



## 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 & Zoning Administrator  
**SUBJECT:** Approval of Planning Commission Annual Workplan for 2025  
**DATE:** March 6th, 2025

### **Background:**

The chief purpose of the annual workplan is to serve as the procedural mechanism through which the Town Council and Planning Commission communicate. The Planning Commission works with staff to develop a proposed work plan, which is then brought to Town Council for approval. This best practice ensures that the Council supports the Commission and staff in dedicating significant resources to specific programmatic areas before work is initiated. The workplan is a living document that may change due to new Council directives or routine Commission business. The Planning Commission adopted its first workplan in 2024 which led to two ordinances being adopted by Council and significant improvements in Town zoning processes. Some aspects of the workplan are mandated by the Commonwealth, such as adopting an amended comprehensive plan and any needed changes to the Town's ordinances related to the Chesapeake Bay Preservation Act upon conclusion of the programmatic audit by the Department of Environmental Quality.

### **Summary:**

Benefits of the establishment of an annual workplan include:

- Ensures that Town Council has knowledge of, and approves of, all major initiatives of the Planning Commission which is especially important when the Town Manager will need to allocate staff resources to accomplish these initiatives
- Ensures that the Town Council, Planning Commission, and Town Staff are unified in pursuing achievable broader goals while understanding that significant time will be needed to manage routine Commission business
- Enhances communication regarding the Commission's work and major goals to residents

### **Recommendation:**

Staff recommend that Council approve the Planning Commission Annual Workplan for 2025. If approved, the Commission will adopt the workplan and begin working with staff on the enumerated goals.