



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- February 2025
DATE: February 6th, 2025

Community Development

- 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- 2 permits approved
- Ensured two permit applicants obtained BPOL out of town contractor licenses
- Conducted two code enforcement inspections
- Provided staff support at February Planning Commission meeting. Advised PC on workplan to propose to Council

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
- Collaborating with Town Manager, VDOT, Public Works, Inboden Environmental Services (IES), and contractor to plan CCTV investigation of pipe on Main Street
- 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
- Worked with Town Attorney to produce procurement documents for IGSA project with Fort Walker
- Facilitated execution of Stantec contract
- Obtained information from VDOT regarding the extent of their permitting authority in Town streets
- Developed responses to inquiries from potential bidders on refuse/recycling services procurement
- Responded to additional VDH interrogatories regarding procurement process
- Responded to Circuit Court inquiry regarding Town land-use regulations
- Working with intern to streamline town hall rental internal processes