



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- March 2025
DATE: April 3rd, 2025

Community Development

- Responded to inquiries from applicants on zoning regulations
- Analyzed permit applications and provided recommendations to Town Manager/Zoning Administrator
- Produced minutes for February Planning Commission (PC) meeting, the agenda packet for the March PC meeting, and provided staff support at March PC meeting
- PC annual workplan approved by Council with addition of tiny homes, adopted by PC at March meeting
- Reviewed Comprehensive Plan in preparation for update required in 2025

Partnerships & Compliance

- Received formal approval letter from the Virginia Department of Health (VDH) stating that the procurement for the VDH-funded Hydrogeologic Source Evaluation was executed in compliance with the Virginia Public Procurement Act and VDH grant requirements. VDH grant funds can now be expended to execute the project
- Collaborating with the Department of Environmental Quality (DEQ) on the Town's Compliance Review of the local Chesapeake Bay Preservation Act (CBPA) Compliance Program
- Collaborating with Hanover-Caroline Soil and Water Conservation District to obtain information needed for CBPA audit with DEQ
- Submitted Annual Chesapeake Bay Act report to DEQ
- Prepared Invitation for Bid (IFB) document for the first procurement under the Intergovernmental Support Agreement (IGSA) with Fort Walker. Met with Fort Walker personnel to finalize operational aspects of IFB. Obtained legal approval from Town Attorney. Published IFB on Virginia's electronic procurement system
- Collaborating with Town Manager, VDOT, Public Works, Inboden Environmental Services, and Stantec on project management of sewer pipe on Main Street
- Added latest test results to the VDH-required notice included with the Town's water bills. Mailed hard copy of notice and notice verification form to VDH per regulations