

Susan H. Cipperly, Town Planner

1. Attended the following Town meetings:
 - Board of Appeals – February 1
 - Business Seminar – February 2
 - Mayor's staff meeting – February 14
 - Town Meeting – February 21

2. Met with Town staff re 2 E. Main St. permits and water meter requirements. Secured complete set of plans from Frederick County permits office. Sent letter to owner outlining requirements and procedures. Town zoning permit was issued for renovation work on first floor apartments. Stavros Pizza is working its way through the County permit and inspection process.

3. Worked on annual report for MDE MS-4 reports, including calls to MDE and Frederick County for information re the permit requirements and responsibilities for reporting, and data.

4. Supervised code enforcement/zoning, permit issuance, and follow-up. Performed inspections for compliance.

5. Responded to letter from Emmitsburg Presbyterian Church re grease trap to clarify cleaning and inspection requirements.

6. Attended meeting of Main Street and Economic Development staff from other Frederick County towns. Meeting was held in Brunswick.

7. Prepared revisions to APFO for Feb. 21 Town Meeting, referred to Planning Commission for review.

8. Prepared amendments to B-2 zoning ordinance text to expand the allowed uses. Presented at Feb. 21 Town Meeting, referred to Planning Commission for review.

9. Enforcement information re 514 E. Main provided to the Town Clerk.

10. 2/17/11 met at Frederick County Planning with Jim Gugel and Tim Goodfellow with reference to their approach to revising the County Water and Sewer plan map. They will send us a draft map for review.