

Midcoast Council of Governments

Planning, Project Development & Mapping Technical Assistance Policy

Land Use Planning:

A. Technical Assistance included in annual membership dues will include:

A1. Consultation with Planning Board members, the Town's Code Enforcement Officer, the Town Planner, if applicable, the Select Board and Town Manager, or other administrative staff to the Select Board.

A2. E-mail or written correspondence offering opinions and guidance on the development of new ordinances, changes to existing ordinances, and the administration and interpretation of existing ordinances and state laws.

A3. Providing model ordinances with opinions and guidance on changes needed to adapt the ordinance to the local situation and the adoption process.

A4. Minor amendments to ordinances, when in the opinion of staff, the work will take less than 16 hours of professional staff time, including meeting time, for review for one or more ordinances.

A5. Meetings with Planning Board or other municipal officials to discuss the general direction the Town should take regarding planning, workshops, and need for ordinances.

A6. For municipalities that do not have an ordinance that enables third party review and applicant escrow accounts: within any 12-month period, one detailed development review per town. Development review is limited to determination of completeness of application and compliance with applicable town standards and allows for attendance of up to two meetings where the project is discussed.

A7. A written review of municipally owned development projects to determine compliance with town standards only, additional review services and meeting time will be billed.

A8. Providing initial meetings to provide in-depth details on other Technical Assistance services outside of Section A.

B. Other services that are offered under a Department of Agriculture, Conservation and Forestry grant agreement or the Department of Economic and Community Development Agreement include:

B1. Work, including meetings with town officials, in preparation for comprehensive planning or comprehensive plan implementation.

B2. Consultation, as noted in 1 above, on state Shoreland zoning and subdivision law.

B3. Assistance with understanding the Northern Border Commission or Community Development Block Grant Programs for municipal project application.

B4. Assistance in understanding other state housing and financing programs, including Tax Increment Financing.

B5. Providing in-person presentations regarding topics listed under this Section.

C. Technical Assistance will be considered above that supported by annual membership dues and will be billed on a time and expense basis:

- C1. Substantial modifications to model ordinances or amendments to existing ordinances when such work would require more than 16 hours of professional staff time, including meeting time, for any one or more ordinances.
- C2. Frequent meetings to discuss adoption of new ordinances or substantive amendments to existing ordinances.
- C3. Development reviews done for Towns having the ability to charge applicants for third party development review will be charged to the Town. The Town is responsible for payment and is encouraged to establish escrow accounts for MCOG reviewed projects. Development review is typically a determination of completeness of the application and compliance with applicable town standards, including findings of fact, but may include additional services at the request of the Town.
- C4. Assisting a Town with development review that requires over 2 hours of staff time after one detailed review is done for the Town as defined in item A6 above.
- C5. Comprehensive Planning assistance in the support and development of a new or amended Comprehensive Plan under a fee-for-service contract.
- C6. Project Development Assistance leading to private or public development, including strategic planning, project development and assistance in identifying financial support, including the preparation of grants.
- C7. Development of or amendment to a Tax Increment Financing program, or similar municipal finance strategy.

D. Meetings and Travel:

- D1. Towns that contract annually for Town Planner services will be provided up to two hours per month uncharged time to cover routine business of the Planning Board at its regular meeting. Additional meeting time (not charged to a project), will be charged to the town.
- D2. Travel time will not be billed for services covered by the technical assistance policy. Charges for travel time for work above the TA policy will be negotiated as part of any fee-for-service contract. Communities working under a fee-for-service contract will be billed mileage for travel at the federal mileage rate.

E. *GIS Mapping*: Technical Assistance included in annual membership dues will include:

- E1. One set of GIS base maps, consisting of up to three maps, may be provided to each Town over a three-year period. The map shall be at a scale such that the entire Town fits on one piece of plotter width paper.
- E2. A Shoreland Zoning map will be developed for each Town over a three-year period and is based on a copy of the municipal map that the town shall provide to MCOG. Two paper copies of the final adopted map will be provided. The scale will be as required by state law or other scale as requested by the town.
- E3. All other mapping services not covered by dues and grants are billed on a time and materials basis.

F. Additional Maps and Non-Members and Private Sector

F1. Members will be charged for additional maps not included in the membership dues (above), billed on a time and materials basis.

F2. Non-Members and the private sector will be charged a minimum of \$25 each for existing maps and will be charged time and materials for all maps requiring modification but no less than \$25.

G. Billable Rates for Services

G1. The Board of Directors shall establish billable rates at the beginning of the fiscal year, after approval of the annual budget. Staff, with the approval of the Executive Director, shall negotiate contracts for services with member communities. For non-member communities asking for additional contracted services and served through the above noted state contracts, that billable rate will include a 25% surcharge.