



Town Council Memorandum

TO: The Honorable Mayor and Town Council
FROM: J.C. LaRiviere, Director of Community Development & Partnerships
COPY: India Adams-Jacobs, Town Manager
SUBJECT: Community Development Monthly Report- September 2024
DATE: October 3rd, 2024

Community Development

- Responded to inquiries from applicants on zoning regulations
- Prepared Planning Commission agenda, minutes, staff report, and draft of Short-term Rentals ordinance
- Participated in meeting with USDA on water line project
- Assisted with project management of Town Hall Rehabilitation
- Met with developers regarding potential future projects
- Participated in Harvest Festival preparation meetings

Partnerships, Compliance, & Grants

- Collaborating with the Department of Environmental Quality on the Town's Compliance Review of the local Chesapeake Bay Act Compliance Program
- Researched and provided information to Stantec that was needed to answer final inquiries from DEQ pertaining to the Groundwater Withdrawal Permit application
- Managed procurement for Town Hall Rehabilitation- ensured that contractor was procured within IGSA requirements and negotiated with contractor to execute the contract as needed for IGSA program. This service has now been added to an active list of contracts available for use by Fort Walker
- Participated in meeting with Fort Walker IGSA team to discuss potential projects
- Analyzed VDH Planning Grant compliance requirements in grant agreement and provided report to the Town Manager
- Obtained map of the Town's federally recognized historic district from the Virginia Department of Historic Resources Archives
- Updated VDH notice for inclusion in water bills to comply with state requirements
- Worked with relevant staff and external parties to prepare the Town's Lead and Copper report for submission to the state in accordance with EPA regulations
- Prepared minutes for Council Packet