

# **Pikes Peak Regional Building Department**

2880 International Circle  
Colorado Springs, Colorado 80910

## **LICENSING COMMITTEE MINUTES**

April 9, 2020

9:00 a.m.

MEMBERS PRESENT: Chair Loren Moreland  
Vice Chair Michael Rowe  
Jim Rose  
Michael Finkbiner  
Christopher Freer  
Zachary Taylor  
Tim Toussaint

MEMBERS ABSENT:

OTHERS PRESENT: Roger Lovell, Regional Building Official  
Jina Koulchitzka, Regional Building Attorney  
Jay Eenhuis, Deputy Building Official – Plans  
John Welton, Deputy Building Official – Inspections  
Matt Matzen, Permit and Licensing Supervisor  
Linda Gardner, Executive Administrative Assistant

PROCEEDINGS:

Chair Loren Moreland called the meeting to order at 9:19 a.m.

Jina Koulchitzka stated the Licensing Committee meeting is being 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>, under Licensing Committee, Upcoming Meeting Date: 4/9/2020 @ 9:00 a.m. (Online meeting link here):

The Colorado Open Meetings Law (COML) allows for participation in public meetings to occur electronically, given the definition of "meeting" at 24-6-402(1)(b), C.R.S. A number of municipalities, including the Department, have moved toward including agenda items that allow quasi-judicial hearings in their electronic meetings. Extra care must be taken to ensure: (1) all parties with a legal interest are allowed to speak; (2) a record of the hearing is adequately preserved; and (3) overall, the hearing can be conducted in an orderly manner and in a manner that closely parallels the way the Department would conduct the hearing, receive evidence, debate and vote on the decision, and preserve a record under normal circumstances.

Is there an obligation to allow public participation in electronic meetings? Nothing in the COML itself requires that the public must be allowed to speak at meetings. The purpose of the COML is to allow the public to observe the transaction of public business. The extent to which a public body allows the public to speak is largely governed by local rules of procedure, and customs and practices.

Instructions for conducting the virtual meeting were provided.

1. **CONSIDERATION OF THE MARCH 12, 2020 LICENSING COMMITTEE MINUTES**

A motion was made by Zachary Taylor to **APPROVE** the March 12, 2020 Licensing Committee Minutes as written, seconded by Michael Finkbiner; the motion carried unanimously.

2. **COMPLAINT(S)**

- a) A complaint has been brought against Curren Cast, Licensee, and Camille Davis, Owner/Registered Agent, of Topcat Chimney Service, by Daniel Killion for performing work at 407 Crest Street, Fountain, Colorado prior to obtaining permit(s), in violation of Sections RBC105.1 and RBC201.11.3, Nos. 1, 5 and 6, 2017 Pikes Peak Regional Building Code, as amended.

All parties testifying were sworn in. Jina Koulchitzka stated this complaint was filed by Daniel Killion (“Killion”), who currently is the former property owner of 407 Crest Street, who entered into an agreement with Topcat Chimney Service (“Topcat”) for construction consulting or construction services to be provided. The complaint against the examinee and the licensed contractor is as follows:

It appears that work was performed at 407 Crest Street, Fountain, Colorado prior to obtaining permit(s), in violation of Sections RBC105.1 and RBC201.11.3, Nos. 1, 5 and 6, 2017 Pikes Peak Regional Building Code, as amended.

Karl Berg entered his appearance on behalf of Curren Cast, Licensee, and Topcat Chimney Service, Licensed Contractor. Mr. Berg stated his witness is Curren Cast; due to medical reasons, Camille Davis is unable to attend the meeting today. No additional witnesses.

Daniel Killion stated his witness is the current homeowner, Lauren Hierholzer, if she is able to attend the meeting today.

Procedural instructions for conducting the hearing were provided.

Matt Matzen stated Topcat was granted a “D-1” (Woodstove) license in 2018. It has 1 open permit; 7 completed permits; 1 voided permit (issued on March 23, 2020); and zero “A” Status permits.

Killion stated he contacted Cast on July 13, 2019 to make repairs on his chimney, and informed Cast that he had a closing scheduled on his home on July 31, 2019, and had to have the work completed prior to that time. Cast informed Killion that the chimney

required a new liner, and Killion gave him a 50% deposit of \$1,395. Cast did not complete the repairs until the morning of July 31, 2019. He received Cast's final invoice the morning of July 31st, which noted that the work was complete and the fireplace was safe to use. Killion stated when he looked inside the chimney from the fireplace, he did not see a bottom cap, so he called the Pikes Peak Regional Building Department and discovered that a permit was not obtained for the work completed. He notified the new homeowner, Lauren Hierholzer, that she should follow up on this matter. He stated he received an email from Lauren Hierholzer, dated March 14, 2020, that she had contacted Cast and the repairs were completed. Mr. Berg objected to admitting said email into evidence, stating it was hearsay and irrelevant, because a permit was obtained for this issue.

Matt Matzen stated Cast was granted a Building "D-1" (Woodstove) License on or about January 23, 2018, which is the appropriate license for the work completed. He stated the work was completed on July 29, 2019, but the permit was not obtained until March 23, 2020. Loren Moreland stated the issue is work requiring a permit, which was commenced on July 29, 2019, but the permit was not obtained until eight months later on March 23, 2020. Should Killion not have filed the complaint, this violation may not have been brought to the attention of the Department; the permit may not have been obtained at all. In response to questions from the Committee, Jay Eenhuis stated Topcat has 8 completed permits and 1 voided permit.

Cast stated most of his work is that of chimney sweeping, which does not require a permit. He stated he learned of the permit requirement for this project when he received the notice to appear for today's meeting from the Department, and he immediately obtained a permit and contacted the homeowner to resolve the issue. Later, counsel for Mr. Cast clarified that it was sometime in 2019, after conversations with Department staff, that Cast learned of the permit requirement and immediately began obtaining permit(s) on his jobs. Upon questioning from RBD counsel, Cast read the comments contained in both of Topcat Chimney Service's proposal and invoice to Killion, which stated the fireplace was safe to burn.

*Loren Moreland stated he would like to bring to the Committee's attention that his company, Classic Homes, has worked with attorney Karl Berg in the past, but he has not had any involvement in this complaint, nor does he have any interest, financial or otherwise, in the matter or the outcome thereof. The Licensing Committee members and the appearing parties did not object to Chair Moreland proceeding with this complaint.*

John Welton stated the 2015 International Residential Code had been adopted prior to Cast commencing work on this project: effective as of June 1, 2018 with the adoption of the Pikes Peak Regional Building Code, 2017 edition, as amended; the Code did not amend the permit requirements specific to the work being done by Cast. The same permit requirements were contained in the former edition of the Code as well: the 2011

Edition, as amended. As a licensee, Cast should have been aware of the permit requirement(s).

A motion was made by Michael Finkbiner to place a One-Year Incident Report in the contractor file of Curren Cast for failing to obtain a permit prior to commencing work at 407 Crest Street, Fountain, Colorado; the One-Year Incident Report shall contain a timeline noting the commencement date of the work performed and the date the permit was obtained, seconded by Jim Rose; the motion carried unanimously.

Jina Koulchitzka stated the Department has authority, pursuant to Section RBC103.12 of the Pikes Peak Regional Building Code (the "Code"), to issue administrative fines; the Department retains such right, and a fine may be imposed for the stated Code violation(s). She further stated the parties to this complaint have 30 calendar days from the recommendation of this Committee to file a written appeal with the Department in accordance with Section RBC101.7 of the Code.

### 3. COMPLAINT UPDATE

- a) A complaint has been brought against Javier Hoggard, President, Licensee, and Registered Agent, Patriot Enterprises, Inc., by Dawn Cowan for performing work at 13301 Crane Canyon Loop, Colorado Springs, Colorado prior to obtaining permit(s), in violation of Sections RBC105.1 and RBC201.11.3, Nos. 1, 5 and 6, 2017 Pikes Peak Regional Building Code, as amended. *This Complaint was heard by the Licensing Committee on January 9, 2020, and the Committee determined as follows: A motion was made by Michael Rowe to lock Javier Hoggard's current license until all "A" Status permits are completed; place a Two-Year Incident Report in Mr. Hoggard's contractor file; Mr. Hoggard may work with RBD staff to release the locked license upon completion of his "A" Status permits; and request an update from RBD staff during the February 13, 2020 Licensing Committee meeting to assure that the permit for the property located at 516 West Cheyenne Road with the gas leak has been completed. During the February 13, 2020 Licensing Committee Meeting, the Committee requested another complaint update on the gas leak at 516 West Cheyenne Road and the two remaining "A" Status permits during the March 12, 2020 Licensing Committee meeting. During the March 12, 2020 Licensing Committee meeting, the Committee denied Javier Hoggard's request that the license(s) be unlocked; the Committee confirmed that such would remain administratively locked until all outstanding "A" Status permits have been resolved.*

Matt Matzen provided the following timeline with regard to events, which had taken place since the last Committee meeting on 3/12:

- 4/6/2020: Spoke with Vanessa with Patriot Pros; she stated she has been working with the Department's compliance team regarding the

CNC paperwork for 6124 Rennert Drive and would have the paperwork submitted that afternoon. She also stated that the final inspection for 15017 La Jolla Drive was scheduled for 4/9/2020. Patriot Pros had struggled with scheduling for both permits due to owners being out of town.

- the afternoon on Monday, 4/6/2020: The Department received CNC paperwork via email for 6124 Rennert Drive.
- 4/7/2020: A follow up email was sent to Patriot Pros confirming receipt of partial CNC paperwork: awaiting confirmation of certified mail, return receipt delivery.
- 4/7/2020; spoke with Vanessa/Patriot Pros requesting that the Licensing Committee unlock the licenses upon completion of the permit at 15017 La Jolla and RBD receiving the delivery confirmation for the CNC paperwork for 6124 Rennert Drive.

Mr. Matzen stated receipt of the certified mail, return receipt delivery specific to the 6124 Rennert Drive address will allow RBD staff to process the CNC; there is a 30-day waiting period per the CNC process. Once the 30 days has lapsed, the permit can be voided.

He confirmed the permit with the gas leak at 516 West Cheyenne Road has been completed.

The Committee members agreed that because the permit with the gas leak has been completed, and the contractor is in contact with the homeowners of the two outstanding "A" Status permits, the contractor's request to unlock its license(s) is reasonable in light of the progress this contractor has made in completing the outstanding permits.

#### 4. **CONSENT LICENSE REQUESTS**

**Consent license requests will be acted upon as a whole, unless a specific item is called for discussion by a Committee member or a citizen wishing to address the Committee.**

Christopher Freer stated while he does not consider one of the Agenda Items a conflict of interest, for reasons of transparency, he would like to make a record that he has done work for Larry Gilland, who is on the consent calendar for a voluntary license suspension. He stated he currently has no direct or indirect contact for services to be provided, or other activity, which is conducted with Mr. Gilland where said participation has resulted or could result in personal benefit, financially or otherwise, to him as a volunteer member on this Committee. Mr. Freer stated he has no direct or indirect personal interest in the voluntary license suspension matter that comes before this Committee. He stated as a result, he will not be recusing himself from this item. Jina Koulchitzka stated she affirms Mr. Freer's decision having evaluated the possible conflict of interest.

**Building Contractor A-1 (Commercial)**

COLORADO STRUCTURES, INC DBA CSI CONSTRUCTION COMPANY –  
MICHAEL TOBILAS (ADDITIONAL LICENSE & COMPANY CHANGES NAME)  
COLORADO STRUCTURES, INC DBA CSI CONSTRUCTION COMPANY –  
TREVOR TOBILAS (ADDITIONAL LICENSE & COMPANY CHANGES NAME)  
GREEN BUILDING, LLC DBA ECO FRIENDS HOME – JOHN BITTNER  
IICON CONSTRUCTION COLORADO, LLC – GREGORY COLLIER (EXAMINEE  
CHANGES COMPANY)  
JEFF GOSCH – LLC – JEFF GOSH (EXAMINEE CHANGES COMPANY)  
MARKHARRIS BUILD, LLC – ROBERT HARRIS  
PALACE CONSTRUCTION CO., INC – JAMES THROCKMORTON (ADDITIONAL  
LICENSE)

**Building Contractor A-2 (Commercial)**

ABH CONTRACTORS – BRYON HOEWISCH

**Building Contractor B-1 (Limited Commercial)**

DANIEL M DAVIS DBA HIGH COUNTRY CONSTRUCTION SERVICES –  
DANIEL DAVIS (REINSTATEMENT)  
EDIFICE BUILDERS INCORPORATED – NORMAN MOORE  
FIRST GENERAL SERVICES FRONT RANGE DBA CLEANMASTER – TROY  
BERGMAN  
MATSON CONSTRUCTION INC – GREGORY MATSON  
POWELL HOMES LLC – SARAH CLARK (EXAMINEE CHANGES COMPANY)  
ROBINSON CONSTRUCTION CO. DBA ROBINSON CONSTRUCTION CO.,  
COLORADO – NICHOLAS PENNINGTON (COMPANY CHANGES EXAMINEE)  
VELEX INC. – BENJAMIN NEJEERS

**Building Contractor B-2 (Limited Commercial)**

RAND CONTRACTING LLC – DAVID RAND

**Building Contractor C (Homebuilder)**

DARYL WEAR CONSTRUCTION – DARYL WEAR  
DESIGNWORKS DEVELOPMENT – RODNEY STEPHENS  
DISASTER RECOVERY SYSTEMS, LLC DBA DRS ENGINEERING  
CONTRACTORS – MICHAEL KERKER (COMPANY CHANGES NAME)  
DAN SCHILTZ LLC DBA GREAT BEAR CONTRACTING – DANIEL B. SCHILTZ  
(REINSTATEMENT)

THE MITCHELL STEPHEN COMPANY – MITCHELL SIKICH (REINSTATEMENT)  
MOUNTAIN PRO HOME IMPROVEMENT L.L.C – KENNETH FOLK (EXAMINEE  
CHANGES COMPANY) (REINSTATEMENT SUBJECT TO AN ADMINISTRATIVE  
LOCK UNTIL "A" STATUS PERMITS ARE RESOLVED)  
REMODELER'S WORLD, INC. – RICKY SIMPSON (REINSTATEMENT)  
XACTPRO, LLC. – ALAN MATTHEWS (EXAMINEE CHANGES COMPANY)

**Building Contractor D-1 (Roofing)**

5280 RESTORATION LLC – SUSANNE GUADARRAMA (REINSTATEMENT)  
AMERICAN DREAM HOME IMPROVEMENT INC DBA AMERIPRO ROOFING OF  
COLORADO – CHARLES LASSITER (COMPANY CHANGES NAME)  
GREAT DANE ROOFING, LLC – TRENTON KIBLER  
PINNACLE INSTALLATION GROUP, LTD. DBA JBC ROOFING – JAMES  
CAMBRON  
VIVAX SYSTEMS INC. DBA VIVAX PROS – ANDREW CHAMBERS  
(REINSTATEMENT) (REINSTATEMENT SUBJECT TO AN ADMINISTRATIVE  
LOCK UNTIL "A" STATUS PERMITS ARE RESOLVED)

**Building Contractor D-1 (Siding)**

AMERICAN DREAM HOME IMPROVEMENT INC DBA AMERIPRO ROOFING OF  
COLORADO – CHARLES LASSITER (COMPANY CHANGES NAME)

**Building Contractor D-5A (Sign)**

RUSCH SIGNS & GRAPHICS, INC. – GERALD DELUE (COMPANY CHANGES  
EXAMINEE)

**Building Contractor D-1 (Swimming)**

JT'S POOL & SPA SERVICE – JOHN TADDY

**Building Contractor E (Maintenance & Remodeling)**

BELA TERRA CREATIONS LLC – GUSTAVO MUNIZ  
KEVIN JASON CRAIG DBA JASON DOES IT ALL – KEVIN JASON CRAIG  
SKY BUILT LLC – STEVE YOUNG

**Building Contractor F-1 (Solar)**

TITAN SOLAR POWER CO INC. – THOMAS PORTER (ADDITIONAL LICENSE)

**Mechanical Contractor - A (Commercial)**

CAPITAL VIEW GENERAL CONSTRUCTION, INC DBA MITCHEL HEATING –  
CHRISTOPHER ZANDARSKI (COMPANY CHANGES NAME)  
EL PASO COUNTY – JOSEPH DALY (EXAMINEE CHANGES COMPANY)  
E.M. FLOW HEATING AND COOLING LLC – JOSHUA EKER  
ONE SOURCE HOME SERVICE, LLC – MIKEL HIRSCH (COMPANY CHANGES  
EXAMINEE) (LICENSE TRANSFER SUBJECT TO AN ADMINISTRATIVE LOCK  
UNTIL "A" STATUS PERMITS ARE RESOLVED)  
FRONT RANGE CONSTRUCTION, INC. DBA M1 MECHANICAL – ALBERT  
ROGERS (COMPANY CHANGES NAME)  
S & S MECHANICAL CONTRACTORS, INC. – RANDY STUART (EXAMINEE  
CHANGES COMPANY)

**Mechanical Contractor – B (Residential)**

EXTRAORDINAIRE HEATING AND AIR LLC – ADAM VANMETER

**Mechanical Contractor – C-1 (Gas Piping)**

BRIAN M PELEGRIN DBA BRIAN PELEGRIN PLUMBING – ROLLAND SAVAGE  
(REINSTATEMENT)  
FIREPLACE SOLUTIONS & SERVICES, LLC – STEPHEN QUINLAN  
(REINSTATEMENT)

**Mechanical Contractor – C-2 (Refrigeration)**

REPUBLIC REFRIGERATION, INC. – MICHAEL QUEEN

**Mechanical Contractor – E (Elevator)**

MOBILITY SERVICES OF COLORADO, INC DBA 101 MOBILITY – KURT  
SHYMANSKI

**Heating Mechanic IV (HVAC Service Tech)**

JACOB AKERS- SANCHEZ  
JOSHUA BROWN  
JAMIE MILLER  
JOHN MILLER (REINSTATEMENT)  
JOSEPH MORTON  
MICHAEL HIGHLAND

**Consent Items for Voluntary Suspension**



ADGC, INC. – ROGER NESTOR – B-A-1  
COLORADO RANCH HOMES, LLC. – JAMES KREHBIEL – B-1  
L & L CONSTRUCTION – LARRY GILLAND – B-1  
PFEFFER HOMES – BRIAN PFEFFER – B-C  
RELIANCE HEATING & AIR CONDITIONING – GREG ZYDONIS – H-A  
TAVA SOLAR LLC – JAMES GUSTAFSON – B-F-1 (SOLAR)

A motion was made by Jim Rose to recommend to the Board of Review **APPROVAL** of the Consent License Requests, seconded by Michael Rowe; the motion carried unanimously.

5. **ITEMS CALLED OFF CONSENT CALENDAR**

There were no Items called off the Consent Calendar.

6. **LICENSE REQUESTS CONSIDERED INDIVIDUALLY**

**Building Contractor A-1 (Commercial)**

ALL GREEN CONSTRUCTION LLC – LIYUAN WANG (EXAMINEE CHANGES COMPANY)

Chair Moreland stated the applicant is applying for an upgrade and changing from previous company ID (██████). He currently has a B-D5A sign license, H-A, EA License(s). He stated the applicant also has 17 “A” Status permits from his sign license. Chair Moreland stated RBD staff offered the applicant a B-1 license due to not having A, E, I or H occupancy experience, but did not receive a response from the applicant. The applicant is appearing for lack of commercial experience and explanation of how the “A” Status permits will be resolved.

Liyuan Wang appeared and stated he has been working in the construction field for 35 years, and he has an “A” License in Castle Rock, Colorado. He stated he would like to add construction of a ground-up warehouse in Castle Rock to his work history on his application. Matt Matzen stated Mr. Wang’s references page lists 1 ground-up project, 1 core shell project, and the rest of his projects are listed as tenant improvements. Mr. Wang also has 17 “A” Status permits ranging in time from 2016 to 2019 under his current license; all of them are sign permits. He also has 6 completed permits; 5 open permits; and 1 pending permit, that requires an electrical attachment.

Chair Moreland stated he does not believe this license request should be considered at this time until the “A” Status permits have been completed. A motion was made by Jim Rose to recommend to the Board of Review **DENIAL** of the license request, seconded by Michael Finkbiner; the motion carried unanimously.

A motion was made by Michael Rowe to lock all of Liyuan Wang's licenses until his outstanding "A" Status permits are completed, seconded by Jim Rose; the motion carried unanimously.

Jina Koulchitzka stated Mr. Wang will have to submit a new license application when and if he is ready to reapply for this license. In addition, Mr. Wang has 30 calendar days from the recommendation of this Committee to file a written appeal in accordance with RBC101.7 of the Pikes Peak Regional Building Code.

#### SATORI INC. – DONNIE BOWEN

Matt Matzen stated this applicant is appearing due to lack of experience. He stated the applicant provided renovations for commercial projects on his application; not ground-up experience for A, E, I, H occupancy. The Committee members did not feel Mr. Bowen had adequate experience for this level of license.

Donnie Bowen appeared and stated he is requesting this license to be able to perform hotel renovations. He stated he has completed a significant number of hotel renovations in other jurisdictions, which are not ground-up projects. He stated he does not plan to do any ground-up construction in El Paso County. John Welton stated Mr. Bowen can do hotel renovations with an A-2 License, which will allow him to do renovations of any type of occupancy classification allowed by Code, with the exception of projects exceeding 30,000 square feet with an A, E or I occupancy. Mr. Bowen stated he would like to amend his license request to an A-2 License in lieu of an A-1 License.

A motion was made by Jim Rose to recommend to the Board of Review **APPROVAL** of an A-2 License with the condition of no ground-up construction, seconded by Michael Finkbiner; the motion carried unanimously.

#### SUMMIT PROPERTIES AND DEVELOPMENT CO., INC. – ANDREW JONES

Matt Matzen stated this applicant is appearing for lack of A, E, I, H occupancy for ground up construction. He stated the applicant was offered a B-2 License. He stated the applicant provided experience that was for mercantile and apartments; RBD staff never received a response from the applicant once RBD offered a down grade. Mr. Matzen stated the applicant is appearing for lack of experience.

Andrew Jones appeared and stated he builds primarily convenience stores, grocery stores and banks in 14 states throughout the United States. Upon questioning by RBD staff, Mr. Jones stated his assistant submitted the license application, but he did review it for accuracy and he affirmed that the signature on the application was his signature. He stated he would like to amend his license request to a B-2 License, in lieu of an A-1 License.

A motion was made by Jim Rose to recommend to the Board of Review **APPROVAL** of a B-2 License, seconded by Michael Finkbiner; the motion carried unanimously.

**Building Contractor B-2 (Limited Commercial)**

COPPER CREEK INC. – STEVEN MILLER (COMPANY CHANGES EXAMINEE)

No one appeared. A motion was made by Michael Finkbiner to **CONTINUE** this license request until the May 14, 2020 Licensing Committee meeting, seconded by Jim Rose; the motion carried unanimously.

**Building Contractor C (Homebuilder)**

PELLA WINDOWS & DOORS OF COLORADO, INC – STEVEN KASZA  
(EXAMINEE CHANGES COMPANY)

Matt Matzen stated this applicant is appearing for having 9 “A” Status permits (I59482, I54872, I41772, I51908, I37633, I54868, I52773, I50509). The permits are all from his previous company contractor ID (██████), dating back to 2012 - 2013.

Steven Kasza appeared and stated the “A” Status permits were obtained while he was working for Chateau Roofing prior to 2018, and were obtained without his authorization to obtain the permits under his license. He stated he was in a car accident in 2018 and was out of work for a long period of time to recover from the accident. He stated he was unaware that he had so many outstanding permits until he applied for this license request. Mr. Kasza stated he is willing to do whatever is necessary to complete the permits. He stated he has had a C License since 2012. Loren Moreland and Michael Rowe both agreed that Mr. Kasza should complete his outstanding permits and then reapply for this license transfer.

A motion was made by Michael Finkbiner to recommend to the Board of Review **APPROVAL** of the license transfer conditional upon locking the license until all “A” Status permits are completed and the Committee receives an update on the outstanding permits, seconded by Michael Rowe; the motion carried unanimously. Jina Koulchitzka stated Mr. Kasza has 30 calendar days from the recommendation of this Committee to file an appeal in accordance with RBC101.7 of the Pikes Peak Regional Building Code.

**Building Contractor D-2A (Wrecking)**

BIG HAULERS JUNK/ DEMOLITION & DEBRIS REMOVAL L L.C. – DIVINE  
ALLAH

No one appeared. A motion was made by Jim Rose to **CONTINUE** this license request until the May 14, 2020 Licensing Committee meeting, seconded by Michael Finkbiner; the

motion carried unanimously.

7. **UNFINISHED BUSINESS**

There was no Unfinished Business.

8. **NEW BUSINESS**

Roger Lovell stated the Department has been operating remotely since March 16, 2020, and tentatively plans to work remotely at least through April 30, 2020, or until further notice. RBD continues to conduct inspections, issue permits and accept license requests, as well as hold all public meetings. Only the public facings with customers have been affected, but everything else is fully operational.

The meeting adjourned at 12:13 p.m.

Respectfully submitted,

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

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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