

BE IT ORDAINED by the County Legislature of Jackson County, Missouri, as follows:

Section A. Enacting Clause. Section 2002., Jackson County Code, 1984, is hereby enacted, to read as follows:

2002. Physical Inspection, When Required.

Before the Director of Assessment may increase the assessed valuation of any parcel of subclass (1) real property (as such subclass is established in section 4(b) of article X of the Missouri Constitution and defined in section 137.016, RSMo (i.e., residential property)), by more than fifteen percent since the last reassessment, excluding increases due to new construction or improvements, the director shall conduct a physical inspection of such property.

2002.1 Physical Inspection, Notice.

If a physical inspection is required pursuant to this section, the Director of Assessment shall notify the property owner in writing and shall provide the owner clear written notice of the owner's rights relating to the physical inspection. If a physical inspection is required, the property owner may request that an interior inspection be performed during the physical inspection. The owner shall have no less than thirty days to notify the director of a request for an interior physical inspection.

2002.2 Physical Inspection, What Constitutes.

A physical inspection, if required by this section, shall include, but not be limited to, an on-site personal observation and review of all exterior portions of the land and any buildings and improvements to which the inspector has or may reasonably and lawfully gain external access, and shall include an observation and review of the interior of any buildings or improvements on the property upon the timely request of the owner pursuant to this section.

2002.3 Physical Inspection, What Does Not Constitute.

Mere observation of the property via a drive-by inspection, or by viewing satellite imagery, photographs, or drone video footage, shall not be considered sufficient to constitute a physical inspection as required by this section.

2002.4 Physical Inspection, How Conducted.

If a physical inspection is required pursuant to this section, the Director of Assessment shall:

- a. Attempt to visually inspect all sides of the exterior of any structure on the property. Unless authorized by the property owner or occupant, the Director of Assessment or the director's representative shall perform the inspection from the property line and sidewalk, driveway or, other walkway leading to the front entrance of the property. The director or

the director's representative shall request permission from the owner or occupant of any residence to enter onto the property for purposes of making an exterior inspection. If permission is granted, the director or the director's representative shall conduct such inspection as is authorized by the property owner or occupant. If permission is refused, or if the owner or occupant is not available, the director or the director's representative shall visually inspect any structure on the property from the front property line and from the sidewalk, driveway, or other walkway leading to the front entrance of the property. The director or the director's representative shall perform the inspection of the property to the fullest extent possible without crossing through or over any natural or artificial barrier such as landscaping, gates, or fencing, and without entering the rear or side yard of such property, if any. If at any time during the performance of the exterior inspection the director or the director's representative is requested to leave the property by the owner or occupant of said property, the director or the director's representative shall promptly leave the property and complete the exterior inspection from the property line; and

- b. Notify the owner of the property, both by leaving a notice on the premises at the time of the inspection and by mailing a

notice to such owner, that the owner is entitled to an inspection of the interior of the property if the owner wishes to have such an inspection, and further notifying such owner of the process required to arrange for such an interior inspection. Said notice shall include the name, date, time, and extent of the exterior inspection and the telephone number of the Assessment Department.

- c. Shall, during such inspection, possess a copy of the property record card or other record from the Assessment Department, which lists the physical attributes of the property being inspected, and shall make and keep notes of the condition of the property and the structures located thereon, and record any variation from the information contained in the property record card for said parcel.

2002.5 Physical Inspection, Not Attainable.

In the event the Director of Assessment or any person acting on the director's behalf to perform inspections is unable or otherwise prevented from visually inspecting any side of the exterior of the premises, or in the event that the owner or occupant has refused the director or the director's representative permission to enter onto the property for purposes of conducting the exterior inspection, or has requested the director or the director's representative to leave the property prior to the completion of the exterior inspection, said owner shall be notified by the

director in writing by mail that the exterior inspection was performed from the property line and the sidewalk, driveway, or other walkway leading to the front entrance of the property, and that a complete exterior inspection may be requested by the property owner. This written notification shall inform the owner of the process required to arrange for an exterior inspection, and of the time period within which an exterior physical inspection may be performed before the close of the current reassessment cycle. Said notice shall also include the name of the inspector, the date and time the inspector attempted to perform the exterior inspection, and the telephone number of the Assessment Department.

2002.6      Physical Inspection, Estimated Valuation.

In the event that the Director of Assessment or any person acting on the director's behalf has a reasonable belief, based upon observations made while conducting an exterior inspection of a parcel of property, that improvements have been made to the property which are not reflected on the property record card or other records of the Assessment Department, and full access to the exterior of the property has not been authorized by the property owner or is otherwise not possible, then the appraised value of the property may include a good faith reasonable estimate of the value added by said improvements, which shall be recorded on the property record card or other records maintained by the director. The property owner shall be notified in writing that the director is relying upon an estimated valuation of the added value of the improvements, the reason why the director is relying upon an

estimated valuation, and that the property owner may request a full exterior and/or interior inspection by the director.

**Section B. Effective Date.**

This Ordinance, once adopted, shall be effective as of January 1, 2020.