

**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- April 2025  
**DATE:** May 1, 2025

### ***Community Development***

- Conducted site-visit for fence permit application
- Analyzed permit applications and provided recommendations to Town Manager/Zoning Administrator
- Produced minutes for March Planning Commission (PC) meeting, the agenda packet for the April PC meeting, and provided staff support at April PC meeting
- Conducted research for initial discussion of Tiny Homes at PC meeting as part of Comprehensive Plan review

### ***Partnerships & Compliance***

- Assisted Town Manager in USDA project management meetings with VDOT, engineers, and Public Works
- 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, Drainfield Solutions, Langford Excavation, and Stantec on project management of sewer pipe on Main Street
- Conducted field-testing in partnership with Public Works, Drainfield Solutions, and the County's emergency dispatch center to obtain metrics needed to inform installation of the bypass pump
- Assisted Town Manager in communications with business owners regarding installation of bypass pump
- 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
- Met with DEQ and Moonshot Missions on a funding application for a belt press for the Wastewater Treatment Plant
- Drafted special meeting notice and obtained approval from Town Attorney
- Produced special meeting agenda
- Led procurement process for refuse and recycling RFP- established procurement committee, prepared staff recommendation for memo at Special Meeting
- Assisting the Volunteer Fire Department with annual grant reporting and applications
- Produced emergency procurement notice for new bypass pump contractor