Outlook

RE: [Mcma] Subdivision Development

From Liza Walker <lwalker@cityofjacksonmo.gov>
Date Tue 7/14/2026 3:25 PM
To Douglas Lee <douglas.lee@wentzvillemo.gov>
Cc Larry Miller <lmiller@cityofjacksonmo.gov>

Thanks so much for this information, Douglas!

Liza Walker

From: Douglas Lee <douglas.lee@wentzvillemo.gov>
Sent: Monday, July 13, 2026 2:08 PM
Cc: Liza Walker <lwalker@cityofjacksonmo.gov>; Larry Miller <lmiller@cityofjacksonmo.gov>
Subject: Re: [Mcma] Subdivision Development

Liza,

We are currently working with interested parties to review our in-service process. However, I have included our current Engineering Design Criteria for the process, as well as the link to section 410.140, Improvements Installed and Guaranteed. This section really mirrors RsMO 89.410 section below. We have worked on this process for several years, including the same items you mentioned about the timing of issuing building permits and what constitutes complete. I would be happy to discuss further where we are at in the process, as well as appreciate any insight that you all can provide.

4. The regulations shall provide that any escrow or bond amount held by the city, town or village to secure actual construction and installation on each component of the improvements or utilities shall be released within thirty days of completion of each category of improvement or utility work to be installed, minus a maximum retention of five percent which shall be released upon completion of all improvements and utility work. The city, town, or village shall inspect each category of improvement or utility work within twenty business days after a request for such inspection. Any such category of improvement or utility work shall be deemed to be completed upon certification by the city, town or village that the project is complete in accordance with the ordinance of the city, town or village including the filing of all documentation and certifications required by the city, town or village, in complete and acceptable form. The release shall be deemed effective when the escrow funds or bond amount are duly posted with the United States Postal Service or other agreed-upon delivery service or when the escrow funds or bond amount are hand delivered to an authorized person or place as specified by the owner or developer.

Sincerely,

Douglas Lee, MPPA
City Administrator

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On Mon, Jul 13, 2026 at 9:56 AM Liza Walker via MCMA <mcma@lists.mocitieslists.org> wrote:

> Good morning –
>
> We are reaching out to get a clearer understanding of how different cities handle subdivision development procedures, particularly regarding escrow and the timing of building permits during infrastructure construction. Our team is reviewing various municipal approaches, and we're hoping to learn how other communities structure these processes.
>
> A few points we're hoping to clarify:
>
> - Whether escrow or performance guarantee funds are released in stages as portions of required public infrastructure are completed
> - What criteria cities use to determine when a portion of escrow or security can be returned
> - Whether contractors are allowed to pull building permits before all subdivision improvements are complete, and if so, what conditions or safeguards are typically required
>
> We are currently evaluating our own procedures and would appreciate any guidance, documentation, or examples your city can share regarding how you typically manage these situations.
> We have reviewed portions of municipal codes where available but thought it would be more helpful to ask directly.
>
> I have included the City of Jackson's Building & Planning Manager, Lawrence Miller, on this email should you have any questions of him.
>
> Thank you for your time and any insight you're able to provide!

LIZA WALKER
Assistant City Administrator

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