

CERTIFIED LOCAL GOVERNMENT PROGRAM
ANNUAL REPORT

City Of Jefferson

Historic Preservation Commission Activities

October 1, 2016 through September 30, 2017

Prepared by

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For submission to
Missouri Department of Natural Resources
State Historic Preservation Office
P.O. Box 176
Jefferson City, MO 65102

TABLE OF CONTENTS

- 1. Introduction**
- 2. Historic Preservation Commission Membership**
- 3. Scheduled Meetings Held and Attendance Records**
- 4. Subcommittees and Study Groups**
- 5. Commission Activities:**
 - a. Landmarks Designations**
 - b. District Designations**
 - c. National Register Nominations Reviewed**
 - d. Cases Reviewed and Decisions**
 - e. Training and Conferences**
 - f. Public Education and Outreach**
- 6. Comprehensive Historic Preservation Plan**
- 7. Historic Properties Inventory Status**
- 8. Historic Preservation Financial Incentives**
 - a. Local Tax Incentives Program**
 - b. Local “Bricks and Mortar” Grants/Loans Program**
- 9. Local Property Acquisition Program**

Certified Local Government Program Annual Report

1. Introduction:

Please write a paragraph that includes the date of CLG certification, a brief history of CLG and Commission activities from the date of certification; a brief summary of anticipated preservation activities; and an evaluation of the effectiveness of participation in the CLG program.

The City of Jefferson was officially certified by the National Park Service on August 26, 2004. During the early years of being a CLG, the Commission recognized many challenges facing the community in the area of historic preservation. The commission has worked to play a pro-active role in the community in the hopes of preventing the need to react to negative situations, such as the demolition of important structures.

During 2017, the City of Jefferson Historic Preservation Commission (CJHPC) reviewed six (6) demolition applications and ten (10) Section 106 reviews for federally funded projects. Compared to 2016, the demolition application review decreased from twenty-nine to six. The decreased number of demolition applications may be associated with the vacant/abandoned registry and enforcement.

Future activities of the CJHPC will focus on continuing to accomplish goals identified in the Preservation Plan. During the coming year the commission will focus on Historic City of Jefferson's proposed demolition ordinance, re-working the local historic district ordinance and the Housing Authority's progress on the East Capitol Avenue area.

2. Historic Preservation Commission Membership:

List Commission members, dates of appointment and expiration, and, as applicable, professionals in a preservation related field such as historic architect, architectural historian, historian, architect, or archaeologist as defined in the Secretary of the Interior's Professional Qualification Standards 36 CFR 61.

Member Name	Appointed	Expires	Preservation Related Field (as applicable)
Arturo Hernandez (Chair)	02/12	12/19	Active Citizen (Lawyer)
Jane Moore (Vice-Chair)	12/12	12/18	Active Citizen
Sarah Hoeller (Secretary)	09/15	12/18	Active Citizen
Bill Case	12/10	12/18	Active Citizen
Bill Gerling *	02/17	12/19	Active Citizen
Brent Hemphill **	08/13	12/16	Active Citizen
Steve Hoffman	06/17	12/17	Active Citizen
Kevin Kelly ***	12/14	12/17	Active Citizen (Civil Engineer)
Nathan Percy ****	08/17	12/19	Active Citizen
Terri Rademan	05/15	12/17	Active Citizen
Douglas Record	05/13	12/19	Registered Architect
Mary Schantz	06/13	12/18	Active Citizen

* Bill Gerling replaced Brent Hemphill. Bill moved outside city limits, therefore was no longer eligible to serve on the Commission.

** Brent Hemphill did not wish to seek an additional term, and was replaced by Bill Gerling.

*** Kevin Kelly resigned from his term on the Commission 4/21/2017, and was replaced by Steve Hoffman.

**** Nathan Percy replaced Bill Gerling once he was no longer eligible to serve.

3. Scheduled Meetings Held and Attendance:

MEMBER NAME	Oct 11	Nov 8	Dec 5	Jan 10	Feb 7	Feb 23	Mar 14	Apr 11	May 9	Jun 13	Jul 11	Aug 8	Sept 12
Arturo Hernandez (Chair)	X	-	X	-	X	X	X	X	X	X	-	X	X
Jane Moore (Vice-Chair)	X	X	X	-	X	X	X	X	X	X	-	X	X
Sarah Hoeller (Secretary)	X	X	-	X	X	X	-	X	-	X	X	-	
Bill Case	X	X	X	X	X	X	X	X	X	X	X	X	X
Bill Gerling	-	-	-	-	-	X	X	X	X	X	X	-	
Brent Hemphill	X	X	X	-	-	-	-	-	-	-	-	-	
Steve Hoffman	-	-	-	-	-	-	-	-	-	-	X	X	X
Kevin Kelly	X	-	X	X	X	-	X	X	-	-	-	-	
Nathan Percy	-	-	-	-	-	-	-	-	-	-	-	-	X
Terri Rademan	X	-	-	X	X	X	-	X	X	-	X	-	
Douglas Record	X	X	X	X	X	X	-	X	-	X	X	-	
Mary Schantz	X	X	X	X	X	X	-	X	X	X	-	X	X

4. Subcommittees and Study Groups:

Describe the purpose of any subcommittees appointed and the topics under study.

Historic City of Jefferson Proposed Demolition Ordinance –

During 2017, the City of Jefferson Historic Preservation Commission (CJHPC) continued to review the proposed Historic City of Jefferson demolition ordinance by working with city staff in drafting their own draft of the demolition ordinance. As of September 30, 2017, the draft demolition ordinance had been reviewed by the Public Works and Planning Committee. The Committee gave direction for the Planning and Zoning Commission and the Historic Preservation Commission review the City Staff drafted ordinance. The demolition ordinance will be heard by the City Council on December 18, 2017 and January 2, 2018.

5. Commission Activities:

a. Local Landmarks Designated:

List property names and addresses for locally designated landmarks. Indicate if the property was identified and evaluated as part of an HPF funded project or as part of a local project. Attach copies of nomination reports, ordinances designating individual landmarks and design review guidelines, if this information has not been previously submitted to the SHPO. Otherwise, reference the date of transmittal. Summarize the process leading to nomination and designation; or nomination and veto of designation as a landmark. Indicate if the landmark is or will be considered for nomination to the National Register of Historic Places.

Property	Address	HPF Project/Local
High Street Retreat	712 E High Street	Local
Dix Home	1919 W Main Street	Local

The Landmark Award is an honorary designation and is made by the City of Jefferson’s Historic Preservation Commission (CJHPC) which recognizes a property’s historic significance and contribution to the community. The Commission has awarded Landmark Awards since 1994. In May of each year during the City’s Preservation Week activities, the awards are presented to the owners, along with Distinguished Landmark plaques for permanent display on the buildings or properties.

Applications are submitted by the property owner. The review process evaluates the applications by the following criteria:

- The historic, architectural or cultural significance of the property, as those terms are defined under the City's preservation ordinance.
- The location of the property, including the overall historical context of the area and the property's contribution to the area and surrounding properties.
- The historic architectural integrity of the property, including whether efforts have been made to preserve or restore the property.
- Whether the property is endangered.

Final selection of the awardees usually occurs at the March meeting. Each property is then designated by the City Council, by ordinance. The mayor then presents the Landmark Awards and Designated Landmark plaques to the property owners at the Preservation Week Awards Ceremony.

After a landmark or historic district is designated by ordinance, each application for building permit within the area so designated shall be referred to the CJHPC for review at a regularly scheduled CJHPC meeting. This process is only intended as an opportunity for the CJHPC to advise property owners with means and methods of historic preservation.

Properties that have received the Landmark Award represent the full range of Jefferson City's heritage and architectural style. A complete list of winners of the City of Jefferson's Landmark Award, from 1993 to the present, can be found on the CJHPC's web page: http://www.jeffersoncitymo.gov/live_play/history_heritage/landmark_awards.php. The properties include government properties, educational institutions, residences, retail stores, manufacturing properties, houses of worship, cemeteries, a former fire station and freestanding monuments. Some have been restored to their original use. Others have been restored and put to new uses. Some are part of the State's park system. Others have not been restored or preserved. Whatever their condition or use, the Commission truly appreciates the willingness of the individual property owners to allow their properties to be recognized for the historic and architectural contribution they make to our community

b. Local Districts Designated:

List names of locally designated districts and indicate the type of district (i.e. commercial, residential, etc.) Indicate if the property was identified and evaluated as part of an HPF funded project or as part of a local project. Attach copies of nomination reports, ordinances designating local districts and design review guidelines, if this information has not been previously submitted to the SHPO. Otherwise, reference the date of transmittal. Summarize the process leading to nomination and designation; or nomination and veto of designation as a historic district. Indicate if the historic district is or will be considered for nomination to the National Register of Historic Places.

District Name	Type of District	HPF Project/Local
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No local districts were designated during the report period.

c. National Register of Historic Places:

List the dates, property or district and the recommendation or decision for each property considered for listing in the National Register of Historic Places. Provide a summary of the commission meeting minutes in which the nomination of individual properties and districts was discussed and voted upon. Identify the consultant who prepared the nomination, or the party responsible for preparation.

Date	Property/District	Recommendation/Decision
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No National Register of Historic Places was designated during the report period.

d. Cases Reviewed and Decisions Reached:

Include a brief discussion of the commission's review responsibilities. During the reporting period, did your local government have staff review of 1) local government activities, and/or 2) changes to, or impacts on, properties within an historic district? If yes, during this reporting period, how many historic properties did your local government review for compliance with your local government's historic preservation regulatory law(s)?:

According to Code Section 8-32 any application for demolition or removal shall be subject to a sixty (60) day review period by the CJHPC, except any application made to demolish or remove any building, structure or humanly constructed object built less than fifty (50) years prior to the date of application, which shall have been determined to have no historic or architectural significance by the Department of Planning and Protective Services under the criteria set out in paragraph C. Any recommendation by the CJHPC shall be advisory only. Nothing in this section shall be construed so as to prohibit the building commissioner from acting under any emergency provisions of Chapter 8 of the Code of the City of Jefferson, Missouri. (Ord. No. 12941, §1, 6-21-99; Ord. No. 13106, §1, 9-5-2000)

	Date	Property/Address	Recommendation and Decisions
1	10/11/2016	1412 Swifts Hwy	No historic properties affected - Approved
2	12/5/2016	601 Madison St.	No adverse effect – Approved
3	1/18/2017	408 Lafayette	No historic properties affected, No adverse effect – Approved
4	1/19/17	304 Fillmore	No historic properties affected, No adverse effect – Approved
5	5/3/17	816, 820, & 824 Southwest Blvd	No historic properties affected – Approved
6	8/18/17	1828 Mississippi Street	No historic properties affected - Approved

SECTION 106 REVIEWS – The following properties were reviewed as part of consultation process for properties that may be assisted with federal funding such as Community Development Block Grant.

	Date	Property/Address	Recommendation and Decisions
1	12/5/2016	1428 E Miller	No historic properties affected - Approved
2	12/5/2016	1214 E Miller	No historic properties affected – Approved
3	3/14/17	410 Lafayette St	There is limited information provided in regards to historic properties affected – Approved
4	3/13/17	623 School St	There is limited information provided in regards to historic properties affected – Approved
5	4/11/17	1113 Park Avenue	There is limited information provided in regards to historic properties affected – Approved
6	4/11/17	803 Montana St	There is limited information provided in regards to historic properties affected – Approved
7	4/11/17	1204 E High St	There is limited information provided in regards to historic properties affected – Approved
8	6/13/17	108 E Circle Drive	There is limited information provided in regards to historic properties affected – Approved
9	6/13/17	1320 Dixon Drive	There is limited information provided in regards to historic properties affected – Approved
10	7/11/17	712 Nelson Drive	There is limited information provided in regards to historic properties affected – Approved

e. Training and Conferences:

List the training seminars and conferences, and the commission members who attended, as well as resource persons presenting workshops or other special information to the commission.

Date	Location	Description of Event and Commissioners Attending
03/2/2017	Convention & Visitors Bureau	Heritage Council - Members from Historic Jefferson City; HJC Foundation; Cole County Historical Society, etc. all met to discuss ways that the groups can work together on local issues.
04/7/2017	Lewis & Clark DNR Office Bldg	2017 Missouri Certified Local Government Forum –Jayme Abbott, Neighborhood Services Manager, Sarah Hoeller, Terri Rademan, and Doug Record, HPC Members attended.
07/27/2017	Convention & Visitors Bureau	Heritage Council - Members from Historic Jefferson City; HJC Foundation; Cole County Historical Society, etc. all met to discuss ways that the groups can work together on local issues.

f. Public Education and Outreach:

Public education and outreach may include neighborhood informational meetings; special events; house tours; and other activities designed to involve and educate the public in preservation. Attach copies of news releases, news articles, flyers announcing events; etc., if not previously submitted to the SHPO.

Date	Description of Event
5/16/2017	Heritage Week Activities
5/16/2017	2017 Local Landmark Designations Award Ceremony
5/16/2017	Greg Stockard Distinguished Service Award Presentation – Henry Gensky
5/16/2017	Heritage Essay Contest
5/16/2017	Heritage Art Contest

6. Comprehensive Preservation Plan/Preservation Component to City Masterplan:

This may be addressed by a brief discussion of any revisions that have been made to the comprehensive plan submitted as part of the certification request, or submit a copy of the revised document if not previously submitted to the SHPO.

There were no revisions made to the comprehensive plan during the report period.

7. Historic Properties Inventory:

Identify all individual properties that have been added to the historic properties inventory, either individually or as components of a district, since transmittal of your local community’s last CLG Annual Report to the SHPO. Indicate if the properties were identified as a local project or as part of a Historic Preservation Fund (HPF) grant project.

Property	Address	Property Type	Local/HPF
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There were no new properties added to the historic properties inventory during the report period.

8. Historic Preservation Incentives:

a. Local Tax Incentives Program:

During the reporting period, did your local government have a tax incentive program/process under local law that could be used to benefit (directly or indirectly) historic properties? If yes, please give a brief description of the tax incentive program and how many historic properties your local government assisted during the current reporting period.

Residential Tax Reimbursement Incentive – The City of Jefferson has authorized a real estate tax reimbursement incentive program to enhance, encourage and support reinvestment in the City's core. Maximum tax reimbursement incentive is \$2,000.00 per year for 5 years. Requests for reimbursement shall be submitted to the Department of Planning and Protective Services no later than June 30 each year.

The owner shall agree to permit the City to recapture the full amount of any tax reimbursement made if the owner ceases occupying the property as the owner's primary residence within 5 years of the date when the owner first becomes eligible to participate in the program. The owner shall further agree to permit the City to assert a lien on the real estate in form of a Deed of Trust in the amount of the previous year real estate tax amount times five as an estimate of reimbursements made to the property owner.

Eligible Real Estate:

1. Areas of eligibility include Old Town and East Side District. Reinvestment Incentive Area Boundary Map can be viewed here: <http://www.midmogis.org/ReinvestmentAreas/>.
2. The residential structure located on real property constructed before December 31, 1959.
3. Residential Structure includes owner occupied single family dwelling or dwelling constructed as a duplex containing no more than two residential units.
4. The real property was purchased from a third party in a good faith, arms-length transaction.
5. The residential structure has either been vacant or used for some other purpose other than exclusively owner-occupied residence during 180 days preceding the date of purchase.
6. The real property has a fair market value of no more \$150,000.00 at the time of purchase.
7. The property has not been previously assisted with the program for the past 10 years.
8. The property does not have any delinquent taxes, liens, assessments or other fees due to the City.
9. The eligible structure is occupied as the owner's primary residence for 5 years following purchase.

Completed Residential Tax Reimbursement Application and Notarized Affidavit should be returned to Neighborhood Services Division at 320 E McCarty St, Jefferson City, MO 65101 or by email at JCPlanning@jeffcitymo.org.

Adoptive Reuse Incentive - The City of Jefferson has authorized an Adaptive Reuse program to enhance, encourage and support reinvestment in the City's core. The purpose of this program is to bring vacant buildings which have outlived their original residential purpose and adapt the building for new uses while retaining their historic features.

The incentive comes in the form of tax reimbursement. Maximum tax reimbursement incentive is \$2,000.00 per year for 2 years. Requests for reimbursements shall be submitted to the Department no later than June 30th each year.

The owner of the real estate shall agree to permit the City to recapture the full amount of any tax reimbursements made if the property ceases to be occupied within 5 years of the date when the owner first becomes eligible to participate in the program. The owner shall further agree to permit the City to assert a lien on the real estate in form of a Deed of Trust in the amount of the \$4,000.00 made to the property owner.

Eligible Real Estate

1. Real estate must be entirely situated within the corporate limits of the City.
2. The residential structure located on real property constructed before December 31, 1959.
3. The residential structure is vacant, and has been continuously vacant for a period of at least 180 days.
4. The real property including the residential structure has a fair market value of \$40,000.00 at the time of purchase.
5. Property is included in one of the adopted neighborhood plans and the proposed use of the property is in compliance with such plan.
6. The property does not have any delinquent taxes, liens, assessments, or other fees due to the City.
7. Property is ineligible to participate in other Neighborhood Reinvestment Act Programs.
8. Owner(s) have committed to spending no less than \$10,000.00 for rehabilitation of the property.
9. Improvement projects must meet appearance guidelines published by the Historic Preservation Commission.
10. Plans for building/facade improvements must be approved by the Facade Improvement Committee.

No properties were assisted with this program in 2017.

Commercial Façade Improvement Incentive - The City of Jefferson has authorized a Commercial Façade Improvement program to enhance the aesthetics of the City by improving the facades of older commercial buildings. The incentive is in a form of a tax reimbursement.

Maximum tax reimbursement incentive is \$3,000.00 per year for 3 years. If the upper floors of the building are also in occupied as residential or commercial space, the owner may apply for and receive tax reimbursement for an additional two years. Requests for reimbursements shall be submitted to the Department no later than June 30th each year.

The first year an owner may be eligible for real estate tax reimbursement shall be either the year in which the owner completes the approved façade improvements to the property, or the following year, at the owner's election. The tax reimbursement shall be pro-rated, if the owner chooses to select the year of completed façade improvement as first year of reimbursement.

Eligible Real Estate

1. Areas of eligibility include Old Town District. [Reinvestment Incentive Area Boundary Map](#).
2. The property must be in a commercial zone and the building to be improved must be used, at the time the application is made, for a purpose which would require a commercial zone.
3. The structure located on real property constructed before December 31, 1959.
4. The real property including the structure has a fair market value of \$40,000.00 at time of application.
5. The property does not have any delinquent taxes, liens, assessments, or other fees due to the City.
6. Owner(s) have committed to spending no less than \$10,000.00 for rehabilitation of the property.
6. Improvement projects must meet [appearance guidelines](#) published by the Historic Preservation Commission.
8. Plans for building/façade improvements must be approved by the Façade Improvement Committee.

During the 2017 program year a total of 2 properties participated in this program. Since its inception over 46 properties have participated in the program.

b. Local “Bricks and Mortar” Grants/Loans Program:

During the reporting period, did your community have a local government-funded grants/loans program that could be used for rehabilitating/restoring/preserving historic properties? If yes, please give a brief description of the bricks and mortar program and how many historic properties your local government during the current reporting period.

Rental Façade Improvement Program - The City of Jefferson has authorized a Rental Façade Improvement program to enhance the aesthetics of the City by improving the exterior appearance and condition of neighborhood residential rental properties.

The Rental Façade Program assists landlords to complete façade improvements by reimbursing up to 50% of the cost of improvements to the building. Exterior façade improvements must be significant, exceeding \$10,000. The City will reimburse \$5,000 for single family and up to \$10,000 for duplex. The landlord/property owner must submit documentation showing ability to fund project in its entirety as this is a reimbursement program. Renovations started or completed prior to application approval are ineligible for reimbursement.

The owner of the real estate shall agree to permit the City to recapture the full amount of any reimbursements made if the property ceases to be occupied within 5 years of the date when the owner first becomes eligible to participate in the program. The owner shall further agree to permit the City to assert a lien on the real estate in form of a Deed of Trust in the amount of funds made to the property owner.

Eligible Real Estate

1. Areas of eligibility include Old Town and East Side District. [Reinvestment Incentive Area Boundary Map](#)
2. The residential structure located on real property constructed before December 31, 1959.
3. The detached single family or two unit duplex is utilized as rental property.
4. Exterior improvements must be significant, exceeding 10,000.00. Landscaping improvements are ineligible.
5. Improvement projects must meet [appearance guidelines](#) published by the Historic Preservation Commission.
6. Plans for building/façade improvements must be approved by the Façade Improvement Committee.
7. The property does not have delinquent taxes, liens, assessments, or other fees due to the City.

During the 2017 program year a total of two properties participated in this program. Since its inception in 2014, five properties have completed the program.

9. Local Property Acquisition Program:

During the reporting period, aside from eminent domain, did your local government have a program that could be used to acquire (and/or help others acquire) historic properties in whole or in part through purchase, donation, or other means? If yes, during this reporting period, how many historic properties did your local government acquire (and/or help others to acquire) in whole or in part through purchase, donation, or other means?

The City of Jefferson does not have a voluntary acquisition program.