



**DEPARTMENT OF PLANNING AND PROTECTIVE SERVICES
ACTIVITY REPORT FOR OCTOBER 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:
 - Concord Baptist Foyer Addition – 3724 W. Truman Boulevard
- November 8 Board of Adjustment Cases
 - Conditional Use Permit for Special Olympics outdoor recreational facility – 2221 Christy Drive *Approved*
 - Conditional Use Permit for expansion of storage shed business – 2527 East McCarty Street *Approved*
- November 10 Planning and Zoning Cases
 - Rezoning from RA-2 to C-2 at 612 Broadway Street
 - Rezoning from C-1 to PUD and Preliminary PUD Plan for an art and entertainment complex at 617-623 Capitol Avenue
 - PUD Plan Amendment for construction of 1,800 sf residential workshop/garage at 1140 Boonville Road
 - Rezoning and Subdivision Plat for 310-312 West 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 October 2016.

Notable Building Permits		
Address	Description	Project Cost
1200 Myrtle Ave	Helias Sports Complex: Press Box; Grandstands; Support Buildings; Fields; Track; and Tennis Courts	\$11,406,000
2226 Missouri Blvd	Interior finish of New Aspen Dental Office	\$250,000
2821 S Ten Mile Dr	Goodwill Industries – construct a new 14,620 sf single story retail store including associated site improvements	\$2,400,000
500 West Highway 94	ABB – new nitrogen processing area	\$105,000
6850 Algoa Rd	180' x 160' addition on the rear of the existing building for Morris Packaging	\$750,000

To date for FY2016, 1,053 permits were issued for buildings, signs, demolition, electrical and plumbing work.

- Building 470
- Demolition 29
- Electric 177
- Plumbing 278
- Signs 99

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

- The Capital Area Pedestrian and Bicycle Plan was adopted on October 19 by the CAMPO Board of Directors. Plan development included a large amount of public involvement throughout the process, including a well-attended open house on October 13. The plan includes a regional Livable Streets policy for the Metropolitan Planning Organization planning area. Staff is now working with local municipalities on adoption of the plan and develop community specific implementation strategies.
- Staff attended the Missouri's 2016 Traffic Safety and Blueprint Conference October 18-20. Topics related to human factors, elderly drivers, young drivers, pedestrians, intersection designs and more.
- Alex Rotenberry and Katrina Williams attended the Missouri Statewide APA Planning Conference October 5-7, where they gave a presentation on the Missouri Boulevard Safety Assessment. More information about the Safety Assessment may be found on the [CAMPO website](#).

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.

- Rehabilitation of the Neighborhood Stabilization Program property at 304 Marshall is complete. This home will be sold to an income-qualified buyer. View more information at www.jeffersoncitymo.gov/government/redevelopment_and_grants/neighborhood_stabilization_program.php
- At their October meeting, the LCRA Board of Commissioners recommended a new Urban Renewal Plan for the East Capitol Avenue area, to correlate with the boundaries of the Qualifications for Chapter 99 Designation (Blight Study) completed earlier this year. The new Urban Renewal Plan will be reviewed by the Planning and Zoning Commission at a special meeting on November 17, 2016.
- The City Council approved submittal of the 2017 Community Development Block Grant (CDBG) Action Plan at their meeting on November 7, 2016. The City of Jefferson annually receives federal CDBG program funding from the U.S. Department of Housing and Urban Development (HUD). As a result, the City is required to prepare an Action Plan every year to address the community development needs affecting low and moderate income residents. Various community development projects in the city are funded in part with grants received from HUD. These grants enable the City to provide decent and affordable housing, economic development opportunities, neighborhood improvements and community development services for low and moderate income residents of Jefferson City. An initial public hearing was held on June 30, 2016, with comments accepted through August 5, 2016. The draft plan was made available on September 27, 2016; comments were accepted through October 28, 2016.

Property Maintenance

- On June 1, 2016, the City of Jefferson began a new contract period with Republic Services for solid waste and single stream recycling removal. Section 30-11 of the Code requires every occupied unit to obtain and maintain trash service. Failure to obtain trash service may result in issuance of a summons for Municipal Court appearance, fine up to \$500, assessment of court costs and imposition of jail sentence of up to 90 days. Specific questions on trash service may be directed to Republic Services at 573-635-8805 or to property maintenance staff at 573-634-6410.
- With continuing warm weather, the weed and grass season remains in full swing. Property inspectors continue to post notices and issue 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.
- In October 2016 the Property Maintenance Division handled **163** property maintenance cases, Tall weeds and accumulation of brush accounted for **37%** of the violations, accumulation of trash at **17%**, abandoned building complaints and activities at **11%**, and outdoor storage violations at **10%**, followed by other activities.
- As of October 31, **86%** of the cases investigated since November 1, 2015 have been closed. Of the remaining 14%, 96 cases are abandoned buildings and 54 cases are those referred to other departments or outside agencies.

<i>Property Maintenance Activities</i>	<i>October 2016</i>	<i>FY 2016 YTD</i>
Building maintenance violations	6	118
Accumulation of trash	28	334
Abandoned building complaints and activities	18	190
Tall weeds & accumulation of brush	60	636
Illegal dumping	5	52
Litter violations	3	27
Failure to maintain trash service (no trash service)	2	46
Blue cart violations (blue cart out inconsistent with code)	2	26
Motor vehicle complaints/referrals to JCPD	6	54
Animal complaints/referrals to JCPD	0	0

Outdoor storage violations	17	83
Illegal parking, zoning, sign violations	1	30
Cemetery burials	6	16
Other	3	43
Complaint investigated, no violation found	3	7
Summons	3	7
Total Cases	163	1,667
--Active	74	233
--Closed	89	1,434

Environmental Health Division ~ David Grellner, Manager

The City Council passed an updated Restaurant and Food Code, as well as updates to Chapter 28 at their meeting on October 17, 2016. The effective date of the new code is 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.

Environmental Health Activity Report	October 2016	FY2016 YTD	FY2015 Actual
Inspection/Service Visit Summary			
Consumer Food (Food Service & Retail Food)	48	775	778
Child Care Home Inspections	2	14	16
Child Care Center Inspections	5	54	51
Body Art Establishment Inspection	2	3	1
Total Service Visit Inspections	57	846	846
Food Code Violation Summary			
--Critical Violations	3	89	101
--Non-Critical Violations	49	637	828