

# Pikes Peak Regional Building Department

2880 International Circle  
Colorado Springs, Colorado 80910

## REGIONAL BUILDING COMMISSION MEETING MINUTES

November 25, 2024 – Thursday – 2:00 p.m.

**MEMBERS PRESENT:** Chair Carrie Geitner, Commissioner, El Paso County  
Todd Dixon, Mayor, Green Mountain Falls

**MEMBER(S) ABSENT:** Vice Chair Brian Risley, Councilmember, Colorado Springs

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

The Regional Building Commission meeting was conducted in a hybrid forum, allowing Commission 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

Chair Carrie Geitner called the Regional Building Commission meeting to order at 2:00 p.m.

### 2. CONSIDERATION OF:

#### a) Regional Building Commission Meeting Minutes of October 24, 2024

Todd Dixon made a motion to **APPROVE** the October 24, 2024 Regional Building Commission Meeting Minutes as written; seconded by Chair Carrie Geitner; the motion carried.

#### b) Regional Building Commission Special Meeting Minutes of November 14, 2024

Todd Dixon made a motion to **APPROVE** the November 14, 2024 Regional Building Commission Special Meeting Minutes as written; seconded by Chair Carrie Geitner; the motion carried.

### 3. CONSENT ITEM(S)

There were no Consent Item(s) to discuss.

#### 4. NEW BUSINESS

##### a) Regional Building Official's Evaluation – Action Item

Virginia Koulchitzka briefly reviewed the Regional Building Official Evaluation Process with the Commission members, stating that the Department had already conducted two Executive Sessions regarding this item, during which no decisions were made. The matter was now on the public agenda for discussion and consideration. Ms. Koulchitzka advised that the Commission by and through its Chair, Carrie Geitner, had requested letters of reference from several Department partner organizations and the industry specifically asking for positive and constructive feedback regarding the Regional Building Official. A total of six letters were received and noted of record. Other criteria was given to the Commission as well for consideration in the evaluation process.

Todd Dixon recognized the Regional Building Official for: 1) his continued leadership, accountability to all the jurisdictions served, and an outstanding job performance that benefit the Department and the communities the Department serves, and more specifically, continuing to maintain a sustainable and fully operational department; 2) excellent and productive working relationships with other local governments, their leadership staff, and the industry. The letters of reference, as received by the Commission, focused on the positive and successful “can-do” approach of Roger, which all referrers respected; 3) continued legislative leadership; involvement, engagement, and certain successes on resulting legislative issues, rule making proceedings, and the effects thereof; an outstanding implementation of legislative matters in the best interest of the Department and the communities it serves, all specific to code development and implementation. Specifically, Roger’s leadership, engagement, and testimony in opposition to the proposed HB 24-1239 Concerning Single Exit Stairway Multi-Family Structure. It was primarily because of Roger’s letter of opposition and resulting testimony that the bill remained as only introduced during the 2024 legislative session and not adopted. 4) the digital accessibility advancements, the elevator and escalator safety advancements, as recognized by the State of Colorado, the progressive online services the Department offers, and the focus on employees and commitment to excellence.

Chair Carrie Geitner expressed her agreement, saying that she is not surprised by the letters of reference on behalf of Roger Lovell because the Department always does an excellent job. She also stated that Mr. Lovell is a problem solver, always looking at what is best for the communities, understanding the needs of the communities, which is in part to Mr. Lovell’s leadership, supported by an amazing team. Chair Geitner highlighted Mr. Lovell’s work on Regulation 28, as another acknowledgment of going above and beyond his work in the legislative area.

A motion was made by Todd Dixon to **APPROVE** Resolution 2024-4, to set forth a 4 percent annual salary increase and an achievement award in the amount of \$10,000 for Mr. Lovell, effective November 25, 2024; seconded by Chair Carrie Geitner; the motion carried.

Mr. Lovell thanked the Commissioners and shared his appreciation, stating that it helps to build on strengths within his staff. He stated that most of all, he wants to thank the staff because without the constant actions of the staff and their dedication, especially the administrative team, but all members of the Regional Building Department, he could not do what the Department has done and is accomplishing. He said that the people and their dedication are what keeps him at the Department; adding that it is his pleasure to serve as the Building Official.

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

The next Regional Building Commission meeting date and time: Thursday, January 30, 2025, beginning at 2:00 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. PUBLIC COMMENTS ON ITEMS NOT SCHEDULED ON THE AGENDA**

There were no Public Comments.

**7. ADVISORY BOARD REPORT**

Roger Lovell provided the Advisory Board report from the November 20, 2024 meeting, stating that Cory Applegate, the representative for the City of Fountain, submitted his resignation as a member of the Advisory Board due to his election to the El Paso County Board of County Commissioners. As such, the Advisory Board has an open position for the City of Fountain.

Mr. Lovell stated that after the Advisory Board meeting adjourned on November 20, 2024, the Department conducted a work training session titled Harassment Prevention Training, which has been conducted with all Committees and Boards.

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

a) Financial Statement through October 31, 2024

Erin Garcia presented the Financial Statement through October, 2024. The operating cash balance ended at \$16,844,353 with cash as a percentage of budget at 79 percent. The revenue for October was \$1,625,223. Revenue continued to slow in October and is now trailing 2023 by \$988,389. Expenditures for the month of October were \$1,642,947. The year-to-date expenses are now exceeding 2023 by \$47,551.

At 83 percent through this year, revenue is tracking at 80 percent of budget, and expenses are tracking at 75 percent of budget. The Department had a net loss for the month of October of \$17,724, bringing the year-to-date net income to \$517,157.

b) Building Report through October 31, 2024

Matt Matzen presented the Building Report for the month of October, 2024. There were 211 single-family home permits issued, a decrease of 1.4 percent from the same time period in 2023, with a total valuation of \$126,558,731, an increase of 4.09 percent. A total of 14 new commercial permits were issued in October, a decrease of 56.25 percent with an overall valuation of \$22,951,815, a decrease of 84.18 percent over last year. The total valuation year-to-date for all permits was \$2,929,305,638, a decrease of 3.63 percent.

There were 3 projects in October with valuations over \$3,000,000; one being a commercial addition for \$6 million; a new commercial building (recreation center) for \$14.3 million; and a new commercial building for \$3.8 million.

c) Plan Report through October 31, 2024

Jay Eenhuis presented the Plan Report for the month of October, 2024. There were 183 single-family plans submitted in October, a decrease of 28 percent compared to October of 2023. Year-to-date, 2,498 single family plans have been submitted, an increase of 5 percent. There were 35 new commercial and multifamily plans submitted in October, an increase of 94 percent compared to last October. Year-to-date, 260 new commercial and multifamily plans have been submitted, a decrease of 17 percent. Total plans submitted in October were 1,087, a 3 percent decrease compared to last October. Year-to-date, 10,748 plans have been submitted, a decrease of 6 percent compared to the same timeframe in 2023.

Plan Review staff logged 3,389 solo reviews in October, a decrease of 18 percent compared to October, 2023. There were 1,033 walk-through reviews performed, an increase of 8 percent. Total reviews in October were 4,422, a decrease of 13 percent compared to last year. Total reviews performed year-to-date in 2024 is 43,419, a decrease of 11 percent compared to the same timeframe as last year.

d) Inspection Report through October 31, 2024

John Welton presented the Inspection Report for the month of October, 2024. There were 28,564 total inspections performed by 63 full-time field inspectors with an average daily workload of 22.5 inspections per day, per inspector, with an available amount of time of 16.8 minutes per inspection.

**9. UNFINISHED BUSINESS**

- a) 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.)

A copy of the 2025 Committee/Board/Commission Meeting Dates was provided to the Commission for review and consideration. Virginia Koulchitzka advised that all other Committees and Boards have reviewed the 2025 Schedule and there have not been any comments or requests for changes.

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

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

**11. FUTURE AGENDA ITEM REQUESTS**

There were no Future Agenda Item Request(s).

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

There were no Executive Session Request(s).

**13. ADJOURNMENT**

The Regional Building Commission meeting adjourned at 2:24 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.

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.