



**Director of Community Development
and Zoning Administrator**

TAPPAHANNOCK, VIRGINIA

The Community

Tappahannock, Virginia is a historic, waterfront community cradled along the shore of the Rappahannock River, strategically placed at the crossroads of Central and Tidewater Virginia.

Tappahannock embraces a unified, diverse population of roughly 2,400 residents, per the 2020 U.S. Census Bureau. Tappahannock is the premiere destination for the Middle Peninsula and Northern Neck regions, providing a wide variety of choices for eating, drinking, shopping and activities. One can find world class medical services including the new addition of VCU Health, ongoing modernization of infrastructure, and continued cultivation. The Town of Tappahannock continues to experience growth and continues the effort to ensure the community's future needs remain a priority.



The History

The river and village were first explored by an English explorer, John Smith, in 1608. Smith discovered unwelcoming Native American inhabitants known as the Rappahannock Tribe upon his arrival to the village. Subsequently, the river and village acquired their names from Captain John Smith. The river became the Rappahannock River, which meant “rise and fall,” of water and the village became Tappahannock which meant “town on the rise and fall of water.”

Steamboat wharfs were placed along Essex County shores and were a focus of river transportation and commerce for the community. The wharfs exported and imported goods and products from around the world, drastically contributing to the community livelihood and growth. Changes in transportation came as automobiles and railway increased. The Downing Bridge was constructed in 1927 making Tappahannock a regional hub for commerce and the gateway to Virginia’s Northern Neck.



Ongoing Community Initiatives

The Town of Tappahannock has several projects that are in the works.

- The Town recently acquired a little more than two acres of open space in the historic district that will serve as Central Park. Construction will begin in Fall of 2022. Central Park will include a splash park, pickle ball courts, tennis courts, picnic pavilion, playground area, garden area, grilling area, and a multi-use entertainment structure that will be available for music, movies, and more.
- Town Council has made public water access a priority, thus developing Hoskins Creek Park. The first phase of construction for the park is expected to begin in Fall of 2022. Hoskins Creek Park is located where the locals may know the property as the “Old Captain Thomas” off Route 17/360 in the heart of Tappahannock. Hoskins Creek Park will have an ADA accessible kayak launch, 300 feet of concrete floating docks, commercial buildings for shops, public parking and a trolley system to transport individuals to Downtown Tappahannock.
- Tappahannock Main Street has a full-time Executive Director and became a Virginia Main Street Designated Community in 2020. The Town of Tappahannock, Tappahannock Main Street, and Summit Design and Engineering are all working together on a CDBG downtown revitalization master plan.
- A preliminary engineering study is being conducted by Draper Aden Associates of the town’s old airport to redevelop the property into a commerce & industrial park. The study is expected to be completed by Spring of 2023.
- Tappahannock has its own water and sewer system, serving customers in town and outside of town. ARPA funds are being used to install a new remote water meter reading system. The new meters will provide residents with an online portal for their account, have leak detection capabilities, and allow meters to be read from town hall, without needing a person to physically inspect meters on-site. ARPA funds are also being used to identify and repair sections of the town’s sewer system where infiltration & inflow is occurring.



Living Local



Tappahannock is where the river and life come together creating the “rivah” life. Tappahannock, a waterfront community, has a wide variety of living amenities including a state-of-the-art golf course, multiple subdivisions, multiple eateries, movie theatre, VCU Health medical facilities, boutiques, art galleries, multiple antiquing destinations, museum, dealerships, and several hotels to choose from for visitors. Tappahannock offers several outdoor activities for our community not limited to but including monthly farmer’s market, events hosted by the museum, 3rd Thursdays concert series, and the DAW Theatre is currently undergoing renovation with plans to reopen and host events for the community. Tappahannock is considered the premiere destination for our region as it has several assets that are not available elsewhere. Tappahannock is an all in one, attractive to all.



TOWN OF TAPPAHANNOCK

Job Description

Job Title: **Director, Community Development and Zoning Administrator**

Pay Range: \$68,000-78,000, DOQ

FLSA: Exempt

Department: Administration

Effective Date: 2022

Major Purpose

Under general direction of the Town Manager, creates comprehensive community development strategies to attract and maintain commercial and industrial entities and recommend efficient land use consistent with community goals. Functions as the Zoning Administrator. Oversees the administration of zoning, land development standards, long-range planning, and enforcement of zoning regulations.

Essential Job Functions

- Assesses community needs and recommends goals and direction for community development projects, planning, and zoning for the Town
- Encourages Town development for the purpose of economic growth while simultaneously protecting the Town's environment and heritage
- Researches and provides innovative solutions for development
- Prepares reports and plans on a variety of Town projects and initiatives for the Town Manager, Planning Commission, and Town Council
- Initiates actions necessary to correct deficiencies in Town Code and internal policies
- Oversees the review of development applications, permit applications, and site plans
- Reviews plans and applies provisions of the ordinances and codes to determine compliance with regulations and applies regulations to field conditions
- Engages with the public concerning planning, development, and zoning matters
- Leads long-range planning efforts consistent with the Town's goals
- Represents the Town in local and regional planning meetings and discussions
- Plans and coordinates agendas and meetings and serves as staff to the Planning Commission and Board of Zoning Appeals
- Coordinates frequently with department heads to keep them apprised of town activities, provide information, and addresses questions
- Meets with officials from State agencies and local County officials to discuss plans, projects, and related land development activities
- Performs other duties as assigned

Minimum Qualifications

Any combination of education, experience, and training equivalent to graduation from an accredited college or university with a bachelor's degree in public/business administration, marketing, urban planning, real estate or related field and 5 years of progressively responsible experience.

Preferred Qualifications

Master of Urban Planning (MUP) and/or American Institute of Certified Planners (AICP) certification
Virginia Certified Zoning Official (CZO) and/or Certified Zoning Administrator (CZA) strongly preferred but not required

Knowledge, Skills, Abilities

Significant knowledge of planning principles and practices
Ability to review plans and apply provisions of the ordinances and codes to determine compliance with regulations and apply regulations to field conditions
Ability to communicate clearly both verbally and in writing
Ability to use diplomacy in resolving issues
Ability to lead or facilitate meetings
Ability to learn and interpret town, state, and federal guidelines
Ability to learn town codebook, policies, and procedures
Ability to maintain a balance between economic growth and environmental and cultural preservation
Ability to understand population trends and their impact

Required Licenses/Certificates

N/A

Working Conditions

May be exposed to adverse conditions (e.g., around heavy equipment, inclement weather, flooding)

More Info

Applications may be picked up at the Town Municipal Building, 915 Church Lane, Monday through Friday from 8:30 a.m. to 4:30 p.m. or on the Town's website: <https://tappahannock-va.gov/>. Please email applications to Sara Gallagher sgallagher@tappahannock-va.gov or call 804-466-4030 for questions. Position is open until filled. Town of Tappahannock is an Equal Opportunity Employer. The Town encourages individuals to apply regardless of COVID-19 vaccination status. Full vaccination is not required for employment.