

Susan H. Cipperly, Town Planner

1. Attended Frederick County Planners meeting in Frederick on Sept. 12.
2. Attended Heart of the Civil War Heritage Area grant training session on September 23.
2. Community Legacy grant program coordination – local
  - Processed MHT review requests
  - Submitted reimbursement requests to DCHC
  - Worked with others to choose colors for 22 E Main St. repainting grant application
  - Processed agreements with grant recipients
3. Dollar General – Provided on-going follow-up to engineering and architecture firms regarding outstanding items re site plan and subdivision plat, including storm water easement, forestation plan, and performance agreement. Provided letter to applicant confirming water and sewer availability, for closing.
4. Prepared letter re violations at 104 E. Main Street and visited site with J. Muir on 9/29/14.
5. Arranged for signature of subdivision plat for Hobbs/Dollar General by Pat Boyle, Planning Commission chairman. Provided verification letter for Frederick County Health Dept. regarding water/sewer availability for site.
6. Provided subdivision/site plan information for potential commercial project on Silo Hill Parkway.
7. Reviewed and provided comments regarding concept plan for commercial land east of US15.
8. Worked on Cluster Development ordinance.
9. Worked with J. Muir to develop 2 ordinance amendments to potentially strengthen/clarify town's ability to enforce specific vegetation issues, and placement of indoor furniture on exterior porches. Will suggest as future agenda items.
10. Worked on siting of kiosk and met with Fire Museum folks re development of a display for the 3<sup>rd</sup> panel – hopefully to be available during October – Fire Prevention month.
11. Supervised zoning and code enforcement activity.