Pikes Peak Regional Building Department  
2880 International Circle  
Colorado Springs, Colorado 80910

ADVISORY BOARD MINUTES

January 15, 2020  
12:30 p.m.

MEMBERS PRESENT:  
Vice Chair Richard Applegate, City of Fountain  
Robert Todd, City of Manitou Springs  
Kelly Elliott, Town of Monument  
David Wilson, Town of Palmer Lake  
Christopher Quinn, Town of Green Mountain Falls

MEMBERS ABSENT:  
Chair Darin Tiffany, Engineer  
Jeff Finn, Citizen-at-Large  
Vince Colarelli, Building A or B Contractor  
Edward Pine, Building A, B or C Contractor

OTHERS PRESENT:  
Roger Lovell, Regional Building Official  
Virjinia Koulchitzka, Regional Building Counsel  
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

1. CALL TO ORDER

Vice Chair Richard Applegate called the meeting to order at 12:31 p.m.

2. ELECTION OF OFFICERS

Discussion to be had with regard to “Chairman” and “Vice Chairman” titles and consideration of alternative(s).

A discussion was had with regard to Committee titles. A motion was made by Robert Todd to change the titles of the “Chairman” and “Vice Chairman” to “Chair” and “Vice Chair”, seconded by Kelly Elliott; the motion carried unanimously.

A motion was made by David Wilson to re-elect Darin Tiffany as the 2020 Chair of the Advisory Board; seconded by Robert Todd; the motion carried unanimously.

A motion was made by David Wilson to re-elect Richard Applegate as the 2020 Vice Chair of the Advisory Board; seconded by Robert Todd; the motion carried unanimously.
3. CONSIDERATION OF THE NOVEMBER 20, 2019 MINUTES

A motion was made by Christopher Quinn to APPROVE the November 20, 2019 Advisory Board Minutes as written, seconded by Robert Todd; the motion carried unanimously.

4. NEW BUSINESS

a) Colorado Springs Chamber & EDC Presentation by Dani Barger

Dani Barger appeared and gave a brief summary of the 2019 accomplishments and an overview of new initiatives that the Chamber and EDC will be working on in 2020.

5. CHANGES/POSTPONEMENTS/NOTICE OF NEXT MEETING

February Advisory Board meeting date and time: Wednesday, February 19, 2020, beginning at 12:30 p.m. at the Pikes Peak Regional Development Center, 2880 International Circle, Colorado Springs, Colorado 80910, Room 100-14.

6. 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.

7. BUILDING OFFICIAL REPORTS/NON ACTION ITEMS

a) Financial Statement through December 31, 2019

Mr. Johanson presented the financial statement for the year-end 2019. He said the total revenue at the end of the year was $17,270,003, which was 106 percent of Budget. He said the expenditures were $16,341,719, which was 92 percent of Budget. Mr. Johanson stated the Department had a net income of $928,284. Roger Lovell stated although the financial statement shows an income of $928,284 for 2019, the Department is paid in advance for projects through permit fees, and that work is still yet to be done by RBD staff over the course of the completion of the permits resulting in additional expenses in 2020 related to that net income. At the end of 2020, in accordance with the Budget, the Department’s projection is that cash as a percent of Budget will be at 37.1 percent.
b) Building Report through December 31, 2019

Matt Matzen presented the Building Report for the month of December 2019. He said there were 277 single-family houses permitted in December, which was 154.13 percent more than this time last year, and 25 commercial building permits. He stated there were no multi-family permits in December. Mr. Matzen said the total valuation of permits issued in December for residential homes was $102,456,732, which was 132.56 percent more than this same time last year; and the total valuation of commercial permits issued was $38,825,655, which was an increase of 289.61 percent over this same time last year. Mr. Matzen stated that the total valuation year-to-date across all permits was $3,709,893,524, which was an increase of 5.31 percent. He said there was one permit with a valuation over $3 million in December. Mr. Matzen stated the front counter was averaging 327 phone calls per day and 100 walk-in customers per day.

c) Plan Report through December 31, 2019

Jay Eenhus presented the Plan Review Report for year-end 2019. There were 3,973 single family plans, which was a decrease of 3 percent over the previous year; 370 new commercial plans, which was a decrease of 1 percent; and a total of 10,834 plans for the year of 2019, which was an increase of 6 percent compared to 2018. Mr. Eenhus stated there were 1,060 commercial plans submitted electronically in 2019, or a 28 percent increase compared to 2018; and 1,677 residential plans submitted electronically, which was an increase of 14 percent; for a total of 4,874 e-plans in 2019, a 10 percent increase from 2018. Year-to-date, approximately 45 percent of all plans submitted had been submitted electronically. Mr. Eenhus stated the Plan Review Department performed a total of 52,849 logged reviews for 2019, which was an increase of 15 percent from the previous year.

d) Inspection Report through December 31, 2019

John Welton presented the Inspection Report for year-end 2019. He said the inspectors in all departments did a total of 317,954 inspections in 2019, with a total of 64 field inspectors. He said each inspector averaged 20.8 inspections per day, and the average available time per inspection was 17.5 minutes. Mr. Welton stated RBD’s inspection staff performed over 17,000 inspections more than 2018. He stated the Department accepts electronic inspections with the upload of a photograph or an engineer’s letter for certain inspections. He stated if electronic inspections were added to the site inspections for 2019, the total number of inspection entries would be 369,581 inspections in 2019.
8. **SUNSHINE ACT REQUIREMENT**

Pursuant to the Colorado Sunshine Act, I, Christopher Quinn, move that the Advisory Board Meeting be held on the third Wednesday of each month at 12:30 p.m. at the Pikes Peak Regional Development Center, 2880 International Circle, Colorado Springs, Colorado 80910, Room 100-14, that the Advisory Board Meeting Agendas and Minutes for each meeting be posted on the website of the Pikes Peak Regional Building Department at [www.pprbd.org](http://www.pprbd.org), and that the meeting Agendas and Minutes be maintained by the Executive Administrative Assistant in the records of the Pikes Peak Regional Building Department, seconded by Kelly Elliott; the motion carried unanimously.

9. **UNFINISHED BUSINESS**

There was no unfinished business.

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

There were no Executive Session requests.

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

David Wilson commended Roger Lovell and RBD staff for bringing the Department in under budget for 2019.

12. **FUTURE AGENDA ITEM REQUESTS**

There were no future agenda item requests.

13. **ADJOURN**

The meeting adjourned at 1:26 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.

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