

CONTRACT ZONE POLICY
TOWN OF GRAY MAINE

Adopted by the Gray Town Council October 16, 2012
Amended September 19, 2017
Amended September 18, 2018

- 1) Applicant meets with Town Planner to request a Contract Zoning Agreement (CZA). Applicant should be prepared with the following written materials:
 - a) Nature, scope, and location of the project,
 - b) Compatibility with the Comprehensive Plan,
 - c) Deviations from current Ordinance standards,
 - d) Anticipated benefits for the Town, and,
 - e) Impacts on both neighboring properties and public infrastructure.
- 2) Planner discusses request with Manager. Assuming the Manager and Planner agree that the request has merit and is consistent with Town goals, an internal meeting is held with applicant and appropriate Town staff/Town consultants to discuss the information provided in step #1 and to identify questions/concerns.
- 3) Assuming consensus from Town staff/consultants, Manager schedules applicant for an introductory presentation to the Town Council which includes the following:
 - a) Explanation of the components of the project in step #1 with additional detail as appropriate on ordinance deviations and Town benefits,
 - b) Identification of specific language in the Comprehensive Plan that supports the project,
 - c) Names and relevant background information for stakeholders envisioned to be part of the project,
 - d) Input from the Town staff/consultants including questions/concerns raised needing Council policy input, and,
 - e) Pertinent information that establishes the validity of the project from a financial, environmental, and technical perspectives including specifics as appropriate.
- 4) If the Town Council conceptually endorses the project, introductory presentation to Planning Board. Planning Board reviews and comments on the project including specific concerns that need to be addressed within the Agreement.
- 5) Applicant meets with appropriate Town staff and Town consultants to identify any specific concerns, parameters of possible Town/community benefits, and elements that should be included in the Agreement.
- 6) After conceptual resolution between Town staff/Town consultants and applicant, applicant drafts Agreement based on input from Council, Planning Board, and Town staff/Town consultants.

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- 7) Draft Agreement provided by applicant reviewed by appropriate Town staff/Town consultants, specifically including all involved with the process to date. Any changes deemed necessary by Town are discussed with applicant and once there is consensus as determined by the Town Manager, the Agreement is sent to Town Attorney for review at applicant expense.
- 8) Town Council holds first public hearing on proposed CZA.
- 9) Planning Board holds public hearing on CZA.
- 10) Town Council holds final public hearing and second reading on proposed CZA.

Note #1: Applicant responsible for application fees in accordance with the Town's fee schedule and consultant fees incurred by the Town that are integral to the review of the project.

Note #2: The applicant is responsible for the burden of proof to document the specifics of the project including Town benefits and achieving objectives stated in the Comprehensive Plan.