

**TOWN OF ST. JAMES WORK SESSION MINUTES**  
**May 22, 2025**

The St. James Town Council held a Work Session on May 22, 2025 in the Earl Dye Council Chamber. Mayor Toner opened the Work Session at 10:02 am.

**Council Members Present:** Mayor Jean Toner, Mayor Pro Tem David DeLong, Councilors Jim Board, Lynn Dutney, and Dennis Barclay.

**Staff Present:** Town Manager Jeff Repp, Finance Director Pauline Haran, and Town Clerk Jamie Burns

**Others Present:** State Port Pilot Reporter Eliot Duke and 3 residents.

**Administration Update**

a. *Unified Development Ordinance Proposed Amendments*

Town Manager Jeff Repp presented two proposed changes to the Unified Development Ordinance (UDO)

- *Off-site parking calculations:* The current UDO allows property owners to use off-site parking within 500 feet of their building entrance for calculations related to expansions or other purposes. Generations Church has requested to expand this distance to 1500 feet in order to accommodate their expansion plans. Mr. Repp explained that this change would apply to all future applicants, not just the church.
- *Swimming pool setbacks:* Clarifying language regarding swimming pools within setbacks. There is currently a conflict in the UDO regarding swimming pool setbacks. One section allows pools within 5 feet of the property line, while in another section pools are not listed as a structure that can be within the 20-foot rear yard setback. Mr. Repp proposed clarifying the language to allow in-ground swimming pools within setbacks but maintain restrictions on above-ground pools.

Mr. Repp noted that these changes would be referred to the Planning Board for review and recommendation before coming back to the Town Council for a public hearing and formal vote.

Council Jim Board provided additional information about Generation Church's plans for off-site parking, including their intention to use a shuttle service to transport people from the proposed parking area to the church.

The Council discussed the implications of changing the off-site parking distance and the potential need for conditional use permits for satellite parking. Mayor Pro Tem DeLong suggested keeping the amendment simple by changing the distance to 1500 feet without additional conditions.

Council agreed to move forward with the process. Mr. Repp confirmed that staff would proceed with preparing the amendment package for the Planning Board's June meeting, aiming for council adoption in July or August.

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*Councilor Barclay arrived at 10:22am.*

b. *April 2025 Zoning Report*

Town Manager Jeff Repp presented the zoning report for April 2025. He reported that there were 16 total zoning permits issued, including 8 new construction and 8 additions/modifications. The running total of permits issued in the last 12 months was 67 new residential zoning permits for new construction and 91 others.

He also mentioned that 13 townhouses were approved for construction on a parcel of land on St. James Drive near the Founders Club, as part of a 2019 development agreement.

c. *April 2025 Wright Event Center Reports and Survey*

Town Manager Repp reviewed the Event Center reports for the month of April. There were 244 events held in the event center during April bringing the total number of events to 946. Billable revenue for the year was \$43,441, slightly ahead of last year's \$41,014 at the same time, despite fewer total events. He also mentioned that the reservations, summary report, and survey results were included in the meeting packet.

**Finance Update**

Pauline Haran presented the financial executive summary, reporting that the total revenues collected were \$5,246,296 without the appropriated fund balance, and expenditures were \$3,349,511. She expressed confidence that the town would not go over budget for the fiscal year.

Ms. Haran also discussed several ongoing projects and upcoming events:

- The town is still in the process of paying for the Event Center needs assessment, including survey development and architect fees, totaling approximately \$46,000.
- School supply collection drive, organized by the service club, in the Town Hall lobby in mid-July
- Successful shred event and plans for two more weekends in the next fiscal year.
- Resolutions to move funds into assigned portions for disaster recovery and the fire department
- Proposed budget ordinance for the next fiscal year, totaling \$5,900,000 in both revenue and expenses.

Ms. Haran provided an update on the chairs for the event center. The budget included approximately \$40,000 for 400 chairs, but due to supply chain issues, the cost has increased to about \$53,000 plus \$3,000-\$5,000 for shipping. Ms. Haran requested council approval to place the order, noting that tariffs could potentially increase the final cost. The lead time for delivery is about 20 weeks. Council agreed to move forward with the chair purchase.

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**Additional Item:**

Mayor Toner discussed a proposal to informally “adopt” a luge Olympian who has connections to St. James through resident and US luge team president Bob Hughes. The Council agreed to consider providing information about the Olympian through the town newsletter and potentially organizing a viewing event for his Olympic run.

Councilor Dennis Barclay provided an update on the comprehensive plan survey, which he plans to distribute to Council members for review.

Mayor Toner reminded everyone about the upcoming Memorial Day holiday and mentioned positive feedback received regarding the fireworks plans.

**Adjournment**

Mayor Toner adjourned the Work Session at 10:47am.

Respectfully Submitted,

Approved,

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Jamie Burns, Town Clerk

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Jean R. Toner, Mayor