



## Town Council Memorandum

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**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 Monthly Report- August 2024  
**DATE:** September 5<sup>th</sup>, 2024

### *Community Development*

- Finalized form contracts for event coordinators and entertainers
- Responded to inquiries from applicants on zoning regulations (4)
- Prepared Planning Commission agenda, minutes, staff report, and led presentation on Short-term Rentals ordinance
- Conducted research into state code, ordinances from comparable localities, and relevant aspects of the Town Zoning Ordinance to inform staff work on Short-Term rentals
- Worked with Town Attorney to obtain legal descriptions for easements needed to support the USDA waterline replacement project
- Initiated easement acquisition process
- Managing procurement for Town Hall Rehabilitation

### *Partnerships, Compliance, & Grants*

- Proposed changes to IGSA process, incorporated changes from Town Manager and Finance to send to Fort Walker
- Coordinated meeting with Fort Walker staff to finalize IGSA processes
- Initiated collaboration with the Department of Environmental Quality on the Town's Compliance Review of the local Chesapeake Bay Act Compliance Program
- Ensured the 2021 edit to the comprehensive plan is now easily accessible on Town Website
- Ensured that the Town executed its obligations as pass-through grantor of Aid to Locality Program funds from the Virginia Department of Fire Programs to the Bowling Green Volunteer Fire Department
- Identified tourism grant opportunities for 2025
- Provided University of Maryland technical assistance team with information needed for grant opportunity with the EPA
- Submitted competitive litter grant reports to DEQ