



March 18, 2020

*This is a rapidly evolving situation so please check back often for updates.*

## Department Response Plan - Community Development

The Community Development department consists of community initiatives, building, code enforcement, and planning. This includes the following staff members:

- Diedra Silbert – Community Initiative Facilitator
- Mike Gill – Building Official
- Shay Coburn – Town Planner

Community Development serves as non-critical and support function in the time of an emergency. Therefore, as the situation evolves it is possible that the Community Development department will completely halt normal operations and support critical and essential operations of the Town.

In addition to the Town's phased response, the Community Development department will operate as described below. Please note that staff will do its best to continue to work as normal but will likely need some time to adjust to working remotely.

### **Community Initiatives – Email Diedra Silbert at [dsilbert@town.ridgway.co.us](mailto:dsilbert@town.ridgway.co.us)**

- Creative District, Space to Create, or Main Street Questions or Items – Please contact Diedra by email or leave a voice mail at 970-626-5308 x. 215.
- Monthly Creative District Meetings will be held by phone until further notice (third Tuesday of the month from 3-5pm). Contact Diedra for the phone number to be included in the conference call. The public is welcome.

### **Building – Call Mike Gill at 970.596.4543**

- Construction inspections – coordinate with Mike Gill via phone
  - Any inspection that requires entering occupied buildings and homes is postponed until further notice.
  - Inspections will be encouraged to be done via photo text messages or video call.
  - If needed in person, inspections may be available Wednesdays and Thursdays.
  - Note that the State may have suspended electrical and plumbing permits.
- Building permits
  - If you have already submitted a building permit, staff will continue to review it from home and do the best they can to issue such permits.
  - If you are wanting to submit a building permit for review please email all required information to: [kchristian@town.ridgway.co.us](mailto:kchristian@town.ridgway.co.us),



[mgill@town.ridgway.co.us](mailto:mgill@town.ridgway.co.us), and [scoburn@town.ridgway.co.us](mailto:scoburn@town.ridgway.co.us). Staff will do the best they can to review the permit as usual but it will likely take more time.

- Building related questions – call Mike Gill

**Code Enforcement – Call Mike Gill at 970.596.4543**

- Any non-life-threatening code enforcement issues will be handled as resources are available.
- If it is life-threatening, please call the Marshal's Office dispatch at 970.249.9110.

**Planning – Email Shay Coburn and [scoburn@town.ridgway.co.us](mailto:scoburn@town.ridgway.co.us)**

- Building permits – see Building section above
- Planning Commission
  - It is undetermined at this time if the Planning Commission will meet for the regularly scheduled 3/31 meeting. Stand by for more information. Staff is going to explore options for hosting the meeting virtually.
  - Staff will be in touch with the Planning Commission and all applicants for the 3/31 meeting as soon as any decisions are made.
  - New public hearing applications that are not absolutely necessary at this time are encouraged to wait to submit. If an application must be submitted, please email to [kchristian@town.ridgway.co.us](mailto:kchristian@town.ridgway.co.us) and [scoburn@town.ridgway.co.us](mailto:scoburn@town.ridgway.co.us) and we will do our best to process that application.
- Development Review – will be continued as possible with telecommuting staff.
- Miscellaneous inquiries – email Shay.