

The Town of St. James

Comprehensive Plan Charter

Purpose:

In accordance with Town of St. James Policy on Committees, this charter establishes the Town of St. James Comprehensive Plan Committee to prepare a Comprehensive Plan for the Town. The objective of the Comprehensive Plan will be to provide the Town Council an assessment that will identify and highlight issues of current and future importance.

Responsibilities:

The Plan will include an outlook for the next five years to help guide Council's decisions and policies. The Plan will include a review of important developments since the previous Comprehensive Plan of 2017. A key theme will be the growth and maturation of the Town as full build-out approaches. The widening of NC 211, and likely associated development adjacent to the Town, will be a major focus. The scheduled completion of the project in 2026 roughly coincides with the timeframe that the Plan will cover. The Committee will interact with other major entities in St. James, including the Property Owners Association and the Fire Department, to incorporate their perspectives. An important part of the Comprehensive Plan will be a survey to elicit residents' preferences and concerns about future development. It is expected that the Comprehensive Plan will be completed in early 2021 for distribution to the Town Council and to St. James residents.

Composition of the Committee:

The Comprehensive Plan will be prepared by the Comprehensive Plan Committee, which will be comprised of the Chairman and at least seven other residents of the Town, all of whom will serve as volunteers. The Committee will serve until the completion of the Comprehensive Plan. Once the Plan is finalized, Council will determine whether the Committee remains intact or is disbanded. If Council chooses to continue with the Comprehensive Plan Committee as constituted, the members of the Committee will continue to serve if Council approves.

Residents interested in serving on the Committee will provide a statement of interest and a resume identifying relevant skills and experience. Materials should be submitted to the Town Manager by email or hardcopy. The Town Manager, or his designee, will record the dates submittals are received and notify applicants of the receipt of materials. The Chairman and Mayor will interview applicants and recommend their appointment to Council. Committee members will select a Vice-Chairperson to serve as chairperson in the absence of the Chairman.

Reporting:

The Chairman will consult regularly with the St. James Town Council to report on the progress and to seek guidance as issues arise. The Chairman will also report to other entities about issues of interest that arise as the Plan is prepared. The Committee will comply with all relevant North Carolina statutes regarding municipal government bodies.

Approved at the 8/4/2020 Reg. Council Mtg.