

Susan H. Cipperly, Town Planner

Town meeting attended on May 5, 2014. Presented information regarding cluster development.

Planning Commission meeting on May 27. Dollar general.

Town Staff meeting 5.21.14

1. Community Legacy grant program coordination – with grantees and with DHCD.
 - Submitted invoice and request for reimbursement for one project. Others will be ready to submit during first week of June. Have been photographing progress of existing grant projects.
 - Attended mandatory training webinar regarding town's next application for grant funds (FY2015). Application due July 15, 2014.
2. Community Legacy – revised the grant application materials and advertized next grant round with deadline of June 12, 2014. Current projects have generated interest in the program. Have distributed several applications for both commercial and residential properties.
3. Dollar General – Reviewed revised subdivision and site plans and provided comments for the Planning Commission. Subdivision was approved with conditions at March 31 meeting.

Site Plan approved with conditions at the May 27 Planning Commission meeting. Remaining items are stormwater review by County, Erosion and Sediment State Highway approval, and architectural points per Commission discussion.
4. Attended municipal governments' conference in Hagerstown on 5/9/2014.
5. Conferred with George Brenton of DOC and town staff regarding water meter/sump installation for Homes for Emmitsburg project.
6. Prepared and distributed letter to non-residential uses regarding the revised temporary sign ordinance. Will follow up with enforcement effort.
7. Began requested review of Frederick Co. water and sewer plan sections re Emmitsburg.
8. Met with J. Clapp re court case and enforcement issue.
9. Reviewed MHAA grant agreement for the Square (construction drawing funding) and returned to MDP for processing after securing Mayor's signature.
10. Continued review of Frederick County water and sewer plan 2011 draft, for revisions.
11. Supervised code enforcement activity. Assisted the public with permit applications.
12. Reviewed FEMA letter and questionnaire regarding their assessment of mapping needs. Will attend June 4 meeting in regard to this topic.