



**CITY OF WENTZVILLE
BUILDING CODE BOARD OF APPEALS
WORK SESSION MINUTES
CITY HALL
310 W. PEARCE BLVD.**

Tuesday, January 25, 20011
6:00 pm

CALL TO ORDER: Chairman Russ Shilt called the meeting to order at 6:00 p.m.

ROLL CALL: Board members in attendance were Chairman Russ Shilt, Carl Erdmann, Richard Hoehne Jr., and Lance Broughton. A quorum was present.

Absent: Vernon Boehme Sr., Alternates Steve Marion and Ken Russell

Staff members in attendance: Dianna Wright, City Administrator, Diane Bolderson, Building Commissioner, Doug Forbeck, Community Development Director, Carol Horn, Administrative Assistant, Building Inspector Mark Chase and Building Inspector Mike Jost.

Board Members: Mayor Paul Lambi

Representatives from two Real Estate Agencies were present

I. Minutes:

- Motion by Chairman Russ Shilt to accept the minutes of the January 18th 2011 Building Code Board of Appeals minutes. Seconded by Carl Erdmann. All in favor, motion carries.

II. Review:

- Chairman Russ Shilt stated that this work session was to discuss the checklist that was put together by staff based upon the recommendation from the Board of Appeals discussed at the January 18th meeting. He stated there were 22 items listed regarding life safety and a separate section addressing property maintenance items that will be inspected for deficiencies at the same time.

III. Discussion:

- Chairman Russ Shilt opened the floor for discussion to the Board Members.

- Richard Hoehne asked if the information listed on #17 was correct. Diane Bolderson stated that it was according to code. Richard Hoehne also said that based upon the January 18 meeting he thought they had discussed combining the information listed under #19 and #22 and also adding the language regarding structural members being free from deterioration. Richard then thought that #22 should address holes in walls with exposed wiring.
- Richard Hoehne asked the board if they recalled what had been decided regarding 7' minimum ceiling height being inserted. The other Board Members stated they had agreed to leave that off of the list.
- Richard Hoehne and Lance Broughton stated that the sentence at the top of the page referring to Occupancies being valid for 90 days was confusing. Diane Bolderson explained what the process was. Dianna Wright said she thought it was confusing as well. Dianna Wright asked if the language could be reviewed.
- Lance Broughton asked the Building Inspectors if they had any comments regarding the information on the list. Mark Chase said he would like to see sanitary issues and work done without a permit added. Carl Erdman asked if they should consider using unhealthy environment rather than sanitary. The inspectors and board members felt that would work. Chairman Russ Shilt asked if we could use language from the other cities lists and list some examples of what the Inspectors would be looking for.
- Lance Broughton asked the Realtors what they thought of adding those two items to the list. Lisa Atkins and Jeff Fellows both agreed they should be added. Lisa Atkins referenced work done without a permit should be addressed and stated that it would be something they would also disclose on the sales contract. Lisa stated she thought the language regarding sanitary should be as specific as possible, but that inspectors should be able to determine if something is not right. Jeff Fellows asked how that would be accommodated. Chairman Russ Shilt stated by adding examples he thought that would be sufficient. Lance Broughton agreed that the examples should be listed for clarification.
- Jeff Fellows asked if #20 regarding square footage of bedrooms be better defined, he felt it was too confusing. He also pointed out that the same statement on the flyer was not accurate and needed to be change. Lisa Atkins asked why this information was included on the inspection list. Diane Bolderson said it was more for a public service, to let residents know how to determine overcrowding.
- Jeff Fellows asked if #21 regarding egress in each bedroom could be better explained. He asked if there are two bedrooms in the basement does each bedroom need to have an egress window. Diane Bolderson stated that it was required by the code.
- Lisa Atkins asked what the process would be for houses sold As Is. Could there be a Temporary Occupancy issued so the owner could get the utilities turned on and give them time to make the repairs needed. Diane Bolderson stated that we currently issue Temporary Occupancy for houses that are bank owned or sold As Is. Dianna Wright added that we could have a Temporary Occupancy box for repairs not able to occupy. Diane Bolderson stated that we could issue a Renovation Permit. Jeff Fellows said we could have Temporary Occupancy with the ability to occupy and Temporary Occupancy for renovation only.

- Jeff Fellows asked if there were re-inspection fees. Diane Bolderson stated that the original occupancy inspection fee is \$35.00; we will complete a re-inspection at no additional cost. There is a \$50.00 fee if there is a 3rd inspection required.
- Mayor Paul Lambi suggested the Board of Appeals make a recommendation to the Board of Alderman regarding the Occupancy Permit fees. Chairman Russ Shilt stated he did not feel it was the Board of Appeals area to dictate fees. Carl Erdmann stated they would have to know what the cost of the program is and then determine fees, based upon inspector wages, cost of gas, use of truck etc. Chairman Russ Shilt stated that they would not be able to cover all those cost without charging a much higher fee. Lance Broughton discussed how much the city tax payers subsidize the program now and maybe charging a higher fee, but still keep it at a reasonable rate. Lisa Atkins suggested a \$50.00 fee. Chairman Russ Shilt states again that he does not feel it is the Board of Appeals place to make a recommendation and that city staff should reevaluate the fee schedule.
- Motion made by Chairman Russ Shilt to have city staff reevaluate the fee schedule and make a recommendation to the Board of Alderman. Carl Erdman seconded the motion. All in favor. Motion carries.
- Chairman Russ Shilt asks if there are any other comments regarding the checklist. Diane Bolderson asked if the Board could clarify the topic of skylights that was mentioned at the previous meeting. Richard Hoehne refers to #18 on the checklist and states that ceilings could be added there.
- Diane Bolderson stated that exterior doors did not get discussed at the previous meeting. Lance Broughton suggested it be added to #14 along with windows.
- Diane Bolderson asked the Board Members if they wanted the legal language “inclusive but not limited to” added to the list. Richard Hoehne states the language gives the inspector the ability to have some latitude should they see something unusual. Chairman Russ Shilt agrees that the statement should be added. Jeff Fellows said it could cause inconsistency and open things up for interpretation. Carl Erdman stated that there will always be situations that may not be covered under the list, but that needs to be addressed. Dianna Wright asked Doug Forbeck and Diane Bolderson if there was any other place in the code that would cover this. Diane Bolderson stated there was not and that is why the City Attorney wrote it in. Chairman Russ Shilt stated again that the sentence needs to stay so the inspectors are able to address unusual issues.
- Chairman Russ Shilt ask the Board Members if they were comfortable with the changes that were suggested and if they could go through the changes and vote on each one. The Board Members agreed that would be the best way.
- Board Members voted and made the following changes as suggested.
 - a) Combine # 19 with # 22
 - b) Change # 22 to address holes in walls with exposed wiring
 - c) Add #23 to address health and sanitary conditions
 - d) Add #24 to address non permitted work
 - e) Leave the City Attorney statement on the checklist
 - f) Add additional space for unusual circumstances
 - g) Change #18 to include ceiling

- h) Change #15 to include doors
 - i) Clarify square footage requirements on #20 and change flyer to read the same
 - j) Change #3 to read exterior
 - k) Change #11 to read interior
 - l) Add Renovation Permit to checklist
 - m) Add functional, working order to #9
 - n) Change the wording at the top to say City of Wentzville Inspection
- Jeff Fellows asked if the language on the back of the flyer could be changed to read all properties for lease or sale are required to be inspected. He thought the way it read now may lead some to believe it is optional. Diane Bolderson said she could change that and the Board Members agreed that it could be changed.
 - Chairman Russ Shilt stated he felt the checklist was completed and would let staff make the change.
 - Dianna Wright explained the purpose of the Scorpion Video Equipment Memo. She stated the city was reviewing whether or not to equip the inspectors with video cameras. She went over the purpose of the cameras and what they would be used for. Lance Broughton asked if the city thought there would be any privacy issues. Dianna Wright said they had already spoken to the attorney and as long as the resident is made aware and agrees then they can video tape the inspection. Lisa Atkins said she would have a problem with having personal belongings videotaped.
 - Carl Erdmann asked if the cameras had been demoed and Dianna Wright stated it had in an office environment but not in the field. Carl Erdmann asked what the cost of the program would be and Dianna Wright stated it would be about \$500.00 to equip all the inspectors. Carl Erdman suggested maybe having a trial period to see how efficient the cameras would be. Lance Broughton stated that he would be against the program especially regarding personal property.
 - Chairman Russ Shilt stated he did not think the Board should make a recommendation regarding the cameras. Motion made to not make a recommendation. Seconded by Lance Broughton. All in favor. Motion carries.
 - Diane Bolderson discusses the time line for her to submit a summary and final report. She asked if the Board Members all wanted to review and approve or should just the Chairman approve the final draft. The Board Members agreed that the Chairman should make the final recommendation to the Board of Alderman.
 - Dianna Wright requests that one or more of the Building Code Board of Appeals members be present at the February 9th meeting to present the recommendation to the Board of Alderman. Dianna Wright also extended an invitation to realtors as well.

Chairman Shilt motioned to adjourn the meeting at 8:05 p.m. Seconded by Carl Erdman. All in favor. Motion carries

Respectfully submitted:

Minutes of January 25, 2011
Building Code Board of Appeals

Carol Horn, Recording Secretary

Approved by:

Russ Shilt, Chairman

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