

Town of Casco
Comprehensive Plan Implementation Committee
Meeting Minutes
September 25, 2025, 6:30 PM
Casco Community Center

First Order of Business

- Call meeting to Order
 - Attending: Sam Brown, Tom McCarthy, Rae-Anne Nguyen, Pam Edwards, Michele Williams, Rob Williamson
 - Absent: Tiffany Payton, Bob MacDonald
 - Public: Amy Brown, Bob Learnard
- Determine a Quorum
- Meeting Agenda Approved 6-0-0
 - Moved by Sam, 2nd Michele
- Approve August 28, 2025, meeting minutes. Approved 6-0-0.
 - Moved by Sam, 2nd Pam

Public Comments – None.

Committee Updates

- Planning Board: None.
- Berry property working group: Tom provided a summary of the Berry property working group meetings held to date. For anyone who wants to attend the meetings, they are held on Thursdays at noon. During the first meeting, working group members toured and walked most of the Berry property. Tom stated that is property has a very unusually shaped layout. At the second meeting the group discussed the potential for having a design concept contest to determine what activities/ideas should be placed in the Berry property and where they should be located. The main concepts discussed were parking, a carry-in, carry out (canoes, kayaks, etc.) access to the lake, a huge pavilion for a covered ice-rink in winter and picnic tables in the summer, a five acre piece of the property for a new fire house, and a potential dog park. The biggest constraint in determining which activities should be part of the Berry property and their

locations would be the 5 acre chunk of land for the fire house. Pam would like the group to sponsor a public walk- through of the property.

- Safe Streets: A Quaker Ridge Community Engagement was held on 17 September 2025 at the South Casco Fire station. It was very well attended. Participants attending this meeting discussed various safety issues/problems with Quaker Ridge Rd. and made suggestions as to how these safety aspects should be addressed. The Safe Streets committee will compile these comments at their next meeting.
- Open Space – The Committee is working with Resilience Planning to help draft Casco's Open Space Plan. On October 19th, the Committee will be hosting a Jugtown Community Engagement featuring a walking tour and a talk by Shane Duigan, a State Forester. He will discuss forest management.
- Water Quality (WQ). The WQ working group is on a good track to finish the WQ plan by the end of 2025. Currently the group is in process of writing the initial draft of each section of the WQ plan. The initial draft will be provided to the Selectboard and to each of the Town committees for comment. Pam and Tom will meet with Tony Ward, Grant Plummer, and Scott Avery to decide whether or not this group will become a commission or a committee, e.g. whether it will be only advisory or not.
- Select Board – None.
- Casco Village District Zoning Working Group. The working group held their first meeting. (Rae-Anne stated that because this is working group meeting, there will not be any minutes or agendas for these meetings.) Grant Plummer, Tony Ward, Rae-Anne Nguyen, Marc Rocque, and Dave Fowler were in attendance. The CPIC was the only Town group that provided input or ideas regarding how to move forward. During the first meeting, the CV district working group developed a timeline to get CV district zoning changes written and ready for the June Town Meeting. Tony said that with the number of zoning changes to be implemented, the Selectboard would like to have this voted on during a June Town meeting vice a special Town meeting. Other items discussed:

- Tony created SharePoint folders for all Town committees to use. SharePoint will replace the Google Groups previously used by the CPIC.
- Tony has created an RFP for the planning service for the Town.
- The Selectboard will be inviting Chairs of Town Committees and Town Department Heads to provide input at the Selectboard Meetings.

Old Business

- Housekeeping: Michele had a question regarding the Agenda and who to send it to. The answer is to send it Rob with a copy to all Committee members.
- Progress Report for the CPIC Community Engagement event: None
- Updates for Allison to post:
 - All documents sent to her need to be in Word such as agendas.
 - Rob talked to her about what to publish in the website. The purpose of the CPIC and accomplishments of the CPIC will be posted.
- Discussion of Pam's work plan for the CPIC: No discussion. It is located on Google Groups.
- Two openings for the CPIC were posted on the Town website.

New Business

- At the last meeting (August 2025), all CPIC members were given homework. Members were supposed to review 'Village District' references in the Comp Plan. Additionally, members were to provide these references along with recommendations for zoning changes/ideas for the Casco Village (CV) District to Rae-Anne for consolidation. As the CPIC rep to the CV District Working Group Rae-Anne would then pass these ideas forward to them for discussion.

At this meeting there were several concepts discussed by CPIC members. These were:

- High priority for Architectural Design standards/Place types, Place codes.
- Also, high priority to maintain historical areas.
- No desire to increase density in the Casco Village District and only preserve what is in the District.
- Make sure zoning reflects what is currently here (lot sizes).
- Increase walkability and make a more pleasant village experience. People should be able to park and then walk around the village. Encourage greater housing opportunities and opportunities for shops and tighter housing.
- No small houses with small lot sizes.
- Provide high level ideas to the working group. For example, state that lot sizes need to be discussed by the CV District Working Group but not what the lot sizes should be.
- Define the boundaries of the Casco Village District.
- Have a map with the boundaries of the Casco Village District with each current lot size depicted.
- Rezoning into multiple districts within the CV (shoreland, historical)
- What is the overlay of other zones within the CV District (shoreland, historic)?
- All should review the Place type/Place code training. Place types, Place codes to define the look of Casco Village and the type of buildings allowed. This is similar to architectural standards. This should be investigated and perhaps part of, or instead, of zoning codes.
- Watersheds, water quality, septic issues need to be considered.
- What kind of Town do we want to see in the future?
- Discussion of types of businesses allowed. Place types/architectural standards may be the answer. Size limitations may be the answer.
- Discussion of permitted uses is necessary.

Rob provided Highlights from Townwide Capital survey meeting:

- Stated that the turnout for this meeting was disappointing. The Town needs to find a way to attract people to meetings and be a part of the various town committees and working groups. The Town needs to think out of the box to get more people to participate.
- The results of the survey indicated that People do not want to spend money and they want their roads and drainage fixed.
- Rob sent out the results of the Townwide Capital survey to all in email.
- CPIC members need to review this and keep the results of this survey in mind when working on implementing the Comprehensive Plan.

Agenda Setting for Next Meeting;**Ongoing business:**

- Housekeeping
- Committee Updates (Short, Concise versions)
- Update on Community Engagement Event

New Business

- What is our next assignment? New ideas/tasks priorities for the CPIC.
- Discuss how much involvement should we have in developing and helping the CV district working group. Should we work on Architectural standards?
- Ideas from the Capital Improvement Plan. How and should we consider anything from this in our work as the CPIC?

Next meeting: 23 October 2025

Pam made a motion to adjourn, Michele seconded. 6-0 vote in favor.

Adjournment.