

**Date:** March 19, 2020 at 2:57:32 PM CDT

**Subject:** Development Services

One of the best ways to practice SOCIAL DISTANCING is by utilizing our technology to protect the health, welfare, and safety of our staff and customers. Below you will find information on how the Development Services Department will conduct business moving forward.

- PDCs, pre-submittal and most meetings will be coordinated via Web-ex or phone.
- Starting March 20<sup>th</sup>, we will no longer accept hand-delivered infrastructure pre-submittal items, all infrastructure plans must be submitted via Accela.
- All plat applications must be submitted via Accela.
- Plats may now be signed digitally, and we will start submitting electronic filing with the counties next week.
- Starting March 23<sup>rd</sup>, we will have the ability to digitally complete, execute and file all Development Contracts.
- The department is still working on the details, but starting March 23<sup>rd</sup>, walk-in permits and applications will be reviewed by appointment only.
- The March 3<sup>rd</sup> Zoning Commission cases will be heard by the City Council on April 7 via video and audio.
- We are working on the details on how to conduct the April 8<sup>th</sup> City Plan Commission hearing with remote video/audio participation.
  - If we are unable to accomplish this in a reasonable timeframe then all items recommended for approval will be approved administratively, and items recommended for denial will be continued.
- The April 8<sup>th</sup> Zoning Commission hearing has been canceled and management is working to figure out a legal way for the committee to meet.
  - The Zoning Commission adheres to different legal rules than CPC and the City Council.
- The BOA, DDRB, HCLC and UDC April meetings have been canceled, and staff is being flexible with applicants.
  - Once the CPC process has been finalized, we'll assess how to conduct these committees for May.
- We anticipate lower staffing levels due to COVID-19, but we also expect development volumes and revenue to decrease.

Thank you,

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