COUNCIL WORK SESSION MINUTES

July 11, 2019 – 4:00 p.m.
4th Floor Conference Room - City Hall

A Council work session was held to discuss the following topics: 1) Stormwater conveyance infrastructure grant program (proposed change from 90/10 to 75/25 funding); and 2) Overview of commercial plan review process.

Attending: Mayor Bill McMurray and Councilmembers Brenda Blessing, Madison Davis, Russell Moore, Marty Novak and Kent O’Dell.

J. Bruce Woody, City Manager; Bryan Carter, City Attorney; Tom Mahoney, Administrative Services Director; Andy Clements, Public Works & Transportation Director; Clint Thompson, Planning & Community Development Director; Debra Bradley, Health Director; Brady McKinley, Public Works & Transportation Assistant Director; Ted Elo, Asst. City Attorney; Kendra Bundy, Asst. Health Director; Reed Schwartzkopf, City Engineer; Nic Hutchison, City Planner; Kenny Cordonnier, Chief of Fire Prevention; Jim Haake, Chief Building Official; Houston Wales, Commercial Development Review Coordinator; Mary Robertson, Asst. to City Manager/Communications & Public Relations Manager; and Paula Heyde, City Clerk.

Mayor Bill McMurray called the meeting to order.

Agenda Item #1 - Stormwater conveyance infrastructure grant program (proposed change from 90/10 to 75/25 funding). Andy Clements, Public Works & Transportation Director, explained the type of projects that the program is used to fund and briefly reviewed the program. He reviewed a list of projects that have been funded and are on the list to be funded when funds are available and those project that are ineligible for the program. He said the City staff time for design is another 10% of the project cost and surveying costs are also incurred by the City on each project.

After discussion, it was decided to leave the program as it is with a 90/10 funding split for this fiscal year and that any future applicants be informed that once this year’s funding has run out there will potentially be changes to the program’s funding split after this fiscal year.

Mayor McMurray suggested that the proposed bill on Monday’s Council agenda be pulled and at the last meeting in July 2020 a resolution setting out the revised program be introduced that will be effective Fiscal Year 2021.

Agenda Item #2 - Overview of commercial plan review process. Clint Thompson, Planning & Community Development Director, went through a power point presentation on “Commercial Plan Review” (copy attached).

[Councilmember Brenda Blessing left.]

Patt Lilly, CEO/President of St. Joseph Chamber of Commerce, asked if this process includes the stormwater review and permitting process. Mr. Thompson said yes, that’s part of the total process. The
goal is to have one point of contact. Mr. Lilly said he thinks this is the right approach. The two things he hears most from businesses are the communication and consistency pieces. He appreciates the proactive approach.

Councilmember Madison Davis asked if City staff could provide the Council with an update next January or February. Mr. Thompson said yes.

The meeting adjourned at 5:28 p.m.

[Signature]

Minutes transcribed by Paula Heyde, CMC, City Clerk.
Stormwater Grant Program

Gaming – Cell Phone Revenue
A RESOLUTION ESTABLISHING A GRANT PROGRAM TO SUPPORT THE REPAIR OR REPLACEMENT OF CERTAIN PRIVATELY-OWNED STORMWATER CONVEYANCE INFRASTRUCTURE, SUBJECT TO ANNUAL APPROPRIATION.

WHEREAS, The City of St. Joseph is typically responsible for the maintenance, repair, and operation of dedicated public streets that it has accepted by ordinance or annexed; and

WHEREAS, Stormwater is conveyed through the public right of way in much the same manner in which it is conveyed on any private property, but such flow does not necessarily constitute ownership or responsibility over said stormwater once discharged from the right of way; and

WHEREAS, Stormwater infrastructure within the right of way is designed to protect the right of way to preserve the health, safety and welfare of the travelling public; and

WHEREAS, When tracts of property are developed, they are typically designed to convey stormwater from public right of way to pipe systems owned by private property owners; and

WHEREAS, The discharge of stormwater from public right of way to pipe systems owned by private property owners avoids discharging that same stormwater over the property owner's land or through a ditch on the property owner's land; and

WHEREAS, The City Council desires to partner with private property owners to assist with the repair and replacement of said privately-owned stormwater conveyance infrastructure through the Privately-Owned Stormwater Conveyance Infrastructure Program (hereinafter, the “Program”) established by this Resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ST. JOSEPH, MISSOURI AS FOLLOWS:

SECTION 1. That subject to annual appropriation, a budget of $100,000.00 per fiscal year may be made available to fund repair or replacement of Private Stormwater Infrastructure when that infrastructure drains stormwater from public streets that have been accepted by ordinance or annexation to downstream infrastructure or bodies of water.

SECTION 2. That Private Stormwater Infrastructure eligible for participation in the Program includes only that which (1) is at least six inches (6") in diameter, (2) was installed in accordance with the requirements of the American Public Works Association, and (3) is not scheduled for replacement by the City of St. Joseph before the expiration of the Program.
SECTION 3. That Private Stormwater Infrastructure repairs or replacements shall be designated as one of the following four types of repair or replacement, and must be agreed upon by the City and the property owner in order for the property owner to be eligible to participate in the Program:

1. Temporary Repair Option (Section 4, below);
2. Permanent Option #1/Permanent repair or replacement with the same conveyance capacity (Section 5, below);
3. Permanent Option #2/Permanent repair or replacement with increased conveyance capacity (Section 6, below); or
4. Permanent Option #3/Permanent repair or replacement in conjunction with upgrade to larger-area (neighborhood, or a portion of a neighborhood) stormwater conveyance infrastructure with increased conveyance capacity (Section 7, below).

SECTION 4. That Temporary Repair Option shall be limited to the repair or replacement of a stormwater conveyance pipe that has experienced a point failure, but remains intact and functional, the repair of which is subject to the following conditions:

Property owner obligations:
1. Retain the responsibility to maintain said pipe following the repair.
2. Pay for 100% of the materials cost.
3. Donate the easements or right of entry necessary to guarantee permanent continual use of the property for stormwater conveyance and maintenance.
4. Restore or repair obstacles, objects, or facilities obstructed or disturbed during the repair (i.e. fences, sprinklers, shed, garden, landscaping, pools, sidewalks, driveways), provided such obstacles, objects, or facilities do not obstruct future access to the stormwater conveyance infrastructure.
5. Relocate or repair private utilities, re-seed disturbed grounds, and sign an agreement affirming the property owners' responsibility to perform future maintenance.
6. Grant the City a right of entry to perform duties for which the City is responsible.

City obligations:
1. Provide the labor and equipment to make the repair, provided other duties and responsibilities allow time to complete the repair.
Property Owner Obligations:
1. Retain the responsibility to maintain said pipe following the repair.
2. Pay 50% of construction costs (including labor and materials).
   * If work involves more than one property owner, the 50% responsibility shall be allocated equally to each parcel and paid by the owners of those parcels.
3. Donate permanent and temporary easements necessary to guarantee permanent continual use of the property for stormwater conveyance and maintenance.
4. Restore or repair obstacles, objects, or facilities obstructed or disturbed during the repair (i.e. fences, sprinklers, shed, garden, landscaping, pools, sidewalks, driveways), provided such obstacles, objects, or facilities do not obstruct future access to the stormwater conveyance infrastructure.
5. Relocate or repair private utilities, re-seed disturbed grounds, and sign an agreement affirming the property owners’ responsibility to perform future maintenance.
6. Grant the City a right of entry to perform duties for which the City is responsible.

City obligations:
1. Complete concept design of the repair or replacement to determine overall costs and the property owner’s share of that cost.
2. Complete final design of the repair or replacement.
3. Contract with a third party contractor to have the repair or replacement performed.
4. Oversee construction of the repair or replacement.
5. Pay 50% of construction costs (including labor and materials).

SECTION 6. That Permanent Option #2/Permanent repair or replacement with increased conveyance capacity shall be completed when the City determines that the existing facility capacity and pipe diameter are not sufficient to continue providing adequate stormwater conveyance and consideration of current or future flooding issues need to be addressed as part of the repair or replacement; such repairs or replacements shall be subject to the following conditions:

Property Owner Obligations:
1. Pay 50% of construction costs (including labor and materials), excluding additional materials costs resulting from increasing the storm inlet or pipe capacities.
   * If work involves more than one property owner, the 50%...
maintenance.
3. Donate existing and newly-constructed stormwater conveyance infrastructure to the City by deed of gift.
4. Restore or repair obstacles, objects, or facilities obstructed or disturbed during the repair (i.e. fences, sprinklers, shed, garden, landscaping, pools, sidewalks, driveways), provided such obstacles, objects, or facilities do not obstruct future access to the stormwater conveyance infrastructure.
5. Relocate or repair private utilities, re-seed disturbed grounds, and sign an agreement affirming the property owners’ responsibility to perform future maintenance.

City obligations:
1. Complete concept design of the repair or replacement to determine overall costs and the property owner’s share of that cost.
2. Complete final design of the repair or replacement.
3. Contract with a third party contractor to have the repair or replacement performed.
4. Oversee construction of the repair or replacement.
5. Pay 80% of construction costs (including labor and materials) and 100% of additional materials costs resulting from increasing the storm inlet or pipe capacities.
6. Maintain the replaced pipe in accordance with City standards and funding capabilities.

SECTION 7. That Permanent Option #3/Permanent repair or replacement in conjunction with upgrade to larger-area (neighborhood, or a portion of a neighborhood) stormwater conveyance infrastructure with increased conveyance capacity, potentially including increasing capacity and pipe diameter and the addition of stormwater inlets and pipes throughout the larger-area to a designated five-year design storm; such repairs or replacements shall be subject to the following conditions:

Property Owner Obligations:
1. Participate in the creation of a Neighborhood Improvement District (NID) to pay 40% of total construction costs (labor and materials).
2. Support the need for possible property acquisition (including through the exercise of the power of eminent domain) for improvements to the stormwater conveyance infrastructure.

City obligations:
1. Complete concept design of the repair or replacement to determine overall costs and the property owner’s share of that cost.
2. Complete final design of the repair or replacement.
5. Pay 50% of construction costs (including labor and materials) and 100% of additional materials costs resulting from increasing the storm inlet or pipe capacities.
6. Maintain the replaced pipe in accordance with City standards and funding capabilities.
7. Restore or repair obstacles, objects, or facilities obstructed or disturbed during the repair (i.e. fences, sprinklers, shed, garden, landscaping, pools, sidewalks, driveways), provided such obstacles, objects, or facilities do not obstruct future access to the stormwater conveyance infrastructure.
8. Relocate or repair private utilities, re-seed disturbed grounds, and sign an agreement affirming the property owners’ responsibility to perform future maintenance.

SECTION 8. That notwithstanding any other cost allocation provision stated herein, no more than $50,000 shall be contributed by the City to any single project receiving funds pursuant to the Program.

SECTION 9. That property owners seeking to participate in the Program shall obtain an application from the Department of Public Works and Transportation and submit the completed application for review by the City Engineer, or his/her designee, to determine the project budget and scope of repair or replacement; field investigation may be necessary; applicants and affected property owners must execute temporary rights of entry to allow such investigation to proceed.

SECTION 10. That a “Design Investigation Phase” shall occur, during which the City Engineer shall schedule a meeting with property owner(s) to discuss field findings and preliminary analysis results.

SECTION 11. That upon conclusion of preliminary design, the subject property owners shall request, in writing, the repair or replacement option set forth in this Resolution and agree (including the execution of a written agreement that may be required by the City) to comply with the Program and contribute the required funding match necessary for the repair or replacement.

SECTION 12. That upon receipt of all required written requests to complete a repair or replacement from all required property owners, the City Engineer shall complete the design and specifications, prepare a final opinion of probable cost for the project, identify all easements needed to construct and maintain said project, and notify the property owner(s) seeking to participate in the Program of cooperation needed to pursue the project.

SECTION 13. That upon receipt of the information described in the previous Section, the property owner(s) seeking to participate in the Program shall forward their respective shares of the construction costs to the City and execute all require
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Commercial Plan Review
City of St Joseph
City Codes

City staff reviews application to ensure conformance with codes approved by city council and established national building code adopted locally.

2018 International Building Code
2018 International Existing Building Code
2018 International Residential Code
2018 International Mechanical Code
2018 International Fuel Gas Code
2018 Uniform Plumbing Code
2018 International Fire Code
2017 National Electrical Code
1999 Food Code the latest accessibility codes city code of ordinances
Prior to construction, plan review, and approval, certain projects go through a development review committee. This review process allows the applicant communication between city departments, and utility companies concerning these projects.

Plan review is required for all projects requiring a permit. The commercial development review coordinator performs initial review and routes all construction documents to the appropriate departments for review and approval.
Expectations - Communication

Herzog Contracting
PO Box 1089
St. Joseph, MO 64502

To Whom It May Concern,

The City of Saint Joseph adopts new International Building Code, International Existing Building Code, International Mechanical Code, Universal Plumbing Code, International Fire Code, International Fuel Gas Code and National Electric Code every six years. As of July 2, 2018 these new codes were adopted by the City Council. The new codes go into effect immediately. However, there will be a grace period with no penalties relating to adhering to the new codes until January 1, 2019.

In addition to recent code updates, there have been several new changes to City Staff, changes of who administers information submitted as part of the Development Review Process as well as the retirement of the City’s Chief Building Official. The City’s Development Review Team consists of Staff from each City Department who reviews building and site plans. It is my expectation each member of this team is familiar with the City’s Review Checklist, code requirements, and review of plans within the stated timeframe.

Enclosed is a copy of the Review Checklist which can be found on the Building Development Webpage along with other information relating to the permitting process. City Staff has recently updated the Review Checklist to be more informative and user friendly.
The Development Assistance Team (DAT) meetings are offered as an informal step in the land use application process to applicants and/or their representatives, potential developers and property owners. The meeting provides the opportunity to meet with City Staff to discuss a development proposal before making a formal application submittal to the City. The purpose of the meeting is to inform City Staff about the proposal and for staff to explain the review process, offer the City’s perspective, and provide other necessary information to help potential developers make better informed decisions regarding development proposals.

To schedule a DAT meeting, please submit the following documents electronically via email to nhutchison@stjoemo.org:

- A completed Development Assistance Team Application Preliminary Project Information Sheet: an attachment with supplemental information may be submitted if needed.
- A Vincinity Map: A vicinity map showing where the property is located within the City of St. Joseph. The City’s online GIS Mapping System is available to assist you.
- A Proposed Site Development Plan: This graphic should be drawn to scale and include a north arrow, building footprint, parking and landscape areas, access points, streets, and right-of-ways. Also identify any existing buildings on the site, natural features of the property which City Staff should be made aware of, and any easements affecting the property.
Number of Commercial Projects on average submitted annually.

City has created an application to allow our customers to understand information needed to submit required documents in relation to Code requirements.
Plan Review Checklist

This form allows for the customer to understand expectations to meet adopted Codes and time frame associated with review.

Expectations

Commercial Site & Building Plan(s) Review Checklist

**Code 2018:** IBC, IEBC, IMC, UPC, IFC, IFGC

**Other Codes:** 2017 NEC, 1999 Food Code, City Code of Ordinances

**Plan Submittal Requirements:**
- 2 full sets of stamped plans
- Electric submittal - all plans contained in a single PDF
- 3 full sets if commercial kitchen or dining area
- 1 full set of specifications and hydraulic calculations

1. **Project Information sheet** (pg. 2)  
   **Must be completed for all projects**

   **Expected review time:**

2. **Phase I – Concept Site Plan Checklist** (pg. 3)  
   **7 days**

   Concept review meetings are required for all new development and redevelopment projects requiring zoning, platting, pre-treatment, stormwater, floodplain, or variance requests. To request a concept review meeting submit required information by Monday for a concept review meeting to be held on the following Tuesday.

3. **Phase II – Preliminary Site Plan Review Checklist** (pgs. 4-6)  
   **Up to 21 working days**

   Submittal of the 60% complete site plans prepared by the design engineer. This submittal provides the city staff with the opportunity to review the site plans to ensure code and ordinance requirements are met. Once the review is complete, a list of required changes will be sent to the design engineer.
Training and Assistance

Plan Review Process
Land Disturbance Permitting
Erosion and Sediment Controls
Inspections and Post-Construction Inspections
Landscape Inspection

St. Joseph
Stormwater Training for Developers and Contractors

September 18, 2018
Inspections

Inspections are required as work progresses. When projects are completely finished, a final inspection will be conducted that will be carried out by all inspectors. Following successful completion of this step, a certificate of occupancy or completion is issued.

2500
Average number inspections performed annually

Types of Inspection:
Temporary Power or Gas
Underground Utilities (Power, Phone, Cable TV, Water, Sewer)
Foundation (Setback and Forms)
Plumbing (Drain, Waste and Vent Piping, Water)
Mechanical (Ducts and Equipment)
Electrical (Service and Wiring)
Building (Foundation, Wall, Joists, Structural)
Setback
Footing
Foundation
Structural Rough
Plumbing Rough
Electrical Rough
Mechanical Rough
Site Inspection/Landscaping
Tracking projects

ACCELA

SOFTWARE TRACKING PROGRAM

The city utilized a software program called “ACCELA” as a platform to enter application information into a process that allows all city disciplines to provide comments and track information received and status of project.
Response Time

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<th>Activity</th>
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<td>Concept Site Plan Checklist All New Projects</td>
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<td>Preliminary Site Plan Review Submittal of 60% Plans</td>
<td>Up to 21 Days</td>
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<td>Final Site Plan Review Submittal of 100% Plans</td>
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<td>Footings and Foundations Required of Applicant</td>
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<td>Building Plans Review of Building to Code</td>
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<td>Post Construction Inspection Review Prior to Occupancy</td>
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During the course of changes to existing Code or expectations of the Development Review Process, correspondence will be sent to our existing customers to provide them notice of any changes.

Informing our customers up front of City requirements and expectations is part of the approach to St Joseph remaining a “development friendly” City.

Customer Service

DATE
ADDRESS

The City of St Joseph Planning and Development Department is implementing a new notification procedure for project/plan submission. The City’s commitment to you is to provide you a response in writing within 2 business days upon receipt of plans stating whether or not your submission will move forward to plan review. The Development Review Coordinator will notify you if the application is complete or if any required information is missing. The application your Company submits must meet the required information checklist at the time of plan submittal. An incomplete plan application will not be accepted until required documentation is provided. This approach will ensure missing documentation is provided up front without causing a project or plan review delay.

For your reference the City is providing the attached Commercial Site and Building Plan Review Checklist to ensure future plan submittals meet the minimum requirements City Staff needs to perform our review. The checklist has not changed from the one mailed to you in August 2018. The checklist can also be found on the Building Development webpage along with other information related to the permitting process. The below link provides access to this webpage:


If you would like to meet with City Staff to discuss a preliminary project prior to plan submission, the City’s Development Review Team is available to offer assistance on providing information on conceptual site plan and building review. If you have any questions, please don’t hesitate to contact me at 816-271-4827.

Sincerely,

Clint Thompson, Director
Planning & Development Department
Question Comments

City staff will continue to work with developers and applicants to ensure proposed projects meet code and process applications in a expedited manner.