

## Gallacher, Kirsten CD

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**From:** Gallacher, Kirsten CD  
**Sent:** Wednesday, July 5, 2023 5:21 PM  
**Cc:** 2A All CD People  
**Subject:** Community Development Updates

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Hello Design and Building Professionals,

I hope you had a nice 4<sup>th</sup> of July. Below is a list of updates:

- I wanted to remind everyone the counter hours were modified a few months ago and it now closes at 3:00 p.m. Despite changing the hours, we are often still serving customers until 4:30. Please be aware that in the next few weeks we will be establishing a hard cut-off at 3:00 or shortly thereafter. The change in hours is so that staff can better follow-up with applicants at the end of the day and complete our administrative work. As a reminder, the counter wait times are posted online (click [here](#)).
- I am excited to share our new Economic Development webpage, which includes information on how to start a business, a map link showing available commercial spaces, a marketing brochure, and economic data about the City (click [here](#)). The goal of recruiting new and interesting businesses that will benefit residents and visitors alike.
- We have posted the Community Development email blasts, dated back to 2021, on our webpage (click [here](#)). We are working on adding a link to our webpage allowing interested parties to register to receive these emails.
- We have updated the Department Organizational Chart to include the contact information for all of staff (click [here](#)).

We will have additional updates in the next weeks about other department improvements.

### Marc Wiener

COMMUNITY DEVELOPMENT DIRECTOR

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