project and bring this matter before the Advisory Board next month during a public meeting, unless an executive session is required.

11. **ADJOURN**

The regular session of the Advisory Board meeting adjourned at 2:38 p.m.

Work Session (will start at the conclusion of the regular Advisory Board meeting and not any earlier than 1:30 p.m.)

1. **CALL TO ORDER**

Darin Tiffany called the Work Session to order at 2:44 p.m.

Jina Koulchitzka stated the Advisory Board no longer had a quorum available; present were Darin Tiffany, Edward Pine, Jim Nakai, Vince Colarelli, and David Wilson. She stated during the work session, no decisions will be made, so a quorum was not required.

a) Review of 2020 Budget

Roger Lovell stated 2019 has been a successful year to date. As of July 31, 2019: there have been 2,313 new single family home permits, which is a decrease of 11.8% over the same time period in 2018, but an increase of 5.4% over 2017; in excess of \$635,661,662 total valuation for commercial alterations and remodels, which is an increase of 264% over the same time period in 2018; \$2,314,651,192 total construction valuation, which is an increase of 18.2% over the same time period in 2018; 1,024 apartment units, which is an increase of approximately 18% over the same time period in 2018; 6,124 plans have been submitted, which is an increase of 8% over the same period in 2018; online

homeowner permits increased 293% in the second quarter of 2019 over the same time period in 2018; and homeowner's online inspection requests increased 361% over 2018 numbers.

Mr. Lovell stated the Department is proud of a number of accomplishments in 2019: Monthly class for new contractors; annual Open House event; more than 50% of electronic plan submittals and reviews; participation in in electronic plan submittal and review by all but 2 jurisdictions by year end; improved online services making available estimated inspector arrival time with name and photo; increased online permits and inspections requests; support of attainable housing through floodplain map revisions (Security Creek LOMR, Palmer Lake LOMR, and Cheyenne Creek LOMR); and Building Code Effectiveness Grading Schedule classification reductions (classification of 3 for one and two-family dwellings, classification of 2 for commercial and industrial properties. These classifications place the Department in the top 7% statewide, top 17% nationwide for one- and two-family dwellings, and top 3% nationwide for commercial and industrial properties). He stated insurance companies use these ratings to establish insurance premiums for properties, resulting in insurance premium savings.

Mr. Lovell stated the Department's strategic goals are: Positive image; website enhancement technology enhancement with a GIS service; satellite location; continued support of attainable housing through floodplain map revisions; Code development; and future planning and sustainability.

Mr. Lovell stated the 2020 Budget does not have any fee increases; it is a balanced budget; and RBD will continue the Licensing Rewards program.

Ryan Johanson stated the 2020 Budget anticipates total revenue to be \$19,261,244, which is an 18.3% increase over the prior year. He stated the anticipated expenses are \$19,261,244, which is an increase of 7.9%. Mr. Lovell stated this budget will allow the Department to continue to operate in the same manner as it has been doing, continue to be sustainable, and "looking out for the future" without any fee increases.

The Advisory Board members complimented the Department on its accomplishments and continued goals, with a specific comment by Mr. Wilson encouraging the Building Official to financially recognize staff, if possible, for its accomplishments and continued good work.

2. **ADJOURN**

The work session of the Advisory Board meeting adjourned at 3:12 p.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Roger N. Lovell".

Roger N. Lovell
Regional Building Official
RNL/lfg

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