



MEMORANDUM

From: Chris Pasinetti, CD Director  
Community Development Department

Re: Procedural changes during the COVID-19 Outbreak.

Below is a procedure list that the City will implement as part of daily operations to ensure the safety of the community and City Employees during this time.

1. Community Development Office will be closed to the public. The closure is through the end of March and will be extended as necessary.
2. City staff is available by phone and email to answer questions, and help customers with permit applications, permit issuance and payment
3. In person submittals may be made by appointment. Contact staff at [permits@ci.enumclaw.wa.us](mailto:permits@ci.enumclaw.wa.us). We would strongly encourage everyone to take advantage of our electronic submittal process prior to making an appointment.
4. Information about how to contact Community Development Department staff is posted on the Community Development front door for customers stopping by the office as well as the city website.
5. Prior to, and after any in-person appointments can be made with counter staff and permits, plans, payments, etc. can be made by dropping those items off at the front door to the Community Development Office.
6. Pre-application meetings will be rescheduled to April 22 or later. Planning will screen new pre-application requests that come in through the Permits email and contact applicants.
7. Planning Commission and Design Review Board meetings will be cancelled for the Month of March, unless a viable online medium can be implemented by the Information Technology Department. April meetings will be evaluated at a later date.
8. Permit issuance and other items requiring customer signatures will be handled online or by other means.
9. These procedures are all subject to change as necessary.

Items City Staff will continue implementing within the office to maintain a safe working environment:

1. Counter, doorknobs, and other high traffic areas will be sanitized/cleaned during the day as necessary to reduce contagion.
2. Individual employees will clean office items to include, but not limited to: Telephone, desk, keyboard, etc.

3. Regularly clean and maintain the lunch room.
4. Keep hand sanitizer and soap readily available and encourage regular hand washing and sanitizing.
5. Employees within the Employee Break Room will be limited to 2 persons at a time.
6. Interoffice conversations shall be limited to telephone as much as practicable and employees should implement the six foot physical distancing as much as possible.
7. All other procedures as outlined by the City Administrator as outlined in the Email on March 13, 2020.
8. Front counter staff will alternate schedules to process permits, licenses and other necessary items. Planning Staff will work from home and alternate office visits if necessary. Building official will work in the office to coordinate inspections. Building inspector will dispatch from home. Code Enforcement will maintain operations at the office and/or from home. All staff is available via email and telephone. Virtual staff meetings will be held once all programs are up and operational.

Process for permit issuance and submittal when payment cannot be made over the phone.

1. When a permit is ready for issuance our permit staff will email the applicant a balance statement. This balance statement will include the cost for the permit as well as all of the information needed by staff to process the check. If you wish to pay with a check, either print the balance statement with the check and put those in an envelope (OR write on the check the permit number, i.e. BLD2020-1234, etc.) and place the envelope in the utility billing box located in the City Hall Parking lot, at 1339 Griffin Ave.
2. Once the payment for the permit is processed we can issue you the permit and any needed materials either:
  - a. Online. Via an email or drop box; OR
  - b. We will set an appointment for you to pick up those items outside of the Stevenson-Yerxa building (1309 Myrtle Avenue).
  - c. Receipts will be email or mailed upon request.

Permit intake will be very similar:

1. Online submittals: Contact [permits@ci.enumclaw.wa.us](mailto:permits@ci.enumclaw.wa.us) and they will processed and online submittal and set up your permit.
2. Once the permit is set up, permit staff will email the applicant a balance statement for the pre-payment amount. And similar to above, print out the balance statement and attach that to your check and place those items in an envelope and deposit those into the Utility Billing Box, once the check has been processed, we will email or mail you a receipt for the pre-payment upon request.
3. If you want to submit paper copies of plans, permit staff will set an appointment for you to drop those items off at the Stevenson-Yerxa Building.

If you have any questions, please call or email [permits@ci.enumclaw.wa.us](mailto:permits@ci.enumclaw.wa.us)



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Chris Pasinetti, AICP  
Community Development Director

Revised 3/25/2020