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# CITY OF DANBURY

OFFICE OF THE MAYOR  
DANBURY, CONNECTICUT 06810

MARK D. BOUGHTON  
MAYOR

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November 19, 2015

Honorable Members of the City Council  
City of Danbury

Dear Council Members:

I hereby submit for your confirmation the appointment and promotion of Sharon Calitro to the Director of Planning position.

Ms. Calitro is an accomplished professional who has served the City of Danbury with the highest of standards in her role as Deputy Planning Director. Ms. Calitro holds a Master of Science Degree in Urban Planning from Columbia University. She is also a Certified Planner with the American Institute and has received numerous awards and recognitions in her field.

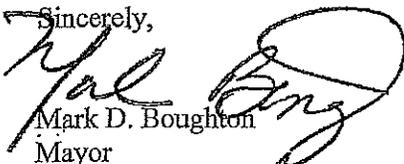
As the Deputy Planning Director for Danbury, Ms. Calitro has made many valuable contributions and continually strives to achieve more. Some of her many accomplishments include:

- The development of several significant zoning amendments and plans that have been adopted by the City;
- The development of regulations adopted by the Planning Commission for the City's Aquifer Protection Area as mandated by the State and the continued management of the City's aquifer protection program;
- The complete revision of the City's Capital Improvement Program planning process in conjunction with the Finance Director;
- Successfully managed the completion of several grants from the Ct Trust for Historic Preservation for projects at the Palace Theater and Hearthstone Castle;
- Completed several downtown planning projects including design and implementation of improvements at Elmwood Park, along White Street, at Palace Walk, and along North Main Street;
- Established the City's first GIS system in the late 1990's; and
- Successfully served as the City's Acting Planner since October 2015.

As the above demonstrates, Ms. Calitro is a highly qualified and dedicated individual for the Director of Planning position. Therefore, I am proud and honored to submit this confirmation for promotion.

Thank you for your consideration of this appointment.

Sincerely,

  
Mark D. Boughton  
Mayor