

Pikes Peak Regional Building Department

2880 International Circle
Colorado Springs, Colorado 80910

ADVISORY BOARD MEETING MINUTES

October 16, 2024 – Wednesday – 12:30 p.m.

MEMBERS PRESENT: Loren Moreland, Building Contractor A, B or C
Zach Taylor, Architect
Chris Freer, Engineer
John Graham, City of Manitou Springs
Sana Abbott, Town of Monument
Cory Applegate, City of Fountain

MEMBERS ABSENT: Chair Vince Colarelli, Building Contractor A or B
Vice Chair Jeff Finn, Citizen-at-Large
Dennis Stern, Town of Palmer Lake
John Bell, Town of Green Mountain Falls

PPRBD STAFF: Roger Lovell, Regional Building Official
Virginia Koulchitzka, Regional Building Attorney
Jay Eenhuis, Deputy Regional Building Official – Plans
Erin Garcia, Director of Finance
Matt Matzen, Permit Supervisor
Gina LaCascia, Executive Administrative Assistant

PROCEEDINGS:

The Advisory Board meeting was conducted in a hybrid forum, allowing Board 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 through Microsoft Town Hall. Sufficient and timely access to the public to observe the meeting was made available at: <https://www.pprbd.org/Information/Boards>.

1. CALL TO ORDER: DETERMINATION OF A QUORUM

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

2. CONSIDERATION OF THE SEPTEMBER 18, 2024 ADVISORY BOARD MEETING MINUTES

A motion was made by John Graham to **APPROVE** the September 18, 2024 Advisory Board Meeting Minutes as written; seconded by Chris Freer; the motion carried unanimously.

3. NEW BUSINESS

a) Colorado Springs Chamber & EDC Presentation

The presentation by the Colorado Springs Chamber & EDC was postponed until January, 2025.

b) 2025 Budget Approval (Action Item)

A PowerPoint presentation of the 2025 Budget was provided for the Board's review and consideration. Roger Lovell advised the Board that there were no changes to the 2025 Budget, which was first presented during the Advisory Board Work Session on Wednesday, September 18, 2024. Mr. Lovell advised that the 2025 Budget has been presented to the Building Commission as well as the City Council Budget Committee. The 2025 Budget is an action item on today's agenda as a subsequent request for a recommendation of approval to the Building Commission.

Mr. Lovell provided a summary of the Department's activity as of August 31, 2024, as follows: 2,117 new single-family permits issued, an increase of 7 percent compared to 2023; 804 new commercial building permits issued, a decrease of 23 percent over 2023; total construction valuation of \$2,437,631,571, an increase of 3.2 percent over 2023; and 234,971 inspections, an increase of 7 percent over the same time period in 2023.

An overview of the 2024 accomplishments of the Department includes completing upgrades in digital accessibility in advance of state and federal deadlines; all Departmental public webpages are in substantial compliance with WCAG 2.1 Level AA. The Department has also exceeded the State's new requirements in elevator and escalator safety; the Department operates as an agent of the State, which has requested substantial changes, not only to the Department's procedures, but also how records are archived. The State of Colorado now uses the Department's program as a model across the State for not only their program, but for other participating jurisdictions. The Department continues to focus its strategic goals for 2025 on the emphasis on staff retention and its commitment to competitive benefits packages. In addition, the Department continues to develop and implement a robust, factually accurate, up-to-date interactive, intuitive website, which is used by the construction industry, the jurisdictions served by the Department, as well as the public.

The 2025 Budget includes no fee increases. Fees have not been increased for the past nineteen years. The licensing rewards program remains in the budget; as of August 31, 2024, there have been 1,146 licenses and registrations renewed at no cost to the contractors. The 2025 Budget accounts for a 25 percent decrease in services primarily due to the completion of the Department's GIS project and the Department's ability to complete projects internally without the retention of third-party professional services.

For 2025, the Department is budgeting for an increase in staffing to meet its strategic goals for online services and employee excellence. This would bring the Department's total staffing number to 141.

Loren Moreland thanked Mr. Lovell for providing the presentation and commented that it was a job well done. John Graham also expressed his appreciation to Department staff for all the hard work put into the 2025 Budget.

John Graham made a motion to **APPROVE** the 2025 Budget, as presented; seconded by Cory Applegate; the motion carried unanimously.

- c) 2025 Committee/Board/Commission Meeting Dates (Non-action item until January of 2025, 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 2025 Committee/Board/Commission Meeting Dates for review and consideration.

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

There were no public comments.

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

The next Advisory Board meeting date and time: Wednesday, November 20, 2024, beginning at 12:30 p.m. The meeting will be conducted in a hybrid forum: In person at the Pikes Peak Regional Development Center, 2880 International Circle, Colorado Springs, Colorado 80910, Room 100-14, and virtually. Sufficient and timely access to the public to observe the meeting will be made available at: <https://www.pprbd.org/Information/Boards>.

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

- a) Financial Statement through September 30, 2024

Erin Garcia presented the Financial Statement through September 30, 2024. The operating cash balance ended at \$17,135,574 with cash as a percentage of budget at 80 percent. The revenue for September was \$1,502,547. Revenue has slowed down in September and is now trailing 2023 by \$279,999. Expenditures for the month of September were \$1,370,083. The year-to-date expenses are trailing 2023 by \$203,494.

At 75 percent through this year, revenue is tracking at 73 percent of budget, and expenses are tracking at 68 percent of budget. The net income for the month of September was \$132,464, bringing the year-to-date net income to \$533,947.

b) Building Report through September 30, 2024

Matt Matzen presented the Building Report for the month of September, 2024. There were 179 single-family home permits issued, an increase of 19.33 percent from the same time period in 2023, with an overall valuation of \$108,053,039, up 21.05 percent over last year. A total of 18 new commercial permits were issued in September, a decrease of 51.35 percent compared to the same time period in 2023. Total commercial valuation was \$31,916,535, a decrease of 20.73 percent. The total valuation year-to-date for all permits was \$2,684,514,213, an increase of 2.21 percent. In addition, Mr. Matzen stated that the Department currently has 6,191 licensed and/or registered contractors.

There were 5 projects in September with valuations over \$3,000,000, all in Colorado Springs, with the largest being a phased commercial medical office on Quail Lake Loop at \$21.3 million.

c) Plan Report through September 30, 2024

Jay Eenhuis presented the Plan Report for the month of September, 2024. There were 185 single-family plans submitted in September, which is even with the same timeframe in 2023. New commercial and multifamily plans submitted totaled 21 in September, an increase of 75 percent compared to 2023. The total number of plans submitted in September was 964, a decrease of 2 percent compared to last September. Year-to-date, the Department has received 9,661 plans, a decrease of 6 percent. Mr. Eenhuis added that halfway through September, there are 94 single-family and 10 new commercial plans submitted.

For the month of September, the electronic plan submittals accounted for 90 percent of all plans submitted. Year-to-date, that number stands at 81 percent.

Plan Review staff logged 3,002 solo reviews in September, a decrease of 14 percent compared to last September. There were 884 walk-through reviews performed in September, a decrease of 3 percent compared to last year. The total number of reviews in September were 3,886, a decrease of 11 percent compared to last September; year-to-date, the total reviews are at 38,997, an overall decrease of 10 percent compared to the same time period in 2023. During this time of the year, submitted plans typically slows down as most homeowner projects have either been permitted or completed throughout the summer months.

d) Inspection Report through September 30, 2024

Jay Eenhuis presented the Inspection Report for the month of September, 2024. There were 20 workdays in September, and inspectors performed a total of 25,769 inspections with 63 fulltime field inspectors. This averages to a daily workload of 23.4 inspections per day, per inspector, with an available amount of time of 16.2 minutes per inspection.

7. UNFINISHED BUSINESS

There was no Unfinished Business to discuss.

8. EXECUTIVE SESSION REQUEST(S)

There were no Executive Session Request(s).

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

There were no Board Report(s) or Comment(s).

10. FUTURE AGENDA ITEM REQUESTS

There were no Future Agenda Item Requests.

11. ADJOURNMENT

The Advisory Board meeting adjourned at 1:08 p.m.

Respectfully submitted,



Roger N. Lovell
Regional Building Official

RNL/gml

Accommodations for the hearing impaired can be made upon request with a forty-eight (48) hour 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 our website at <https://www.pprbd.org/Information/Boards>. Audio copies of the record may be purchased by contacting PPRBD at (719) 327-2989.