

Susan H. Cipperly, Town Planner

1. Attended the following Town meetings:  
Town Meeting – January 4 & 19  
Planning Commission – January 31
2. Prepared/sent follow-up letter for Grease Trap permits, regarding reporting requirements. Seven facilities had not submitted clean-out reports as of January 10, as required.
3. Worked on draft Adequate Public Facilities Ordinance revisions and presented 1.12.11 draft at Town Meeting on January 19. Conferred with Town Attorney on specific issues within the APFO.  
  
Conferred with Eric Soter, Director of Frederick County Planning Office, re the County APFO. He volunteered to attend the January 19 Town Meeting, which was helpful in addressing our Town APFO.
4. Coordinated with Frederick County Office of Economic Development to host Local Business Seminar. Publicized the event.
5. Supervised code enforcement/zoning, permit issuance, and follow-up.
6. Upon their request, provided information to other City of Frederick re our grease trap ordinance and implementation.
7. Upon their request, provided information re our permit fees and project review fees to Myersville.
8. Conferred with Taneytown Economic Development staff person on their program and Main Street program.
9. Provided follow-up information to State Highway Administration – questions re our Annual Report of road additions/extensions.
10. Prepared legal advertisement and meeting materials for Feb. 1 Board of Appeals meeting.
11. 1.14.11 - Met with design/project management team regarding site plan that will reflect interior renovations to Sisters of Charity property. (Not Homes for America project.)

