This report reflects activities and accomplishments within the Department of Planning and Protective Services for FY2021 (November 1, 2020 to October 31, 2021), unless noted otherwise.
Mission Statement – “Striving to enhance the quality of life for all residents and visitors of Jefferson City by focusing on long-range planning, design, development, neighborhood support, and health. This focus creates a safe, charming, and sustainable region, which strengthens our community as a wonderful place to live, work, and play.”

The Department includes 23 full-time staff and 2 half-time staff providing support for planning, public involvement, enhancement of neighborhoods, and protection of public health and safety to promote a high quality of life for residents and create a positive quality of place for visitors to the Capital City.

**Staff provide support for the following boards and commissions**

<table>
<thead>
<tr>
<th>Board of Adjustment</th>
<th>Façade Improvement Committee (dissolved in 2021)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAMPO Board of Directors</td>
<td>Historic Preservation Commission</td>
</tr>
<tr>
<td>CAMPO Technical Committee</td>
<td>Planning and Zoning Commission</td>
</tr>
<tr>
<td>Cemetery Resources Board</td>
<td>Plumbing Board of Examiners and Review</td>
</tr>
<tr>
<td>Electrical Board of Examiners and Review</td>
<td></td>
</tr>
</tbody>
</table>

**2021 Budget**

- Personnel Services: 71%
- Materials and Supplies: 21%
- Contractual Services: 3%
- Repairs and Maintenance: 2%
- Other Operating Expenses: 3%

FY20 Adopted: $2,391,363  ➔  FY21 Adopted: $2,550,309
Environmental Health Division

Staff
David Grellner, CPFS
Manager
Katherine O'Neal, CPFS
Environmental Health Specialist
Loran Prenger, REHS
Environmental Health Specialist

Division Description
The Environmental Health Services Division contributes to the quality of life by promoting the safety of the community through environmental health education, inspections, and enforcement of environmental health laws and regulations.

Environmental Health Division activities include:
- Food Service and Retail Food Inspections
- Childcare Home Sanitation Inspections
- Childcare Center Sanitation Inspections
- Body Art Establishment Inspections
- Food Code Updates
- Mosquito Control
- Cemetery Resource Board Support
- Education regarding Disease and Vector Control
- Clean Indoor Air
**Environmental Health Services**

The Environmental Health Services Division is operated as a Department of Planning and Protective Services division. The mission of the division is to maintain the environmental public health status in Jefferson City by enforcing environmental health regulations and promoting environmental public health education so that residents, workers, and visitors can enjoy a safe and healthy community.

The Division accomplishes this goal by working with businesses and institutions establishing good sanitation practices to provide a safe food source to our community. The Division also promotes education through teaching and enforcement of environmental health ordinances in Jefferson City.

**Food Service Inspection Program:**

In 2021, the Environmental Health Division inspected 343 food service establishments in the City of Jefferson. These establishments include restaurants, grocery stores, schools, convenience stores, child care centers, hospitals, and taverns.

The Division also inspects approximately 50 temporary food establishments throughout the year, including parking lot barbecues, festivals, and other special outdoor events. The table on the right summarizes the types of foodservice establishments inspected in Jefferson City.

<table>
<thead>
<tr>
<th>Types of Establishments</th>
<th>#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Restaurants</td>
<td>197</td>
</tr>
<tr>
<td>Schools-Public</td>
<td>13</td>
</tr>
<tr>
<td>Schools-Parochial</td>
<td>5</td>
</tr>
<tr>
<td>Grocery/Deli/Meat</td>
<td>9</td>
</tr>
<tr>
<td>Grocery</td>
<td>7</td>
</tr>
<tr>
<td>Convenience Store-Non-Food Prep</td>
<td>9</td>
</tr>
<tr>
<td>Convenience Store-Food Preparation</td>
<td>19</td>
</tr>
<tr>
<td>Bakeries</td>
<td>1</td>
</tr>
<tr>
<td>Taverns</td>
<td>9</td>
</tr>
<tr>
<td>Movie Theaters</td>
<td>1</td>
</tr>
<tr>
<td>Caterers</td>
<td>2</td>
</tr>
<tr>
<td>Mobile Food Unit</td>
<td>35</td>
</tr>
<tr>
<td>Farmers Market</td>
<td>3</td>
</tr>
<tr>
<td>Child Care Centers</td>
<td>30</td>
</tr>
<tr>
<td>Child Care Homes</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Establishments</strong></td>
<td>343</td>
</tr>
<tr>
<td><strong>Total Inspections</strong>*</td>
<td>387</td>
</tr>
</tbody>
</table>

*Includes establishments with multiple inspections, e.g., grocery stores.
Environmental Health Inspections:

In Fiscal Year 2021, the Environmental Health Division in the Department of Planning and Protective Services completed 790 service visit inspections. Below is a summary of the type of service inspections and the number of violations reported.

Consumer Food (Food Service and Retail Food)
- 518 Routine Inspections
- 48 Follow-Up Inspections
- 61 Complaint Investigations
- 11 Special Circumstance Inspections
- 42 Plan Check Inspections
- 5 Field Inspections
- 50 Public Education

Child Care Home Sanitation Inspections*
- 3 Routine Inspections

Child Care Center Sanitation Inspections*
- 33 Routine Inspections
- 13 Follow-Up Inspections
- 3 Special Circumstance Inspections

Body Art Establishment Inspections
- 2 Routine Inspections
- 1 Plan Check Inspection

*Child Care Home and Child Care Sanitation Inspections are conducted by contract with the Missouri Department of Health and Senior Services.

Food Code violations are broken down into two categories: priority and core. Priority violations are items that, if in non-compliance, are more likely to contribute to food contamination, illness, or an environmental health hazard.

Some examples of priority items include improper holding temperatures of foods, inadequate cooking of food items, poor personal hygiene, and contaminated equipment. Examples of core items are cleaning and maintenance of floors, walls, and ceilings, open waste receptacles, unshielded light bulbs in food preparation areas, and missing thermometers in refrigeration units for monitoring temperature.

The number of violations reported for 2021 shows a downward trend from previous years before the onset of Covid-19. The reason for the downward trend of violations could have occurred because of the number of inspections that were conducted during the pandemic. Many food establishments during the pandemic were forced to close thus limiting their availability for inspections, thus reducing violations numbers. Another possible reason for the decrease in violations was the attentiveness to overall sanitation to food establishments because of the Covid-19 virus. More frequent and detailed cleaning was occurring during this period thus reducing violations.
**Cemetery Activities:**

In cooperation with the City of Jefferson Cemetery Resources Board, the Environmental Health Division continues to restore Woodland and Old City Cemetery located on East McCarty Street. Since 2012, many restoration projects have been completed, for example, extensive gravestone repair.

In 2021, the City of Jefferson Cemetery Resources Board began a project that included identifying deteriorated gravestones in Old City Cemetery and adding a legible marker picture that identifies the person interred along with the birth and death dates.

Cemetery maintenance continues with the services of a maintenance contractor. Several trees were also removed that were dying to protect the visiting public from falling limbs.

**Mosquito Control:**

The Environmental Services Division continues to provide education regarding mosquito control in Jefferson City. As a result, this past year, the division saw a decrease in complaints regarding nuisance mosquitoes.

Education included teaching the practice of reducing mosquito habitat by emptying water-holding vessels regularly that may be present around homes, including birdbaths, wading pools, clogged gutters, cans, flower pots, etc.

These steps to reduce the mosquito population helps control nuisance mosquitoes and reduce disease transmission.
**Food Safety Education:**

In 2021, the Environmental Health Services Division continued to promote its online food safety education training course provided by StateFoodSafety.com.

This is an online course provided on the City of Jefferson website that allows food service employees to obtain certifications in food safety from a national registered food safety training company.

The food handler course is offered in eight languages: English, Korean, Mandarin, Spanish, Vietnamese, Tagalog, Serbo-Croatian, and American Sign Language. The food manager course is offered in English and Spanish.

The Environmental Health Division also offers on site food safety training (food schools) to foodservice establishments who request it to train their employees in food safety procedures.

The Environmental Health Division monitors food recalls notices distributed by the Food and Drug Administration (FDA) and the Missouri Department of Health and Senior Services.

Throughout the year, recalls are distributed to health agencies concerning products that may be unsafe for consumers. The Environmental Health Division monitors these recall notices and notifies the appropriate food establishment if they are affected by the recall notice.
PLANNING DIVISION

Staff
Eric Barron, AICP
Planning Manager

Katrina Williams, GISP, AICP
Planner II

Lee Bowden
Planner I

Kortney Bliss
Planner I

(Vacant)
Planner I/II

Planning Division functions include current planning, long-range city planning, and administration of the Capital Area Metropolitan Planning Organization (CAMPO).

Planning Division activities include:
• Planning and Zoning Commission staff support
• Board of Adjustment staff support
• Neighborhood planning
• Updates to the City municipal code
• Administration of CAMPO programs and initiatives
• Long range transportation
Planning Division

The purpose of the Planning Division is to contribute to the quality of life through the planning and administration of development codes.

Planning and Zoning Commission
Twelve (12) Cases

Notable Cases: The number of Planning and Zoning cases was dramatically lower than in previous years due to the ongoing effects of the COVID-19 pandemic.
- Rezoning and Subdivision Plat for Partnership Business Park.
- Subdivision Plats to create additional outlots at Capital Mall.
- Two rezonings associated with commercial reuse of older residential buildings in Old Town.
- Adoption of the Comprehensive Plan.

Site Plan Review:
Forty-one site plans and subdivisions reviewed.

Notable Reviews:
- New JCMG Surgery Center.
- Central Electric Power Cooperative, new buildings, and campus redevelopment.
- New coffee shop/roastery for 3-Story Coffee
- Various projects for the JC School District.

Other
- Administrative Parcels Divisions: 25 surveys reviewed.
- Home Occupation Permits: 49
- Zoning Compliance Letters: 16 letters issued.
- Hosting of internal staff plan review coordination sessions.
- Responding to telephone and walk-in inquiries regarding planning and zoning issues.

Board of Adjustment Cases
Eight (8) Cases

Notable Case: The number of Board of Adjustment cases was lower in previous years due to the ongoing effects of the COVID-19 pandemic.
- Jefferson City High School Athletic Complex Conditional Use Permit.
- Variance to divide a historic alley house from the parent parcel, accommodating its use and preservation.
- Variances at Capital Mall to accommodate additional outlots.
Comprehensive Plan Update

In early 2019, the Planning Division began the Jefferson City Comprehensive Plan update process. A comprehensive plan is used to guide city-wide activity and development through the next 20 years. Thus, the comprehensive plan covers many topics such as housing, transportation, land use, the environment, and other quality of life factors.

Due to the May 2019 tornado and COVID-19 pandemic, the project timeline for the comprehensive plan update was extended. Planning staff completed the plan in the summer of 2021, and it was formally adopted by the Planning and Zoning Commission in June.

Planning Division Staff are now focused on implementation steps that are recommended by the Comprehensive Plan, with preliminary work on the following:

- Reigniting discussion of a Downtown overlay District focused on Design Standards.
- Implementation of recommendations associated with Strategic Neighborhoods.

Activate Jefferson City 2040
A Comprehensive Plan for Jefferson City’s Future
Capital Area Metropolitan Planning Org. (CAMPO)

The purpose of the Metropolitan Planning Organization is to contribute to the quality of life, facilitating the expenditure of federal transportation funds through a continuing, cooperative, and comprehensive transportation planning process. The CAMPO Metropolitan Planning Area includes Holts Summit, Jefferson City, St. Martins, Taos, Wardsville, and portions of unincorporated, Cole and Callaway Counties.

Significant accomplishments for 2021 included:

- Review of Illustrative List of transportation projects and submittal of priority transportation projects to MoDOT for unfunded needs discussions.
- Updated the Coordinated Public Transit-Human Services Transportation Plan.
- Updated JEFFTRAN transit route maps and guide.
- Provided mapping technical assistance to member communities, including mapping of zoning, sewer, sidewalks, and associated databases.
- The Transportation Improvement Program, Unified Planning Work Program, Annual Listing of Obligated Projects, and other planning documents were produced in a timely manner.

Activities for 2022:

- Continued Unfunded Transportation Needs Prioritization and discussion.
- Update the Capital Area Pedestrian & Bicycle Plan, which outlines goals and strategies for improving pedestrian and bicycle access in the CAMPO region, in conjunction with a private consulting firm.
- Preparatory work on update of CAMPO Title VI Plan, including Language Assistance Plan and Public Participation Plan.
- Update various GIS databases, including sidewalks, road classifications, and transit features.

Virtual Meetings
Building Regulations Division

Staff
Matt Kreyling
Building Official

Brian Allen
Building Inspector I

Richard Hunt, Master Plumber
Plumbing Inspector I

Bill Luebbert, Master Electrician
Electrical Inspector II

Dan VandeVoorde
Mechanical Inspector II

Denis Lenger
Sign Inspector

Building Regulations Division functions include:
- Review of building plans
- Issuance of building permits
- Inspections
- Review of facilities within the City for new business licenses
- Issue Certificates of Occupancy
- Enforces minimum design standards
Building Regulations Division

The division goals are to: maintain a comprehensive system of modern, up-to-date codes; enforce minimum standards for design and construction within corporate limits, and provide professional code enforcement through the permitting/inspections process.

A couple of internal projects were started in 2021, with both planned for completion in the first quarter of 2022.

Building Regulations is overseeing the implementation of new permitting and trade licensing software. The new web and app-based software will allow for mobile inspection logging and public access to submit applications and inspection requests. The accessibility should make permitting and inspections easier for staff and customers to coordinate projects.

Additionally, Building Regulations, Fire and Property Maintenance have begun a review of the 2018 edition of the International Code Council model codes. This includes a total of eleven (11) model codes.

Staff changes in the past year also include the conversion of the Plan Reviewer to a Mechanical Inspector position to round out the coverage of building trades in the city. Dan VandeVoorde has returned to fill this position, bringing many years of mechanical and code enforcement experience with him.

Several significant projects began or continued in FY2021, including:

- New office & warehouse for Central Electric ($16 million)
- New Surgery Center for JCMG ($12.7 million)
- New Athletic Complex at CCHS ($12 million)
- New Athletic Complex at JCHS ($9 million)
- New Surgery Center at CRMC ($8.9 million)
- New Amphitheater & Bandshell at Ellis-Porter Riverside Park ($2.8 million)
- Renovation of St Mary’s Medical Office Building ($2.5 million)
- Renovation and addition to Shikles Center ($2.1 million)
- Addition to Command Web ($1.8 million)
- Remodel of MO Lagers High Street Office ($1.5 million)
- Renovation of Bowling Alley ($1.2 million)
- New 17-unit Apartments on Ten Mile Drive ($1.2 million)
- Remodel of MO LAGERS Main Street Office ($1 million)
2021 numbers:

- Building - 680
- Electrical - 199
- Plumbing - 403
- Signs - 93
- Demolition - 31
- Mechanical - 100
Building Regulation Division Report for FY2021*

<table>
<thead>
<tr>
<th>PERMITS</th>
<th># UNITS</th>
<th># PERMITS</th>
<th>PRIVATE VALUATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Residential</td>
<td>32</td>
<td>32</td>
<td>$8,042,000</td>
</tr>
<tr>
<td>New Two-Family attached</td>
<td>0</td>
<td>0</td>
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<tr>
<td>New Multi-Family buildings</td>
<td>4</td>
<td>1</td>
<td>$300,000</td>
</tr>
</tbody>
</table>

NEW NON-RESIDENTIAL

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<thead>
<tr>
<th>Type</th>
<th># Units</th>
<th># Permits</th>
<th>Private Valuation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hotel</td>
<td>0</td>
<td>0</td>
<td>-</td>
</tr>
<tr>
<td>Amusement, social, recreational</td>
<td>0</td>
<td>0</td>
<td>-</td>
</tr>
<tr>
<td>Church</td>
<td>0</td>
<td>0</td>
<td>-</td>
</tr>
<tr>
<td>Industrial</td>
<td>1</td>
<td></td>
<td>$542,000</td>
</tr>
<tr>
<td>Service station, convenience store</td>
<td>0</td>
<td>0</td>
<td>-</td>
</tr>
<tr>
<td>Hospital/Institutional</td>
<td>0</td>
<td>0</td>
<td>-</td>
</tr>
<tr>
<td>Offices/Professional</td>
<td>1</td>
<td></td>
<td>$1,206,700</td>
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<tr>
<td>Educational</td>
<td>0</td>
<td>0</td>
<td>-</td>
</tr>
<tr>
<td>Mercantile</td>
<td>0</td>
<td>0</td>
<td>-</td>
</tr>
<tr>
<td>Restaurant, bar, night club</td>
<td>2</td>
<td></td>
<td>$1,320,000</td>
</tr>
<tr>
<td>Warehouse, storage</td>
<td>2</td>
<td></td>
<td>$1,146,930</td>
</tr>
<tr>
<td>Other non-residential buildings</td>
<td>0</td>
<td>0</td>
<td>-</td>
</tr>
<tr>
<td>Publicly owned buildings</td>
<td>0</td>
<td>0</td>
<td>-</td>
</tr>
</tbody>
</table>

ALTERATIONS/ADDITIONS

<table>
<thead>
<tr>
<th>Type</th>
<th># Units</th>
<th># Permits</th>
<th>Private Valuation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential alterations/additions</td>
<td>373</td>
<td></td>
<td>$7,581,021</td>
</tr>
<tr>
<td>Commercial alterations/additions</td>
<td>198</td>
<td></td>
<td>$50,844,525</td>
</tr>
<tr>
<td>Construction Totals</td>
<td>610</td>
<td></td>
<td>$70,983,176</td>
</tr>
</tbody>
</table>

DEMOLITION ACTIVITY

<table>
<thead>
<tr>
<th>Type</th>
<th># Units</th>
<th># Permits</th>
<th>Private Valuation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential</td>
<td>21</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>Commercial</td>
<td>10</td>
<td></td>
<td>-</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Totals by Discipline</th>
<th></th>
<th></th>
<th>$88,097,494</th>
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</thead>
<tbody>
<tr>
<td>Building Permits</td>
<td>680</td>
<td></td>
<td>$75,066,819</td>
</tr>
<tr>
<td>Electrical Permits</td>
<td>199</td>
<td></td>
<td>$1,763,216</td>
</tr>
<tr>
<td>Plumbing Permits</td>
<td>403</td>
<td></td>
<td>$5,055,319</td>
</tr>
<tr>
<td>Mechanical Permits</td>
<td>100</td>
<td></td>
<td>$6,212,140</td>
</tr>
<tr>
<td>Sign Permits</td>
<td>93</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>Demolition Permits</td>
<td>31</td>
<td></td>
<td>-</td>
</tr>
</tbody>
</table>

* (fiscal year runs from November 1st to October 31st)
Neighborhood Services Division

Staff
Rachel Senzee
*Neighborhood Services Supervisor*

Anne Stratman
*Neighborhood Services Specialist II*

Karlie Reinkemeyer
*Neighborhood Services Specialist II*

The Neighborhood Services Division includes administration and management of the following:
- Community Development Block Grant Program
- Community Development Block Grant – CARES Act (CV)
- Community Development Block Grant – Disaster Recovery (DR)
- Neighborhood Reinvestment Act Programs
- Neighborhood Stabilization Programs
- Brownfield Projects
- Historic Preservation Fund Grants
- Fair Housing Act Compliance
- Adopt a Street/Spot
- Manage trash and recycling contract
- Historic Preservation Commission
- Economic Development Administration (EDA) Grant – Missouri State Penitentiary (MSP) Infrastructure
Neighborhood Services Division

The Neighborhood Services Division contributes to safety and the quality of life in Jefferson City by promoting sustainable neighborhoods through grants and initiatives. The following are a few highlights of 2021:

**Community Development Block Grant:**

The Community Development Block Grant (CDBG) program is funded by the U.S. Department of Housing and Urban Development (HUD). The City currently receives CDBG funding from two (2) different sources. One source of funding directly comes from HUD as an entitlement funding. The other source is from the State of Missouri, Department of Economic Development, CDBG Program.

**Homeowner Programs:** The Homeowner Support Programs include Down Payment Assistance and Emergency Assistance Repair Program.

The purpose of the programs is to assist low-to-moderate-income first-time homebuyers with down payment assistance, assist owner-occupied homeowners with repairs to meet health and safety standards, to provide the opportunity to realize measurable energy savings, and assist with emergency repairs such as water/wastewater lateral replacements.

Assistance is provided on a “first come, first served” basis to eligible low to moderate income applicants, a limited number will be processed as funding permits. Maximum assistance is $5,000. If costs exceed this amount for the Emergency Assistance Repair Program, the owner is responsible for the difference.

The table below shows the number of households assisted in 2021.

<table>
<thead>
<tr>
<th>Program</th>
<th>Applied</th>
<th>Approved</th>
<th>Denied</th>
<th>Withdrawn</th>
<th>Served</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minor Home Repair</td>
<td>4</td>
<td>3</td>
<td>1</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Emergency</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Down Payment</td>
<td>36</td>
<td>32</td>
<td>4</td>
<td>32</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>40</strong></td>
<td><strong>35</strong></td>
<td><strong>5</strong></td>
<td><strong>35</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Demolition:** CDBG funds were used to demolish the residential property at 1323 Gordon Court. River City Habitat for Humanity will reconstruct a single-family residence for a low-to-moderate income household.

CDBG funds were used to demolish the residential property at 805 Monroe Street. Central Missouri Community Action will construct a single-family residence at 805 Monroe Street that benefits a low-to-moderate income household.

**Homelessness:**

Project Homeless Connect is a one-day event that annually serves individuals experiencing homelessness by providing access to much needed services and resources, such as shelter/housing, food, clothing, ID cards, medical and dental care, mental health screening, substance abuse screening, job placement, bus passes, haircuts, showers, and more.

The 2021 Project Homeless Connect served approximately 121 individuals by providing toiletry backpacks, sack lunches, bus passes, clothing vouchers, birth certificates, prescriptions, and scheduled medical services. Staff assisted by coordinating service providers and assisted the day of the event.
Community Development Block Grant – CARES Act

The Coronavirus Aid, Relief and Economic Security Act (CARES Act) Public Law 116-136 made available $5 billion in supplemental Community Development Block Grant (CDBG) funding for grants to prevent, prepare for, and respond to coronavirus (CDBG-CV).

The City of Jefferson received an allocation of $413,435 in CDBG-CV funding to prevent, prepare for, and respond to coronavirus. An unmet needs survey was conducted in which it was determined childcare facilities would be the targeted recipients of CARES Act funding.

The impacts of COVID-19 challenged childcare facilities by pressuring institutions to remain open and safe for the community’s youngest children. Targeting childcare facilities promotes economic development (including microenterprises), creates and sustains jobs for low-moderate income employees, supplements childcare expenses to allow parents and guardians to be members of the workforce, exposes children to pre-school education, and provides food security for children while at the childcare facility.

Neighborhood Services staff established the program, created all application and award documents, held community engagement meetings, and subgrantee workshops.

Childcare facilities were eligible for up to $50,000 to cover overhead costs, retrofit educational spaces, and provide childcare subsidies to income eligible parents. Eleven facilities received funding. The program ends on December 31, 2022.

Housing Needs Assessment

The City of Jefferson contracted RKG to perform a housing needs assessment for the area. The completed plan will provide data for existing resources, identify housing gaps, and provide implementation recommendations. The plan should be completed in March 2022.

CDBG – Disaster Recovery

The City of Jefferson is serving as the lead applicant for CDBG-DR funds in the amount of $7,059,300. The funding stems from damages sustained during the 2019 tornado (FEMA Disaster 4451). All program funding will be utilized for housing recovery efforts.

Neighborhood Services staff is currently working with the State of Missouri’s Department of Economic Development (DED) on program development. Proposals are due to DED in May 2022.

State CDBG-CV

The City of Jefferson was eligible to receive up to $2 million through the State of Missouri’s CDBG-CV program.

Neighborhood Services staff performed several community-wide public engagement events that consisted of a citywide survey and two public meetings.

Needs identified in the survey included the widening of Monroe Street as an infrastructure project and opening up funding to local non-profits for housing projects/support services.

Staff put out a request for proposals from non-profits and organized a grant scoring committee. The committee selected to pursue grant applications for Transformational Housing, for $544,000, to rehabilitate 101 Jackson Street into transitional housing. The committee also decided to pursue a grant application for Compass Health, in the amount of $100,000, to achieve a planning document that examines the environmental design and the feasibility of supportive housing in Jefferson City.
**Cole County EMS Station**

The City of Jefferson agreed to serve as the lead applicant for Cole County to pursue State CDBG-CV funding for an EMS station in the downtown corridor. If funded, Neighborhood Services staff will administer the grant.

**Neighborhood Stabilization Program**

The Neighborhood Stabilization Program (NSP) provides emergency assistance to stabilize communities with high rates of abandoned and foreclosed homes, and to assist households whose annual incomes are up to 120 percent of the area median income (AMI).

The City of Jefferson is currently in the process of utilizing NSP funds to demolish 108 Jackson Street.

**Neighborhood Reinvestment Act:**

The City of Jefferson's down payment incentive and residential tax reimbursement programs encourage individuals to purchase and occupy vacant, older houses in the Old Town area. The down payment incentive program provides up to $5,000 in matching funds for down payment incentives.

The residential tax reimbursement program stopped taking applications in 2020 but is still honoring existing obligations. In 2021, eight properties were assisted with down payment incentives and eight properties with residential tax reimbursement.

The City also provides programs for commercial and mixed use within the Old Town area. The commercial façade program offers assistance in the form of tax reimbursement, up to $3,000 per year for exterior improvements.

Since its inception in 2007, the program has aided approximately 50 properties. The commercial façade program ceased accepting applications in 2020, but still reimbursed existing participants.

The Adaptive Reuse Incentive Program is for properties that have outlived their original use. Properties could have been used as residential and then converted to commercial. The program encourages façade improvements and promotes the use of the property in a manner that complies with the adopted neighborhood plan for the area.

The incentive is a tax reimbursement of $2,000 for two tax years. The Adaptive Reuse Incentive Program did not accept applications in 2021.

In 2014, the Rental Façade Improvement program was established. The Rental Façade Program assists landlords with rental properties by reimbursing for 50% of the cost of improvements to façades of eligible buildings, up to $5,000 per unit with a maximum of $10,000.

The program’s goal is to improve the exterior appearance and condition of residential rental properties. Eligible properties include single-family or duplexes utilized as a rental property, located within the Old Town or East Side districts, and constructed before 1959. Exterior improvements must be significant and meet appearance guidelines published by the Historic Preservation Commission.

The Rental Façade Improvement program did not accept applications in 2021.
Historic Preservation Commission (HPC) 2021

In 2021, the HPC designated two Landmark Awards to:

- Perry Scott Rader House (504-506 E. Capitol Avenue)
- Tanner House (630 Broadway Street)

The HPC recommended the elimination of the Façade Committee. All powers from the former committee were shifted to the HPC.

The HPC recommended the creation of a Code Revision Stakeholders Committee. The temporary committee will review and make recommendations on the existing code.

The HPC supported receiving three Historic Preservation Fund Grant applications.

Historic Preservation Fund Grant Projects

1. Historic Context
A consultant will produce a historical context of Jefferson City from its founding to the present. The document will serve as a tool aiding the identification and evaluation of resources by focusing on and explaining what aspects of geography, history, and culture significantly shaped the physical development of the City of Jefferson.

The historical context will have a chapter committed to examining how planning practices, primarily around zoning, have led to racial segregation and other discriminatory impacts on communities of color and minorities in Jefferson City. It is important to understand how past decisions on zoning and land use patterns have contributed to the market-driven displacement and exclusionary neighborhood patterns with significant and deleterious consequences for minority communities.

2. West Main Street Survey: Phase II
This survey continues work along West Main Street and the West Main Street area. The reconnaissance survey will focus on the Lower Jefferson Subdivision and Water Works Complex. A reconnaissance survey will help identify historic resources, promote their value, and encourage preservation as an economic development tool.
3. **Resurvey of Historic East**
This project will consist of hiring a qualified historian or architectural historian to conduct a reconnaissance-level architectural resurvey of the Historic East. The resurvey will document the resources within the Historic East and evaluate what resources are remaining after the EF3 tornado in 2019.

**Paul Bruhn Historic Revitalization Grant**

The City of Jefferson was 1 of 11 entities in the nation awarded $675,000 from the National Parks Service’s Paul Bruhn Historic Revitalization Grant. This grant program helps enable the rehabilitation of historic properties and rehabilitate, protect, and foster the economic development of communities with populations less than 50,000.
Recycling Accomplishments in 2021

The City of Jefferson has multiple programs available to help residents recycle a wide variety of materials. The City’s overall calculated diversion rate as of October 31, 2021, was approximately 37.8%. On average, the residents of the City of Jefferson are recycling 19% of their waste.

Single Stream Recycling

Republic Services provides city-wide trash services and curbside Single Stream Recycling to residents. Single Stream Recycling is voluntary and available at no additional cost. Trash and recycling are picked up once per week. Single Stream Recycling accepted materials include aluminum cans, mixed paper fiber, cardboard, plastics #1, 2, 3, 4, 5 & 7. Republic Services collected 22,905,580 pounds of generated waste, with approximately 4,395,660 being diverted away from the landfill through the single-stream recycling program offered by Republic Services.

Household Hazardous Waste

In March of 2011, the Cole County Household Hazardous Waste Facility opened. The Household Hazardous Waste facility is a cooperative project between the City, Cole County, and Republic Services dedicated to serving the residents of Cole County at no charge.

The Household Hazardous Waste program keeps products that contain corrosive, toxic, flammable, or reactive ingredients out of the landfill, streams, and ditches where it could potentially cause harm to ecosystems and human health. In 2021, 280 residents were served, and over 9,000 pounds of waste were collected.

Portable Recycling Trailers

Portable Recycling Trailers are available for use by the public at Hough Park.

Downtown Recycling Containers

Recycling is available in the downtown area with the placement of green recycling containers in six locations. Republic Services estimates 7,767 pounds of recycling materials is collected from Downtown Jefferson City each week.

Adopt A Street/Adopt A Spot Program

Twenty organizations and individuals have adopted approximately seven miles of city streets through the Adopt-A-Street program. They are charged with picking up litter in their designated areas.

Three organizations and individuals are participating in the Adopt-A-Spot program with the adoption of an island on Tower Drive and another on Jobe Drive. They have taken responsibility for limited planting, watering, and mowing.

In 2016, the City of Jefferson assisted the Downtown Jefferson City Association in creating an Adopt-A-Block program.

The boundaries are 100 W. High to 300 E. High; 100-200 Block of Madison. The program requires the following activities to occur at least quarterly:

1. Engage in planning and pruning of trees in wells
2. Litter pick up (including cigarette butts)
3. Police the area around the trash receptacles
4. Other activities approved by the City

The adopter will also take note of any safety hazards, damaged benches, signs, or sidewalks and report them to the City.

Yard Waste

The City of Jefferson contracts with All Season Lawn Care to operate a local compost facility. Residents within the city limits may take yard trimmings, clippings, branches, and brush originating from their personal property to the
facility at no cost. In 2021, approximately 14,508 patrons brought in 6,236,100 cubic yards of waste.

**Glass Recycling**

In 2011, the City of Jefferson began a glass recycling program with Ripple Glass. The City of Jefferson offers 4 locations to recycle glass.

- 1700 South Ridge Dr (McKay Park)
- 2284 Hyde Park Road
- 1228 E. McCarty Street (Save-A-Lot)
- 2730 W. Main Street (In front of Federal Recycling)

Recycled glass is consolidated at a city facility and then sent to Ripple Glass in Kansas City, MO. The glass is cleaned, sorted, and crushed into a cullet upon arriving at Ripple Glass. The cleaned cullet is then made into insulation or new glass bottles.

In 2021, the City of Jefferson celebrated its tenth anniversary with Ripple Glass. In 2021, the City of Jefferson recycled 309.62 tons of glass. The total amount of glass recycled in the past ten years is 2,615.43 tons!

**Other Recycling Opportunities**

Residents may recycle through Single Stream recycling carts. Similar recycling items are also accepted at New World Recycling and Federal Recycling. Midwest Recycling Center provides Jefferson City with electronic recycling services to properly divert electronic waste from the landfill.

**Brownfields**

The City of Jefferson participated in the Brownfields/Voluntary Cleanup program through the Missouri Department of Natural Resources. This program includes a Phase I Environmental Assessment that researches potential environmental impacts of an area or site-specific property; and a Phase II Environmental Site Assessment includes contaminant sampling and identification.

The City conducted a Phase I Environmental Assessment on City-owned properties at 601, 605, 701, 711 Mulberry Street. The Phase I research determined that a follow-up Phase II would be needed.

The City conducted a Phase II Environmental Assessment on City-owned properties at the Missouri State Penitentiary site. The Phase II Environmental Assessment did not indicate that a clean-up was necessary.

**Economic Development Administration - MSP**

The City of Jefferson received a $1.5 million grant from the Economic Development Administration (EDA) for infrastructure projects at the Missouri State Penitentiary Redevelopment Site (MSP). The project will support the construction of a hotel and conference center.

Neighborhood Services staff prepared the grant application and currently serve as the lead administrator of the grant.
Economic Development Administration – CARES

The Mid-Missouri Regional Planning Commission received CARES Act funding through the EDA for economic recovery efforts in response to the COVID-19 pandemic.

The City of Jefferson was obligated $30,000 to perform an economic recovery plan. The City will work with the newly formed, Jefferson City Regional Economic Partnership to determine the focus of the study.
Code Enforcement Division

Staff

Dave Helmick, CCEO
Housing/Property Supervisor

TJ Peterson, CCEO
Property/Housing Inspector II

Clint Bishop
Property/Housing Inspector I

Bob Cynova
Property/Housing Inspector I
Property Maintenance/Code Enforcement

Property Maintenance/Code Enforcement contributes to the quality of life by promoting the safety of the community through enforcement of housing codes and property maintenance codes.

Existing housing inspections are based on the 2015 International Property Maintenance Code (IPMC), current zoning codes, and various property related specialty codes to enforce minimum standards throughout the City.

The Property Maintenance Division works with other City departments such as the Police Department Community Action Team (CAT Team), Public Works, Law, Wastewater, Fire, Information Technology, and Administration to accomplish property maintenance compliance.

Code Enforcement Achievements in 2021: The Code Enforcement statistics for November 1, 2020 – October 31, 2021, with an adopted budget of $10,000 for abatements, are highlighted below,

- The number of activities taken increased from 6011 in 2020 to 7928 in 2021. A measurable increase has occurred each year since 2016.
- Achieved a voluntary compliance rate of 97.63% for FY2021.
- Approximately 98.44% of activities were closed out as of October 31, 2021.
In 2021, 146 abatements were completed, representing 1.8% of all violations. Of the abatements completed, 12 were owner occupied, 55 were rentals, and 79 were abandoned or vacant buildings for a total cost of $34,321.58, with an additional $36,500 charged for administration fees.

The staff strives for voluntary compliance with a limited abatement budget. However, code enforcement is necessary, especially when it involves health, life, and safety matters.

2022 Goals:
Continue an increased focus on exterior inspections of all rental properties. This allows the division to address concerns and issues before they become life safety concerns.
- Which in turn educates property managers and landlords on code enforcement topics including but not limited to outdoor storage, accumulation of trash, trash service, and other common code violations.
- Benefits include lower maintenance/repair costs, improved property values, and less complaints and actions against the property managers and owners.

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City of Jefferson
John G. Christy Municipal Building
320 E. McCarty Street
Jefferson City, MO 65101