



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 10-12 conditional use permits annually to consider special uses that are not allowed as a matter of right within a zoning district.
- Processing an average of 15 site plan applications annually for multiple family developments, and commercial and industrial developments.
- Processing 10-15 subdivision reviews annually and managing 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.

Percent of city services budget utilized by the Planning and Development annually: □ .54% FY04
 □ .58% FY05 □ .73%* FY06 □ .77%* FY07 □ .94%* FY08 □.74%* FY09

Here are two other ways to consider this cost to citizens:

YEAR	PER CAPITA COST TO CITIZENS	YEAR	TAX BILL BASED ON AVERAGE HOME VALUE OF \$230,000	PORTION OF TAX BILL TO FUND PLANNING DEPARTMENT
FY04	\$11.91	FY04		
FY05	\$14.05	FY05	\$2,385	\$13.84
FY06	\$17.88*	FY06	\$2,981	\$21.75*
FY07	\$18.82*	FY07	\$2,928	\$22.48*
FY08	\$22.94*	FY08	\$3,064	\$28.68*
FY09	\$21.45*	FY09	\$3,087	\$22.97*

** this figure now includes employee benefits*

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.

	Conditional Use Applications	# Requiring Planning Board Review	Review scheduled within 30 days- Target of 95%	# 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%

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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%

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
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

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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
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

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CITIZEN SURVEY/INPUT: For the FY07 citizen opinion survey, questions were reworked in order to better capture citizen opinion regarding the Planning and Development Department. The mean ratings are similar for this year to prior years' 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%
Mean Response (1 to 5)	3.49	3.40	3.60	3.37

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

Also of note, the 2009 survey rating of the City's planning for growth declined to 3.39 (see below), which had shown significant improvement in 2007. This bump in 2007 may have been attributable to the finalization of two major development projects, which were widely publicized in the media and so have raised the profile of the department's work.

	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%
Mean Response (1 to 5)	3.27	3.20	3.51	3.39

HOW ARE WE DOING?



Finally, the rating by citizens of the level of growth in Saco for the 2009 survey remains one of the most significant findings for the year. In prior year's, about 44% of respondents rated growth in the City as "too much," while a narrow majority rated it as "about right" or as "too little," but in this year's survey the "too much" rating fell to 15.8%. A solid majority (70%) again rated growth as "about right" and the percent respondents for "too little" increased noticeably (10.5%).

Further study of this trend is being undertaken through the Comprehensive Plan update.

