



## MEMORANDUM

**TO:** The Honorable Mayor and Town Council  
**FROM:** India Adams-Jacobs, Town Manager  
**COPY:** Jeff Gore, Town Attorney  
**SUBJECT:** Resolution Appointing Deputy Zoning Administrator  
**DATE:** May 7, 2026

### **BACKGROUND:**

The purpose of this appointment is to ensure continuity in the administration and enforcement of the Town's zoning ordinance, subdivision regulations, and other land use responsibilities. Designating a Deputy Zoning Administrator provides operational support to the Zoning Administrator and helps ensure that zoning reviews permit administration, inspections, enforcement actions, and related development functions continue efficiently and without interruption.

### **ISSUE:**

Appointing a Deputy Zoning Administrator strengthens the Town's ability to:

- Maintain service continuity for residents, businesses, developers, and property owners.
- Avoid delays in zoning determinations, permits, and code enforcement matters.
- Improve internal efficiency by providing additional administrative and operational capacity.
- Support orderly growth, development review, and code compliance activities.

### **RECOMMENDATION:**

It is recommended that the Town Council appoint Ms. Darla Orr Odom to serve as Deputy Zoning Administrator, effective May 7, 2026.

In this role, the Deputy Zoning Administrator would be authorized to perform duties assigned by the Zoning Administrator and to act in that capacity, when necessary, consistent with the Town Code and applicable laws of the Commonwealth of Virginia.

### **DRAFT MOTION:**

Staff respectfully request that the Town Council approve the appointment of Ms. Darla Orr Odom as Deputy Zoning Administrator, effective May 7, 2026.