

Susan H. Cipperly, Town Planner

Attended Town Meeting on August 18, Board of Appeals on August 20.

1. Presented floodplain ordinance revision at Planning Commission on July 28, and August 18 town meeting. Ordinance was adopted on August 18.
2. Community Legacy grant program coordination – local
  - Continued follow-up on information from applicants re some of the projects.
  - Prepared and submitted project review packets for DHCD and Maryland Historical Trust (MHT), including photos and property histories.
  - Responded to questions from DHCD regarding review materials submitted.
  - Provided status letters to applicants.
  - Advertised another round of applications to be turned in by August 15. Three additional applications were received.
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 and performance agreement. Anticipated recordation of plat and closing on property is within first 2 weeks of September.
4. Board of Appeals – Reviewed application and prepared staff comments and legal ad for 400 W. Main variance application and hearing. Confirmed attendance by quorum of board members.
5. Prepared letter regarding removal of two mobile homes at 227 DePaul Street, since water service to those units has been discontinued at owner's request.
6. Supervised zoning/code enforcement position. Covered position during staff vacation week.
7. Took one week of vacation, August 25-29.