



**DEPARTMENT OF PLANNING AND PROTECTIVE SERVICES**

**MEMORANDUM**

**TO:** Public Works and Planning Committee

**FROM:** Janice McMillan, AICP, Director

**DATE:** March 24, 2016

**RE:** PPS Monthly Reports

Attached are reports summarizing activities in the Building Inspection Division, Environmental Health Division and Property Maintenance Division.

These reports may be found on the Planning and Protective Services webpage at [www.jeffersoncitymo.gov/planningandprotective services](http://www.jeffersoncitymo.gov/planningandprotective%20services).

**Building Inspection Division, Larry Burkhardt, Building Official.** Permit activity in the Building Inspection Division is depicted in various categories on the attached bar charts. Residential and Non-Residential "Other" Permits include alterations/additions, demolitions, electrical and plumbing permits. Building Permits may be viewed via the following [link](#).

Number of active building permits: 367, with a project cost of \$48.8 million.

Process updates: Created a new form letter to notify permit holders that with 180 days of no activity, the permit is no longer valid. They can ask to extend within 14 days of letter receipt or we will close the permit.

<b>Building Permit Type</b>	<b>Last Month*</b>	<b>FY 2016 Year to Date</b>	<b>FY2015 Actual</b>
Residential New Permits	3	12	37
Residential Other Permits	57	147	525
Non-Residential New Permits	4	5	7
Non-Residential Other Permits	25	71	245
<b>Total Permits</b>	<b>89</b>	<b>235</b>	<b>814</b>
<i>*Through February 2016</i>			

**Environmental Health Division, David Grellner Environmental Health 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 appears below. The Food Establishment Report may be viewed via the following [link](#).

<b>Environmental Health Activity Report</b>	<b>Last Month*</b>	<b>FY2016 Year To Date</b>	<b>FY2015 Actual</b>
<b>Inspection/Service Visit Summary</b>			
Consumer Food (Food Service & Retail Food)	67	250	778
Child Care Home Inspections	3	3	16
Child Care Center Inspections	7	20	51
<b>Total Service Visit Inspections</b>	<b>77</b>	<b>276</b>	<b>845</b>
<b>Food Code Violation Summary</b>			
--Critical Violations	5	36	<b>101</b>
--Non-Critical Violations	77	277	<b>828</b>
<i>*Through February 2016</i>			

**Property Maintenance Division, Jayme Abbott, Supervisor.** Activities of the Property Maintenance Division are depicted in summary form in the table below.

<b>Property Maintenance Activities</b>	<b>Last Month*</b>	<b>FY 2016 Year to Date</b>	<b>FY2015 Actual</b>
Tall weeds and brush violations	2	20	588
Trash accumulation and storage violations	48	123	255
Building maintenance violations	8	52	117
Trash service violations (no trash service)	0	10	26
Illegal dumping	3	15	37
Blue cart reminders	1	3	31
Check conditions on abandoned properties	0	9	125
Litter violations	1	8	32
Illegal parking, zoning, sign violations	1	3	19
Vehicle violations (referred to CAT/JCPD)	1	11	63
Animal Control referrals	0	0	0
Cemetery burial activities	0	5	8
Other	0	2	37
Complaint investigated, no violation found	0	0	1
Summons	1	1	186
<b>Total Cases</b>	<b>66</b>	<b>262</b>	<b>1525</b>
--Active	53	209	<b>880</b>
--Closed	13	53	<b>645</b>
<i>*Through February 2016</i>			