



**TASK FORCE
AGENDA
CITY OF CREVE COEUR
BUILDING PERMITTING PROCESS REVIEW TASK FORCE
300 N NEW BALLAS ROAD
JUNE 8, 2021
4:00 PM**

As a precautionary measure to help prevent exposure and spread of COVID-19, the Building Permitting Process Review Task Force meeting scheduled for Tuesday, June 8, 2021, at 4:00 p.m. will be livestreamed online. Citizens are encouraged to participate and submit public comments in the following ways:

1. **Video Livestream** — Watch a live video broadcast of the City Council meeting here <https://us02web.zoom.us/j/88254179480?pwd=WDU2WkhNeG9yMHRtNThOV3Mra0xTU09>
The public will be required to provide a name and email address to enter the meeting. The email address will not be saved or used to contact you. Citizens will have the opportunity to make public comments live during the meeting using the video livestream program ([How to Participate in Online Public Meetings](#)).
2. **Teleconference** — Call in to the meeting by dialing 1 312 626 6799/// webinar id 882 5417 9480

CALL TO ORDER

MINUTES APPROVAL

1. **Approval of April 20, 2021 Building Permitting Process Review Task Force Task Force Minutes**

DISCUSSION ITEMS

2. **Recap of Public Forms**
Summary: The Building Task Force held public forums on May 18th for residents and May 25th for contractors to discuss concerns and suggestions on how to improve processes.
3. **Discussion of Recommended Option**
Summary:
4. **Next Steps**
Summary:
5. **Next Meeting - Tuesday, June 29, 2021 @ 4:00 Pm**
Summary:

Posted: _____ posted 06/6/2021
Deborah Ryan, MPCC
City Clerk



**TASK FORCE
MINUTES
CITY OF CREVE COEUR
BUILDING TASK FORCE
300 N NEW BALLAS ROAD
APRIL 20, 2021
5:00 PM**

This meeting was conducted primarily by means of Zoom and live audio streaming, and public access was also available via the internet in this manner. Physical attendance at the meeting was limited. These departures from normal meeting procedures and requirements were necessitated by the COVID 19 public health emergency and related government orders.

CALL TO ORDER

A regular meeting of the Building Task Force of the City of Creve Coeur was called to order by Chair Tierney at the Online Meeting, on Tuesday, April 20, 2021 at 5:00 PM.

ROLL CALL

Mayor Barry Glantz
Chair Dan Tierney
Vice Chairman Joseph Martinich
Jason Jaggi
James Myers
Council Member Heather Silverman
Chair Mark Manlin
Vice-Chair Ned Maniscalco
Board Member Victor Perrin
Jeffrey Bernstein

Also in attendance: Mark Perkins, City Administrator, Brad Holmes, Senior Plans Examiner, Scott Bolls, Building Inspector, Richard Zielke, Building Inspector, Jared Reid, Plans Examiner/Building Inspector and Jason Jaggi, Director of Community Development.

DISCUSSION ITEMS

1. Approval of March 16, 2021 Building Permitting Process Review Task Force Task Force Minutes

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Mark Manlin, Chair
SECONDER:	Ned Maniscalco, Vice-Chair
AYES:	Glantz, Tierney, Martinich, Jaggi, Myers, Silverman, Manlin, Maniscalco, Perrin, Bernstein

The vote on the motion being 9 ayes and 0 nays, motion carried.

2. Inspection Process Review

Mark Perkins stated staff wanted to review, in depth, the inspection process with the Task



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Force.

Brad Holmes reviewed process procedure for permitting. (Exhibit A)

Mark Manlin asked about the percentages on the "Estimated Approval Rate by Inspection Type" page, if those numbers included all types of inspections with commercial and residential.

Brad Holmes stated all-encompassing for residential, this does not include commercial. Brad Holmes reiterated that the figures are estimates only, the city's current software does not track this type of data.

Chair Tierney asked about the requirement regarding hardwiring all smoke detectors and what jurisdiction made that standard.

Brad Holmes stated that is a Creve Coeur requirement that is over and above what the IRC requires.

Mayor Glantz asked if the Council would have to approve those types of ordinance changes.

Mark Perkins stated yes, amended and added in 2012. This type of requirements can be revisited.

Mark Manlin asked if there is a list of what is over and above the IRC requirements, so that all contractors know.

Brad Holmes stated that information is available on line and listed in the approving ordinance and in the code book.

Mark Perkins stated the 2015 IRC was recently adopted by Council.

Mark Manlin stated how the code is written and that is how it is inspected, no exceptions.

Brad Holmes stated it is up to the discretion of the inspectors and they are looking more for intent than letter of the code. Staff is not opposed to making changes to the code.

Joe Martinich asked if the City is behind in approving codes and would be looking into adopting IRC 2021.

Mark Perkins stated the city typically adopts the codes in line with St. Louis County so that there is uniformity across the county. St. Louis County still has not adopted the 2015 IRC. After waiting for an extended period of time for the county to adopt the 2015 version, the city proceeded to adopt the 2015 codes. If we feel there are changes that need to be made, we can always make amendments to the current codes.



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Chair Tierney encouraged all to attend the two scheduled public forums in May with all of this information and suggestions. We need to make some changes and need to review if we need to be this thorough or this harsh and hoping to come to conclusions with this Task Force.

Brad Holmes stated on some inspections there is a fine line between code compliance and quality control; ; while there is a section in the code book giving the city authority for quality control, city inspectors do not inspect on quality control.

Jason Jaggi stated the Building Division staff has undertaken a review of current procedures and several changes that have been discussed and implemented:

- **USE OF FIELD CORRECTION NOTICES/STOP WORK ORDERS** - Staff has begun utilizing a progressive form of enforcement for building permit-related issues in the field. The first step is for the inspector to contact the contractor first (preferably by phone) to notify them of the issue with the expectation that the contractor will remedy the situation in a timely manner. Contractors have suggested to staff that they would prefer a phone call with the opportunity to correct an issue. If the matter is not addressed sufficiently or in a timely manner and the contractor is unresponsive, the inspector will issue a written Field Correction Notice with the authorization of the Chief Building Official. As a third and final step, if the matter remains unresolved, a Stop Work Order will be issued by the Chief Building Official.
- **WORK WITHOUT PERMITS** - inspectors will no longer be expected to proactively patrol and investigate construction activities throughout the City to determine if the work requires a permit. We will largely be using a complaint-driven protocol similar to our property maintenance program. With that being said, if the inspector sees active construction activity on his route to an inspection, he is required to check to see if a permit has been issued utilizing his iPad which has access to the permitting tracking software. If no permit has been issued, the inspector will make contact with the contractor to determine if the work requires a permit. City inspectors will not enter private homes in the course of their determination as to whether a permit is required and will rely on responses from the contractor.
- **IDENTIFICATION OF POTENTIAL CODE VIOLATIONS WHILE PERFORMING INSPECTIONS** - Inspectors are to focus on the area of work associated with the permit that has been issued. Other building code violations that may exist that do not involve the permitted work for which the inspection is being performed will not be documented or receive follow up from the City inspector. In the unusual event of a significant life-safety issue that is observed that the inspector feels is a critical matter, authorization by the Chief Building Official must be given prior to any action being taken to remedy these issues.
- **HANDLING OF SITE ISSUES ON PROPERTIES WITH PERMITTED CONSTRUCTION WORK** - City inspectors will follow the same protocol as outlined in the use of field correction notices/stop work orders section.
- **ASSIGNING MULTIPLE INSPECTIONS TO THE SAME INSPECTOR FOR CONSISTENCY** - In an effort to promote consistency throughout construction, we are prioritizing scheduling our daily inspections in a manner where the inspectors are assigned to the same permit as much as possible.



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In addition, Building Division staff has begun a review of our permitting and inspection requirements for certain types of permits. We are also reviewing our protocols for accompanying the Fire District for hood and fire alarm inspection that do not involve active city permits.

Chair Tierney stated he would like to get information out to the public on the changes we are making and planning to make.

RESULT:	ITEM DISCUSSED
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3. Public Forum - May 18, 2021 from 6:30 pm to 8:00 pm

Chair Tierney stated the Public Forum is scheduled for Tuesday, May 18 beginning at 6:30 pm and has encouraged everyone that are wanting to participate.

Mark Manlin asked how that information is getting out to the public.

Chair Tierney stated it has been in the newsletter last month and again next month, city website, Council Corner in the newsletter and postings on social media.

Chair Tierney stated the object of these forums are just for the Task Force and staff to listen and will assist in making sure that comments are constructive and not personal attacks.

Mark Manlin asked for staff to go back through recently approved permits and invite those applicants to voice their concerns.

RESULT:	ITEM DISCUSSED
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4. Contractor Forum - May 25, 2021 from 4:00 pm to 5:30 pm

Chair Tierney stated this forum is scheduled for Tuesday, May 25 beginning at 4 pm for contractors only and would like for this to be similar to the resident forum but specifically for those who are in the process or have been in the process of obtaining permits and inspections.

Mark Perkins suggested adding a meeting on the 1st of June, which would be a week after the second public forum and the regularly scheduled meeting on June 18th. This would allow Task Force members to discuss what was heard and start working towards some resolutions. Also, suggested sending out a survey to any contractors that have went through a permitting process in the last year to get additional feedback.

RESULT:	ITEM DISCUSSED
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5. Public Comments



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Mark Manlin read a statement from a resident regarding her issues with a recent permitting process.

Richard Zielke stated he was the inspector on the permit and reviewed the concerns.

RESULT:	ITEM DISCUSSED
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6. Other Business

No other business.

7. ADJOURN

To adjourn at 6:48 pm

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ned Maniscalco, Vice-Chair
SECONDER:	Mark Manlin, Chair
AYES:	Glantz, Tierney, Martinich, Jaggi, Myers, Silverman, Manlin, Maniscalco, Perrin, Bernstein

The vote on the motion being 9 ayes and 0 nays, motion carried.



ing Permitting Process Review Task Force

300 N New Ballas Road
Creve Coeur, MO 63141

Meeting: 06/08/21 04:00 PM
Department: Legislative /City Clerk
Category: Discussion
Prepared By: Debbie Ryan
Department Head: Debbie Ryan

REVIEWED

STAFF REPORT

Recap of Public Forms

The Building Task Force held public forms on May 18th for residents and May 25th for contractors to discuss concerns and suggestions on how to improve processes.



**TASK FORCE
PUBLIC FORUM - RESIDENTS
CITY OF CREVE COEUR
BUILDING TASK FORCE
VIA - ZOOM
MAY 18, 2021
6:30 PM**

As a precautionary measure to help prevent exposure and spread of COVID-19, the Building Permitting Process Review Task Force public forum scheduled for May 18, 2021, at 6:30 p.m. will be livestreamed online. Citizens are encouraged to participate and submit public comments in the following ways:

Chuck – 590 Sarah Lane (Golfview)

- Unable to find a deck contractor that will work in Creve Coeur;

Debbie Matson/Mary Fava – consider how the permitting process – code enforcement

- 23 Chaminade, 26 Chaminade?
- 29 Chaminade – current, 3 flippers
- Mary Fava – better follow up process after 3 months to make sure it is getting done;
- City and Trustees don't know how to get a hold of the current owner to get issues addressed

Pati Trout - resident

- Golfview – had not acquired any permits for work done; Jason Jaggi and Brad Holmes have been fantastic

Robin Alton resident of 439 Ridgecorde Place

- Major kitchen remodeling project
- Took 2-3 weeks to get permit approval
- Inspection failed / home built in 1960s / now costing \$10k additional
- Inspector wanted to see other parts of the home
- 'may be other items that might be addressed'
- Escrow requirement; deductions for failed inspections;
- Inspector checking for smoke detectors, which is required under the code;
- Inspectors come in and knit pick – inspectors want joist hangers on every board, and the venting is not the right gauge steel,

Katrina Wade 06:50 PM

Questioned about upgrading the smoke detectors with remodeling. What is the exact process and compliance rule? Does this have to be done on every single project even if they are done within 6months-1 year of each other? I am planning a kitchen remodel but plan to do windows later. Will I have to upgrade smoke /CO detector with both projects? I agree with what others are saying about contractors not wanting to work with Creve Coeur. This is one of the 1st comments that contractors have been saying to me as soon as they get my address, for years. But it is front and center now because I am trying to remodel my kitchen.



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Jennifer Schwendemann - What is the justification for hard wired smoke detectors throughout the whole house if only one room is affected? Why does the city feel they have the right to cost the home owner that expense? That should not be the city's place to require that. Efficiency Energy – glass ceiling in sun room

Brad Holmes – city amended the code to require hard wiring of smoke detectors because it's a safer system; adopted in 2007; exception, an existing building can go into a battery power system, not hard wired, effective with the 2015 IRC.

Leann Baker 06:58 PM

It seems that several “problems” could be addressed by implementing these ideas: 1) Code Enforcement should be independent from the Building Dept. as a lot of the complaints are about residential non-maintenance 2) Establish Home Occupancy inspections for single family homes.

Code enforcement issues – a lot of complaints – unkempt properties – need more focus on this.

Wants the city to run interior renovation plans to be run by the trustees;

Mark Manlin – read a statement received from a local developer

- Developer stated that the building permitting is a process that should be objective, reasonable and relative to current code. Recent experiences with the building department were subjective, arbitrary and on based on code. These types of experiences resulted in time delays and increased costs which are passed onto the residents.
- Doors could have been re-sealed instead of replaced; building department rescinded request only after threat of legal action.
- Hand rail was required when the code didn't require it, spent five weeks of construction time disputing with staff – Senior staff member removed the request.

email from a resident Colonial Hills

- Building division is often the first and only interaction with the city for a resident.



**TASK FORCE
PUBLIC FORUM - CONTRACTOR
CITY OF CREVE COEUR
BUILDING TASK FORCE
VIA - ZOOM
MAY 25, 2021
4:00 PM**

As a precautionary measure to help prevent exposure and spread of COVID-19, the Building Permitting Process Review Task Force public forum scheduled for May 25, 2021, at 4:00 p.m. will be livestreamed online. Citizens are encouraged to participate and submit public comments in the following ways:

Chris Hughes of Pella Windows – happy with most of the recent changes with eliminating the final inspection, making jobs more efficient. Lack of properly times framing inspections.

Barry Glantz stated the lack of timed inspections is an inefficient process.

Jim Hoette – GM for S.M Wilson & Co - stated the permitting process is fair. Having issues with the multiple inspections on small jobs is very inefficient. Different inspectors with different ideas on what are acceptable. Creve Coeur is the costliest city his company deals with.

Barry Spiegelglass – General Contractor – stated is inefficient for the city and the CCFD to have to get inspections from both agencies and suggested they could come together on the process. Larger project can't be completed in time allotted due to the wait times for inspections.

Autumn and Katie of Window World – stated customers can't read the inspection reports as the city give the final reports to the homeowners and doesn't give a copy or email version to the contractors. Residents have to be present for the final inspection. Requested that the contractors be given or sent a copy of the final. Application process is very lengthy and inefficient and the city only accepts paper copies in duplicate.

Martin Jaffe – resident and retired contractor – stated contractors complain about miscommunications between resident/contractors/subcontractors/city and that causes issues for everyone. There are also too many different licenses and code requirements in St. Louis County.

Chris Hughes stated the permitting process is very lengthy and inefficient.

James Myers stated the inspection and permitting processes are inconsistent and the city has had numerous complaints on both processes from residents and contractors. These issues are creating miscommunications and tensions between contractors and the city.

Chair Tierney stated the next meeting will be on June 15th and 29th both beginning at 4 pm. (Note: since this meeting the date of the June 15th meeting had to be changed to June 8th still at 4 pm)



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Meeting: 06/08/21 04:00 PM
Department: Legislative /City Clerk
Category: Discussion
Prepared By: Debbie Ryan
Department Head: Debbie Ryan

REVIEWED

STAFF REPORT

Discussion of Recommended Option



ing Permitting Process Review Task Force

300 N New Ballas Road
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REVIEWED

STAFF REPORT

Meeting: 06/08/21 04:00 PM
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Next Steps



ing Permitting Process Review Task Force

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REVIEWED

STAFF REPORT

Meeting: 06/08/21 04:00 PM
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Next Meeting - Tuesday, June 29, 2021 @ 4:00 Pm