



**DEPARTMENT OF PLANNING AND PROTECTIVE SERVICES
ACTIVITY REPORT FOR AUGUST 2016**

Janice McMillan, AICP, Director

Planning Division ~ Eric Barron, Senior Planner

The Planning Division conducts review of site development plans for commercial and multifamily residential construction, provides staff support for the Planning and Zoning Commission and Board of Adjustment, researches and drafts amendments to the City Code on development related issues, and conducts area planning studies and updates to the City Comprehensive Plan.

Major activities underway:

- Amendments to Chapter 3 of the City Code, Advertising and Signs have been developed and reviewed by the Public Works and Planning Committee. Staff is currently working to finalize the amendments for introduction as a Council bill. The update is necessary to respond to a recent Supreme Court decision pertaining to temporary signs, Reed v. Town of Gilbert, AZ.
- Capitol Avenue / East High Street Plan – Draft plan for rezoning and overlay district has gone through one round of public comment. Modifications are currently underway to respond to public comment.
- Site plans in review:
 - New Goodwill store – 2821 South Ten Mile Drive
 - Morris Packaging building expansion – 6850 Algoa Road
- New Subdivisions
 - Turtle Creek Subdivision – 1050 S. Country Club Dr. – Approved at P&Z, forwarded to City Council
- September 8 Planning and Zoning Cases
 - Rezoning – 1100 Block of Oak Street – RS-4 to C-O
 - Rezoning – 615 E. Capitol Avenue – RA-2 to C-O
- September 13 Board of Adjustment Cases
 - Variances – Lot Width and Frontage – 310 and 312 W. Elm Street

Building Inspection Division ~ Larry Burkhardt, Building Official

Building Permits may be viewed via the following [link](#). Listed below is a representation of active commercial building permits for August 2016.

Notable Building Permits		
Address	Description	Project Cost
3702 W Truman Blvd	Renovation for new open office in existing office building	\$115,000
2226 Missouri Blvd	One story shell building for Aspen Dental (3,500 sf)	\$87,500
1720 Vieth Dr	Building addition and renovations to JC Manor	\$900,000
3600 Country Club Dr	Build out space for Party City at the Capital Mall	\$900,000

For FY2016, 892 permits have been issued for buildings, signs, demolition, electrical and plumbing work.

- Building 397
- Demolition 24
- Electric 148
- Plumbing 237
- Signs 86

Capital Area Metropolitan Planning Organization ~ Sonny Sanders, Senior Transportation Planner

- The CAMPO Technical Committee has forwarded the draft Capital Area Pedestrian and Bicycle Plan to the CAMPO Board of Directors with a recommendation to approve. CAMPO staff is in the process of meeting with each jurisdiction in the region to develop individualized implementation strategies that fit the need of a specific community. These communities include Holts Summit, Lake Mykee, Jefferson City, St. Martins, Wardsville, Taos, and Callaway and Cole Counties. CAMPO staff will be meeting with City of Jefferson staff to develop a city specific implementation strategy. The draft plan is available on the CAMPO website and any comments or questions are welcome.
- MoDOT has forwarded the Consolidated Planning Grant and Surface Transportation Program Grant Supplemental Agreement to CAMPO for execution by the City Council. The Consolidated Planning Grant is an annual grant paying for staff and other ongoing CAMPO expenses. The supplemental agreement is paying for some staff time as well as three consulting activities: 1) JEFFTRAN System-wide Assessment; 2) Travel Demand Modeling and List of Recommended Transportation Improvements; and 3) Development of a vision, goals and objectives for CAMPO and member communities. This grant and grant supplement will be introduced at the September 19 City Council meeting.

Neighborhood Services ~ Jayme Abbott, Manager

The Neighborhood Services Section includes the budget divisions of Redevelopment and Grants, Entitlement Grant/Community Development Block Grant program and Property Maintenance.

- [Rental Façade Improvement](#) program is accepting [applications](#) through Friday, September 16.
- Public hearing for the presentation of the 2017 CDBG Annual Action Plan will be held on Tuesday, September 27 at 4:00 pm in the Boone/Bancroft Conference Room, City Hall.
- Rehabilitation is complete at 304 Marshall Street, under the Neighborhood Stabilization Program. This home will be sold to an income-qualified buyer upon Council authorization.
- The consultant, PGAV Planners, of St. Louis, presented the Blight Study for the East Capitol Avenue area and recommendations to the LCRA Board of Commissioners on Tuesday, August 16 and City Council on Tuesday, August 23. The study found that the area meets the definition of both blight and insanitary conditions. The LCRA expects to amend the Urban Renewal Plan during their next meeting in September.

Property Maintenance

- The weed and grass season is in full swing. Property inspectors are busy posting notices and issuing summons for properties exhibiting violations.
- Abandoned Building activities are being pursued by the City's Property/Housing Inspector, who is sending notices by certified mail to owners of record. The City will pursue registration and monthly fees via summons, if necessary.
- Property at 415 E Ashley St was condemned. Neighbors had been reporting foul odors, trash, and other complaints related to the property. Once staff was able to gain access it was determined that the tenant was harboring an excessive number of cats (50-60). The residential structure, constructed in 1900 with approximately 3,025 sq ft above ground was determined to be uninhabitable, and was therefore condemned. Failing foundation, nonfunctioning kitchen and bathroom facilities, mold, exposed wires, holes punched through walls, lack of smoke detectors, blocked egress/ingress, and animal feces throughout are a few of the code violations found.
- In August 2016 the Property Maintenance Division handled **257** property maintenance cases. Tall weeds and accumulation of brush accounted for **56%** of the violations, along with abandoned building complaints and activities at **12.4%**, and accumulation of trash at **9.7%**, followed by other activities.
- As of August 31, **86%** of the cases investigated since November 1 have been closed.
- Of the 17% open 98 are abandoned buildings and 42 are referral to other agencies. This brings Property Maintenance cases closed up to 94% since November 1.

Property Maintenance Activities	August 2016	FY 2016 YTD
Building maintenance violations	14	115
Accumulation of trash	25	284
Abandoned building complaints and activities	32	133
Tall weeds & accumulation of brush	144	488
Illegal dumping	4	40
Litter violations	3	16
Failure to maintain trash service (no trash service)	3	30
Blue cart violations (blue cart out inconsistent with code)	6	22
Motor vehicle complaints/referrals to JCPD	5	42
Animal complaints/referrals to JCPD	0	0
Outdoor storage violations	13	69
Illegal parking, zoning, sign violations	4	16
Cemetery burials	2	8
Other	2	19
Complaint investigated, no violation found	0	2
Summons	0	4
Total Cases	257	1,288
--Active	107	698
--Closed	150	333

Environmental Health Division ~ David Grellner, Manager

The Environmental Health Division is finalizing an update to Chapter 28, Restaurant and Food Code. Public comments may be submitted through August 19. The proposed bill to update this code is scheduled for introduction at the Council meeting on October 3, 2016, with a proposed effective date of January 1, 2017.

The Environmental Health Division conducts sanitation inspections of consumer food outlets (food service and retail food), child care homes, child care centers, and tattoo establishments. A summary of program activities for August 2016 appears below. View the Food Establishment Report via the following [link](#).

- Special Circumstance Inspections are visits to food service establishments to check on items such as food recalls, emergency procedure checks, or other public health inquiries.
- Child Care Home and Child Care Sanitation Inspections are conducted under contract with the Missouri Department of Health and Senior Services.
- Food Code violations are broken down into two categories: critical and non-critical. Critical violations are items that, if in non-compliance, are more likely to contribute to food contamination, illness, or an environmental health hazard. Examples of critical items include: improper holding temperatures of foods, inadequate cooking of food items, poor personal hygiene, and contaminated equipment. Examples of non-critical 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.

<i>Environmental Health Activity Report</i>	<i>August 2016</i>	<i>FY2016 YTD</i>	<i>FY2015 Actual</i>
<i>Inspection/Service Visit Summary</i>			
Consumer Food (Food Service & Retail Food)	80	651	778
Child Care Home Inspections	1	9	16
Child Care Center Inspections	8	44	51
Body Art Establishment Inspection	0	1	1
Total Service Visit Inspections	89	705	846
<i>Food Code Violation Summary</i>			
--Critical Violations	15	82	101
--Non-Critical Violations	73	549	828