



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

Janice McMillan, AICP, Director

**Capital Area Metropolitan Planning Organization (CAMPO) ~ Sonny Sanders,
Senior Transportation Planner**

- The Missouri Boulevard Safety Assessment Report and a 'story map' are posted under the [announcements section](#) of the CAMPO website. Federal Transit Administration Planning and Program Development Director, Mark Bechtel, forwarded the report to the office of Secretary Anthony Foxx, US Department of Transportation, for review.
- Capital Region Medical Center's *Healthy Schools, Healthy Community* provided the City of Jefferson a \$8,000 grant to assist in the development of a sidewalk management system. IT/GIS, Public Works, Planning and Protective Services, and Parks, Recreation & Forestry have been involved with the *Healthy Schools, Healthy Communities* activities. This project ties into a wider pavement management system. IT/GIS can provide technical details.
- Sonny Sanders met with David Bange, City Engineer, and Diane Gillespie, CVB and Discover Jefferson City Foundation Director, regarding the Foundation's goal to enhance the City's bike friendliness by supporting the installation of bicycle parking facilities. Staff is mapping existing bicycle parking, and will provide suggestions on areas where facilities would be beneficial. Ms. Gillespie is promoting partnerships between local businesses and the Foundation as a way to pay for the bike parking facilities.
- The CAMPO FY2016 work program includes an element to develop long-term transportation goals and vision that will be incorporated in the Metropolitan Transportation Plan and City Comprehensive Plan, however, staff now anticipates that this work will be accomplished in FY2017.

Neighborhood Services ~ Jayme Abbott, Manager

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

- Fair Housing Summit was held June 29, 2016. This was a collaboration between the City of Jefferson and Jefferson City Area Board of Realtors.
- Suggestions for projects and budgets are being accepted for the 2017 CDBG program. Email jcplanning@jeffcitymo.org with subject "CDBG 2017 Action Plan".
- Rehabilitation continues at 304 Marshall Street, under the Neighborhood Stabilization Program. This home will be sold to an income-qualified buyer.
- The Blight Study for the East Capitol Avenue area is expected in July.

Property Maintenance

- Dave Helmick has obtained ICC certifications for (1) Property Maintenance & Housing Inspector, and (2) Residential Building Inspector.
- New solid waste contract with Republic Services began June 1. Letters were sent to those who do not have trash service notifying them of the City's ordinance requiring trash service. Second notice letters will be sent to those who did not comply. Final action, if required, consists of issuing summons.
- 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 owner of record. The City will pursue registration and monthly fees via summons, if necessary.
- In June 2016 the Property Maintenance Division handled **180** property maintenance cases. Tall weeds and accumulation of brush accounted for **41.1%** of the violations; abandoned building complaints and activities at **21.1%**, accumulation of trash at **12.2%**, and building maintenance violations at **6.7%**, followed by the other activities. As of June 30, **34%** of the cases investigated since November 1 have been closed.

| Property Maintenance Activities | June 2016 | FY 2016 YTD |
|---|------------------|--------------------|
| Building maintenance violations | 12 | 85 |
| Accumulation of trash | 22 | 233 |
| Abandoned building complaints and activities | 38 | 78 |
| Tall weeds & accumulation of brush | 74 | 267 |
| Illegal dumping | 5 | 34 |
| Litter violations | 0 | 10 |
| Failure to maintain trash service (no trash service) | 5 | 22 |
| Blue cart violations (blue cart out inconsistent with code) | 3 | 15 |
| Motor vehicle complaints/referrals to JCPD | 7 | 33 |
| Animal complaints/referrals to JCPD | 0 | 0 |
| Outdoor storage violations | 4 | 46 |
| Illegal parking, zoning, sign violations | 0 | 5 |
| Cemetery burials | 0 | 6 |
| Other | 9 | 17 |
| Complaint investigated, no violation found | 1 | 2 |
| Summons | 0 | 4 |
| Total Cases | 180 | 857 |
| --Active | 118 | 586 |
| --Closed | 62 | 271 |

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 June 2016 appears below. The Food Establishment Report may be viewed via the following [link](#).

- Informational meetings on updates to Chapter 28, Restaurant and Food Code, are scheduled for 3:00PM to 5:00PM on July 14 and July 19 in the Boone-Bancroft Room.
- 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>June 2016</i> | <i>FY2016 YTD</i> | <i>FY2015 Actual</i> |
|--|-----------------------------|------------------------------|---------------------------------|
| <i>Inspection/Service Visit Summary</i> | | | |
| Consumer Food (Food Service & Retail Food) | 69 | 502 | 778 |
| Child Care Home Inspections | 1 | 7 | 16 |
| Child Care Center Inspections | 5 | 33 | 51 |
| Body Art Establishment Inspection | 0 | 1 | 1 |
| Total Service Visit Inspections | 75 | 543 | 846 |
| | | | |
| <i>Food Code Violation Summary</i> | | | |
| --Critical Violations | 9 | 61 | 101 |
| --Non-Critical Violations | 58 | 442 | 828 |

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. The following identifies major activities underway:

- Staff-initiated zoning text amendment regarding cemeteries; now proceeding through the City Council.
- Amendments to Chapter 3 of the City Code, Advertising and Signs has been developed and has been published for public comment. An informational meeting/open house is scheduled for Thursday, July 14 at 6:00PM in the Council Chamber. 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).

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 June 2016. The total number of all active building permits for this time period is 489 with a project cost of \$70.3 million.

| <i>Notable Building Permits</i> | | |
|--|--|---------------------|
| Address | Description | Project Cost |
| 1002 Myrtle Avenue | Remodel three classrooms, add a bathroom and new hallway at Jefferson City Daycare | \$180,000 |
| 2208 Missouri Blvd. | Interior renovation for Smoothie King | \$130,000 |
| 821 Eastland Drive | Build out for Little Caesars Pizza | \$100,000 |
| 620 Locust Street | Addition at Church of God in Christ | \$785,000 |
| 2505 Mission Drive | Renovation for offices at St. Mary's Hospital | \$140,000 |
| 3118 Emerald Lane | New drop ceiling, lighting, floor coverings and bathroom update | \$65,000 |
| 303 Norman Drive | New parking lot at FedEx | \$87,000 |