



John Bridger <jbridger@chattanooga.gov>

Changes to the DRC access

Lisa Thompson <lthompson@chattanooga.gov>

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Bcc: jbridger@chattanooga.gov

Hello all,

First, I hope you continue to be well and have found a way to settle into your new routines.

As always our operational situation continues to change in response to the COVID-19 outbreak . It is very fluid! Today, Mayor Berke issued an order that all public access to city buildings, including the DRC is to be suspended as of the COB today. What does this means for us?

The lobby of the DRC will continue to remain open for you to drop off plats that need to be signed. We have signing stations set up downstairs for both the City and the County. And you will still be able to access the GIS office to get a plat signed or recorded. However, you will not be able to go into the first floor area for City services in LDO. I understand that if you need something from their offices you are to call and make arrangements over the phone for services that you need. The LDO can be reached at 423-643-5800. When you call they have a phone tree for the different services for you to choose from. I have also attached the LDO contact sheet for you if you need specific contact points. That list is found at http://www.chattanooga.gov/images/Website_Contact_List_32720.pdf

I am going to be coming into the office to sign plats. I will be available on Tuesday and Thursday from 10-am to noon. If you need time outside those hours please email me to see if a time can be accomodated.

The GIS office located in the DRC is limiting the days they will be open to Tuesday and Thursday. Please plan accordingly. I would strongly encourage you to reach out to your clients and advise them that it might take additional time to get a plat signed and recorded. We are working as best we can to keep things moving forward smoothly. However, we are also having to respond to a daily changing situation. If projects are under strict timelines such as closings, inspections, etc it would be wise to add at least 5-7 days to your project timeline.

We are in communication with the Register of Deeds to try and develop a contingency plan for the recording of plats if the County offices are closed. That continues to be an ongoing conversation. But rest assured that we are daily monitoring the situation and developing contingency plans as appropriate.

The Governor has signed an Executive order allowing board meetings to be held in virtual meeting rooms. I understand that the May Planning Commission meeting will be held in this virtual format. All the agenda items from the April PC will be moved to this May virtual PC meeting agenda.

Finally, we continue to develop and hone our digital plat submittal and review processes. We held our staff session virtually this week. Our developer session will also be held virtually. Review comments for that session are forthcoming.

Thank you for continuing to be patient with us as we modify our processes so that we can continue services. We have appreciated the partnership you all have shown us. If there is anything I can do to support you during this time please do not hesitate to reach out. Email continues to be the best way to reach me, but my office phone is ringing into my personal cell phone. If I do not answer just leave me a message and I will call you back. Also, if you have any suggestions for how to best manage the plat review process during this time please let me know. I am always open to collaborations!!!!

Finally, if you know of anyone that would like to be on my distribution list for emails ask them to email me at ltompson@chattanooga.gov and I will make sure they are included in emails that I send out. And feel free to share this email with any of your industry contacts.

Best regards,

Lisa Thompson
Subdivision Coordinator

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On Mon, Mar 23, 2020 at 6:02 PM Lisa Thompson <ltompson@chattanooga.gov> wrote:

Hi everyone! I hope you all are staying well and healthy. Just a quick check in and update.

The RPA Executive Director has made a decision to scale down the in-person staff. He, Karen, and Bryan will be the only ones in the office. They will rotate days they are in the office. I will no longer be in the office but am setup to work remotely. Plat signatures will be a tad slower with less people in the office. However, if you need a signature please let me know so we can coordinate the best way to accommodate you. We will do our best to keep everything moving forward as smoothly as possible.

If you have a staff approved plat that you have not received comments back on please let me know. I finished everything that came in last week.

My office phone is rolling into my cell. Please leave a message if I am not able to get to your call so I will know to call you back.

Thank you everyone for your understanding and flexibility as we all navigate this situation together.

Please share this message with any of your industry contacts that might need this information.

Best,

Lisa Thompson
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