



CITY OF SACO, MAINE

CITY COUNCIL APPROVED CODE SUPPLEMENT

Approved on March 18, 2024, with an effective date of April 18, 2024

HOUSEKEEPING ORDINANCE AMENDMENTS TO CHAPTERS 179 (SITE PLAN REVIEW), 188 (SUBDIVISION OF LAND) & 230 (ZONING)

Councilor Hatch moved, Councilor Johnston seconded, be it ordered that the City Council hereby ordains the Housekeeping Amendments to Chapters 179 (Site Plan Review), 188 (Subdivision of Land), and 230 (Zoning) of the City Code of Ordinances as presented in the March 18th Cit Council meeting packet materials. The motion passed with six (6) yeas.

CHAPTER 179 – SITE PLAN REVIEW

PLANNING STAFF NOTE: Recommended revisions are below in red font. Text to be removed is struck through and new text is underlined. This document includes revisions through March 13, 2024 in response to workshop comments.

The following Code does not display images or complicated formatting. Codes should be viewed online. This tool is only meant for editing.

§ 179-2.01 Site plan review; Planning Board jurisdiction.

The Planning Board and the City Planner are authorized as provided in this chapter to review and act on site plans. Site plan review is required for the following:

- A. Construction of:
 - (1) Nonresidential structures, including accessory uses or structures, having a total floor area of more than 1,000 square feet.
 - (2) Multifamily dwellings; provided, however, that multifamily dwellings of 15 units or more shall be subject to both site plan review and subdivision review.
 - (3) A private road or private road network.
- B. Expansion of:
 - (1) Nonresidential structures, including accessory structures, by more than 1,000 square feet of ground floor area within any five-year period.
 - (2) Multifamily dwellings, by the addition of one or more units within an existing structure or expansion of the structure to accommodate new units.
- C. Conversion of single-family or two-family dwellings to multifamily use.
- D. Changing the siding or roofing materials of the street-facing facade of a nonresidential or multifamily structure or accessory structure by more than 25% of the surface area of the

siding or roof.

- E. Proposals to pave, strip, or grade more than 10,000 square feet within any five-year period.
- F. Proposals for earth removal of more than 10,000 square feet or 100 cubic yards within any five-year period.
- G. Construction or expansion of boat building and repair facilities, marinas, piers, docks, boat houses, and port facilities.
- H. The addition of a drive-up window.
- I. Proposals to construct buildings taller than 35 feet high.
- J. Site location of development. Site developments needing approval under 38 M.R.S.A. §§ 481 through 488, as permitted under 38 M.R.S.A. § 489-A, shall be reviewed under this chapter.
- K. Site developments requiring stormwater permits pursuant to 38 M.R.S.A. § 420-D shall, to the extent permitted under 38 M.R.S.A. § 489-A, be reviewed under the procedures of this chapter; and they shall meet and comply with those rules promulgated by the Maine Department of Environmental Protection pursuant to 38 M.R.S.A. § 420-D, specifically Chapters 500, 501, and 502 Rules.

§ 179-2.02 Minor site plans: administrative review by City Planner.

The City Planner is authorized to review and act on minor site plans. The following qualify to be reviewed as a minor site plan:

- A. Nonresidential structures or additions of less than 6,000 square feet;
- B. Nonresidential structures in an approved industrial park, including accessory structures, having a total floor area of not more than 30,000 square feet.
- C. Private road or private road network applications.

§ 179-2.03 Prerequisite for permits.

No building permit, plumbing permit, or certificate of occupancy shall be issued for a subject site until a site plan has been approved and signed by the Planning Board, or, in the case of minor site plans, approved and signed by the City Planner.

**Article III
Procedures**

§ 179-3.01 Site plan review process.

The City shall adhere to the following procedures in reviewing applications for site plan review.

A. Neighborhood meeting.

- (1) Purpose. The goal of the neighborhood meeting is to inform the public about the project and to identify concerns so they might be addressed during review of the project.
- (2) Applicability. An applicant intending to file a site plan review application for certain projects shall hold a neighborhood meeting in accordance with the requirements of this section. The neighborhood meeting, as described in this section, shall be held for applications for site plan review that involve:
 - (a) The construction or expansion of a commercial, industrial, or other nonresidential structure with more than 1,000 square feet of total floor area located in a mixed-use or residential zoning district, or that abuts a residential zoning district.
 - [1] These districts are as follows: Rural Conservation District, Low Density Residential District, Seaside Residential District, West Residential District, Medium Density Residential District, High Density Residential District, Downtown District, Saco Island District, Portland Road District, Main and Beach District, Highway Business District, and General Business District.
 - [2] Properties in the Business Industrial District and the Industrial District that abut residential properties shall also be required to host a neighborhood meeting.
 - (b) The construction or expansion of a multi-unit residential project that will create six or more new dwelling units in a mixed-use or residential zoning district, or that abuts a residential zoning district.
- (3) Procedures for a neighborhood meeting.
 - (a) Timing and location of the neighborhood meeting. An applicant for a site plan review shall conduct at least one neighborhood meeting no more than ~~120~~ 180 days prior to submitting the site plan application. The meeting shall be held at a convenient City building. The date of the meeting shall be coordinated with staff in the Planning and Economic Development Department, hereinafter referred to as the "Department."
 - (b) Notice. At least 10 days before the meeting, the applicant shall mail notice of the neighborhood meeting to all property owners who will be entitled to receive notice under § 302F and post a sign on the property indicating "neighborhood meeting" with date, time and location of the meeting. Size of sign shall be no smaller than two feet by three feet with two-inch lettering. The notice shall be mailed by first-class mail with a post office certificate of mailing. The notice shall contain a brief description of the proposal, location, permits for which the applicant will be seeking approval, and the date, time and place of the meeting. The post office certificate of mailing shall be submitted to the Department. At least 10 days prior to the meeting, the applicant shall submit a digital copy of the neighborhood meeting notice.
 - (c) Presentation. At the meeting, the applicant shall present a summary of the proposal with a plan or drawing of the project, indicate what permits and licenses are required for the project, and provide adequate opportunity for public questions and comments.
 - (d) Attendance sheet. At the neighborhood meeting, the applicant shall circulate a sign-in sheet for those in attendance who choose to sign. The sign-in sheet shall be submitted to the Department with the site plan application.
 - (e) Minutes. The applicant shall be responsible for keeping minutes of the meeting and submitting these minutes to the Department. Meeting attendees may submit comments as well with the site plan application.

B. Application submission process.

- (1) Applicants shall submit a site plan review application, the development plan, supporting documentation, and requested waivers.
- (2) Within 10 business days of an application submittal, Department staff will determine whether required information has been submitted.
- (3) The rationale for waiver requests must be explained in detail and supported by evidence where appropriate. If the waiver cannot be supported by evidence, then the requirement is most likely not applicable to the development, and the City Planner may designate the requirement as not applicable to the project.
- (4) If the application appears to be in order, staff will schedule it for Planning Board consideration within four weeks.
- (5) Nothing in this subsection shall preclude a determination by the Planning Board that additional information is needed before the application can be determined to be complete.
- (6) Public notice signage. The applicant shall obtain from the Planning Department and install a Notice of Application sign on the subject property in a location that is readily visible from nearby properties and public areas and easily accessible by City staff and members of the public. Documentation of sign installation shall be provided to the Planning Department. The sign shall be installed within 14 days of application submittal and shall be removed following approval or denial of the application by the Planning Board. The costs to manufacture and procure the sign shall be paid by the applicant in accordance with Chapter 83 of Saco's City Code. **[Added 12-19-2022]**

C. Complete application. The Planning Board shall review the material and determine whether or not the application is complete.

- (1) If the application is determined to be incomplete, the Planning Board shall notify the applicant in writing, and specify the additional materials required to make the application complete. With the exception of notification, these steps shall be repeated until the application is found to be complete.
- (2) No application for site plan review shall be considered complete until all variances and conditional use approvals have been acquired.
- (3) The Planning Board may conduct its review of a conditional use, shoreland zoning permit, or subdivision application simultaneously with site plan review.
- (4) Site walk. The Planning Board may conduct a site walk of the site to review the existing conditions, field-verify the information submitted, and investigate the development proposal.

D. Public hearing and notice.

- (1) Prior to taking final action on a site plan review application, the Planning Board shall hold a public hearing.
- (2) Notice of public hearing.
 - (a) The hearing shall be advertised in a local newspaper at least seven days prior to the public hearing.
 - (b) The City shall notify property owners by first-class mail. The notice shall be postmarked at least 14 calendar days prior to a public hearing. Ownership shall be assumed to be that ~~indicted~~ indicated in the records of the Assessor's Department. Failure of any property owner to receive a notice shall not necessitate another hearing or invalidate any action by the Planning Board. **[Amended 12-19-2022]**

- [1] Property owners in the Industrial (I), Resource Protection Overlay District (RPOD), Residential Conservation (RC), and all other residential districts except High Density Residential (HDR) shall be notified of the hearing if their property is within ~~600~~ 800 feet of the applicant's property.
- [2] Property owners in the High Density Residential (HDR), Downtown (D) District, and business districts shall be notified if their property is within ~~200~~ 400 feet of the applicant's property.
- (c) The applicant shall verify that the signage installed in accordance with Subsection **B(6)** remains installed at the subject property until a public hearing is closed by the Planning Board. In the event this signage is lost, stolen, or removed prior to a final decision, the Planning Board may require the applicant to purchase and install an additional Notice of Application sign from the Planning Department prior to closing the public hearing. **[Amended 12-19-2022]**

E. Planning Board decision.

- (1) Timing of Planning Board deliberations. Within 30 days of when the Planning Board closes the public hearing, the Planning Board shall act to deny, approve, or approve with conditions. This time limit may be extended by mutual agreement of the applicant and Planning Board.
- (2) Conditions of approval. The Planning Board, or, in the case of a minor site plan, the City Planner, may attach conditions of approval. Such conditions may include, but are not limited to, specifications for type of vegetation, sewage disposal and water supply facilities, landscaping screens, period of operation, operational controls, professional inspection and maintenance, sureties, deed restrictions, easements, phasing of construction, restrictive covenants, type of construction, or any other reasonable conditions necessary to fulfill the purposes of the Zoning Ordinance and this chapter, but must be reasonably related to a standard or requirement of the Zoning Ordinance or this chapter.
- (3) The Planning Board shall vote on each site plan review standard, and then shall vote to approve the application, approve with any conditions of approval, or to deny the application. The Planning Board shall make written findings of fact in support of its decision establishing that the proposed development does, or does not, meet the standards of approval and other requirements of the City. The Board shall notify the applicant, including the findings of fact and any conditions of approval. Such findings of fact shall be adequate to permit appellate review.
- (4) At the time of final approval of a site plan, the applicant shall submit three paper copies of the plan, and one digital copy.

F. Plan revisions.

- (1) Once approved and signed by the Planning Board, revisions to approved plans shall require the following:
 - (a) A public hearing and approval by the Planning Board in the case of a major revision. Public notice shall be provided according to procedures in § 302(F).
 - (b) Approval of the City Planner in the case of a minor revision to either a site plan or a minor site plan. The City Planner may approve a revision without a public hearing. Notice of the decision by the City Planner shall be sent within 30 days to all previously noticed parties.
- (2) The City Planner shall determine what constitutes a minor revision. The City Planner will refer revisions to the Planning Board if the City Planner determines that the proposed revision is not minor. If the applicant or an abutter is not satisfied with the determination of the City Planner, the applicant or abutter shall be permitted to have the entire application reviewed by the Planning Board, if such a request is made within 30 days of the City Planner's determination. The City Planner shall inform the Planning Board after making a determination on a minor revision.

- (3) The following are examples of minor revisions. Changes in the record owner, altering phases of development, the addition of accessory structures of less than 6,000 square feet each or 30,000 square feet if in an approved industrial or business park, the addition of minor site features, such as lighting, signs or other amenities, and changes in construction details necessitated by changing circumstances.

G. Financial guarantee.

- (1) Prior to start of site work or issuance of building permit, the applicant shall submit a financial guarantee to the City to ensure the proper completion of all required site improvements. The Planning Board, or, in the case of a minor site plan, the City Planner, shall require ~~an escrow~~ a project deposit account established with the City, or an irrevocable letter of credit issued by a bank or credit union based in the United States, in the name of the City of Saco. The City will determine in its sole judgment the adequacy of the letter of credit and the issuing financial institution. The consent of the City shall be required for any withdrawal from the escrow account.
- (2) The City shall have access to the site at all times to review progress of work and shall have the right, upon default in performing work on site improvements secured by the financial guarantee, to draw upon that financial guarantee to enter onto the site and perform work necessary to remedy default or to restore the site.
- (3) Upon completion of the site improvements to the reasonable satisfaction of the City, the applicant shall send to the City Planner a written statement that the construction or installation in connection with which an escrow account has been established or a letter of credit, or covenant has been given that meets the requirements of these standards and the conditions of approval. Prior to release of any part of the financial guarantee, the City Planner, subject to approval of the City Administrator, shall determine to their satisfaction, based in part upon the report of the City Engineer and whatever other agencies and departments may be involved, that the proposed site improvements meet or exceed design and construction requirements for that portion of the site improvement(s) for which the release is requested. If the City Planner determines that the construction or installation of site improvements has been completed to their satisfaction, the City Planner, subject to approval of the City Administrator, shall release the interest of the City in the ~~escrow~~ project deposit account or letter of credit, and return the letter of credit or deposit to the person who furnished it. If the City Planner determines that the construction or installation of site improvements has not been completed to the City's satisfaction, they shall specify to the applicant, in writing, how the construction and installation fails to comply with the requirements.

H. Time limits on approval - site plans and minor site plans.

- (1) If substantial construction has not commenced within 24 months of the Planning Board's approval of a site plan, the site plan approval shall be null and void. "Substantial construction" shall mean the completion of a foundation, addition, or other evidence satisfactory to Department staff.
- (2) The deadline for substantial construction may be extended for a period of up to 12 months by the City Planner upon written request of the applicant. The written request for an extension must be submitted before the date of expiration of site plan approval. After the site plan approval has expired or an extension has been denied by the City Planner, the applicant may reapply for site plan review at any time without prejudice.
- (3) The City Planner shall approve the request for an extension unless one of the following occurs:
 - (a) Additional information indicates that the plan does not meet the standards of this chapter.
 - (b) Failure to meet a condition of approval within required time frame.

I. As-built plan. As-built plans shall be prepared by an engineer, architect, landscape architect, or land

surveyor registered in Maine. Prior to release of financial guarantee, the applicant shall submit paper copies and a digital copy (PDF and DWG) of an as-built plan. Required number of paper copies shall be determined by the Department. The following standards shall be followed:

- (1) Decimal feet, NAD83, Maine State Plane West, vertical datum NAVD1988.
 - (2) Drawing features should be tied to state plane coordinates.
 - (3) Rotation of grid north maintained. Plan data should not be "rotated" in any way which might compromise data coordinate integrity. (Alternately, a "DVIEW twist" or similar CAD display operation will allow for convenient plotting/layout fitting while still properly maintaining spatial reference.)
 - (4) Coordinates shall be shown on at least four corners of the site plan. Coordinates shall be referenced to the Maine State Coordinate System.
 - (5) Dependent external references ("xrefs") should be bound to the drawing file(s).
 - (6) Drawing layers should be named in a logical fashion to allow identification of features. Preferably, all drawings should be accompanied by a file that describes the layer structure.
 - (7) Significant proposed polygon features, i.e., building footprints, parking areas, and driveways, should be closed 2D polylines (looped for closure).
 - (8) As-built plans for the electrical system shall be submitted separately, and prepared or approved by a licensed electrician. The electrical as-built plan shall include:
 - (a) Cross sections every 50 feet.
 - (b) Cross sections where a substantial change in a conduit run occurs.
 - (c) Length, size and use of all conduit and conductors.
 - (9) Stormwater. Full compliance with all applicable provisions of Article XII (Stormwater and Erosion Control Standards) of the Zoning Ordinance.
- J. Revocation. In addition to any other penalty authorized under this chapter, the Planning Board, after holding a public hearing, may revoke a site plan approval if it is determined that a violation has occurred.
- K. Appeals. The exclusive remedy from decisions of the Planning Board on site plan application is an appeal to the Superior Court within 30 days of the Planning Board decision. Appeals of decisions by the City Planner shall be made to the Planning Board within 30 days of the date of the decision. The appeal of decisions by the City Planner shall be conducted as a de novo matter, and the Planning Board may hear and take new evidence and testimony.
- L. Fees and costs. All fees, including costs of neighborhood meetings, shall be borne by the applicant. Applicants shall submit required fee(s) as prescribed by the City's Cost Recovery Ordinance.

§ 179-3.02 Review process: minor site plans.

- A. To process site plans more efficiently, site plans qualifying for minor site plan review may be reviewed by the City Planner rather than the Planning Board.
- B. The City Planner may decline review, for any reason, and forward a minor site plan to the Planning Board for site plan review.
- C. A minor site plan review that also involves conditional use, subdivision, or other review by the Board shall be reviewed by the Planning Board.

D. Applicants shall submit an application for site plan review, supporting documentation, waiver requests, and appropriate fee(s).

E. Neighborhood Meetings for minor site plans shall follow the process outlined in Section 179-3.01(A).

~~E.F.~~ Minor site plans shall be subject to the following notification requirements: ~~as site plan review applications, except that a sign on the property is not required for minor site plan reviews.~~

(1) The City shall notify applicable property owners by first-class mail. Ownership shall be assumed to be that indicated in the records of the Assessor's Department. Failure of any property owner to receive a notice shall not invalidate any action by the City Planner.

(a) These districts are as follows: Rural Conservation District, Low Density Residential District, Seaside Residential District, West Residential District, Medium Density Residential District, High Density Residential District, Downtown District, Saco Island District, Portland Road District, Main and Beach District, Highway Business District, and General Business.

(b) Properties in the Business-Industrial District and the Industrial District that abut residential properties shall also be required to host a neighborhood meeting.

(2) Noticed property owners shall have two weeks from the postmark date to provide written comment to the Planning Department regarding the minor site plan application.

F.G. Within 30 business days of receiving a complete plan, the City Planner shall approve, approve with conditions, or deny the site plan. The City Planner shall consider comments from City staff. If the City Planner has not acted within 30 business days, the applicant may seek approval from the Planning Board. Inaction by the City Planner does not constitute approval or disapproval of the plan. If a party is not satisfied with the determination of the City Planner, the aggrieved party may appeal the decision to the Planning Board as provided in § 204(M).

G.H. Within 30 days of the City Planner's decision, the City Planner shall notify the Planning Board and abutters of the decision.

§ 179-4.03 **Proposed development plan.**

The proposed development plan shall include the following:

- A. A standard boundary survey by a licensed land surveyor showing the location of all property lines. The Planning Board, or, in the case of minor site plan, the City Planner, may waive the requirement of a boundary survey when sufficient information is available to establish property boundaries.
- B. The plan shall identify all abutters.
- C. The location and width of all required structure setbacks.
- D. The location and delineation of site elements, including:
 - (1) Proposed principal and accessory structures.
 - (2) Existing structures to remain on site.
 - (3) Driveways.
 - (4) Sidewalks.
 - (5) Parking spaces.

- (6) Loading areas.
 - (7) Open spaces.
 - (8) Large trees.
 - (9) Wetlands preservation measures and protection measures.
 - (10) Stormwater control facilities.
 - (11) Dumpsters and recycling facilities.
 - (12) Proposed streets, easements, restrictions and covenants.
- E. Existing and proposed topography at two-foot intervals, or such other interval as the Planning Board may require.
 - F. A utility plan showing provisions for water supply and wastewater disposal, including the size and location of all piping, holding tanks, and leach fields, and showing the location and specifications of all electrical, telephone and other utility services to be installed on the site. Completed initial wastewater discharge application, for those projects that propose connection to the City sewer system.
 - G. A landscape plan, with a planting schedule keyed to the site plan and indicating the varieties and sizes of trees, shrubs, and other plants to be planted on the site, and a maintenance plan.
 - H. The location and dimensions of all signs.
 - I. A waste disposal plan describing how all solid waste will be handled on-site, how it will be removed from the site, the disposal facilities to which it will be transported, and, if the waste is of an unusual nature, confirmation that a suitable disposal facility will accept the waste. For businesses that use industrial chemicals and produce hazardous waste, the name, amount, and nature of all chemicals used, and the manner of disposal of such waste.
 - J. Estimate of amount and type of traffic generated daily and at peak hours. For sites that generate more than 400 one-way vehicle trips per day, a traffic impact analysis, prepared by a licensed professional engineer with experience in traffic engineering and transportation, shall be submitted. Study area should extend, at a minimum, to intersections where traffic attributable to the site plan exceeds 35 vehicles in a lane in a peak hour. Analysis shall show, at a minimum, existing traffic volumes; proposed traffic generation; proposed access; vehicle types expected; effect on level of service within study area; sight lines; and accident history in the study area. The report will recommend improvements on-site and off-site.
 - K. Stormwater plan. The plan shall include comprehensive stormwater drainage provisions.
 - (1) Applicability. New development or redevelopment projects that result in one or more acres of disturbed area or more than 10,000 square feet of new or redeveloped impervious area. This provision also applies to projects disturbing less than one acre if the construction activity is part of a larger common plan or development or sale that would disturb one or more acres. The plan shall comply with the requirements specified in Article XII of the Zoning Ordinance and DEP Chapters 500 through 502.
 - (2) Exemptions. New development or redevelopment on a parcel that is part of a subdivision previously approved that has a compliant post-construction stormwater management plan with sufficient capacity to accept and treat increases in stormwater discharges associated with the project are exempt from these requirements.
 - (3) A stormwater drainage plan prepared by a registered Maine professional engineer shall be submitted. The plan shall include the following:

- (a) The existing and proposed method of handling stormwater runoff;
 - (b) The direction of flow; and
 - (c) The location, elevation, and size of all catch basins, dry wells, drainage ditches, swales, retention basins, and other stormwater infrastructure.
 - (d) A narrative describing how the site is oriented within the watershed, and that identifies downstream water bodies, including wetlands, and addresses the potential effects of site runoff. The narrative shall identify and discuss the stormwater treatment methods proposed for the site.
 - (e) A depiction of existing contours, proposed contours, existing and proposed subwatersheds, proposed topographic features, and existing and proposed site features, including structures and other facilities, natural and man-made drainageways, streams, channels, culverts, catch basins, and stormwater treatment facilities. The plan shall include detailed drawings of proposed best management practices (BMPs) and the location of structural and nonstructural BMPs.
 - (f) Calculations demonstrating that the proposed stormwater treatment facilities will meet applicable standards of the Zoning Ordinance.
 - (g) A stormwater facilities management plan that sets forth the types and frequencies of proposed maintenance activities needed to maintain the efficiency of the stormwater treatment facilities, and that identifies the party that will be responsible for carrying out each maintenance activity and for submitting the annual maintenance report, and the proposed institutional arrangements that will assure that all maintenance occurs as proposed.
- (4) Calculations utilized to determine drainage requirements shall be based on the two-, ten-, twenty-five-, ~~and fifty-~~ ~~and 100-~~year, twenty-four-hour storm events. 100-year, twenty-four hour storm events shall be used to calculate drainage requirements for large culverts per TDCSM. The post-development runoff rate shall not exceed the predevelopment runoff rate, unless the applicant can demonstrate that the increase has no adverse impact on downstream conditions.

L. Hydrogeologic assessment.

- (1) A hydrogeologic assessment may be required by the Planning Board for projects in which groundwater quality is a concern. Such instances include but are not limited to sites:
 - (a) Over a sand and gravel aquifer;
 - (b) Not served by public water or sewer;
 - (c) Where the depth to groundwater is less than 48 inches;
 - (d) In soils rated by the NRCS Soil Survey as poor or very poor for subsurface septic systems;
 - (e) In coarse soils categorized as having severe limitations for septic systems;
 - (f) Where a septic system of over 2,000 gallons per day is proposed.
- (2) When a hydrogeologic assessment is submitted, the assessment shall contain the following:
 - (a) A map showing basic soil types;
 - (b) The depth to the water table at representative points throughout the lot;
 - (c) Drainage conditions throughout the project;

- (d) Data on the existing groundwater quality, from test wells on the subject property or from existing wells on neighboring properties;
 - (e) A map showing the location of subsurface wastewater disposal systems and drinking water wells within the project and within 200 feet of the project boundaries;
 - (f) An analysis and evaluation of the effect of the project on groundwater resources. In the case of residential developments, the evaluation shall include a projection of post-development nitrate and nitrogen concentrations in on-site wells, at the project boundaries, and at a distance of 1,000 feet from potential contamination sources, whichever is a shorter distance. Analyses of groundwater quality shall assume drought conditions (60% of annual average precipitation).
- M. A lighting plan, prepared by a qualified lighting professional, showing the following:
- (1) The location of all structures, landscaping, parking areas, and proposed exterior lighting fixtures.
 - (2) Specifications for all proposed lighting fixtures, photometric data, cutoff fixture details, and color rendering index (CRI) of all lamps (bulbs).
 - (3) The proposed height of all exterior lighting fixtures.
 - (4) Analyses and illuminance level diagrams or photometric point-by-point diagrams on a twenty-foot grid showing that the proposed installation conforms to the lighting level standards of this chapter, together with statistical summaries documenting the average illuminance, maximum illuminance, minimum illuminance, average to minimum uniformity ratio, and maximum to minimum uniformity ratio.
 - (5) Drawings of all relevant building elevations, showing the fixtures, the walls to be illuminated, the illuminance levels of the walls, and the aiming points for remote light fixtures.
- N. Archaeological and historical sites. Proposed land use activity involving structural development or soil disturbance on or adjacent to sites listed on, or eligible to be listed on, the National Register of Historic Places shall be submitted by the applicant to the Maine Historic Preservation Commission and the Saco Historic Preservation Commission as appropriate for review and comment prior to action by the permitting authority. The permitting authority shall consider comments received from the commissions prior to rendering a decision on the application.
- O. A design analysis that demonstrates conformity with the design standards specified in this chapter. The analysis shall address all applicable design standards and allow the Planning Board, or, in the case of minor site plans, the City Planner, to determine if each standard has been met. The analysis must provide information about the proposed development, the characteristics of neighboring properties, the adjacent neighborhood, and how the proposed development meets the standards. The analysis should include plans, building elevations, visual simulations, and a narrative documenting conformance with the standards.
- P. Copies of existing and proposed easements, covenants, and deed restrictions.
- Q. Copies of applicable local and state permits. The Planning Board, or, in the case of minor site plans, the City Planner, may approve site plans subject to the issuance of specified state licenses and permits in cases where it is determined that it is not feasible for the applicant to obtain them at the time of site plan review.

§ 179-5.04 Urban green space. **Reserved.**

- A. ~~Purpose. Urban green space is required for any proposed development in the Downtown, General Business and High Density Residential Districts that proposes a density of 200 square feet per dwelling unit. Urban green space is required for any proposed development within the Portland Road District that proposes a density that is equivalent to 80% of the minimum lot area per dwelling unit allowed in Table~~

~~4-1. For purposes of this section, urban green space includes landscaped, pervious surfaces that are intended for public use, such as a park. The purpose of this incentive is to:~~

- ~~(1) Provide visual enhancement of downtown Saco.~~
 - ~~(2) Provide places for building occupants and pedestrians to gather and enhance public amenities.~~
 - ~~(3) Reduce impervious surfaces and enhance stormwater management.~~
 - ~~(4) Reduce urban heat island effect by providing vegetation and shade.~~
 - ~~(5) Enhance air flow and light while also encouraging density in developed, urban areas.~~
- ~~B. Authority and review. Review and approval from the Parks and Recreation Department is required for any applicant proposing urban green space under this section.~~
- ~~C. Standards. The following standards are required to be met:~~
- ~~(1) A minimum area of the greater of 500 square feet or 10% of the area of the lot shall be devoted to contiguous green space.~~
 - ~~(2) Green space must be visible from the public right-of-way.~~
 - ~~(3) Green space must be clearly accessible and inviting to the public.~~
 - ~~(4) The Planning Board may approve features such as benches, lighting, playground structures, pervious trails and paths, or other amenities that contribute to the safe use of the site. The Parks and Recreation Department shall be asked to provide input and approval on the site design.~~
 - ~~(5) Rain gardens are encouraged.~~
 - ~~(6) The applicant shall be responsible for maintaining green space.~~
- ~~D. Submission requirements.~~
- ~~(1) Detailed landscaping plan, including a species list.~~
 - ~~(2) Ownership and maintenance plan. A maintenance plan will clearly outline that the City of Saco shall not be responsible for maintenance of these spaces.~~
 - ~~(3) Calculations of green space, building footprint, and proposed square feet per dwelling unit.~~
 - ~~(4) Narrative documenting the public benefits and environmental benefits of the green space. An easement to the City for public use of all proposed urban green space is required.~~