



PLANNING AND COMMUNITY DEVELOPMENT



Consultants, Builders and Developers Notice #2020-03-02

March 9, 2020

Topic: Scheduled Recurring Closings of Planning Department

Effective Beginning: March 18, 2020

The Planning and Community Development Department offices will be closed to the public four (4) hours per month to allow staff to participate in programmed training sessions, classes and continuing education opportunities. The offices will close from **8:00 a.m. to 12:00 noon** on the third Wednesday of each month beginning March 18, 2020. **Emergency inspections only will be accepted these days of closure.** Dates of closing for the remainder of 2020 are listed below:

- March 18
- April 15
- May 20
- June 17
- July 15
- August 19
- Sept 16
- October 21
- November 18
- December 16

During closed hours, you may access our website to submit applications or inspection requests; or, you may visit or call the office when we reopen at 12:00 noon. Inspections each of these training days will be handled on an emergency basis only. Please contact your inspector prior to the closure to schedule alternative inspections as necessary.

The closures will affect the Planning Department's main office at 2875 Sabre Street, and the SGA/Parking office located at Town Center; however, the Treasurer's Office satellite location at Sabre Street will remain open.

For additional information or questions, please contact:

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