



City of Hagerstown, Maryland Status & Information Report No. 17 for 2012

April 27, 2012

To Mayor Bruchey and Members of the City Council:

UPCOMING MEETINGS

| MAY 2012 | | | | | | |
|-----------------|--------|---|-----------|---|--------|----------|
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| | | 1 3pm Joint Meeting wCounty Commissioners 4pm Work Session | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 4pm Work Session 7pm Budget Hearing | 9 | 10 8am- 2pm Maymart @ Public Square | 11 | 12 |
| 13 | 14 | 15 4pm Work Session | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 7pm Regular Session | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 T.B.D. | 30 | 31 5pm Western MD Blues Fest @ University Plaza | | |

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

BUSINESS & COMMUNITY RELATIONS DIVISION

1. **Grand Openings** Our next grand opening will be the Hagerstown Children's Theater/Walking Performing Arts on May 22. We are currently scheduling a time for that event.
2. **Earth Celebration** An Earth Celebration was held on Tuesday, April 24th at 1 p.m. at University Plaza. Students from Barbara Ingram, South Hagerstown High School and Pangborn Elementary participated. Waste Management's Cycle, a recycling robot, made its debut. Children and adults asked it recycling questions and it had an answer, With the City's expanded recycling program, recycling was the focus of the event.
3. **Shepherd University Art Show** Shepherd University Art Show was held in City Center on April 21, 2012 from 5-9 p.m. A nice crowd walked from exhibit to exhibit in the Arts and Entertainment District. Exhibits were located at the former Elevations Building, Anderson Photography and Masonic Temple. It was a very busy night for City Center with the Oklahoma playing at the Academy Theatre, the MSO playing at the Maryland Theatre and the Washington County Playhouse hosting a show.

4. **Upcoming April Events**
 - April 27th - Arbor Day, Hagerstown Greens Golf Course Club House
 - April 28th - Faire Off the Square, from 9 a.m. to 2 p.m. in the Elizabeth Hager Center Lot.
 - Friday, April 27th, 7:30 PM, Saturday, April 28th, 7:30 PM, and Sunday, April 29th, 2:30, Barbara Ingram Presents Beauty and the Beast at the Maryland Theatre
 - The Barbara Ingram School Art Foundation is also planning a sit down dinner fundraiser and auction at Leiters on the night of Saturday, April 28.

5. **Taste of the Arts** Twelve sites are lined up for the Taste of the Arts Event which will be held on May 17 from 5-8 p.m. in City Center. Proceeds will benefit the Washington County Arts Council, the Barbara Ingram School for the Arts and the Maryland Theatre. Tickets to go on sale on April 26, 2012.

6. **July 4th** The City of Hagerstown has contracted with The Nowhere Men to perform for the event.

7. **Fundraising** A fundraising campaign for the 150th First Call Weekend being held at the City Park on June 16 and 17 has begun. We are looking for funds for a water tank and for the SS Hunley exhibit.

8. **City Market**
 - Three new vendors will be starting in May. One is Donna Litton who sells produce, Edwina Beachly who sells produce, and Stacie and Chris Harbaugh who will sell woodwork crafts.
 - Upcoming events at the Market include:
 - The first "Faire Off the Square" will be taking place on Saturday April 28th, from 9 a.m. to 2 p.m.
 - May 10th – May-Mart – Public Square & Elizabeth Hager Center Lot – 8 AM. to 2 PM.
 - May 12th – Celebrating Mother's at the Market – more details to come

9. **Hagerstown City News**
 - Watch the latest newsroom stories on air at the top of every hour on Hub City on 6 and online at www.hagerstownmd.org/citynewsroom.asp
 - Latest Advisories and Releases are available online at www.hagerstownmd.org/Shared/cityNews.asp
 - A listing of the latest events is available online at www.hagerstownmd.org/shared/calendarOfevents.asp
 - City of Hagerstown job opportunities are posted online at www.hagerstownmd.org/Shared/JobOpenings.asp
 - Subscribe to **City e-Newsletter** on city homepage.

10. **Some of this Week's Headlines and Media Releases:**
 - Robot Will Be Guest at Earth Celebration
 - City Will Collect Old Recycling Bins
 - Board Opening: Historic District Commission
 - HPD Applying for Grant to Fight Crime
 - Faire Off the Square Coming to City Center

11. **Hub City on 6 (Channel 6)**

- Rebroadcast of the *State of the City* address is scheduled to air Saturday, Sunday, Monday and Wednesdays at 7:00 p.m.
- Watch the City Newsroom at the top of every hour. This week's news stories include:
 - City Engineer: City Can Handle Parking and Traffic for Multi-Use Center
 - Comptroller Throws Support Behind Multi-Use Facility Project
 - Be Our Guest: Barbara Ingram School Presents Beauty and the Beast
 - Tips From Patrol: Officer Lippy
 - SPIN Opens New Restaurant, Nightclub in City Center
 - First Property Certified Under Crime-Free Housing Program
- In production:
 - Public Safety Snippets with Police and Fire Departments
 - Preview of the 17th Annual Western Maryland Blues Fest

12. **Websites**

- The results of Ripken Design's Financial Feasibility Study are available on the City website, including an executive summary and a full report as well as the PowerPoint presentation that was made at the joint session on April 17th. The same links can also be found on the Hagerstown Advance site and supportdowntownhagerstown.com.
- Departments are finalizing content for the new City of Hagerstown website. New site is currently scheduled to go live on April 30th.
- Western Maryland Blues Fest website is updated with performer bios, videos and ticket information - www.blues-fest.org
- A community group has created a website to support downtown initiatives and a multi-use center. City staff will be contributing government information on related topics - www.supportdowntownhagerstown.com

PLANNING & CODE ADMINISTRATION DIVISION

1. **Zoning Certificates Issued For New Businesses:**

- 934 Sweeney Drive, Suite 5 - Alarm Detection Systems Corp. - installation, service, and monitoring of fire alarm systems, camera systems
- 934 Sweeney Drive Suite 5 - Spectrum Fire Protection, Inc. - installation, service, and inspection services for sprinkler systems
- 1529 Potomac Avenue - Carol & Company - retail sales of gift items
- 335 North Mulberry Street - A Second Chance Closet - sale of shoes and handbags on the internet
- 1580 Wesel Boulevard - Weight Watchers - health and well-being service
- 927 South Potomac Street - Outback Primitives - retail sales of gifts (change of ownership)
- 728 Frederick Street - Dixie Kitchens - concessionaire for Potterfield Pool
- 501 Virginia Avenue - Dixie Kitchens - concessionaire for City Park snack bar

2. **Planning Commission:** The Commission reviewed the following items on April 25:
 - East First Street Rezoning - A public review meeting was conducted for a proposal to rezone several properties from R1 to IG (Industrial General) and other properties from R1 to POM (Professional Office Mixed). Two neighborhood residents in the Kenly Avenue area testified in opposition to the rezoning from R1 to POM.
 - Draft FY 2013 Capital Improvements Program - Planning Commission members found that the draft FY 2013 CIP is compatible with the 2008 Comprehensive Plan, and made a recommendation that the City and County work together to find funding to create consistent pedestrian walkways along major roads, such as the Dual Highway, Jefferson Street, Pennsylvania Avenue, and other areas at the city edges.
 - Land Management Code Amendments - The commission continued its review of the second round of amendments of the Land Management Code. Review will continue at a special meeting on May 2nd.
3. **Board of Zoning Appeals:** Two cases were filed for the BZA's May 16 hearing:
 - 947 The Terrace - RMD Consulting, LLC - variance to allow construction of an addition to an existing two-story garage
 - 1032 Hamilton Boulevard - Douglass and Mary Jo Reed - variance to allow a 6', 4" privacy fence
4. **Draft County Hazard Mitigation Plan:** FEMA has approved Washington County's draft Hazard Mitigation Plan. Just as in 2005, the 2011 draft plan includes the municipalities. Prior to adoption by the County Commissioners, all the municipalities need to adopt resolutions on the plan. Inclusion in a hazard mitigation plan is required in order to be eligible for FEMA disaster funds. The County hopes to adopt the plan soon.
5. **Western Maryland Local Government Exchange:** This year's event will be held on May 4th from 8:30 a.m. to 3:00 p.m. at the Hagerstown Hotel (old Sheraton). Agenda topics include: public/private partnerships, business friendly government, impacts of TMDL and septic restrictions, another point-counterpoint on PlanMaryland, and an update on the Maryland legislative session. The City's planners will attend to gain inexpensive continuing education credits for maintenance of their AICP standing.
6. **Code Administration Weekly Activity Report:** April 16–20, 2012

| PERMITS | | | | | | | | |
|---|-----------------------------------|---------------|-----------|--------------|------------------------------------|---------|----------|----------------------|
| <u>TYPE</u> | <u>NUMBER OF NEW APPLICATIONS</u> | | | | | | | <u>NUMBER ISSUED</u> |
| Building | 7 | Residential - | 4 | Commercial - | 3 | Other - | 0 | 4 |
| Electrical | 8 | Residential - | 5 | Commercial - | 2 | Other - | 1 | 10 |
| Plumbing | 5 | Residential - | 5 | Commercial - | 0 | Other - | 0 | 5 |
| Mechanical | 5 | Residential - | 3 | Commercial - | 2 | Other - | 0 | 6 |
| Engineering Dept. | 17 | | | | | | | 25 |
| TOTAL | 42 | | 17 | | 7 | | 1 | 50 |
| Estimated Value of Weekly Issued Building Permit Projects: | | | | | Fiscal Year-To-Date Totals: | | | |
| Residential | \$ 107,047.00 | | | | \$ 5,466,249.00 | | | |
| Commercial | \$ 1,111,678.00 | | | | \$ 18,540,366.00 | | | |
| Apartment | \$ 0.00 | | | | \$ 250,121.00 | | | |
| Sign | \$ 0.00 | | | | \$ 360,065.00 | | | |
| TOTAL | \$ 1,218,725.00 | | | | \$ 24,619,801.00 | | | |

| | | |
|--|--|--------------|
| Building permit(s) of interest issued this week: Demolish and rebuild Taco Bell Restaurant at 450 Dual Highway - \$625,000 Interior renovations and combining spaces for Hobby Lobby at 1580 Wesel Boulevard - \$486,678 Renovation to structure due to fire at 712 Guilford Avenue - \$68,000 | | |
| RENTAL LICENSES | | |
| <u>NUMBER</u> | <u>FACILITIES</u> | <u>UNITS</u> |
| Registrations Received | 7 | 8 |
| New Applications Issued | 5 | 5 |
| Total Registered Since 7/1/11 | 3140 | 8500 |
| % of Those Invoiced | 99.9 | 99.9 |
| Notes: The 2011-2012 rental license renewals for 8355 units in 3053 facilities were mailed at the end of June 2011. This represents the percentage of those applications returned as of 4/13/12. | | |
| PAYMENT | | |
| Total Payments Received | \$ 400 | |
| Adjustments | \$ 0 | |
| INSPECTIONS | | |
| <u>TYPE</u> | <u>NUMBER CONDUCTED</u> | |
| Building | 45 | |
| Electrical | 62 | |
| Plumbing | 17 | |
| Mechanical | 10 | |
| Safety | 21 | |
| Neighborhood Vitality | 76 | |
| Quality of Life | 0 | |
| Preventive Maintenance | 0 | |
| Notes: Please note that exterior inspections of properties registered in the rental licensing program are NOT included in this total. Exterior rental licensing inspections for this program year are completed. Due to a database error, not all inspection numbers were captured this week. | | |
| INSPECTIONS KEY: | | |
| Categories of Conditions | | |
| Safety | Conditions which are or reasonably present a hazard to occupant or public. Example: No smoke alarms, improper wiring, handrails | |
| Neighborhood Vitality | Conditions which cause or tend to cause diminution to property Example: Weeds, trash, debris, junk vehicles, deterioration of a structure. | |
| Quality of Life | Conditions which negatively impact occupants. Example: Damaged surfaces, damages elements, missing screens | |
| Preventive Maintenance | Conditions which are technical violations and need addressed to prevent deterioration. Example: Mortar deterioration, clogged gutters, minor rotting wood | |

DEPARTMENT OF PARKS & ENGINEERING

- Clubhouse Grand Reopening** Final touches are being made to the new Hagerstown Greens Clubhouse to prepare for the Grand Reopening on Saturday, May 5th, starting at 12 p.m. On this day only, everyone will be able to golf at 1961 prices (which is the year the old clubhouse was built). Also, from 12 –1 p.m., each person will receive one hot dog, a bag of chips and a bottle of water free of charge. All day long, a full menu will be available to purchase various sandwiches, including chicken salad, tuna salad and ham salad sandwiches and various soups.

2. **Totes** The final tally prior to addressing requests by residents was as follows:

26 - 18-gallon bins
 1819 - 35-gallon totes
 7848 - 65-gallon totes
 1575 - 95-gallon totes

We continue to address complaints, requests and collecting the old bins.

3. **Arbor Day Ceremony** To be held at our Hagerstown Greens golf course on April 27th, (4) Japanese Maples; (4) Flowering Plums; (2) Flowering Cherry Trees; (4) Flowering Pears; and (1) American Dogwood will be planted by students from Bester Elementary School.

4. **Upcoming Events in City Parks**

- April 28th – Fairgrounds Park South – March for Babies, 9 a.m. – 1 p.m.
- April 29th – City Park Band Shell – Washington County Girl Scouts’ 100th Anniversary Celebration, 2–6 p.m.
- May 5th – Fairgrounds Park - Washington County Special Olympics Inspiration Walk, 8 a.m. – 2 p.m.
- May 5th – City Park – Boy Scout Camp-O-Ree, 8-9 a.m.
- May 6th – Fairgrounds Park South – Bark for Life, 12-4 p.m.
- May 7th – Fairgrounds Park North – HAYSL
- May 19th – Fairgrounds Park – Love 4 A Child Walk-a-Thon, 9-11 a.m.
- May 19th – City Park Band Shell – Inner Court Family Worship Community Outreach, 10 a.m. – 6 p.m.
- May 20th – City Park Band Shell – Zion Baptist Church Service, 2–8 p.m.

POLICE DEPARTMENT

1. **STATS**

| | | | |
|---------------------------|-------|---------------------------|----|
| Calls for Service: | 1,550 | CDS Arrest: | 3 |
| Criminal Arrest/Warrants: | 21 | DUI Arrests: | 2 |
| Moving Violations: | 51 | Search Warrants Executed: | 0 |
| Safety Repair Orders: | 14 | Field Interviews: | 18 |
| Warnings: | 37 | Parking Tickets | 4 |

2. **REPORTS**

- **04/19/12:** Officers of the Hagerstown Police Department were dispatched to 212 North Locust Street for a report of a burglary to a vacant building with a gas leak that was being handled by the Hagerstown Fire Department. Once the gas was shut off and the levels were safe, officers entered the building. It was determined an unknown person had entered the residence through a back door and gone to the basement and stole the copper piping. The person bent and twisted the pipes until they broke rather than cutting them. In that process, a gas line had been broken. Three pieces of copper piping and a pair of pliers were collected from the scene for further analysis. No further information is available at this time.
- **04/20/12:** Officers Paglia and C. Kelley responded to McDonald’s on 316 East Franklin Street in reference to a counterfeit \$20 bill. Contact was made with the manager who advised an employee discovered the bill. It was noticed that the security marker used to mark the money turned brown which indicated a counterfeit bill. It is unknown when the bill was passed or by whom. No further information is available at this time.

- **04/21/12:** Officer Filges was ending his shift and walking to his personal vehicle when he heard a loud commotion coming from the 100 block of North Burhans Boulevard. He observed a subject wearing all white clothing screaming at another subject. It appeared the argument turned physical in the middle of the road. In plain clothes, he placed his badge around his neck so he could be identified as a police officer. The subject wearing the white clothing was bleeding from a laceration above her left eye. She appeared to be intoxicated and was yelling at the officer. The ambulance arrived but she refused treatment. She was arrested for disorderly conduct. The other persons involved in the incident left the area. The injured person was provided with information regarding the other individuals for District Court action.

PUBLIC WORKS

1. **Parking Enforcement Vacancy:** Jim Bragunier will be leaving our staff of two enforcement officers effective May 4th. This vacancy only leaves one part-time enforcement officer on the street to handle ticket writing, vehicle immobilization (booting) and street sweeper enforcement. A hiring notice has already been posted to fill the position. Realistically, the position will probably not be filled until sometime in June.
2. **Planning Department Relocation:** The renovating and building of additional office space on the 3rd floor of City Hall has been completed. As of April 16th staff of the Planning Department is housed on the 3rd floor. Remodeling will need to be completed on the 4th floor before occupancy occurs. Code inspectors will eventually move from the Clock Tower Building on the square to the 4th floor offices of City Hall.

UTILITIES DEPARTMENT

ELECTRIC DIVISION

1. **Problem Areas.** Recent call-outs included:
 - Tues. 4/17 - Various locations - (reconnections for non-payment). Time Out: 16.5-17.1
 - Sat. 4/21 - 1051 Maryland Avenue - partial outage; squirrel caused transformer fuse to operate; (1) 10T fuse was replaced to restore power. Time Out: 13.6-14.6
 - Wed. 4/25 - Summit Avenue (900 Block) - total outage; bird caused transformer fuse to operate; (1) 10T fuse was replaced to restore power. Time Out: 19.2-20.3
2. **Distribution** Recent activity included:
 - Metering Department received no high bill complaints this week.
 - Line crews continue annual feeder inspections for Wesel Substation.
 - Line crews continue trimming trees in various residential locations.
 - Line crews performed various service upgrades and meter installations.
 - Continued pole inspections and re-tagging throughout the City.

| Lamps Replaced | New Fixtures Added | Changeouts | Fixtures Removed |
|----------------|--------------------|------------|------------------|
| 9 | 0 | 2 | 0 |

3. **Engineering** Staff worked on the following projects:
 - The Staff Engineer completed the redesign of the Utilities portion of the City website.
 - The Substation Technician performed software additions to the SCADA system.

- The Staff Engineer reviewed bids for stock items that will be ordered to replenish HLD inventory.
 - Engineering staff reviewed areas of landscaping encroachment around pad-mounted equipment that was slated for removal by homeowners. Areas not maintained will be by HLD.
 - Engineering staff reviewed multiple jobs and proposals from firms doing electrical work within the City.
 - Staff performed additions and corrections in HLD's electric GIS model.
4. **Administration:**
- Public Works and Utilities department staff met this week to discuss and decide upon the City's options regarding the Two-Way radio communication channels. An RFP is being written tailored to our discussion.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

| Date | Flow (mgd) | Rainfall (inches) |
|---------------------------|------------|-------------------|
| Wednesday, April 18, 2011 | 3.10 | 0.10 |
| Thursday, April 19, 2011 | 6.13 | 0.00 |
| Friday, April 20, 2011 | 5.92 | 0.00 |
| Saturday, April 21, 2011 | 6.79 | 0.91 |
| Sunday, April 22, 2012 | 7.74 | 0.75 |
| Monday, April 23, 2012 | 9.84 | 0.37 |
| Tuesday, April 24, 2012 | 8.25 | 0.00 |
| Weekly Average/Total | 6.82 | 2.13 |
| Monthly Average/Total | 6.60 | 2.44 |
| Yearly Average/Total | 7.48 | 8.31 |

Wastewater Treatment Plant

- The WWTP continues to operate within its permitted parameters.
- Installed program into new UV HMI screen with the help of Dave Lynn from Tristate Electric
- Staff replaced 20 air lift tubes in the ENR filters.
- We found a large amount of ¾ to 1 inch nylon rope tangled in # 1 bar screen. Maintenance was able to cut out the rope in a fairly short time and there was no obvious damage to the bar screen. The rope was from the lining truck out in the collection system. This was confirmed by Tony Carlin Engineering Inspector and Ron Callahan with Miller Pipelining.
- Atlas Copco found a crack in the # 2 oxygen compressor. It will be out of service until June 14 while the manufacture fabricates a replacement.
- Reinstalled the rebuilt # 1 Nitrified Recycle Pump and motor.

Wastewater Collection System

| Activity | Districts | L. F. main | Feet of lateral | # Inspected |
|----------------------|-----------|---------------------|-----------------|------------------------|
| CCTV Inspection | 5 | 1,017 | 126 | 6 |
| Flushing | 31 | 11,836 | | |
| Point Repairs | | # of Repairs | Reason | L.F. of Repairs |
| Main & Lateral | 6 | 2 | Offset Joints | 9 |
| Manholes | 6 | 1 | Broken Riser | N/A |

Collection System Maintenance Task

Pump Station

- Cleaned wet well, cutter and volutes at station # 1 Potomac Ridge for AR&E.
- Changed oil in emergency generators at pump stations 13, 17, 18, 22, 23 and 26.
- Dropped Bio-Bags and chlorinated all wet wells.

Flushing

- Complaint call from 17545 Shale Drive. Flushing in the area caused the drains and toilet to go dry while completing regular cleaning.
- Odor call from 324 McDowell, odor coming from the homeowner's toilet. The crew cleaned the main line and advised homeowner to check wax ring.

Manholes

- Replaced broken riser in manhole 31064.
- Inspected one manhole run in District 30 for the Engineering Department.

Miscellaneous

- Four Employees received flagger training this week.
- Unit 518 taken for emissions test.
- Hauled Scrap metal barrel to Conservit.
- Downloaded flow data a Newgate and Meritus.

Administration

| Wastewater Division – Customer Call Log Summary 2012 | | | | | | | |
|---|-----------|---------------|-----------------|----------|-----------------|-------|--------|
| Type | Blockages | Grinder Pumps | Odor Complaints | Flushing | WW Pump Station | Other | Totals |
| Weekly | 2 | 0 | 1 | 2 | 0 | 1 | 6 |
| YTD | 20 | 18 | 8 | 4 | 2 | 27 | 79 |

* Other - consist of calls that maybe directed to other City Departments or the County Department of Water Quality

- Monthly progress meeting for the Citywide Collection System Project was held on April 25, 2012. The project is currently 70% complete. The contractor is making preparations for the lining of the 54" main pipe that runs beneath the old MELP facility. Lining is projected to happen in approximately seven weeks.

Engineering

- Staff attended a development review meeting at the County Planning Office.
- Staff met with a consultant regarding final approval on a commercial redevelopment site plan.
- Staff attended a Citywide Sanitary Sewer Rehabilitation project progress meeting.

Wastewater Laboratory

- The lab is continuing to perform testing on dmr-qa samples required annually by our permit. Once the analyses are completed the results will be sent to the provider.
- A sample was collected at the Meritus Hospital to test their discharge into the collection system.
- The lab is preparing for the final quarterly round of WET testing of the effluent for the present permit. Equipment blanks were run and samples will be collected through next week.

- Regulatory and process sampling and testing were routine for the week.

WATER DIVISION

Plant Flows - System Demand (MGD)

| Date | Willson | Breichner | Total |
|----------|---------|-----------|-------|
| 04/19/12 | 11.39 | | 11.39 |
| 04/20/12 | 11.46 | | 11.46 |
| 04/21/12 | 11.30 | | 11.30 |
| 04/22/12 | 11.06 | | 11.06 |
| 04/23/12 | 11.30 | | 11.30 |
| 04/24/12 | 11.38 | | 11.38 |
| 04/25/12 | 11.46 | | 11.46 |
| Average | | | 11.33 |

Water Production at RC Willson

- Operations
 - Completing routing PMs
 - Performing tests at the stations
- Instrumentation
 - PS #6 – Replaced rotation assembly
 - Tank electrical/signal upgrades
- Maintenance
 - R C Willson - Performing routing PMs
 - R C Willson - Routine maintenance

Water Production at Breichner

- The Edgemont Reservoir is currently at -6.0"; the bypass and the hydrant are open.

Water Distribution

- Distribution crews are working throughout the system performing customer service duties and are working on meter testing & repair. We are still working on Waltz Rd. and have installed about 400' of 1½" water line. We also repaired a leak on West Oakridge Drive and a hydrant on South Potomac Street and will be working on a hydrant on Blake Road.

Laboratory

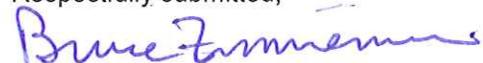
- A sludge sample was collected from the Willson lagoon to test for suitability for land application as per the Department of Agriculture requirements.
- Quotes are being gathered for 2nd quarter testing of synthetic organic contaminants (SOCs) and volatile organic contaminants (VOCs) on the Potomac and Edgemont supplies. Quotes are also being acquired for gross alpha emitters and radium 228 testing on the Edgemont supply.

Engineering

| Reviews: | City | County |
|-----------------|------|--------|
| Site Plan | 1 | 1 |
| Building Permit | 14 | 2 |

- Staff attended a development review meeting at the County Planning Office.
- Staff met with a consultant regarding final approval on a commercial redevelopment site plan.
- Staff met with a local vault manufacturer on a prototype built to Utility Department standards.

Respectfully submitted,



Bruce Zimmerman, City Administrator