



**DEPARTMENT OF PLANNING AND PROTECTIVE SERVICES
ACTIVITY REPORT FOR SEPTEMBER 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:
 - No new site plans received this month.
- October 11 Board of Adjustment Cases
 - No cases filed for October
- October 13 Planning and Zoning Cases
 - Preliminary PUD Plan. 2005 Scotthill Woods Drive; Drive Through Restaurant
 - Rezoning. 815 W. Stadium Boulevard; C-1 to C-2
 - Preliminary PUD Plan. 2220 Weathered Rock Road; Two Residential Triplexes
 - Final Subdivision Plat. 2821 S. Ten Mile Drive; One Lot Subdivision for Goodwill store

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 September 2016.

Notable Building Permits		
Address	Description	Project Cost
1910 Bubba Ln	Parking lot, Central Technology Services	\$342,000
6009 Stertzer Rd	Warehouse addition to Modern Litho	\$961,879
1241 Stadium Blvd	Interior remodel for JCMG	\$265,000
3600 Country Club Dr	Relocation of Stir Fry restaurant and restrooms at Capital Mall	\$120,000
212 Broadway St	Renovation of gym level kitchen and two lower level rooms at St. Peter's Parish.	\$175,040
3600 County Club Dr	Build out space for Party City Store, Capital Mall	\$900,000
505 Hobbs Rd	Interior remodel, Learfield Communications	\$193,826
2701 W Edgewood Dr	Renovation for new physical therapy clinic	\$146,000

For FY2016, 1002 permits have been issued for buildings, signs, demolition, electrical and plumbing work.

- Building 450
- Demolition 27
- Electrical 168
- Plumbing 262
- Signs 95

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

- The Board of Directors approved an amendment to the CAMPO Bylaws to incorporate a new policy concerning letters of support and/or recommendations. The new policy assists staff in addressing requests for letters of support for transportation related projects for grant applications or other funding requests, as well as outlines the process when CAMPO is asked to rank projects or participate in the determination of successful grant applications.
- The Board of Directors opened a 25 day comment period on the Capital Area Pedestrian and Bicycle Plan. A draft of the Capital Area Pedestrian and Bicycle Plan is available for review on the CAMPO website at http://www.jeffersoncitymo.gov/CAMPO/DRAFT_2016_bikepedplan.pdf.
- CAMPO staff attended the Tools of the Trade Conference, which provides practical techniques for transportation professionals in small (under 50,000 residents) and medium-sized (50,000 to 250,000 residents) communities.
- On October 6, Katrina Williams and Alex Rotenberry presented "How to Facilitate a Safety Assessment" at the Missouri Chapter/American Planning Association in Springfield, MO. The presentation included an overview of the Missouri Boulevard Safety Assessment conducted in May 2016.

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.

- The draft 2017 CDBG Annual Action Plan will be presented at the Council Meeting on Tuesday, October 17 at 6:00 pm in the Council Chambers, City Hall. Comments on the draft plan will be accepted through Friday, October 28, 2016, by email at jcplanning@jeffcitymo.org with subject line "CDBG 2017 Action Plan" or mail to Planning & Protective Services, Re: Draft CDBG 2017 Action Plan, 320 E McCarty St, Jefferson City, MO 65101.
- Rehabilitation is complete at 304 Marshall Street, under the Neighborhood Stabilization Program. This home will be sold to an income-qualified buyer. More information is available at www.jeffersoncitymo.gov/government/redevelopment_and_grants/neighborhood_stabilization_program.php
- At their September meeting, the LCRA Board of Commissioners voted to complete 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 Mid-Missouri Solid Waste Management District is holding a tire and e-waste collection on October 15, 2016 at Cole County Public Works yard on Monticello Road.
- The last Household Hazardous Waste collection date is October 26. To set up an appointment call 573-634-6410.

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.
- The weed and grass season is 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 September 2016 the Property Maintenance Division handled **175** property maintenance cases, Tall weeds and accumulation of brush accounted for **48%** of the violations, building maintenance violations at **14%**, accumulation of trash at **10%**, and abandoned building complaints and activities at **2%**, followed by other activities.
- As of September 30, **83%** of the cases investigated since November 1, 2015 have been closed. Of the remaining 17%, 88 cases are abandoned buildings and 46 cases are those referred to other departments or outside agencies.

<i>Property Maintenance Activities</i>	<i>September 2016</i>	<i>FY 2016 YTD</i>
Building maintenance violations	25	112
Accumulation of trash	18	306
Abandoned building complaints and activities	5	172
Tall weeds & accumulation of brush	84	576
Illegal dumping	3	45
Litter violations	8	24
Failure to maintain trash service (no trash service)	12	44
Blue cart violations (blue cart out inconsistent with code)	0	24
Motor vehicle complaints/referrals to JCPD	5	46
Animal complaints/referrals to JCPD	0	0
Outdoor storage violations	5	66
Illegal parking, zoning, sign violations	4	29
Cemetery burials	2	10
Other	2	24

Complaint investigated, no violation found	2	4
Summons	0	4
Total Cases	175	1,486
--Active	116	247
--Closed	59	1,239

Environmental Health Division ~ David Grellner, Manager

The Environmental Health Division finalized updates to Chapter 28, Restaurant and Food Code. The Council's schedule for consideration is:

- October 3, 2016 – bill introduction
- October 17, 2016 – final reading with eligibility for passage.

If passed by the Council the effective date for the new code will be 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	September 2016	FY2016 YTD	FY2015 Actual
Inspection/Service Visit Summary			
Consumer Food (Food Service & Retail Food)	76	727	778
Child Care Home Inspections	3	12	16
Child Care Center Inspections	5	49	51
Body Art Establishment Inspection	0	1	1
Total Service Visit Inspections	84	78905	846
Food Code Violation Summary			
--Critical Violations	4	86	101
--Non-Critical Violations	39	588	828