

Pikes Peak Regional Building Department

2880 International Circle
Colorado Springs, Colorado 80910

ADVISORY BOARD MINUTES

June 19, 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

MEMBERS ABSENT: Richard Applegate, City of Fountain
Chris Quinn, Town of Green Mountain Falls
David Wilson, Town of Palmer Lake
Kelly Elliott, Town of Monument

OTHERS PRESENT: Roger Lovell, Regional Building Official
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 Darin Tiffany called the meeting to order at 12:38 p.m.

2. CONSIDERATION OF THE MAY 15, 2019 MINUTES

A motion was made by Vince Colarelli to **APPROVE** the May 15, 2019 Advisory Board Minutes as written, seconded by Edward Pine; the motion carried unanimously.

3. CHANGES/POSTPONEMENTS/NOTICE OF NEXT MEETING

There were no changes/postponements/notice of next meeting.

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 on items not scheduled on the Agenda.

Vince Colarelli left the meeting at 12:39 p.m. and a quorum was no longer maintained.

5. BUILDING OFFICIAL REPORTS/NON ACTION ITEMS

a) Financial Statement through May 31, 2019

Ryan Johanson presented the financial statement for the month of May 2019. He said the total revenue was \$6,824,857, which is 42% of RBD's budget, and RBD is 42% of the way through the year. He said the expenditures year-to-date were \$6,720,405, which is 38% of the RBD's budget. He stated he feels RBD is on track with the budget for the year.

b) Building Report through May 31, 2019

Matt Matzen presented the Building Report for the month of May 2019. He said there were 433 single-family houses permitted in May, which was 9.41 percent less than this time last year; and 48 commercial building permits. He stated there were 17 multi-family permits, with 305 multi-family units in May. Mr. Matzen said the total valuation of permits issued in May was \$360,489,978, which was 1.21 percent more than this same time last year; and the total valuation of permits issued in 2019 was \$1,291,083,299, which was a decrease of 1.01 percent over this same time last year. He said there were four permits with a valuation over \$3 million in May. Mr. Matzen stated the front counter was averaging 425 phone calls per day and 120 walk-in customers per day. He stated 210 single-family permits have been issued to date in May.

c) Plan Report through May 31, 2019

Jay Eenhuis presented the Plan Review Report for the month of May 2019. He said in May 2019, there were 458 single family plans, which was an increase of 5 percent over the previous year; 60 new commercial plans, which was an increase of 46 percent; and a total of 1,190 plans for the month of May, which was an increase of 13 percent compared to May 2018. Year to date, 4,451 plans were submitted, an increase of 2 percent from 2018. He stated there were 123 Commercial Plans submitted electronically in May 2019, or a 62 percent increase compared to May 2018; and 182 Residential Plans submitted electronically, which was an increase of 37 percent; for a total of 499 E-Plans in May 2019, a 19 percent increase from May 2018. Year to date, approximately 47 percent of all plans submitted had been submitted electronically. Mr. Eenhuis stated the Plan Review Department performed 1,814 solo reviews in May, and 3,086 walk-through reviews, for a total of 4,900 logged reviews for May 2019, and 21,907 logged reviews year-to-date, which was an increase of 25 percent from the previous year.

d) Inspection Report through May 31, 2019

John Welton presented the Inspection Report for the month of May 2019. He said the inspectors in all departments did a total of 27,899 inspections in May (which included 3,424 roof inspections), with a total of 61 field inspectors. He said each inspector averaged 22.1 inspections per day, and the average available time per inspection was 16.3 minutes. He stated RBD lost a roofing inspector and a building inspector last month, but those positions have recently been filled. He stated in addition to the two inspectors hired recently, RBD will be hiring an additional roofing inspector and an additional mechanical inspector.

6. UNFINISHED BUSINESS

a) Temporary Fee Reduction Program

Roger Lovell stated on April 1, 2017, this Board, with final approval of the Building Commission, enacted a 20% temporary fee reduction on valuation based permits. He said this fee reduction was in effect until December 31, 2017, and resulted in a \$1,320,146 reduction of fees. He said again on August 1, 2018, the Department enacted a 20% temporary fee reduction for valuation based permits that remained in effect until December 31, 2018, with \$775,864 reduction in fees. Mr. Lovell stated when the 2019 Budget was approved, it included a 25% temporary fee reduction on valuation based permits with the administrative authority to sunset the fee reduction when determined by administration to be in the best interest of the Department; as of May 31, 2019, this fee reduction stands at \$949,274.

Mr. Lovell stated since April 1, 2017, the Department has reduced fees by \$3,045,284. He said administrative staff has determined that it is in the best interest of the Department to bring this temporary fee reduction to a close. He said this step is necessary to ensure the Department remains sustainable now, and in the future. The Department has a responsibility to each jurisdiction to provide service efficiently and consistently, and with the recent growth of the community, this step is necessary to ensure current service levels.

Mr. Lovell stated effective at midnight, June 30, 2019, the temporary fee reduction will be reduced to 12.5% until midnight, July 31st, at which point the Department will return to the normal fee schedule that has been in place since 2005. He stated there will not be an increase in fees; the fee schedule will remain at the same level as it has been since 2005.

Mr. Lovell stated there has been a 25% increase in plan volume and inspections, and the Department needs to hire additional staff across the board in every Department. He stated the Department is also out of office space in this building, and is planning for the costs for the construction of its satellite office on the north side of Colorado Springs.

b) RBD's GIS Program

John Welton demonstrated to the Board the Department's current GIS system to provide the Committee a current view of all open permits. He explained the new system will be more interactive and user friendly.

7. **NEW BUSINESS**

a) Combined Board Meeting

Jeff Finn asked RBD staff if there may be an opportunity for all of the Boards to meet to exchange views, dialogue, understanding, etc. Roger Lovell stated it can be very difficult to coordinate schedules for so many Committee members. He stated it may be feasible to get the Boards together, but it would be necessary to avoid specific discussions on any one variance request or appeal.

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

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

9. **FUTURE AGENDA ITEM REQUESTS**

Robert Todd stated Manitou Springs is seeking applicants for an Interim City Administrator position, and asked if RBD or the Board members might suggest possible candidates for this position.

10. **EXECUTIVE SESSION REQUESTS**

There were no Executive Session requests.

11. **ADJOURN**

The meeting adjourned at 1:33 p.m.

Respectfully submitted,



Roger N. Lovell
Regional Building Official
RNL/llg

Pikes Peak Regional Building Department
Advisory Board Meeting Minutes
June 19, 2019
Page 5

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.