



Community & Development Services Department has modified public services until further notice

The Community and Development Services Department is operating in a limited capacity and modifying public services for the next 30 days due to:

- Circumstances related to public health and COVID-19
- The Stay-at-Home Order effective March 30, 2020 by Governor Laura Kelly, which will remain in effect through April 19 (order may be extended as circumstances dictate)
- The Safer-at-Home Order effective March 30, 2020 by Saline County, which will remain in effect through April 29 (order may be extended as circumstances dictate)
- The City County Building, 300 W. Ash Street, is closed to the public

Methods of Communication

Note, it is very important for citizens to follow the outlined methods of communication. These systems have been put in place to ensure services during these unique circumstances, failure to adhere may affect staff's ability to assist citizens.

None of the changes/limitations to the services the Community and Development Services Department provides, exempt citizens from complying with the code requirements for permits, inspections, zoning, land development, or property maintenance.

- **PERMITS:**
 - The Community and Development Services Department will continue to accept and process building and trades permits.
 - Citizens must use the [permit web portal](#) to submit a permit request/application.
 - Review and processing of a permit application may take longer than usual. The Community and Development Services Department will make every attempt to clearly communicate with citizens regarding timelines and expectations.
- **INSPECTIONS:**
 - The Community and Development Services Department will continue to provide inspections for issued permits with one exception.
 - Due to possible health risks for inspectors, the Community and Development Services Department will not conduct inspections inside occupied dwellings, unless it is an emergency.
 - Inspection requests can be submitted via the [permit web portal](#), [email](#), or phone (785-309-5701). If the call is not answered, a staff member will return the call within 24 hours.

NEWS RELEASE

RELEASE DATE:
Immediate

CONTACT:
Lauren Driscoll
Community & Development
Services Director

DATE SUBMITTED:
April 9, 2020

- **PLANNING:**

- In response to the COVID-19 public health emergency and based upon the Governor's Executive Order prohibiting mass gatherings of 10 or more people, the City Commission has cancelled all meetings of the City's subordinate boards and committees for so long as any federal, state, or local order similarly limiting mass gatherings remains in effect, including all meetings and public hearings conducted by Planning Boards.
 - Planning Boards include: Planning Commission, Design Review Board, Heritage Commission, and Board of Zoning Appeals.
- Until meetings and public hearings to be conducted by Planning Boards can be predictably scheduled and required notifications be given, the Community and Development Services Department will not be able to accept or process new Planning applications (variances, conditional use permits, zoning, etc.).
- When meetings of the Planning Boards can resume, the Community and Development Services Department will post on the City's website new and revised meeting schedules for public hearings and will resume acceptance and processing of new Planning applications. The best way for citizens to be informed about public meetings is to [sign up for email notifications on the City's website.](#)

- **ECONOMIC DEVELOPMENT INCENTIVES:**

- These will be handled on a case by case basis.
- Applications for tax rebates under the City's neighborhood revitalization program will not be accepted.
- [E-mail staff for further information.](#)

- **CODE ENFORCEMENT/PROPERTY MAINTENANCE:**

- The Community and Development Services Department will continue to provide services related to nuisance code enforcement (property maintenance) as staffing and scheduling allows.
- A property owner (or tenant) must still maintain their property including mowing.
- To schedule a special pick up of trash, debris, or discarded furniture/appliances call 785-309-5750.

- **COMMUNITY RELATIONS:**

- The Community Relations Division offices are temporarily closed.

WAYS TO CONTACT THE COMMUNITY AND DEVELOPMENT SERVICES

DEPARTMENT:

- **Permit The Community and Development Services Department Portal:**
<https://salina.onlama.com/>

City of Salina News Release

Re: [Enter subject]

Submitted: [Enter submittal date]

- This is available 24/7 and submittals will be checked daily.
- **Phone:** 785-309-5715
 - The Community and Development Services Department will attempt to return calls within 24 hours or sooner. Citizens must leave a message.
 - Include in the message the property address the call is about, your name and return phone number.
- **E-mail:** building.services@salina.org
 - The Community and Development Services Department will respond to e-mail within 24 hours or sooner.
 - Include the property address that is being inquired about.

The Community and Development Services Department's goal is to continue providing necessary services to all citizens while balancing the safety of employees and the directives of the Stay-at-Home Order. The department appreciates patience and understanding during these difficult times.

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