

Susan H. Cipperly, Town Planner

1. Attended the following Town meetings:
 - Town Meeting – July 18
 - Board of Appeals – July 20
 - Mayor's Staff meeting – July 11
2. Met with Keith Suerdieck regarding the architectural guidelines project on July 29. A draft is well underway and will be reviewed during August. Initial presentation of materials to Board in September, if agenda permits.
3. Sent Planning Commission Annual Report to Maryland Department of Planning. Report will be filed with the Town Board.
4. Prepared revisions to §15.24 Trailers and Trailer Camps for presentation at July 20 Town Meeting.
5. Met with Emergency Services representatives and town staff regarding potential emergency access to Northgate – July 15. Prepared GIS maps of area as follow up.
6. Supervised code enforcement activity. In particular, mowing of Brookfield vacant lots, Southgate stormwater pond, and private properties were addressed.
7. Attended MML meeting on July 22 re Plan Maryland.
8. Coordinated with Frederick County re completion of requirements for Stavros Pizza Use and Occupancy Permit.
9. Worked with Daughters of Charity on permits for interior renovations and exterior site plan elements.
10. Worked with Frederick County and Daughters of Charity on revisions to addresses at the DOC facilities.
11. Provided requested comment letter to State Highway Administration regarding the Rte 140 Bridge over Flat Run, and the Town's flood plain requirements.