

**ST JAMES TOWNSHIP POSITION POSTING**

**PLANNING COMMISSION – 1 MEMBER**

**POSTED DATE: April 11, 2023**

**Planning Commission**

St James Township is seeking to fill a vacancy on the township’s Planning Commission. The Planning Commission is responsible, in accordance with state law, to:

1. Conduct public hearings and advise the township board regarding a new zoning ordinance or amendments to an existing one.
2. Perform administrative duties allowed by the zoning ordinance (e.g., site plan reviews, special land uses, and planned unit development approvals).
3. Adopt and update a master plan. Note: The planning commission is currently updating the master plan. After the master plan updating is completed, zoning ordinances will be updated.
4. Other duties include preparing a capital improvement plan; reviewing and making recommendations regarding public improvement projects to ensure consistency with the master plan; drafting subdivision regulations for township board adoption; reviewing and making recommendations on preliminary plats; and reviewing and approving certain land divisions.
5. An annual report on the administration and enforcement of the zoning ordinances and recommendations for amendments or additions to ordinances shall be submitted to the township board. After this annual report submittal, a detailed budget shall be prepared and submitted to the township board.

**Planning Commission Membership**

The Planning Commission was created through an ordinance adopted by the township board. Seven members, who are township electors, and one who is a township board member are required to form the commission and serve three-year terms. There is one exception, one Peaine Township elector who is interested in planning and zoning activities may be considered for this commission. There is one vacancy with an unexpired term limit. This vacancy has a term limit until December 2024. The township is requesting interested parties to review the information herein. **If you wish to be considered for this appointment by the township board, please submit a completed application (see attached document online or at the St. James Township Government Center) by APRIL 28, 2023, to the noted address or email.**

Planning Commission members serve a three-year term in staggered fashion, except for the member who serves on the Township Board. The Township Board member has a term equal to their term as a member of the board.

The township will compensate commission members for the time they are performing their function at a nominal rate of $50 per commission meeting. Training will be provided.