

Susan H. Cipperly, Town Planner

Meetings attended:

- August 3 - Town Meeting
- August 17 - Planning Commission
- August 31 - Planning Commission

1. 2015 Comprehensive Plan.

- Reviewed comments from State Highway Administration and Dept. of Natural Resources and adjusted Comp Plan as needed. Conferred with SHA staff. Reviewed these changes at August 17 PC meeting.
- Made copies of the 2004 Catoclin Mountain Scenic Byways Plan for the PC to review. SHA comment recommended that Town Board adopt the plan and include the resolution in the Comp Plan. At August 17 meeting, PC recommended that the Town Board consider doing so.
- Reviewed MD Dept. of Planning and Frederick County Planning Office comments and incorporated recommendations where appropriate. Conferred with State and County staff as needed. Provided changes to PC at August 31 meeting.
- 2015 Comprehensive Plan was approved by Planning Commission on August 31, and sent to Town Board.

2. Community Legacy Program.

- Created powerpoint presentation for August 3 Town Board meeting & made presentation.
- Followed up on applications submitted.
- Agreement created & signed for 200 So. Seton painting project.
- Coordinated with EPlus Copying for 2 CL yard signs and 6 laminated posters. Installed the yard signs at 2 locations.
- Processed reimbursement request for 309 W. Main painting project.
- Met with DHCD representative, Garland Thomas, and toured completed projects as part of FY2016 application review process.
- Coordinated with DHCD re MHT reviews and time frame.

3. Provided information re local brick colors and Dollar General brick color to SHA per their request. MD 140/Flat Run bridge will incorporate brick into the design.

4. Met with C. Gauss and Jerry Muir regarding sketch for 514 E. Main commercial site plan.

5. Supervised Code Enforcement and Zoning activity. Covered this function for 1 week while Jerry Muir was on vacation.

6. Coordinated TAC signage application for Antique Mall at request of Mayor Briggs & John Fieseler (Frederick Co. Tourism Council)