

Pikes Peak Regional Building Department

2880 International Circle
Colorado Springs, Colorado 80910

REGIONAL BUILDING COMMISSION MINUTES

November 25, 2019

8:00 a.m.

MEMBERS PRESENT: Chairman Tyler Stevens, Green Mountain Falls Trustee
Vice Chairman Tom Strand, Colorado Springs City Council
Mark Waller, El Paso County Commissioner

MEMBERS ABSENT:

OTHERS PRESENT: Roger Lovell, Regional Building Official
Virginia 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

PROCEEDINGS:

1. CALL TO ORDER

Chairman Tyler Stevens called the meeting to order at 8:00 a.m.

2. CONSIDERATION OF THE OCTOBER 31, 2019 MINUTES

A motion was made by Tom Strand to **APPROVE** the October 31, 2019 Building Commission Minutes as written, seconded by Mark Waller; the motion carried unanimously.

3. CHANGES/POSTPONEMENTS/NOTICE OF NEXT MEETING

December Regional Building Commission date and time: cancelled due to holiday. Next Regional Building Commission meeting date and time: Thursday, January 23, 2020, at 2:00 p.m. at the Pikes Peak Regional Development Center, 2880 International Circle, Colorado Springs, Colorado 80910, Room 100-14.

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 on items not scheduled on the Agenda.

5. **ADVISORY BOARD REPORT**

Jina Koulchitzka presented the Advisory Board Report.

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

a) Financial Statement through October 31, 2019

Mr. Johanson presented the financial statement for the month of October 2019. He said the operating cash balance was \$13,582,929. Mr. Johanson said the monthly revenue was \$1,491,719. He said the expenditures were \$1,425,013, which resulted in a gain of \$66,706 for the month of October. He stated year-to-date, the Department had a net gain of \$1,172,538.

b) Building Report through October 31, 2019

Matt Matzen presented the Building Report for the month of October 2019. He said there were 382 single-family houses permitted in October, which was 46.36 percent more than this time last year, and 20 commercial building permits. Mr. Matzen said the total valuation of permits issued in October for residential homes was \$145,642,244, which was 44.68 percent more than this same time last year; and the total valuation of commercial permits issued was \$37,983,477, which was an increase of 69.65 percent over this same time last year. Mr. Matzen stated the total valuation year-to-date across all permits was \$3,243,364,976, which is an increase of 17.47 percent. He said there were 4 permits with a valuation over \$3 million in October. Mr. Matzen stated the front counter was averaging 352 phone calls per day and 108 walk-in customers per day.

c) Plan Report through October 31, 2019

Jay Eenhuis presented the Plan Review Report for the month of October 2019. There were 380 single family plans, which was an increase of 31 percent over the previous year; 43 new commercial plans, which was an increase of zero percent; and a total of 1,124 plans for the month of October, which was an increase of 27 percent compared to October 2018. Year-to-date, 9,199 plans were submitted, an increase of 4 percent from 2018. Mr. Eenhuis stated there were 137 commercial plans submitted electronically in October 2019, or a 69 percent increase compared to October 2018; and 179 residential plans submitted electronically, which was an increase of 10 percent; for a total of 525 e-plans in October 2019, a 25 percent increase from October 2018. Year-to-date, approximately 45 percent of all plans submitted had been submitted electronically. Mr. Eenhuis stated the Plan Review Department performed 1,697 solo reviews in October, and 2,884 walk-through reviews, for a total of 4,581 logged reviews for October 2019, and 44,750 logged reviews year-to-date, which was an increase of 18 percent from the previous year. He stated the Department will be "highly recommending" a pre-submittal consultation with every apartment project to reduce the number of reviews per project.

d) Inspection Report through October 31, 2019

John Welton presented the Inspection Report for the month of October 2019. He said the inspectors in all departments did a total of 27,619 inspections in October, with a total of 66 field inspectors. He said each inspector averaged 19.8 inspections per day, and the average available time per inspection was 18.6 minutes.

7. UNFINISHED BUSINESS

a) Regional Building Official Evaluation Process

Jina Koulchitzka stated during the October 31, 2019 Building Commission meeting, the Commissioners requested that the Department provide the Commission with a proposed Regional Building Official Evaluation Process, which was done.

A motion was made by Mark Waller to move into Executive Session at 8:20 a.m., pursuant to C.R.S. §24-6-402(4)(b) to seek legal advice from the Department's attorney on specific legal questions; and C.R.S. §24-6-402(4) (f)(I) to discuss personnel matters, seconded by Tom Strand, the motion carried unanimously.

A motion was made by Tom Strand to move out of Executive Session at 9:24 a.m., seconded by Mark Waller; the motion carried unanimously. Ms. Koulchitzka stated two items were discussed during the Executive Session, which were the Regional Building Official Evaluation Process, and the Building Official compensation adjustment. With regard to the evaluation process, no action by the Commission is needed; the Department will adopt the Regional Building Official Evaluation Process effective immediately, as of November 25, 2019, as an administrative procedure to the PPPM of the Department.

Ms. Koulchitzka stated with regard to the Building Official Compensation Adjustment, the Commission will adopt Resolution 2019-3, with a vote to be had. She stated the Building Official will be given a raise and a bonus to recognize his outstanding job performance that benefits the Department and the community, effective November 25, 2019.

b) Building Official Compensation Adjustment

A motion was made by Mark Waller to adopt the Resolution 2019-3, seconded by Tom Strand; the motion carried unanimously. Tom Strand stated the Commission believes the Department is operating at a very high capacity and the Building Official is doing an outstanding job. Tyler Stevens stated this was affirmed by the outreach of the Department staff and industry, and thanked Mr. Lovell.

8. **NEW BUSINESS**

There was no new business.

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

Tom Strand wished the Commission and RBD staff a safe and Happy Thanksgiving.

10. **FUTURE AGENDA ITEM REQUESTS**

There were no future agenda item requests.

11. **EXECUTIVE SESSION REQUESTS**

There were no executive session requests.

12. **ADJOURN**

The meeting adjourned at 9:28 a.m.

Respectfully submitted,



Roger N. Lovell
Regional Building Official

RNL/llg

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