Department of Planning and Protective Services

2018 Annual Report

City of Jefferson, MO

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

This report reflects activities and accomplishments within the Department of Planning and Protective Services for FY2018 (November 1, 2017 to October 31, 2018), unless noted otherwise.
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The Department

Director of Planning and Protective Services
Sonny Sanders, AICP, GISP (12th Year)

Planning and Protective Services includes 24 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 to create a positive quality of place for visitors to the Capital City.

Staff provides support for the following divisions:
- Environmental Health
- Planning
- Building Regulations
- Neighborhood Services

Staff support for the following boards and commissions:
- Board of Adjustment
- CAMPO Technical Committee
- Cemetery Resources Board
- Electrical Board of Examiners and Review
- Façade Improvement Committee
- Historic Preservation Commission
- Planning and Zoning Commission
- Plumbing Board of Examiners and Review
- CAMPO Board of Directors

Anne Stratman
Administrative Assistant (19th Year)
- Notary

Kelly English
Administrative Technician (2nd Year)
- Notary

Ellen Stegeman
Customer Service Representative (13th Year)
- Notary
### Department of Planning and Protective Services

#### Department Director

**Sonny Sanders**

<table>
<thead>
<tr>
<th>Neighborhood Services</th>
<th>Building Division</th>
<th>Environmental Health Division</th>
<th>Planning/MPO Division</th>
<th>Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Neighborhood Services Manager <strong>Jayme Abbott</strong></td>
<td>Building Official <strong>Larry Burkhardt</strong></td>
<td>Environmental Health Manager <strong>David Grellner</strong></td>
<td>Planning Manager <strong>Eric Barron</strong></td>
<td>Administrative Assistant <strong>Anne Stratman</strong></td>
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<tr>
<td>Neighborhood Services Specialist <strong>Sheri Johnston</strong></td>
<td>Building Inspector I <strong>Brian Allen</strong></td>
<td>Environmental Health Specialist <strong>Loran Prenger</strong></td>
<td>Planner II <strong>Katrina Williams</strong></td>
<td>Customer Service Representative <strong>Ellen Stegeman</strong></td>
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<tr>
<td>Property/Housing Inspector II <strong>David Helmick</strong></td>
<td>Building Inspector I <strong>Rick Hunt</strong></td>
<td>Environmental Health Specialist <strong>Katherine O'Neal</strong></td>
<td>Planner I <strong>Alex Rotenberry</strong></td>
<td>Administrative Technician <strong>Kelly English</strong></td>
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<tr>
<td>Property/Housing Inspector I <strong>Clint Bishop</strong></td>
<td>Building Plans Examiner <strong>Dan Vande Voorde</strong></td>
<td></td>
<td>Planner I <strong>Ian Zollinger</strong></td>
<td></td>
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<tr>
<td>Property/Housing Inspector I <strong>T.J. Peterson</strong></td>
<td></td>
<td></td>
<td>Planner I <strong>Ahnna Nanoski</strong></td>
<td></td>
</tr>
<tr>
<td>Property/Housing Inspector (PT) <strong>Bob Cynova</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Sign Inspector (PT) <strong>Denis Lenger</strong></td>
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Professional Development

Access to professional development is an important component of workplace health for the Department of Planning and Protective Services. Employees within the Department of Planning and Protective Services have the opportunity to go to professional conferences, obtain training, receive tuition reimbursement, and have financial assistance for professional certifications. The increased learning opportunities associated with quality professional development has lead to collaborative skill building, project enhancement, and professional growth within the Department.

Conference Attendance and Professional Training

2018 APA National Conference
- Sonny Sanders

2018 American Planning Association Bi-State (KS & MO) Conference
- Ahnna Nanoski
- Ian Zollinger

2018 Tools of the Trade Transportation Planning Conference
- Eric Barron
- Katrina Williams
- Alex Rotenberry

MABFO Mega Conference
- Brain Allen
- Richard Hunt
- Bill Luebbert
- Larry Burkhardt

ICC Code Institute
- Dan VandeVoorde

Mid-Missouri Solid Waste Management District Hazardous Materials Training
- T.J. Peterson

Main Street America Conference
- Sheri Johnston
- Jayme Abbott

NEPA Training for HUD Practitioners
- Sheri Johnston

Certified Local Government Form
- Sonny Sanders
- Jayme Abbott

ESRI National Conference
- Katrina Williams

Front Desk Safety & Security Seminar
- Ellen Stegeman

Missouri Department of Health Child Care Training
- David Grellner
- Katherine O’Neal
- Loran Prenger

Missouri Environmental Health Association Fall Training
- David Grellner
- Katherine O’Neal
- Loran Prenger

Clark 2018 Vector Control Workshop
- Loran Prenger
- David Grellner

Missouri Milk, Food, and Environmental Health Conference
- David Grellner
- Loran Prenger
- Katherine O’Neal

Certification Attainment
ACIP Certification
- Jayme Abbott

ICC Certifications for Commercial & Residential Mechanical and Fuel Gas
- Dan VandeVoorde

AICP Candidate Program (in progress)
- Ahnna Nanoski

Tuition Reimbursement
Law Enforcement Degree, Sheriffs Associations Training Academy
- T.J. Peterson
Major Achievements in 2018

Chapter 3: Advertising and Signs of the municipal code was updated in the summer of 2018. The purpose of the amendment;
- Fix a number of technical items identified by staff since the 2011 overhaul of the Sign Code.
- Propose a small number of changes, based on variances and staff experience in processing sign permit applications.
- Address recent Supreme Court ruling pertaining to temporary signage.

In 2017, the Historic Southside / Old Munichburg District and Neighborhood Plan was adopted. Subsequently in 2018, planning staff initiated two rezoning cases which implemented land use recommendations from the plan. These two rezoning cases are some of the largest rezoning cases executed since the 1990s.

The Woodland-Old City Cemetery became a National Register of Historic Places Cemetery in the summer of 2018. The Woodland-Old City Cemetery is one of the oldest cemetery's in Jefferson City and includes historical individuals that developed Jefferson City. The cemetery also includes State of Missouri Governors John Sappington Marmaduke and Thomas Reynolds. The Clarke Mausoleum, a family owned mausoleum, is located at the Woodland-Old City Cemetery.

Diane Cary, who served as the Administrative Technician for 24 years, retired in 2018. She was awarded employee of the year in 2017. The Department of Planning and Protective Services will miss her dearly.

Construction of an additional JCPS High School started in 2018. The Department of Planning and Protective Services and Public Works have worked with the school district to facilitate the development of this important educational facility.
Environmental Health Division

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 division of the Department of Planning and Protective Services. 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 food establishments in 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 2018, the Environmental Health Division inspected 317 food service establishments in the City of Jefferson. These food establishments include restaurants, grocery stores, schools, convenience stores, child care centers, hospitals, and taverns. The Division also inspects approximately 60 temporary food establishments throughout the year which includes parking lot barbecues, festivals, and other special outdoor events. The table on the right provides a summary of the types of food service establishments inspected in Jefferson City.

<table>
<thead>
<tr>
<th>Types of Establishments</th>
<th>#</th>
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<tbody>
<tr>
<td>Restaurants</td>
<td>173</td>
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<tr>
<td>Schools-Public</td>
<td>13</td>
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<tr>
<td>Schools-Parochial</td>
<td>5</td>
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<tr>
<td>Grocery/Deli/Meat</td>
<td>9</td>
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<tr>
<td>Grocery</td>
<td>8</td>
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<tr>
<td>Convenience Store-Non Food Prep</td>
<td>11</td>
</tr>
<tr>
<td>Convenience Store-Food Preparation</td>
<td>20</td>
</tr>
<tr>
<td>Bakeries</td>
<td>1</td>
</tr>
<tr>
<td>Taverns</td>
<td>10</td>
</tr>
<tr>
<td>Movie Theaters</td>
<td>1</td>
</tr>
<tr>
<td>Caterers</td>
<td>1</td>
</tr>
<tr>
<td>Mobile Food Unit</td>
<td>14</td>
</tr>
<tr>
<td>Farmers Market</td>
<td>3</td>
</tr>
<tr>
<td>Child Care Centers</td>
<td>38</td>
</tr>
<tr>
<td>Child Care Homes</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total Establishments</strong></td>
<td>317</td>
</tr>
<tr>
<td><strong>Total Inspections</strong>*</td>
<td>361</td>
</tr>
</tbody>
</table>

*Includes establishments with multiple inspections, e.g., grocery stores
Environmental Health Inspections: Environmental Health Inspections: In Fiscal Year 2018, the Environmental Health Division in the Department of Planning and Protective Services completed 871 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)
- 578 Routine Inspections
- 90 Follow-Up Inspections
- 55 Complaint Investigations
- 15 Special Circumstance Inspections
- 47 Plan Check Inspections
- 3 Field Inspections
- 10 Public Education

Child Care Home Sanitation Inspections*
- 11 Routine Inspection
- 2 Follow-Up Inspection

Child Care Center Sanitation Inspections*
- 35 Routine Inspection
- 20 Follow-Up Inspections
- 2 Special Circumstance Inspections

Body Art Establishment Inspections
- 3 Routine Inspections

*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.

<table>
<thead>
<tr>
<th>Number of Violations Reported FY2016</th>
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<tbody>
<tr>
<td>Priority Violations</td>
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<tr>
<td>Core Violations</td>
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</table>

<table>
<thead>
<tr>
<th>Number of Violations Reported FY2017</th>
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</thead>
<tbody>
<tr>
<td>Priority Violations</td>
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<tr>
<td>Core Violations</td>
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</table>

<table>
<thead>
<tr>
<th>Number of Violations Reported FY2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priority Violations</td>
</tr>
<tr>
<td>Core Violations</td>
</tr>
</tbody>
</table>
Cemetery Activities:
The Environmental Health Division in cooperation with the City of Jefferson Cemetery Resources Board continues to restore Woodland and Old City Cemetery located on East McCarty Street. Since 2012, many restoration projects have been completed. Restoration projects of gravestones continued as over forty gravestones were repaired. The Herrick Vault and Sara Walker gravestone were also major restoration projects that occurred during the year.

In 2018, the Cemetery Resources Board partnered with the Historic City of Jefferson to conduct a Historic Walking Tour in Woodland and Old City Cemetery. The walking tour consisted of volunteers from the community representing individuals interred in Woodland and Old City Cemetery. The volunteers would tell a history of the individual and how they impacted the development of Jefferson City. The walking tour was attended by many individuals from the community and was well received. Donations received from the Historic Walking Tour will be used on restoration projects in the cemeteries.

Also in 2018, the Cemetery Resources Board gave historic education tours to many schools in Jefferson City. Children from the Jefferson City Public Schools attended the education tours and learned about many historic individuals that contributed to the development of Jefferson City as well as the State of Missouri. Students learned about former State of Missouri Officials such as Governors John Sappington Marmaduke, and Thomas Reynolds who are both buried in Woodland Cemetery.
Food Safety Education:
In 2018, 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 food service establishments who request it to train their employees in food safety procedures.

The Environmental Health Division continues to monitor 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.

Mosquito Control:
The Environmental Health Services Division continues to provide education regarding mosquito control in Jefferson City. Division staff provides an online resource for the public to learn about mosquito control habitat and ways to control mosquitoes on their property. Also, literature is available to educate the public about how to take precautions when doing activities outdoors. The Division continues to monitor national trends in new emerging mosquito disease that are introduced into the continental United States. This monitoring is in response to past mosquito borne disease that has affected the United States such as the Zika Virus in 2016. The City of Jefferson continues to maintain a mosquito control plan in case of an outbreak of a mosquito-borne disease. This plan involves multiple departments such as the Department of Public Works, Department of Parks and Recreation, and the Department of Planning and Protective Services.
Planning Division

Planning Manager
Eric Barron, AICP (13th Year)

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

Planning Division activities include:
- Planning and Zoning Commission staff support
- Board of Adjustment staff support
- Long Range City and Land Use Planning
- Neighborhood Planning
- Updates to City Code
- Administration of MPO documents, programs, and initiatives
- Long Range Transportation Planning

Katrina Williams, GISP, AICP
Planner II
(3rd Year)

Alex Rotenberry, AICP
Planner I
(6th Year)

Ian Zollinger
Planner I
(1st Year)

Ahnna Nanoski
Planner I
(Started 5/16/2018)
Planning and Zoning

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

Planning and Zoning Commission
29 Cases

The last time the Planning Division processed over 29 cases was in 2009.

Notable Cases:
- Amending Chapter 3 (Advertising and Signs) of the City Code.
- Implementing recommendations from the Historic Southside / Old Munichburg District and Neighborhood Plan by rezoning two portions of the Southside Neighborhood.
- Processing of multiple applications for short-term rentals under new special exception process.
- Rezoning of 734 South Country Club Drive to accommodate the planned office construction for the Missouri Soybean Association.

Board of Adjustment Cases
Seven (7) Cases

Notable Case:
- Conditional Use Permit for the expansion of a water tower utility site for Public Water Supply District #2.

Site Plan Review
39 Commercial Construction Site Plans

Notable Cases:
- 2500 Block of Mission Drive, Capital City High School
- 1209 Missouri Blvd, Kentucky Fried Chicken. New Restaurant.
- 2935 E McCarty, City of Jefferson New Fire Station.
- 3124 W Edgewood Drive, River Regional Credit Union Expansion
- 3430 W Edgewood Drive, VA Medical Clinic
- 505 Missouri Blvd, Starbucks
- 610 Missouri Blvd, Old Saint Mary’s Hospital Demolition
- 609 Union Drive, Jefferson City High School Renovation

Other:
- Administrative Parcels Divisions: 11 surveys reviewed
- Home Occupation Permits: 23
- Zoning Compliance Letters: 10 letters issued
- Hosting of weekly internal staff plan review coordination sessions.
- Responding to telephone and walk-in inquiries regarding Planning and Zoning issues.
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.

Major accomplishments for 2018 included:
- Worked with JEFFTRAN staff on route configurations and corresponding changes to route guides (both for individual routes and an overall system map).
- Providing mapping technical assistance to member communities, including zoning and sewer maps.
- Co-hosted the 2018 Active Transportation Summit with the Missouri Bicycle and Pedestrian Federation, Missouri Department of Health and Senior Services, and the Missouri chapter of the Association of Pedestrian and Bicycle Professionals.
- Began public engagement and stakeholder activities to develop shared long range visions for Jefferson City and all CAMPO communities by analyzing items such as health, transportation, livability, economic development, environmental and land use issues, all of which affect the city and metropolitan area.
- The Transportation Improvement Program, Unified Planning Work Program, Annual Listing of Obligated Projects, and other planning documents were produced in a timely manner.

Exciting activities for 2019 focusing on completing the update of CAMPO Metropolitan Transportation Plan (MTP), begin assisting an update for the City Comprehensive Plan, and other projects include:
- Continue working with consultants, HDR, Inc. and City Explained, to conduct travel demand modeling and visioning activities for the update of the MTP and supporting local comprehensive planning data needs.
- Continue the travel demand modeling exercise to help develop data based transportation improvement recommendations to support the long range visions for the community.
- Continue developing and updating federal performance measures and targets to support the decision making process for expenditure of federal and local transportation funding.
- Begin the process of updating the Public Participation Plan and Title VI Plan.
Building Regulations Division

Building Official
Larry Burkhardt, PE, AIA (4th Year)

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

Brian Allen
Building Inspector (4th Year)
ICC Building Inspector

Richard Hunt
Plumbing Inspector (5th Year)

Bill Luebbert
Electrical Inspector (5th Year)
Master Electrician

Dan VandeVoorde
Building Plans Examiner (1st Year)
Master Mechanic
ICC Mechanical Inspector
ICC Fuel and Gas Inspector
Building Regulations Division

The goals of the division 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 building permitting/inspections process.

New building codes went into effect October 21, 2017. The new codes are based on the International Code Council’s 2015 version. With this code adoption, a total of ten (10) model codes were adopted; up from six (6) model codes that were adopted previously. A lot of time has been expended this fiscal year working with building designers and contractors to explain the advantages and requirements of the new code. In addition, the new adopted codes included the: existing, mechanical, fuel-gas, and swimming pool and spa codes. This filled some gaps in the codes that will help improve life safety aspects of building regulations for the City.

This fiscal year was also busy with new projects and major renovations that were valued at $161 million. Some notable projects that were permitted this year are:

- New high school for JCPS, 2500 Mission Dr
- JCHS renovations, 609 Union St
- New office building for the Soybean Association, 734 S Country Club Dr
- New fire station no. 2, 2935 E McCarty St
- Renovation & 2 story addition to River Region Credit Union, 3124 W Edgewood Dr
- 57,600 Sq ft bldg addition to Morris Packaging, 6850 Algoa Rd
- Addition and renovation to Grace Evangelical Free Church, 3011 S Ten Mile Dr
- Renovate Walmart store, 724 W Stadium Blvd
- St. Joseph school gymnasium addition, 2303 W Main St
- New Veterans Administration Clinic, 3430 w Edgewood Dr
- New church, 2500 Tanner Bridge Pl
- Retro fit of existing Kmart bldg to an Orscheln Farm & Home, 2304 Missouri Blvd
- New construction of a KFC restaurant, 1209 Missouri Blvd
- New construction of Starbucks, 505 Missouri Blvd
- New event center at Turkey Creek Golf Center LLC, 1616 Oil Well Rd
- Mcdonald’s remodel, 1425 Missouri Blvd
- Mcdonald’s remodel, 1918 Jefferson St
- Demolish existing structure and build new 4,000 sf building, 2120 Missouri Blvd for Sprint
- Renovate the upper level for a municipal court, 427 Monroe St
- New community event center, 501 Broadway St
<table>
<thead>
<tr>
<th>PERMITS</th>
<th># UNITS</th>
<th># PERMITS</th>
<th>PRIVATE VALUATION</th>
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<td>47</td>
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<td>New Two-Family attached</td>
<td>2</td>
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<tr>
<td>New Multi-Family buildings</td>
<td>0</td>
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<td>NEW NON-RESIDENTIAL</td>
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<td></td>
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<tr>
<td>Hotel</td>
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<tr>
<td>Amusement, social, recreational</td>
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<td>Church</td>
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<td>Industrial</td>
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<td>Service station, convenience store</td>
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<td>Hospital/Institutional</td>
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<td>Offices/Professional</td>
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<td>Educational</td>
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<td>Mercantile</td>
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<td>Restaurant, bar, night club</td>
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<td>Warehouse, storage</td>
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<td>Other non-residential buildings</td>
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<td>Publicly owned buildings</td>
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<td>Residential alterations/additions</td>
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<td>Commercial alterations/additions</td>
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<td>Residential</td>
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<td>Commercial</td>
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<td>Totals by Discipline</td>
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<td>Building Permits</td>
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<tr>
<td>Electrical Permits</td>
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<td>154</td>
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<td>Plumbing Permits</td>
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<td>285</td>
<td>$353,382</td>
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<td>Sign Permits</td>
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<td>65</td>
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<tr>
<td>Demolition Permits</td>
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<td>$27</td>
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<tr>
<td>Totals</td>
<td></td>
<td>939</td>
<td>$161,256,272</td>
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* (fiscal year runs from November 1st to October 31st)
Neighborhood Services Division

Neighborhood Services Manager
Jayme Abbott, AICP (6th Year)

The Neighborhood Services Division includes administration and management of the following:
- Property Maintenance and Enforcement
- Community Development Block Grant Program
- Neighborhood Reinvestment Act Programs
- Neighborhood Stabilization Programs
- Fair Housing Act Compliance
- Adopt a Street/Spot
- Recycling and Sustainability Initiatives

Dave Helmick, CCEO
Property/Housing Inspector II
(3rd Year)

TJ Peterson, CCEO
Property/Housing Inspector I
(2nd Year)

Clint Bishop
Property/Housing Inspector I
(11th Year)

Bob Cynova
Property/Housing Inspector I
(4th Year)

Sheri Johnston
Neighborhood Services Specialist
(Started 02/05/18)

Denis Lenger
Sign Inspector
(4th Year)
The Neighborhood Services Division contributes to safety and the quality of life in Jefferson City by promoting sustainable neighborhoods through grants and initiatives as well as enforcement of housing codes and property maintenance codes. This is accomplished by several program areas and committees such as the Community Development Block Grants, Neighborhood Reinvestment (Old Town), Historic Preservation Commission, Façade Committee, Recycling, etc. The following are a few highlights of 2018.

**Community Development Block Grant**
The Community Development Block Grant (CDBG) program is funded by the U.S. Department of Housing and Urban Development. 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 includes Code Deficiency, Energy Efficiency, Emergency Assistance Repairs, and Down Payment Assistance. The purpose of the program is to assist low-to-moderate income homeowners with repairs to meet health and safety standards; to provide the opportunity to realize measurable energy savings; assist with emergency repairs and/or provide down payment assistance to first time home buyers.

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

The table below shows the number of households assisted. The served category includes households from prior year in which their project was completed during the City’s fiscal year.

**Homelessness**
Staff participated in the fourth Project Homeless Connect. The one day event served over 180 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 much more. This event brought together almost 50 community organizations and nearly 200 volunteers in a unique community-wide effort to address the serious issue of homelessness in our city.

<table>
<thead>
<tr>
<th>Program</th>
<th>Applied</th>
<th>Approved</th>
<th>Denied/Withdrawn</th>
<th>Served</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homeowner Support</td>
<td>7</td>
<td>4</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>Emergency</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Down Payment</td>
<td>14</td>
<td>11</td>
<td>3</td>
<td>11</td>
</tr>
<tr>
<td>Total</td>
<td>22</td>
<td>15</td>
<td>7</td>
<td>18</td>
</tr>
</tbody>
</table>
Demolition
CDBG funds were used to demolish 1204 E High Street a residential structure that suffered damage from a fire in April 2016. The property has been vacant for over four (4) years and was listed on the Abandoned and Vacant Building List. River City Habitat for Humanity will be reconstructing a single family residence that will be sold to low-to-moderate income household.

CDBG State Project
Neighborhood Stabilization Program
In 2009, the City was awarded State CDBG Neighborhood Stabilization Program funds in the amount of $440,776. The project consists of acquisition and rehabilitation of foreclosed homes. To date, the City has acquired 6 properties. Three (3) properties were rehabbed & sold to eligible Area Median Income households. Two (2) properties were demolished, plots merged into one and then donated to Habitat for reconstruction of a single family residence. One (1) property remains at 408 Lafayette Street.

City Funded Programs
Neighborhood Reinvestment Act
The City of Jefferson has residential incentive programs to encourage individuals to purchase and occupy vacant, older houses in the Old Town area in the form of a down payment assistance program and residential tax reimbursement. The down payment assistance program provides up to $5,000 in matching funds for down payment incentive. After purchasing a single family home, homeowners may apply to receive reimbursement for 5 tax years with a maximum of $2,000 for any tax year. These program funds are subject to annual Council appropriation.

To compliment the City’s Residential Incentive Program four local banks (Central Bank, Hawthorn Bank, Homes Savings Bank, and Jefferson Bank) have created the Old Town Loan Program. All four banks have indicated a willingness to make $500,000 in loans available ($2,000,000 total) to encourage purchases of single-family residences in the Old Town Area. As part of the financial incentives the loan program is able to provide a 30 year $150,000 maximum low interest loan with a minimum 3.5% down payment with no mortgage insurance.

In addition to the City of Jefferson residential incentives, the City also provides commercial and mixed use programs within the Old Town area. The commercial façade program provides assistance in the form of tax reimbursement up to $3,000 per year for exterior improvements. When the application is approved by a façade committee the property is eligible for three years of property tax reimbursement as a result of the façade improvement. If the second floor is also improved and used as residential, retail or office, the property is eligible for an additional two years of reimbursement. To be eligible for the two additional years of tax reimbursement the second floor space must have: (1) a City occupancy permit; and (2) be occupied for at least 9 months each year of the reimbursement.
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 reuse 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.

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

<table>
<thead>
<tr>
<th>Program</th>
<th>Properties Assisted</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential Tax Reimbursement</td>
<td>15</td>
<td>$13,800.08</td>
</tr>
<tr>
<td>Residential Down Payment Incentive</td>
<td>11</td>
<td>$38,942.62</td>
</tr>
<tr>
<td>Commercial Façade Tax Reimbursement</td>
<td>1 approved application 6 properties reimbursed</td>
<td>$17,880.53</td>
</tr>
<tr>
<td>Adaptive Reuse Incentive</td>
<td>5 properties approved 3 applications completed</td>
<td>$18,099.00</td>
</tr>
<tr>
<td>Rental Façade Improvement</td>
<td>5 properties approved 3 applications completed</td>
<td>$18,099.00</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>41 properties</strong></td>
<td><strong>$88,722.23</strong></td>
</tr>
</tbody>
</table>
Historic Preservation Commission
The City of Jefferson was officially certified by the National Park Service on August 26, 2004. During the early years of being a Certified Local Government (CLG), the Historic Preservation Commission recognized many challenges facing the community in the area of historic preservation. The commission has worked to play a proactive role in the community in the hopes of preventing the need to react to negative situations, such as the demolition of important structures.

During 2018, the City of Jefferson Historic Preservation Commission (CJHPC) reviewed twenty-three (23) demolition applications and thirteen (13) Section 106 reviews for federally funded projects.

Compared to 2017, the demolition applications increased from six to twenty-three (23). Historic City of Jefferson’s proposed demolition ordinance was passed as Ordinance No. 15760 on January 2, 2018. This ordinance amended Chapter 8, Section 8-43 of the City of Jefferson City Code.

The School Street Local Historic District became The City of Jefferson’s first local historic district. The School Street Local Historic District (LHD) is bounded on the north by the 600 block of E McCarty St, on the east by the 400 and the west side of the 500 block of Lafayette St and all of School St. The area represents a part of our community’s history from the post-Civil War era through the 1960’s.

Future activities of the CJHPC include working with a consultant in development of a comprehensive historic preservation plan that will include survey areas, priorities, goals, and strategies. Another activity is hiring a 36 CFR 61 qualified historian or architectural historian to conduct a reconnaissance level architectural survey of the Walinko Place, General Realtyn and Linardts Subdivisions in the West Main Street area. The 45-acre survey area encompasses three residential subdivision areas that include approximately 155 properties. The survey will document the resources within the Walinko Place and General Realty Subdivisions. The resources are primarily residential and represent a range of residential architectural styles from the post-World War II era.

Aerial Map of the School Street Local Historic District
Recycling Accomplishments 2018

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, 2018, was approximately 46%. On average, the residents of the City of Jefferson are recycling 24% of their waste. Republic Services collected 16,450,860 pounds of generated waste with approximately 13,787,000 being diverted away from the landfill via one of the available recycling programs.

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. Of the total diverted waste, 5,238,660 pounds was through the Single Stream Recycling program.

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 Parking lot
- 2730 W. Main Street (front parking lot of federal recycling building)

Recycled glass is consolidated at a city facility and then sent to Ripple Glass in Kansas City, MO. Upon arriving at Ripple Glass, the glass is cleaned, sorted, and crushed into cullet. The cleaned cullet is then made into insulation or new glass bottles. Communities that participate in glass recycling with Ripple Glass receive an insulation donation at the end of each year to be used as they wish. River City Habitat for Humanity has been recipient of these donations for over 3 years. In 2018, approximately 422,080 pounds of glass was recycled which represents a 4% increase over 2017.

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.

Household Hazardous Waste Facility keeps products that contain corrosive, toxic, flammable or reactive ingredients out of landfill, streams, and ditches where it could potentially cause harm to ecosystems and human health. In 2018, 207 residents were served and over 13,272 pounds of waste were collected.

Portable Recycling Trailers
Portable recycling trailers are available for use by the public and have been used at various events including Earth Day and Thursday Night Live events.

Downtown Recycling Containers
Recycling is available in the downtown area with the placement of green recycling containers in 9 locations. Republic Services estimates 146 lbs of recycling materials is collected from Downtown Jefferson City each week.
Adopt A Street/Adopt A Spot Program
15 organizations have adopted 6.6 miles of city streets through the Adopt-A-Street program. They are charged with picking up litter in their designated areas. 2 organizations are participating in the Adopt-A-Spot program with the adoption of an island on Tower Drive and on Jobe Dr. They have taken responsibility for limited plantings, watering, and mowing.

The City of Jefferson assisted Downtown Jefferson City Association in creating an Adopt-A-Block program. The boundaries are 100 W High St to 300 E High St; 100 – 200 Block of Madison St. 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, and (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 Seasons 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. During 2018, approximately 16,483 patrons have brought in over 24,500 cubic yards of yard waste.

Drop-Off Recycling
In May 2018, the zero dollar ($0) contract was terminated for collecting, processing, and marketing newspaper, magazines, and cardboard from six (6) different locations for a total of nine (9) containers. The City is no longer offering this drop off service and the bins were removed and relocated to an offsite area on June 15, 2018. Individuals may still recycle through Single Stream recycling carts (grey top lid), New World Recycling, or Federal Recycling.

Midwest Recycling Center provides Jefferson City with electronic recycling services in order to properly divert electronic waste from the landfill.
Property Maintenance/Code Enforcement

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

Existing Housing Inspections are based on the 2015 International Existing Structures Code, 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 to accomplish property maintenance compliance such as the Police Department Community Action Team (CAT Team), Public Works, Law, Wastewater, Fire, Information Technology, and Administration.

Code Enforcement Achievements in 2018

The Code Enforcement statistics for November 1, 2017 – October 31, 2018 are highlighted below,

- The number of activities taken increased from 3,217 to 4,424. An increase of 18% over last fiscal year; FY17 had nearly a 100% increase of activities over FY16.
- Achieved a voluntary compliance rate of 96% for FY18.
- Approximately 98% of activities were closed out as of October 31, 2018.

A lot of accomplishments for FY 2018 included amendments to Chapter 8, 21, and 30 in order to strengthen code enforcement, provide clarifications, and improve communications. Below are a list of those code amendments.

Amended Chapter 8 Landlord Registration and Abandoned Building Registration.

Landlord Registration was changed, requiring owners of any rental dwelling to register as a landlord annually between January 1 and 31. Landlord registration is free. Registering annually will ensure the City has current and proper contact information which will aid in times of emergency. The City will be able to use contact information for distribution of educational material and other information. The abandoned buildings definition was expanded to include buildings owned, operated, or subsidized by public or nonprofit agencies. The registration fee went from $40 per month to a semi-annual fee of $200. If the owner fails to pay, the City may collect delinquent fees by means of lien on property, inability to obtain permits, foreclosure, and/or sale of property.

Amended the administrative costs for abating nuisances in Chapter 21.

An administrative fee is charged upon filing the special tax bill with the City Clerk after completion of nuisance abatement activity. The fee was last updated in May 2007 when it was increased from $55 to $100. In 2018, the amendment increased the fee to $250.00. Last year, staff conducted an analysis of staff time associated with code enforcement processes including investigating, notification, summons, hearings, nuisance abatement, etc. Averaging these together, the approximate personnel cost with nuisance abatement is $343. Based on research of other Missouri Cities of similar size and their fees, staff recommended increasing the fee to $250.

Increasing the administrative fee will help the city recover actual costs associated with nuisance abatement. In addition,
the increased fee may aid in gaining voluntary compliance from property owners. An interest rate of 8% is charged 30 days after the date of approval. If not paid, the special tax bill is turned over to the Cole County Tax Collector to be included in property taxes assessment.

**Amended the solid waste designation for single family residence and duplex units.**

In 2016, the City entered into a 10 year contract with Republic Services for solid waste services. The contract defines who the Responsible Party for obtaining trash service is. Responsible Party is the owner of the property, except that the owner may assign responsibility to the occupant of any single family residence or duplex, only. Any assignment of responsibility shall only be effective if it is in writing and specifically states that the occupant is responsible to obtain and maintain solid waste, or trash, service. The assignment of responsibility from landlord to tenant apparently was first implemented with the trash cart system in 2009. It is our understanding that individuals and/or organizations from the community such as realtors and landlords opposed requiring the landlord to take the responsibility of providing trash service.

After seven years of this requirement, staff encounters problem with tenants not getting service. Often, no trash service is identified by complaints of using other persons trash containers, letting it accumulate at their residence, illegal dumping on other property, or disposing of it in other illegal means.

Trash related violations are disproportional to number of rental vs owner occupied residents. Between 11/1/17 and 6/30/18 property maintenance data showed:

- No trash service violations
  - 87 violations
  - 72 (83%) were 1 & 2 unit rental properties
  - 9 (10%) were 3+ rental units
  - 6 (7%) were owner occupied

- Illegal dumping violations
  - 21 violations
  - 19 (90%) were traced back to rental properties
  - 2 (10%) were traced back to private citizens

Accumulation of trash violations
- 322 violations
- 271 (84%) were rental properties
- 51 (16%) were owner occupied

Chapter 30 of the code was amended changing the billing/responsibility to landlords. Just as the case with obtaining any other utilities, if the resident fails to obtain solid waste services the landlord is then notified. If the landlord is noncompliant, he/she will be served with a summons to court.

**Amended Chapter 21, Article II Weeds.**

Staff determined the existing code did not provide a useful definition of natural vegetation.

After completing research of other municipalities, Missouri State Department of Conservation, Missouri University Extension, and U.S. Environmental Protection Agency, staff has developed an amendment to clarify and define weeds and natural vegetation. Changes included providing definitions for different varieties of plants such as exotic, invasive, native, nuisance, and ornamental. Other definitions include variety of landscapes, noxious weeds, turf grass & weed, and vermin harborage.

Clarified landscape areas being free
from turf grass & weeds, prevention of vermin harborage, nuisance plants, weeds, and preventing safety hazards such as obstructing line of sight and interfering with passage of vehicles, bicycles, pedestrians, etc. A list of exceptions is provided in reference to managed landscapes, cultivated crops, undeveloped lots and steep slopes in the code.

Accomplishments visually seen across the community:
Over the last year there has been an increase in code enforcement actions taken across the City, nearly doubling the actions taken between 2016 and 2017. The numbers show that our Property/Housing Inspectors are getting the job done and taking appropriate action(s). Property Inspectors spend their days working with property owners, landlords, and others on ways to comply with the City Code. It is only fitting to highlight the hard work of our Property Inspectors with improvements made within our City.

321 Jackson Street – Rental Property
The tenant contacted a Property/Housing Inspector with complaints of living conditions. After completing an interior inspection it was determined that the property had a failing roof, several inoperable windows and doors, electrical issues, egress issues, etc. The owner was contacted with details of the nuisance violations and corrective actions needed to meet the code. Since March 2017 the property owner has made several exterior improvements such as a new roof, siding, railing replacement, etc. The before and after photos are shown on the right.
214 Jackson Street – Rental Property

A Property/Housing Inspector received a complaint from a neighbor with safety concerns of the structure. The rear soffit and fascia were failing. The rear of the property was filled with trash, abandoned items, and poison ivy. The rear deck had detached from the structure and was collapsing. The property was declared a nuisance.

The property owner has since repaired the roof and replaced the soffit and fascia. They also removed the failing deck, trash, and vegetation. The owner then replaced the deck with a small treated lumber landing.

Making a Difference.

In Code Enforcement, Property Housing Inspectors strive to gain voluntary compliance from property owners. If nuisance(s) are not taken care of within the prescribed time then the City has the ability to mitigate or abate the nuisance. The before and after photos on the right, show multiple nuisance violations for which the property owner was notified via posting on the property and letter. The property owner voluntarily abated the nuisance by removing the brush, weeds and trash. Voluntary compliance is the goal in all nuisance violations as it saves time, money, and keeps Jefferson City beautiful.

Vacant and Abandoned Properties

Abandoned and vacant properties can become nuisances to the neighborhood if properties are not maintained. Properties vacant for more than 90 days must be registered with the City and maintained in safe condition. As of December 10, 2018 there are 108 properties in the Active Abandoned Buildings Report.