



City of Covington
Department of Planning & Zoning
“Minimum Basic Operations”
During
COVID-19 State of Emergency

The City Hall offices are closed to the public and staff are remotely working. The Mayor and City Council found that the present state of emergency, COVID-19 pandemic, requires immediate actions to protect the health, safety, and welfare of the citizens of Covington and surrounding communities. To slow the spread of COVID-19, the City of Covington adopted a Resolution to mandate Sheltering in Place from March 25, 2020 to April 8, 2020. To maintain the best of available resources, the City is authorizing essential personnel to continue to perform minimum basic operations. Essential personnel include, but not limited to, public safety, public works, healthcare, and building permits (which is serviced by the city’s Department of Planning & Zoning (P&Z)). P&Z will perform minimum basic operations while practicing social distance requirements and prohibiting gatherings during the state of emergency.

Below are P&Z operating procedures during COVID-19.

Planning Division:

- Staff is working remotely.
- All conceptual design meetings, plan reviews, and board meetings will be conducted through a virtual platform hosted through a ZOOM account for teleconferences and video meetings. To schedule a meeting with the Planning & Zoning staff, a free version of ZOOM must be download onto a cell phone, tablet, IPAD, laptop or desktop computer. The app may be downloaded at: www.zoom.us
- All applications for a business license, building permit, certification of appropriateness, etc. must be downloaded from the city website at www.cityofcovington.org with a pathway of: [we mean business -forms and permits – planning](#). All applications must be submitted digitally to staff for review and feedback with original applications being dropped-off with payment into the secured P&Z redbox located in the front entrance area of city hall. Contents from the box will removed by essential personnel on Tuesdays, Wednesdays and Thursdays between 8 am and 12 noon.
- All plan reviews by planning staff has been extended to a maximum 30-day review period.
- All planned group conferences and tours have been canceled.

Planning staff may be contacted as follows:

Mary Darby, Director of Planning & Zoning, at 770-385-2179 or email: mdarby@cityofcovington.org

Monica Sagastizado, Planner, at 770-385-2178 or email: msagastizado@cityofcovington.org

Building Division: Building Permits

- Staff is working remotely. The Building Official is working around the clock.
- The Building Permit Section will operate with an extended time frame for reviews and the issuance of permits. The building permit staff will review applications for permits within a 48 to 72 hours response time from point of contact with staff. Staff will access inquiries by phone and email during normal business hours and business work days.
- All plan reviews and inspections, conducted by our third-party inspector, for both commercial and residential reviews and inspections will be scheduled within 48 to 72 hours from the time of contact with our building permit staff

Building Division staff may be contacted as follows:

Donna Smith, Permitting & Licenses Specialist, at 770-385-2021 or email: dsmith@cityofcovington.org

Building Division: Alcohol and Business Licenses

- Staff is working remotely
- Any deadlines for the purchasing or obtaining by persons or businesses of occupation tax certificates, permits or similar civil approvals mandated by the City Code shall be tolled for the duration of the emergency as established herein, and for 15 days thereafter. Such persons or businesses shall obtain necessary permissions required by law but deadlines set by the City Code are tolled for the duration of the emergency as established herein, and for 15 days thereafter
- The due date and payment of alcohol excise taxes of restaurants licensed to sell alcoholic beverages pursuant to Article 3 of Chapter 5.12 of the Covington code of ordinances shall be delayed through and until June 30, 2020 and shall not be subject to penalties or interest. Any alcohol excise taxes of restaurants that accrue and are unpaid during the period until June 30, 2020 shall be paid to the City in six (6) equal installments in the months of July through December. All alcohol excise taxes of restaurants shall be due and payable in the normal procedure beginning July 1, 2020

Alcohol and Business Licensing staff may be contacted as follows:

Jennifer Hise, Permitting & Licenses Specialist, at 770-385-2174 or email: jhise@cityofcovington.org

Code Enforcement Division:

- Staff is on duty Monday-Friday from 8 a.m. to 5:00 p.m.
- Enforcement and Remedies.
 - Individuals: In recognition that the City does not have the personnel or resources to monitor and police distancing or gathering limitations or shelter in place requirements for all individuals currently living within the territorial limits of the City, the Covington Police Department and other departments of the City as deemed necessary by the city manager are authorized to support compliance with this Order through information delivery and education of individuals regarding the imminent threat to public health posed by COVID-19.

Code Enforcement staff may be contacted as follows:

- **Danny Bartello**, City Marshal at 770-385-2022 or email: dbartello@cityofcovington.org
- **To report building code violations, contact Donna Smith at dsmith@cityofcovington.org or Mary Darby at mdarby@cityofcovington.org**

For more information on the COVID-19 Resolution adopted by the Mayor and City Council visit the City of Covington's website at www.cityofcovington.org, or download a copy of the resolution at the following link: <https://www.facebook.com/298455990584/posts/10163098917780585/?d=n>