



## 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 Monthly Report- October 2024  
**DATE:** November 7th, 2024

### *Community Development*

- Prepared Planning Commission agenda, minutes, staff report, and draft of Short-term Rentals ordinance. Provided staff support at PC meeting
- Drafted notices for Public Hearings required for the STR ordinance at both Planning Commission and Council and ensured publication dates complied with state code
- Collaborated with Town Attorney on STR notice language and on final legal review of draft STR ordinance
- Participated in meetings with potential Main Street group that will assist with economic development matters
- Participated in meeting with engineer for USDA water line project
- Conducted completeness reviews of permit applications. Met with permit applicants who submitted incomplete applications to reach completeness
- Participated in Harvest Festival preparation and execution
- Met with developers regarding potential future projects
- Responded to inquiries from applicants on zoning regulations

### *Partnerships, Compliance, & Grants*

- Collaborating with the Department of Environmental Quality (DEQ) on the Town's Compliance Review of the local Chesapeake Bay Preservation Act (CBPA) Compliance Program
- Assessed historic files for completed construction projects for submission to DEQ for the CBPA compliance review. Staff field verified that each selected construction project had been completed or was substantially complete. Requested relevant documentation from Caroline County for the selected projects
- Registered the Town in the Department of Health's (VDH) statewide system for Copper & Lead Inventory. Collaborated with TruPani to ensure the Town's Copper & Lead Inventory was complete and uploaded to the system by the mandated deadline. Ensured the Inventory was also posted on the Town's website to comply with the EPA's revised rules
- Managed Town response to gas leak at Town Hall. Requested Fire Department assistance in assessing leak. Worked with Public Works to contact HVAC servicer.



## Town Council Memorandum

---

Leak discovered in gas-powered heating unit. Necessary repairs were immediately executed. Filed incident report with Town Manager

- Assisted Town Manager with development of RFP to execute the Town's Hydrogeologic Source Assessment project funded by VDH. Met with VDH officials and obtained VDH approval of RFP
- Collaborating with the U.S. Department of Education to verify the Town's governmental status to ensure current and future employees can register in the Public Service Loan Forgiveness program to provide the Town with a crucial recruiting tool for prospective employees with student loan debt. Submitted Town Charter and other needed information to prove governmental status
- Communicated with Fort Walker IGSA regarding potential projects