

**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- May 2025  
**DATE:** June 6th, 2025

### ***Community Development***

- Analyzed permit applications and provided recommendations to Town Manager/Zoning Administrator
- Produced minutes for April Planning Commission (PC) meeting, the agenda packet for the May PC meeting, and provided staff support at May PC meeting
- Conducted research for discussion of Tiny Homes at PC meeting as part of Comprehensive Plan review
- Met with Comprehensive Plan consultant regarding potential courses of action for 2026 Comprehensive Plan update

### ***Partnerships & Compliance***

- Assisted Town Manager in USDA project management meetings with VDOT, engineers, and Public Works
- Collaborating with the Department of Environmental Quality (DEQ) on the Town's Compliance Review of the local Chesapeake Bay Preservation Act (CBPA) Compliance Program
- Met with Caroline County officials regarding CBPA compliance
- Filed billboard permit applications with VDOT
- Led meeting with Fort Walker to finalize Intergovernmental Support Agreement (IGSA) processes
- Produced draft program documents for IGSA that can be modified for each IGSA project
- Facilitated contract negotiations with contractor and coordinated site-visit/kickoff for first IGSA project
- Facilitated training for intern on eVA, Virginia's electronic procurement system
- Met with Municode- selected code structure for renumeration of Town Code in preparation for full Code review
- Filed emergency land use permit for project on Main Street
- Worked with Sagres, Town Manager, and Town Attorney on contract execution and project initiation for sewer project on Main Street
- Drafted grant application for CCTV and sleeve lining of sewer system with intern and Town Manager