



City of Saco Planning and Development Department

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***Mission Statement: Assuring high quality and more sustainable development in Saco.***

### **SCOPE OF OPERATIONS:**

- Processing an average of 8.5 conditional use permits annually since 2005, to consider special uses that are not allowed as a matter of right within a zoning district.
- Processing an average of just over 10 site applications annually since 2005 for multiple family, commercial and industrial developments.
- Processing an average of 6 subdivision reviews annually since 2005, including construction monitoring and street acceptance.
- Ongoing work with various organizations for improvements to downtown Saco.
- Ongoing work with private, regional and state entities on development of former mill complexes and individual mill sites, as well as new industrial and business parks and other commercial enterprises.
- Working on planning issues within the city organization to achieve city goals, such as with Parks & Recreation and outside professionals on planning and development of the Landfill Reuse Plan and other open space opportunities.
- Working on long range goals and planning issues with the City Council, the Planning Board and the Economic Development Commission, and developing long range plans such as the Comprehensive Plan and the Downtown Plan.
- Identifying and applying for appropriate grants for funding of all levels of projects ongoing within the city.
- Administering the historic preservation ordinance.



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**USE OF RESOURCES:** 3 full time employees.

Neighboring towns of similar size, Biddeford and Scarborough, employ 4 and 5 respectively in their Planning and Development Departments.

YEAR	FY05	FY06	FY07	FY08	FY09	FY10
% OF CITY SERVICES BUDGET UTILIZED BY THE PLANNING DEPARTMENT ANNUALLY	.58%	.73%	.77%*	.94%*	.74%*	.91%*

\* this figure now includes employee benefits

Two Examples of Impact on Citizens			
YEAR	(A) PER CAPITA COST TO CITIZENS	(B) TAX BILL BASED ON AVERAGE HOME VALUE OF \$230,000	(B) PORTION OF TAX BILL TO FUND PLANNING DEPARTMENT
FY05	\$14.05	\$2,385	\$13.84
FY06	\$17.88*	\$2,981	\$21.75*
FY07	\$18.82*	\$2,928	\$22.48*
FY08	\$22.94*	\$3,064	\$28.68*
FY09	\$21,45*	\$3,087	\$22.97*
FY10	\$18.46*	\$3,133	\$28.52*

The impact of the Planning and Department mission and three service delivery goals heavily influence the city's strategic goal of Growth Management.



**DEPARTMENT SERVICE DELIVERY GOALS AND PERFORMANCE DATA:**



**GOAL 1)** To assure that all applications submitted to the Planning and Development Department are processed in a timely and thorough fashion, with assistance provided as needed to applicants such that a fair and complete hearing is possible in a reasonable time frame.

*The Department focuses on timely responses and ensuring compliance in order to meet the demands for growth within the City.*

**PERFORMANCE DATA: (A)** Upon receipt of a conditional use application, Planning Board review will be scheduled within 30 days for at least 95% of all such applications.

Year	Conditional Use Applications	# Requiring Planning Board	Review scheduled within 30 days- Target	# Requiring Staff Review Only	Review scheduled and approved within 30 days - Target of 95%
2005	13	4	100%	9	100%
2006	10	5	100%	5	100%
2007	9	7	100%	2	100%
2008	8	5	100%	3	100%
2009	7	4	100%	3	100%
2010	4	4	100%	0	N/A

**HOW ARE WE DOING?**



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(B) Upon receipt of a site plan application, Planning Board review will be scheduled within 45 days for at least 95% of all such applications.

YEAR	SITE PLAN REVIEW APPLICATIONS RECEIVED	# REQUIRING PLANNING BOARD REVIEW	REVIEW SCHEDULED WITHIN 45 DAYS-TARGET OF 95%	# REQUIRING STAFF REVIEW ONLY	REVIEW SCHEDULED WITHIN 45 DAYS *TARGET OF 95%
2005	12	8	100%	4	100%
2006	11	9	100%	2	100%
2007	11	6	100%	5	100%
2008	10	4	100%	6	100%
2009	12	9	100%	3	100%
2010	6	6	100%	0	N/A

**GOAL 2)** Department will complete one major plan each calendar year, except for a year immediately following the completion of the Comprehensive Plan.



**PERFORMANCE DATA:**

Plan	2000	2002	2004	2005	2006	2007	2008	2009	2010
Comprehensive Plan	X								
Regional Beach Management Plan	X								
Saco Spirit for Business Recommendation		X							
Bicycle Pedestrian Plan			X						
Rte. 112 Study				X					
Main Street Access Study				X					
York County Economic Development Plan Update				X					
Downtown Market Study				X					
PACTS Destination Tomorrow Update					X				
Downtown Plan Update						X			
Historic Survey Completion							X		
Saco Bay Management Plan							X		
Design River Guidelines								X	
Saco Housing Strategy									X
Saco Economic Development Plan									X
Three City Transportation Strategy									X

**HOW ARE WE DOING?**



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**GOAL 3)** Department will complete at least one major, substantive set of ordinance revisions each calendar year.



**PERFORMANCE DATA:**

Ordinance	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010
Cluster Housing	X										
Extensive Comprehensive Plan Amendments	X	X									
Cell Towers			X								
Recreation & Open Space Impact Fees			X								
Private Roads				X							
Extensive Housekeeping Amendments				X							
Net Density, Signs					X						
Design Standards						X					
Sign Standards							X				
Stormwater Standards							X				
Historic Preservation Updates							X				
Traffic Ordinance								X			
Stormwater Fee Compensation Plan								X			
Accessory Apartments									X		
Community Living Uses									X		
Marinas									X		
Power Lines									X		
Solar Installations									X		
Stormwater Revisions										X	
Shoreland Zoning Update										X	
B-3 Revisions											X
Medical Marijuana Revisions											X

HOW ARE WE DOING?



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**CITIZEN SURVEY/INPUT:** For the 2007 citizen opinion survey, questions regarding the Planning and Economic Development were reworked in order to better capture citizen opinion. The mean ratings for 2009 were similar to the FY07 ratings for this department, between “neutral” and “somewhat satisfied” for service delivery performance by citizens surveyed on the scale of 1 to 5 where 1 means “very dissatisfied” and 5 means “very satisfied.” However, the “Don’t Know” category of responses is over 50% for each question in both years, which heavily influences the final mean rating; this reinforces prior assessments that departmental ratings reflect lack of awareness of what this area actually does for the City.

	The administration of site plan and subdivision permitting and economic development programs by the Department		The timeliness of the City’s reviews of subdivision and site plan applications	
	2007**	2009	2007**	2009
5 – Very satisfied	8.8%	6.5%	7.8%	5.5%
4 – Somewhat satisfied	18.5%	15.5%	16.5%	10.8%
3 – Neutral	12.8%	16.5%	10.5%	13.5%
2 – Somewhat dissatisfied	6.8%	5.5%	4.0%	3.5%
1 – Very dissatisfied	2.5%	2.3%	1.8%	2.5%
Don’t know or N/A	50.8%*	53.8%*	59.5%*	64.3%*
Very / Somewhat satisfied combined	27.3%	22.0%	24.3%	16.3%
Very / Somewhat dissatisfied combined	9.3%	7.8%	5.8%	6.0%
<b>Mean Response (1 to 5)</b>	<b>3.49</b>	<b>3.40</b>	<b>3.60</b>	<b>3.37</b>

\*\*Note: These questions were first introduced in 2007

The 2009 survey rating of the City’s planning for growth declined to 3.39 (see below), which had shown significant improvement in 2007. The 2010 survey (for FY11 report) results will be important to consider, given the economic climate and declining volume of property developments in the city.

	2004	2005	2007	2009
5 – Excellent	9.5%	6.8%	11.8%	8.5%
4 – Good	26.5%	29.8%	33.3%	31.3%
3 – Average	39.8%	38.0%	29.0%	40.3%
2 – Poor	13.8%	13.0%	7.8%	5.8%
1 – Very poor	3.3%	6.0%	2.8%	3.8%
Don’t know	7.3%	6.5%	15.5%	10.5%
Good / Excellent combined	36.0%	36.6%	45.0%	39.8%
Poor / Very Poor combined	17.1%	19.0%	10.5%	9.5%
<b>Mean Response (1 to 5)</b>	<b>3.27</b>	<b>3.20</b>	<b>3.51</b>	<b>3.39</b>

HOW ARE WE DOING?



Ratings by citizens of the level of growth in Saco for the 2009 survey reflected trend changes from prior years. As actual growth in the city has declined, the majority of citizens see growth levels increasingly as “about right” (up to 70% in 2009); a growing minority of citizens see growth levels as “too little” (up to 10.5 % in 2009); and a decreasing minority see growth levels as “too much”. Again, it will of interest to track this trend with the 2010 survey (for the FY11 report).

