



## **DEPARTMENT OF PLANNING AND PROTECTIVE SERVICES ACTIVITY REPORT FOR AUGUST 2017**

***Sonny Sanders, 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:

- Site plans in review:
  - 3011 South Ten Mile Drive. Building addition for Grace Evangelical Free Church
  - 910 South Country Club Drive. New Jack Flash Convenience Store.
  - 355 North Shamrock Road. Manufacturing Building addition.
- Planning and Zoning Commission – September 14
  - No cases filed.
  - Discussion item regarding short term rentals. If agreeable to P&Z, it will be scheduled for a public hearing at October meeting then on to City Council.
- Board of Adjustment – September 12
  - 1700 Delta Place. Fence Height variance to allow for 6' tall fence in side yard on corner lot.
  - 3227 Country Club Drive. Setback variances to allow for second story expansion on existing building.
- Major Projects:
  - Demolition Ordinance. Working on amendments to demolition permit process to incorporate historic preservation review.

#### **Capital Area Metropolitan Planning Organization**

- Staff co-hosted and provided assistance in planning for the Missouri Bicycle and Pedestrian Federation's Active Transportation Summit on August 11. Around 120 people attended the event from across the state.
- Staff received the Draft Existing Conditions Report and draft recommendations from Lochmueller, Inc. in regard to the JEFFTRAN System-Wide Assessment.
- Staff provided support in preparation for the Solar Eclipse event, including collaborating with GIS staff to develop mapping products and tools.
- Staff submitted an application on behalf of the City for the League of American Bicyclists Bicycle Friendly Community designation. The City will be notified in November if they have been approved.
- Staff held one of two stakeholder meetings as part of the update of the Coordinated Public Transit-Human Services Transportation Plan. The update process will include outreach to local stakeholders with the goal of improving coordination of public transportation.
- Staff continues negotiations with the preferred consultant for the Travel Demand Model and Visioning.
- Staff met with other city departments and members of the Healthy Schools Healthy Communities and Convention and Visitors Bureau to discuss bicycle sharing and interview three communities using the Zagster Bicycle Sharing Company (Carrollton, GA; Longmont, CO; and Roanoke, VA).

**Building Inspection Division ~ Larry Burkhardt, Building Official**

| <b>Notable Building Permits</b> |   |                     |
|---------------------------------|---|---------------------|
| <b>Address</b>                  | <b>Description</b>  | <b>Project Cost</b> |
| 810 Stonecreek Dr               | New 21,626 sf open style lumber storage shed adjacent to existing building of like type   | \$410,894           |
| 1432 Southwest Blvd             | Adding a generator to Capital Region Medical Center   | \$57,000            |
| 105 E High St                   | Construct elevator shaft install elevator. Construct two offices / renovate one bathroom & construct a bathroom. WAVCO to do selective demo work first.   | \$250,000           |
| 305 Special Olympics Dr         | New office & training facility including gymnasium, fitness room, small clinic, offices, & multi-purpose meeting rooms; and outdoor facilities including track & field, walking path & supporting parking | \$10,057,000        |
| 604 Missouri Blvd Ct            | Interior renovations for Dick Otke construction co offices  | \$100,000           |
| 2207 Missouri Blvd              | Interior & exterior alterations to existing restaurant for Dunkin' Donuts   | \$350,000           |

Building Permits may be viewed via the following [link](#). Listed below is a representation of active commercial building permits for July 2017.

To date for FY2017, 680 permits were issued for buildings, signs, demolition, electrical and plumbing work.

| <u>Permit Type</u> | <u>Number of Permits to Date</u> | <u>Project cost to date</u> |
|--------------------|----------------------------------|-----------------------------|
| Building           | 295                              | \$54,523,727                |
| Demolition         | 10                               | \$0                         |
| Electrical         | 116                              | \$381,944                   |
| Plumbing           | 201                              | \$270,607                   |
| Sign               | 58                               | \$0                         |

**Neighborhood Services ~ Jayme Abbott, Manager**

**Household Hazardous Waste**

Leftover household products that contain corrosive, toxic, flammable, or reactive ingredients are considered to be household hazardous waste. If disposed of improperly, these materials can spread into our soil, air, and water causing harm to ecosystems and human health. Cole County, City of Jefferson, and Republic Services understood the need and demand for a local, permanent facility to ensure materials did not end up in local streams, ditches, or right-of-ways. In 2010, a joint grant application was submitted to the Mid-Missouri Solid Waste Management District and Department of Natural Resources for the start-up of a facility. The Household Hazardous Waste Facility opened in March of 2011 and is dedicated to assisting residents in proper disposal of these items. It serves all residents of Cole County, including those in the City of Jefferson. Since the beginning, over 20,000 pounds of hazardous waste has been disposed of properly.

Household Hazardous Materials are accepted by appointment only. Appointments can be made by calling (573) 634-6410. For a list of accepted items and collection dates please visit [www.jeffersoncitymo.gov/government/trash\\_and\\_recycling/household\\_hazardous\\_waste\\_i.php](http://www.jeffersoncitymo.gov/government/trash_and_recycling/household_hazardous_waste_i.php).

**Recycling**

On August 9-11, Lauren Henry attended the Missouri Recycling Association's 25<sup>th</sup> Annual Conference at Tan-Tar-A, Lake of the Ozarks. The theme of the conference was expanding our community, strengthening our communities and improving our environment. The annual MORA conference is the State's only event for Industry Leaders, Businesses and Professionals to come together, network and

share creative solutions to Missouri's Solid Waste Issues. Because the City has many successful recycling programs, Lauren was asked to be a conference presenter to explain the challenges the facility has overcome. Lauren is the District Chairperson for Region H Mid-Missouri Solid Waste Management District (MMSWMD), who was a major sponsor for this year's conference. The MMSWMD has provided the City with numerous grant opportunities to create new programs and offer educational components to residents about the numerous programs available.



### Community Development Block Grant

The 900 Block of Broadway Street Sidewalk Installation Project was awarded to Concrete Solutions, LLC for \$130,365.00. The project area is located approximately 600 feet from South Elementary School. There are a number of children in this residential area who walk to school and either walk at the edge of the street or cross Broadway twice in order to use the sidewalk on the opposite side of the street. Having the students cross the street in this location poses some risk as this area is at the top of a sharp crested hill that limits sight distance in both directions. Students are often seen to cross the street in random locations often where there is insufficient stopping sight distance. Construction of this sidewalk would connect the sidewalks in the 800 and 1000 blocks of Broadway and allow students and the general public to remain on the eastern side of the street.



**Property Maintenance**

Chapter 8, Article VIII, Abandoned Buildings Code was amended to allow the City to re-secure properties previously ordered by the City to be secure to immediately and propose the use of clear polycarbonate sheeting instead of plywood for securing abandoned buildings.

Clear polycarbonate resembles glass and is nearly indestructible. Recently Fannie Mae, Wells Fargo and Safe Guard adopted using clear board for all of their properties. Clear polycarbonate sheeting reduces blight and stabilizes property values; doesn't "advertise" that the property is vacant; potential to reduce crime vs. using plywood; increases safety for our emergency personnel; the product is re-useable.

The proposed amendments were approved by Council by Ordinance 15689 during August 7, 2017, Council meeting.

| Property Maintenance Activities                              | Aug 2017   | FY2017 YTD  | Aug 2016 Actual | Difference 2016 vs 2017 |
|--|------------|-------------|-----------------|-------------------------|
| Building maintenance violations                              | 16         | 147         | 14              | +2                      |
| Rental occupancy complaints*                                 | 3          | 52          | -               | +3                      |
| Accumulation of trash  | 38         | 408         | 25              | +13                     |
| Abandoned building complaints and activities                 | 17         | 199         | 32              | -15                     |
| Abandoned buildings added*                                   | 15         | 35          | N/A             | N/A                     |
| Abandoned building closed*                                   | 0          | 6           | N/A             | N/A                     |
| Abandoned building total*                                    |            | 124         | N/A             | N/A                     |
| Tall weeds & accumulation of brush                           | 150        | 762         | 144             | +6                      |
| Illegal dumping  | 6          | 70          | 4               | +2                      |
| Litter violations  | 1          | 10          | 3               | -2                      |
| Failure to maintain trash service (no trash service)         | 6          | 88          | 3               | +3                      |
| Blue cart violations (blue cart out inconsistent with code)  | 7          | 173         | 6               | +1                      |
| Motor vehicle complaints/referrals to JCPD                   | 16         | 140         | 5               | +11                     |
| Animals complaints/referrals to JCPD                         | 1          | 7           | 0               | +1                      |
| Outdoor storage violations                                   | 12         | 284         | 13              | -1                      |
| Illegal Parking, zoning, sign violations                     | 12         | 68          | 4               | +8                      |
| Summons  | 0          | 18          | 0               | -                       |
| Cemetery Activities  | 1          | 88          | 2               | -1                      |
| Other  | 15         | 143         | 2               | +13                     |
| Complaints investigated, no violation found                  | 7          | 21          | 0               | +7                      |
| <b>Total Cases</b>   | <b>308</b> | <b>2678</b> | <b>257</b>      | <b>+51</b>              |
| Active   | 140        | 202         | -               | -                       |
| Closed   | 168        | 2476        | -               | -                       |
| Voluntary compliance prior to abatement, summons or hearing* | 162        | 2286        | -               | -                       |

\*New reporting categories previously not broken down or collected.

As of August 31, 2017, 92.46% of all cases investigated since November 1 has been closed. Of the 6.13% open, 31 are abandoned buildings and 374 are referrals to other agencies. This brings Property Maintenance cases closed to 94.99% since November 1, 2016.

**Environmental Health Division ~ David Grellner, Manager**

- 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 2017 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: 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. 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.

| <b><i>Environmental Health Activity Report</i></b> | <b><i>August 2017</i></b> | <b><i>FY2017 YTD</i></b> | <b><i>FY2016 Actual</i></b> |
|--|---------------------------|--------------------------|-----------------------------|
| <b><i>Inspection/Service Visit Summary</i></b>     |                           |                          |                             |
| Consumer Food (Food Service & Retail Food)         | 102                       | 680                      | 727                         |
| Child Care Home Inspections                        | 2                         | 14                       | 12                          |
| Child Care Center Inspections                      | 6                         | 46                       | 49                          |
| Body Art Establishment Inspection                  | 0                         | 1                        | 3                           |
| <b>Total Service Visit Inspections</b>             | <b>110</b>                | <b>741</b>               | <b>789</b>                  |
| <b><i>Food Code Violation Summary</i></b>          |                           |                          |                             |
| --Priority Violations                              | 28                        | 148                      | 86                          |
| --Core Violations                                  | 50                        | 455                      | 588                         |