

Susan H. Cipperly, Town Planner

1. Attended the following Town meetings:
 - Mayor's staff meeting –August 18
 - Town Council meeting – August 2
 - Planning Commission – August 30
2. Prepared extensive comments and power point regarding Daughters of Charity text amendment, and presented them at the Town Council meeting – August 2.
3. Followed up with publicizing the survey that Mayor Harris of Carroll Valley presented to the Town Council, regarding the potential to expand existing Gettysburg bus line to Carroll Valley and Emmitsburg.
4. Continued follow-up on grease trap permit compliance, including site visit with other town staff as needed.
5. Supervised code enforcement/zoning, permit issuance. Issues generally grass/weeds, debris piles, signage, inquiries/permits for home occupations, fences, pools and decks. Ongoing review of permit files to ensure compliance with town code and Frederick Co. requirements.
6. Southgate – Working to secure signed documents finalizing deed transfer. Provided information to HOA regarding stormwater pond maintenance and fence requirements.
7. Provided local annexation information to Frederick County Planning Office for mapping project.