

Dear Constituent,

Per the recommendations from the Utah COVID-19 Task Force to mitigate the spread of COVID-19, Draper City has taken a precautionary, preventative measure by declaring a State of Emergency.

What this means for the Community Development Department:

- Our office is operating but we ask that you do not come into the building. City Hall's main lobby is currently open however the Community Development and Engineering front desk is closed to the public. All communications shall be via phone call or email.

See the websites below for contact information.

Business License: <https://www.draper.ut.us/192/Business-Licenses>

Planning: <https://www.draper.ut.us/117/Planning-Zoning>

Code Enforcement: <https://www.draper.ut.us/108/Code-Enforcement>

Building: <https://www.draper.ut.us/1196/Building>

Draper City Finance: <https://www.draper.ut.us/112/Finance>

- Until further notice all meetings will be held electronically. For meetings typically held at the City we will be setting up conference calls via Go To Meeting. Unfortunately we do not have the ability to video call, we can only conference in via phone. We ask that you email us your material in advance of any meetings scheduled.
- Need to pay an invoice? You can call our finance desk to pay over the phone with a credit card (801) 576-6500 OR mail in a check. Concerned about late fees? Call your Department contact (see websites above) and we will assess each situation on a case by case basis.
- Building and Fire Inspections will continue business as usual with a few modifications. Please make our employees aware if there are any known illnesses in the building, home or at the construction site. If our employee feels that there may be a reason for them to not enter a building, home or construction site we ask that you respect their decision. Your inspection will be rescheduled.

The following guidelines will be adhered to:

1. Draper City staff will not be meeting for any reason in any job trailers. Therefore please be specific as to what inspection(s) are needed, and what area these inspections are needed in.
2. As the Draper City inspector comes out for the inspections, please make sure the area where the Draper City inspector is to inspect is limited to those only needing to be there for the inspection.
3. When the Draper City inspector is present, please make sure anyone who is to accompany the Draper City inspector on site for the inspection understands that there is to be a minimum separation of 6' from him or her. This is for the safety of you, and your staff as applicable, and for the safety of our Draper City inspectors.
4. If an onsite meeting is needed, this meeting will be required to take place outside of the job trailer, home or otherwise with the required 6' separation between parties.

- Planning Commission Meetings and City Council Meetings are postponed to a date uncertain. For updates on all things Draper City please sign up on our email list:

<https://www.draper.ut.us/MyAccount/ProfileCreate?from=url&url=/&dn=https://www.draper.ut.us>

We recognize the inconvenience that these measures may pose to you and for that we apologize. Please note due to these unusual circumstances there may be a delay in our processing of your materials.

When the above actions are lifted we will be communication.

Your patience over the next few weeks is greatly appreciated as our community comes together to slow the spread of the COVID-19.

Sincerely,

Christina Oliver | Community Development Director

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Office: 801.576.6510



www.draper.ut.us