

Susan H. Cipperly, Town Planner

1. Attended the following Town meetings:
Town Meeting – Jan. 3 and Jan. 18
Planning Commission – Jan. 30
2. Attended Heart of the Civil War Heritage Area grant application meeting - Jan 12 in Frederick.
3. Attended Sustainable Communities program information session – Jan 23 in Crownsville.
4. Arranged for MD Department of Housing and Community Development staff to make presentation re the Sustainable Communities program at the Jan. 18 Town Meeting.
5. Arranged meeting with a licensed Landscape Architect, Town and FredCo staff, to present design procedure options for rejuvenation of the Square. This provided information needed to estimate costs for grant applications, and acquainted attendees with current techniques available for such projects.
6. Heart of the Civil War Heritage Area – Worked with MD Dept of Planning the Maryland Heritage Area staff to prepare a resolution confirming incorporation of the HCWHA in the 2009 Emmitsburg Comprehensive Plan, even though there was no need to amend wording within the plan itself. Resolution was processed via the Planning Commission and is on Feb. 20 Town Meeting agenda.
7. Provided information re town-owned/maintained park properties to Frederick Co. for tax equity purposes.
8. Met with Mayor Briggs, Dave Haller, and Shannon Moore of Frederick Co. Stormwater office re current efforts and requirements regarding the Watershed Improvement Plans.
9. Jan. 13 – Met with Mayor Briggs and Brianna Candelaria regarding possible Civil War encampment on June 30. Will also coordinate with Daughters of Charity and Frederick County Tourism.
10. Worked with Keith Suerdieck to finalize Architectural Guidelines document so that the Planning Commission can discuss it at their February 27 meeting. A resolution stating that the Town Board will approve the document as advisory will also be considered.
11. Submitted Letter of Intent (signed by Mayor Briggs) to apply for Civil War Heritage Area grant funds for Town Square design effort. Actual application will be prepared and submitted by February 27. Decision on grants is mid-July. Funding for CWHA grants program is currently being considered in MD state budget process.
12. Supervised permit and enforcement programs. Staff sent reminders regarding grease trap reporting, and made follow-up calls. Sent letters regarding illegal signs, debris in yards, etc. Staff has been comparing aerial photos from 2007 and 2009 to determine existence of unpermitted sheds, decks, etc., and will be sending letters during February to those who do not appear to have permits.