



Development Services

DATE: May 6, 2016
TO: All Interested Parties
SUBJECT: "Revised" Notice of Department Hours in May, 2016

NOTICE OF CLOSURE

Due to a biannual All Staff Training meeting on the afternoon of Friday **May 13, 2016**, 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 May 13, the Development Services downtown office will open to customers at 7:00 a.m. until 12:00 p.m., and will close to the public for the remainder of the day.

- Walk in/appointment counter hours: 7:00 am – 11:00 am (last walk in or appointment).
- Phone hours 7:00am - Noon

Inspections will be limited to the morning until 12.00 (Noon). We strive to perform all scheduled inspections on Friday and any remaining inspections will be completed on Monday. We apologize for any inconvenience and delays this may cause.

Regular operating hours will resume at 7:00 a.m. Monday, May 16, 2016.

Additionally, the Development Services Department will be closed in observance of the Memorial Day holiday on Monday, May 30, 2016.

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