

Susan H. Cipperly, Town Planner

1. Attended the following Town meetings:
 - Mayor's staff meeting –June 14
 - Town Council meeting – June 7 and 21
 - Planning Commission – June 28
2. Attended MDP Statewide Planning Directors' Roundtable in Annapolis, June 2.
3. Attended Frederick County Planners' meeting in Urbana, June 11.
4. Zoning Text Amendments – coordinated review process – Town Council to Planning Commission.
5. Continued follow-up on grease trap permit compliance.
6. Supervised code enforcement/zoning, permit issuance.
7. Code Enforcement - documented code violations via site visits, followed up with letters and/or phone calls. Majority of issues were related to overgrown vegetation, trash, and unpermitted signage.
8. Attended "Clerk's" meetings on June 8 and 30.
9. Attended Human Resources training on June 29.
10. Prepared Planning Commission Annual Report, which was approved by the Planning Commission at the June 26, 2010 meeting.