



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

**Date:** Aug 21, 2023

**Re:** Staff Report

**Key Activities:**

- Met with industrial park businesses to discuss potential projects related to building improvements. Also, continued work on projects that will be moving forward in the industrial park.
- Reviewed site plans for the August Plan Commission meeting, met internally with department heads to review these plans and prepared a staff memo for this review (Confluence Lofts). Completed additional review of development proposals and completed needed memos or referral of information to the applicants.
- Working the City's realtor with the closing of two Sandy Bay Highland lot sales.
- Continued daily interaction with the public regarding questions of city resources of loans, housing assistance, or other information requests.
- Prepared letters and communication to property owners related to maintenance concerns in conjunction with the zoning office.

