

Dear Constituent,

The State of Utah has designated Salt Lake and Utah Counties as 'High Level of Transmission' areas. Draper City has taken precautionary and preventative operational measures to mitigate the spread of COVID-19.

What this means for the Community Development Department:

- Our office is operating but we ask that you do not come into the building unless absolutely necessary. The Community Development front desk is open to the public from 10:00 am – noon, Monday through Friday starting January 11, 2021. It is preferred that communications still 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 OR Zoom. 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 inspection 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 and all persons in attendance are expected to wear a mask at all times. 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 and all persons in attendance are expected to wear a mask at all times.

- Planning Commission Meetings and City Council Meetings are being held electronically. For updates on all things Draper City please sign up on our email list (green 'Notify Me' button): <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 months 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