

CERTIFIED LOCAL GOVERNMENT PROGRAM
ANNUAL REPORT

City of Jefferson

Historic Preservation Commission Activities

October 1, 2017 through September 30, 2018

Prepared by

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For submission to
Missouri Department of Natural Resources
State Historic Preservation Office
P.O. Box 176
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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 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. 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 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 Realty 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.

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)
Terri Rademan *	05/15	12/17	Active Citizen
Sarah Hoeller **	09/15	12/18	Active Citizen
Arturo Hernandez ***	02/12	12/19	Active Citizen (Lawyer)
Jane Moore	12/12	12/18	Active Citizen
Mary Schantz (Chair)	06/13	12/18	Active Citizen
Bill Case	12/10	12/18	Active Citizen
Douglas Record	05/13	12/19	Active Citizen (Registered Architect)
Steve Hoffman (Vice-Chair)	06/17	12/20	Active Citizen
Nathan Percy	08/17	12/19	Active Citizen (BS in History)
Donna Deetz	12/17	12/20	Active Citizen (Redeveloped Historic Properties)
Alan Wheat	06/18	12/18	Active Citizen (Local Realtor)
Gail Jones	10/18	12/19	Active Citizen

*Terri Rademan did not wish to seek an additional term, and was replaced by Donna Deetz.

**Sarah Hoeller moved outside city limits, therefore no longer eligible to serve on the Commission. She was replaced by Alan Wheat.

*** Arturo Hernandez moved outside city limits, therefore resigned. He was replaced by Gail Jones.

3. Scheduled Meetings Held and Attendance:

MEMBER NAME	Oct 10	Nov 14	Dec	Jan 9	Feb 6	Feb 9	Feb 21	Mar 13	Apr 10	May 1	Jun 12	Jul 10	Aug 14	Sep 11
Terri Rademan	X													
Sarah Hoeller	X	X												
Arturo Hernandez	X	X		X		X	X	X		X	X			
Jane Moore	X	X		X		X	X	X	X		X	X	X	X
Mary Schantz (Chair)	X	X		X		X	X	X	X	X	X	X	X	X
Bill Case	X	X		X		X	X	X	X	X	X	X	X	X
Douglas Record	X	X		X		X	X	X		X	X	X	X	X
Steve Hoffman (Vice-Chair)	X	X		X		X	X	X	X	X	X	X	X	X
Nathan Percy	X			X		X	X	X	X	X	X	X	X	X
Donna Deetz				X		X	X	X	X	X	X	X	X	X
Alan Wheat											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 newly enacted Demolition Ordinance –

In November and December 2017, the City of Jefferson Historic Preservation Commission (CJHPC) continued to review the proposed demolition ordinance. The Planning and Zoning Commission heard public comments on November 9, 2017 during the regularly scheduled meeting. The draft ordinance was reviewed by the Historic Preservation Commission during the November 14, 2017 meeting and passed with amendments. The demolition ordinance was heard by the City Council on December 18, 2017 and January 2, 2018 during which a public hearing was held. The 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 new demolition ordinance:

- Amends the review process and review criteria for demolition proposals requiring Historic Preservation Commission review.
- Established the requirement for approval of demolition proposals for structures greater than 100 years old or located in a local historic district (by the Historic Preservation Commission or, upon appeal, the City Council) prior to demolition permit issuance.
- Established a public hearing process for the Historic Preservation Commission.
- Established application fees within Appendix Y.

5. Commission Activities:

a. Local Landmarks Designated:

List property names and addresses for locally designated landmarks established within the reporting period. 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
Brandenberger Drug Store	130 E. High Street	Local
Deetz Home	720 E. High St	Local
Collett Home	1213 Elmerine Dr.	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.) established within the reporting period. 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
School Street Local Historic District	Local Historic District	Local – Citizen Initiated

Local historic district designation applies to entire neighborhoods or other areas that include many historic properties. Designation is an honor, meaning the community believes the architecture, history, and character of the area are worthy of recognition and protection. The Historic Preservation Commission reviews the local historic district application. If approved, the application is forwarded onto the City Council for consideration through passage of an ordinance.

The following are criteria's for application to the Historic Preservation Commission:

- At least 75% of the property owners within the area have to agree to and sign the application to form a historic district, and the district area has to be contiguous and compact, using definable geographic boundaries such as entire block frontages of streets.
- A design criteria is developed to help preserve the historic integrity of the district.
- Compose narrative citing criteria's for nomination of a local historic district. A response to each of the review criteria is listed on the application as a required attachment. Please note that in order to be approved, the district would only need to meet 1 of the 9 criteria's on the application list.
- Property owner signatures must be notarized, and it is important that the draft design criteria be presented to the property owners at the time of signature to ensure that the property owner understands that formation of the district would place restrictions on their property.
- Once a historic district is established by ordinance, such historic district may be expanded by application of the owners of record of parcels seeking to be added to an established district. Such additional parcels shall be within reasonable proximity to, and share historical features in common with, the established local historic district.
 - When an area containing ten or more parcels seeks to be added to an established historic district, the application shall contain at least seventy-five percent (75%) of all owners of record of the parcels seeking to be added to the established district.
 - Applications to expand a historic district shall be reviewed under the same criteria set forth above and under the same procedures applicable to original establishment of a historic district. A Historic district shall not be expanded until approved by ordinance and any design criteria applicable to the originally approved historic district shall apply equally to any expanded area, provided that design criteria may be amended by ordinance following review by the CJHPC and notice and hearing applicable to original enactment of design criteria.

The School Street Local Historic District at this point has not been submitted for nomination to the National Register of Historic Places.

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 within the reporting period. 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
7/23/18	Woodland—Old City Cemetery	Approved by the Secretary of the Interior

This nomination was prepared by Nancy Arnold Thompson, Chairman of the Cemetery Resources Board. During the April 10, 2018 Historic Preservation Commission Meeting, Resolution 2018-01 was unanimously passed in support of this nomination.

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)?:

For demolition applications received after January 2, 2018, in accordance with Section 8-43 of the City Code, the Historic Preservation Commission reviews Demolition Applications for structures over 50 years old forwarded by the Department of Planning and Protective Services. Demolition Applications fall into one of two categories:

Demolition Review - The review process is largely advisory in nature, and cannot prevent a demolition permit issuance.

- Structure(s) age 50-99 years old; or
- Structure(s) listed on the National Register of Historic Places; or
- Structure(s) designated as a Local Landmark.

Demolition Clearance - The issuance of clearance is required prior to demolition permit issuance.

- Structure(s) over 100 years old; or
- Structure(s) located within Local Historic District.

	Date	Property/Address	Type	Recommendation and Decisions
1	10/10/2017	1204 E. High St		No historic properties affected - Approved
2	10/10/2017	105 Memorial Park Dr		No historic properties affected - Approved
3	11/14/2017	310 Case		No historic properties affected - Approved
4	11/14/2017	310 Union		No historic properties affected - Approved
5	11/14/2017	1102 Monroe		No historic properties affected - Approved
6	11/14/2017	1104 Monroe		No historic properties affected - Approved
7	11/14/2017	1106 Monroe		No historic properties affected - Approved
8	11/14/2017	1108 Monroe		No historic properties affected - Approved
9	1/9/2018	1209-1211 Missouri Blvd		No historic properties affected - Approved
10	1/9/2018	1124 Madeline Pl		No historic properties affected - Approved
11	1/9/2018	317 E. Ashley St		No historic properties affected - Approved
12	2/9/2018	3015 S Ten Mile Dr.	Review	No historic properties affected - Approved
13	3/13/2018	514 Broadway	Clearance	Demolition clearance application approved with the condition the rock retaining wall be preserved in place.
14	4/10/2018	408 Lafayette	Clearance	Demolition clearance application denied
15	4/10/2018	606 E McCarty	Clearance	Demolition clearance application approved
16	4/10/2018	415 Brooks	Review	Demolition review application approved
17	6/12/2018	1732 Vieth Dr	Review	Demolition review application approved
18	6/12/2018	100 St. Mary's Plaza	Clearance	Demolition clearance application approved with the condition that the stones from the façade of the original St. Mary's building be utilized in the new construction.
19	6/12/2018	1736 Vieth Dr	Review	Demolition review application approved
20	8/14/2018	211 W Cedar Way	Clearance	Demolition clearance application approved
21	9/11/2018	1120 Madeline	Review	Demolition review application approved
22	9/11/2018	803 Montana	Review	Demolition review application approved
23	9/11/2018	207 Chestnut	Clearance	Demolition clearance application 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	10/10/2017	1120 Madeline Pl.	No historic properties affected - Approved
2	10/10/2017	1003 Holly Dr.	No historic properties affected – Approved
3	11/14/2017	1212 W. High	No historic properties affected – Approved
4	11/14/2017	301 Pierce St.	No historic properties affected – Approved
5	11/14/2017	616 E Capitol	No historic properties affected – Approved
6	11/14/2017	1202 Jobe Dr.	No historic properties affected – Approved
7	1/9/2018	934 Moreau Dr	No historic properties affected – Approved
8	1/9/2018	929 Fairmount Blvd	No historic properties affected – Approved
9	5/1/2018	1406 Debra Dr	No historic properties affected – Approved
10	5/1/2018	210 Dawson	No historic properties affected – Approved
11	6/12/2018	420 Case Ave	No historic properties affected – Approved
12	7/10/2018	217 Ridgeway	No historic properties affected – Approved
13	7/10/2018	605 Houchin	No 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
2/2/2018	Lewis & Clark DNR Office Bldg	2018 Missouri Certified Local Government Forum –Jayme Abbott, Neighborhood Services Manager and Sonny Sanders, Director of Planning & Protective Services. HPC Members Mary Schantz and Doug Record.

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
5/15/2018	Heritage Week Activities
5/15/2018	2018 Local Landmark Designations Award Ceremony
5/15/2018	Gregory Stockard Distinguished Service Award Presentation – Laura Ward and Holly Stitt
5/15/2018	Heritage Art Contest

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

This may be addressed by a brief discussion of any revisions 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 at least \$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 2018.

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 2018 program year a total of 1 property participated in this program. Since this program's inception over 47 properties have participated.

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 2018 program year a total of three properties participated in this program. Since its inception in 2014, eight 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.