



**CITY OF HUTCHINSON
PLANNING/ZONING/BUILDING DEPARTMENT
PRACTICES IN TIME OF PUBLIC HEALTH EMERGENCY**

Purpose:

This policy serves to protect the health and safety of the City of Hutchinson while providing its Planning/Zoning/Building Department services as deemed appropriate and so as to disrupt service as little as manageable in the event of a pandemic situation or during such time City Center is required to be closed or otherwise restricted outside of normal business hours due to an emergency or other such similar situation.

At its discretion, the City Administrator may at any time amend this policy as deemed necessary to effectively manage the safety needs of the City of Hutchinson in its provision of Planning/Zoning/Building Department services.

This will take effect when deemed appropriate by the City Administrator and consistent with other City actions.

Services:

To the extent it is able, Planning/Zoning/Building Department services shall maintain operational practices as noted below, with such operational practices and current contact information noted on the City of Hutchinson website and/or other social media tools utilized by the City at such time an event necessitates the use of the policy.

Communications:

- 1. In Person:** There shall be no in-person meetings or direct contact between the members of the public and Planning/Zoning/Building Department staff.
- 2. Telephone:** Telephone communication shall occur through phone messages left at the Department's direct dial telephone number (320) 234-4216. Voice messaging is available and calls will be returned.
- 3. E-mail:** E-mail communication shall continue as normal by emailing Department staff directly, or by sending communications to inspections@ci.hutchinson.mn.us

Permit Request and Issuance:

- 1. Via E-mail:** Permit applications and plans shall be submitted via email to the inspections@ci.hutchinson.mn.us e-mail address for processing and review. Permit fees will be calculated and communicated to applicants so payment by either credit card or by mailing a check, payable to "City of Hutchinson", to City Center 111 Hassan St. SE, Hutchinson MN 55350. Original copies of submittal documents shall be mailed or delivered to the City of Hutchinson for final processing when Department staff is available.

- 2. Drop Off:** Permit applications that cannot be submitted via e-mail, and of appropriate size, may be left in the City Utility Payment drop off box and will be addressed when they are able to be received by Department staff or through alternate collection method(s) as established by the City Administrator. These permits, when processed and paid for, will be mailed to the applicant unless an e-mail address is provided for return e-mailing of issued permits.

Inspections and Other Guidance:

1. Inspection requests shall be made by e-mail or telephone via the contact information provided above and may be accommodated as reasonably possible.

2. Physical construction inspections may be conducted to new, vacant, and unoccupied homes, businesses, and tenant spaces subject to Item 3 below. Exterior inspection (e.g. roofing, siding, decks, and similar) may be conducted.

3. Requests to review items or make inspections in person will be considered on a case-by-case basis by staff, but are highly discouraged. Inspections will be made with Department staff unaccompanied. In certain situations, staff may request the contractor or their designee to be along with the inspection or to meet in person. In those cases, appropriate social distancing will be adhered to.

4. Photos, videos, and other means of technology may be utilized for completion of inspections at the discretion of the Building Official.

5. Issuance of permits and related inspections may be delayed or suspended based upon circumstances and at the sole discretion of the City.