

Susan H. Cipperly, AICP Town Planner

1. Attended training session at Harvard University/National Charrette Institute regarding the charrette/public input process. Training and expenses were paid by a professional development grant from the Pennsylvania Planning Association.
2. Worked with Dave Haller and Dan Fissell to prepared wastewater treatment information requested by Hillary Varnadore, Frederick County Principal Planner for use in countywide water resources element.
3. Contacted Cindy Stone of MD Dept of Housing and Community Development regarding potential funding for remaining comprehensive plan work, per inquiry by Mayor Hoover and Chris Staiger.
4. Worked with Frank Henry and Dave Haller relative to enforcement issues and office management.
5. Prepared and sent enforcement letters relative to signage, sidewalk commercial permits, storage shed sales, etc.
6. Prepared meeting materials for Planning Commission meeting, and attended as staff support.
7. Contacted Jenny King at Maryland Dept. of Planning (MDP) regarding Planning Commission's desire to correct a portion of comp plan text and map that was provided to MDP for review by the consultant. Prepared materials as advised by Jenny King and sent them to MDP.