

Susan H. Cipperly, Town Planner

Meetings attended at town:

December 8 - Town Meeting

1. 2015 Comprehensive Plan.
  - Provided paper and CD copy of plan to Frederick County Planning.
  - Updated Town Board copies that were provided for that purpose.
2. Community Legacy Program.
  - Prepared and submitted quarterly report for FY2015 due 1/4/2016.
  - Prepared and submitted letter stating that the Town would supply \$10,000 in-kind support as part of the FY2016 application.
    - Phone interview by DHCD staff person as part of FY2014 final report process.
    - Continued coordination with DHCD regarding reimbursement requests, reports, and MHT reviews.
      - Processed grant agreements for projects approved by MHT.
      - Communicated by letter with applicant regarding partial MHT review approval.
      - Received initial information regarding FY2016 successful grant application.
3. Continued communications with GIS provider and Dave Haller regarding system setup & training. Agreement signed.
4. Supervised Code Enforcement and Zoning activity.
5. Presented proposed ordinance amendment regarding setbacks in residential zones to the town board. They referred it to the Planning Commission for review.
6. Met with John Clapp, Jerry Muir, and local property owner and attorney regarding allowed uses of a property.
7. Organizing computer and paper files.
8. Attended MDP Planners Roundtable meeting in Frederick 12/8/15, FredCo quarterly planners' meeting in Thurmont on 12/10/15.
9. Provided info for new website, including revised permit information and subdivision/site plan reviews.
10. Attended open house at 514 E Main for Creosote Effects new business location.
11. Drafted 4 text amendments to address changing the OS zoning title to Institutional, and revising pertinent text.