



Neighborhood Update for LAN

January 7, 2016

Item #1: Oread Design Guidelines

The Draft Oread Design Guidelines are now available on the City's website, and can be found here: http://lawrenceks.org/pds/draft_plans. These were recommended as one of the initiatives of the Oread Neighborhood Plan, which was adopted in 2010 (found here: <http://lawrenceks.org/assets/pds/planning/documents/OreadNeighborhoodPlan.pdf>). Planning staff has scheduled a public meeting for the public to learn more about the guidelines and provide input on the draft text on Wednesday, January 13, 2016 from 6pm to 8pm at the Lawrence Public Library Auditorium.

Additionally, the Lawrence – Douglas Co. Planning Commission and the Lawrence Historic Resources Commission will have joint meetings to discuss the Guidelines. Those meetings are tentatively scheduled for Thursday, February 18, 2016 and Monday, March 21, 2016, and both will begin at 6.30pm in the City Commission Room.

Item #2: Rental Licensing

The new City-wide rental licensing and inspection program became effective July 1, 2014. RS (Residential Single-Dwelling) zoned rental units (most of which were licensed under the prior program) were transitioned to the new program beginning July 1, 2014.

From January 1, 2015 through December 31, 2015, owners of rental units in non-RS zoning districts were required to license their rental units. Owners/ownership entities with names beginning with A or B were required to license their rental units by the end of January 2015; owners/ownership entities with names beginning with C or D were required to license their rental units by the end of February 2015; owners/ownership entities with names beginning with E or F were required to license their rental units by the end of March 2015. Proceeding in this manner throughout 2015, all rental units in Lawrence (estimated to be about 20,000) should be licensed by the end of 2015 (owners/ownership entities with names beginning with X, Y or Z are required to be licensed by December 31, 2015).

Required rental inspections for RS zoned single family dwellings began in July 2014. Required rental inspections for non-RS zoned dwelling units officially began on July 1, 2015 (although a significant number of non-RS zoned rental unit owners voluntarily requested earlier inspections, which were accommodated by City Staff).

As of November 30, 2015, a total of 7,685 licenses representing 19,659 rental units were issued and active (issued since inception of the expanded Program on July 1, 2014; a single "master" license is issued for a rental property with four or more dwelling units located on single parcel or adjoining parcels under the same ownership). Of the 19,659 total rental units licensed, 16,470 units were located in non-RS zoning districts, and 3,189 were located in RS zoning districts.

The City has developed a website devoted to the Rental Licensing Program, which can be viewed at www.lawrenceks.org/pds/rental-licensing or www.lawrenceks.org/rent. The website contains information such as a Program Handbook, the adopting ordinance, inspection forms and guidance, licensing process and inspection brochures, a tenant information brochure, diagrams of program processes and FAQs for both owners and tenants. The website also features monthly and annual program reports that have been provided to the City Commission. New or updated information is frequently being added to the website. Please contact the City with any questions at (785) 832-3345 or by email at rentallicensing@lawrenceks.org.

Item #3: CDD Information

The Community Development Advisory Committee has three openings for appointments to the committee. The open positions are for low-moderate income area representatives. The appointees must

come from an area that is 51% or more low-mod and is not already geographically represented on the committee. Please forward any letters of interest to either Danelle Dresslar or to the City Manager's office.

Item #4: January Planning Commission Items

The Lawrence/Douglas County Metropolitan Planning Commission will hold their regularly scheduled monthly meeting on January 25, 2016 at 6:30 p.m. in the Commission Meeting Room on the first floor of City Hall, 6 E. 6th Street.

The Planning Commission will consider the following public hearing and non hearing items at their Monday, January 25, 2016 meeting:

- 1a. Z-15-00609: Consider a request to rezone approximately 4.038 acres from RS7 (Single-Dwelling Residential) District to RM15-PD (Multi-Dwelling Residential with Planned Development Overlay) District, located at 5325 W 6th St. Submitted by Landplan Engineering PA on behalf of Village Cooperative of Lawrence (contract purchaser). Kansas/Nebraska Association of Seventh Day Adventist Inc. is the property owner of record.
- 1b. PDP-15-00610: Consider of Preliminary Development Plan for Village Cooperative of Lawrence, located at 5325 W 6th St. The plan proposes the construction of a 3-story structure containing 52 assisted living units, underground & surface parking and site improvements, including the construction of Branchwood Drive north to W. 6th Street. Submitted by Landplan Engineering PA on behalf of Village Cooperative of Lawrence (contract purchaser). Kansas/Nebraska Association of Seventh Day Adventist Inc. is the property owner of record.
- 2a. Z-15-00602: Consider a request to rezone approximately 25 acres from County A (Agricultural) District to RSO (Single-Dwelling Residential-Office) District, located SW of intersection of N 1750 Rd and E 902 Rd (extended). Submitted by BG Consultants, Inc. on behalf of Garber Enterprises, Inc., property owner of record. Replaces Z-14-00162. PC recommended denial on 6/23/14, City Commission returned to Planning Commission on 12/8/15.
- 2b. Z-15-00603: Consider a request to rezone approximately 15 acres from County A (Agricultural) District to RS5 (Single-Dwelling Residential) District, located SE of intersection of N 1750 Rd and E 902 Rd (extended). Submitted by BG Consultants, Inc. on behalf of Micah Garber, contract purchaser, and Robert & Jan Maxwell, Trustees, property owner of record. Replaces Z-14-00164. PC recommended denial on 6/23/14, City Commission returned to Planning Commission on 12/8/15.
- 2c. Z-15-00617: Consider a request to rezone approximately 11.6 acres from County A (Agricultural) District to IL (Limited Industrial) District, located SW of intersection of N 1750 Rd and E 902 Rd (extended). Submitted by BG Consultants, Inc. on behalf of Garber Enterprises, Inc., property owner of record. Replaces Z-14-00165. PC recommended denial on 6/23/14, City Commission returned to Planning Commission on 12/8/15.
- 2d. Z-15-00618: Consider a request to rezone approximately 61.3 acres from County A (Agricultural) District to RS5 (Single-Dwelling Residential) District, located SE of N 1750 Rd and E 902 Rd (extended). Submitted by BG Consultants, Inc. on behalf of Garber Enterprises, Inc., property owner of record. Replaces Z-14-00164. PC recommended denial on 6/23/14, City Commission returned to Planning Commission on 12/8/15.
- 2e. Z-15-00619: Consider a request to rezone approximately 0.8 acres from County A (Agricultural) District to RS5-FP (Single-Dwelling Residential with Floodplain Overlay) District, located SE of intersection of N 1750 Rd and E 902 Rd (extended). Submitted by BG Consultants, Inc. on behalf of Garber Enterprises, Inc., property owner of record. Replaces Z-14-00204. PC recommended denial on 6/23/14, City Commission returned to Planning Commission on 12/8/15.

All information listed can be found at the City of Lawrence website: www.lawrenceks.org/pds

The Neighborhood Update is produced for LAN during the first week of every month to keep members updated on neighborhood oriented issues via communication directly from the City of Lawrence. For any additional information regarding CDBG information, please contact Danelle Dresslar by phone at 785-832-3108 or email ddresslar@lawrenceks.org or for any other information contact Becky Pepper by phone at 785-832-3153 or email bpepper@lawrenceks.org. Comments are always welcome.

- 2f. A-14-00161: Consider an Annexation request for approximately 97.8 acres located south of the intersection of N 1750 Rd and E 902 Rd (extended). Submitted by BG Consultants, Inc. on behalf of Garber Enterprises, Inc., property owner of record. PC recommended denial on 6/23/14, City Commission returned to Planning Commission on 12/8/15.
- 2g. A-14-00163: Consider an Annexation request for approximately 15 acres located north of Rock Chalk Park. Submitted by BG Consultants Inc on behalf of Micah Garber, contract purchaser, and Robert and Jan Maxwell Trust, property owner of record. PC recommended denial on 6/23/14, City Commission returned to Planning Commission on 12/8/15.
- 2h. CPA-14-00005: Consider a Comprehensive Plan Amendment to Horizon 2020 Chapter 7: Industrial Land Use, and Chapter 14: Specific Plans – K-10 & Farmer’s Turnpike Plan, to revise the Future Land Use Map and include adjacent parcels for additional residential land use sections into the K-10 & Farmer’s Turnpike Plan. Submitted by B.G. Consultants, Inc. PC recommended denial on 6/23/14, City Commission returned to Planning Commission on 12/8/15.
- 2i. Z-15-00608: Consider a request to rezone approximately 6.178 acres from County B-3 District to County B-2 District, located in the 1400 block of E 900 Rd. Submitted by BG Consultants, Inc. on behalf of Fairway LC, property owner of record.
3. SUP-15-00521: Consider a Special Use Permit for approval of a neighborhood commercial shopping area that includes buildings to house Fast Order Food, Drive-in, located at 4300 W 24th Place. The plan proposes 31,625 sq. ft. of commercial development in five buildings with four drive-thru uses indicated. Two drive-thru uses are for Fast Order Food. Submitted by Paul Werner Architects, for RPI, LLC, property owner of record.
4. CUP-15-00613: Consider a Conditional Use Permit for Calico Village, an Athletic Field complex for youth soccer on approximately 80 acres, located at the intersection of E 1750 Rd & N 1300 Rd. Submitted by Jambars Futbol Club Inc, on behalf of John Pendleton for Lorita H Pendleton, Trustee, property owner of record. (Joint meeting with Eudora Planning Commission.)
5. TA-15-00571: Consider a Text Amendment to the Zoning Regulations for the Unincorporated Territory of Douglas County, Kansas to add Wind Energy Conversion Systems. Initiated by County Commission on 10/21/15.

Legal descriptions for public hearing properties listed above are on file in the Planning Office for review during regular office hours, 8-5 Monday - Friday.

Communications to the Commission:

Written comments are welcome and encouraged on all items to be considered by the Planning Commission. The Commission has established a deadline for receipt of all written communications of no later than 10:00 a.m. on Monday, January 25, 2016. This ensures your transmittal to the Commission can be received and read prior to their meeting.

Item #5: City Resources

• Rental Licensing Program

The City has developed a website devoted to the Rental Licensing Program, which can be viewed at www.lawrenceks.org/pds/rental-licensing or www.lawrenceks.org/rent. The website contains information such as a Program Handbook, the adopting ordinance, inspection forms and guidance, licensing process and inspection brochures, a tenant information brochure, diagrams of program processes and FAQs for both owners and tenants. The website also features monthly and annual program reports that have been provided to the City Commission. New or updated information is frequently being added to the website.

All information listed can be found at the City of Lawrence website: www.lawrenceks.org/pds

The Neighborhood Update is produced for LAN during the first week of every month to keep members updated on neighborhood oriented issues via communication directly from the City of Lawrence. For any additional information regarding CDBG information, please contact Danelle Dresslar by phone at 785-832-3108 or email ddresslar@lawrenceks.org or for any other information contact Becky Pepper by phone at 785-832-3153 or email bpepper@lawrenceks.org. Comments are always welcome.

Please contact the City with any questions at (785) 832-3345 or by email at rentallicensing@lawrenceks.org.

- Interactive Rental Licensing Map

The Planning and Development Services Department has published a Residential Rental License Interactive Map for citizens, prospective renters and landlords to access. The map can found at: <http://www.lawrenceks.org/pds/rental-licensing/map>. The map identifies all rental dwelling units that are licensed and in good standing with the rental licensing and inspection program requirements. The map is intended to provide consumers information about units that comply with the city's rental program as well as help landlords market their code-compliant properties. The map is linked to the department's home page. Citizens can click on the blue map dot of a rental property and view the landlord name, zoning district, the number of units licensed and the apartment complex name, if applicable. Staff believes the map will be a valuable resource for tenants, landlords and the general public as the program continues to license properties through 2015 and beyond.

- Find Active Building Permits on City Website Interactive Map

In May 2014, Planning & Development Services launched a new Building Permits interactive map that shows locations and provides basic information about active City of Lawrence building permits (for both non-residential and residential new construction and addition projects, and for non-residential remodeling or change of use projects). Zoom in on the map to see building permits that have been recently issued in or around your neighborhood. Find the map on the City's website at http://lawrenceks.org/city_maps or <http://lawrenceks.org/pds/building-permits/map>.

- Project Submittals

Planning project submittals can now be accessed on the Planning Division's website through the following address: <http://www.lawrenceks.org/pds/submittals>. The list is updated every Monday and also includes a link to an interactive map that shows the locations of the projects.

- City of Lawrence Subscription Services

How can I stay involved with the latest City of Lawrence Notifications?

Interested citizens can sign up to receive notification updates for various City services, events, and information, including advisory board information for the City Commission, Planning Commission, Board of Zoning Appeals, Historic Resources Commission, Community Commission on Homelessness (CCH) and the Community Development Advisory Committee (CDAC), as well as City News, Public Meeting Notices, Recreation Announcements, and Neighborhood news. All these subscriptions can be found at <http://www.lawrenceks.org/subscriptions>.

- Neighborhood Contact

Is your neighborhood a registered neighborhood? By registering your neighborhood group, you are given notification regarding pending development applications received by the Planning Department, giving your group the opportunity to comment on development projects that may impact your neighborhood. Register your neighborhood at http://lawrenceks.org/pds/neighborhood_registration. To find out if your neighborhood information is current, see the neighborhood list at <http://www.lawrenceks.org/pds/neighborhoodcontacts>.

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Memorandum

City of Lawrence

Planning & Development Services

TO: Diane Stoddard, Interim City Manager

FROM: Scott McCullough, Director

CC: Casey Toomay, Assistant City Manager

Date: January 4, 2016

RE: Monthly PDS Project Report

The following provides an update on several city of Lawrence projects in process in the Planning and Development Services Department.

Comprehensive Plan Update - On August 31, 2015 the *Horizon 2020* Steering Committee approved the Issue Action Report which contains the Steering Committee's findings regarding how to best strengthen the existing plan and ensure that the document reflects the community's vision, while also setting a foundation for creating the inclusive and sustainable community we want Lawrence and Douglas County to be in the future. The Issue Action Report presents 19 major issues to address, based on community input and identified needs, and it outlines action steps to help address and resolve these issues.

The Issue Action Report was presented to the Planning Commission on September 21, 2015 and was unanimously approved. It was presented to the City Commission at their November 10, 2015 meeting and to the County Commission at their November 11, 2015 meeting and was unanimously approved by both governing bodies. Work on the plan itself is underway and the Steering Committee will convene in the first quarter of 2016 to review an outline of the plan. Jeff Crick is the Staff contact.

East Lawrence Neighborhood Rezoning – On August 18, 2015, after considering a Staff memo on the topic, the City Commission directed Staff to further research land use in the area north of 9th Street in the East Lawrence Neighborhood and present the Commission with a follow up memo outlining appropriate zoning district(s) and a timeline of the rezoning process in order to consider rezoning much of the area from RM24 to an RS district. Research and zoning option development is underway on this initiative and staff has met with a neighborhood representative to develop a plan to discuss this project with the neighborhood in March 2016 prior to the City Commission reviewing rezoning options. Becky Pepper is the Staff contact.

North Lawrence RS5 Zoning Discussion – On August 18, 2015 the City Commission considered a Staff memo addressing a request from the North Lawrence Improvement Association to review RS5 zoning in North Lawrence. The Commission directed Staff to review comments made at the meeting and report back options to address the issues of potential increased storm water and impacts of RS5 zoning in the neighborhood. Staff has met with the Association's president and is preparing a follow up memo for the Commission's review. David Guntert is the Staff contact.

Urban Agriculture Text Amendment – A text amendment to create new Urban Agriculture uses in the Land Development Code was initiated by the City Commission on June 23, 2015. The Planning Office, in coordination with the Food Policy Council, drafted language and presented it to the Planning Commission at their October 19, 2015 meeting. The Planning Commission heard public comment and deferred the item for additional revisions. Revised language was reconsidered by the Planning Commission at their December meeting and was again deferred for additional development with the stakeholders. It is tentatively scheduled for the February PC regular meeting. Mary Miller is the Staff contact.

Event Center Text Amendment – A text amendment to create a new Event Center use in the Land Development Code was initiated by the Planning Commission on August 24, 2015. This text amendment was approved by the City Commission in December so this item will be removed from future reports. Jeff Crick is the Staff contact.

Parking Regulations Text Amendment – Staff has been working with the Planning Commission for some time now on revising Article 9 of the Land Development Code related to parking standards. These revisions will address how parking is calculated, the design and location of parking, and standards related to the parking and storing of RVs, boats and trailers. The Planning Commission received an update on the progress of this item at their November 16, 2015 meeting and directed staff to schedule the item on future mid-month meetings. Sheila Stogsdill is the Staff contact.

Salon Text Amendment - A text amendment to review the *Personal Convenience Services* and *Personal Improvement Service* uses and determine if amendments are necessary to permit salons as a use in the RSO (Single-Dwelling Residential-Office) zoning district was initiated by the City Commission on September 1, 2015 and was heard by the Planning Commission at their November 16, 2015 meeting. This text amendment was approved by the City Commission in December so this item will be removed from future reports.

Oread Design Guidelines – Staff presented a timeline to the City Commission on their September 8, 2015 agenda that identified the next steps that the Planning Commission, Historic Resources Commission and City Commission will take to consider the adoption of design guidelines for the Oread Neighborhood. The draft Oread Design Guidelines are now available on the City's website. These were recommended as one of the initiatives of the Oread Neighborhood Plan, which was adopted in 2010. Planning staff has scheduled a public meeting for the public to learn more about the guidelines and provide input on the draft text on Wednesday, January 13, 2016 from 6pm to 8pm at the Lawrence Public Library Auditorium.

Additionally, the Lawrence – Douglas Co. Planning Commission and the Lawrence Historic Resources Commission will have joint meetings to discuss the Guidelines. Those meetings are tentatively scheduled for Thursday, February 18, 2016 and Monday, March 21, 2016, and both will begin at 6.30pm in the City Commission Room. Jeff Crick and Lynne Zollner are the Staff contacts.

Discussion of Applicability of the Property Maintenance Code – This item awaits placement on a City Commission agenda for discussion. This item will be rolled into the consideration of the 2015 ICC code adoption process planned to be considered by the City Commission in January. Brian Jimenez is the Staff contact.

Sign Code Amendments – On July 7, 2015 the City Commission, after receiving a Staff memo on the topic, initiated certain amendments to the sign code to address several issues to aid businesses in the use of signs; however, the Commission directed Staff to delay this project as the Commission considers the applicability of the Property Maintenance Code. Kurt Schroeder is the Staff contact.

Review of 2015 Building and Property Maintenance Codes – In conjunction with the 2015 fire code review being completed by the Fire Department, the Building Safety and Code Enforcement Divisions of PDS are working with the Building and Trade Code Boards to complete reviews of the 2015 International Code Council (ICC) family of building and property maintenance codes. Recommended ordinances for consideration by the City Commission are tentatively scheduled for January 2016. The city has typically adopted revised building and property maintenance codes on a 3-year cycle (City is currently using the 2012 editions of the codes). If adopted, the 2015 codes are planned to take effect on July 1, 2016. Barry Walthall is the Staff contact.

Retail Market Study – Staff completed a survey of commercial properties in order to complete the biennial Retail Market Study, which is actually one year overdue. A final report was received by the City Commission at their November 17, 2015 meeting. This item will be removed from future reports. Amy Miller is the Staff contact.

Community Development Initiatives

Applications for **CDBG and HOME federal funds** were sent to interested parties on October 1, 2015 and are due back to Staff by December 1. The Community Development Advisory Committee has shown interest in neighborhood outreach to discuss best practices among neighborhoods to explore ways to use the CDBG money more efficiently and perhaps pool resources to reach common goals. Bradley Karr is the Staff contact.

Inspections on qualified homes to participate in the **2015 CDBG Weatherization Program** were completed in September; twenty three homes were approved for the program, a considerable increase over the ten homes in the 2014 program year. The bid date for the weatherization work was October 20, 2015 with bids being awarded by the City Commission on November 3, 2015 for a total cost of \$32,401.80. Tony Hoch is the Staff contact.

The 2016 **homeless point-in-time count** will be a shelter-only count and will occur in January of 2016. Planning has begun on the coordinated effort with the rest of the balance of state. Dani Dresslar is the Staff contact.

Metropolitan Planning Organization (MPO) Studies

The MPO is completing the **Regional Pedestrian Plan** but a date of completion has not been identified due to working with the Bike/Pedestrian Task Force and Safe Routes to Schools initiative, both of which are affecting certain elements of the Plan as it evolves.

The MPO was also awarded a **Competitive Consolidated Planning Grant** from KDOT to complete two studies in 2016 - a comprehensive transit operations analysis and a bike share feasibility study in the Lawrence community. The City Commission, on September 29, accepted the awarded funds and directed Staff to send out a Request for Proposals to begin the studies.

The Bicycle Advisory Committee submitted to the City Commission, on October 20, 2015, recommendations to increase **bicycle parking downtown**. The Commission directed staff to apply for a LiveWell Community Wellness Grant to install 74 additional bicycle parking spaces downtown: 30 spaces of on street bicycle parking spaces in bike corrals replacing 2 on street parking spaces and 44 spaces at inverted U racks on existing pavement on the perimeter of the sidewalk. The Commission also directed staff to apply for a LiveWell Community Wellness Grant to install four (4) bike repair stands at the Burroughs Creek Trail parking on 15th Street (near playground), the North Lawrence Levy Trail Head Parking Lot, Rotary Arboretum - Trail parking for SLT, and on the Library Plaza (near garage). These grants were awarded and are scheduled to be accepted by the City Commission in early January, with public participation on the final placement of the bike corrals forthcoming.

Jessica Mortinger is the Staff contact.

Historic Landmarks – On September 17, 2015 the Historic Resources Commission adopted resolutions to begin the Landmark process for the following city owned properties:

1. Resolution 2015-07 Union Pacific Depot
2. Resolution 2015-08 Carnegie Building
3. Resolution 2015-09 Fire Station #1
4. Resolution 2015-10 Oak Hill Cemetery
5. Resolution 2015-11 Clinton Park

These resolutions await placement on the City Commission's agenda.

Lynne Zollner is the Staff contact.

Small Business Initiatives

The **Metropolitan Entrepreneurship Community Pilot (MECP)**

NetWork Kansas announced that Lawrence was selected as a 2015 Metropolitan Entrepreneurship (E-) Community Pilot and has been awarded \$125,000 in tax credits that will allow a revolving loan fund to be built for the City of Lawrence Urban Entrepreneur. This pilot will primarily focus on entrepreneurs located in the distressed areas of Lawrence as well as entrepreneurs of disadvantaged status. The Lawrence Metro E-Community joins a group of fifty-three communities and only one of two Metro Entrepreneurship Community Pilots. 100% of the \$262,501 in donations, equating to \$196,875.00 in Entrepreneurial Tax Credit pledges, were collected in December.

Next PDS LNL: The first installment of the 2016 PDS quarterly **Lunch-N-Learn Series** is in development. This event is attended by designers, contractors, bankers, realtors, small business professionals, PDS and City Staff. This impactful hour is also eligible to Kansas Chapter of American Institute of Architects to include: 1 hour Health, Safety and Welfare Credit – (HSW) or 1 Hour Self Option Credit.

BIZFUEL EFFORTS:

The Chamber of Commerce, on behalf of BizFuel partners, is seeking to hire an advertising/marketing agency or individual team to provide strategic implementation of messaging, advertising and marketing strategies as needed for promoting the BizFuel Partnership in Douglas County.

STAR Certification Focus Group (Economy & Jobs): BizFuel Partners will continue to work toward advancing the STAR Certification process. The STAR Community Rating System is both a framework and a certification program. Local governments across the nation are using it as a roadmap, as a planning tool, to organize/guide public engagement processes, to aid in decision-making, for performance-based budgeting, and as a measuring stick to determine whether their investments are achieving outcomes. This effort will benefit our community at large and serve as a resource/ongoing tool when completed.

BizFuel Small Business Events:

1st Quarter: Import & Export: How to Ready Your Business for Global Trade, (City of Lawrence – SBF Taking Lead in Materializing)

2nd Quarter: State Certification Process: Women-Owned Business Entity, Disadvantaged –Owned Business Entity and Minority-Owned Business Entity, (City of Lawrence – SBF Taking the Lead in Materializing)

3rd Quarter: Creative Industries and Your Business, (KU Small Business Development Center- Director Taking the Lead in Materializing)

4th Quarter: Kansas Department of Labor and Revenue and Your Business, (Lawrence Chamber/EDC- ED Manager Taking the Lead in Materializing)

Cyndi Hermocillo-Legg is the Staff contact.