

Susan H. Cipperly, Town Planner

1. 2015 Comprehensive Plan. Follow-up with Frederick Co. regarding GIS mapping to reflect recommended zoning changes, etc. Follow-up with owners of properties potentially affected by recommended zoning change. Mailed notice, maps, etc. Researched publication and notice requirements for plan and zoning change. Created public review copy for front desk, and provided pdf for website. Planning Commission hearing will be held on July 27, 2015.

Discussed plan with Frederick Co. planner, specifically relative to demographics information and discussed procedures with Jim Gugel, Planning Director.

2. June 15. Attended Town Meeting to present zoning text amendments 15-01 Neighborhood Commercial, and 15-02 Commercial Buffers. Both were adopted.
3. Community Legacy program:
 - Submitted reimbursement requests for several projects where work has been completed.
 - Submitted two projects for Historic Review. One approved to date – 105 S. Seton.
 - Prepared and submitted July 1 quarterly reports for FY2014 and FY2015
 - Assisted potential applicants via describing the program and the information required.
 - Created a list of all contractors who have provided bids for grant applications, to assist those who are having trouble securing estimates.
 - Revised application and guidance packet.
 - Reviewed new project applications and took pictures as needed. Will provide copies to CL Work Group for use when they meet to discuss the project applications.
6. Prepared and sent letter to SHA S. Seton sidewalk coordinator re request for crosswalk near post office.
7. Created graphics/info for hallway display per Mayor's request.
8. Supervised Zoning and Code Enforcement. Conferred on several situations.
9. Met with representatives of Healthy Adams County and Frederick County Planning and Recreation departments regarding the Grand History Trail project attempting to connect Gettysburg area with Emmitsburg, as part of a much larger project. Provided follow-up information to attendees.
10. Went on pre-opening site visit with Jerry Muir to Dollar General on 6/24.
11. Researched annexation procedures for potential annexation request.