

**DATE:** March 30, 2017

TO: All Interested Parties

SUBJECT: Notice of Change to Department Hours- April 21, 2017

## Notice of Closure

Due to All Staff Training on the afternoon of Friday, April 21, 2017, Development Services will be open only in the morning, and closed in the afternoon. This is a departure from our normal limited hours on Friday mornings.

On April 21, 2017, the Development Services downtown office will be open to customers from 7:00 a.m. until 11:30 a.m. DSD will be closed for the remainder of the day for off-site training.

- Walk in/appointment counter hours: 7:00 a.m.-10:30 a.m.
- Phone Hours: 7:00 a.m.-11:00 a.m.

Inspections will be limited to the morning until 11:00 am. We apologize for any inconvenience and delays this may cause.

Regular operating hours will resume at 7:00 a.m. on Monday, April 24, 2017.