



DEPARTMENT OF PLANNING AND PROTECTIVE SERVICES ACTIVITY REPORT FOR JULY 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.
- Staff provided review of the expansion of a nonconforming use at 1720 Vieth Drive (JC Manor kitchen and dining room addition).
- Site plans in review: .
 - Jefferson City Manor expansion – 1720 Vieth Drive
 - Central Technology parking lot expansion – 1910 Bubba Lane
 - New Goodwill store – 2821 South Ten Mile Drive
 - Modern Litho building expansion – 6009 Stertzer Road
- August 9 Board of Adjustment Cases
 - Conditional Use Review – Sewer Pump Station – 1508 River Bluff Court (**APPROVED**)
- August 11 Planning and Zoning Cases
 - Rezoning – 2500 Block of Hideaway Court – RA-2 to C-2
 - Rezoning – 2521 E. McCarty Street – RS-2 to C-2
 - PUD Development Plan – C-Store/Gas Station at 910 Fairgrounds Road

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 July 2016. The total number of all active building permits for this time period is 505 with a project cost of \$70.5 million.

Notable Building Permits		
Address	Description	Project Cost
106 & 108 E High St.	Renovations of partial ground level. Renovations of second level areas for Missouri Independent Bankers Assn.	\$200,000
221 Bolivar St.	Interior renovation of third floor office space	\$350,000
321 Norman Dr.	Alteration of existing office and shop space in metal building. Adding larger breakroom & moving office spaces for First Student	\$110,000
3519 Bennett Ln.	Interior redesign of an existing building with no additional structural work for Halo Foundation	\$600,000
401 Supercenter Dr.	Reconfigure existing stock room space of Walmart's Associates new Learning Center	\$400,000

For FY2016, 781 permits have been issued for buildings, signs, demolition, electrical and plumbing work.

- Building 355
- Demolition 18
- Electric 131
- Plumbing 201
- Signs 76

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

- The draft CAMPO Regional Pedestrian and Bicycle Plan is Steering Committee forwarded the Draft Regional Pedestrian and Bicycle Plan to the CAMPO Technical Committee for their review.
- The JEFFTRAN System-wide Assessment consultant interviews are complete and negotiations with the consultant will begin shortly. Consulting responsibilities may include but are not limited to the following: evaluate existing service; peer system review; ridership forecasting; service plan development; and data collection advice, support or recommendations to support above activities.
- Four of eleven Final Rules regarding the FAST-ACT transportation performance measures have been published. These rules will impact data collection and reporting; development of performance rules and targets; interaction between CAMPO and MoDOT; and incorporation of these items in CAMPO planning documents. Staff has been working with MoDOT on reviewing proposed rules and studying the impact of the final rules on the CAMPO planning process. Staff has been to various training activities and will continue as the remaining final rules are released. These rules will increase the CAMPO work load, and possibly a lesser impact to a few city departments, mostly in regard to report requirements. As the final rules are reviewed and studied, CAMPO will provide a summary of impacts to the City of Jefferson and other CAMPO jurisdictions.

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, August 12.
- Suggestions for projects/budgets were accepted for the 2017 CDBG program through August 5.
- 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 Blight Study for the East Capitol Avenue area has been delivered to the LCRA / Housing Authority for their review. The consultant, PGAV Planners, of St. Louis, will present the study and recommendations to the LCRA Board of Commissioners at their meeting on Tuesday, August 16. The LCRA Board of Commissioners will make a formal recommendation to the City Council upon completion of their review. PGAV will also make a presentation to the City Council at the appropriate time. The LCRA funded the blight study.

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 July 2016 the Property Maintenance Division handled **174** property maintenance cases. Tall weeds and accumulation of brush accounted for **44.2%** of the violations, along with accumulation of trash at **14.9%**, abandoned building complaints and activities at **13.2%**, and building maintenance violations at **9.2%**, followed by the other activities.
- As of July 31, **36%** of the cases investigated since November 1 have been closed.

<i>Property Maintenance Activities</i>	<i>July 2016</i>	<i>FY 2016 YTD</i>
Building maintenance violations	16	101
Accumulation of trash	26	259
Abandoned building complaints and activities	23	101
Tall weeds & accumulation of brush	77	344
Illegal dumping	2	36
Litter violations	3	13
Failure to maintain trash service (no trash service)	5	27
Blue cart violations (blue cart out inconsistent with code)	1	16
Motor vehicle complaints/referrals to JCPD	4	37
Animal complaints/referrals to JCPD	0	0
Outdoor storage violations	10	56
Illegal parking, zoning, sign violations	7	12
Cemetery burials	0	6
Other	0	17
Complaint investigated, no violation found	0	2
Summons	0	4
Total Cases	174	1,031
--Active	112	698
--Closed	62	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 July 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>July 2016</i>	<i>FY2016 YTD</i>	<i>FY2015 Actual</i>
<i>Inspection/Service Visit Summary</i>			
Consumer Food (Food Service & Retail Food)	69	571	778
Child Care Home Inspections	1	8	16
Child Care Center Inspections	3	36	51
Body Art Establishment Inspection	0	1	1
Total Service Visit Inspections	73	616	846
<i>Food Code Violation Summary</i>			
--Critical Violations	6	67	101
--Non-Critical Violations	34	476	828