

Susan H. Cipperly, Town Planner

1. Attended Town Meeting Nov. 3 and Nov. 17, & Town Meeting agenda meetings prior to both.
2. Planning Commission:
  - prepared and distributed packet and created PowerPoint
  - Attended meeting Nov. 24. Proposed cluster development ordinance was discussed.
3. Prepared and submitted annual report to State Highway Administration.
4. Community Legacy grant program coordination – local
  - Received MHT project approval for 1 E Main entry roof and 22 E. Main rehab.
  - Tracked progress of current projects, and funding utilization
5. Dollar General status – Site being cleared, SW easement and performance agreements being finalized. Town and county permits in process.
6. Prepared/installed (w. help from A. Naill) seasonal exhibit in kiosk on square and at US15 Visitors' center.
7. Sent Planning Commission annual report to MD Dept. of Planning.
8. Researched clock for square, to be donated by MSM.
9. Met with potential developers re concept plan for the lands east of US15.
10. Participated in CPR refresher course for town staff.
11. Attended staff meeting on Nov. 13.
12. Staff briefed Mayor on enforcement action for which he had received a complaint.
13. Prepared ordinance revisions based on Nov. 17 Town Meeting input.
14. Supervised enforcement activity.