



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- January 2025
DATE: February 6th, 2025

Community Development

- Worked with Town Manager to draft annual workplan for Community Development functions
- Participated in Town Council strategic planning retreat
- Met with developers regarding potential future projects
- Conducted pre-application site-visit for potential development, worked with Public Works to identify potential points of connection to public utility systems
- Responded to inquiries from applicants on zoning regulations
- Analyzed permit applications and provided recommendations to Town Manager/Zoning Administrator- 5 permits issued
- Issued two notice of violation letters for tall grass
- Developing updated zoning form and an electronic version to enable electronic submission and payment to be launched with the new website

Partnerships & Compliance

- Collaborating with the Department of Environmental Quality (DEQ) on the Town's Compliance Review of the local Chesapeake Bay Preservation Act (CBPA) Compliance Program
- Conducted site inspections with DEQ to review recent construction projects in Town for CBPA Compliance Review
- Working with 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 Town Manager, VDOT, Public Works, Inboden Environmental Services (IES), and contractor to plan CCTV investigation of pipe on Main Street
- 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 five-month process which is ongoing



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- Working with Town Manager, Public Works, IES, and Stantec to Prepare for Town's Cross-Connection program Compliance Review which will be conducted by the Virginia Department of Health (VDH) in 2025
- Added latest test results to VDH-required notice included with the Town's water bills. Mailed hard copy of notice and notice verification form to VDH per regulations
- Participated in meeting with University of Maryland, Moonshot Missions, and the EPA regarding receiving technical assistance with improvements in the Town's utility systems
- Met with Town Manager and Fort Walker IGSA team to support implementation of the IGSA program
- Analyzed recent changes to IGSA regulations and presented findings to Town Manager and Town Attorney
- Led pre-proposal meeting as part of procurement process for refuse and recycling services
- Facilitating execution of Stantec contract based on instructions from Town Attorney. Staff anticipate that the contract will be fully executed in early February