

Susan H. Cipperly, Town Planner

1. Attended the following Town meetings:
 - Town Meeting – June 20
 - Planning Commission – June 27
 - Clerk's meeting – June 13
2. Met with Keith Suerdieck regarding the architectural guidelines project. Prepared Powerpoint for presentation at June 20 Town Meeting.
3. Toured Sisters of Charity property with other town staff to receive briefing on renovation work planned for the building.
4. Researched and sent correction information to State Board of Assessment regarding tax-exempt property error. State records indicated that the Sisters of Charity property was all outside the town boundary except for Seton Elementary School. This information and map was provided to Frederick County permit office, as well as Severn, O'Connor & Kresslein, P.A., to assist in their closing on the property.
5. Participated in 2 webinars:
 - Re: Transportation Investments and Development Plans,
 - Re: Affordable Housing Formula using housing cost and transportation costs to rate affordability.
6. Prepared Town exhibit and attended EBPA Business Expo 6.15.
7. Met with FEMA and MDE representatives for a Community Assistance Visit. One outcome is the need to revise the town's floodplain ordinance – last updated in 1991. Toured the floodplain areas, and showed where road flooding is an issue.
8. Was contacted by State Highway Admin. regarding design of Rte. 140 bridge over Flat Run. They will send design materials for us to review.
9. 6.28. Attended the Potomac Watershed Partnership meeting, related to the Watershed Improvement Plan.
10. Handled building address inquiries related to Fire Museum and the Sisters of Charity property (ongoing)
11. Increase in enforcement issues – related to building permits and mowing.