



CITY OF SAN DIEGO - 1222 FIRST AVE., M.S. 501, SAN DIEGO, CA 92101

# PUBLIC NOTICE

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**Date: November 26, 2019**

**Subject: CUSTOMER PLAN AND DOCUMENT STORAGE IN BUILDING**

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The Development Services Department (DSD) will soon be moving out of the City Operations Building (COB) located at 1222 First Avenue, San Diego, CA to our new location at 101 Ash Street.

All customers are hereby notified that all personal or professional storage, including plans, documents and any other items, must be removed from COB by the close of business on **Tuesday, December 24, 2019**. After this date, COB will no longer be open to customers. Plans in DSD custody (under review) will be moved by the City. All other documents/items must be removed.

**Any such items remaining in COB after Tuesday, December 24, 2019, will be destroyed.**

Additional blue recycling bins will be placed on the 3<sup>rd</sup> and 4<sup>th</sup> floors of COB to facilitate customer recycling and clean-up efforts. We are unable to provide blue recycling bins on the 1<sup>st</sup> floor, however customers can walk the plans to the dock on the east side of the building and put them in the recycling bin at that location.

Personal or professional storage of such items will no longer be permitted inside the new Development Services Department office location. City staff is determining if there will be storage space available for lease in the 101 Ash Street parking garage however availability will not be available until at least March 2020. DSD will keep customers notified of space availability.

Updated information regarding the move to 101 Ash Street will be provided in upcoming notices, which will also be shared on the DSD website at <https://www.sandiego.gov/development-services/>.