

# **Pikes Peak Regional Building Department**

2880 International Circle  
Colorado Springs, Colorado 80910

## **ADVISORY BOARD MINUTES**

November 15, 2023 – Wednesday – 12:30 p.m.

**MEMBERS PRESENT:** Vice Chair Vince Colarelli, Building A or B Contractor  
Christy Riggs, Architect  
Jeff Finn, Citizen-at-Large  
Chris Freer, Engineer  
John Graham, City of Manitou Springs  
Richard Applegate, City of Fountain  
Dennis Stern, Town of Palmer Lake  
Nick Donzello, Town of Green Mountain Falls

**MEMBERS ABSENT:** Chair Loren Moreland, Building A, B or C Contractor  
Sana Abbott, Town of Monument

**RBD STAFF PRESENT:** Virginia Koulchitzka, Regional Building Attorney  
Jay Eenhuis, Deputy Building Official – Plans  
John Welton, Deputy Building Official – Inspections  
Erin Garcia, Director of Finance  
Gina LaCascia, Executive Administrative Assistant

The Advisory Board meeting was conducted in a hybrid form, allowing Committee members, Department staff, and the public to attend in person at the Pikes Peak Regional Development Center, 2880 International Circle, Colorado Springs, Colorado 80910, Room 100-14, or 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: DETERMINATION OF A QUORUM**

Vice Chair Vince Colarelli called the meeting to order at 12:30 p.m.

### **2. CONSIDERATION OF THE OCTOBER 18, 2023 ADVISORY BOARD MINUTES**

A motion was made by Christy Riggs to **APPROVE** the October 18, 2023 Advisory Board Minutes as written; seconded by Dennis Stern; the motion carried unanimously.

### **3. NEW BUSINESS**

As a member of the Advisory Board, Richard Applegate ended his volunteer term with the Department this day. John Welton presented Mr. Applegate with the Department’s appreciation plaque, thanking him for his eight years of service. Vice Chair Colarelli, on behalf of the Board, also thanked Mr. Applegate for his years of service.

#### 4. PUBLIC COMMENTS ON ITEMS NOT SCHEDULED ON THE AGENDA

There were no public comments.

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

No December Advisory Board meeting. The next meeting date and time: Wednesday, January 17, 2024, beginning at 12:30 p.m. The meeting will be conducted in a hybrid form: in person at the Pikes Peak Regional Development Center, 2880 International Circle, Colorado Springs, Colorado 80910, Room 100-14, and virtually. Sufficient and timely instructions for public participation will be made available at: <https://www.pprbd.org/Information/Boards>.

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

##### a) Financial Statement through October 31, 2023.

Ms. Garcia presented the Financial Statement for the month of October 2023, stating the operating cash balance ended at \$15,641,836 with a cash as a percentage of budget at 69 percent. The revenue for October was \$2,333,612; year-to-date revenue is down \$818,612, or 4 percent over the same time in 2022. Expenses for the month of October were \$1,393,875; year-to-date expenses were down \$270,159, or 2 percent over the same time period in 2022. At 83 percent through this year, the revenue is tracking at 78 percent of budget; and expenses are tracking at 71 percent of budget.

Vice Chair Colarelli asked about the “El Paso County Use Tax Fees” and if the taxes are calculated at the time building permits are submitted, to which Ms. Garcia confirmed. He also asked how the Building Department assesses the use tax of El Paso County and if there was a potential of a gap in collections. Ms. Garcia explained it could potentially, however, it would not present a liability to the Department because the Department acts in a third-party, vender capacity only. Once the Department collects the taxes, a report is sent directly to the County and the County then audits what has been reported with regard to valuations and what has been collected.

With regard to the Income Statement, Vice Chair Colarelli asked about the line item that showed \$100 for Rent. Ms. Garcia advised that the Department rents water filter stations, which include an area for coffee pots and coffee supplies.

Jeff Finn asked if the Building Construction Reserve listed in the Financial Statement was a new line item, and if so, does it include future improvements. Ms. Garcia explained that it is not a new line item and it includes the Department’s northeast building as well.

b) Building Report through October 31, 2023.

Jay Eenhuis presented the Building Report for the month of October 2023. There were 214 new single-family permits issued, which is an increase of 31.29 percent over October 2022. The valuation for those projects was \$121,580,366, which is an increase of 82.51 percent.

One multi-family permit issued in October 2023, which is a decrease from the seven multi-family permits issued in October 2022, while other new commercial projects matched October 2022 with a total of 29 permits issued last month. Total new commercial issued for October 2023 was 30, which was a decrease of 16.67 percent compared to October 2022. Valuation of those commercial permits was \$138,150,803, which is an increase of 140 percent compared to October of 2022. Year-to-date, the total valuation for 2023 is \$3,035,645,899, which is a decrease of 10.34 percent compared to the same timeframe in 2022. There were six projects with valuations exceeding \$3 million in the month of October 2023.

Vice Chair Colarelli asked if the Department monitors the building reports from Denver and surrounding areas. Mr. Eenhuis indicated that the Department does not track other jurisdictions, however, a report of certain jurisdictions can be generated to compare the overall building statistics, if requested.

c) Plan Report through October 31, 2023.

Mr. Eenhuis presented the Plan Review Report for the month of October 2023. There were 365 new single-family plans submitted for review in October, which is an increase of 143 percent compared to October of 2022. There were 67 new commercial and multi-family plans submitted, an increase of 63 percent compared to October of last year. The total number of plans submitted for the month of October 2023 was 1,480, an increase of 25 percent compared to last October. Year-to-date, the total number of plans submitted for review was 12,005, which is a decrease of 10 percent compared to the same timeframe last year.

There were 4,141 solo reviews performed by plan review staff, which is a decrease of 16 percent compared to last October; 960 walk-through reviews were performed, an increase of 40 percent compared to last year. The total number of reviews performed in the month of October was 5,101, which is a decrease of 9 percent compared to the last October. Year-to-date, 48,600 reviews have been performed, which is a decrease of 10 percent compared to the same timeframe in 2022.

- d) Inspection Report through October 31, 2023.

John Welton presented the Inspection Report for the month of October 2023, stating that the Department performed 26,877 total inspections across all inspection disciplines with 67 fulltime field inspectors. For the month of October, the average daily workload per inspector was 23.3 inspections per day with an available amount of time of 17.4 minutes per inspection.

There has been an increase in roof inspections from the permits that have been issued since the June hailstorms. Mr. Welton indicated that multiple inspection departments have been cross-trained and are doing re-roof inspections.

## 7. UNFINISHED BUSINESS

Erin Garcia provided an update with regard to the 2024 Budget adoption. No changes have been made to the 2024 Budget. The Budget was recommended for approval by this Board on October 18, 2023; the Building Commission approved it on October 26, 2023. It was then presented to the City of Colorado Springs Budget Committee on October 24, 2023. That Committee did not have any questions or concerns, but did commend staff on keeping Departmental fees reasonable and without increase(s). The Budget was then presented to the Board of County Commissioners on November 7, 2023, which passed unanimously. Next, the 2024 Budget will be presented to City of Colorado Springs City Council Work Session on November 27, 2023, followed by a regular Work Session on November 28, 2023.

Ms. Garcia further stated that since the 2024 Budget was first presented in September, 2023, there has been an increase in revenue with regard to the number of permits issued.

- a) 2024 Committee/Board/Commission Meeting Dates (Non-action item until January of 2024, when a schedule will be adopted in accordance with the requirements of the Colorado Sunshine Act of 1972, as amended).

The Board members were provided with the 2024 Committee/Board/Commission Meeting Dates for review and consideration.

## 8. EXECUTIVE SESSION REQUEST(S)

There were no executive session requests to discuss.

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

There were no Board reports and/or comments to discuss.

**10. FUTURE AGENDA ITEM REQUESTS**

There were no future agenda item requests to discuss.

**11. ADJOURN**

The Advisory Board meeting adjourned at 12:51 p.m.

Respectfully submitted,



Roger N. Lovell  
Regional Building Official

RNL/gml

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

Pikes Peak Regional Building Department (PPRBD) meeting agendas and minutes, as well as 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.