

TO Planning and Development Department Staff  
Kevin Sutherland

FROM Tom Morgan  
Liz Durfee

RE Progress Report

DATE April 25, 2019

A summary of progress to date and items to be completed by July 31, 2019 follows.

#### November – December 2018

- Met with city staff to discuss project and plan initial meeting
- Conducted windshield and walking surveys
- Planning and implemented SWOT workshop for staff, steering committee, and other stakeholders
- Prepared draft Initial Findings & Analysis Report and Appendices
- Prepared final Initial Findings & Analysis Report and Appendices

#### January – February 2019

- Met with city staff do discuss Charrette, survey, and interviews
- Developed and administered survey
- Analyzed survey results
- Prepared 12 maps for Charrette
- Planned and implemented Charrette
- Transcribed Charrette results
- Prepared summary report of Charrette results
- Conducted 15 interviews
- Attended Conservation Commission and HDC meetings to solicit input

#### March – April 25, 2019

- Met with city staff to discuss Steering Committee and next steps
- Reorganized ZO based on the reorganization proposed in the Initial Findings & Analysis Report
- Developed and maintained summary of changes to organization
- Developed initial formatting for revised ZO, added headers and section hierarchy in MS word
- Converted lists of land uses into a land use table
- Converted Table 412 into user friendly format for review purposes
- Held 3 Steering Committee meetings
- Collaborated with Steering Committee to reduce number of land uses from 227 land uses to 92
- Collaborated with Steering Committee to reduce number of districts from 29 to 18

- Collaborated with Steering Committee to merge the following districts:
  - MU1, B1, B3 to “Downtown”
  - I1, I2b, I3 to “Industrial”
  - I2, B8 to “Commercial-Industrial”
  - MU3, B2A, B2B, B6 to “Portland Road”
  - R2, R4 to “Medium Density Residential”
- Collaborated with Steering Committee to develop node concept for Route 1 and new district “Portland Road Node”
- Proposed additional merger of B4 into Downtown
- Reviewed existing dimensional standards in Table 412, prepared recommended changes to dimensional standards, omitted footnotes, developed preliminary graphics
- Presented model dimensional standards from Westbrook that could be replicated in downtown Saco and/or within Portland Road Node District
- Drafted revised stormwater and erosion control sections
- Drafted revised signs section
- Drafted revised Historic Preservation District section
- Drafted preliminary revisions to nonconforming uses section
- Drafted preliminary revisions to Site Plan Regulations and clarification of procedures
- Drafted maps and new GIS layers for districts
- Identified and tracked changes to be made to existing definitions
- Identified and tracked opportunities to improve clarity of language throughout ZO (ongoing)
- Removed all “amended date” notes from ZO and compiled into a separate document

#### Items to Complete April 25 – May 2019

- Meet with city staff to discuss optional process to engage Steering Committee
- Finalize recommendations for land uses in all new and existing districts
- Reduce redundancy of Performance Standards, Site Plan Review ordinance
- Complete Site Plan Revisions
- Prepare revisions to Subdivision Regulations
- Update Shoreland Overlay to be consistent with state law
- Revise definitions section
- Develop additional graphics

#### Items to Complete June 2019

- Provide complete draft ZO, Site Plan, Subdivision to staff and Steering Committee for review
- Present to staff and Planning Board
- Finalize formatting

#### Items to Complete July 2019

- Incorporate input from Staff, Planning Board, Steering Committee, and Public Input
- Prepare final ZO and Map