

Susan H. Cipperly, Town Planner

1. 2015 Comprehensive Plan was the primary activity. Analyzed necessary factual/data updates and continued to do research, calculations, re-writes of affected sections. Met with Planning Commission on May 12 and May 26. PC passed motion at May 26 meeting to recommend sending the May 26, 2015 draft to the MD Dept. of Planning for the required review, and to Frederick County for their review.
2. At May 26 meeting, Planning Commission made recommendations regarding the proposed text amendments Ord. 2015-01 and 2015-2, which were forwarded by the Board of Commissioners. Prepared draft minutes (due to absence of Sec'y) and provided to Planning Commission members for review.
3. Prepared and submitted legal ad for zoning ordinance change hearing on June 15, 2015 at Town Meeting.
4. Prepared pdf format of entire 2015 Comp Plan draft and sent CD to MDP and Frederick County Planning. Draft of 2015 Comp Plan update is on the Town website.
5. Community Legacy projects.
 - Two applications were received for March 31, 2015 round. CL Work Group met on April 30, 2015 to discuss these. Chronicle Building application sent to MHT review, 1-3 East Main St. was securing a bid for additional work suggested by the CL Work Group. This has been received and will be processed for MHT review.
 - Three applications received for May 15 round.
 - Assisted potential applicants via describing the program and the information required.
 - 216 & 218 E Main masonry restoration in progress. 1-3 E Main finished front roof replacement and will submit reimbursement request proofs.
6. Received finalized FY2015 Community Legacy contract for \$50,000.
7. Provided information to Frederick County permitting in reference to history of All American Hot Dog stand's request to be connected to town water/sewer. (It is outside of town, so would need to annex and pay for extending service and pay for tap capacity.)
8. Supervised Zoning and Code Enforcement.