



**TASK FORCE
AGENDA
CITY OF CREVE COEUR
BUILDING TASK FORCE
300 N NEW BALLAS ROAD
SEPTEMBER 21, 2021
4:00 PM**

CALL TO ORDER

APPROVAL OF MINUTES

- 1. Approval of August 10, 2021 Building Task Force Task Force Minutes**

DISCUSSION ITEMS

- 2. Staff Update on Process and Procedural Changes***
- 3. Recommendations and Final Report to City Council***
 - a. Technical**
 - b. Efficiency**
 - c. Communication**
 - d. Perception**
 - e. Other Considerations**

**Previous Meeting Minutes of the Building Task Force
Summary:**

- 4. Next Steps -- Final Report Draft***
- 5. Next Meeting Date***

Posted: _____ posted 09/17/2021
Melissa Orscheln
Public Information Officer



**TASK FORCE
MINUTES
CITY OF CREVE COEUR
BUILDING TASK FORCE
300 N NEW BALLAS ROAD
AUGUST 10, 2021
4:00 PM**

CALL TO ORDER

A regular meeting of the City Council of the City of Creve Coeur was called to order by Task Force Chairman Tierney at the Meeting, on Tuesday, August 10, 2021 at 4:00 PM.

ROLL CALL

Chair Dan Tierney
Member Joseph Martinich
Member James Myers
Member Mark Manlin
Member Ned Maniscalco
Member Victor Perrin
Member Jeffrey Bernstein

Vice-Chair Heather Silverman – **Absent**
Member Barry Glantz - **Absent**

DISCUSSION ITEMS

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

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Mark Manlin, Member
SECONDER:	Ned Maniscalco, Member
AYES:	Tierney, Martinich, Myers, Manlin, Maniscalco, Perrin, Bernstein
ABSENT:	Silverman

The vote on the motion being 7 ayes and 0 nays, motion carried.

2. Introduction of Chief Building Officer - Gregory Tate

Mark Perkins and Chairman Tierney thanked Brad Holmes for all of his work serving as Interim Chief Building Official and information and insight he provided for the Task Force.

Mark Perkins introduced Gregory Tate at the new Chief Building Official. Mr. Tate gave a review of his work history and experience.

RESULT:	ITEM DISCUSSED
----------------	-----------------------

3. Efficiency

Mark Perkins stated the Task Force was formed with a completion date of November 9, 2021 and suggested bringing forward to Council for approval, items already agreed upon. Suggested a report come forward for discussion and consideration by Council after a brief presentation.



**MINUTES
CITY OF CREVE COEUR
BUILDING TASK FORCE
300 N NEW BALLAS ROAD
AUGUST 10, 2021
4:00 PM**

Consensus by members to move forward with a discussion of the technical code recommendations at the August 23, 2021 Council meeting, followed by an ordinance for adoption by the end of September. Article in the September newsletter highlighting these proposed changes.

Chairman Tierney suggested it might be helpful if some Task Force Members could be present at the Council meeting.

Jason Jaggi stated software is currently the largest issue the Building Department is facing.

Mark Perkins stated new software is budgeted, but wanted to get the new Chief Building Official on board before going through the process.

Gregory Tate stated ICC has a new program and would like to have an in-person presentation and looking for more ways for electronic submission for residents and applicants.

Mark Manlin stated Clayton and Brentwood were mentioned as two cities with newer permitting software with citizen portals.

Discussion regarding the customer-oriented aspects of implementing a new permitting software system, including having a citizen portal to keep abreast of permit statute and activity.

Staff will provide a description for how the new software will benefit the public.

RESULT: ITEM DISCUSSED
--

4. Communication

Mark Perkins stated a new software system will enable better communication between citizens, contractors and the building division.

Discussed ways to introduce new Chief Building Officials with in person meetings with the HBA, contractors and information in the newsletter. Discussed getting more information out to residents through the use of the newsletters, social media and the website to communicate changes in process and codes.

RESULT: ITEM DISCUSSED
--

5. Perception

Discussed issues with the inspection failure fee/re-inspection fees and how this causes a perception that the city is using such fees as a money maker. Discussed the reasoning behind the fees and what purpose they serve. Discussed allowing a limited number of re-inspections at no fee on certain inspection types which are likely to require re-inspections.

Mr. Tate shared his experience in St. Charles was that re-inspection fees were used sparingly, only required in cases where the contractor was consistently unprepared for inspections.



**MINUTES
CITY OF CREVE COEUR
BUILDING TASK FORCE
300 N NEW BALLAS ROAD
AUGUST 10, 2021
4:00 PM**

RESULT: ITEM DISCUSSED

6. Other Considerations

No other considerations by the Task Force.

7. Next Meeting Date

Next meeting will be Tuesday, September 21, 2021 at 4 pm in the Council Chambers.

Adjourned at 5:38 pm.



**TASK FORCE
MINUTES
CITY OF CREVE COEUR
BUILDING PERMITTING PROCESS REVIEW 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 James Myers
Joseph Martinich
Mark Manlin
Ned Maniscalco
Victor Perrin
Jeffrey Bernstein
Council Member Heather Silverman

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 Force.



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

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.

Chair Tierney encouraged all to attend the two scheduled public forums in May with all of



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

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.

In addition, Building Division staff has begun a review of our permitting and inspection



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

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
----------------	-----------------------

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
----------------	-----------------------

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
----------------	-----------------------

5. Public Comments



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

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
----------------	-----------------------

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.



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

CALL TO ORDER

A meeting of the Building Permit Task Force was called to order by Chair Dan Tierney at the Online Meeting on Tuesday, June 8, 2021 at 4:00 PM.

ROLL CALL- VIA ZOOM

Chair Dan Tierney
Vice-Chair Heather Silverman
Member Joseph Martinich
Member James Myers
Member Mark Manlin
Member Ned Maniscalco
Member Victor Perrin
Member Jeffrey Bernstein
Member Barry Glantz
Mayor Hoffman

Staff Present: City Administrator Mark Perkins, Community Development Director Jason Jaggi and Recording Secretary/City Clerk Deborah Ryan

MINUTES APPROVAL

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

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Victor Don Perrin, Member
SECONDER:	Mark Manlin, Member
AYES:	Tierney, Martinich, Myers, Silverman, Manlin, Maniscalco, Perrin, Bernstein

The vote on the motion being 8 ayes and 0 nays, motion carried.

DISCUSSION ITEMS

1. Recap of Public Forums

Council Member Tierney stated the Resident Forum was held on May 18th and asked what was everyone's take away from that meeting.

Ned Maniscalco stated how have we gotten to where an HOA has inserted themselves into the permitting process, is an additional layer of bureaucracy. That added layer is not very helpful to the process for either party.

Council Member Tierney stated Creve Coeur has been receiving criticism on the process and subdivision trustee review amounts to another layer.



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

James Myers stated the current ordinance regarding the smoke detectors seems to be an overreach.

Mark Manlin stated the inconsistency of the code, application process and the inspectors, was a repeating theme.

Council Member Tierney stated there was another issue with environmental requirements and that is not a safety feature but more of an expectation.

Mark Perkins stated windows and doors are more than ten percent of our building permits.

Council Member Tierney asked if the city is in line with other cities regarding the adoption and enforcement of the energy code.

Mark Perkins stated there are several other municipalities that use the energy code in some form, some have it in their ordinance while others use it as a guide or reference, but yes, there are other municipalities that are using the code. Some enforce it and some do not.

Joseph Martinich stated we are above average but not on the cutting edge of the energy code requirements. The city has worked hard at becoming green and setting goals/vision for energy standards and any weakening of this code would be a step back from what has been achieved, thus far.

There were some comments received by a resident indicating that their Real Estate agent was trying to direct them away from even buying in Creve Coeur because of the building department and doing any upgrades or changes to the home would be hard and expensive.

Barry Glantz stated there were good attendance at both meetings and feels that the May 25th contractors meeting was more subcontractors and didn't hear from enough direct contractors and have some concerns about not hearing.

Council Member Tierney asked if the Task Force feels that we should extend the comments or schedule another meeting, but the city sent out over 400 invitations.

Barry Glantz stated the outreach was good but thinks there are a lot of concerns about retribution.

Council Member Tierney asked what was the take away from the May 25th contractors forum.

Don Perrin stated the best suggestion so far, is that there is too much paperwork for the Creve Coeur process and most municipalities are all online. The city is behind there and this issue to correct that, should be expedited.

Mark Perkins stated we have received many comments and complaints over the years and



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

plan to address those in FY22 with the acquisition and implementation of new software to reduce paperwork and improve processing time.

Mayor Hoffman stated it would be a good idea to speak with those contractors that will not work in the city any longer and why.

Joseph Martinich stated communication between the inspector, home owners and contractors is the key. That is where most of the issues lay.

Mark Manlin read the following statement for the record.

When I was asked to be part of this task force I in all candor approached these conversations without an abundance of optimism. I've been building in Creve Coeur for 20 years, been directly involved in approximately 15 residential new construction projects and I've a long time ago formed my general opinions of the experience of building in the city. Not to rehash what we've heard time and time again over the past few months but it's a city that I've hoped I could avoid. That said, my business (like many) dictates that we take business where it comes (and when it comes). We don't usually have the luxury of picking and choosing all of our opportunities. We make business decisions (in a competitive environment) to decide where we are willing to work and where we will not. As evident in our discussions, many have decided not to not work or at least try to avoid the city when it comes to construction projects. I can't speak for anybody else on this task force but a very big part of my willingness to work in the city is the recognition of how great this city is and what it has to offer. Wonderful neighborhoods. A strong business community. Cutting edge entrepreneurs. Medical facilities second to none. Parks and more parks to enjoy with our friends and families. The disconnect is that when the decision is made to invest in or community with our projects, we have been too often met with resistance that is so contrary to what we are all about as a city. It's not welcoming, it's more of a message to stay away. I've been very encouraged with the discussions to date. I think the public has been honest with us and I think the city staff has done a good job listening. In our past meeting it was mentioned that the building division has implemented several new changes of which I personally find to be a real positive. With all that said, I firmly believe that this is more than a discussion about code enforcement. This is an issue of public relations. This task force is a good start and the right approach to fixing the problem. As the councilman, I've heard first hand from people that they appreciate what we are doing by having these conversations and in some cases, they've seen some positives in the inspection process. We must go further to yield the desired results. Old habits are hard to break but there's a culture that needs to be addressed. First and foremost, this begins with communication and better defining expectations. Secondly, communication cannot be ambiguous (as too often it is). "Hitting a moving target" is a phrase I've heard several times. As a task force and ultimately when we vote to take action at the city council level, we must take the approach and tone that we are committed to mending fences. We have an opportunity to effect real change and I hope it's not just a



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

laundry list of 8-10 current practices that we bend and modify to create the perception that we are listening. I, FOR ONE, WILL BE HAPPY TO HELP LEAD THE CHARGE IN LETTING THE CONTRACTOR COMMUNITY KNOW THAT WE HAVE MADE CHANGES AND THAT THE TONE HAS CHANGED FOR THE BETTER. BEFORE I DO THAT, I NEED TO BELIEVE THAT IT HAS. We need to dig deep and look for thoughtful effective ways to change the tone. We can do better.

Barry Glantz stated he doesn't feel that we need another forum and communication will be the key going forward.

Mayor Hoffman stated having open communication will be most important.

RESULT:	ITEM DISCUSSED
----------------	-----------------------

2. Discussion of Recommended Option

Council Member Tierney stated he doesn't want to rush the Task Force but we need to get to a point where, what is this Task Force going to recommend and how are we going to get there. The question is, what can we do. This is a service that the city provides to the citizens of the Creve Coeur and it has been suggested to outsource to have better service.

Members discussed the notion of outsourcing the city's building permits to St. Louis County. Consensus of the members was that outsourcing this service would be a bad move.

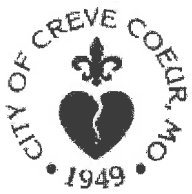
Ned Maniscalco stated he went into this process with the belief that the building process is one of the city's strengths and despite all of the criticism still believe that to be true. The fact that Creve Coeur has high standards is one of our great advantages and don't think we should do away with that lightly. What has been heard is a consensus that we should automate and streamline the process and that will probably go a long way in improving perceptions. As we look at various tasks, we assign ourselves and should assign them in priority order. We aren't going to be able to accomplish everything we want to do.

Council Member Silverman stated we do need to prioritize issues, such as automation and improve communication would be the best use of our time.

Mayor Hoffman and Council Member Silverman left the meeting at 4:53 pm for another meeting.

Barry Glantz stated Mr. Maniscalco really outlined how we can move forward. Our Building Department is a wealth of knowledge and is a strength we want to keep in Creve Coeur but need to figure out how to turn our reputation around.

Mark Manlin stated that he would not advocate contracting with the county.



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

Council Member Tierney stated we need to keep our Building Department service and make recommendations to Council and why the changes are necessary.

Council Member Tierney stated he wanted to circle back around to the notion of single-family occupancy inspections and doesn't feel they would add value. When selling a home and the inspections necessary are far more inclusive and thorough than occupancy. Other municipalities that have this service have a different stock of homes, older and many are upgraded by the homeowners.

Mark Perkins suggested looking at condominiums for occupancy inspections, due to the safety considerations of aging, stacked residential construction.

James Myers stated he feels that they will be viewed as intrusive and opposed to adding.

RESULT: ITEM DISCUSSED

3. Next Steps

Council Member Tierney stated he will work with Mark and Jason.

Jason Jaggi suggested letting staff know about the role of service and what our role is in the inspection process and we are here to help homeowners and contractors achieve their goals. Jason stated staff has made a change and developed an online library so that applicants can access. Staff has also created fillable forms to streamline the process for now.

Mark Perkins stated we need to change the culture focused to a greater degree on providing service and assistance.

Mark Perkins stated that recruitment for the Chief Building Official position was delayed after the April 1 retirement of Steve Unser, in order to provide time to review issues of concern through the Task Force process. Staff is now planning to begin the recruitment process focused on hiring an agent of change. There is a commercial inspector who will be retiring soon as well.

Joe Martinich left the meeting at 5:15 pm.

RESULT: ITEM DISCUSSED

4. Next Meeting - Tuesday, June 29, 2021 @ 4:00 Pm

Next meeting is scheduled for Tuesday, June 29, 2021 at 4 pm.

Adjourned at 5:20 pm.



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

RESULT:	ITEM DISCUSSED
----------------	-----------------------



**TASK FORCE
MINUTES
CITY OF CREVE COEUR
BUILDING TASK FORCE
300 N NEW BALLAS ROAD
JULY 20, 2021
4:00 PM**

CALL TO ORDER

A regular meeting of the City Council of the City of Creve Coeur was called to order by Chair Tierney at the Building Task Force Meeting, on Tuesday, July 20, 2021 at 4:00 PM.

ROLL CALL

Chair Dan Tierney
Task Force Member Joseph Martinich
Task Force Member James Myers
Task Force Member Mark Manlin
Task Force Member Ned Maniscalco
Task Force Member Victor Perrin
Task Force Member Jeffrey Bernstein
Task Force Member Barry Glantz
Mayor Robert Hoffman
Vice Chair Heather Silverman – **Absent**

Staff Present: City Administrator Mark Perkins, Community Development Director Jason Jaggi, Senior Plans Examiner Brad Holmes, Plans Examiner Jared Reid and Recording Secretary/City Clerk Deborah Ryan

APPROVAL OF MINUTES

1. Approval of June 8, 2021 Building Permitting Process Review Task Force Task Force Minutes

Member Don Perrin requested an addition to the minutes at the end of Section 2, brief discussion of exterior maintenance standards/aesthetics between members.

RESULT:	ACCEPTED AS AMENDED [UNANIMOUS]
MOVER:	Ned Maniscalco, Task Force Member
SECONDER:	James Myers, Task Force Member
AYES:	Tierney, Martinich, Myers, Manlin, Maniscalco, Perrin, Bernstein
ABSENT:	Silverman

Unanimously approved, as amended.

DISCUSSION OF RECOMMENDATIONS

1. Technical Code Modifications



**MINUTES
CITY OF CREVE COEUR
BUILDING PERMITTING PROCESS REVIEW TASK FORCE
300 N NEW BALLAS ROAD
JULY 20, 2021
4:00 PM**

Brad Holmes reviewed information received at the forums is that the city has more restrictive codes than the ICC. When the city amends the ICC codes it is to provide more safety, but these amendments result in stricter codes which generates complaints.

Interior Doors

Creve Coeur code calls for 2'8" and ICC calls for 2'6" doors/openings and it has been this way for years. Staff has to call for changes in designs, nearly every time as this is not the normal.

Jeff Bernstein asked if 2'8" is an ADA requirement.

Brad Holmes stated not that he is aware of.

James Myer asked if remodeling a room would trigger a change in the door opening.

Brad Holmes stated no, as long as the room change didn't involve a change in the drywall.

James Myer stated the market will dictate the size of the door and openings. Most new homes have the larger openings.

Motion by: James Myer and seconded by: Mayor Hoffman to change the city code to match the 2015 ICC and set the standard of interior door egress to 2'6".

Unanimously approved.

Basement Egress Window

Brad Holmes stated the Egress Window is a requirement for any basement changes. The issue is, this is an expensive change order and often residents just do the basement updates and don't pull permits for the remodel. This is a safety issue to allow for two points for exit in case of a fire or emergency.

Mark Perkins asked how do other municipalities handle this issue.

Council Member Manlin stated this is a big expense to add an egress window.

Mayor Hoffman asked how big is the opening of the egress window.

Brad Holmes stated 5'7" required opening.

Don Perrin asked if we have any statistics regarding fatalities for Creve Coeur or other municipalities, regarding basement entrapment.



**MINUTES
CITY OF CREVE COEUR
BUILDING PERMITTING PROCESS REVIEW TASK FORCE
300 N NEW BALLAS ROAD
JULY 20, 2021
4:00 PM**

Brad Holmes stated he did not have that information.

Motion by: James Myers and seconded by Council Member Manlin to reduce the egress window requirement to the ICC standard, when a sleeping room is created.

Unanimously approved.

Guard Rails/Opening Limitations

Brad Holmes stated currently the ladder effect is prohibited by code and in either commercial or residential.

Jeff Bernstein stated other municipalities allow this.

Discussion is that this is a safety issue and unanimous agreement to keep the code as is.

Retaining Walls

Brad Holmes stated this section all depends on the height of the retaining wall.

Motion by Jeff Bernstein and seconded by Mayor Hoffman to go back to the 2015 ICC code and remove the requirement.

Unanimously approved.

Smoke Detector

Brad Holmes stated currently the code stated that any alteration in a home will require hard wired smoke detectors throughout the home.

Council Member Tierney stated the burden of the cost is on the residents and it could be a huge increase in the budget of a small renovation project.

Brad Holmes stated the Fire Department prefers hardwire and the city requires it where possible without moving drywall. St. Louis County is consistent with ICC with smoke detectors either battery or hardwired. All new construction is hardwired, per ICC.

Council Member Manlin asked what is acceptable at the County should be acceptable here. This has been an issue and we heard it at both forums the irritation this code causes.

Motion by Mark Manlin, seconded by Joe Martinich to amend ordinance to be consistent with the county and the ICC requirement, allowing for battery operated smoke detectors on renovations.



**MINUTES
CITY OF CREVE COEUR
BUILDING PERMITTING PROCESS REVIEW TASK FORCE
300 N NEW BALLAS ROAD
JULY 20, 2021
4:00 PM**

Unanimously approved.

Window and Door Replacements

Brad Holmes discussed window and door permits, issued primarily due to ensure energy code compliance. However, Mr. Holmes states that most all windows meet the minimum requirements of the energy code anyway.

Mark Perkins stated that window and door permits are a major source of consternation among contractors and homeowners, as Creve Coeur is an outlier with regard to requiring permits. Window and door replacements comprise nearly 10% of all permits issued by the Building Division.

A motion was made by Jeff Bernstein and seconded by Barry Glantz. to amend the code to exempt residential replacement windows and doors from needing a permit when 1) the rough framing is not altered and 2) there are no emergency escape and rescue openings proposed.

Unanimously approved.

Mr. Tierney stated that discussion on efficiency, communication and perception recommendations would be deferred until the next meeting. Mr. Tierney asked that the next agenda include a discussion of exterior maintenance standards and aesthetics, as requested by Don Perrin.

RESULT:	ITEM DISCUSSED
---------	----------------

2. Efficiency

CONTINUED [UNANIMOUS]

Next: 8/10/2021 4:00 PM

3. Communication

CONTINUED [UNANIMOUS]

Next: 8/10/2021 4:00 PM

4. Perception

CONTINUED [UNANIMOUS]

Next: 8/10/2021 4:00 PM

BUSINESS FROM STAFF

5. Changes Implemented to Date



**MINUTES
CITY OF CREVE COEUR
BUILDING PERMITTING PROCESS REVIEW TASK FORCE
300 N NEW BALLAS ROAD
JULY 20, 2021
4:00 PM**

CONTINUED [UNANIMOUS]

Next: 8/10/2021 4:00 PM

6. Update on Staffing

CONTINUED [UNANIMOUS]

Next: 8/10/2021 4:00 PM

NEXT MEETING DATE

7. Next Meeting Date

Mr. Tierney announced the next meeting date of Tuesday, August 10, 4 pm, in the City Council Chambers.

RESULT: ITEM DISCUSSED

Adjourned at 5:35 pm

