

# Pikes Peak Regional Building Department

2880 International Circle  
Colorado Springs, Colorado 80910

## ADVISORY BOARD MINUTES

March 15, 2023

12:30 p.m.

**MEMBERS PRESENT:** Chair Loren Moreland, Building A, B or C Contractor  
Vice Chair Vince Colarelli, Building A or B Contractor  
Christine Riggs, Architect  
Jeff Finn, Citizen-at-Large  
Richard Applegate, City of Fountain  
Sana Abbott, Town of Monument  
John Graham, City of Manitou Springs  
Dennis Stern, Town of Palmer Lake (*Appeared Virtually*)

**MEMBERS ABSENT:** Christopher Freer, Engineer  
Katharine Guthrie, Town of Green Mountain Falls

**OTHERS PRESENT:** Roger Lovell, Regional Building Official  
Virginia Koulchitzka, Regional Building Counsel  
Jay Eenhuis, Deputy Building Official – Plans  
John Welton, Deputy Building Official – Inspections  
Erin Garcia, Director of Finance  
Matthew Matzen, Permit/Licensing Supervisor  
Linda Gardner, 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**

Chair Loren Moreland called the meeting to order at 12:30 p.m.

### 2. **CONSIDERATION OF THE FEBRUARY 15, 2023 ADVISORY BOARD MINUTES**

A motion was made by Christine Riggs to **APPROVE** the February 15, 2022 Advisory Board minutes as written, seconded by Vince Colarelli; the motion carried unanimously.

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

April Advisory Board meeting date and time: Wednesday, April 19, 2023, 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>.

### 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 February 28, 2023.

Erin Garcia presented the financial statement for the month of February 2023. She said for the month of February, the operating cash balance ended at \$13,706,145 with a cash balance as a percent of budget of 60 percent. She said the monthly revenue was \$1,271,746, which year-to-date is 11 percent of budget. Ms. Garcia stated the expenditures were \$1,775,411, and year-to-date expenses were at 13 percent of budget. The net loss for February was \$503,665, and year-to-date net loss is \$505,241.

#### b) Building Report through February 28, 2023.

Matthew Matzen presented the Building Report for the month of February 2023. He said there were 165 single-family houses permitted in February, which was 56.35 percent less than this time last year. He stated there were 47 commercial building permits, which was a decrease of 20.34 percent from this time last year. Mr. Matzen said the total valuation of permits issued in February for residential homes was \$67,042,173, which was a decrease of 51.39 percent from this same time last year. He stated the total valuation for commercial permits was \$45,099,887 for the month, which was a decrease of 36.45 percent from this same time last year. Mr. Matzen stated the total valuation year-to-date across all permits was \$438,262,282, which is a decrease of 38.96 percent from the previous year. He said there were four projects with a valuation over \$3 million in February.

c) Plan Report through February 28, 2023.

Jay Eenhuis presented the Plan Review Report for the month of February 2023. There were 215 single family plans, which was a decrease of 37 percent compared to February of the previous year; 112 new commercial plans, which was an increase of 331 percent; a total of 1,272 plans for the month of February, which was an increase of 11 percent compared to February 2023; and 2,262 plans year-to-date, which was a decrease of 13 percent over the previous year. Mr. Eenhuis said the Plan Review Department performed 3,575 solo reviews in February 2023, and 622 walk-through reviews, for a total of 4,197 logged reviews for February 2023, which was a decrease of 3 percent from the previous year; and 8,348 logged reviews year-to-date, which was a decrease of 16 percent over the previous year.

d) Inspection Report through February 28, 2023.

John Welton presented the Inspection Report for the month of February 2023. He said the inspectors in all departments did a total of 19,959 inspections in February, with a total of 70 field inspectors. Mr. Welton said each inspector averaged 14.5 inspections per day, and the average available time per inspection was 27.1 minutes.

**6. UNFINISHED BUSINESS**

a) GIS Update and Presentation.

Roger Lovell demonstrated the new GIS system; which will be accessible to the public once published. The different filters, including, but not limited to permits, addresses, project codes, project types, manufactured homes, etc. make the use and application of the GIS system attractive and valuable. Department staff anticipates having the GIS system live to the public by June 30, 2023, and Department staff will be “improving” it in the interim.

**7. NEW BUSINESS**

There was no New Business.

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

There were no Executive Session Requests.

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

Mayor John Graham stated members of RBD staff attended the Manitou Springs City Council Work Session two weeks ago to give a Code presentation; the Code was passed on first

reading one week ago and will go before City Council next week for a hearing and final approval. He thanked RBD staff for their time. He stated in appreciation the members of RBD staff that attended the City Council meetings will be made "Honorary Manitou Springs Citizens".

**10. FUTURE AGENDA ITEM REQUESTS**

There were no future agenda item requests.

**11. ADJOURN**

The meeting adjourned at 1:19 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.

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.