

**MINUTES OF THE WORK SESSION
TWIN OAKS CITY HALL
CITY OF TWIN OAKS BOARD OF ALDERMEN
WEDNESDAY, FEBRUARY 16, 2022**

The Work Session was called to order by Mayor Russ Fortune at 6:15 p.m. pursuant to public notice and agenda. Roll Call was taken:

Mayor Russ Fortune-yea

Aldermen Lisa Eisenhauer –yea
Tim Stoeckl-yea
April Milne – via zoom conference
Dennis Whitmore – yea

Also Present: Frank Johnson, City Clerk/Administrator
Paul Rost, City Attorney
Jeff Blume, Financial Consultant via Zoom conference

Code Enforcement Process

To clarify how the Board would like to proceed with code enforcement, City Clerk/Administrator Frank Johnson presented a list of common code violations and the procedures that the City of Twin Oaks follows if there is a violation. The City only proceeds with an action if someone isn't compliant and those procedures will vary depending on the kind of violations. He stated that the City will always call and talk with anyone that is in violation of any code to see if violations can be resolved easily. If there is no response or the resident isn't compliant then the City proceeds to a more aggressive approach.

City Clerk/Administrator, Johnson covered three main areas of the City Code and answered questions regarding the specific code and the procedures that would be followed if the City wanted to prosecute a violation.

Zoning Code Violations, provisions in Title IV (Chapter 400) of the Code. The following are some of the most common violations and ones that cause the most conflict:

- **Parking violations**, including issues related to broken down cars, unlicensed vehicles, recreational vehicles, number of vehicles and where these are parked. It also covers driveways, including the size and material used.
- **Sign Regulations**, including issues related to temporary yard signs in residential areas, how long can they be displayed in your yard the number of signs that any yard can contain, size and placement and of course the length of time a sign can be out before it is considered a permanent sign.

- **Accessory Structures**, including issues related to garages, sheds, pergolas, pools, decks and playground equipment. Restrictions on size and placement of are dependent on the District you are living in and the size of your lots.

If there is a Zoning Code that needs to be enforced the City Enforcement Officer would issue a notice of violation and give the property owner 10 days to comply. If no action is taken, the City can fine the property owner up to \$250 in civil court. The City can also issue a Municipal Ordinance violation through St. Louis County's Municipal Court.

The Board also discussed pools and where they fall in the Zoning codes, their size and placement, and clarification on the difference between the "A" and "B" residential zoning districts.

Public Health, Safety and Welfare Nuisances, provisions in Title II (Chapter 200) of the Code. These regulations cover items that create a health and safety nuisance.

Examples of common violations include:

- **General Nuisances:** Owners that are housing or creating a health or safety hazard on their properties fall into this area. Abandoned items in the yard, accumulation of fallen limbs and other vegetation, burning leaves and having Hazardous materials on the property all pose a health and safety hazard.
- **Excessive Weeds:** Lawns that have grasses that exceed a specific height. There is an exception for grasses that meet the definition of a native plant landscape.
- **Hours of Construction:** Hours of construction are limited to 8 a.m. to 8 p.m.
- **Waste Storage and Collection:** Any garbage or yard waste containers need to be stored behind the front building elevation line. These containers can be taken out for collection from 6 p.m. the night before the collection and removed from the front of the house by 6 p.m. the evening after the collection.
- **Temporary Storage Containers:** Any large containers require a permit. Only one dumpster is allowed at a time.

The prosecution of a nuisance violation is a more involved process. In these instances when a home owner refuses to comply with an issue the City can go onto the property and correct the issue, following several rounds of written notice and a formal public hearing. Consequently, the City would issue a special tax bill for the costs of correcting the issue, which then must be paid by the owner of the property.

Property Maintenance and Building Codes, provisions in Title V (Chapter 500) of the code. These regulations cover all the adopting building codes of the City, including the International Property Maintenance Code. Evaluation of compliance with these codes often requires special expertise, so the City contracts with St. Louis County to use their inspectors for all inspections related to the electrical, building, mechanical, etc. codes. Most of the time, any issues are addressed during the permitting process.

The exception is the property maintenance code, which can also be prosecuted as a nuisance violation, and mandates that property owners keep their properties maintained and free from unsafe conditions. If a property owner fails to comply, a St. Louis County inspector can determine there is a violation and issue a citation. These are then handled through the County's Municipal Court system with a summons and potential fine.

In addition, these section of the code includes regulations on certain kinds of work that require a permit, such as **Fences** and **Private Property Site Work**. No permit is required "ordinary work" and small home repairs.

Following this overview, City Clerk/Administrator Johnson asked for the Board's direction on how they wanted to proceed with Code Enforcement.

The Board asked for clarification on how the violations came to City Clerk/Administrator Johnson's attention in the past. He stated that he received complaints from neighbors, as well as physical observations from City staff and/or officials during the course of traveling through the City.

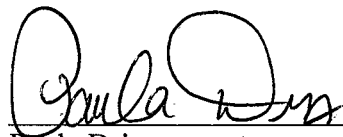
The Board discussed several options. The Board agreed that providing more education to residents should be a priority. They discussed adding FAQs to the City website; distributing information to residents via emails, physical mailings and articles in the Twin Oaks Tribune; and adding information to the welcome packets for new residents. The Board also agreed that using inspectors through the County for prosecuting violations was preferred.

The Board instructed City Clerk/Administrator Frank Johnson to contact the County and have an inspector come out to Twin Oaks and make a complete sweep of the City. The inspector will then give the City a complete report of all violations that are sited. City Clerk/Administrator Johnson will then compile the report and present it to the Board. Following this review, the Board will decide what issues are important and what needs to be changed or adjusted in the Codes. Anything that is updated in the Zoning Code will need to go through the Planning and Zoning Commission.

ADJOURNMENT

Alderman Tim Stoeckl motioned to adjourn the Work Session Meeting at 7:04 p.m., seconded by Alderman Whitmore and motion passed with the unanimous consent of the Board.


Drafted By:


Paula Dries,

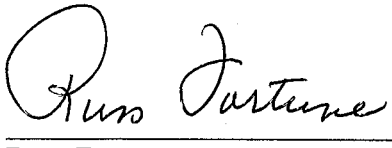
Assistant City Clerk

Date of Approval: 3-2-22

ATTEST:



Frank Johnson,
City Clerk/Administrator



Russ Fortune,
Mayor, Board of Aldermen