

Susan H. Cipperly, Town Planner

1. 2015 Comprehensive Plan was the primary activity. Analyzed necessary factual/data updates and continued to do research, calculations, re-writes of affected sections. Met with Planning Commission on February 27 for initial presentation and discussion of the update. PC passed motion to recommend undertaking an update at this time, which will be considered at the May 4, 2015 Town Meeting. PC will hold a special meeting on May 12 and June 8, in addition to May 26 regular meeting.
2. Community Legacy projects.
 - FY2015 CL grant applications were revised and are now available at town office. Several have been distributed.
 - Two applications were received for March 31, 2015 round. CL Work Group met on April 30, 2015 to discuss these. Both recommended for approval and send to MHT review. One is getting additional bid information.
 - Assisted potential applicants via describing the program and the information required.
 - Extended expected completion date for 122 E. Main to complete 2nd coat of paint on front of building.
 - Processed reimbursement check for 1-3 E. Main.
3. Filed CL FY2014 quarterly report with DHCD.
4. Reviewed FY2015 Community Legacy contract and filed after signed by Mayor.
5. Prepared materials for Planning Commission meeting 4/27/15, including Annual Report to MDP, Agenda, powerpoint for Comp. Plan update presentation. Prepared minutes from 4/27/15 PC meeting, based on notes from S. Starliper and S. Cipperly, due to J. Howard absence.
6. Provided water and sewer info to Frederick County for their County Water & Sewer report.
7. Provided Seton Center correspondence to D. Haller. Conferred with FredCo zoning/permits re this project.
8. Prepared B-1 Neighborhood Commercial ordinance revision, commercial buffer section.
9. Provided info to News Journal reporter re comp plan update.
10. Spoke with owner of property re potential land use/zoning change during comp plan process.
11. Traveled to Middletown with D. Haller and J. Muir, to see their in-house Geographic Information System.
12. Supervised Zoning and Code Enforcement.