



**From:** Elizabeth Runge, Community Development Director

**Date:** December 19, 2022

**Re:** Staff Report

**Key Activities:**

- A closing on the sale of the parcel Lot 8, Block 4 in Sandy Bay Highland occurred December 16, 2022.
- Communicated with interested parties in building(s) for sale, community loan programs and business programs.
- Two Plan Commission meetings held in December. A special meeting was held to review the Central Park Site Plan to allow work to begin. The regularly scheduled meeting also occurred for the review of the EAB's pilot front yard garden program.
- Room Tax Commission meeting held to review and adopt the budget and discuss the status of the 501(c)6 creation.
- The final draft of the Explore Two Rivers – Manitowoc 2023 Visitor Guide is almost complete to be sent to the printer. Distribution is planned for early 2023 in hard copy and digital form.
- Responding to requests related to zoning jointly with the new zoning administrator.