



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 Report- November & December 2024
DATE: January 2nd, 2025

Community Development

- Prepared Planning Commission agenda, minutes, staff report, and provided staff support at November PC meeting
- Prepared Short-Term Rental & Accessory Dwelling Unit ordinance documents for Council, provided staff support at Council meeting- Ordinance adopted
- Participated in staff strategic planning retreat
- Worked with Town Manager, Town Attorney, and Finance Director to extend tax deadline based on difficulties with the local post office and Town Hall hours, obtained preliminary approval from Council for the extension, developed documents for Council to retroactively ratify this action at the January meeting
- Conducted completeness reviews of permit applications. Met with permit applicants who submitted incomplete applications to reach completeness
- Participated in Christmas Parade
- Met with developers regarding potential future projects
- Responded to inquiries from applicants on zoning regulations

Partnerships, Compliance, & Grants

- Collaborating with the Department of Environmental Quality (DEQ) on the Town's Compliance Review of the local Chesapeake Bay Preservation Act (CBPA) Compliance Program
- Facilitated collaboration with Caroline County to ensure DEQ could review all needed documents as part of CBPA Compliance Review
- Hosted DEQ on-site to review past construction projects in Town for CBPA Compliance Review
- Led procurement process for #RFP-2024-002, assisted Town Manager in developing RFP, responded to all questions from potential bidders, reviewed submittals to ensure bidders followed all submittal requirements, selected procurement committee, provided written instructions to members of procurement committee regarding procurement requirements under the Virginia Public Procurement Act, tabulated scoring sheets, invited top two firms to interview, developed interview questions based on Town needs, led interviews, compiled rankings of interviewed firms from



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procurement committee, published notice of intent to award on eVA (Virginia's electronic procurement system), and developed the necessary Council documents to facilitate the Town's award of the contract to Stantec

- Met with Caroline County regarding the development of a Town zoning map layer in the County's Geographic Information System (GIS) on their website. To support this endeavor, worked with intern to identify discrepancies in County tax records, submitted to county GIS to ensure Town zoning will be as accurate as possible
- Led Town response to request from VDOT regarding modification to a Town-owned manhole to enable VDOT to add a new turn-lane on Route 301, facilitated Public Works, Langford Excavation, and VDOT pre-construction meeting for the project
- Collaborating with the U.S. Department of Education to verify the Town's governmental status to ensure current and future employees can register in the Public Service Loan Forgiveness program to provide the Town with a crucial recruiting tool for prospective employees with student loan debt. Submitted Town Charter and other needed information to prove governmental status. This has been a three-month process which is ongoing
- Worked with intern to develop grant application and council documents for a second Virginia Department of Health (VDH) Planning & Design Fund grant to fund the development of a Town GIS system to enable better tracking and asset management of Town utilities
- Worked with VDH to ensure Town complied with notice-requirements related to Lead and Copper Service Line inventory
- Attended cross-connection compliance program training in preparation for Town's Cross-Connection program Compliance Review which will be conducted by VDH
- Participated in meeting with Moonshot Missions regarding additional improvements in the Town's utility systems
- Met with Town Manager and Fort Walker IGSA team to support implementation of the IGSA program

Professional Development

- Attended week-long LEAD program at the Virginia Institute of Government at the University of Virginia's Weldon Cooper Center, a leadership training program for local government officials. Participation in this program was funded by a scholarship from the University of Virginia and a grant award from the Virginia Risk Sharing Association, both secured by the Town Manager
- Admitted by exam and sworn in to the Virginia State Bar