



Caldwell Development Services  
PLANNING & ZONING, ENGINEERING  
COVID-19 Adaptation Plan  
17Mar2020 Version



- The Development Services Building will close to public access as of March 18, 2020
  - We will remain “Open for Business” virtually
  - The doors will be posted with contacts for each segment of work
    - A similar notice will be supplied to our permit applicant email list (reaching everyone who has been involved in a project and previously supplied their email for that purpose).
    - A similar notice will be posted on the City Web pages for each affected department.
  - Only Electronic Plan submittals will be accepted
    - Staff will remotely assist and show flexibility in assisting customers to make that transition.
  - Online resources are already established for many work flows and are being updated immediately to allow the balance of possible applications to be submitted.
    - Between now and the when these new resources are available, applications will be received by email, etc.
  - Staff will be taking special care to manage phone coverage during breaks or absence to ensure that customers can always get assistance.
- Roundtable meetings will be conducted via Zoom, Skype, or Mitel Conferencing.
  - Web conference elements to these solutions will allow real-time screen sharing by and between parties.
  - Zoom also allows recording of the meeting.
- Paper Plans that have already been submitted will be picked up at the curbside and/or by appointment.

Further plans regarding possible online meetings/video meetings are being finalized; those will be added when they are finalized.