

Susan H. Cipperly, Town Planner

Meetings attended at town:

September 8 - Town Meeting

1. 2015 Comprehensive Plan.

- Finalized Comp Plan drafts and arranged for copies via E-Plus.
- Made presentation at Town Meeting regarding the 2015 Comp Plan approved by Planning Commission on August 31, 2015.
- Submitted legal ad for Oct. 5 public hearing to Frederick News Post. Revised date on yard signs to place on properties subject to zoning change. J. Muir installed them.
- Distributed copies of the plan to Emmitsburg Library and Mount St. Mary's University. A copy was/is made available at town office front desk for review.
- Prepared ppt for Oct. 5 public hearing.

2. Community Legacy Program.

- Prepared and submitted quarterly reports to DHCD for FY2014 and FY2015.
- Updated excel charts tracking projects.
- Took pictures of completed and ongoing projects for submittal with reports and for project files.
- Processed check requests for reimbursement of owners.
- Processed grant agreements for projects approved by MHT.
- Met with CL work group to review new applications.

3. Set up meeting for Oct. 8 with a Geographic Information Systems provider to discuss town's needs and what functions are available.

4. Supervised Code Enforcement and Zoning activity.