



Town of Casco
Planning Board Meeting Agenda
May 18, 2026 at 6:30 PM
Casco Community Center

Regular Meeting

1. Call Meeting to Order
2. Determine a Quorum
3. Review and Approval of the Meeting Agenda
4. Approval of April 27th Meeting Minutes
5. Public Participation for Non-Agenda Items

Old Business

6. Public Hearing for proposed Site Plan Review Application – Casco Library Association

Discussion

7. Roads/Street Ordinance

New Business

8. None

Adjournment

Reminders to the Attending Public: Planning Board meetings are open to the public, but the public may not speak unless recognized by the Board Chair or Vice Chair in their absence. Except during a public hearing, comment time is limited to 2 minutes per speaker during public participation or on agenda items. Matters related to personnel will not be heard.

Future meeting dates (subject to change)

June 22, 2026, Regular Meeting

CPL SITE PLAN REVIEW

3/23/2026

NOTES

Checklist item B9: Existing surface-mounted exterior lighting is shown on architectural drawing A200.

- The only exterior lighting change will be a recessed light in the overhang of the new vestibule.
- The easement for a future sign is shown on the site plan.

Checklist item C4: Refer to enclosed letter regarding engineering calculations for drainage.

Checklist item D: There are no changes in water supply and wastewater disposal.

- Replacement rest room is in approximately same place as existing.
- No additional plumbing is to be added.

Checklist item E: Landscaping next to building will be in keeping with existing.

- See plan for general layout.
- Focus will be on native plants.
- We hope to preserve existing oak tree – landscaping in that area will be contingent upon that.

Clarifying Notes on Architectural Drawings

- “Work/Study Room Addition” refers to the new addition on the Route 121 side of the building.
- “Quiet Room Addition” refers to the rebuild of the existing far non-fiction room.
- “Break Room/Book Sales” refers to the rebuild of the existing book sale room.

TOWN OF CASCO PLANNING BOARD
APPLICATION FORM

APPLICANT:

Name Casco Library Association (Casco Public Library)

Address 5 Leach Hill Rd. P.O. Box 420
Casco ME

Email director@cascopubliclibrary.org

Telephone Number - Home _____
PLEASE PROVIDE AT Office (207) 627-4541
LEAST TWO NUMBERS Cell (207) 557-4136

Interest in Property OWNED
(attach documentation) _____

Interest in abutting property, if any _____

OWNER:

Name Casco Library Association

Address 5 Leach Hill Rd. Casco ME

**PLEASE CHECK THE ADDRESS TO WHICH THE TOWN SHOULD DIRECT ALL
CORRESPONDENCE.**

TYPE OF PROSPECTIVE ACTIVITY:

- _____ Minor Subdivision Plan Review
- _____ Major Subdivision Preliminary Plan Review
- _____ Major Subdivision Final Plan Review
- X Site Plan Review - List Type Public Library Addition
- _____ Other (specify) _____

PROJECT Single Family Multiplex X Other

LOCATION

Street Address 5 Leach Hill Rd. Casco ME 04015
Registry of Deeds Book 01862 Page 15
Assessor's Office Map 42 Lot 17-1

OTHER PROJECT INFORMATION

Size of Parcel (acres) .46 ACRES

Is Zoning Board of Appeals Approval required? No Yes

Does the applicant intend to request any waivers of Subdivision or Zoning Ordinance provisions? No Yes.

If yes, list and give reasons why:

FEES:

The current schedule of Town fees is attached or available online.

Please note: If the Board requests consultation with the Town's lawyer, fees will be passed off to the applicant.

MAPS:

Digital Map Files need to be provided at the time of Planning Board approval. If available, digital map files including level of detail typically occurring on our tax maps (such as base line work, boundary dimensions, lot #'s, areas, road names, etc...).

DEP NOTIFICATION:

1. If land development over 20 acres or 5 lots or more, the request requires DEP review.
2. DEP approval must be obtained **PRIOR** to final Planning Board approval.

OTHER:

1. Any WETLAND must be reviewed by the Army Corps of Engineers.

ABUTTOR NOTIFICATION:

1. Applicant **MUST** notify all landowners within 500' of the property by CERTIFIED MAIL RETURN RECEIPT REQUESTED.
2. Landowners **MUST BE NOTIFIED AT LEAST 10 CALENDAR DAYS PRIOR TO SCHEDULED MEETING.**
3. the list of landowners with ALL RECEIPTS MUST BE TURNED IN TO THE PLANNING BOARD SECRETARY NO LATER THAN SEVEN (7) DAYS PRIOR TO THE DATE OF THE MEETING.

The undersigned, being the applicant, owner or legally authorized representative, states that all information contained in this application is true and correct to the best of his/her knowledge and hereby does submit the information for review by the Town and in accordance with applicable ordinances, statutes and regulations of the Town, State, and Federal Government.

*** All materials to be considered by the Planning Board will be received no later than NOON on the due date for the specific Planning Board meeting. Any material or information received thereafter will not be heard by the Planning Board until a later meeting.**

PLEASE TAKE NOTE OF THE FOLLOWING PROVISION OF THE SUBDIVISION ORDINANCE:

§6.1.1 Within six (6) months of the Planning board's classification of the proposal as a Major Subdivision, the applicant shall submit an application for approval of a Preliminary Plan. The Preliminary Plan shall approximate the layout shown on the sketch plan plus any recommendations made by the Planning Board. Substantial redesign of the sketch plan or failure to meet the six (6) month deadline shall require resubmission of the sketch plan to the Planning Board.

3/23/26

DATE

Janet R. Ver Planck

SIGNATURE OF APPLICANT/OWNER OR REPRESENTATIVE

CASCO SITE PLAN REVIEW SUBMISSIONS CHECKLIST

Unless expressly waived by the Planning Board, the following items are required for all applications for Site Plan Review.

***ALL items must be answered. If N/A, include explanation. If any items are left blank, the application will be deemed incomplete.**

	*<u>Applicant</u> (check complete)	<u>Planning Board</u> (date complete)
A. A fully executed and signed copy of the application for Site Plan Review.	<u>X</u>	<u> </u>
B. Fifteen (15) copies of a site plan showing the following at a scale not to exceed 50' to the inch.	<u>X</u>	<u> </u>
1. Owner's name, address and signature.	<u>X</u>	<u> </u>
2. Names and addresses of all abutters.	<u>X</u>	<u> </u>
3. Sketch map showing general location of site within town.	<u>X</u>	<u> </u>
4. Boundaries of contiguous properties under control of owner or applicant.	<u>X</u>	<u> </u>
5. Bearing and distances of all property lines and source of this information.	<u>X</u>	<u> </u>
6. Zoning classifications(s) and boundaries.	<u>X</u>	<u> </u>
7. Soil types and locations.	<u>X</u>	<u> </u>
8. The location of all building setbacks as required by zoning ordinance.	<u>X</u>	<u> </u>
9. The location, size and character of all signs and exterior lighting.	<u>X (see attached notes)</u>	<u> </u>
10. The lot area of the parcel, street frontages, and zoning requirements for minimum lot.	<u>X</u>	<u> </u>
11. The location of all existing and proposed buildings (including size and height), driveways, sidewalks, parking spaces, loading areas, open spaces, large trees, open drainage courses, signs and exterior lighting, utilities, services areas, easements and landscaping.	<u>X</u>	<u> </u>

12. The location of all buildings within 50 feet of the parcel to be developed and the location of intersecting roads or driveways within 200 feet of the parcel. X

13. Existing and proposed topography of the site at 2-foot contour intervals if major changes to existing topography are being proposed. X

C. A stormwater drainage plan showing:

1. The existing and proposed method of handling stormwater runoff. X

2. The direction of flow of runoff through use of arrows. X

3. The location, elevation, and size of all catch basins, dry wells, drainage ditches, swales, retention basins, culverts and storm sewers. X

4. Engineering calculations used to determine drainage requirements based on a 25-year storm frequency, if the project will significantly alter the existing drainage pattern due to such factors as the amount of new impervious surface (such as paving and building area) being proposed. X (see enclosed letter)

D. A utility plan showing provisions for water supply and wastewater disposal, including a completed HHE 200 form completed by a licensed site evaluator or Maine Certified Soils Scientist, and the size and location of all test pits, piping, holding tanks, leachfields, etc. n/a (see attached notes)

E. A planting schedule keyed to the site plan and indicating the varieties of trees, shrubs and other plants to be planted on the site. X (see attached notes)

F. Building plans, properly scaled, showing all elevations, together with a schedule detailing the type, color and texture of all proposed principal buildings and structures and all accessory buildings and structures. X

G. Copies of any proposed or existing easements, covenants, and deed restrictions. X

H. Copies of all applicable State approvals and permits. X

I. Other information as requested by the Planning Board. Please note below.

CASCO PUBLIC LIBRARY | ADDITION

5 LEACH HILL RD, CASCO, ME 04015

ABBREVIATIONS

AB ANCHOR BOLT	DBL DOUBLE	GA GAUGE	MTR MATERIAL	RD ROOF DRAIN	UL UNDERWRITERS LABORATORIES
ACT ACOUSTICAL CEILING TILE	DEFL DEFLECTION	GAL GALLON	MAS MASONRY	REC RECREATION	UNO UNLESS NOTED OTHERWISE
ADDL ADDITIONAL	DEMO DEMOLITION	GALV GALVANIZED	MAX MAXIMUM	RECT RECTANGLE	
ADMIN ADMINISTRATION	DF DRINKING FOUNTAIN	GC GENERAL CONTRACTOR	MECH MECHANICAL	REQD REQUIRED	
AFF ABOVE FINISH FLOOR	DIA DIAMETER	GL GLASS	MFR MANUFACTURER	REF REFRIGERATOR	
ALUM ALUMINUM	DIAG DIAGONAL	GWB GYPSUM WALL BOARD	MGR MANAGER	REIN REINFORCE/REINFORCING	VAR VARIES
AP ACCESS PANEL	DIM DIMENSION	GYP GYPSUM	MIN MINIMUM	RESIL RESILIENT	VB VAPOR BARRIER
APV ASPHALT PAVER	DIV DIVISION		MISC MISCELLANEOUS	REV REVISE/REVISION	VCT VINYL COMPOSITE TILE
ARCH ARCHITECT	DN DOWN	HD HIGH DENSITY	MO MASONRY OPENING	RFG ROOFING	VENT VENTILATOR/VENTILATION
	DWG DRAWING	HR HOUR	MR MOISTURE RESISTANT	RM ROOM	VERT VERTICAL
BD BOARD	EA EACH	HC HOLLOW CORE	MTD MOUNTED	RO ROUGH OPENING	VEST VESTIBULE
BIT BITUMINOUS	EF EXHAUST FAN	HDWR HARDWARE	MTG MOUNTING		VR VAPOR RETARDER
BLDG BUILDING	EJ EXPANSION JOINT	HGT HEIGHT	MTL METAL	S SOUTH	W/ WITH
BLKG BLOCKING	EL ELEVATION	HM HOLLOW METAL	N NORTH	SAN SANITARY	WC WATER CLOSET
BM BENCHMARK	ELEV ELEVATOR	HO HOLD OPEN	NIC NOT IN CONTRACT	SC SOLID CORE	WD WOOD
BRG BEARING	EQ EQUAL	HORIZ HORIZONTAL	NL NIGHT LIGHT	SD STORM DRAIN	WIND WINDOW
BTW BETWEEN	EXAM EXAMINATION	HTG HEATING	NO NUMBER	SECT SECTION	W/O WITHOUT
	EXIST EXISTING	HVAC HEATING, VENTILATION & AIR CONDITIONING	NTS NOT TO SCALE	SF SQUARE FOOT	WVF WELDED WIRE FABRIC
CAB CABINET	EXT EXTERIOR	HW HOT WATER	O.C. ON CENTER	SHT SHEET	WWM WELDED WIRE MESH
CB CATCH BASIN	FBO FURNISHED BY OWNER	INCL INCLUDE/INCLUDING	OFI OWNER FURNISHED	SIM SIMILAR	
CEM CEMENT	FD FLOOR DRAIN	ID INSIDE DIAMETER	OFI CONTRACTOR INSTALLED	SPEC SPECIFICATION(S)	
CF CUBIC FEET	FCP FIRE CONTROL PANEL	IN INCH	OFI OWNER FURNISHED	SQ SQUARE	
CIIRC CIRCLE/CIRCULAR	FE FIRE EXTINGUISHER	INSUL INSULATE/INSULATION	OWI OWNER INSTALLED	STC SOUND TRANSMISSION COEFFICIENT	
CJ CONTROL JOINT	FG FIBERGLASS	INT INTERIOR	OZ OUNCE	STD STANDARD	
CL CENTER LINE	FIN FINISH	JC JANITOR CLOSET	PART BD PARTICLE BOARD	STL STEEL	
CLG CEILING	FL FLOOR	JT JOINT	PLAS PLASTIC	STOR STORAGE	
CLO CLOSET	FOS FACE OF STUD	LAM LAMINATE/LAMINATED	PLAM PLASTIC LAMINATE	STL STAINLESS STEEL	
CMU CONCRETE MASONRY UNIT	FRP FIBERGLASS REINFORCED PLASTIC	LAV LAVATORY	PLYWD PLYWOOD	SUSP SUSPENDED	
COL COLUMN	FT FOOT	LF LINEAR FOOT	PNT PAINT	TEL TELEPHONE	
CONC CONCRETE	FTG FOOTING	LGT LIGHT	PREP PREPARATION	TEMP TEMPERATURE/TEMPERED	
CONST CONSTRUCTION	F.O. FACE OF	LIN LINEN	POLY POLYURETHANE	T&G TONGUE & GROOVE	
CONT CONTINUE, CONTINUOUS			PSF POUNDS/SQUARE FOOT	A.A. TOP OF	
COORD COORDINATED			PSI POUNDS/SQUARE INCH	TV TELEVISION	
CT CERAMIC TILE			PT PRESERVATIVE TREATED	TYP TYPICAL	
			PTD PAINTED		

GENERAL NOTES

- DRAWINGS, SPECIFICATIONS, AND OTHER DOCUMENTS PREPARED BY THE ARCHITECT ARE INSTRUMENTS OF THE ARCHITECT'S SERVICE AND ARE FOR USE SOLELY WITH RESPECT TO THIS PROJECT. THE ARCHITECT SHALL RETAIN ALL COMMON LAW, STATUTORY AND OTHER RESERVED RIGHTS, INCLUDING COPYRIGHT.
- DRAWINGS LACKING ARCHITECT'S SIGNATURE ARE NOT TO BE CONSIDERED "FOR CONSTRUCTION".
- ALL CONSTRUCTION TO COMPLY WITH MAINE STATE BUILDING CODE, ZONING ORDINANCE, AND ALL OTHER LOCAL REGULATIONS.
- BUILDER OR CONTRACTOR MUST BE PROPERLY LICENSED WITHIN THE STATE THE PROJECT RESIDES IN.
- THIS DRAWING SET IS INTENDED TO CONVEY THE GENERAL INTENT OF THE DESIGN ONLY. THE BUILDER OR CONTRACTOR IS RESPONSIBLE FOR ALL ASPECTS OF THE PROJECT.
- ANY PRODUCT IDENTIFIED IN THE DRAWING SET IS A RECOMMENDATION AND IS SUBJECT TO SUBSTITUTION.
- PRESENT ALL DISCREPANCIES FOUND IN THE DRAWING SET TO THE ATTENTION OF THE ARCHITECT PRIOR TO PROCEEDING WITH ANY WORK.

PROJECT DESCRIPTION

THE RENOVATION/ADDITION WORK SHOWN HEREIN WILL MODIFY A PORTION OF THE EXISTING LIBRARY WITH A FOCUS ON THREE SEPARATE AREAS OF THE BUILDING. TWO SEPARATE AREAS OF THE LIBRARY ARE PLANNED TO BE REMOVED AND REBUILT IN THE SAME GENERAL AREA. THE THIRD AREA WILL BE A NEW ADDITION AND ENTRY ON THE FRONT OF THE BUILDING.

ALL REQUIRED MECHANICAL, PLUMBING AND ELECTRICAL WORK TO BE FILED UNDER A SEPARATE APPLICATION.

BREAKDOWN OF EXISTING A NEW BUILDING AREAS

EXISTING TOTAL BUILDING AREA:	5,525 SF
DEMOLITION AREA #1 REMOVED:	418 SF
DEMOLITION AREA #2 REMOVED:	489 SF
VESTIBULE REMOVED:	54 SF
REMAINING BUILDING AREA:	4,564 SF

PROPOSED NEW BUILDING AREA:	1,986 SF
TOTAL PROPOSED BUILDING AREA:	6,550 SF

NO CHANGE OF USE

REFER TO LS.101 FOR ADDITIONAL CODE INFORMATION

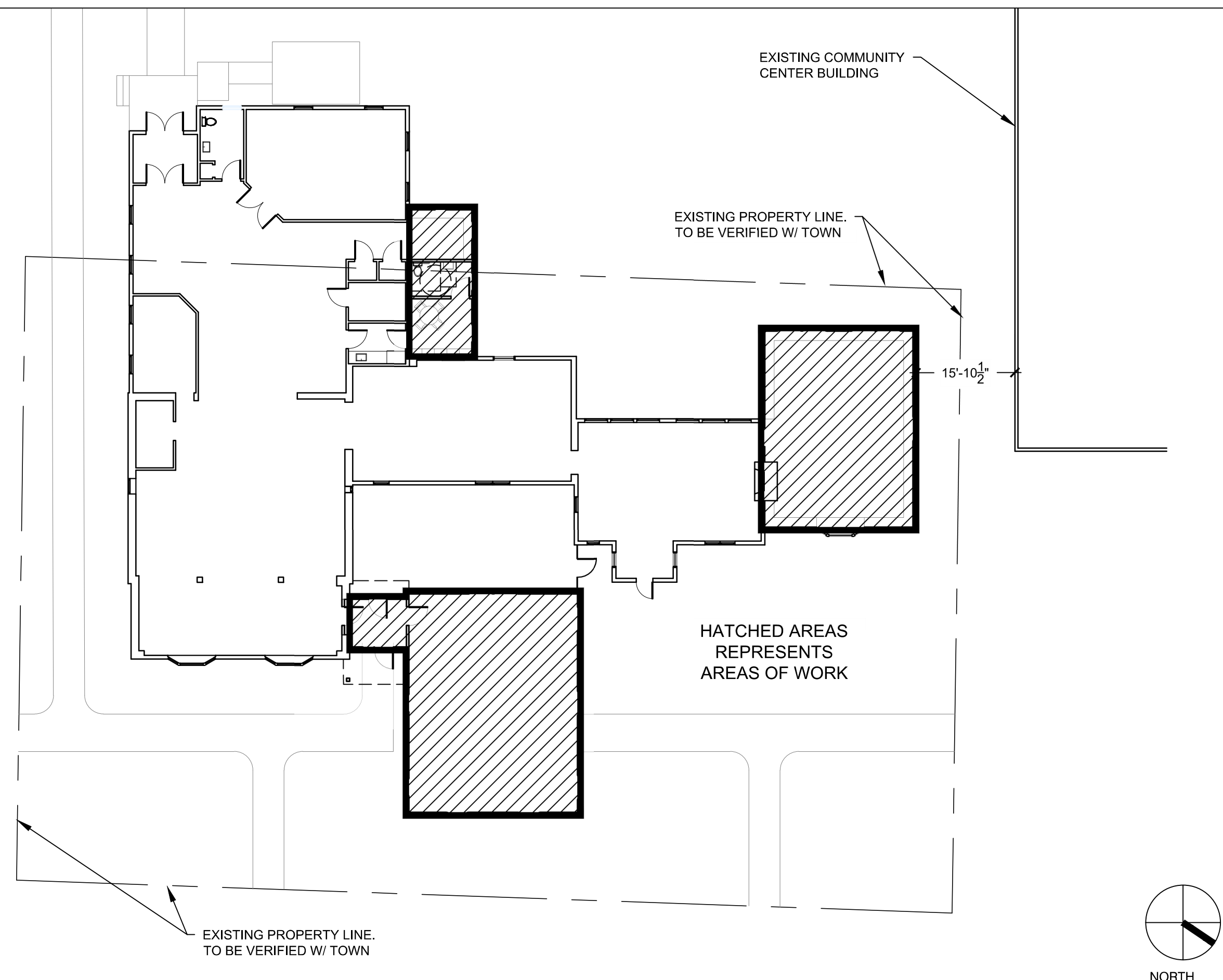
SYMBOLS

CEILING HEIGHT	X'-XX"	BUILDING SECTION	##
ROOM NUMBER	ROOM NAME 101	BUILDING/INTERIOR ELEVATION	## # / A.###
DOOR NUMBER	101	WALL SECTION	## A.###
WINDOW TYPE	NO	PARTITION TYPE	#
DETAIL	# A.###	COLUMN REFERENCE LINE	1
EXISTING WALL TO REMAIN	---	FLOOR LEVEL	T.O. EL. +X'-X"
EXISTING TO BE REMOVED	---	BREAKLINE	
NEW PARTITION	---	AREA NOT IN SCOPE	///

DRAWING LIST

ARCHITECTURAL

T.100	COVER SHEET, GENERAL NOTES & PLOT PLAN
LS.101	LIFE SAFETY PLAN AND CODE INFORMATION
AD.101	FIRST FLOOR DEMOLITION PLAN
A.100	OVERALL FLOOR PLAN
A.101	PART FIRST FLOOR PLANS
A.102	PART REFLECTED CEILING PLANS
A.103	PROPOSED ROOF PLAN
A.200	OVERALL EXTERIOR ELEVATIONS
A.201	EXTERIOR ELEVATIONS - WORK/STUDY ROOM ADDITION
A.202	EXTERIOR ELEVATIONS - NON-FICTION ADDITION
A.203	EXTERIOR ELEVATIONS & BUILDING SECTION - BREAK ROOM/BOOK SALES
A.301	BUILDING SECTION AND DETAILS - WORK/STUDY ROOM ADDITION
A.302	BUILDING SECTION AND DETAILS - NON-FICTION ADDITION
A.401	DOOR, WINDOW AND FINISHE SCHEDULES, PARTITION TYPES AND DETAILS



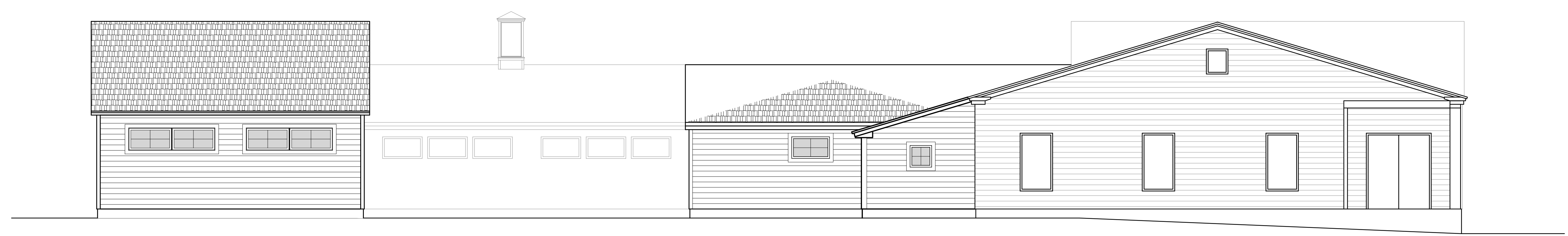
1 LOCATION PLAN

SCALE: 1/16" = 1'-0"

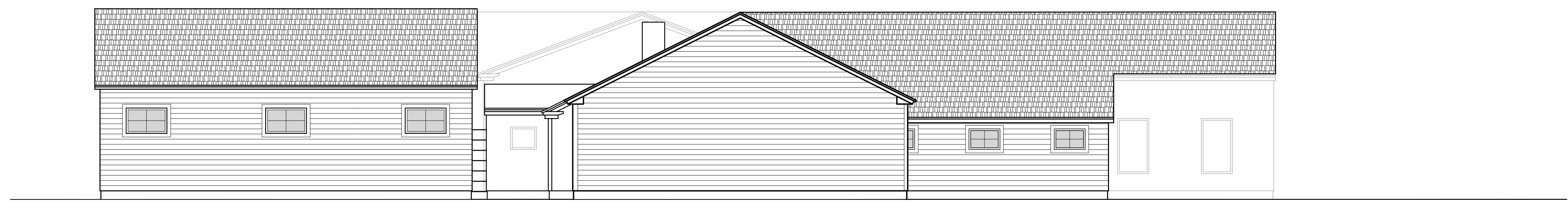
ISSUED FOR PERMIT
DATE OF ISSUE: 12/16/2024



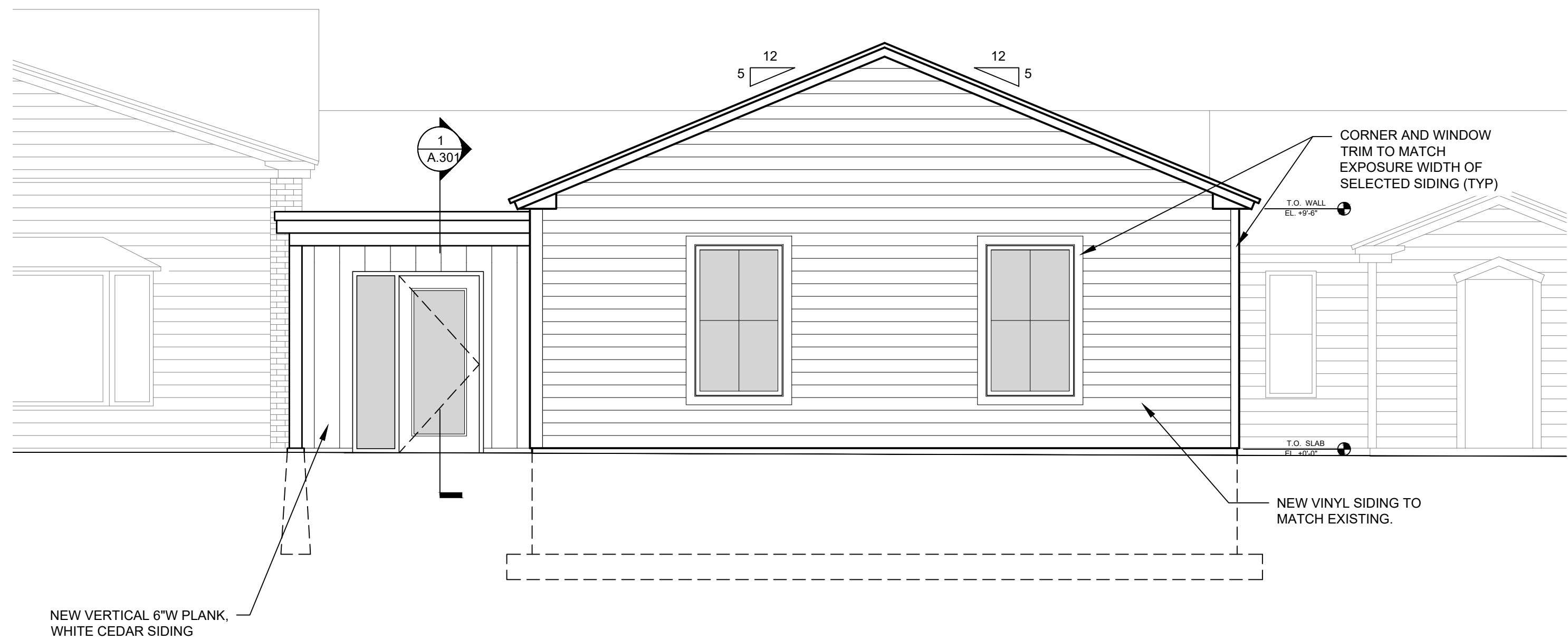
1 EXTERIOR ELEVATION - EAST
SCALE: 1/4" = 1'-0"



2 EXTERIOR ELEVATION - WEST
SCALE: 1/4" = 1'-0"

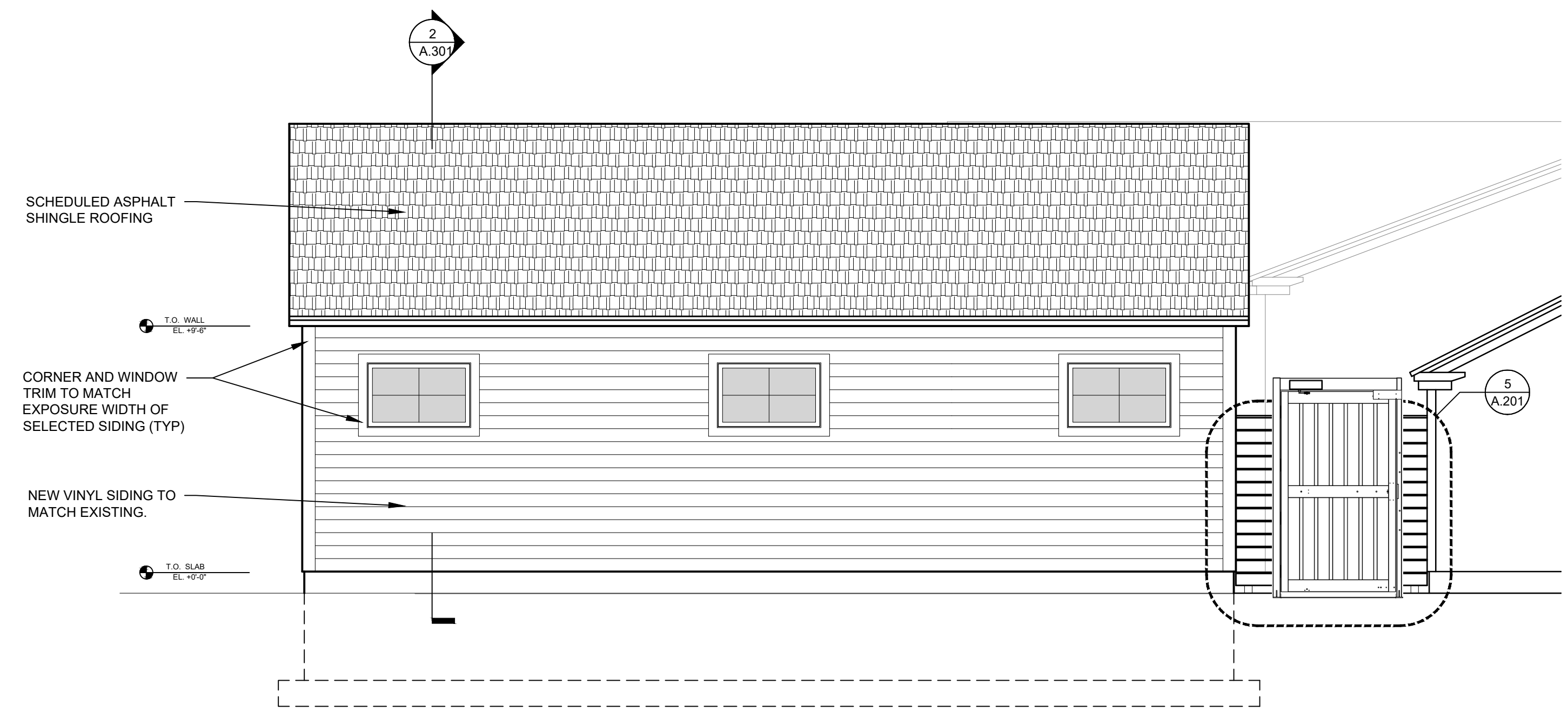


3 EXTERIOR ELEVATION - NORTH
SCALE: 1/4" = 1'-0"



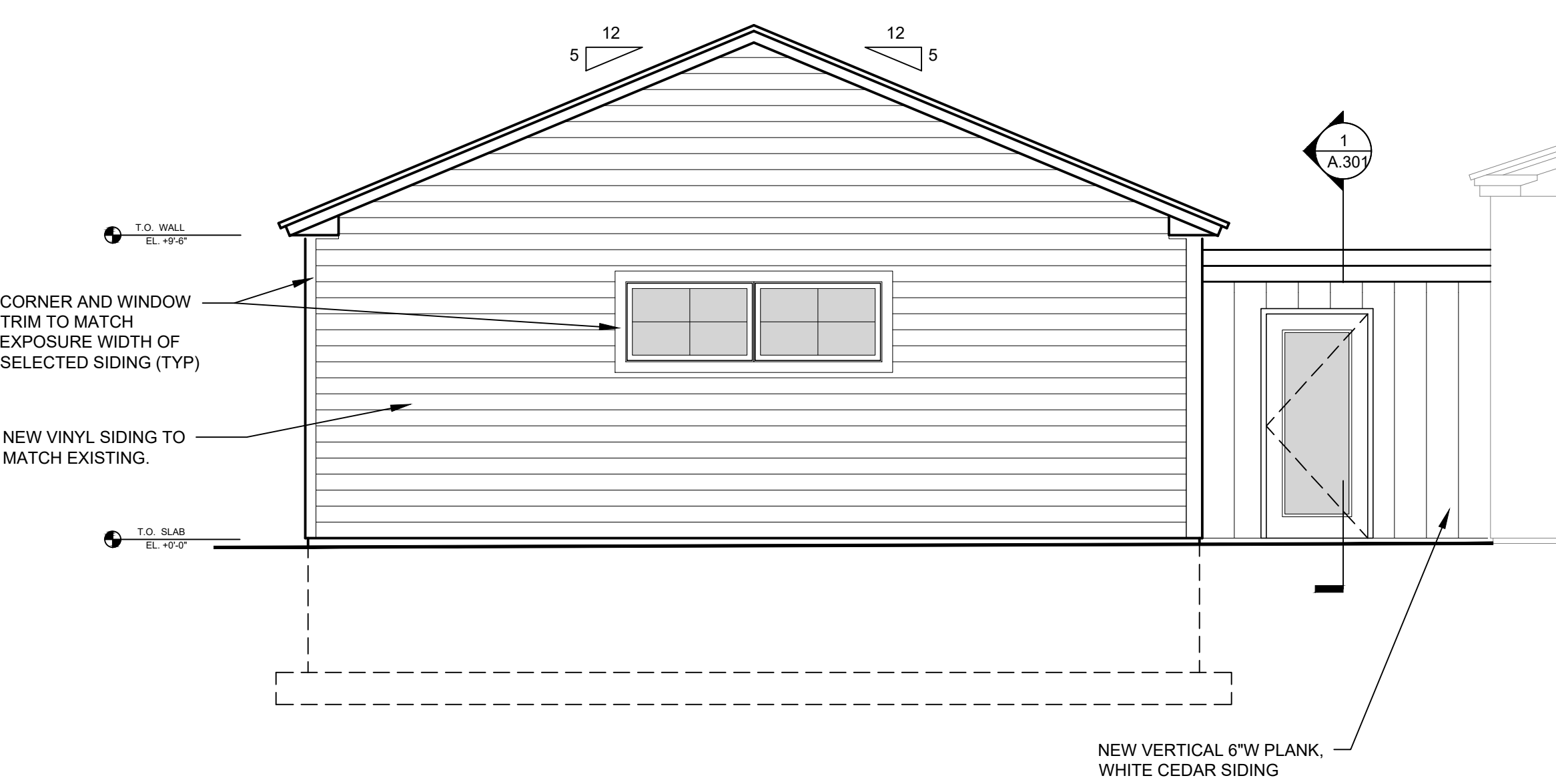
1 EXTERIOR ELEVATION - EAST

SCALE: 1/4" = 1'-0"



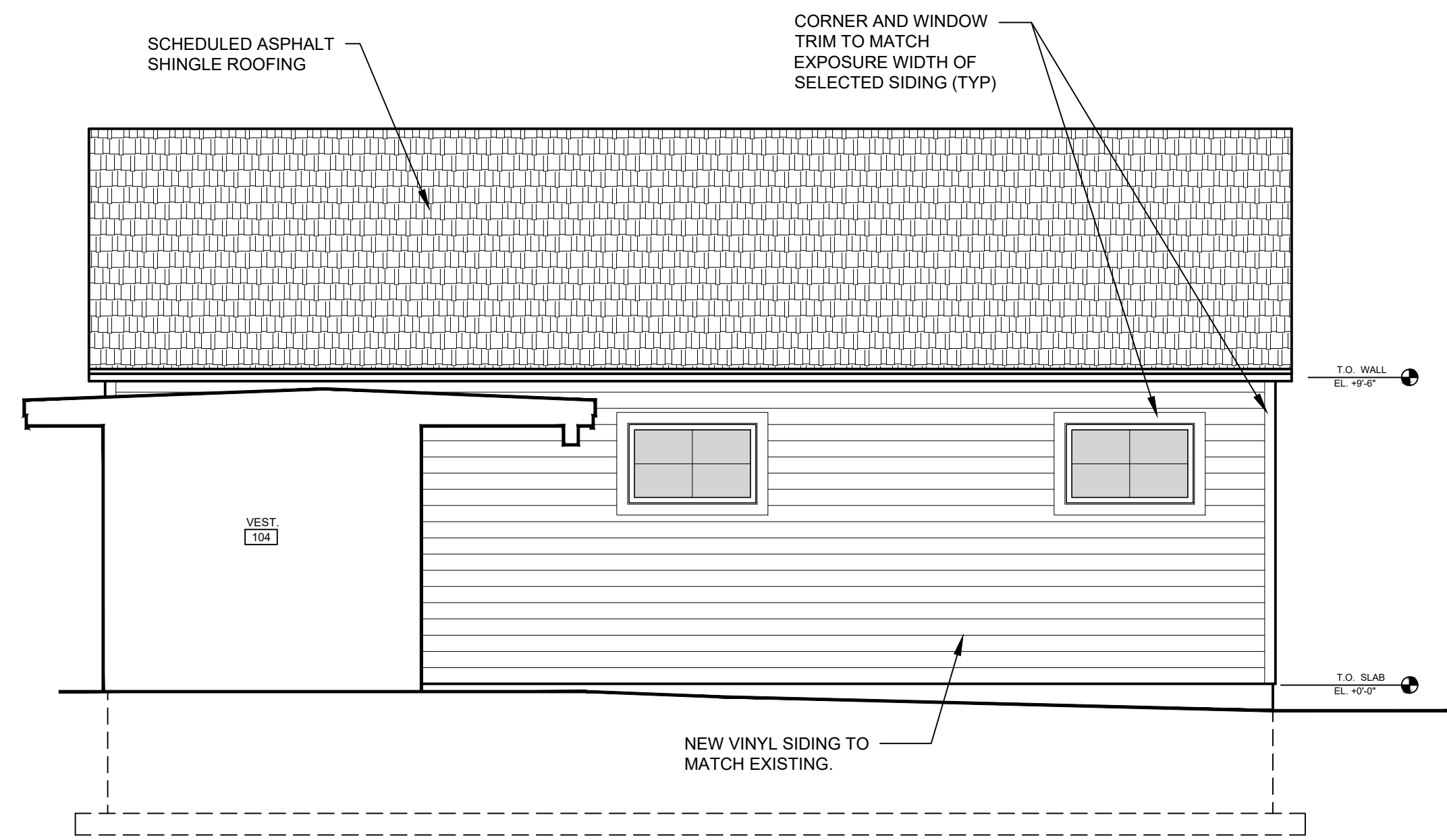
2 EXTERIOR ELEVATION - NORTH

SCALE: 1/4" = 1'-0"



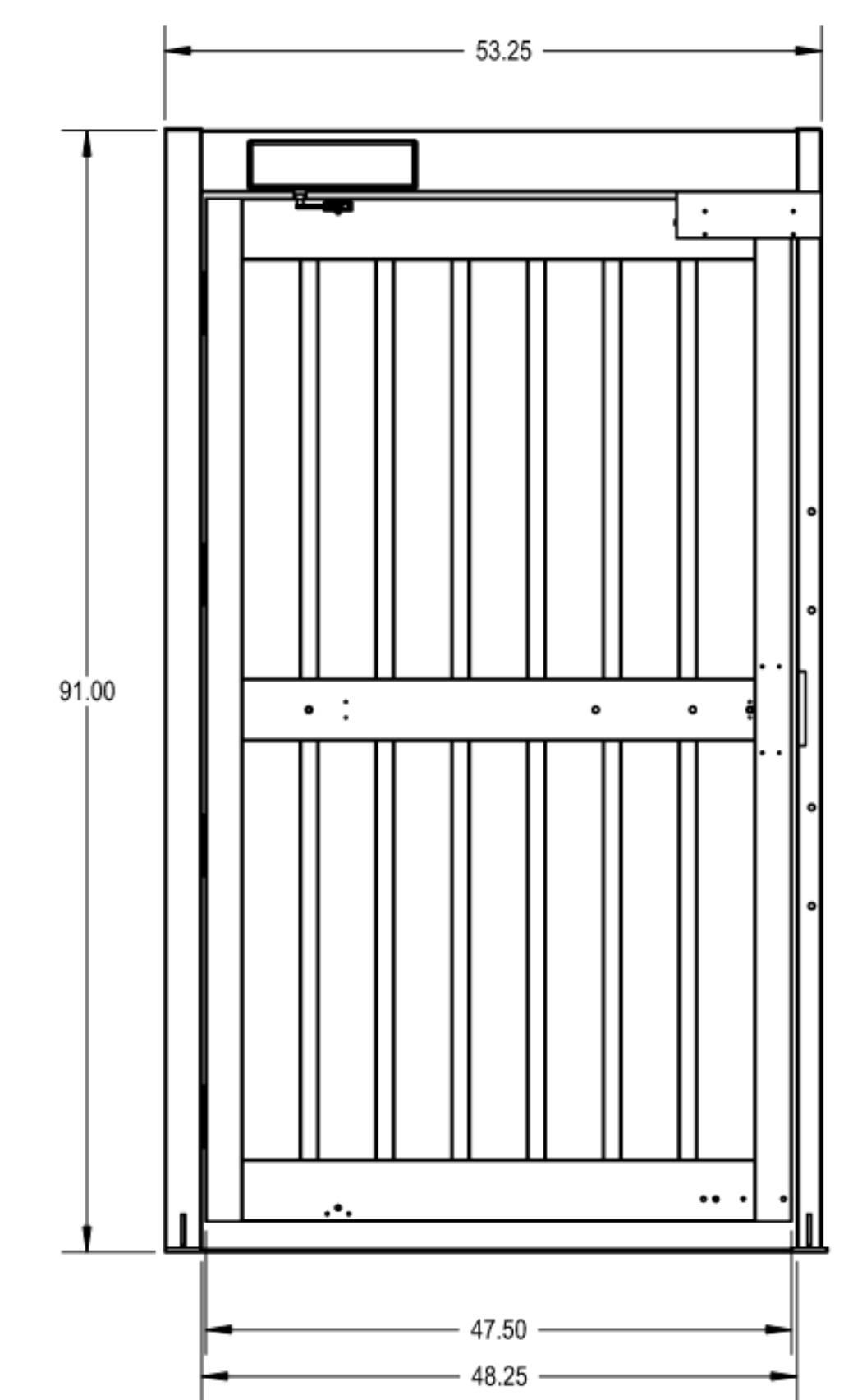
3 EXTERIOR ELEVATION - WEST

SCALE: 1/4" = 1'-0"



4 EXTERIOR ELEVATION - SOUTH

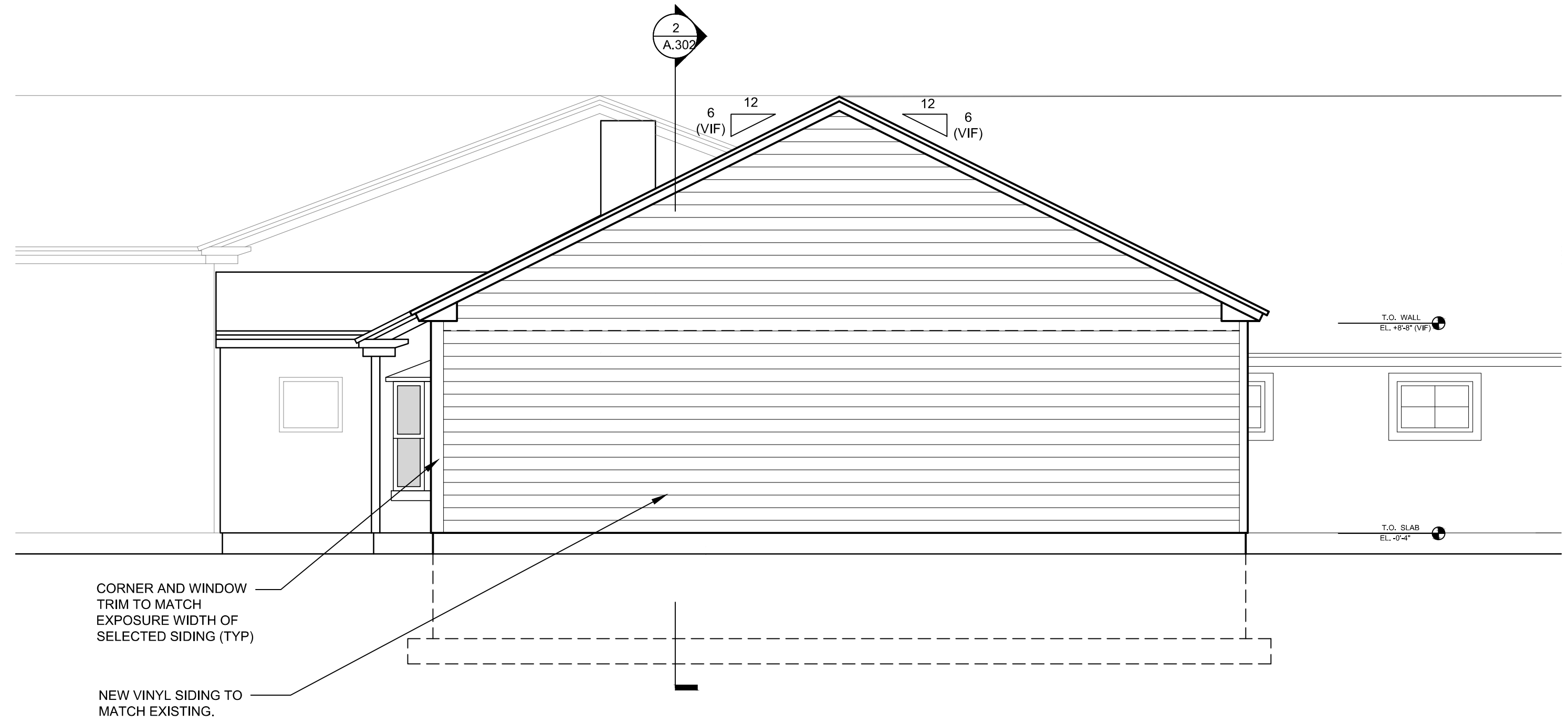
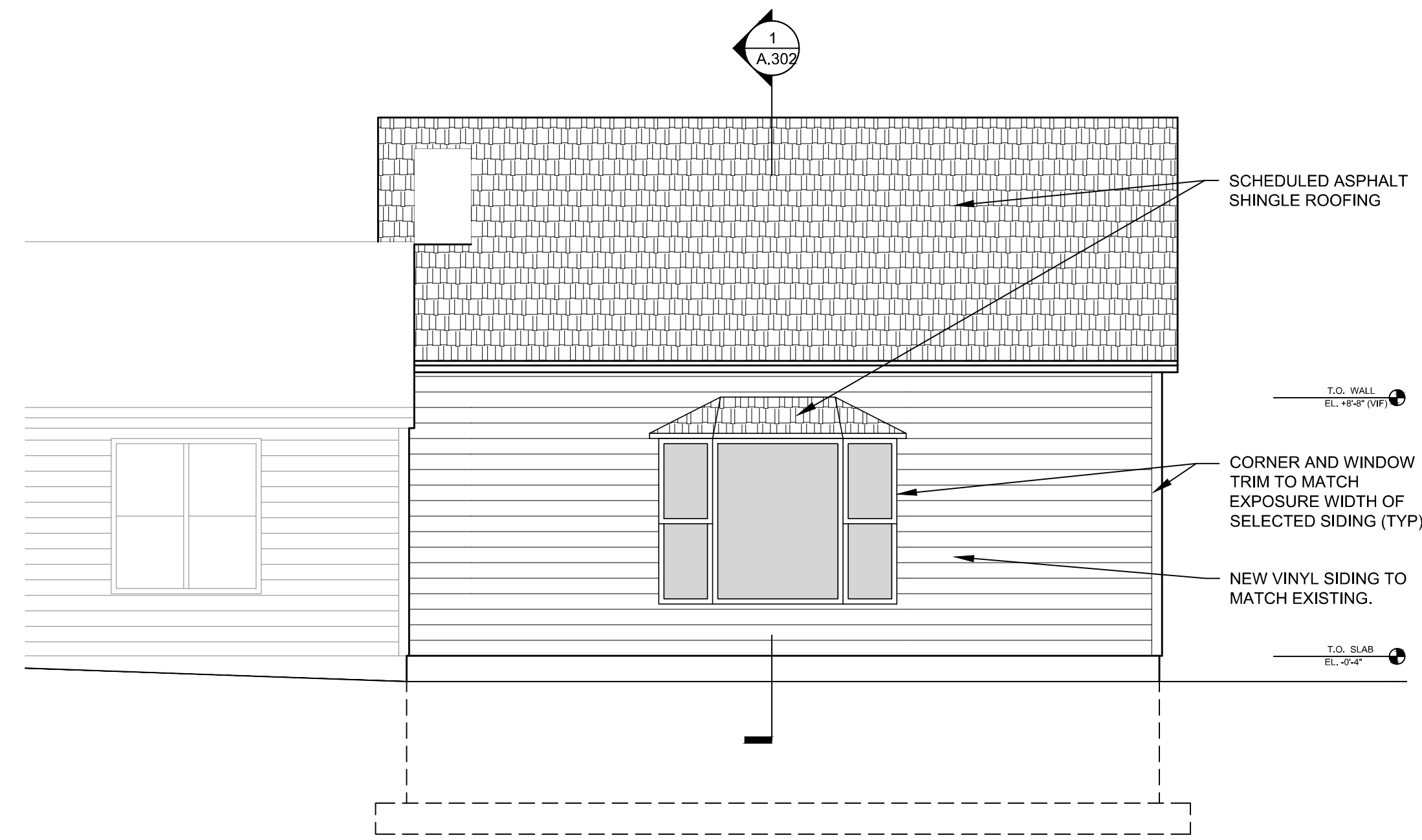
SCALE: 1/4" = 1'-0"



5 COURTYARD GATE ELEVATION

SCALE: 1/2" = 1'-0"



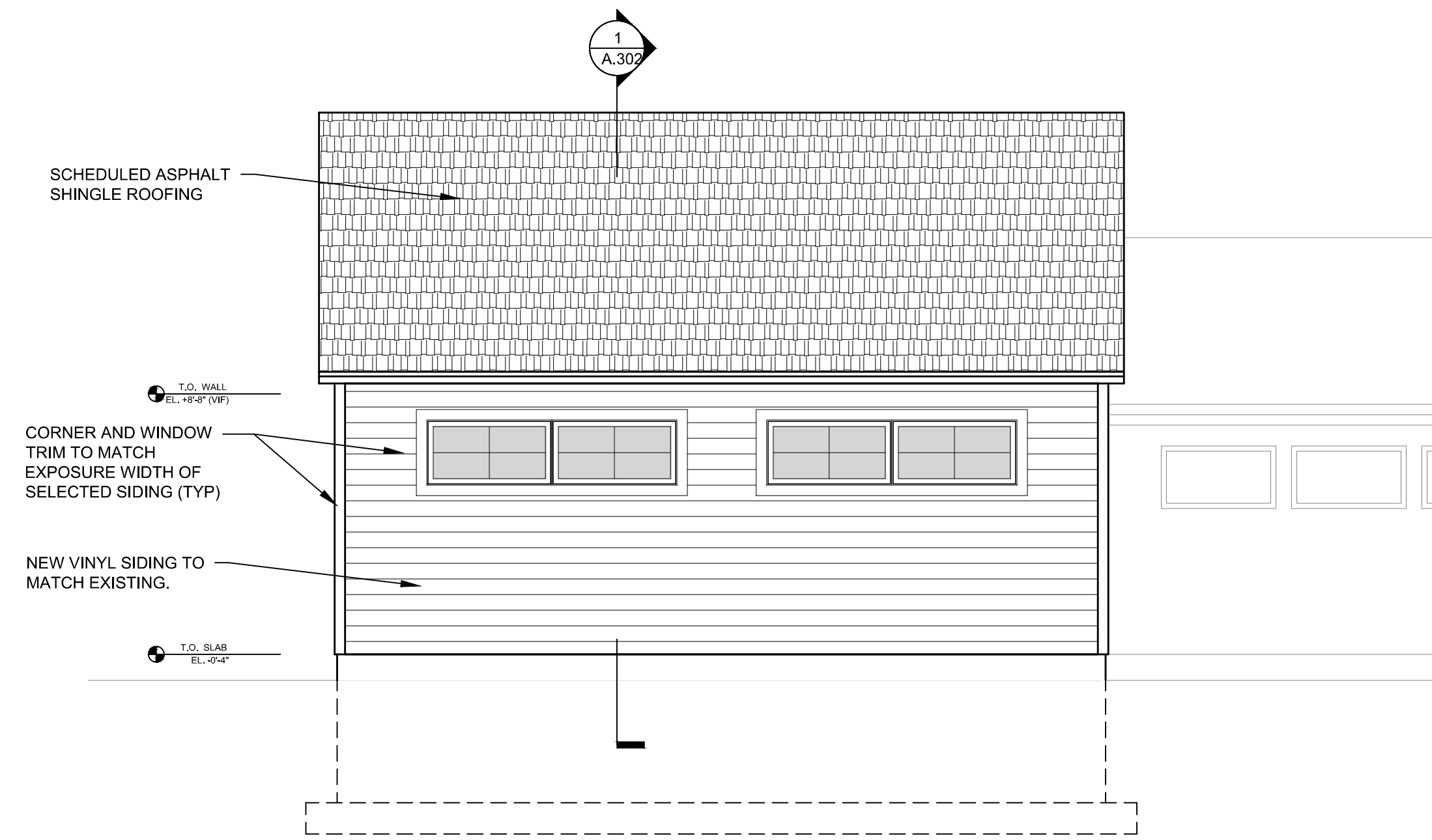


1 EXTERIOR ELEVATION - EAST

SCALE: 1/4" = 1'-0"

2 EXTERIOR ELEVATION - NORTH

SCALE: 1/4" = 1'-0"



3 EXTERIOR ELEVATION - WEST

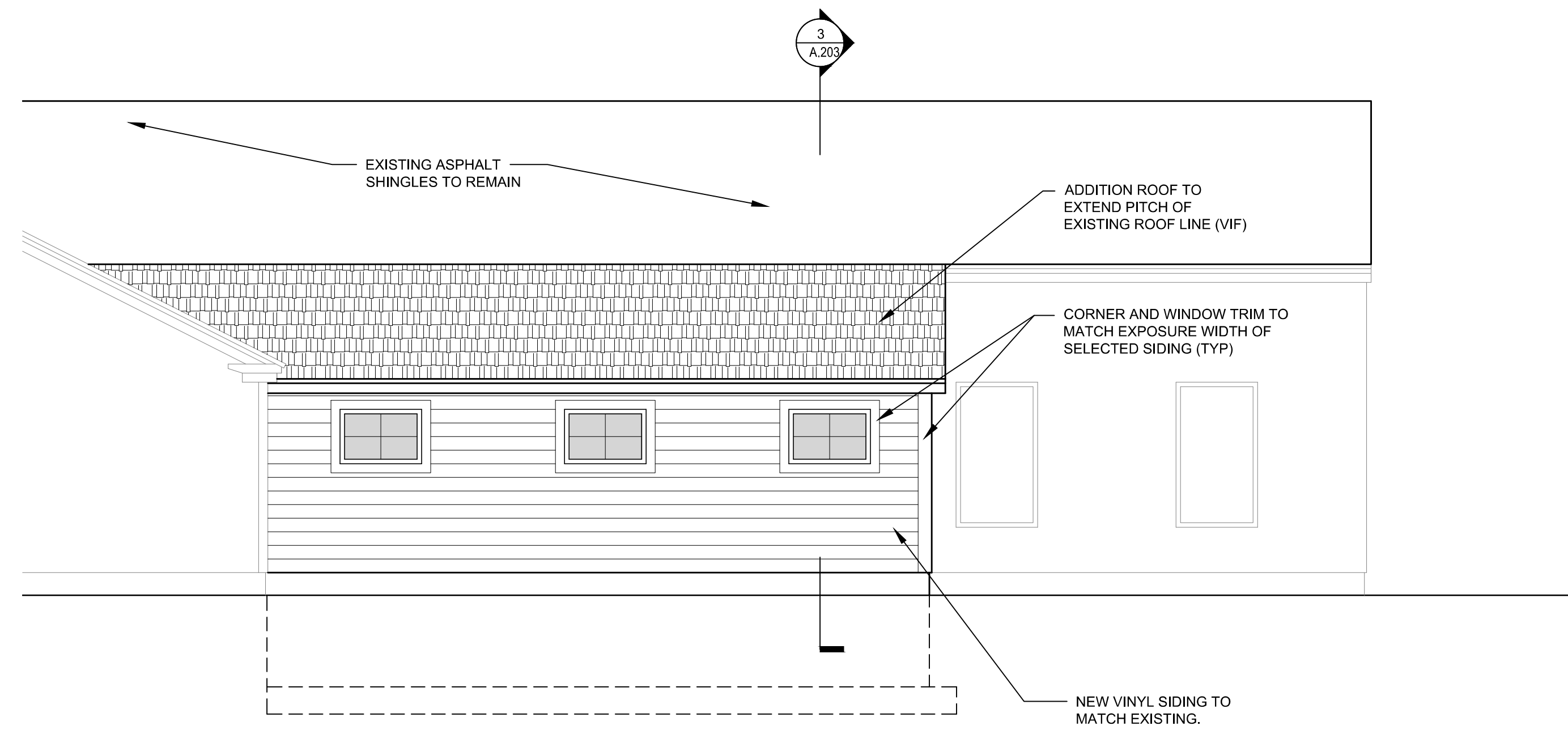
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CASCO PUBLIC LIBRARY-ADDITION
5 LEACH HILL RD
CASCO, ME 04015

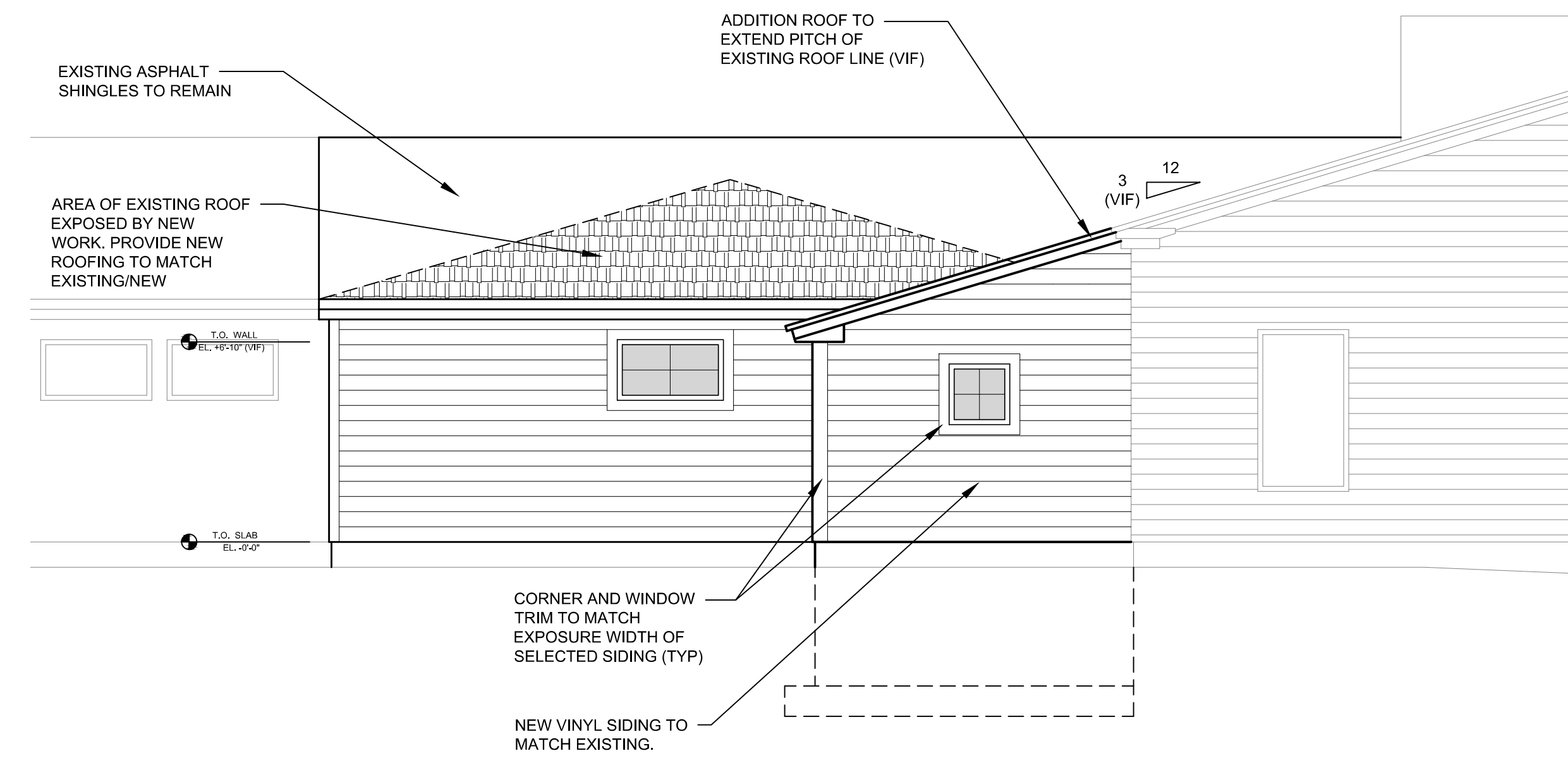
EXTERIOR ELEVATIONS -
QUIET ROOM ADDITION

Date: 12/16/2024
Issuance: ISSUED FOR PERMIT
Scale: AS NOTED
Project: 2024 - 025



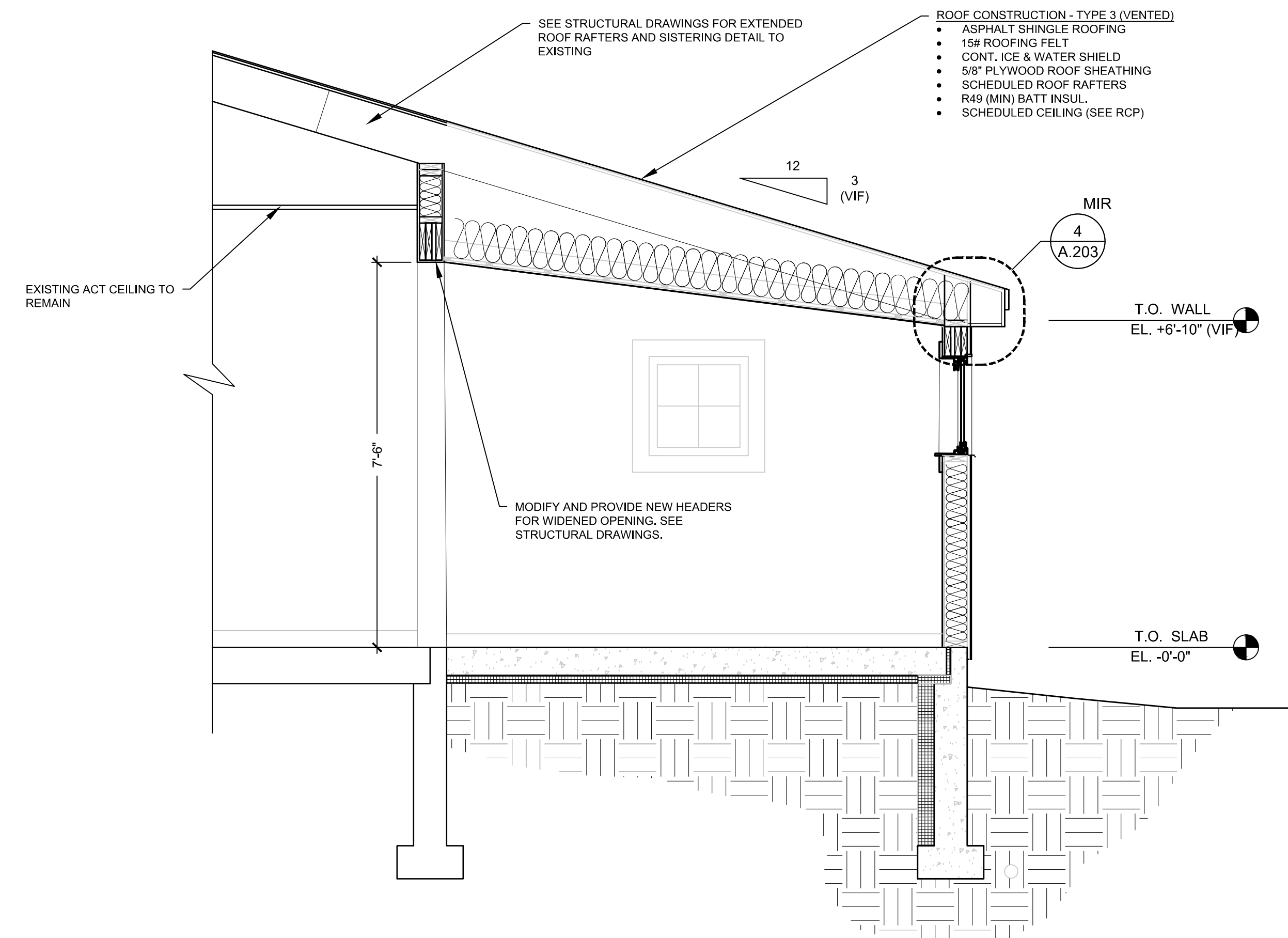
1 EXTERIOR ELEVATION - NORTH

SCALE: 1/4" = 1'-0"



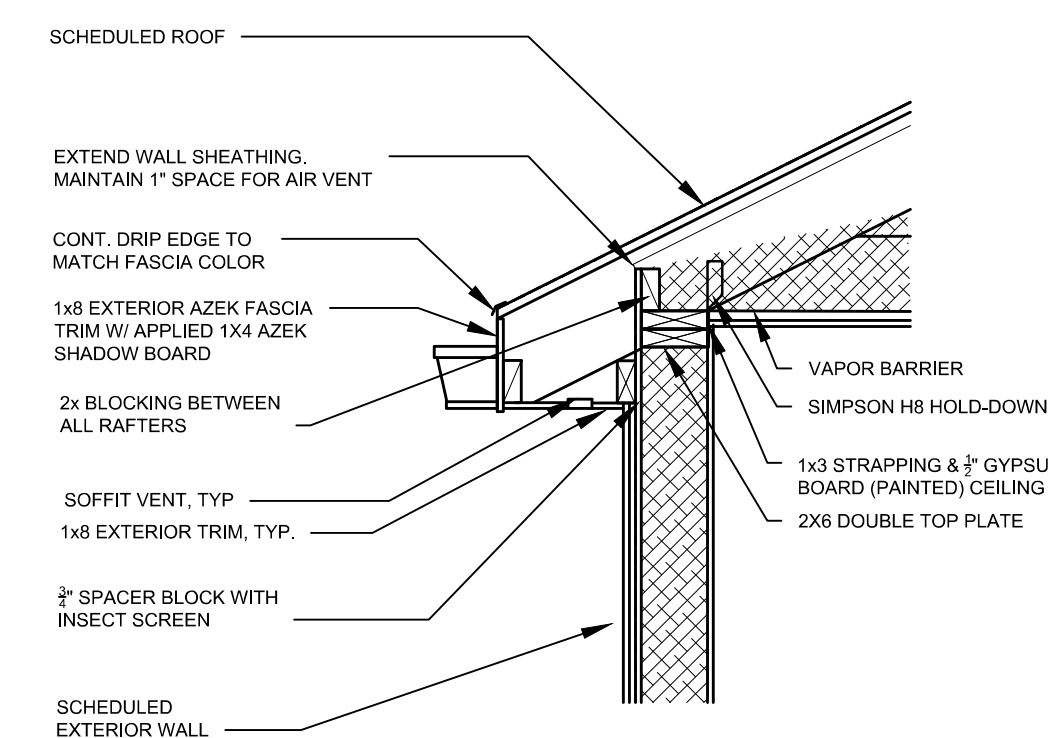
2 EXTERIOR ELEVATION - WEST

SCALE: 1/4" = 1'-0"



3 BUILDING SECTION

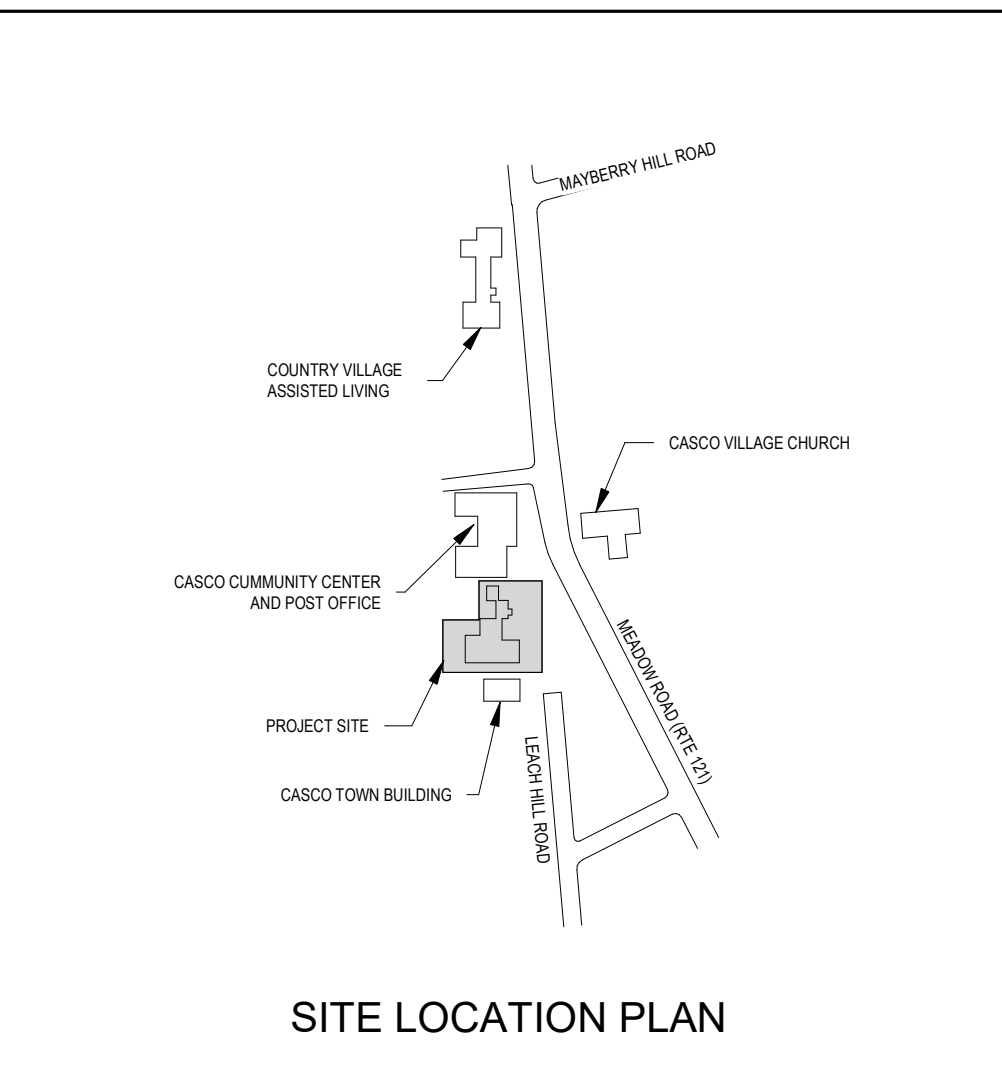
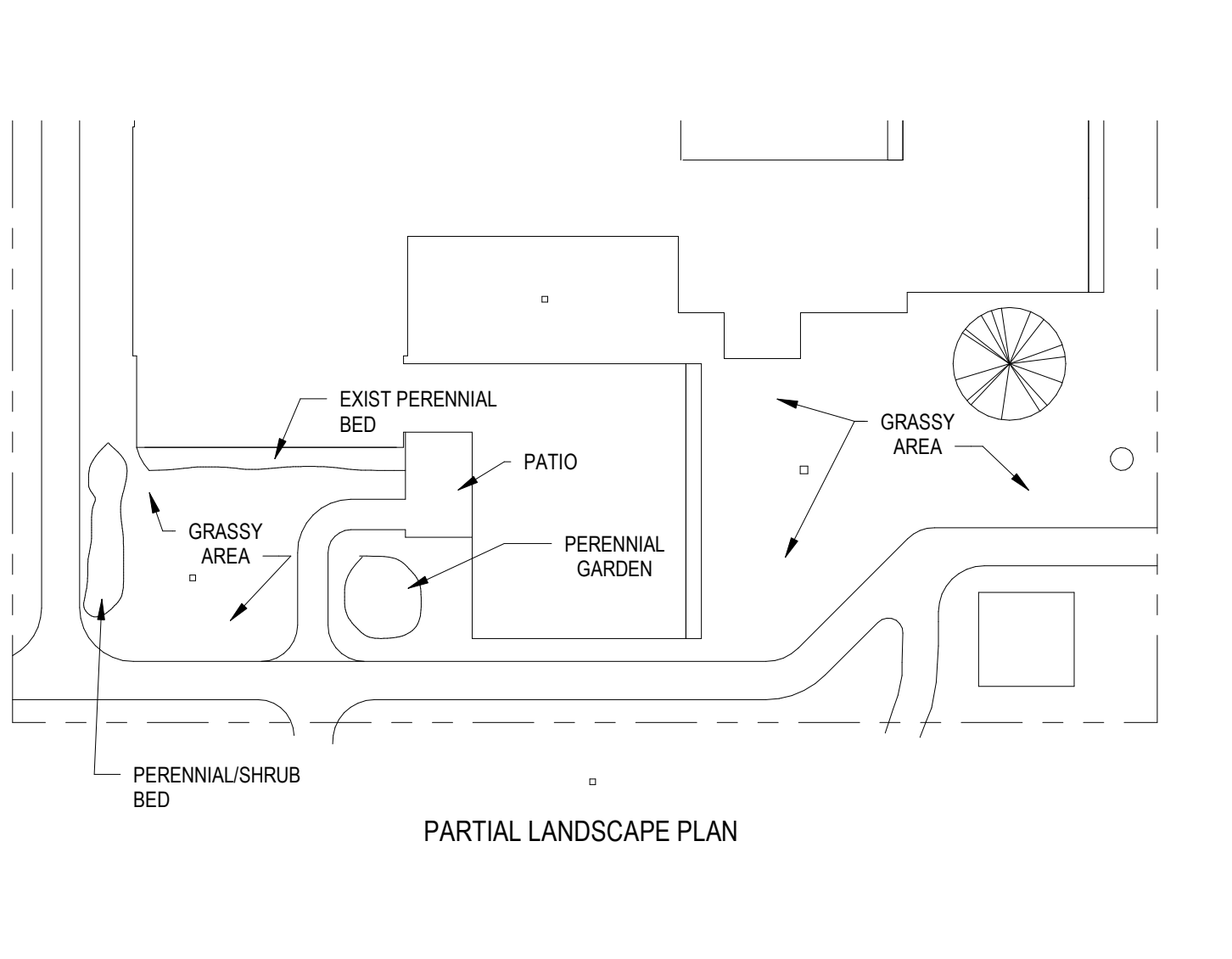
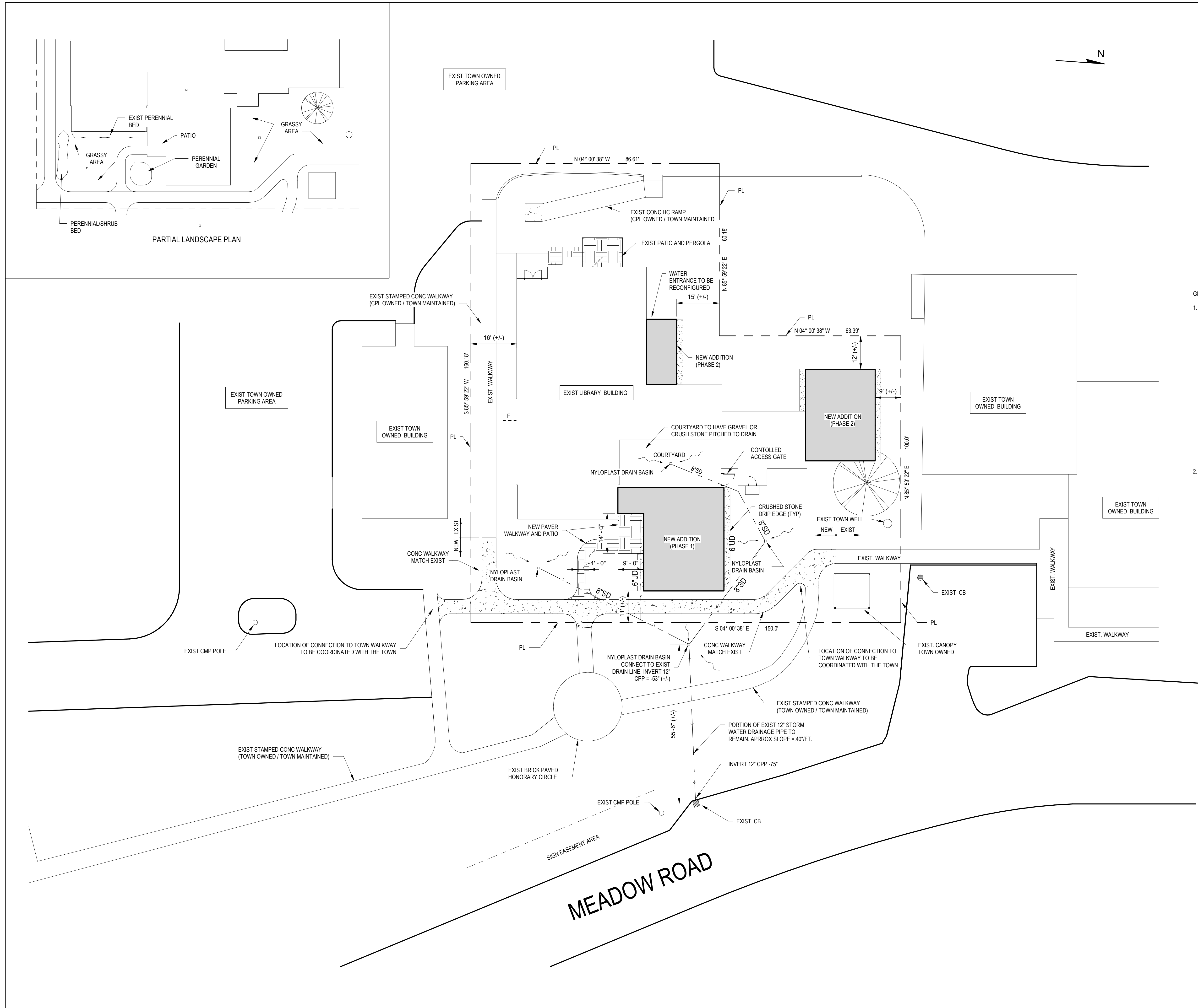
SCALE: 1/2" = 1'-0"



4 SECTION DETAIL - VENTED SOFFIT

SCALE: 3/4" = 1'-0"





GENERAL NOTES:

- CONTRACT ZONE IS PER 'CONTRACT ZONING AGREEMENT BY AND BETWEEN THE INHABITANTS OF THE TOWN OF CASCO AND CASCO LIBRARY ASSOCIATION' DATED 03-12-2026. THIS ZONE APPLIES TO THE ENTIRE PARCEL AREA SHOWN ON THE PROPERTY BOUNDARY SURVEY.
- MAJOR CHANGES TO THE EXISTING TOPOGRAPHY ARE NOT BEING PROPOSED, AND THE ELEVATIONS ON THE SITE FALL WITHIN A 2' CONTOUR INTERVAL. SPOT ELEVATIONS WERE TAKEN OVER THE ENTIRE FRONT SECTION OF THE PROPERTY TO VERIFY THIS, AND TO ENSURE THAT PROPER DRAINAGE WILL BE MAINTAINED.

TOWN OF CASCO ZONING SUMMARY LIBRARY CONTRACT ZONE		
	REQUIRED	PROVIDED
MINIMUM LOT SIZE	20,000 SF	20,212 SF
MAXIMUM BUILDING COVERAGE	75%	35%
MINIMUM ROAD FRONTAGE	0'	0'
MIN. FRONT SETBACK	8'	11'
MIN. SIDE SETBACK	8'	9'
MIN. REAR SETBACK	8'	12'

CLIENT:
Casco Library Association

PRELIMINARY
NOT FOR CONSTRUCTION

CASCO PUBLIC LIBRARY

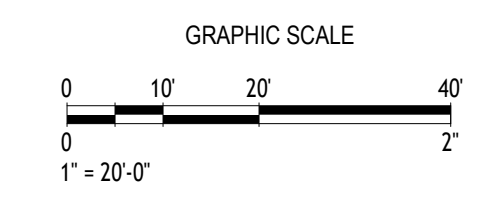
5 LEACH HILL ROAD
CASCO, MAINE 04015

Revision Number	Revision Description	Issued by	Revision Date
	SITE PLAN REVIEW		03-23-26

SHEET TITLE:

PROPOSED SITE PLAN

DESIGNED BY: KB
 DRAWN BY: KB
 DATE: 03-23-26
 PROJECT NUMBER: 24.001



C.101



251 US Route One, Suite O-2
Falmouth, ME 04105

February 27, 2026

Town of Casco
Planning Board
635 Meadow Road
Casco, ME 04015

Re: Casco Public Library – Proposed Building Renovation and Addition
Stormwater Narrative

Dear Planning:

Trillium Engineering Group is providing this limited stormwater narrative for the Casco Public Library Site renovation project that includes a new building addition located towards the front of the existing building (facing the town square). The existing total building size is approximately 5,920 sq. ft. and the proposed total building size is approximately 7,072 sq. ft. The difference in total impervious for the project is approximately 1,159 sq. ft. This increase in impervious area is considered minimal with a de minimus overall change to the surrounding drainage system. Please refer to the existing and proposed site plans for additional information regarding the stormwater system for the property.

The existing stormwater system has a couple of field drains in the town square area that tie into the system on Route 121. The new building will interrupt the existing system so new field drains and foundation drains are planned for the proposed addition. The proposed building will have a crushed stone drip edge that will provide some treatment for the new roof area. Please see the proposed site plan that shows the new stormwater field drain system.

Conclusion

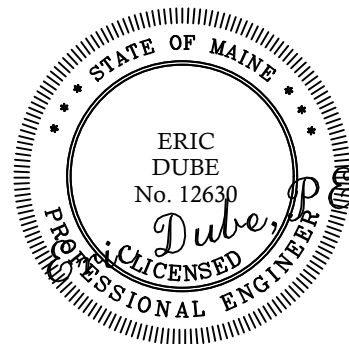
We believe that this project will not have any adverse impacts on abutters, downgradient systems or adjacent resources. Moreover, this plan includes all appropriate measures to prevent negative impacts and to keep post development flows and impacts close to the pre-developed levels. It is important to note that proper erosion control and re-vegetation of disturbed areas is essential for the proper operation of the stormwater facilities.

Thank you for taking the time to review this. Should you have any further questions or require any additional information, please do not hesitate to ask.

Sincerely,

A handwritten signature in black ink, appearing to read 'Eric Dube', written in a cursive style.

Eric Dube, P.E.
Trillium Engineering Group



2-27-26