

# **Pikes Peak Regional Building Department**

2880 International Circle  
Colorado Springs, Colorado 80910

## **ADVISORY BOARD MINUTES**

May 16, 2018

12:30 p.m.

**MEMBERS PRESENT:** Vice Chairman Richard Applegate, City of Fountain  
Edward Pine, Building A, B or C Contractor  
David Wilson, Town of Palmer Lake

**MEMBERS ABSENT:** Chairman Darin Tiffany, Engineer  
Tom McDonald, Building A or B Contractor  
Jim Nakai, Architect  
Vince Colarelli, Citizen-at-Large  
Chris Quinn, Town of Green Mountain Falls  
Robert Todd, City of Manitou Springs

**OTHERS PRESENT:** Roger Lovell, Regional Building Official  
Virginia Koulchitzka, Regional Building Counsel  
Jay Eenhuis, Deputy Building Official – Plans  
John Welton, Deputy Building Official - Inspections  
Mindy Stuemke, Front Counter Supervisor  
Ryan Johanson, Director of Finance  
Linda Gardner, Executive Administrative Assistant

### **PROCEEDINGS:**

Vice Chairman Richard Applegate called the meeting to order at 12:30 p.m.

#### **1. CONSIDERATION OF THE APRIL 18, 2018 MINUTES**

Jina Koulchitzka stated due to lack of a quorum for the Advisory Board meeting today, this item will be **POSTPONED** for 30 days.

#### **2. UNFINISHED BUSINESS**

- a) CSFD Presentation on Plan Review(s) and Fire Fee(s): How Such Work in Conjunction with What PPRBD does.

Jeff Loveless, Deputy Fire Marshall for the Colorado Springs Fire Department (“CSFD”), appeared and stated CSFD was a Development Review Enterprise, and was self-funded through the services it provided. He stated in the past it took several weeks for completion of plan reviews; but, currently, CSFD was able to complete the review process and inspections in under five days. He stated CSFD’s fees were on an hourly rate for all services, i.e., inspection fees were \$112 per hour and plan review fees were \$122 per hour. Mr. Loveless stated this hourly rate covers its wages, vehicles, fuel, etc.

Mr. Loveless stated in other jurisdictions, i.e. Denver, those fire departments were two to four weeks out for the same services. He stated CSFD currently had a 9-person team, plus one administrative technician, and it hopes to add one additional staff person in the future. He stated at the present time he was having injured fire fighters fill in on a temporary basis during their recovery time for administrative staffing matters.

Mr. Loveless stated CSFD reviews the plans simultaneously with Colorado Springs Utilities. Roger Lovell stated RBD works closely and works well with CSFD regarding plan reviews.

### 3. PUBLIC COMMENTS

There were no Public Comments to discuss.

### 4. BUILDING OFFICIAL REPORTS

#### a) Financial Statement

Ryan Johanson presented the financial statement for the month of April 2018. He said the current operating cash balance was \$9,542,230. He said the cash balance was 66 as a percent of budget. Mr. Johanson said the current month revenue was \$1,484,644, and the year-to-date revenue was \$5,151,921. He said the expenditures were \$1,086,707, which resulted in a gain of \$397,937 for the month of April, and the year-to-date expenditures were \$5,132,767, which resulted in a year-to-date gain of \$19,154. Mr. Johanson stated the Licensing Rewards Program has been very successful, and RBD gave discounts for license renewals in the amount of \$22,550 in April, and \$80,150 year-to-date. He stated compared to last year, revenues were down \$451,890 or 9 percent; the decrease was largely due to a reduction in reroof permits. He stated RBD would be presenting an amended budget later in the year due primarily to the addition of staff to cover the additional workload.

#### b) Building Report

Mindy Stuemke presented the Building Report for the month of April 2018. She said there were 372 single-family houses permitted in April, which was 13.41 percent more than this time last year; and 39 commercial building permits, which was 50.00 percent more than the previous year. She said the total valuation of permits issued in April was \$283,869,661, which was 34.13 percent less than this same time last year; and the total valuation of permits issued to date in 2018 was \$948,554,194, which was an increase of 9.93 percent over this same time last year. Ms. Stuemke said there were 11 permits in April with a valuation over \$3 million. She stated the Front Counter was averaging 360 phone calls per day and 117 walk-in customers per day. She said there have been 234 single-family home permits to date in May.

c) Plan Report

Jay Eenhuis presented the Plan Review Report for the month of April 2018. He said there were 433 single family plans, which was a 33 percent increase from April 2017; 49 new commercial plans, which was an increase of 81 percent; and a total of 1,016 plans for the month of April, which was an increase of 40 percent compared to April 2017. Year to date, 3,441 plans were submitted, an increase of 30 percent from the first four months of 2017. He stated there were 78 Commercial Plans submitted electronically in April 2018, or a 4 percent decrease compared to April 2017; and 124 Residential Plans submitted electronically, which was an increase of 49 percent; for a total of 445 E-Plans in April 2018, a 29 percent increase from April 2017. Year to date, approximately 45 percent of all plans submitted had been submitted electronically. Mr. Eenhuis stated the Plan Review Department performed 1,165 Solo Reviews in April, and 2,511 Walk-through reviews, for a total of 3,676 logged reviews for April 2018, and 13,680 logged reviews year-to-date, which was an increase of 20 percent from the previous year.

d) Inspection Report

John Welton presented the Inspection Report for the month of April 2018. He said the inspectors in all departments did a total of 23,393 inspections in April, with a total of 51 field inspectors. He said each inspector averaged 20.4 inspections per day, and the average time per inspection was 17.4 minutes. He stated currently RBD has inspector positions available in all disciplines due to the heavy workload. He stated the inspectors are using the electronic inspections.

**5. NEW BUSINESS**

There was no New Business to discuss.

**6. EXECUTIVE SESSION REQUESTS**

There were no Executive Session Requests.

The meeting adjourned at 12:58 p.m.

Respectfully submitted,

Roger N. Lovell  
Regional Building Official  
RNL/llg