

# Pikes Peak Regional Building Department

2880 International Circle  
Colorado Springs, Colorado 80910

## ADVISORY BOARD MINUTES

September 16, 2020

12:30 p.m.

**MEMBERS PRESENT:** Vice Chair Richard Applegate, City of Fountain  
Jeff Finn, Citizen-at-Large (*joined the meeting late*)  
Vince Colarelli, Building A or B Contractor  
Edward Pine, Building A, B or C Contractor  
Christine Riggs, Architect  
Kelly Elliott, Town of Monument  
Chris Quinn, Green Mountain Falls

**MEMBERS ABSENT:** Chair Darin Tiffany, Engineer  
John Graham, City of Manitou Springs  
David Wilson, Town of Palmer Lake

**OTHERS PRESENT:** Roger Lovell, Regional Building Official  
Virginia Koulchitzka, Regional Building Attorney  
Jay Eenhuis, Deputy Building Official – Plans  
Ryan Johanson, Director of Finance  
Matt Matzen, Permit Supervisor  
Linda Gardner, Executive Administrative Assistant

The Advisory Board meeting was conducted virtually via a program called Microsoft Teams live events, which is accessible via Pikes Peak Regional Building Department's website Boards & Committees' page at: <https://www.pprbd.org/Information/Boards>.

### 1. CALL TO ORDER

Vice Chair Richard Applegate called the meeting to order at 12:31 p.m.

### 2. CONSIDERATION OF THE AUGUST 19, 2020 MINUTES

A motion was made by Vince Colarelli to **APPROVE** the August 19, 2020 Advisory Board Meeting Minutes as written, seconded by Kelly Elliott; the motion carried unanimously.

### 3. CHANGES/POSTPONEMENTS/NOTICE OF NEXT MEETING

October Advisory Board meeting date and time: Wednesday, October 21, 2020, beginning at 12:30 p.m. The meeting will be conducted virtually. Sufficient and timely instructions for public participation will be made available at: <https://www.pprbd.org/Information/Boards>.

#### 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. BUILDING OFFICIAL REPORTS/NON ACTION ITEMS

##### a) Financial Statement through August 31, 2020

Ryan Johanson presented the financial statement for the month of August 2020. He said the operating cash balance was \$11,991,476. He said the monthly revenue was \$1,763,172, which year-to-date is 67 percent of budget. Mr. Johanson stated the expenditures were \$1,170,544, and year-to-date expenses were at 55 percent of budget. The net income for August is \$592,627, and year-to-date net income is \$2,299,470. He stated overall, the Department remains sustainable and very busy.

##### b) Building Report through August 31, 2020

Matt Matzen presented the Building Report for the month of August 2020. He said there were 430 detached single-family houses permitted in August, which was 29.52 percent more than this time last year. He stated there were 70 commercial building permits, which was a 180 percent increase from this time last year. Mr. Matzen said the total valuation of permits issued in August for residential homes was \$163,271,032, which was 36.34 percent more than this same time last year; and year-to-date the total valuation of residential permits was \$1,158,825,665, which was an increase of 17.74 percent from this same time last year. He stated the valuation of commercial permits issued in August was \$76,729,285, which was an increase of 276.31 percent over this same time last year; and year-to-date the total valuation for commercial permits was \$721,471,532, which was an increase of 184.12 percent. Mr. Matzen stated the total valuation year-to-date across all permits was \$2,677,915,544, which is an increase of 4.14 percent. He said there were three permits with a valuation over \$3 million in July.

##### c) Plan Report through August 31, 2020

Jay Eenhuis presented the Plan Review Report for the month of August 2020. There were 592 single family plans, which was an increase of 64 percent compared to August of the previous year; 88 new commercial plans, which was an increase of 238 percent; and a total of 1,844 plans for the month of August, which was an increase of 92 percent compared to August 2019. Mr. Eenhuis stated there were 350 commercial plans submitted electronically in August 2020, or a 400 percent increase compared to August 2019; and 1,147 residential plans submitted electronically, which was an increase of 833

percent; for a total of 1,844 e-plans in August 2020, a 374 percent increase from August 2019. Mr. Eenhuis stated the Plan Review Department performed 5,254 solo reviews in August, and zero walk-through reviews (as RBD staff has continued to work remotely during the month of August), for a total of 5,254 logged reviews for August 2020, which was an increase of 15 percent from the previous year. He stated the Plan Review Department is averaging 250 reviews logged per day this month.

d) Inspection Report through August 31, 2020

Jay Eenhuis presented the Inspection Report for the month of August 2020. He said the inspectors in all departments did a total of 28,785 inspections in August, with a total of 64 field inspectors. He said each inspector averaged 21.5 inspections per day, and the average available time per inspection was 16.9 minutes. Mr. Eenhuis stated the Department was able to fill two open positions in the inspection staff, but there are still two open positions remaining to be filled in the inspection staff. He stated the inspection staff performed approximately 1,000 more inspection in August 2020 than the same time last year, without the roofing inspections.

6. **UNFINISHED BUSINESS**

a) Approval of the 2021 Budget (*action item*)

In follow-up to the Work Session presentation of the 2021 Budget last month, Roger Lovell reminded the Advisory Board the strategic goals for 2021 include the continued change the Department has been undergoing due to the COVID-19 pandemic and its effect on the industry. He stated the Department must continue to adapt in order to best serve the construction industry. He stated the Department will be implementing website and technology enhancements to help in this regard. Mr. Lovell stated the new satellite facility is one of the Department's biggest goals for 2021. He stated the Department plans to break ground for this new facility in December 2020. He said there will be additional floodplain map revisions in 2021, as well as Code development.

Mr. Lovell stated the 2021 Budget does not include any fee increases, and the Department will continue the Contractor Reward Program. He stated overall, the 2021 Budget anticipates \$19,952,190 in revenue, which is an increase of 3.59 percent over the 2020 Budget. He stated it is a balanced Budget, so it anticipates \$19,952,190 in expenses, which is an increase of 3.59 percent over the 2020 Budget. Mr. Lovell stated the 2021 Budget make the Department very well prepared for whatever 2021 will bring and keep the Department sustainable and help grow the services that the Department provides.

A motion was made by Chris Quinn to recommend to the Regional Building Commission **APPROVAL** of the 2021 Budget, seconded by Edward Pine; the motion carried unanimously.

**7. NEW BUSINESS**

There was no New Business.

**8. EXECUTIVE SESSION REQUEST(S)**

There was no Executive Session Request(s).

**9. BOARD REPORT(S) OR COMMENT(S)**

Christine Riggs appeared and presented the AIA Colorado 2020 Legislative Session Report.

**10. FUTURE AGENDA ITEM REQUESTS**

There were no future agenda item requests.

**11. ADJOURN**

The meeting adjourned at 1:14 p.m.

Respectfully submitted,



Roger N. Lovell  
Regional Building Official  
RNL/llg

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

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