This report reflects activities and accomplishments within the Department of Planning and Protective Services for FY2019 (November 1, 2018 to October 31, 2019), unless noted otherwise.
# Department Directory

**Department Director**  
*Sonny Sanders, AICP, GISP*

<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>
</table>
| Neighborhood Services Manager  
*Jayme Abbott* | Building Official  
*Larry Burkhardt* | Environmental Health Manager  
*David Grellner* | Planning Manager  
*Eric Barron* | Administrative Assistant  
*Beth Sweeten* |
| Neighborhood Services Specialist  
*Rachel Senzee* | Building Inspector I  
*Brian Allen* | Environmental Health Specialist  
*Loran Prenger* | Planner II  
*Katrina Williams* | Customer Service Representative  
*Ellen Stegeman* |
| Neighborhood Services Specialist  
*Anne Stratman* | Building Inspector I  
*Rick Hunt* | Environmental Health Specialist  
*Katherine O’Neal* | Planner I  
*Lee Bowden* | |
| Property/Housing Inspector II  
*David Helmick* | Building Inspector I  
*Bill Luebbert* |  | Planner I  
*Ian Zollinger* | |
| Property/Housing Inspector I  
*Clint Bishop* | Building Plans Examiner  
*Dan Vande Voorde* |  | Planner I  
*Ahnna Nanoski* | |
| Property/Housing Inspector I  
*T.J. Peterson* | Administrative Technician  
*Kelly English* |  |  | |
| Property/Housing Inspector (PT)  
*Bob Cynova* | Sign Inspector (PT)  
*Denis Lenger* |  |  | |

2019 PPS Annual Report
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

2019 Budget

- Personal Services: 72%
- Materials & Supplies: 4%
- Contractual Services: 20%
- Other Operating Expenses: 2%
- Repairs & Maintenance: 2%

FY18 Adopted: $2,549,164
FY19 Adopted: $2,412,449

(-)
2019 Tornado

On the evening of May 22nd, 2019 an EF3 tornado struck the Jefferson City area. The tornado damage stretched from southwest of the City, in Cole County, east towards East Capitol Avenue and the Missouri State Penitentiary.

The Department of Planning and Protective Services, and multiple departments within the City of Jefferson, have worked diligently on disaster related recovery efforts since the event. A few efforts are highlighted below,

Missouri SAVE Coalition
The Missouri Structural Assessment and Visual Evaluation (SAVE) Coalition is a group of volunteer engineers, architects, building inspectors and other professionals in related fields. The group assists the Missouri State Emergency Management Agency with building damage inspections to quickly determine the safety of structures after a disaster.

Over 15 volunteers assisted City staff on May 24th to survey the areas affected by the May 22nd tornado. Placards were posted on residential and commercial structures to highlight the buildings condition.

Community Engagement
Approximately 700 letters were sent to individuals, property owner and tenant, effected by the tornado to advocate for city operations/programs regarding debris removal, property maintenance, building permits, and inspection sticks. We also wanted to set expectations of the property owners’ responsibilities regarding maintaining their property.

Door to door 211 flyer distribution. City staff passed out United Way 211 flyer in and around the tornado area so residents understand available resources regarding tornado recovery.

Impacted Structure Analysis
Data complied from the planning and zoning and building regulation divisions was used to brief the City Council and other stakeholders about tornado damaged structures in a presentation on October 8th. Information can be used to understand housing losses and future development.
Environmental Health Division

Staff
David Grellner, CPFS
Manager
Katherine O’Neal,
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 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 businesses and institutions 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 2019, the Environmental Health Division inspected 313 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 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>
</tr>
</thead>
<tbody>
<tr>
<td>Restaurants</td>
<td>177</td>
</tr>
<tr>
<td>Schools-Public</td>
<td>14</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>10</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>8</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>16</td>
</tr>
<tr>
<td>Farmers Market</td>
<td>3</td>
</tr>
<tr>
<td>Child Care Centers</td>
<td>35</td>
</tr>
<tr>
<td>Child Care Homes</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total Establishments</strong></td>
<td>313</td>
</tr>
<tr>
<td><strong>Total Inspections</strong>*</td>
<td>364</td>
</tr>
</tbody>
</table>

*Includes establishments with multiple inspections, e.g., grocery stores
Environmental Health Inspections:
In Fiscal Year 2019, the Environmental Health Division in the Department of Planning and Protective Services completed 818 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)
- 535 Routine Inspections
- 73 Follow-Up Inspections
- 91 Complaint Investigations
- 7 Special Circumstance Inspections
- 42 Plan Check Inspections
- 4 Field Inspections
- 10 Public Education

Child Care Home Sanitation Inspections*
- 10 Routine Inspection
- 1 Follow-Up Inspection

Child Care Center Sanitation Inspections*
- 35 Routine Inspection
- 16 Follow-Up Inspections
- 1 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 FY2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priority Violations</td>
</tr>
<tr>
<td>Core Violations</td>
</tr>
</tbody>
</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>

<table>
<thead>
<tr>
<th>Number of Violations Reported FY2019</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 2019, the Environmental Health Division in cooperation with the City of Jefferson Cemetery Resources Board completed many restoration projects in the Woodland Cemetery and Old City Cemetery. This past year narrative signs were placed at prominent monuments in the cemeteries to explain their history. Also, a welcoming sign was placed at the entrance of Woodland Cemetery that explains how these two cemeteries were started and that important role they played in Jefferson City’s history.

A flag pole and flag was donated to the City of Jefferson Longview Cemetery by Mr. James Ludy. Mr. Ludy wanted a flag pole installed at Longview Cemetery to honor those veterans that served our country. This project was completed this past year and the flag pole is located in the center circle of Longview Cemetery.

This past year the Cemetery Resource Board applied for veteran gravestone markers for those who were interred in
Woodland and Old City Cemetery that did not have a marker. A very extensive application was completed and sent to the United States Department of Veteran’s Affairs in Washington DC. These applications were approved and veteran monuments provided by the federal government were installed in Woodland and Old City Cemetery to recognize those individuals that served our country in the military service.

A restoration project was completed this past year for twenty two flat grave stone markers whose engraving had been weathered over time and were no longer readable. After extensive research on these individuals, a small granite grave stone with identifying information was placed at the top of each flat grave stone marker. The small grave stone will preserve the information who is buried in these locations.

A Cemetery Preservation workshop was also completed this past year in Woodland and Old City Cemetery. The City of Jefferson Cemetery Resource Board partnered with the Missouri Department of Natural Resources Historic Preservation Office to sponsor a day long workshop in the preservation techniques of gravestones in cemeteries. Over twenty participants from across the State of Missouri came to the workshop and received classroom training as well as on site training in cleaning and restoring gravestones.

Mosquito Control:
The Environmental Services Division continues to provide education regarding mosquito control in Jefferson City. This past year was particularly challenging with weather events that occurred in Jefferson City including a historic flood and a damaging tornado that went through the center of the City. With increased flooding in the area, it was decided to proactively begin treatment and spraying of these areas to prevent the emergence of disease causing mosquitoes. The City of Jefferson continues to maintain a mosquito control plan for events that occur such as the historic flood this past year.

Food Safety Education:
In 2019, 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.

**Emergency Response:**
The May 22, 2019 tornado also affected many restaurants, convenience stores, hotels, and child care facilities. The Environmental Health Division in cooperation with the Missouri Department of Health and Senior Services and the Cole County Health Department assessed these facilities after the tornado to see what damage was done and how to help these facilities cope with the destruction of the tornado. Loss of power, building structure issues, equipment failure, and food salvage were all areas looked at during this emergency. This response helped the facilities understand the requirements of food safety during emergencies to protect the public health.

In mid-October 2019, a water main was accidentally hit by a contractor at Missouri Boulevard and U.S. 50 Highway. This breakage of the water main caused water pressure loss to most of Jefferson City. Missouri American Water issued a boil water advisory to residents and commercial establishments in Jefferson City until water service was restored and the water was tested for drinkability. The Environmental Health Division contacted commercial food service establishments to advise them of the boil water order and how to adapt their food service to comply with the boil water advisory. Any water that was used for consumption had to be boiled or obtained from an alternative safe source.

StateFoodSafety.com
Planning Division

Staff

Eric Barron, AICP
Planning Manager

Katrina Williams, GISP, AICP
Planner II

Ian Zollinger
Planner I

Ahnna Nanoski, AICP Candidate
Planner I

Lee Bowden
Planner I

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
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
20 Cases

Notable Cases:
- Zoning code amendments pertaining to medical marijuana facilities.
- Review and approval of new 35 lots residential subdivision for Prenger Ridge subdivision.
- Amendment to existing Zoning Code regulations pertaining to Short Term Rentals.
- Adoption of the Jefferson City Historic Preservation Plan as a part of the Jefferson City Comprehensive Plan.
- Adoption of new Zoning Code regulations pertaining to small cellular installations on right-of-way.
- Review and approval of Highland Village subdivision plat for the old St. Mary’s Hospital commercial redevelopment site.

Board of Adjustment Cases
Nine (9) Cases

Notable Case:
- Conditional use permit for new self-storage facility.
- Conditional use permit for Missouri American Water Company.
- Variances associated with St. Mary’s commercial redevelopment.
- Partial parking lot landscaping variance associated with new outlot development at retail shopping center site along Missouri Blvd.
- Variances for three (3) single family residential houses.

Site Plan Review
29 Commercial Construction Site Plans

Notable Reviews:
- 3104 Missouri Boulevard, Texas Roadhouse. New restaurant.
- 2500 Tanner Bridge Road, Freshwater Church. New church building.
- 2900 West Truman Boulevard, Unilever. Parking lot expansion.
- 610 Bolivar Street, Courtyard Hotel. New hotel building.
- 521 Missouri Blvd, Burger King. New restaurant building.
- 1200 West Stadium, Mid-America Bank. New commercial building.

Other:
- Administrative Parcels Divisions: 16 surveys reviewed
- Home Occupation Permits: 39
- Zoning Compliance Letters: 14 letters issued
- Hosting of weekly internal staff plan review coordination sessions.
- Responding to telephone and walk-in inquiries regarding Planning and Zoning issues.
Comprehensive Plan Update

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

The Planning Division hopes to have the final plan completed by late 2020.

Progress completed as of November 1, 2019,

- Research and data gathering
- P&Z Worksession
- Public engagement.

Themes discussed during this process are reflected in the graphic below.

Moving forward, the Planning Division will be developing a draft plan and gearing up for the next round of public engagement where the community will review and comment on the goals and strategies located in the draft comprehensive plan.
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 2019 included:
- The Capital Area Metropolitan Transportation Plan was adopted. The plan was drafted by CAMPO staff after an intensive public involvement process. In conjunction, a consulting firm prepared future land use visioning scenarios and a traffic demand model. The plan is a regular component of the CAMPO work program, being updated every five years.
- Updated illustrative project priority lists in conjunction with the Metropolitan Transportation Plan preparation and adoption.
- Preparied updated transit route maps and guides in conjunction with JEFFTRAN.
- Provided mapping technical assistance to member communities, including zoning and sewer maps.
- The Transportation Improvement Program, Unified Planning Work Program, Annual Listing of Obligated Projects, and other planning documents were produced in a timely manner.
- Work began on the update of the CAMPO Title VI Program plan, which provides documents, plans, maps, policies and standards that demonstrate CAMPO’s compliance with Title VI during the planning process.

Activities for 2020, focusing on the update of CAMPO documents and other planning activities include:
- Update of the Coordinated Public Transit-Human Services Transportation Plan, which identifies the transportation needs of individuals with disabilities, older adults, and people with low income.
- Update of the CAMPO Title VI Program plan, which provides documents, plans, maps, policies and standards that demonstrate CAMPO’s compliance with Title VI during the planning process.
- Update of the CAMPO Public Participation Plan and Limited English Proficiency Plan.
- Assisting Jefferson City Planning Staff in transportation related components of their update to the Jefferson City Comprehensive Plan.
Building Regulations Division

Staff

Larry Burkhardt, AIA, PE
Building Official

Brian Allen
Building Inspector

Richard Hunt, Master Plumber
Plumbing Inspector

Bill Luebbert, Master Electrician
Electrical Inspector

Dan VandeVoorde,
Master Mechanic
Building Plans Examiner

Kelly English
Administrative Technichian

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
- Issuance of Certificates of Occupancy.
- Enforces minimum design standards
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. 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.

Permit Trends: 2015 - 2019
The 2019 fiscal year was very busy with above average construction starts along with repairs to buildings that were damaged by the EF-3 tornado on May 22, 2019. The tornado affected 3 square miles of the City and damaged about 500 buildings. During this fiscal year, the tornado damage resulted in an additional: 176 building permits worth $9.6 million; and 19 demolition permits. This tornado repair work was added to major construction projects that include:
- 4-storey hotel worth $12 million
- 2-storey bank and office worth $5 million
- Industrial parking lot expansion worth $1.7 million
- New Texas Roadhouse worth $1.7 million
- Renovation of old Shoe Factory/JCD store for mixed use worth $1.5 million
- New daycare facility worth $787,800
- New Burger King restaurant worth $761,000

Overall, the Division issued 1,315 permits worth $70.2 million this fiscal year. The previous fiscal year, 939 permits were issued worth $161.3 million that included a new high school (CCHS) and a major renovation to the existing high school (JCHS). These high schools should be finished with construction in early FY 2020. The 2019 fiscal year ended with the Division managing roughly 850 active permits worth about $180 million.
<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>43</td>
<td>43</td>
<td>$11,115,510</td>
</tr>
<tr>
<td>New Two-Family attached</td>
<td>3</td>
<td>2</td>
<td>$934,000</td>
</tr>
<tr>
<td>New Multi-Family buildings</td>
<td>7</td>
<td>2</td>
<td>$750,000</td>
</tr>
</tbody>
</table>

**NEW NON-RESIDENTIAL**

- Hotel
- Amusement, social, recreational
- Church
- Industrial
  - # UNITS: 2
  - Valuation: $185,000
- Service station, convenience store
- Hospital/Institutional
  - # UNITS: 1
  - Valuation: $787,800
- Offices/Professional
  - # UNITS: 1
  - Valuation: $5,061,301
- Educational
- Mercantile
- Restaurant, bar, night club
  - # UNITS: 3
  - Valuation: $2,799,950
- Warehouse, storage
- Other non-residential buildings
- Publicly owned buildings

**ALTERATIONS/ADDITIONS**

- Residential alterations/additions
  - # UNITS: 349
  - Valuation: $6,749,698
- Commercial alterations/additions
  - # UNITS: 194
  - Valuation: $40,434,813

**Construction Totals**

- # UNITS: 597
- Valuation: $68,818,072

**DEMOLITION ACTIVITY**

- Residential
  - # UNITS: 18
  - Valuation: $0
- Commercial
  - # UNITS: 9
  - Valuation: $0

**Totals by Discipline**

- Building Permits
  - # UNITS: 597
  - Valuation: $68,818,072
- Electrical Permits
  - # UNITS: 173
  - Valuation: $533,664
- Plumbing Permits
  - # UNITS: 409
  - Valuation: $849,039
- Sign Permits
  - # UNITS: 109
  - Valuation: $0
- Demolition Permits
  - # UNITS: 27
  - Valuation: $0

**Totals**

- # UNITS: 1,315
- Valuation: $70,200,775

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

Staff

Jayme Abbott, AICP
Neighborhood Services Manager

Dave Helmick, CCEO
Property/Housing Inspector II

TJ Peterson, CCEO
Property/Housing Inspector I

Clint Bishop
Property/Housing Inspector I

Bob Cynova
Property/Housing Inspector I

Rachel Senzee
Neighborhood Services Specialist

Anne Stratman
Neighborhood Services Specialist

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
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, Historic Preservation Commission, Façade Committee, Recycling, etc. The following are a few highlights of 2019.

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 Down Payment Assistance, Minor Home Repair, and Emergency Assistance. The purpose of the programs are to assist low-to-moderate income first time home buyers 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, 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.

<table>
<thead>
<tr>
<th>Program</th>
<th>Applied</th>
<th>Approved</th>
<th>Denied/Withdrawn</th>
<th>Served</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minor Home Repair</td>
<td>10</td>
<td>7</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Emergency</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Down Payment</td>
<td>29</td>
<td>25</td>
<td>4</td>
<td>25</td>
</tr>
<tr>
<td>Total</td>
<td>42</td>
<td>34</td>
<td>9</td>
<td>30</td>
</tr>
</tbody>
</table>
Demolition
CDBG funds were used to demolish 803 Montana Street a residential property that has been vacant for approximately 3 years. River City Habitat for Humanity intends on reconstructing a single family residence for low-to-moderate income household.

During 2019, River City Habitat for Humanity completed construction of a residential house at 1130 E Dunklin Street. CDBG funds were previously utilized to demolish an existing vacant structure to make way for a new property. The property was sold to an income qualifying family in July 2019.

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 rehаббed & 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 down payment incentive program and residential tax reimbursement encourages 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 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. In 2019, 8 properties were assisted with down payment incentive and 22 properties with residential tax reimbursement.

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.

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. Since its inception in 2007, the program has aided approximately 50 properties.

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.
Affordable Housing in Jefferson City
The housing environment is a pivotal component of community quality of life. Access to affordable quality housing has increasing become a barrier for Jefferson City residents over the years. As blight ravages some of our city center neighborhoods, especially in light of the May 22nd, 2019 tornado which hit a low-income rental part of the City, the need for more affordable housing options in Jefferson City is a big priority. During the comprehensive plan community engagement processes, housing quality and availability was a major topic discussed.

CDBG and Neighborhood Reinvestment Act programs are one piece of the puzzle to break down barriers to affordable housing. The table below highlights how the use of these programs has increased since 2016.

<table>
<thead>
<tr>
<th>Program</th>
<th>Past Participation &amp; Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential Down payment Incentive</td>
<td>2016 - $43,356.95; 10 houses</td>
</tr>
<tr>
<td></td>
<td>2017 - $40,336.55; 9 houses</td>
</tr>
<tr>
<td></td>
<td>2018 - $38,942.62; 10 houses</td>
</tr>
<tr>
<td></td>
<td>2019 - $34,302.47; 8 houses</td>
</tr>
<tr>
<td>Residential Tax Reimbursement</td>
<td>2016 - $6,610.04; 14 houses</td>
</tr>
<tr>
<td></td>
<td>2017 - $12,734.64; 17 houses</td>
</tr>
<tr>
<td></td>
<td>2018 - $13,800.08; 17 houses</td>
</tr>
<tr>
<td></td>
<td>2019 - $19,719.63; 22 houses</td>
</tr>
<tr>
<td>Rental Facade Improvement</td>
<td>2016 - $15,000; 2 properties (3 units)</td>
</tr>
<tr>
<td></td>
<td>2017 - $15,000; 2 properties (3 units)</td>
</tr>
<tr>
<td></td>
<td>2018 - $18,000; 3 properties (4 units)</td>
</tr>
<tr>
<td></td>
<td>2019 - $3,500; 1 property</td>
</tr>
<tr>
<td>Homebuyer Assistance</td>
<td>2016 - $48,149; 10 houses</td>
</tr>
<tr>
<td></td>
<td>2017 - $22,824; 4 houses</td>
</tr>
<tr>
<td></td>
<td>2018 - $56,078; 11 houses</td>
</tr>
<tr>
<td></td>
<td>2019 - $127,450; 25 houses</td>
</tr>
<tr>
<td>Removal of Dilapidated Structures</td>
<td>2016 - $12,885; 1 house</td>
</tr>
<tr>
<td></td>
<td>2017 - $18,733; 1 house</td>
</tr>
<tr>
<td></td>
<td>2018 - $25,250; 1 house</td>
</tr>
<tr>
<td></td>
<td>2019 - $7,350; 1 structure</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, especially in the hopes of preventing the need to react to negative situations, such as the demolition of important structures.

During 2018-2019, the City was awarded multiple Historic Preservation Fund grants to aid with planning, outreach, and surveys. The City hired Heritage Strategies, LLC. to develop Jefferson City’s first historic preservation plan. The plan will aid the Historic Preservation Commission, City of Council, City staff, and the public in making well-informed decisions regarding actions for and increased understanding of the City’s historic and cultural assets.

The survey grant funds hired Rosin Preservation, a 36 CFR 61 qualified historian or architectural historian, to conduct a reconnaissance level architectural survey of the Walinko Place, General Realty and Linhardt Subdivisions in the West Main Street area. The 45-acre survey area encompasses three residential subdivision areas that are primarily residential and represent a range of residential architectural styles from the post-World War II era. The West Main Street Historic Resources Report identified two resources at 1700 and 1704 West Main St as potentially eligible for individual listing in the National Register. Additionally, Rosin Preservation identified one hundred twenty-six (126) primary resources that appear eligible for listing as a National Historic District based on the date of construction, architectural integrity, and historical associations.

Future activities for 2019-2020, include hiring a structural engineer to investigate and determine the structural status of the unreinforced masonry buildings in the Missouri State Capitol and Munichburg Commercial Districts. All buildings in the survey area will have a baseline evaluation to determine the potential of unreinforced masonry common walls. Once this evaluation has been completed, a structural assessment will be offered to all property owners with buildings that contain unreinforced masonry common walls.
Historic Preservation Plan

The Jefferson City Historic Preservation Plan provides the community with a focused document, specifically concentrating on the City’s unique issues and opportunities, to guide historic preservation efforts throughout the City.

The following illustrates the project’s planning process. Public and stakeholder engagement was apart of the whole processes.

Phase 1: Project initiation
Phase 2: Research + Data Collection
Phase 3: Interest Group Sessions
Phase 4: Draft Materials
Phase 5: Final Plan

The Jefferson City Historic Preservation Plan contains five goals.

1. Reinforce the role of Jefferson City’s historic core as central to the City’s identity and long-term economic development strategy – emphasize quality of place.
2. Activate and revitalize Jefferson City’s historic commercial centers and residential neighborhoods as distinctive places for living and investing.
3. Connect the City’s historic core to its outlying suburban neighborhoods through transportation enhancements, parks, open space, trails, bikeways, programing, public facilities, and other initiatives.
4. Use the City’s historic preservation, neighborhood services, and planning programs strategically to stimulate private investment in the revitalization of historic areas.
5. Actively engage residents and visitors with information, interpretation, and programming that reinforces community identity and tells the City’s stories.

Strategy themes were curated to organize and highlight the various benefits of the recommendations listed in the Jefferson City Historic Preservation Plan. Naturally, historic preservation can be accomplished by various stakeholders and members of the public, so organizing the recommendations in this fashion reinforces the multiple directions in which historic preservation can be approached.

- Jefferson City’s Historic Preservation Program: coordinating historic preservation tools and resources with revitalization and enhancement strategies.
- Planning and Development: aligning historic preservation strategies with Jefferson City’s planning programs and processes.
- Historic Commercial Centers: focusing public and private sector strategies on the revitalization and enhancement of the City’s historic commercial centers.
- Strengthening Historic Neighborhoods: strengthening historic neighborhoods as distinctively attractive places for home ownership and investment.
- Welcoming Visitors and Storytelling: using heritage tourism to welcome and attract visitors and residents. Strategically using tourism and storytelling can also enhance Jefferson City’s quality of place through economic development and revitalization.

Neighborhoods Interest Group Session
Recycling Accomplishments 2019

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, 2019, was approximately 59%. On average, the residents of the City of Jefferson are recycling 24% of their waste. Republic Services collected 22,471,860 pounds of generated waste with approximately 24,256,441 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, 5,454,780 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 2019, approximately 540,860 pounds of glass was recycled which represents a 12% increase over 2018.

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 2019, 312 residents were served and over 7,269 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
18 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 2019, approximately 20,422 patrons have brought in over 56,153 cubic yards of yard waste.

Other Recycling Opportunities
Residents may recycle through Single Stream recycling carts (grey top lid). Similar recycling items are also accepted at New World Recycling and 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 by promoting 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 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 2019
The Code Enforcement statistics for November 1, 2018 – October 31, 2019, with an adopted budget of $15,000 for abatements and $40,000 are highlighted below,
- The number of activities taken increased from 4,424 to 5,323. A measurable increase has occurred each year since 2016.
- Achieved a voluntary compliance rate of 97% for FY19.
- Approximately 98% of activities were closed out as of October 31, 2018.

In 2019, a total of 145 abatements were completed which represents 3% of all violations. Of the abatements completed 5 were owner occupied, 51 were rentals and 89 were abandoned/vacant buildings for a total cost of $41,307.00 with an additional $36,250.00 charged for
administration fees. Staff strive for voluntary compliance with a limited abatement budget but especially when it involves health, life, and safety matters. On page 27 there are some before and after photos of a rental property where the property owner worked with the City to bring the property into compliance.

**Code Changes**
A major code amendment in FY 2019 was to the City's Dangerous Building Code. Sec. 8-80 through Sec. 8-99, was amended separating the dangerous building process from the nuisance process, and clarifying the notice and hearing process. The amendment was based upon the Missouri Municipal League's model dangerous building code and will reinforce the legality of the City's dangerous buildings process.

**What Do We See In The Future:**
Increased collaboration between Property Maintenance and Community Action Team with Police Department re-instituting the Crime Free Multi-Housing Program. The program is designed to reduce crime, drugs and gangs on apartment properties. The program provides education to local property managers and landlords on topics including but not limited to security, suggested lease agreement language, now allowing criminal activity. Benefits of the Crime Free Multi-Housing Program include a stable tenant base, lower maintenance/repair costs, improved personal safety for tenants, landlords and managers.