



NOTICE OF NEW PLANNING DIVISION COUNTER HOURS

The Planning Division is instituting new counter hours. The purpose of the new hours is for our reduced Planning staff to be able to complete current and advance planning assignments and still provide excellent service to callers and visitors.

Beginning Monday, June 2, 2003:

- ✍ **Planners will be unavailable for citizen counter visits or telephone calls Monday through Friday, between 8:00 AM to 10:00 AM, over the noon hour and from 3:00 PM to 5:00 PM.**
- ✍ **Planning Division's doors will remain open 8:00 AM to 5:00 PM.**
- ✍ **Clerical staff will assist callers and visitors by:**
 1. **Taking messages or setting appointments with a Planner for another time.**
 2. **Referring callers and visitors to the new City Planning Web page at: <http://www.monterey.org/commdevelop/planning/>**
 3. **Handing out hard copies of pertinent information including applications, Frequently Asked Questions (FAQ's), and other documents such as General Plans, Area Plans and Zoning Ordinances.**
 4. **Accepting project applications anytime between 8:00 AM and 5:00 PM.**

We will continue to provide the public with excellent service as expeditiously as possible. We thank you for understanding and look forward to servicing your needs. If you have any questions, please do not hesitate to contact the Planning Division at (831) 646-3885. Thank you.

