

# **Pikes Peak Regional Building Department**

2880 International Circle  
Colorado Springs, Colorado 80910

## **REGIONAL BUILDING COMMISSION MINUTES**

August 29, 2019

1:00 p.m.

**MEMBERS PRESENT:** Chairman Tyler Stevens, Green Mountain Falls Trustee  
Vice Chairman Tom Strand, Colorado Springs City Council  
Mark Waller, El Paso County Commissioner

**MEMBERS ABSENT:**

**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

**PROCEEDINGS:**

### **1. CALL TO ORDER**

Chairman Tyler Stevens called the meeting to order at 1:00 p.m.

### **2. CONSIDERATION OF THE JULY 25, 2019 MINUTES**

A motion was made by Tom Strand to **APPROVE** the July 25, 2019 Building Commission Minutes as written, seconded by Mark Waller; the motion carried unanimously.

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

September Regional Building Commission date and time: Thursday, September 25, 2019 at 12:00 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. **ADVISORY BOARD REPORT**

Jina Koulchitzka presented the Advisory Board Report. She stated there was a request by the City of Fountain to waive or reduce permit fees associated with Fountain City Ordinance No. 1730. She stated the Advisory Board did hear that matter and made a specific recommendation to the Building Commission; however, since that hearing and the recommendation, the City of Fountain has withdrawn the request.

Ms. Koulchitzka stated in follow-up to an Executive Session conducted during the Advisory Board meeting, the Board directed RBD staff to (a) draft a proposed resolution for construction of a 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 Building Commission in September; and (2) consider the retention of an owner representative for the contemplated construction project and bring this matter before the Advisory Board in September during a public meeting, unless an executive session is required at that time.

## 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 last month was due to the planned purchase of new tablets for the inspectors. He stated RBD staff does not anticipate amending the Budget this year.

### 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 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, 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 inspections than performed last year at this time.

**7. UNFINISHED BUSINESS**

There was no Unfinished Business.

**8. NEW BUSINESS**

a) Request by the City of Fountain to Waive or Reduce Permit Fees Associated with Fountain City Ordinance 1730. *This agenda item was **WITHDRAWN** at the request of the City of Fountain on August 23, 2019.*

b) Gold Hill Mesa

Please see attached hereto the “Gold Hill Mesa Facts” dated August 29, 2019, as presented to the Regional Building Commission on August 29, 2019.

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

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

**10. FUTURE AGENDA ITEM REQUESTS**

There were no future agenda item requests.

**11. 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 Regional Building Commission 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)

A motion was made by Mark Waller to move into Executive Session at 2:06 p.m., seconded by Tom Strand; the motion carried unanimously.

A motion was made by Tom Strand to come out of Executive Session at 2:49 p.m., seconded by Mark Waller; the motion carried unanimously. Mark Waller stated the Building Commission, 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 a 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 Building Commission next month during a public meeting, unless an executive session is required.

**12. ADJOURN**

The regular session of the Building Commission meeting adjourned at 2:52 p.m.

## **Work Session**

### **1. CALL TO ORDER**

Chairman Tyler Stevens called the Work Session to order at 2:53 p.m.

#### **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 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.

## 2. **ADJOURN**

The work session of the Building Commission meeting adjourned at 3:17 p.m.

Respectfully submitted,



Roger N. Lovell  
Regional Building Official

RNL/llg

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