



## Town of Casco

### Selectboard Regular Meeting Agenda

December 09, 2025 at 6:00 PM

Casco Community Center

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#### Regular Meeting

1. Review and approval of the meeting agenda
2. Approval of bills and signing and approval of all open warrants
3. Approval of Minutes: November 18, 2025
4. Public Participation for non-Agenda items
5. Manager's Update

#### On-Going Business

6. The Selectbaord will consider bids for Casco Village Zoning RFP.
7. The Selectboard will consider moving the semiannual Town Meeting to January 28, 2026.
8. The Selectboard will discuss outstanding legal issues.

#### New Business

9. The Selectboard and Planning Board will conduct a joint hearing on Casco Public Library's request for Contract Zoning Agreement.
10. The Selectboard will consider an updated 3-year contract with Main's Landscaping for mowing services.
11. The Selectboard will consider modifications to the January 2026 Selectboard meeting dates.
12. Selectboard Comments

#### Executive Session

13. Executive Session to discuss Concealed Weapons Permits per Title 25, Part 5, Chapter 252, Section 2006 for application 12/02/2025A
14. Adjournment

**Reminders to the Attending Public:** Selectboard 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)

*Month DD, YYYY at HH:MM PM Meeting Name*

December 8, 2025 @ 6:30 PM Planning Board Workshop

December 10, 2025 @ 6:00 PM Water Quality Meeting

December 15, 2025 @ 6:30 PM Planning Board Regular Meeting

December 16, 2025 @ 6:00 PM Selectboard Regular Meeting



## Town of Casco

### Selectboard Regular Meeting Minutes

November 18, 2025 at 6:00 PM

Casco Community Center

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#### Regular Meeting

##### PRESENT

Scott Avery  
Eugene Connolly  
Robert MacDonald  
Mary Fernandes  
Grant Plummer

1. Review and approval of the meeting agenda

The Selectboard moved and seconded to approve the meeting agenda.

Motion made by Connolly, Seconded by Avery.

Voting Yea: Avery, Connolly, MacDonald, Fernandes, Plummer

2. Approval of bills and signing and approval of all open warrants

The Selectboard moved and seconded to approve all bills and signing of all open warrants.

Motion made by Avery, Seconded by Fernandes.

Voting Yea: Avery, Connolly, MacDonald, Fernandes, Plummer

3. Approval of Minutes: November 4, 2025

The Selectboard moved and seconded to accept the minutes from the November 4, 2025 meeting as presented.

Motion made by MacDonald, Seconded by Connolly.

Voting Yea: Avery, Connolly, MacDonald, Fernandes, Plummer

4. Public Participation for non-Agenda items

Rae-Anne Nguyen inquired when the special town meeting was in January.

Sam Brown thanked everyone for the support of the Open Space Workshop on November 6, 2025. He also encouraged participation in the Open Survey which is on the Casco website.

Tom McCarthy spoke representing the Thomas Pond Improvement Association. They wanted to thank the town for the funding for the dam repairs. Work was started on November 3rd and is now complete.

Eric Dibner asked for clarification regarding the boat ramp at Pleasant Lake.

## 5. Manager's Update

- A. Photographs of the Thomas Pond Dam, provided by the Thomas Pond Improvement Association, are included in this packet for the Board's review. At the June 2025 Town Meeting, residents approved the allocation of \$15,000 for the dam's repair.
- B. Sebago Fiber is actively coordinating with CMP and Consolidated Communications on the installation of new utility poles associated with the future deployment of fiber-optic lines. As this work continues, Andrew Davis will periodically attend Selectboard meetings to provide project updates.
- C. The Town recently received the FY2024 Audit from RHR Smith. The delay in receiving this report was due to staffing challenges and complexities during that fiscal year. A hard copy has been placed in each Selectboard member's mailbox, and a digital copy will be made available on our website.
- D. Chairperson Grant Plummer, the Public Works Foreman, and I met with our engineering firm, Gorrill Palmer, to discuss upcoming road work, future Safe Streets initiatives, and potential grant opportunities related to roadway safety improvements. Future dialogues on pavement preservation and Safe Street opportunities will occur at the December 16<sup>th</sup> Selectboard meeting

A sizable portion of the discussion focused on the MaineDOT proposal to shim and overlay Route 121 between the Raymond town line and Pikes Corner. Gorrill Palmer subsequently contacted MaineDOT staff to convey the Town's concerns regarding the appropriateness of a shim and overlay for this section of roadway. MaineDOT staff agreed that an overlay is not suitable. They are now working with the Maintenance and Operations division to convert the project to a Plant Mixed Recycled Asphalt Pavement (PMRAP) project, which is the preferred method for correcting the substantial cross-slope issues along this corridor.

The engineer anticipates the project will be completed in the summer of 2026. The work is expected to begin with the PMRAP process, followed by paving, and concluded by M&O with shoulder gravel placement to address existing drop-offs.

## New Business

- 6. The Selectboard will discuss Capital Improvement Survey with Greater Portland Council of Governments  
Discussion only. No action was taken.
- 7. The Selectboard will discuss the Water Quality Committee with chairperson Tom McCarthy  
Discussion only. No action was taken.
- 8. The Selectboard will discuss a pre-application request with P & K Excavation  
Discussion only. No action was taken.



9. The Selectboard will consider Joseph Armenti, Jr. for the alternate position on the Planning Board

The Selectboard moved and seconded to appoint Joseph Armenti, Jr. for the alternate position on the Planning Board with a term to expire June 30, 2026

Motion made by Avery, Seconded by Fernandes.

Voting Yea: Avery, Connolly, MacDonald, Fernandes, Plummer

### Old Business

10. The Selectboard will discuss Library's contract zoning process update and easement agreement with Town.

Discussion only. No action was taken.

11. The Selectboard will consider appointing Janet DiBiase and Wyatt Pettit to the Comp Plan Implementation Committee.

Discussion only. No action was taken.

12. The Selectboard will discuss Casco Village Zoning RFP for Planning services.

The Selectboard moved and seconded to authorize the Casco Village work group review the proposals, identify the companies to interview and then interview those companies to develop a recommendation for the Selectboard.

Motion made by Avery, Seconded by Fernandes.

Voting Yea: Avery, Connolly, MacDonald, Fernandes, Plummer

13. The Selectboard will discuss outstanding legal issues.

Discussion only. No action was taken.

14. Selectboard Comments

Gene Connolly wished everyone a safe and happy holiday and he hopes to see everyone back at the next meeting.

Mary Fernandes wants to do a better job at publishing information about the fire department.

Bob MacDonald expressed he has enjoyed working on the Comprehensive Plan Commission and he will still continue to be a liaison.

Grant Plummer reported on a meeting he attended with GPCOG and area town managers.

15. Adjournment

The Selectboard moved and seconded to adjourn at 7:58pm.

Motion made by Connolly, Seconded by MacDonald.

Voting Yea: Avery, Connolly, MacDonald, Fernandes, Plummer

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**Future meeting dates (subject to change)**

*Month DD, YYYYT at HH:MM PM Meeting Name*

November 19, 2025 @ 6:00 PM Safe Streets Committee

November 19, 2025 @ 6:00 PM Water Quality Committee

November 20, 2025 @ 6:00 PM Casco Naples Transfer Station

November 24, 2025 @ 6:30 PM Planning Board regular meeting

December 2, 2025 @ 6:00 PM Selectboard Regular Meeting



**Manager's Memorandum  
Selectboard Meeting  
December 2, 2025**

Item 5.#

To: Selectboard  
From: Tony Ward, Town Manager  
Date: 12-01-2025  
Re: Selectboard meeting 12-02-2025

Below are notes for agenda items for December 2, 2025, meeting

**5. Managers' Update**

- A. The Town recently received the FY2024 Audit from RHR Smith. The delay in receiving this report was due to staffing challenges and complexities during that fiscal year. A hard copy has been placed in each Selectboard member's mailbox, and a digital copy will be made available on our website.
- B. Included in the Selectboard packet is correspondence from the owner of Thompson Lake Marina indicating that they no longer wish to pursue an easement agreement with the Town. The e-mail outlines the reasons for their change in position.
- C. Town staff and I will begin developing the initial FY 2027 budget in January. We anticipate providing a draft budget to the Selectboard and Finance Committee near the end of February, with formal budget meetings occurring throughout March. Additionally, staff and I plan to provide the Selectboard and Finance Committee with a draft timeline for budget hearings at the Selectboard's second meeting in January.
- D. The Town recently hired Sidney Shane as a full-time Public Works truck driver/laborer. We have also hired a per diem truck driver/laborer with several years of plowing experience. This per diem staff member will be utilized during periods when Public Works is short-staffed. Additionally, I have received interest from other potential per diem drivers.

Mary Tremblay will be transitioning into a part-time position, and we have begun cross-training Devin Langadas for the Code Enforcement Assistant position. She will work 20 hours in Codes and 20 hours in the front office. I also anticipate hiring a 20-hour-per-week clerk in January.

E. Rae-Anne Nguyen and I met with Greater Portland Council Of Governments (GPCOG) and Maine DOT to review three high-priority intersections and identify potential solutions. This collaboration is funded through grant funding, and GPCOG will provide the Town with a report prior to year's end. The intersections under review are:

- Webbs Mills Road (Route 85) at Poland Spring Road (Route 11)
- Roosevelt Trail (Route 302) at Tenney Hill Road
- Roosevelt Trail (Route 302) at Quaker Ridge Road

I am sure that Safe Streets will provide additional information during their discussion with the Selectboard on December 16<sup>th</sup>.

## **On-Going Business**

### **6. The Selectboard will consider bids for Casco Village Zoning RFP.**

The work group has completed its review of the five bids submitted for Casco Village zoning assistance. Following this evaluation, Sebago Technics and Resilience Planning have been selected to advance to the interview phase. The work group will conduct interviews with these two firms on the afternoon of December 2nd.

It is anticipated that the work group will present a recommendation regarding the preferred firm to provide these planning services at your meeting on December 2nd.

### **7. The Selectboard will consider moving the semiannual Town Meeting to January 28, 2026.**

The Selectboard previously discussed holding the semiannual Town Meeting on January 21, 2026. Due to timing constraints associated with the Town's easement agreement with the Library, as well as the anticipated completion date of the Library's CZA process, it is recommended that the Selectboard revisit the timing of the semiannual Town Meeting. The statutory and procedural notification requirements associated with these matters prevent the Town Meeting from being held on January 21.

If all remaining meetings and hearings proceed without delay, these items could be ready for action at a Town Meeting held on January 28, 2026.

### **8. The Selectboard will discuss outstanding legal issues.**

Chairperson Plummer will provide additional follow-up regarding the dialogue from the last meeting.

## **New Business**

### **9. The Selectboard and Planning Board will conduct a joint hearing on Casco Public Library's request for Contract Zoning Agreement.**

The Planning Board and Selectboard will conduct a joint meeting regarding the proposed Contract Zoning Agreement with the Casco Public Library. The purpose of this joint meeting is defined in Ordinance § 215-3.4.C.4, which is included in the packet.

Below is a synopsis of the ordinance. The Planning Board, upon reaching substantial agreement with the applicant, must initiate a joint review with the Selectboard within 30 days. The purpose of this review is to familiarize the Selectboard with the proposed Contract Zoning Agreement and allow the Selectboard to evaluate it in its administrative role. The joint review is intended to confirm that the Town's interests are protected, that the associated costs and benefits are reasonable, and that both boards have reached substantial agreement on the terms and wording of the proposed agreement. Once this is achieved, the applicant must provide written confirmation of their substantial agreement with the final terms.

**10. The Selectboard will consider an updated 3-year contract with Main's Landscaping for mowing services.**

Also included in your packet is a proposed contract with Mains and Sons Landscaping Services. While such contracts are traditionally signed by the Town Manager, given the ongoing dialogue associated with capital improvement planning, staff and I are seeking direction from the Selectboard before moving forward.

**11. The Selectboard will consider modifications to the January 2026 Selectboard meeting dates.**

Based on multiple factors associated with the upcoming Special Town Meeting, it is recommended that the Selectboard adjust its January 2026 meeting schedule. Specifically, it is recommended that the Selectboard meet on January 13, 2026, and January 27, 2026. Following these meetings, the Selectboard would resume its regular schedule of first and third Tuesday meetings beginning in February.

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**From:** boating@thompsonlakemarina.com <boating@thompsonlakemarina.com>  
**Sent:** Friday, November 28, 2025 11:27:28 AM  
**To:** Anthony Ward <award@cascomaine.org>  
**Subject:** Thompson Lake Marina Launch

Hi Tony - We have changed our decision pertaining to who handles repairs on the launch at the marina. As you may recall, we were in the process of signing off on an easement for the town to complete the launch improvements.

We would like to take care of the repairs ourselves and not provide an easement for the town to do so.

We believe that it would be prudent for us to officially own and maintain the launch for the following reasons:

- 
- The repairs need to be done as soon as possible. The launch is in bad shape and should be addressed as early as this spring. We would be able to do so assuming we obtain the necessary permits by then.
- We would be confident in utilizing the same contractors who replaced our wall. They are familiar with our property. We know that they would do a good job.
- 
- We are now more comfortable in getting the necessary regulatory approvals after our experience with our retaining wall project.

We appreciate your flexibility as we adjust our plans and hope this does not cause any disruption.

Please let me know if you require any documentation or formal notice from us to proceed with this change.

Guy



# Statement of Qualifications for Planning Services for Zoning Rewrite in Casco Village District

Town of Casco, Maine



November 13, 2025







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Anthony Ward, Town Manager  
635 Meadow Road  
Casco, ME 04015

November 13, 2025

Re: Statement of Qualifications – Casco Village Zoning Rewrite

Dear Mr. Ward,

Thank you for this opportunity to submit our teams' qualifications for assistance with a Zoning Rewrite for Casco Village District. Please accept this response as an indication of our strong interest in this project. It is refreshing to see a community committed to the implementation of the ideas that were identified in their Comprehensive Plan.

The members of our firm are excited about the possibility of continuing to work with the Town of Casco, and could start work on this project early in 2026 if selected. We believe our team's extensive comprehensive planning and land use regulation experience, as well as our ability to conduct effective public outreach, will bring the skills and expertise required to reach the stated goals for this project. For this project, I will serve as the project manager and point of contact from our Plymouth, NH office.

The enclosed proposal will further detail who we are, our related experience, a suggested project approach, and the potential cost for a project of this scope and duration. Thank you again for this opportunity to offer our services, and I hope we have the opportunity to meet with representatives of the town to discuss this project further.

Sincerely,



Steve Whitman, EdD, AICP  
Founder and Principal  
Resilience Planning & Design LLC  
1 Bridge St, Suite 301 Plymouth NH 03264  
P: 603-381-1798  
E: [steve@resilienceplanning.net](mailto:steve@resilienceplanning.net)  
W: [www.resilienceplanning.net](http://www.resilienceplanning.net)





# FIRM PROFILE



**RESILIENCE PLANNING & DESIGN LLC** provides collaborative planning, design, and education services throughout the northeast. Currently we have three full-time planners and a GIS analyst on staff. Beyond this core team, we collaborate with other professionals on a project-by-project basis to ensure we can deliver the specific skills needed for each initiative. Our firm has extensive experience working on a range of planning projects in communities of all sizes, but one of our specialties is leading comprehensive planning initiatives. Another specialty is working on regulatory approaches that reinforce traditional downtowns and village centers like Casco Village District. We have become extremely proficient in both analyzing and developing creative solutions related to the topics of land use, housing, transportation, natural resources and hazards, open space and conservation, community facilities, and others that are essential to comprehensive plans and regulation development. We are also very experienced with community outreach and engagement, GIS analysis, graphic communication, and document creation. As a team, we have been working to make planning and regulatory documents more accessible and engaging to the public and municipal boards. We also have the ability to create the concise language and visuals needed to clearly communicate Casco's land use vision, regulatory strategies, and the implementation program needed to reach that vision.

# PROJECT TEAM

## **STEVEN WHITMAN, EDD, AICP** **PRINCIPAL PLANNER & PROJECT MANAGER**

Steve Whitman is professional planner and educator who has been working in the public, non-profit, and private sectors for over twenty-five years. Steve will serve as one of the primary project managers and will ensure the project meets the scope and deliverables identified. Steve established Resilience Planning & Design to assist municipalities, agencies, and non-profit organizations with planning initiatives and implementation efforts that reinforce their visions and future land use plans. His work includes strategic open space planning, comprehensive planning projects, housing assessments, and regional and watershed scale natural resource planning. Steve is also a published researcher on the value of holistic natural resource protection and regenerative design at the municipal scale. His work has been published in Planning magazine. Steve is also a founding member of Pemi-Baker Trails in Plymouth, NH and an active board member for Mill City Park in Franklin, NH.



## **ELIZABETH MALLOY** **PLANNER & DESIGNER**

Liz Malloy is a professional planner and designer who holds a M.S. in Ecological Design and Planning and has completed a variety of comprehensive planning projects for municipalities focused on dynamic visioning, place-based analysis, collaborative land use planning, creative plan development, and designing equitable outreach and engagement processes. Liz is passionate about helping communities of all sizes realize their goals and envision solutions to complex, interrelated local and regional issues. She is formerly a municipal and regional planner, is a certified permaculture design teacher, and is highly skilled in group facilitation, graphic design, project management, and strategic planning.





# PROJECT TEAM CONTINUED

## **ZAK BROHINSKY** GIS ANALYST

Zak Brohinsky is an expert in in GIS analysis, data management, and conservation planning. With a foundation in land conservation and stewardship, Zak understands complex environmental and social interactions and has the capacity to convey spatial information effectively to broad audiences. In the field of applied land conservation, Zak has worked with federal and state agencies, private entities, and non-profit organizations. Zak also has a background in climate resilience analysis executing natural disaster risk assessments for local, state, and international clients. He is certified in FEMA's flood hazard training having successfully completed the Hazus-MH for Flood course. Zak is the current Board Chair of the Plymouth Area Renewable Energy Initiative and also sits on the board of Standing Trees, a regional forest advocacy non-profit.



## **CRYSTAL KIDD** PLANNER

Crystal Kidd is a professional planner with a degree in Environmental Policy. Crystal brings her municipal planning experience to our firm, and completes existing conditions research in the initial stages of a project. She also brings her organizational skills to the development and management of the outreach and engagement aspects of comprehensive planning and land use policy projects. Her professional area of interest are in developing plans, resources, and regulatory tools that help regions and municipalities protect their natural resources, while improving their resilience and livability for all. Crystal also volunteers as a Conservation Easement Monitor for the Squam Lakes Conservation Society and as a Docent Volunteer at the Squam Lakes Natural Science Center. She is also a member of the American Planning Association.



# PROJECT APPROACH

Our approach to this project will be to deliver the scope of work that was thoughtfully outlined in the RFP, and to work with the Town of Casco to ensure the project is delivered on time and on budget. To accomplish this work, we propose regular communication and collaboration with Town Leadership and the public through the following tasks:

## TASK 1: PROJECT MANAGEMENT AND MEETINGS

We will work with Town Staff and members of the identified Work Group to organize an in person project kickoff meeting. At this initial meeting we propose reviewing and revising the project scope and schedule as needed, and refining the project schedule. This should include meeting and deliverable target dates for the duration of the project. We will use a combination of Zoom and in-person meetings to ensure efficient communication throughout the project. Between meetings our team will communicate with the identified Casco project staff and Work Group.

## TASK 2: ZONING ORDINANCE REVIEW AND REVISIONS

Our team members will then review the existing zoning provisions and recommend updates for Casco Village that are in line with the Comprehensive Plan, and other efforts including the ongoing Open Space Plan, as well as feedback received from town staff and work group members. After engaging with the broader public through Task 3 outreach and engagement strategies we will take the lead on drafting zoning amendments. These draft amendments will be crafted in collaboration with Town staff, the Selectboard, and the designated Town Work Group. During this process we will ensure compliance with Maine state statutes and consistency with the Comprehensive Plan.

Given the focus of this project, it would be worthwhile to complete an inventory of the existing parcels in the Village to understand the pattern of development the community wishes to retain, and where there are opportunities for future development. As part of this project we would also offer examples of desirable development types (structures and uses), and the best regulatory strategy to guide implementation. A form-based code, or hybrid code should be explored as a possibility. This is something we are comfortable educating the community on during this decision-making process.





### TASK 3: COMMUNITY ENGAGEMENT

At the start of this initiative we suggest the creation of a project webpage as Casco has done successfully for other municipal initiatives. This will become the portal for all project information, event announcements, and where draft zoning language and support documents should be housed. As part of this task we envision hosting at least one interactive community meeting in Casco Village and welcoming residents from throughout town. Depending on the timing of the event, there could be a walking tour or visual tour component as well to ensure that participants can visualize the structures, development pattern, and other elements the zoning ordinance will address.

Later on in the project we agree that there should be an opportunity to present drafts and revisions in a series of public forums. These sessions provide the Town and our team with an opportunity to gather feedback, and incorporate the input received into the final ordinance. This process also builds buy-in with the concepts being explored. A final town-wide community forum to present the overall project and the final draft zoning ordinance language and supporting materials would also be beneficial.

### FINAL DELIVERABLES

The results of this work will include but are not limited to:

- Analysis of the existing Comprehensive Plan, Zoning Regulations, and Open Space Plan as they relate to Casco Village.
- Feedback collected from Town Leadership and Residents throughout the project.
- Maps and property inventory work completed for the project area.
- Examples used to inform the writing of the new zoning language.
- The final version of the proposed zoning ordinance for review and adoption.
- A final summary report of recommendations.

### PROPOSED PROJECT TIMELINE

The Town requested that this project be completed within six to eight months from the date of contract award. We agree that is possible, but would recommend additional time is taken as key points of the project if the participants feel it is needed for the success of the project.

- Month 1 – Project kickoff; review of existing zoning; initial meetings with staff and Work Group
- Months 2–3 – Development of preliminary zoning concepts; project area tour and community forums in Casco Village
- Months 4–5 – Preparation of draft zoning amendments; presentation to Planning Board and Work Group for review
- Month 6 – Final revisions to zoning language; presentation to Selectboard
- Month 7–8 – Public hearings and adoption process support





# QUALIFICATIONS AND REFERENCES

On the following pages, we have provided examples of recent planning projects we have completed. For each project, we have included references and encourage you to speak with our former clients as they have first-hand knowledge of our work. We are happy to provide additional examples and references at any time. As you can see from the projects included here, and the others mentioned in our letter, we have deep experience working with a range of rural communities. Communities with growing recreation and natural resource-based economies are also of particular interest.



## TOWN CENTER INITIATIVE BARRINGTON, NH

The Town of Barrington, NH hired Resilience Planning and Design to engage residents, local decision makers, and developers in the creation of a compelling Town Center Vision and zoning regulations. The resulting initiative “Reimagining the Town Center” is still underway. The goal is to create a vibrant, connected, and welcoming town center for the community. Guided by a recent market analysis and regulatory review completed by our team and two sub-consultants, the initiative explored opportunities to enhance the area’s character, support and attract local businesses, provide some new housing alternatives, and create gathering places for residents to enjoy. This has included work sessions with the land use boards, a public event in September, meetings with developers active in the region, a tour of new projects in nearby communities, and the drafting of a form-based code is now underway.

### CLIENT REFERENCE

Conner MacIver, Town Administrator  
p: (603) 664-7395

Town of Barrington PO Box 660 Barrington, NH 03825  
e: cmaciver@barrington.nh.gov





## CORRIDOR STUDY

### FARMINGTON, NH

The Town of Farmington, NH partnered with Resilience Planning and Design to study lands along the NH Route 11 corridor to better understand the existing natural resources, zoning, and land uses in this area. This information was then used to draft new land use regulations that better align with the town's Master Plan. The resulting regulatory changes focus on creating two new mixed-use zones at key intersections on NH Route 11 to encourage higher-density development. The new regulatory language allows for the combining of commercial and residential uses with a structure or on a lot. The density of this area was increased and new standards for pedestrian and bicycle infrastructure were added. The remainder of the corridor was then identified for an expansion of the Suburban Residential District, and the creation of a Commercial/Industrial District to allow for the expansion of some industries away from residences. A Conditional Use Permit provision was also created to ensure flexibility and oversight by the Planning Board. These regulatory changes coincided with the updating of the TIF District and will inform near term infrastructure investments. Collectively, these changes will increase the town's development capacity by allowing for a wider array of housing options and business opportunities without encroaching further on natural resources and open spaces.

## CLIENT REFERENCE

Kyle Pimental, Director of Planning and Community Development  
p: (603) 755-2774

New 356 Main St, Farmington, NH 03835  
e: [kpimental@strafford.org](mailto:kpimental@strafford.org)





## FORM-BASED CODE AND REGULATORY AUDIT LANCASTER, NH

In 2014 the Town of Lancaster adopted a Form Based Code that was drafted with assistance by Steve Whitman of Resilience Planning & Design. The intent of the regulations was to implement the town's Master Plan and encourage mixed use development and redevelopment that reflected the existing character and density of the three distinct areas of this small downtown. These regulations have now been in place for over a decade and have successfully guided several development projects. After receiving funding through New Hampshire's InvestNH Housing Opportunity Grant the Town of Lancaster hired Resilience Planning & Design to analyze Lancaster's existing data on their current housing situation, engage the community in deciding how to improve the situation going forward to best fit Lancaster's needs, and to develop regulatory changes needed to make that possible.

The Lancaster Planning Board came into the project with clear goals to apply regulatory changes for Accessible Dwelling Units and Short Term Rentals, along with other housing amendments specific to the downtown area. These goals were confirmed through extensive public outreach methods including project flyers, press releases, direct contact invites with businesses, realtors, and local developers, and Resident and Potential Resident Surveys. Wages, job opportunities, the cost to build, and a lack of available affordable homes for new families and seniors downsizing were all noted as key challenges during round table conversations held at the Town Hall with community members. An increase in residential density was identified for the downtown area and has already resulted in a redevelopment project. Factsheets describing each of regulatory changes were distributed to educate voters on their role, and in March of 2024 all the proposed changes that were put forward passed in a town vote.

### CLIENT REFERENCE

Robin Irving, Land Use Coordinator  
p: (603) 788-3391

25 Main Street Lancaster, NH 03584  
e: [planning@lancasternh.org](mailto:planning@lancasternh.org)





## FROM MASTER PLAN TO IMPLEMENTATION

### DOVER, NH

Resilience Planning and Design (RP&D), has assisted the City of Dover with the updating of several Master Plan chapters including Vision, Land Use, Community Facilities, Open Space and Conservation, and others. Prior to these master planning initiatives, RP&D also assisted the City in the development of a Form-Based Code and Design Guidelines for the Architecture and Streetscape of their Central Business District. These regulations continue to stimulate development and redevelopment activity in the Downtown, clarify regulation processes for developers, create simpler and more flexible regulations, and ensure the pattern of the Downtown is retained and enhanced by clear regulations. All of these projects involved extensive public engagement and the development of educational materials to communicate planning concepts, regulatory frameworks, and more.

## CLIENT REFERENCE

Donna Benton, Director of Planning and Development  
p: (603) 516-6000

288 Central Avenue Dover, NH 0382  
e: d.benton@doover.nh.gov

# PROPOSED BUDGET

We would welcome an opportunity to meet with the Town of Casco to refine this scope of work and the corresponding budget to ensure it best meets your needs. However, based on our initial understanding of the proposed project and our experience on other similar initiatives, we feel confident with the task budget estimates identified below. We believe the resulting project budget will ensure a thorough and engaging process that results in the desired analysis, public engagement, and regulatory language for Casco Village. This type of project requires regular meetings and a significant amount of material creation which ultimately drive the budget. We hope that this will serve as the start of a conversation, and that the budget can be further refined at a meeting with the town if our team is selected.

PHASE / TASK	FEE
Task 1: Project Management and Meetings	\$14,500
Task 2: Zoning Ordinance Review and Revisions	\$13,000
Task 3: Community Engagement	\$10,500
Task 4: Final Deliverables	\$12,000
<b>TOTAL</b>	<b>\$50,000</b>

The hourly rates for the proposed project team are below. On projects such as this we prefer to bill on a monthly basis.

PERSONNEL	HOURLY RATES
Steve Whitman, EdD, AICP	\$175
Liz Kelly	\$105
Zak Brohinsky	\$105
Crystal Kidd	\$75



# RESUMES



Resumes for our team members are included on the following pages.

# STEVE WHITMAN, EdD, AICP

Principal Planner & Project Manager



P: 603.381.1798

E: [steve@resilienceplanning.net](mailto:steve@resilienceplanning.net)

## VOLUNTEER ACTIVITIES

Board of Directors, Mill City Park; December 2018 – Present

Founding Member, Pemi-Baker Trails; March 2020-Present

Board of Directors, Transport Central; May 2024-Present

Board of Directors, Root to Rise; January 2018 – October 2021

Alternate, Plymouth Planning Board; January 2015 – December 2021

Member, Plymouth Energy Commission; July 2007 – 2017

Board of Directors, Plymouth Area Renewable Energy Initiative; August 2006 – 2017

Planner of the Year, New Hampshire Planners Association; 2012

Eagle Scout, Boy Scouts of America

## EDUCATION

EdD Learning, Leadership and Community.  
Plymouth State University, Plymouth, NH; December 2018

M.S. Regional Planning. Concentration: Environmental Policy and Planning  
University of Massachusetts, Amherst, MA; May 1998

B.A. Marine Affairs. Concentration: Coastal Zone Management. Minor: Zoology  
University of Rhode Island, Kingston, RI; May 1995

Associates Degree: Liberal Arts. Concentration: Math and Science  
Dean College, Franklin, MA; May 1993

## CERTIFICATIONS

Permaculture Teacher Certification  
Central Rocky Mountain Permaculture Institute, Basalt, CO; September 2009

Permaculture Design Certificate  
Crystal Waters Ecovillage, Queensland, Australia; May 2008

## PROFESSIONAL EXPERIENCE

Planning Consultant. Resilience Planning and Design LLC, Plymouth, NH; 2014 – Present  
Founder and Principal of this New Hampshire based planning, ecological design and education firm providing a range of services to clients with a commitment to a more resilient future.

Sustainability Programs Coordinator & Teaching Lecturer. Plymouth State University, Plymouth, NH; 2004 – 2021  
Contract staff for the Office of Environmental Sustainability. Taught courses in Environmental Planning, Community Planning, Permaculture and Sustainability in the Social Science Department at the University. Developed and currently offering international field study courses focused on sustainability and permaculture.

Adjunct Professor. Colby Sawyer College, New London, NH; 2011 – 2018  
Developed and co-taught the College's first Permaculture Design Course. Participants in these courses include Colby students, faculty, and members of the general public. Assisted the College with the development of a Community Based Sustainability major, and collaboration on projects in Franklin, NH.

Senior Planner. Jeffrey H. Taylor and Associates, Concord, NH; 2003 – 2013  
Planning consultant offering facilitation and long range planning services. Projects included design charrettes, climate/energy projects, community and watershed scale master planning, policy audits, and natural resource based planning projects.

Principal Planner. Office of State Planning, Concord, NH; 1999 – 2003  
Responsibilities included coordination and/or participation in major studies and projects dealing with smart growth land use issues in New Hampshire. Responsibilities also included planning the annual conference and other workshop opportunities for planners in New Hampshire; providing technical advice to municipalities and regional planning staff on land use planning related topics; preparing and coordinating the publication and distribution of technical bulletins; writing, administering, and coordinating contracts.

Regional Planner. Lakes Region Planning Commission, Meredith, NH; 1997–1999  
Provided technical planning assistance and workshops to Lakes Region Municipalities and other interested parties. Provided Circuit Rider Planning Assistance to the Town of Northfield, NH.



# ELIZABETH KELLY

Planner & Designer



P: 860.573.6458

E: liz@resilienceplanning.net

## VOLUNTEER ACTIVITIES

President. Plymouth  
Community Garden.  
Sept. 2023 - Present.

Former Board President.  
Permaculture Association  
of the Northeast  
2017 - 2021

## EDUCATION

M.S. Ecological Design  
The Conway School of Landscape Design, Northampton, MA;  
June 2014

B.S. Interdisciplinary Studies: Sustainability and Ecological Design  
Plymouth State University, Plymouth NH; May 2013

## SKILLS AND EXPERTISE

- Digital Design: Adobe Creative Suite, Auto CAD
- Regional and Municipal Planning
- Permaculture and Ecological Design
- Community Resiliency
- Natural Resource Planning
- Placemaking



## PROFESSIONAL EXPERIENCE

Project Planner. Resilience Planning & Design LLC. Plymouth, NH. July 2017 - Present.

- Manages a variety of planning projects to ensure consistent communication, client satisfaction, and oversight of the full planning process.
- Develops municipal and regional planning documents for municipalities, coalitions, and non-profit organizations. Relevant project experience includes preparing comprehensive planning documents, open space and land conservation plans, housing studies, economic development plans, and site-level master plans.
- Manages community engagement and outreach processes for a variety of planning projects. Design print and digital outreach materials.
- Author and design layout of planning documents.

Teaching Lecturer. Plymouth State University. Plymouth, NH. February 2018 - May 2021

- Developed and taught curriculum for the following courses: Issues in Sustainability, Community Planning, Intro to Permaculture, and Advanced Permaculture Design.

Planner. Town of Bristol. NH. July 2017 - May 2018.

- Conducted plan review for site plan applications, subdivisions applications, etc.
- Provided technical assistance and support to local land use boards.
- Drafted land use regulations.
- Communicated planning processes and procedures to the public and applicants.
- Applied for and managed grants related to historic preservation and transportation planning.

Planning Technician. Southwest Regional Planning Commission. Keene NH. January 2016 - June 2017.

- Contributed to the authoring and design of numerous regional planning documents.
- Developed complete streets policies and accompanying design guidelines for municipalities.
- Coordinated complete streets demonstration projects in two communities.
- Managed a grant funded regional free bike rack program including outreach, budget management, and fostering relationships with funding recipients.
- Produced graphics, maps, promotional materials, plans, and publications for a variety of projects.

# ZAK BROHINSKY

GIS Analyst



P: 860.559.1488

E: zak@resilienceplanning.net

## VOLUNTEER ACTIVITIES

President of Board of Directors. Plymouth Area Renewable Energy. Mar. 2019 - Present.

Member of Board of Directors. Plymouth Area Renewable Energy Initiatives. Jan. 2015 - Present.

Advisory Committee. Local Foods Plymouth. May 2013 - May 2019.

Member of Board of Directors Standing Trees. June 2023 - Present

## EDUCATION

M.S. Conservation Biology & Planning.  
University of Massachusetts. Amherst, MA. 2011.

B.S. Cultural Ecology & Sustainability  
Plymouth State University. Plymouth, NH. 2009.

## ADDITIONAL TRAINING

Professional Certificate. Hazus-MH for Flood. FEMA Software.  
Emmitsburg, MD. April 2018.

## PROFESSIONAL EXPERIENCE

Conservation Planner and GIS Analyst. Resilience Planning & Design LLC. Plymouth NH.  
June 2019 - Present.

Leads conservation project efforts and manage GIS support across all project disciplines. Develops municipal and regional documents for conservation-based projects on behalf of municipalities and non-profits throughout the Northeast. Generates spatial statistics for projects and prepare all map products. Maintains strong working relationships to ensure consistent and accurate data throughout all projects.

Adjunct Faculty. Plymouth State University. Plymouth NH. January 2013 - December 2023.  
Develops and teaches undergraduate curriculum in GIS foundations and advanced topics with focus in applied land protection and environmental research projects.

Conservation Mapping & Field Specialist. Squam Lakes Conservation Society. Holderness, NH. July 2013 - 2022.

Prepares baseline documents, maps, and all spatial needs related to land conservation transactions and maintains the geographic database for the Squam Lake Watershed.

GIS Specialist. Sobis, Inc. January 2017 - 2022.

Provides geospatial and GIS expertise in the field of natural disaster risk management for domestic and international clients.

Contractor. Geolink. Rumney, NH. May 2015 - 2022.

Prepares baseline documentation reports as part of land conservation transactions for regional conservation groups in the northeast. Prepare required maps and conduct data collection and field work for certified forestry operations in VT and NH.

Program Coordinator. Plymouth Area Renewable Energy Initiative. September 2011- 2014.  
Organized, implemented, and marketed energy efficiency workshops throughout New Hampshire on behalf of state utilities. Acted as liaison between utilities to prioritize workshop locations.

Extension Research Assistant. NH Fish & Game Department. January 2011 - May 2011.  
Assisted with the federally endangered Karner blue butterfly recovery plan by prioritizing properties and landowners to focus future conservation efforts.





# CRYSTAL KIDD

## Planner



P: 508-818-3570

E: crystal@resilienceplanning.net

### EDUCATION

B.S. Environmental Policy  
Plymouth State University. Plymouth, NH. 2020.

### RELEVANT PROJECTS

#### Master Plan Projects

- Pelham, New Hampshire
- Atkinson, New Hampshire
- Rye, New Hampshire
- Meredith, New Hampshire
- Bristol, New Hampshire
- Dover, New Hampshire
- Orange, Massachusetts

#### Natural Resource Protection

- New Hampshire Water Works Association (NHWWA) - Sanbornton and Franklin, New Hampshire

#### Housing Related Projects

- Lancaster, New Hampshire
- Enfield, New Hampshire
- Farmington, New Hampshire
- Bedford, New Hampshire

### VOLUNTEER ACTIVITIES

Conservation Easement Monitor, Squam Lakes Conservation Society Feb. 2025 - Present

Docent Volunteer. Squam Lakes Natural Science Center June 2025 - Present

### ADDITIONAL TRAINING

Professional Certificate. Invasive Species Plant Management. 2022.

### PROFESSIONAL EXPERIENCE

Planner. Resilience Planning & Design LLC. Plymouth, NH.  
March 2022 - Present.

Analyzes and synthesizes data, studies, and other resources to summarize existing conditions for a variety of planning projects.  
Provides staff support for community engagement and outreach activities.  
Develops advertising materials for outreach initiatives including flyers, press releases, and project websites.  
Assists with project meeting facilitation.

Planning Technician. Town of Narragansett. Narragansett, RI.  
February 2021- April 2022.

Reviewed building plans and zoning permit applications to assure compliance with requirements such as bulk, placement, proximity to wetland/coastal features, and parking ratios with the Environmental Planning Specialist.  
Prepared staff reports and recommendations on special use permits and variances.  
Provided technical assistance and information to staff and the public in the administration of specific planning program areas or ordinances.  
Staffed the Narragansett Planning Board, Zoning Board, and Historic District Commission.  
Managed the Narragansett Adopt-a-Spot Program by writing promotional ads, processing adopter applications, assisting the adopter in the procedure of the Conservation Commission, Town Council, and state approvals.  
Assisted the Community Development Director in conducting public engagement focus group meetings for a parking study in Town.

Community Planning Intern. North Country Council. Littleton, NH.  
May 2019 - August 2019.

Completed culvert assessments for New Hampshire Department of Environmental Services in several towns.  
Entered culvert assessment data into GIS software to map the culverts that needed to be replaced due to low aquatic passage or structural damage.  
Worked on projects for NHDOT setting up traffic counts in several towns across the state.  
Worked on projects for NH Forest Service by doing parking lot assessments and entering data on GIS maps.  
Used Microsoft excel to take inventory of historical markers throughout the region.  
Used Microsoft PowerPoint and Word to create fliers for specific towns in the planning region to help promote economic development.  
Worked closely with team members to deliver project requirements, develop solutions and meet deadlines.





# REQUEST FOR PROPOSALS (RFP)

Planning Services for Zoning  
Rewrite in Casco Village District

Prepared for:

Town of  
Casco, Maine

Prepared by:

Sebago Technics, Inc.  
293 Portland Road, Unit #3  
Bridgton, ME 04009  
(207) 200-2100

Primary Contact:

Brett Wiemken  
Project Manager/Planning Consultant  
bwiemken@sebagotechnics.com  
(207) 482-6323

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## Cover Letter

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“

Speaking on behalf of my CEO, Planning Board, and pretty much everyone in Town, we all were thoroughly thrilled with your professional work and attention to the details and concerns of everyone involved and the smooth path to a remedy and solution. We couldn't speak highly enough of you and the entire Sebago Technics team.

Chris Backman, Town Manager  
Town of Orrington, Maine

”





November 13, 2025  
250777

Anthony Ward, Town Manager  
Town of Casco, Maine  
635 Meadow Road  
Casco, ME 04015

**RE: Proposal For Professional Services**  
**Planning Services for Zoning Rewrite in Casco Village District**

Dear Mr. Ward:

Sebago Technics is pleased to submit our proposal for planning services for a zoning ordinance rewrite specific to Casco Village, South Casco Village, and the Webbs Mills areas. We are excited to deliver a product that will codify desirable uses, preservation measures, promotion of village-style architectural features, diversity in housing and business types, and supporting pedestrian infrastructure within each of these districts.

Since our firm was founded in 1981, Sebago has performed over 200 projects within the Town of Casco. These projects have ranged from land surveying to engineering-focused projects, residential subdivisions, commercial developments, tax mapping, open space inventorying, and even prior planning reviews and other municipal projects. Our experience demonstrates that we are intimately familiar with Casco, along with several other similar communities in scale and nature, and that we recognize the momentum in the community's interest to plan for each of these village areas. We understand the delicate balance between preserving what makes Casco's villages special, and creating space for the future.

Brett Wiemken will serve as the Project Manager, supported by James Seymour, PE, as Principal-in-Charge, who are both locally based in our Bridgton office. Our multi-disciplinary team, including planners, engineers, landscape architects, GIS specialists, and 3D modeling specialists, brings direct experience working with numerous other municipalities that are similar to Casco. It is our understanding that Casco's Planning Board meets once a month on every fourth Monday, and the Selectboard generally meets twice a month on the first and third Tuesdays. With this in mind, we remain available for Casco during these times, as these dates do not conflict with our other municipal planning commitments.

We thank you for the opportunity to submit this proposal, and are excited for this partnership with Town staff, the Selectboard, and the community. Our team remains committed to working with the Town of Casco to support the village area for a better future.

Sincerely,  
Sebago Technics, Inc.

A handwritten signature in black ink, appearing to read "Brett Wiemken".

Brett Wiemken  
Project Manager/Planning Consultant  
bwiemken@sebagotechnics.com  
(207) 482-6323

A handwritten signature in black ink, appearing to read "James R. Seymour".

James Seymour, PE  
Regional Manager, Western Maine & Lakes Region  
js Seymour@sebagotechnics.com  
(207) 200-2083

# 1. STATEMENT OF QUALIFICATIONS



## EVERYTHING WE DO IS SHAPING

Sebago Technics is a creative engineering collective comprising 130 design professionals and technical staff, with four offices across Southern, Western, and Midcoast Maine. Our comprehensive services encompass all aspects of projects, from initial site assessment and design to navigating permitting and overseeing construction.

## THE WAY WE WORK

One of the defining features that set us apart is our structure as a 100% employee-owned company. The commitment and collaboration of our employees drive our success, and our team-based approach ensures that each client benefits from the expertise and insights of multiple specialties. Our diverse team of engineers, surveyors, landscape architects, and environmental scientists work together to deliver exceptional results on every project.

We welcome your vision and ideas. Beginning with a profound respect for people and processes, we actively listen to understand your goals. Leveraging our extensive experience and expertise, we work in tandem with you to uncover unseen opportunities and bring your vision to life.

### FOUNDED

1981

### TEAM MEMBERS

130

### STRUCTURE

100% EMPLOYEE-OWNED

### SPECIALTIES

- CIVIL ENGINEERING
- SURVEY/GEOMATICS
- LANDSCAPE ARCHITECTURE
- STRUCTURAL ENGINEERING
- TRANSPORTATION/TRAFFIC ENGINEERING
- ENVIRONMENTAL SERVICES
- PLANNING & PERMITTING
- GIS & CAD

### SECTORS

- MUNICIPALITIES
- INSTITUTIONS
- HEALTHCARE
- RESIDENTIAL
- COMMERCIAL

## Relevant Experience

Sebago Technics brings unparalleled insight to Casco's village zoning rewrite initiative, combining our deep historical relationship with the Town, spanning over 200 projects, since 1981 with proven expertise in crafting zoning ordinances that honor Maine's distinctive village character while enabling thoughtful growth. Our approach to village planning is rooted in the understanding that each community's historic settlements represent irreplaceable cultural assets that must be protected even as they evolve to meet contemporary needs.

Our team has successfully guided numerous Maine communities through the delicate balance of preservation and progress that Casco now seeks for its three village centers. In Raymond, Poland, and Sebago, we have served as municipal planning consultants, drafting zoning amendments that distinguish residential cores from mixed-use areas while maintaining traditional development patterns. This approach reflects precisely the type of tailored district strategy outlined in Casco's Comprehensive Plan. These communities, like Casco, sought to strengthen their village centers as focal points for community identity and economic vitality without compromising their historic fabric.

What sets our approach apart is our commitment to meaningful community engagement that goes beyond standard public meetings. Whether facilitating village-specific forums, conducting walking tours to understand existing conditions, or creating visual simulations that help residents envision proposed changes, we ensure that zoning rewrites truly reflect community values. Our recent work on the Portland Harbor Common and various Main Street revitalization projects demonstrates our ability to translate public input into implementable ordinances that support walkability, mixed-use development, and appropriate infill while respecting neighborhood scale.

Most importantly, our intimate knowledge of Casco positions us to craft zoning that responds to each village's unique character. From the Open Space Inventory we recently completed to our extensive engineering work throughout the Town, we understand that Casco Village, South Casco Village, and Webbs Mills each have distinct identities shaped by their roles as civic, commercial, and social centers.

The following project examples demonstrate not just our technical capabilities, but our philosophical alignment with Casco's vision: preserving what makes these villages special while creating frameworks for their sustainable future.





# MUNICIPAL EXPERIENCE

## MUNICIPAL REVIEWS

City of South Portland  
Town of Rye, NH  
Town of Cape Elizabeth, ME  
Town of Sebago, ME  
Town of Raymond, ME  
Town of Poland, ME  
Town of Casco, ME  
Town of Old Orchard Beach, ME

## PUBLIC WORKS FACILITIES

Kennebunk Public Works  
Kennebunk, ME  
Orono Public Works  
Orono, ME  
Portland Public Services  
Portland, ME  
South Portland Municipal Services  
South Portland, ME  
Westbrook Public Services  
Westbrook, ME  
Yarmouth Public Services  
Yarmouth, ME

## PUBLIC LIBRARIES

Kennebunk Public Library  
Kennebunk, ME  
Portsmouth Public Library  
Portsmouth, NH  
Louis T. Graves Memorial Library  
Addition, Kennebunkport, ME  
Rice Library Addition  
Kittery, ME

## GENERAL SERVICES CONTRACTS

Town of Freeport, ME  
City of Bath, ME  
Town of Berwick, ME  
Town of Cape Elizabeth, ME  
Town of Casco, ME  
Town of Poland, ME  
Town of Raymond, ME  
Town of Rye, NH  
Town of Wells, ME  
City of Lewiston, ME  
Town of Old Orchard Beach, ME  
City of South Portland, ME  
City of Portland, ME  
Town of Naples, ME  
Town of Lebanon, ME  
Town of Eliot, ME  
Town of Porter, ME  
Town of Denmark, ME  
Town of Hiram, ME  
Town of Cornish, ME  
Town of Windham, ME  
Town of Sebago, ME  
City of Sanford, ME

## PUBLIC SAFETY & TOWN OFFICES

Westbrook Public Safety  
Westbrook, ME  
Raymond Public Safety  
Raymond, ME  
Scarborough Public Safety  
Scarborough, ME  
Raymond Town Office  
Raymond, ME  
North Street Fire Station  
Kennebunkport, ME  
Cash Corner Fire Station  
South Portland, ME  
Lewiston Fire Substation  
Lewiston, ME

## TRANSFER STATIONS

South Portland Transfer Station  
Peaks Island Transfer Station  
Great Diamond Island Transfer Station  
Riverside Recycling Facility  
Maine Waste-to-Energy, Auburn  
Alfred Transfer Station  
Waterboro Transfer Station & Recycling Center  
Casco/Naples Bulky Waste & Transfer Station



**SCARBOROUGH  
PUBLIC SAFETY**  
Scarborough, ME



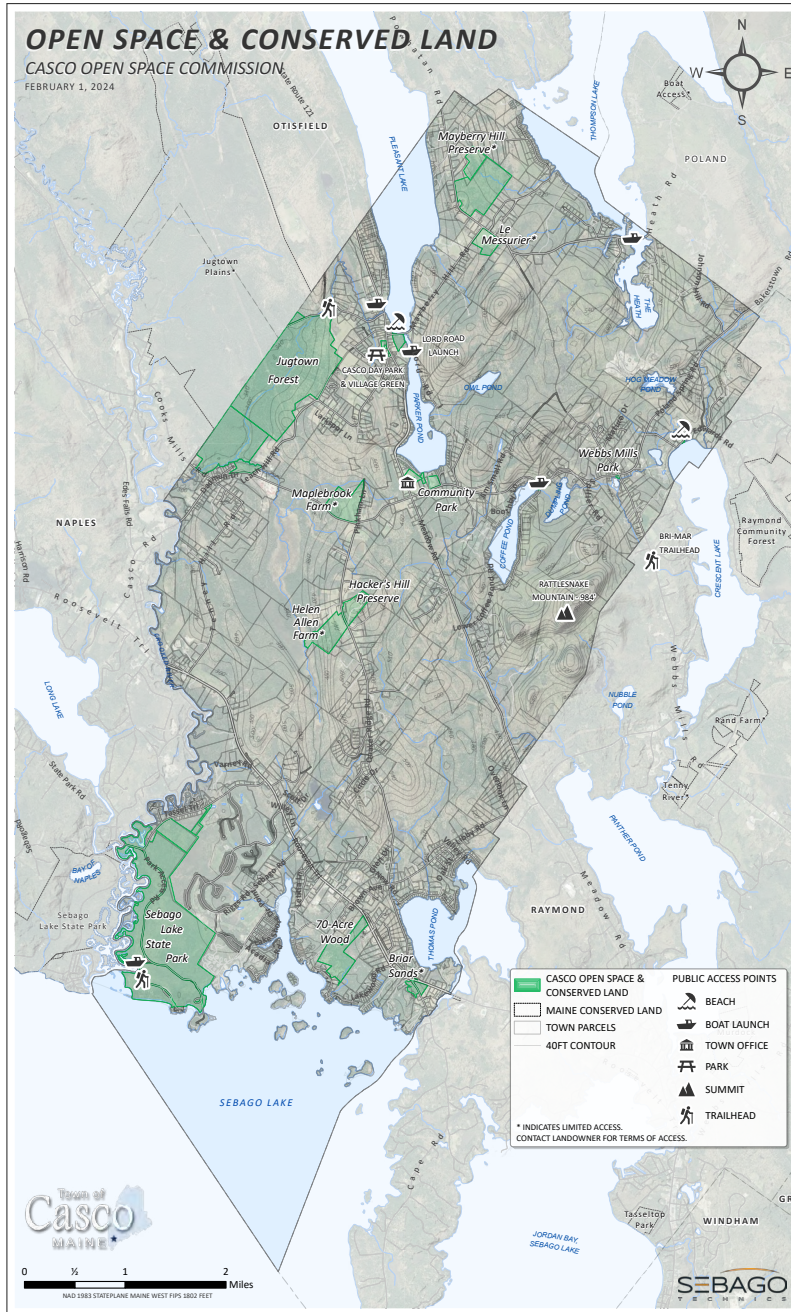
**SOUTH PORTLAND  
MUNICIPAL SERVICES**  
South Portland, ME



**LEWISTON FIRE  
SUBSTATION**  
Lewiston, ME

# CASCO OPEN SPACE INVENTORY

Casco, Maine

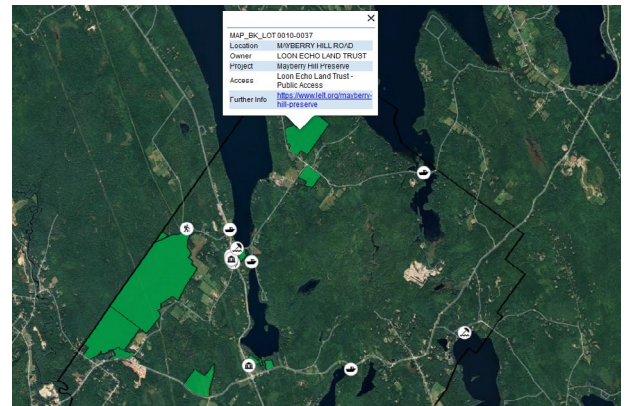


The Seabago Geospatial Team developed an Open Space Inventory for the Casco Open Space Commission for asset management, funding acquisition, and future planning.

The Inventory was designed in ArcGIS Pro and consists of a geodatabase and web-based Workbook with information about open space parcels and public access points. Feature information to include was first gathered via desktop inventory, then coordinated in consultation with Casco Open Space members, interested citizens, and local land trusts in a virtual meeting.

Local participation revealed assets not available through public data sources such as additional boat launches and trailheads. Seabago then revised the Inventory and provided an updated web-based Workbook to the Casco Open Space Commission. Information contained in the Workbook includes asset type, location, ownership, and access type (fee or free). The Inventory establishes a baseline while the web-based Workbook promotes legacy asset management as the Open Space Commission acquires new assets, or members join or retire.

In addition to the Open Space Inventory & Workbook, the Geospatial Team designed Open Space Maps for the Town of Casco website and generated an interactive web map that can be integrated into the Town website to promote public awareness and discovery of Casco's Open Spaces.





# TOWN OF RAYMOND MUNICIPAL SERVICES

Raymond, Maine



## **Sebago Technics has maintained a Municipal Engineering Review and Planning Consultant contract with the Town of Raymond since July 2012.**

Brett Wiemken, with James Seymour, P.E., as Principal-in-Charge, currently leads our Planning and Peer Review work, including review of all Planning Department site plans, applications, Subdivision, and Shoreland Zoning application reviews that are submitted to the Town. Brett holds regular weekly hours at the Town Office to coordinate any public requests for consultation with regards to Town Land Use permitting, as well as consultations with the Code Enforcement Officer. In addition to the coordination with the Town staff, Brett also attends all Planning Board meetings and deliberates with the Board for presentation of all projects, prepares all the Board review memorandums and Findings of Fact decision documents, and assists in writing and editing Land Use Ordinance provisions as directed by the Planning Board or Town Selectmen. In particular, Sebago helped the Town to derive a staff review process for allowing staff to handle reviews and issuance of permits for smaller minor projects.

In addition to the Planning Services and Municipal Engineering Reviews, Sebago Technics has served as the Town's consulting engineer for nearly 20 years. We have provided a variety of services to the Town that have included roadway design, building assessments, planning, and design for municipal infrastructure projects. Projects have included drainage improvements on the Cape Road, fire pond design, tower site design, energy improvements to the central fire station, site selection services, sidewalk design, sand and salt storage building design, recreational master planning, and general consulting services as-needed.

# TOWN OF POLAND MUNICIPAL SERVICES

Poland, Maine

## Poland Municipal Center Master Plan



Existing Conditions



Photosimulation of proposed Master Plan improvements for the Poland Municipal Center from Maine Street.

**Sebago Technics has held an Engineering and Planning Review Consulting Contract with the Town of Poland since 2012. Sebago has coordinated all of the provisions necessary to work with the Town Code Enforcement Officer and Planning Board, offering engineering and zoning compliance on major site and subdivision plans.**

Sebago also provides technical and engineering assistance on many of the Town's ordinances, including street standards, stormwater management provisions, and buffer requirements. In addition, we have assisted with various Town engineering project plans such as providing construction cost estimates for various culvert replacement projects and feasibility plans for the Town's Municipal Center project.

Sebago Technics has been instrumental in the Town of Poland becoming delegated as able to administer the Maine Department of Environmental Protection's (DEP) Site Location of Development Act permitting. This has been a tremendous tool in promoting responsible economic development in the Town with a streamlined local permitting focus. Sebago is now actively working with the Town to revise and adopt various ordinance provisions that will allow the Town to be deemed capable of administering the Maine DEP Stormwater Law that affects developments creating over one acre of impervious surface, which will further enhance the Town's ability to positively affect growth in a practical manner.



# TOWN OF SEBAGO MUNICIPAL SERVICES

Sebago, Maine



**Since 2022, Sebago Technics has served as Municipal Engineering Review and Planning Consultant for the Town of Sebago, Maine, providing planning and engineering review services to support the community's development needs and regulatory compliance.**

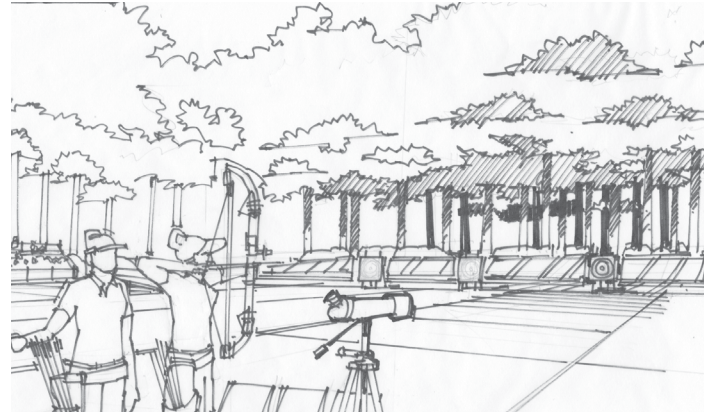
Working closely with the Town of Sebago, our team, led by Jim Seymour, P.E. and Brett Wiemken, delivers extensive planning and peer review services, including thorough evaluation of site plans, applications, subdivisions, and shoreland zoning reviews. Our commitment to accessibility is demonstrated through regular weekly office hours at Town Hall, where we offer direct consultations to potential applicants and address public inquiries regarding land use and code enforcement permitting.

Brett Wiemken maintains an active presence at all Planning Board meetings, providing technical guidance during project presentations, preparing detailed review memorandums, and drafting Findings of Fact decision documents. The team also plays a vital role in ordinance development, crafting and refining written changes based on Board discussions and public workshop feedback.

More recently, the Town is considering adopting additional regulations for street design standards that vary upon housing types and thresholds. We have prepared similar draft reports outlining discrepancies in the current land use code, as well as offering solutions for proposed language to better plan the Town's infrastructure for future growth.

# BOWDOIN COLLEGE MASTER PLAN

Brunswick, Maine

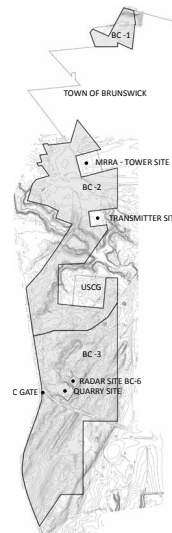


**Sebago Technics developed a Master Plan for over 200 acres of land conveyed to Bowdoin College by the Brunswick Naval Air Station.**

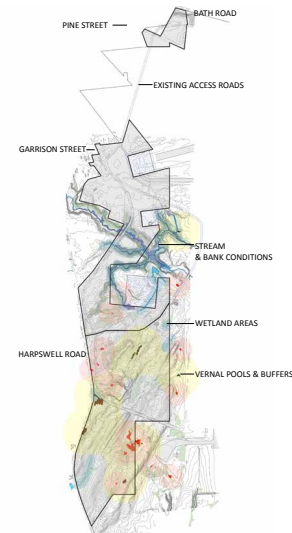
The Master Plan included enhancements to campus athletic facilities, indoor and outdoor classrooms and research gardens, outdoor common spaces, and approximately 10 miles of bike and pedestrian trails that link the campus to the the Town Common and Brunswick Landing Development trail network.

The project included comprehensive site assessment, feasibility analysis, and public engagement to deliver an actionable Master Plan with landscape design focused on educational and recreational opportunities.

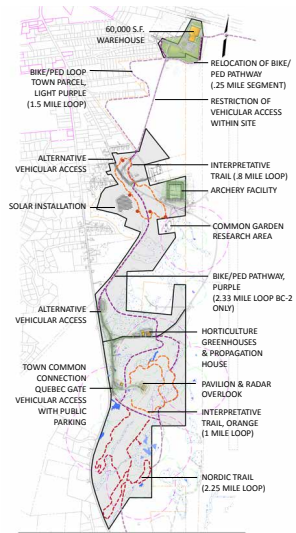
The completed Master Plan has been integrated with overall campus planning and enhancement programs.



Overall Parcel Layout



General Site Inventory



Proposed Improvements

Overall Parcel Layout, General Inventory and Proposed Improve



# PORTLAND HARBOR COMMON LOT

Portland, Maine



**Sebago Technics was retained in 2022 by the City of Portland and the Portland Parks Conservancy to shape the historical Portland BIW Ship Repair Facility parcel, now a public parking lot, into a community green space for Phase 1 of a master plan for the Portland downtown waterfront.**

The first phase of the Portland Harbor Common Lot will transform a City-owned parking area between the Maine State Pier and the Ocean Gateway International Marine Passenger Terminal into an open space preserved for the public. This park is part of the City's waterfront master plan to develop an interconnected linear open space resiliency system along the waterfront, expanding their storm mitigation strategies. Sebago worked collaboratively with the City's Planning, Parks, Engineering, and Waterfront Development staff and led the permitting efforts with the City and Maine Department of Environmental Protection.

Some features of the project will include an open lawn, landscaping, seating, pathways, and areas to support events, vendors, food trucks, and restrooms. A promenade and new railing will be installed along the water's edge, allowing people to safely enjoy the active waterfront and appreciate the tug boats, Casco Bay Ferries, cruise ships, and other vessels. The site plan also provides opportunities to reflect on historical references through signage and artistic interpretation. The park will be a front lawn and waterfront asset for the neighborhood and City residents, as well as a place to welcome tourists coming off cruise ships and other visitors to downtown Portland and the Old Port.

Engineering services provided by Sebago Technics included preparing an existing conditions survey, documenting subsurface conditions and utilities, collaborating with structural engineers on existing retaining wall and railing design, and developing grading and utility plans and stormwater management plans. Potential impacts from sea level rise and wave action were incorporated into the site design through reduction in pavement, grading and infiltration considerations, and use of cost effective and durable materials.

Landscape architecture services provided by Sebago Technics included leading a design charrette and multiple engagement meetings with the Working Group, which consisted of City staff, the Portland Parks Conservancy, and stakeholders, to develop multiple concepts, finalizing the site plan and landscape amenities, lighting design, and selection of urban and salt-tolerant native plant species. Structural soil and irrigation detailing was developed to establish plant material and flush salt from soil after king tide/flooding inundation. The park design is based on green infrastructure adaptation to 'living with water'.

Sebago Technics created 3D visualization renderings and video simulations of the various concepts to demonstrate the scale of the design to the Working Group and the general public, to help guide design decisions, and to gain support of the stakeholders.



# MAIN STREET SAFETY & ADA IMPROVEMENTS

Orono, Maine



**Sebago Technics was retained in 2021 to work with the Town of Orono on a planning study along a 1.4-mile section of Main Street (Route 2) from Kelly Road to the Downtown. The corridor is challenged with vehicular volumes during peak school hours and the additional traffic from the arterial nature of the roadway.**

The planning effort kicked off by completing topographic survey through 3D laser scanning, and right-of-way establishment. Working with an advisory committee, four (4) conceptual options were developed to create a better balance between vehicular traffic, bicycles, and pedestrians. Sebago advanced the concepts to 90% design, but the project did not advance to construction as the Town received a Planning Partnership Initiative (PPI) for a larger planning effort allowing for a much greater study area and a potentially less fiscally constrained project.

Sebago was again retained in 2023 to lead the planning and engineering for the PPI process which involved a study of a 3.25-mile section of Route 2 (from Kelley Road to the Old Town municipal line). These efforts were combined into one holistic approach. Sebago deliverables included:

- Reviewed existing conditions, including significant traffic analysis and modeling, and a full safety audit review of crash history and available infrastructure for alternative modes.
- Developed concept plans for proposed alternatives with associated cost estimates, representing approximately \$30 million in improvements. 3D visualizations were created at five (5) key improvement locations.
- Led the public engagement process, including collaboration with Town staff, presentation to the Town Council, and workshops with the public.

The study recommended intersection improvements (both roundabouts and traffic signalization), upgraded and added pedestrian facilities with new crosswalk locations and improved visibility, bicycle accommodations, traffic calming measures, and streetscaping with gateway applications. The findings were submitted in both Draft and Final Report format to the Town and MaineDOT.

Sebago is currently designing the first phase in the Downtown area with Congressional Designated Spending (CDS).

## 2. PROJECT APPROACH

### Proposed Timeline:

Late November, 2025:	Contract is signed with authorization to proceed
Early December, 2025:	Kickoff meeting is held with Town staff
Mid-December, 2025:	Sebago begins Task 2.
Mid-January, 2026:	Task 2 is complete.
Early February, 2026:	Task 3 (Public engagement Open House event) is hosted
Late-February, 2026:	Post-meeting summary is provided, Task 4 begins
Early-April, 2026:	Task 4 is complete
Late-April, 2026:	Task 5 is complete
Late-June, 2026:	Task 6 is complete

### Scope of Services:

#### **Task 1 – Project Management & Coordination:**

Our proposed meeting schedule offers an effective approach to work closely with Town staff, the Selectboard, and the community. This approach emphasizes clear communication, collaborative and community-based decision making, and robust documentation throughout the duration of the project. Given our deep experience in managing similar planning projects, ordinance rewrites, and municipal projects with other communities, we propose the following meetings to align with our proposed schedule:

- **Kickoff Meeting:**

We will organize one (1) in-person kickoff meeting to include pertinent Town staff and selected stakeholders. Meeting objectives will include the introduction of our project team, confirmation of the project's scope and timeline, identifying immediate barriers to the ordinance's framework and local concerns, and a complete request for information to include relevant GIS data.

- **Public Engagement Meeting – Open House:**

Please see Task 3 for specific public engagement scope items, timelines, and deliverables. The two (2) additional public hearings are described below, but are reflected in our cost proposal within their respective phases.

- **Public Hearing – Planning Board:**

With the Planning Board being perhaps the most familiar with the Town's ordinances through consistent development reviews, we generally find that involving the Planning Board within the ordinance change process is extremely beneficial. Over time, Board members have developed a sense of what to look for, potential challenges based on historic applications, and opportunities to alter the proposed ordinance. We propose that the Planning Board host one (1) public hearing on the proposed ordinances to gather public input, as well as deliberate on the proposed standards, uses, and processes. We expect this meeting to align with Task 5, as we'll prepare our draft report and ordinance material for the Board to review in advance.

- **Public Hearing – Selectboard:**

As required by statute, the Selectboard is required to have, at minimum, one (1) public hearing to consider matters that are placed on the warrant for a Town vote. With the project's timeline, we are proposing that the Town hold a special vote to consider the proposed ordinance changes. We expect this meeting to align with Task 6, as we'll have considered public input from the open house and Planning Board levels, and anticipate the final product near completion.

- **Overall Coordination:**

Regular check-in meetings will be established with the Town's point of contact to provide necessary updates, address emerging needs, and ensure seamless coordination with personnel. We commit to proactive communication with detailed progress tracking, and early identification of potential challenges to ensure that Casco is fully informed and engaged throughout the project's life cycle. Our scope assumes a total of four (4) meetings, with specific dates to be coordinated at the initial kickoff meeting.

### **Task 2 – Existing Conditions Analysis:**

This due diligence phase will begin by reviewing current Town planning efforts, specifically including the recently adopted Comprehensive Plan. This plan recognizes three (3) areas within the Preservation 1 (P-1) sectors, including the Casco Village, South Casco Village, and Webbs Mills areas.

One of the primary components of this analysis is to inventory existing structures to analyze patterns of architectural features, compatible uses, spacing and bulk, and lots that might serve as feasible for potential future development. Similarly, we will also capture the existing housing types and styles within the village areas to provide a foundation of the housing market, which will inform our approach in developing strategies for housing opportunities.

Another component of this analysis will include researching the permitting processes for administrative and Planning Board approvals. Oftentimes, lengthy approval timelines can deter local business owners, as each meeting presents additional time and cost. This component of our research will also inform our proposed ordinance changes, as there may be opportunities to either expedite review, or create an Architectural Review Board to supplement the Planning Board or administrative review process.

We anticipate that one (1) on-site field visit to each of the areas is needed to support this phase to ground-truth existing conditions. Additionally, to supplement our findings, we'll also include mapping exhibits that document locations of historic structures, showing the mixture of housing types, locations of active businesses, pedestrian-based transportation features, and natural resources and environmentally sensitive areas in each of the three (3) focus areas.

**Deliverables:** Existing Conditions Report with supplementary mapping exhibits.

### **Task 3 – Public Engagement:**

Our public engagement efforts will center on one (1) open house event, open to the residents of Casco. This open house event will be hosted at a local community venue within one of the village areas, with confirmation of the facility and date confirmed at the project's initial kickoff meeting. This meeting is intended to offer the village areas the attention they deserve, as Comprehensive Planning meetings can often become crowded with other various topics of interest to the Town's future.

Our open house event will consist of a Visual Preference Survey where attendees will review images of different building styles, streetscapes, and development patterns to identify what "feels like Casco", and what doesn't. This will lead into an interactive dot mapping exercise where Sebago will provide large-scale maps and participants can mark locations of concern, opportunity, and valued character-defining staples within each of the village areas. We also propose that, to notify residents about this event, Sebago will design and send out postcards to all property owners with properties located within the Casco Village, South Casco Village, and Webbs Mills areas, as defined within the Comprehensive Plan. Our intent is to show our commitment that we'll listen to Casco's village before writing a word of proposed ordinance changes.

Our event materials will include before and after examples of similar Maine communities. This open house style format is best suited for residents to arrive at their leisure to provide feedback on design features they want to see within Casco's villages. Other key themes this public engagement open house will cover are: preservation and flexibility, and how we protect character while allowing adaptation; transitioning Mixed-Use into Residential, with a focus on economic vitality; and, seasonal considerations so that future designs accommodate the year-round community in addition to the seasonal economy. A summary of meeting notes and documented themes will be provided in a post-meeting memorandum.

**Deliverables:** Post-meeting summary of notes and themes with direction for the zoning rewrites focus.

#### **Task 4 – Document Development:**

Using the data collected in Task 2 and public input from Task 3, Sebago will begin developing draft ordinance materials in Task 4. This phase includes the preparation of a comprehensive report that covers redlines of existing ordinance framework to be removed, and proposed language to reflect each of the village areas.

It is our understanding that Casco is interested in the potential for up to three (3) new zoning districts based upon each of the village areas. We will coordinate with the Town's Work Group to determine if three (3) new zoning districts are needed, or, if necessary, craft the language to encompass all villages into one (1) complete Village District.

It is critical that these standards focus on distinguishing the residential core from potential mixed-use areas, as transitioning use and housing types can better serve the community. Similarly, data from Task 2 will inform our approach to preparing the draft ordinance language to develop dimensional standards that reflect the existing patterns and desired traits of the village areas.

The prepared information will comprise of a land use table that identifies permitted, conditional, and prohibited uses based on types and scale of residential, commercial, civic, institutional, and other mixed uses. Our goal in drafting this language is to help Casco articulate what it already knows about itself, and its desire to plan the village areas for a better future.

**Deliverables:** This task item will result in a draft report which is to be shared under Task 5.

#### **Task 5 – Draft Report & Presentations:**

Following the direction of the kickoff meeting and the results from the first public engagement meeting with the Planning Board, we will prepare a draft report in PDF format to be shared with the Town's Work Group and Planning Board members.

This report will include drafted text that showcases verbiage to be removed from Casco's current Land Use Ordinance, as well as proposed verbiage, definitions, and graphics to be added. The report's structure will consist of an executive summary, an overview of the findings from Task 2, documented results from the first Planning Board public engagement meeting, and a detailed breakdown of redlined ordinance language to be removed, and supporting ordinance material to provide a foundation to the zoning rewrite. We anticipate that the drafted language will consist of additional use definitions, permitted and conditional use tables, common performance standards, form-based regulations, and a proposed regulatory framework that best fits Casco's desires.

Specific sections of the drafted ordinance are expected to include flexibility for mixed-use structures, allowing for greater diversity in housing options, considerations for home occupations and smaller business support, pedestrian facilities, environmental protections, architectural element requirements, and other protections to keep the village character. Based on our experience in working with similar communities and regulatory measures, we propose that part of this ordinance also examines the review process. Form-based codes are excellent at preserving the character of an area. However, requiring additional architectural features can add expenditure to the overall building cost. We propose that, under the Village Districts, an Architectural Review Board be formed with local residents who have significant experience in architecture or architecture-adjacent fields. This Board would be responsible for reviewing Planning Board applications exclusively on the architecture of the buildings. The Board would then provide a recommendation to the Planning Board to supplement their review. In an effort to reduce the frequency of meetings an Applicant might encounter, we also propose that if an Applicant chooses this path, that the review is expedited to one (1) Planning Board meeting upon the completion of the Architectural Review Board's recommendation. This final Planning Board meeting would consist of a public hearing, and the standard Planning Board review procedures to offer an incentive for local business owners to opt into the desired form-based code reforms.



After the initial draft report is presented to the Planning Board, Sebago recommends that the Planning Board host a second public meeting prior to the progression of the drafted ordinance to the Selectboard. Through our solicitation of feedback, we can effectively revise based on Board and public input and progress towards Task 6. We also recommend that the drafted ordinances be sent to the Town's legal counsel for review.

**Deliverables:** Draft report and attendance of one (1) Planning Board public hearing for support.

#### **Task 6 – Final Report & Adoption Support:**

Our final report will be provided to the Town's Work Group and Selectboard in PDF format. This report will incorporate revisions from the draft report based on Planning Board input and insight from the second public engagement meeting. Based on our understanding of municipal law and processes, the Selectboard is also required to host, at minimum, one (1) public hearing when considering alterations to land use regulations. Thus, our proposed meeting schedule reflects one (1) additional public hearing at the Selectboard for adoption support.

Being close to the finish line can be a daunting task. However, we often ask ourselves, "What does success look like?" Upon completion of this project, the short-term success will be the adoption of new zoning regulations for Casco Village, South Casco Village, and Webbs Mills. In the medium-term, we envision that Casco will have received several applications that are reviewed and approved within the Village areas. Long-term, we expect visible signs of growth that meet the intent and character of the Village areas. Perhaps there's a new coffee shop coming into town next to Webbs Mills Eats. Or maybe there's a brewery that inhabits a retrofitted structure. The future is difficult to predict, but we imagine a landscape where pedestrian activity increases to local businesses to bring life back into the Village areas.

**Deliverables:** Final report and attendance of one (1) Selectboard meeting for adoption support.

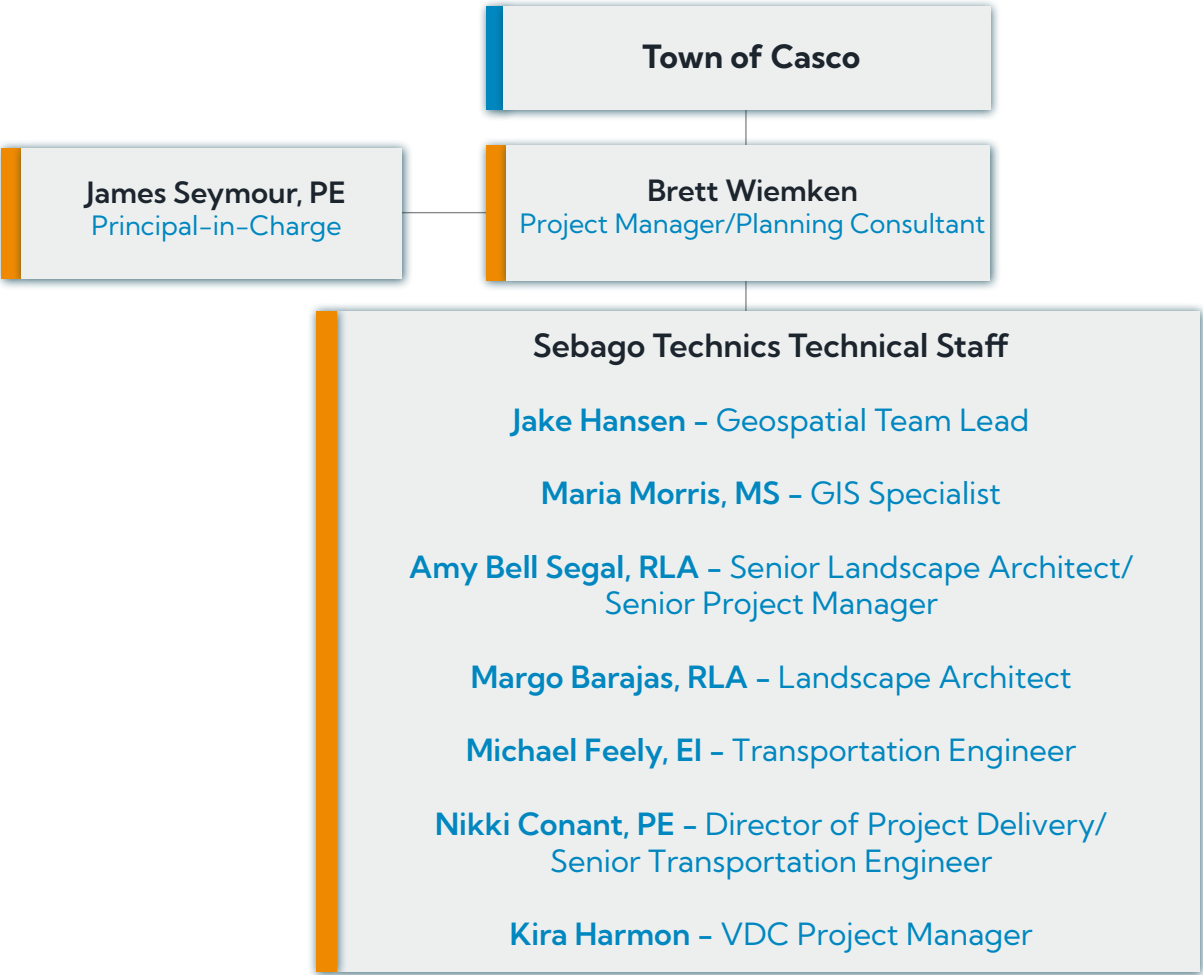




### 3. TEAM MEMBERS

Sebago Technics has assembled the following team qualified with direct experience in land use planning, public engagement, and policy change for Maine communities. Collectively, our team members have worked on ordinance changes for other municipalities, facilitated meaningful public engagement, and provided appropriate guidance on balancing economic development with community values. The resumes on the following pages detail the qualifications and relevant project experience of key personnel who will be dedicated to this zoning ordinance rewrite project.

**Brett Wiemken** will serve as the **Project Manager**, and will be the Town’s primary point of contact. Brett brings a unique dual perspective to this project, having worked on both sides of the municipal–consultant relationship. Previously, he served as the Senior Zoning Officer to Orange Township, Delaware County Ohio, before joining Sebago Technics. His municipal and regional planning background, combined with his expertise in consulting, enables him to translate complex planning principles into compelling visual concepts that resonate with both municipal staff and members of the community. Brett also has experience in leading zoning ordinance changes in the Towns of Raymond and Sebago, active transportation planning in Windham, transportation planning in Rockland, and other areas of extensive public engagement. As the Project Manager, Brett will coordinate work assignments and schedules across our entire team, will provide updates to Town staff, and will remain dedicated to meeting all milestones on time as established by Casco.

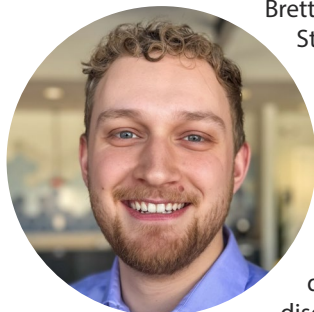


Additional staff may be available to assist for any given assignment as-needed to support project needs and schedules.

# BRETT WIEMKEN

Item 6.#

## Project Manager/Planning Consultant



Brett Wiemken joined Sebago Technics in 2023. He holds a degree in City & Regional Planning from The Ohio State University, underscoring his profound understanding of zoning law, planning practices, and land use development. As a member of the Entitlements Group within Project Delivery, Brett plays an important role in orchestrating seamless permitting processes and ensuring regulatory compliance with local, state, and federal review agencies.

In his role as Planning Consultant, Brett leads municipal planning efforts particularly in the Town of Raymond, and takes on land use ordinance revisions in the Town of Sebago, and coordinates development review in the Town of Poland. Brett frequently leads efforts related to policy research, public engagement design, and coordination of planning reviews and studies. He also uses his experience to facilitate meaningful discussions and generate ordinance changes in several towns to create lasting impacts in the communities we serve. He also serves as Project Manager for community transportation planning projects in the Town of Windham and the City of Rockland.

## EXPERIENCE



**Town of Raymond Planning Services:** Lead Planning Consultant managing Planning Board application reviews and site/subdivision project processing for the growing community. Coordinates comprehensive ordinance revisions and maintains regular office hours providing planning assistance to Town officials and residents. Analyzes development proposals, prepares detailed staff reports, and presents recommendations to the Planning Board. Works closely with developers and property owners to ensure compliance with local ordinances while facilitating project advancement.

**Town of Windham Active Transportation Plan:** Project Manager leading planning initiative focused on Windham's Growth Areas, including existing conditions data collection, stakeholder engagement coordination with Town staff and GPCOG, and team management to ensure timely project milestone delivery.

**City of Rockland Safe Routes to South School Planning and Design:** Project Manager overseeing planning study and conceptual design for school corridor improvements, including traffic analysis, public engagement with community and steering committee, development of design solutions to enhance pedestrian safety and economic vitality, and final report presentation aligned with the City's Comprehensive Plan.

**Other Municipal Planning Experience:** As Municipal Engineering Review and Planning Consultant for the **Towns of Poland** and **Sebago**, Brett provides planning and engineering services including site plan/subdivision reviews, ordinance development, and technical guidance to Planning Boards. He attends Planning Board meetings, prepares review memorandums and Findings of Fact documents, and holds regular public consultation hours.

**\*Orange Township Zoning Department - Delaware County, OH:** Served as Senior Zoning Officer for rapidly growing community of 35,000 residents. Spearheaded implementation of innovative New Urbanism community development and led comprehensive Zoning Code rewrite initiative with extensive public engagement. Managed Board of Zoning Appeals processes and administered township GIS database for planning analyses. Contributed to Active Transportation Plan adoption and 10-year Parks Master Plan development, while coordinating Comprehensive Plan implementation that preserved 40% open space allocation and balanced development pressures with environmental conservation goals.

*\*Prior to employment at Sebago Technics*

## EDUCATION



The Ohio State University  
Columbus, OH  
City & Regional Planning  
Minor: Architectural Studies  
2021

Columbus State Community College  
Columbus, OH  
Architectural CAD Drafting Certificate  
2022

## MEMBERSHIPS

American Planning Association (APA)  
Northern New England Chapter

## LEADERSHIP

Delaware Leadership Graduate, 2022  
Delaware County, OH Chamber of Commerce

## SKILLS

Proficient in Adobe Creative Suite  
(InDesign, Illustrator, Photoshop), ArcGIS,  
SketchUp, & Microsoft Office Suite



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# JAMES R. SEYMOUR, PE

Lakes Region/Western Maine Manager

Item 6.#



Jim Seymour joined Sebago Technics in 1993. His role encompasses management of projects relating to civil engineering designs for private residential and commercial developments, and providing engineering, planning and development review services for municipal clients. His specific engineering design experience includes roadways and site plan development, sewer/utilities, stormwater management plans and permitting, sediment and erosion control plans, and State and Federal wetland/environmental permits for residential, commercial, and municipal developments. Jim has strong experience in providing municipal planning and permitting review services. He has consulted with planning, code enforcement, and public services departments to assist many towns in various roles. The variety of projects that Jim has been involved with provides him with a well-balanced technical knowledge of planning and land use development issues and engineering experience. His experience with a variety of clientele provides a unique and positive insight to successfully communicate in a public forum and coordinate projects from design to construction stages.

## EXPERIENCE



### Municipal Planning/Engineering Review Experience:

**2012 - Present:** Jim has been the consulting Planner for the **Town of Raymond**, in charge of directing the Planning Board with processing various site/subdivision applications, coordinating new ordinance revisions, and construction observation. He also maintains weekly hours at the Town for general planner assistance.

**2012 - Present:** Jim has been providing planning and engineering consultation to the **Town of Poland** on an as-needed basis to assist the Planning Board with plan reviews and drafting ordinances.

**2008 - 2022:** Provided the **Town of Casco** planning services to assist the Planning Board with processing various site/subdivision applications, prepared ordinance revisions to the Shoreland Zoning per State requirements, and assisted in instituting a contract zone for Camp Sunshine.

**2011 - 2017:** Jim had been the consulting engineer for the **Town of Brunswick**, assisting the Town with peer reviews of site/subdivision applications and has drafted new ordinance revisions.

**1998 - 2008:** Provided construction monitoring for the **Town of Windham** with the responsibilities of reviewing bonding, stormwater management review, and providing onsite construction observations/reports.

**1998 - 2004:** Consulted with the **City of Portland** as Acting Development Review Coordinator, providing engineering peer review services and onsite construction observations to ensure compliance with approved plans.

The variety of projects that Jim has been involved with provides him with a well-balanced technical knowledge of planning and land use development issues and engineering experience. His experience with a variety of clientele provides a unique and positive insight to successfully communicate in a public forum and coordinate projects from design to construction stages.

Jim also currently has established Municipal General Service Agreements with the Towns of Cornish, Hiram, Porter, Sebago, and Baldwin, Maine where duties range from road reconstruction design to planner and engineering review assistance.

## EDUCATION



University of Maine, Orono, ME  
Bachelor of Science, Civil Engineering

## REGISTRATIONS

Professional Engineering:  
Maine #9984

Certified Professional in Maintenance and Inspection for Best Management Practices by Maine DEP and Inclusion on the Qualified Third Party Inspector List for the Long Creek Watershed Management District (May 2011)

## MEMBERSHIPS

Former Town of Windham  
Planning Board Member

New England Sports Turf  
Manager's Association (NESTMA)

Scarborough Little League  
Board of Directors League -  
President 2015 through 2017





# JACOB L. HANSEN

## Geospatial Team Lead

Item 6.#



Jake Hansen joined Sebago Technics in 2020 as a GIS Specialist and was promoted to Geospatial Team Lead in 2022. He brings extensive experience in GIS, field mapping, and geoscientific methods, supported by a robust research background. A skilled cartographer and problem-solver, Jake leverages GIS to develop innovative solutions for complex challenges and is adept at maintaining and analyzing geospatial data in both desktop and web-based applications. Proficient in scientific analysis, data management, and the operation of specialized equipment and software, Jake consistently delivers high-quality maps and technical outputs. In his role, he provides critical support to engineers, ensuring the locational accuracy of land data for civil design projects. By applying industry best practices and leveraging advanced tools, he collects, refines, and integrates high-accuracy geospatial data. Jake's unique combination of field expertise, digital mapping acumen, and geoscientific knowledge makes him an invaluable resource to the Sebago team.

## EXPERIENCE



**Freeport Projects Portal:** Jake is developing a public-facing web GIS for the Town of Freeport to showcase Town projects, including infrastructure improvements, economic development initiatives, and enhanced pedestrian and bicycle connections. The platform presents projects ranging from conceptual to complete stages, offering residents and stakeholders an accessible, interactive tool for exploring community developments. Complementing this public platform, Jake has created a private web GIS exclusively for the Town, enabling staff to efficiently update project details and manage associated information.

**Geographic Information Systems (GIS) Services:** Jake provides comprehensive GIS services, including data engineering, cleaning, and transforming geospatial datasets to ensure accuracy and usability for mapping, analysis, and decision-making. He also provides spatial analysis, performing slope and hydrographic studies, viewshed modeling, and visual impact assessments to deliver precise insights for complex projects. Additionally, he leverages geospatial applications to streamline fieldwork, enabling workers to access project data, determine positions, and record detailed field notes, including photos, through intuitive forms. To communicate results effectively, Jake utilizes online mapping tools, such as story maps and web applications, tailored for public engagement.

**Tax & Regulatory Mapping:** Jake specializes in tax mapping services, maintaining and updating cadastral data for municipalities and delivering high-quality maps and digital datasets. He also develops public-facing web GIS applications, ensuring accessible and user-friendly solutions for property records and other spatial data. Beyond tax mapping, Jake is experienced in ordinance-based regulatory mapping, including Maine's Guidelines for Municipal Zoning Ordinances, and supports municipalities with zoning and other regulatory maps tailored to local needs. With a background as a Certified Property Mapper in North Carolina, he brings expertise in property mapping and title research to every project.

**Programming & Automation in GIS:** Jake utilizes coding languages such as Python and Arcade to streamline GIS workflows, automate data processing, and enhance geospatial analysis. His work includes creating custom tools and scripts for efficient data manipulation, visualization, and reporting, improving overall project efficiency and accuracy.

## EDUCATION



East Tennessee State University,  
Johnson City, TN  
M.S. Geosciences - Geospatial Analysis  
Concentration, 2020

University of Maine at Farmington -  
Farmington, ME  
B.A., Geology, 2011

## CERTIFICATIONS

North Carolina Certified  
Property Mapper

## AWARDS

Michael D. Wilson Fellow,  
2010-2011

Best Student Poster – 37th  
Annual Colloquium of the  
Atlantic Geoscience Society,  
2011



# MARIA MORRIS, MS

GIS Specialist

Item 6.#



Maria Morris joined Sebago Technics in 2022 as a GIS Specialist. Maria is a graduate from the University of Glasgow with a Master's Degree in Geoinformation Technology & Cartography. At Sebago, Maria develops cartographic products such as existing conditions plans, natural resource exhibits, web-mapping applications, and earth surface models. She designs and manages desktop and web-based geospatial databases for field data collection and land information analysis. Maria's work provides insight into site constraints and opportunities and promotes design decisions that ensure the safety of the community and responsible stewardship of natural resources.

## EXPERIENCE



**Casco Open Space Inventory – Casco, ME:** Maria worked closely with the Town of Casco Open Space Commission to update their Open Space & Conserved Land Map with new parcel data and topographic information. In the process of developing the map, the need for an Open Space Inventory became apparent. Maria designed a web-based inventory categorizing the different kinds of open space in Casco that included pertinent information about open space locations, and functions as a living database for collaboration between commission members and organizations. Along with the Open Space & Conserved Land Map and Inventory, Maria designed a web-based map of Casco Open Spaces to be embedded on the Town's website for the public.

**Tax Mapping:** The Sebago Geospatial Team provides regular tax map update services for the Towns of Poland, Raymond, Kingfield, Starks, Dayton, Buxton, and Waterboro, Maine. This includes digitization of paper tax maps, annual tax map updates, digital and hard copy map production, integration with assessing database information, web-mapping and hosting services, and data management for collaboration with municipalities, community organizations, and other consultants. The Geospatial Team takes pride in delivering accurate, timely, high-quality products while providing excellent customer service to develop meaningful, lasting relationships with our clients.

**Federal Grant Compliance & Grant Writing Services:** As part of the larger Entitlements Team, Maria works on NEPA Compliance documentation for federally funded projects for private non-profits as well as municipalities. These projects include The Kita Center (Camp Kita) Facility Expansion, The YMCA Outdoor Learning & Education Center of Lewiston-Auburn, and the Lower Central Avenue Complete Streets Improvement Project in Dover, New Hampshire. In addition, Maria consults with municipalities and external grant writers to provide guidance on grant writing and develops exhibits and narratives for award applications.

**Feasibility and Suitability Analysis:** With comprehensive experience in data management in a variety of geospatial software, Maria provides data-driven insights for municipal planning and site suitability, including: an open spaced and conserved land inventory for the Town of Casco, Maine, a mountain-wide terrain analysis for Pleasant Mountain of Maine; a web-mapping application for traffic signal replacement prioritization in central Maine; and site selection for ~200 tree plantings in the Bayside Neighborhood of Portland, Maine.

**Field Data Collection:** Maria develops web-based Mobile Maps & Field Mapping applications for field workers to efficiently and safely locate features including natural resources, existing site features, and proposed design elements. Maria integrates field collected information into figures and digital products for project evaluation, design and permitting.

## EDUCATION



University of Glasgow, Scotland  
M.S., Geoinformation Technology &  
Cartography (with Merit),  
2022

Vassar College, Poughkeepsie, NY  
B.A. in Environmental Studies  
(Honors), 2016

University of Maine Grant Writing  
Certificate Program

## COMMUNITY ENGAGEMENT

Great Works Regional Land Trust –  
Volunteer – GIS Trail Map Designer

Maine Outdoor Film Festival –  
Volunteer – Submission Screener

Mahoosuc Land Trust – Volunteer –  
Trail Map Designer



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# AMY BELL SEGAL, RLA

Vice President, Landscape Architecture

Item 6.#



Amy Bell Segal joined Sebago Technics in 2020. In the course of her 30+ year career, Amy has worked on a wide variety of projects in the public and private sectors across Maine and New England. Her work has included site planning, permitting and construction management for residential, commercial, institutional, and industrial properties as well as recreation, trail, and community planning. In recent years she has completed significant work in visual impact assessments for large scale renewable energy projects. She has earned a wonderful reputation through great work, relationships and communication.

In 2025, she was elevated to Vice President of Landscape Architecture. In this role, Amy oversees strategic direction, mentorship, and integration of landscape architecture across Sebago's multidisciplinary team.

## EXPERIENCE



**Open Space Inventory – Casco, ME:** Collaborated with Sebago's Geospatial Team to catalog recreational assets and conducted stakeholder engagement with the Open Space Commission, citizens, and land trusts. Created visual communication tools including custom maps and an interactive web platform to promote public awareness and support the town's conservation and funding acquisition goals.

**Portland Harbor Common Lot (Phase 1), Portland, ME:** Part of design team working with City staff and community working group to transform an oceanfront parking lot between Ocean Gateway and Maine State Pier into a park amenity for residents and visitors. Led the design charette's and stakeholder engagement meetings

**Portland Tree Canopy Project, Portland, ME:** Working with Parks and Forestry Staff to plan and implement tree planting strategies to increase the canopy within Bayside and Downtown neighborhoods.

**Shore Road Improvement Project, Cape Elizabeth, ME:** Working with transportation engineers and Town staff to provide pedestrian and bicyclist amenities within road reconstruction design. Prepared visualizations from key locations for public outreach.

**Deering Corner Roundabout, Portland, ME:** Designed pedestrian and landscape amenities adjacent to roundabout and within stormwater infrastructure. Collaboration with Metro and University of Southern Maine gateway planning. Worked with artist on sculpture placement and lighting.

**Lakeside Norway, Norway, ME:** Designed a six-acre four-season event and recreation center and new brewery for Norway Brewing Company on Lake Penesseewassee within the Downtown Gateway Area.

**Red Cross Park Renovation, Greenville, ME:** Master Plan for renovation of six-acre park on Moosehead Lake that provides swimming and boating access. Plan included shoreland stabilization, improved parking, accessibility, playspace, trails, and a pump track.

**\*Bonney Park, Androscoggin Riverwalk, Riverpark, Moulton Park Rail Trail, and Little Andy Park, Auburn, ME:** A series of linked open spaces along the Androscoggin River. Design, permitting, and construction management.

**\*Scarborough Municipal Campus Master Plan – Scarborough, ME:** Developed in collaboration with Town Staff, the Master Plan provides short, medium, and long-term planning strategies for balancing future school development and recreational open space needs with environmental limitations.

*\*Prior to employment at Sebago Technics*

## EDUCATION



BSLA, Cornell University  
Denmark International Study, 1992

## REGISTRATIONS

Maine Licensed Landscape Architect  
#2265  
CLARB Certified

## SPECIAL TRAINING

MeDEP Low Impact Development  
Stormwater BMP training  
Courses in ADA standards, Complete  
Streets, Sustainable Sites (ASLA LEED equiv)

## PROFESSIONAL EMPLOYMENT

2020 - Present: Sebago Technics, Inc.  
South Portland, ME

1992 - 2020: TJD&A  
Landscape Architects & Planners  
Yarmouth, ME

1988 - 1992: Bell & Spina Architects  
Camillus, NY



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# MARGO BARAJAS, RLA

Landscape Architect

Item 6.#



Margo Barajas joined Sebago Technics in January of 2023. Margo is a highly qualified Landscape Architect with a Master of Landscape Architecture degree from the University of Oregon. She has nearly a decade of experience and holds a Maine license as a Landscape Architect. She currently works as a part of the Project Delivery Team at Sebago Technics, bringing her extensive design and project management skills to the company.

## EXPERIENCE



**\*South Windham Villages Master Plan – Windham, ME:** Adopted in 2023. Part of the design and planning team for the development of a master plan focused on a community-guided vision for the Villages of South Windham and Little Falls in Windham, Maine. The plan updated the 1998 South Windham-Little Falls Revitalization Plan and was created to better understand and identify the Villages defining character, acknowledge the past, and illustrate a framework for future land use decision-making.

**Town of St. George Coastal Resiliency Project – St. George, ME:** Part of the project team for the public engagement and conceptual design charrette for innovative coastal resiliency planning to address sea level rise through 2100. Helped run community events and virtual reality experiences for residents to visualize climate impacts. Contributed to prioritized action plans resulting in selection of critical roadway designs and coastal erosion mitigation. Margo is the Landscape Architect currently working on the alternatives analysis, conceptual design drawings with plan views, cross-sections and detailing for the design of Factory and Cold Storage Roads and associated at-risk infrastructure.

**Portland Harbor Common – Portland, ME:** Part of design team converting a surface parking lot on Portland Waterfront to active and passive park space. The project is Phase 1 of Portland's Casco Bay waterfront master plan.

**Narragansett School Playground – Gorham, ME:** Worked with school staff to design and construct a preschool playground completed in August 2024.

**Waypoint Playground – Stratham, NH:** Responsible for site layout and detailing at a small playground for children with disabilities 3 years and younger. Constructed in September 2024.

**\*Homeless Services Center – Portland, ME:** Worked with City of Portland, Developers, and extensive project team on the site and amenity space design at the recently completed HSC. Project completed April 2023.

**\*Jackson Labs Workforce Housing – Bar Harbor, ME:** Twenty-four unit workforce housing project with tenant amenity space, including a playground.

**\*Woodfords Family Services – New Gloucester, ME:** Designed upgrades to a playground at a daycare center.

\*Prior to employment at Sebago Technics

Sebago Technics

## EDUCATION



University of Oregon, College of Design  
Master of Landscape Architecture, 2018  
Master's Project: *"Designing for Sea Level Rise: Back Cove, Portland, Maine."*

Boston University,  
College of Communication  
B.S. Journalism, 2009  
London Internship Program, 2008

## REGISTRATIONS

Maine Licensed Landscape Architect: #5544

## MEMBERSHIPS

American Society of Landscape Architects,  
Member of Maine Section 2018 - Present

Oregon State University, Extension Service,  
Master Gardener, 2015 - 2016  
Corvallis, Oregon

## AWARDS

American Society of Landscape Architects  
Honor Award for Communications  
*What's Out There: Cultural Landscapes Guides*,  
The Cultural Landscape Foundation

**SEBAGO**  
T E C H N I C S

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# MICHAEL S. FEELY, EI

## Transportation Engineer

Item 6.#



Michael Feely interned for Sebago Technics in 2022 and joined the team full-time in 2023 and bringing fresh perspective and technical knowledge to Sebago Technics' transportation team. He has contributed to major infrastructure projects including the three-mile Broadway Pedestrian Improvements in South Portland, the Casco Bay Bridge bicycle safety redesign, and the Route 2 Planning Study featuring roundabout solutions in Orono. Experienced in roadway design, ADA-compliant design, multimodal transportation solutions, and traffic calming strategies, Michael combines his University of Maine civil engineering education with practical problem-solving to help communities create safer, more accessible transportation networks.

## EXPERIENCE



**City of Rockland Safe Routes to School Planning and Design – Rockland, ME:** Lead transportation engineer for a transportation planning study and conceptual design project for key corridors serving South School. The project includes assessment of existing conditions, traffic operations, and safety data at six intersections. The project includes a robust public engagement process, development of various preliminary conceptual design alternatives with cost estimates, street-view renderings, and 3D visualizations that balance complete street/multimodal safety improvements with vehicular traffic flow.

**Broadway Pedestrian Improvements – South Portland, ME:** Served as a design engineer on a Locally Administered Project (LAP) for the design of pedestrian facility improvements along approximately three miles of Broadway and the Greenbelt Pathway. The project included the reconstruction of pedestrian ramps and crossings for ADA compliance, new sidewalk construction for increased connectivity, and the realigning of an intersection for traffic calming and access management purposes.

**Route 2 Planning Study – Orono, ME:** Serving as a design engineer on a transportation planning study for the Town of Orono. The study extends over three miles along the Route 2 corridor in Orono, consisting of improvements to vehicular traffic and bicycle and pedestrian facilities. Michael is assisting in the development of the concept plans for multiple options, which include the installation of new roundabouts at several intersections.

**Route 4/236 Corridor Improvements – South Berwick, ME:** Currently serving as the design engineer for the Route 236/Route 4 corridor improvements project in South Berwick. The design is an extension of the previous planning study efforts completed by Sebago to signalize two major intersections and complete corridor improvements. The project is currently working through the horizontal and vertical alignment establishment with MaineDOT.

**Broadway and Church Street Sidewalks – South Portland, ME:** Served as the design engineer on two new sidewalk projects along Broadway and Church Street in South Portland. The design is an extension of previous planning efforts completed by Sebago and includes new curb with bituminous sidewalk, and crosswalk locations with Rectangular Rapid Flashing Beacons (RRFBs)

**Gray-New Gloucester Road and School Complex Safety Improvements – Gray, ME:** Serving as the lead design engineer to enhance pedestrian safety along Libby Hill Road and Route 26 corridor within the school zone. The project includes approximately 2,200 linear feet of new sidewalk construction, 550 linear feet of curb and sidewalk replacement/enhancement for ADA compliance, improved crosswalks, drainage design, lighting, and a pedestrian and bicycle shared path entering into the school campus.

## EDUCATION



University of Maine - Orono, ME  
B.S., Civil Engineering  
Concentration: Transportation  
Engineering  
2023

## CERTIFICATIONS

Engineering Intern #8198  
NETTCP Paving Inspector Certification:  
#5994

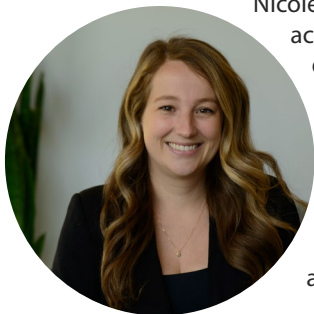
## AWARDS

University of Maine  
2023 Outstanding Senior Award for  
Civil & Environmental Engineering

# NICOLE L. CONANT, PE

Director of Project Delivery

Item 6.#



Nicole Conant joined Sebago Technics in 2018 as a Transportation Engineer. Since joining the firm, she has been actively involved in a diverse number of traffic and transportation projects including roadway and multimodal design, traffic signal design, traffic permitting, and planning studies. In her role as Director of Project Delivery, Nikki leads a multidisciplinary team responsible for designing, permitting, and facilitating all aspects of a project from initial planning through final construction across Sebago's disciplines. Project Delivery ensures efficient execution, regulatory compliance, and sustainable solutions for a wide range of infrastructure and development projects. As a part of that, Nikki is responsible for the overall management of the Project Delivery Team, resource allocation, and team development. Her ability to bridge technical work with the human side of clients, the company, and the Project Delivery Team has made her a tremendous asset and leader. In addition to all the above, Nikki also serves as a Project Manager overseeing a variety of clients and notable projects.

## EXPERIENCE



**Route 2 Planning Study (WIN 026802.00) – Orono, ME:** Served as the Internal Project Manager and Technical Lead for a 3-mile planning study along Route 2 (Main Street and Park Street) in Orono. Efforts included a review of existing conditions, significant traffic analysis, concept plan development for alternatives, and working with the public, Town, and Town Council to identify solutions to submit for funding opportunities. The concepts considered roundabout intersection treatment, updated traffic signalization, bicycle and pedestrian facilities, and traffic calming treatments. The findings were submitted in the form of a Final Report.

**Broadway Pedestrian Improvements – South Portland, ME:** Currently serving as the Project Manager for pedestrian spot improvements along the Broadway corridor in South Portland. The project is operating through the LAP program and includes pedestrian upgrades along Broadway, the Greenbelt Pathway, and the intersection realignment of Hill Street. The project recently submitted Plan Impacts Complete (PIC).

**Cape Elizabeth Sidewalks – Cape Elizabeth, ME:** Served as the Lead Engineer and Internal Project Manager on two new sidewalk segments along Route 77 (Ocean House Road) in Cape Elizabeth. Both segments included new concrete sidewalks with granite curb and esplanade space for street trees and ornamental lighting, in line with Cape Elizabeth's Town Center Standard. Phase 1 went forward to construction in 2020 utilizing Municipal Partnership Initiative (MPI) funding. Phase 2 received LAP funding and proceeded through the process and into construction in 2023.

**Freeport Intersection Planning Study – Freeport, ME:** Served as the Project Manager for a planning study in Freeport in 2024 to analyze two intersections for improvement options. Analysis included sight distance and geometry considerations, signage applications, and right-of-way analysis. Concept plans and cost estimates were completed, and the results of the analyses were detailed in a memorandum report for the Town's use.

**Factory Pasture Lane Sidewalk (WIN 019392.00) – Kennebunk, ME:** Served as the Project Manager on an LAP for new sidewalk on Factory Pasture Lane and Depot Street in Kennebunk. The project included new sidewalk with curb, drainage, and reclamation of the roadway. Given the project was along a local roadway, Sebago was responsible for creating right-of-way maps for permanent and temporary rights and coordinating the right-of-way process with the Town and retained Appraisers.

**Westbrook Street Shared Use Path – South Portland, ME:** Served as the Project Manager and Lead Engineer on the development of a shared use path along Westbrook Street in South Portland. The project was multi-phased with the first phase including a portion of the path that traversed under an existing bridge overpass. To avoid impacts to the existing bridge, the path was designed on a retaining wall with pedestrian railing. Phase 2 included a mill and overlay, adjusted curb line with associated drainage, and upgraded pedestrian infrastructure at signalized intersections. Phase 3 was completed in 2024, similarly with new curb, widened sidewalk, and pedestrian infrastructure at signalized intersections.

## EDUCATION



University of Maine - Orono, ME  
B.S., Civil Engineering, 2015

## REGISTRATIONS

Professional Engineer: ME #16089

## MEMBERSHIPS

WTS Maine - Secretary,  
Board Member, 2025

Institute of Transportation Engineers

## CERTIFICATIONS

Local Project Administration Certification  
MaineDOT

IMSA Work Zone Temporary Traffic Control  
Technician (Cert # ZZ\_119837)

IMSA Traffic Signal Technician Level I (Cert #  
AA\_119837)

IMSA Traffic Signal Design/Engineering  
Technician Level II (Cert #BD\_119837)

IMSA Traffic Signal Construction Technician  
Level II (Cert #BC\_119837)

IMSA Traffic Signal Field Technician Level II  
(Cert #BE\_119837)



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# KIRA A. HARMON

Item 6.#

## Virtual Design and Construction Project Manager



Kira Harmon joined Sebago Technics in 2019 as a 3D Modeler/CAD Technician working with the Survey-Geomatics group to produce digital deliverables for municipal, federal, and private sector projects. She holds an associate degree in Architectural and Engineering Design from Southern Maine Community College. She brings comprehensive expertise in 3D modeling technologies and project management, including mastery of point cloud data extraction and photorealistic rendering techniques. As a key member of the digital services team, Kira orchestrates complex modeling workflows and ensures quality standards across diverse project portfolios.

In her current role as Virtual Design and Construction (VDC) Project Manager, Kira serves as the primary coordinator for all 3D modeling and graphics services, directing project scoping and estimating while developing critical processes and standards. Her deep understanding of project requirements and technical expertise enables her to serve as an integral project team member, providing essential digital foundations and valuable strategic insight that enhance client presentations and project deliverables.

### EXPERIENCE



**Route 2 Planning Study (WIN 026802.00) – Orono, ME:** Managed high-definition laser scanning and 3D visualization efforts for the Town of Orono's Main Street corridor (1.4 miles), capturing detailed topographic data and creating compelling renderings of proposed land use scenarios and streetscape improvements. Collaborated with IOV Planning to develop visualizations that successfully communicated the community's vision and supported the Town's Comprehensive Plan development process.

**Portland Harbor Common – Portland, ME:** Part of survey-geomatics team converting a surface parking lot on Portland Waterfront to active and passive park space. The team documented existing conditions including topography, subsurface utilities, and retaining structures to support resilient design addressing sea level rise and storm mitigation. The project is Phase 1 of Portland's Casco Bay waterfront master plan.

**Main Street – Orono, ME:** In 2020, the Maine Department of Transportation commissioned Sebago Technics to conduct a traffic study along the corridor from Kelley Road to the Stillwater River Bridge in Orono. This project engaged both Sebago's survey/geomatics and transportation engineering divisions. Kira played a key role in the survey component, utilizing high-definition laser scanning technology to extract detailed survey features and geometry. Her work produced a comprehensive existing conditions plan for the entire roadway segment. This advanced scanning approach enabled the Sebago team to collect more accurate and significantly denser data, providing transportation engineers with superior information for both their analytical studies and design work.

**Intersection of Route One and Sawyer Road – Scarborough, ME:** In 2024, Sebago Technics was contracted to update an existing conditions survey at the Route One and Sawyer Road intersection in Scarborough, Maine as part of the Safe Streets for All initiative. Kira played an integral role in both data collection and processing, operating high-definition laser scanning equipment to gather all relevant site information. She subsequently processed this data to extract survey features and geometric elements, creating a comprehensive existing conditions plan for the entire intersection. This advanced scanning methodology allowed the Sebago team to deliver exceptionally accurate and dense data, providing transportation engineers with superior information for their analysis and design work.

### EDUCATION



Southern Maine Community College  
South Portland, ME  
Associates of Applied Science,  
Architectural and Engineering Design  
2019

### CERTIFICATIONS

OSHA 10-hour Construction Safety

CPR & First Aid

## 4. COST PROPOSAL

Sebago Technics has developed a detailed budget based on the proposed scope of work and our understanding of project requirements. Our pricing reflects the necessary time and expertise to complete each task item, from initial stakeholder coordination through ordinance adoption. We have structured the budget by each task phase to provide transparency in project costs, and to facilitate any necessary scope adjustments during contract negotiations. The proposed budget includes estimated hours and hourly rates for all personnel, with not-to-exceed amounts by project task. Our team is committed to delivering quality results to maximize value for the Town of Casco.

PROJECT TASK	FEE
Task 1 - Project Management/Coordination/Meetings	<b>\$6,060.00</b>
<i>Kick-off Meeting</i>	\$955.00
<i>Overall Coordination</i>	\$5,105.00
Task 2 - Existing Conditions Analysis	<b>\$11,430.00</b>
Task 3 - Public Engagement	<b>\$6,155.00</b>
Task 4 - Document Development	<b>\$9,230.00</b>
Task 5 - Draft Report & Presentations	<b>\$9,430.00</b>
Task 6 - Final Report & Adoption Support	<b>\$4,050.00</b>
<b>Reimbursables</b>	<b>\$1,365.00</b>
<b>TOTAL FEE</b>	<b>\$47,720.00</b>

### Services Not Included

Specialized assessments and studies, including traffic  
 Legal reviews  
 Site-specific engineering or design services  
 Environmental assessments  
 Post-adoption training  
 Survey services  
 Permitting services  
 Grant writing  
 GIS database creation

## SEBAGO TECHNICS COST PROPOSAL FORM

**Project Title/Location:** Planning Services for Zoning Rewrite in Casco Village District  
**Service Area or Phase of Work:** Planning  
**Orig. Date:** November 13, 2025  
**Revised Date:**  
**Contact Name:** Brett Wiemken

	Principal-in-Charge [James Seymour]	PM / Planning Consultant [Brett Wiemken]	Principal Landscape Architect [Amy Bell Segal]	Landscape Architect [Margo Barajas]	Transportation Engineer [Michael Feely]	Geospatial Team Lead [Jake Hansen]	GIS Specialist [Maria Morris]	Virtual Design Coordinator [Kira Harmon]	TOTAL	
Task Descriptions	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	
Task 1 – Project Management / Coordination / Meetings										
<i>Kick-Off Meeting</i>	2.50	4.00	0.00	0.00	0.00	0.00	0.00	0.00	6.50	
<i>Overall Coordination</i>	2.00	26.00	2.00	2.00	2.00	1.00	2.00	1.00	38.00	
Task 2 – Existing Conditions Analysis	2.00	40.00	0.00	32.00	0.00	2.00	14.00	0.00	90.00	
Task 3 – Public Engagement	4.00	16.00	4.00	10.00	0.00	1.00	8.00	0.00	43.00	
Task 4 – Document Development	6.00	45.00	4.00	10.00	2.00	0.00	0.00	0.00	67.00	
Task 5 – Draft Report & Presentations	4.00	28.00	1.00	12.00	2.00	2.00	4.00	16.00	69.00	
Task 6 – Final Report & Adoption Support	4.00	16.00	1.00	2.00	0.00	0.00	2.00	4.00	29.00	
TOTAL HOURS	24.50	175.00	12.00	68.00	6.00	6.00	30.00	21.00	342.50	
HOURLY RATE	\$190.00	\$120.00	\$260.00	\$135.00	\$150.00	\$125.00	\$120.00	\$150.00		
DIRECT LABOR TOTAL	\$4,655.00	\$21,000.00	\$3,120.00	\$9,180.00	\$900.00	\$750.00	\$3,600.00	\$3,150.00	\$46,355.00	
DIRECT EXPENSES									Total Labor = \$46,355.00	
Subconsultant	\$0.00									Total Direct Expenses = \$1,365.00
Printing, Post Cards (Public Engagement)	\$1,150.00									Total Fee = \$47,720.00
Mileage (currently \$.70 per mile)	\$215.00									
TOTAL DIRECT EXPENSES =	\$1,365.00									

**Notes:**

- Task 5 and 6 include public hearings as detailed in our Scope of Services
- Hours shown for meetings include prep time and potential drive time





## Proposal For Professional Services Planning Services for Zoning Rewrite in Casco Village District Hourly Rates 2025

<b>Engineering/Permitting/Project Management</b>	<u>Rate/Hr</u>
Principal (Engineering and Transportation).....	\$ <b>260.00</b>
Senior Project Manager/Senior Transportation Engineer.....	\$ <b>190.00</b>
Project Manager.....	\$ <b>175.00</b>
Professional Wetlands Scientist.....	\$ <b>165.00</b>
Senior Project Engineer.....	\$ <b>160.00</b>
Senior Traffic Engineer.....	\$ <b>155.00</b>
Senior Geologist/ Transportation Engineer/ Traffic Engineer.....	\$ <b>150.00</b>
Project Engineer / Entitlements Manager/Senior Environmental Scientist.....	\$ <b>140.00</b>
Senior Civil Engineer.....	\$ <b>130.00</b>
Planner / Senior Construction Inspector.....	\$ <b>120.00</b>
Civil Engineer .....	\$ <b>115.00</b>
Permitting Specialist / Environmental Scientist.....	\$ <b>110.00</b>
Construction Inspector / Field Engineer.....	\$ <b>95.00</b>
<b>Landscape Architecture</b>	
Principal (Landscape Architecture).....	\$ <b>260.00</b>
Senior Landscape Architect.....	\$ <b>190.00</b>
Landscape Architect.....	\$ <b>135.00</b>
Landscape Designer.....	\$ <b>110.00</b>
<b>Surveying/Geomatics/CAD</b>	
Principal (Survey).....	\$ <b>240.00</b>
Senior Professional Land Surveyor.....	\$ <b>165.00</b>
Professional Land Surveyor / Virtual Design Coordinator.....	\$ <b>150.00</b>
3-D Modeler.....	\$ <b>145.00</b>
CAD Manager.....	\$ <b>140.00</b>
Senior GIS Specialist .....	\$ <b>125.00</b>
GIS Specialist / Microstation CAD Technician.....	\$ <b>120.00</b>
Senior Surveyor / Senior CAD Designer / Deed Researcher.....	\$ <b>115.00</b>
Surveyor / Field Crew (per member) / CAD Designer.....	\$ <b>95.00</b>
Survey Technician / CAD Technician.....	\$ <b>90.00</b>
Robotic/GPS Crew (surveyor + equipment).....	\$ <b>145.00</b>
Reality Capture (HDS/UAS) Services - Field/Office.....	\$ <b>190.00 / \$120.00</b>
<b>Administrative</b>	
Principal.....	\$ <b>260.00</b>
Project Assistant.....	\$ <b>90.00</b>
Project Accountant.....	\$ <b>90.00</b>

All amounts due Sebago Technics, Inc. shall be due and payable upon invoice. Invoiced amounts for professional time shall be billed at the hourly rates cited above for the time incurred on the project or in accordance with proposal terms. Hourly rates are effective through 12/31/25, unless otherwise noticed. Overtime may be charged at 1.5 x hourly rate. Expert witness services will be provided at a minimum of 2.0x the rate noted above. Reimbursable expenses, including administrative fees, shall be included on invoices as the expenses are incurred. Subconsultant and/or vendor services will be billed at cost plus 15%. Any sales, service, or use taxes levied by any governmental authority which would be deemed applicable by Sebago Technics, Inc. will be invoiced in addition to any stated fee and/or reimbursable limits. Sebago Technics, Inc. reserves the right to suspend work or terminate this Agreement and charge 1.5% interest per month on invoiced amounts due which are more than thirty (30) days past due. All attorney fees, court costs, accrued interest and other interest and other collection costs incurred during collection procedures for delinquent accounts shall be paid to Sebago Technics, Inc.

## 5. REFERENCES

We offer the following municipal references who can attest to our responsiveness, flexibility, and proven track record of delivering high-quality services within budget and on time. We encourage you to contact them as part of your considerations:

**Jason Williamson**

Code Enforcement Officer  
Town of Raymond  
Raymond, ME 04071  
(207) 644-4742  
Jason.williamson@raymondmaine.org

**Jennifer Carter**

Sustainability & Community Development Coordinator  
City of Rockland  
Rockland, ME  
(207) 593-0637  
jcarter@rocklandmaine.gov

**Stephen Puleo**

Director of Planning  
Town of Windham  
Windham, ME 04062  
(207) 894-5960  
sjpuleo@windhammaine.us

**Maureen O'Meara**

Town Planner  
Town of Cape Elizabeth  
Cape Elizabeth, ME 04107  
(207) 799-0115  
Maureen.omeara@capeelizabeth.org

**Mitch Stone**

Director of Economic Development  
Town of Orono  
Office of Community Development  
(207) 889-6914  
mstone@orono.org



Jim Seymour, PE and Brett Wiemken at a recent Planning Board meeting for the Town of Raymond, Maine. Click [here](#) to view the video.



We appreciate the dedication demonstrated  
by **the Town of Casco** and its citizens to  
building a better future.

Sebago Technics thanks you for your  
consideration to **shape this future, together.**



**CONTRACT ZONING AGREEMENT**  
**BY AND BETWEEN THE INHABITANTS OF THE TOWN OF CASCO**  
**AND**  
**CASCO LIBRARY ASSOCIATION**

This Contract Zoning Agreement (the “Agreement”) is entered into this \_\_\_\_ day of \_\_\_\_\_, ~~2025~~2026, by and between the **Inhabitants of the Town of Casco**, a Maine municipal corporation with a mailing address of 635 Meadow Road, Casco, Maine 04015 (the “Town”) and the **Casco Library Association** (the “Library”), a Maine nonprofit corporation with a mailing address of PO Box 420, Casco, Maine 04015, pursuant to the Conditional and Contract Rezoning Provisions set forth in 30-A M.R.S. § 4352 (the “Act”) and Section 215-3.4 of the Town of Casco Zoning Ordinance (“Zoning Ordinance”), as may be amended from time to time.

WHEREAS, the Library’s building (the “Library Building”) is partially constructed on an approximately 9,000 square foot parcel of land owned by the Library and commonly known as 5 Leach Hill Road in Casco, which is more particularly described in a certain warranty deed to the Library from Raymond M. Thorne dated January 28, 1947 and recorded in the Cumberland County Registry of Deeds in Book 1862, Page 15 (the “Original Library Property”), which Original Library Property abutted Leach Hill Road at the time it was conveyed to the Library; and

WHEREAS, the Town is the current record owner of certain real property adjacent to the Original Library Property, including a certain approximately 6,000 square foot parcel of land that borders the Original Library Property to the south, as more particularly described in a certain warranty deed to the Town from Raymond Thorne dated March 31, 1949 and recorded in the Cumberland County Registry of Deeds in Book 1973, Page 349 (the “Firehouse Lot”), and a certain approximately 78,960 square foot parcel of land that borders the Original Library Property to the west, as more particularly described in a certain warranty deed to the Town from Raymond Thorne dated August 9, 1966 and recorded in the Cumberland County Registry of Deeds in Book 2973, Page 619 (the “Town Office Lot”); and

WHEREAS, on or about March, 1979, the Casco Town Meeting, being the legislative body of the Town, authorized the Town to grant the Library an easement over the portion of the Town Office Lot immediately to the west of the Original Library Property’s western property line “in order to facilitate an addition on the rear of the present building,” which portion of the Town Office Lot was subsequently determined by the Select Board to be a 20’x90’ area (the “Former Easement Grant”); and

WHEREAS, on or about March 10, 1990, the Casco Town Meeting, authorized the transfer of the Town’s “title and interest in the town building formerly known as the Casco Village Fire Station,” which building is located on the Firehouse Lot, from the Town to the Library “under the terms the Selectmen deem in the best interest of the Town of Casco to facilitate the future expansion of Casco Public Library” together with “what land is required for the project” (the “Former Land Transfer”); and

WHEREAS, in 1991, in reliance on the Casco Town Meeting’s authorization of the Former Land Transfer, the Library expanded the Library Building’s footprint onto portions of the Firehouse Lot that the Library believed it would be granted title to; and

WHEREAS, in the late 1990s, the Town discontinued the portion of Leach Hill Road that abutted the Original Library Property and constructed the Village Green thereon, eliminating the Original Library Property's street frontage, parking, and access; and

WHEREAS, in 2002, in reliance on the Casco Town Meeting's authorization of the Former Land Transfer and Former Easement Grant, the Library expanded the Library Building's footprint onto additional portions of the Firehouse Lot that the Library believed it would be granted title to and portions of the Town Office Lot (the "2002 Addition"); and

WHEREAS, neither the Former Easement Grant nor the Former Land Transfer occurred as originally planned and still had not by the time the Village Green and 2002 Addition were constructed; and

WHEREAS, the Library intends to rebuild two rooms that are not viable in the long run, as well as construct another addition to the Library Building in the near future to better accommodate growing community needs (the "Expansion/Rebuild"); and

WHEREAS, since the authorization of the Former Easement Grant and Former Land Transfer, the Zoning Ordinance has been amended such that the Library Property is a nonconforming lot and the Library Building is a nonconforming structure, changes to both of which are proscribed by the Zoning Ordinance except in accordance with regulations that the Library is unable to satisfy except through execution of this Agreement; and

WHEREAS, the Library's extensive history of collaboration with the Town to serve the community over the past several decades has proven beneficial to all parties involved and the Town and Library wish to maintain this collaborative, supportive relationship; and

WHEREAS, the Town and the Library wish to facilitate the substantial equivalent of the Former Land Transfer and Former Easement Agreement in a manner that is consistent with the Zoning Ordinance; and

WHEREAS, to partially accomplish the aforesaid goal, the Town has granted the Library, by Warranty Deed of even date herewith to be recorded in the Cumberland County Registry of Deeds, an approximately 11,202 square foot parcel of land (the "Acquired Library Property") adjacent to the Original Library Property on the south and west and comprised of land formerly included in the Firehouse Lot and Town Office Lot, all as more particularly described in **Exhibit B** attached hereto and incorporated herein by reference; and

WHEREAS, to further partially accomplish the aforesaid goal, the Town and the Library have entered into a certain Easement Agreement of even date herewith to be recorded in the Cumberland County Registry of Deeds, which agreement establishes the Town and Library's rights and responsibilities with respect to those physical features that are located on the property of the other or that otherwise serve them both (the "Easement Agreement"); and

WHEREAS, to fully accomplish the aforesaid goal, the Town intends to execute this Agreement to cover the Original Library Property and the Acquired Library Property (referred to collectively herein as either the "Library Property" or as the "Contract Zone Area"), which

properties shall merge and become a single lot (as that term is defined in the Zoning Ordinance) by virtue of coming under common ownership on the date hereof and being described together as one parcel in the Easement Agreement; and

WHEREAS, under the terms of this Agreement, the Contract Zone Area will be established in order to reflect the existing development of public uses on the Library Property, while also ensuring that the Expansion/Rebuild can be performed in compliance with the Zoning Ordinance; and

WHEREAS, the Agreement will achieve these goals by reducing the minimum lot size within the Contract Zone Area, setting minimum structure setbacks that are consistent with the existing location and planned expansion of the Library Building, which has existed for decades, and modify certain applicable performance standards; and

WHEREAS, this Agreement is consistent with the 2024 Casco Comprehensive Plan, including, without limitation, Page 44 thereof, which specifically notes the importance of maintaining and expanding the existing civic buildings and spaces within Casco Village; and

WHEREAS, all of the required public hearings and meetings for consideration of this Agreement have been duly noticed and conducted in accordance with Maine law; and

WHEREAS, the Planning Board, pursuant to § 215-3.4(C)(3) of the Zoning Ordinance and 30-A M.R.S. § 4352(8), and after notice and hearing and due deliberation thereon, recommended the rezoning of the Contract Zone Area as aforesaid; and

WHEREAS, the Town, by and through its Town Meeting, is authorized to approve contract zoning agreements pursuant to § 215-3.4(C)(8) of the Zoning Ordinance and the provisions of 30-A M.R.S. § 4352(8); and

WHEREAS, the Town, acting by and through its Town Meeting, therefore, has determined that said rezoning would be, and is, pursuant to and consistent with the Town's Comprehensive Plan adopted pursuant to 30-A M.R.S. § 4321 *et seq.* and consistent with the existing and permitted uses within the original zoning district classification and has authorized the execution of this Agreement and amendment of the Zoning Ordinance accordingly.

NOW THEREFORE, in consideration of the mutual promises made by each party to the other, the parties covenant and agree as follows:

1. Establishment of the Contract Zone.

The Town hereby amends the Zoning map of the Town of Casco as amended, a copy of which is on file at the Casco Town Office and which is incorporated by reference in the Zoning Ordinance, by adopting the zoning map change amendment shown on **Exhibit A** to include the Contract Zone Area. The provisions of this Agreement shall operate as an "overlay" zone with respect to the area shown on **Exhibit A**, and except as otherwise set forth in this Agreement, all other requirements of the underlying Village District shall apply.



## 2. Permitted Uses Within the Contract Zone Area.

The uses permitted within the Contract Zone Area established in Section 1 above shall be as follows:

(a) All uses authorized as of the date of execution of this Agreement, and as may be amended hereafter, as permitted uses in the Village District or such zoning district as may hereafter encompass the Library Property; and

(b) Libraries.

## 3. Modified Space Standards within the Contract Zone Area.

The space standards of the underlying Village District are hereby modified as to the Contract Zone Area as follows:

(a) Minimum lot size: ~~5,000~~20,000 square feet.

(b) Maximum building coverage: ~~100~~75%.

(c) Minimum road frontage: 0 feet.

(d) Minimum structure setbacks (principal and accessory structures):

(i) Front: ~~5~~8 feet.

(ii) Side: ~~5~~8 feet.

(iii) Rear: ~~5~~8 feet.

(iv) Notwithstanding the generally applicable standards in Section 3(d)(i)–(iii) above, the applicable setback requirement shall be zero (0) feet for:

(I) Any portion of the Library Building, which does not meet these setback requirements, as it exists on the date of this Agreement; and

(II) Any structures or features that are necessary to bring the Library Building into compliance with the requirements of the Americans with Disabilities Act of 1990, as amended from time to time.

## ~~4. Curb Cuts.~~

~~Nonresidential uses are limited to the existing curb cuts within the Contract Zone Area. The existing curb cuts may be expanded or relocated with approval from the Planning Board and, if required, the Maine Department of Transportation. Any relocation or expansion shall not create conflicts with curb cuts on the opposite side of the road or result in any unsafe condition, including but not limited to sight distances.~~

~~54.~~ Modified Performance Standards within the Contract Zone Area.

- (a) Access to Property. For the avoidance of doubt, Section 215-5.3(A) of the Zoning Ordinance, as amended from time to time, shall be applicable to the Contract Zone Area and shall be satisfied by the provisions in the Easement Agreement regarding access to the Library Property.
- (b) Buffer Zoning, Landscaping, and Screening. ~~All performance standards located in Section 215-5.7 of the Zoning Ordinance, as amended from time to time, shall not apply to the Contract Zone Area for so long as this Agreement is in effect. The reviewing authority shall have the authority to limit all applicable buffering, landscaping, and screening required in Chapter 215, Casco's Zoning and Land Use Ordinance, to the extent practicably achievable.~~
- (c) Off-Street Parking. Notwithstanding anything to the contrary in Section 215-5.22 of the Zoning Ordinance, as amended from time to time, the off-street parking required in the Contract Zone Area shall be as provided in the Easement Agreement, provided however that the nature and extent of the ~~off-street~~ off-street parking provided under the terms of the Easement Agreement is subject to renegotiation upon transfer of the Library Property from the Library to another individual or entity. Without limiting the generality of the foregoing, required parking spaces in the Contract Zone Area may be shared with the Town as provided in the Easement Agreement.
- ~~(d) Stormwater Quality and Phosphorous Control. No performance standard located in Section 215-5.31 of the Zoning Ordinance, as amended from time to time, shall apply to the Contract Zone Area for so long as this Agreement is in effect.~~

~~(c)~~(d) Signs.

Notwithstanding requirements in Chapter 215, including 215-5.28 of Casco's Zoning and Land Use Ordinance, the Library shall be permitted to install, erect, affix, and maintain signs in accordance with the following:

- ~~(i) One (1) permanent Ground or Freestanding sign not larger than twenty-five (25) square feet (SF) in area may be erected on Town-owned property adjacent to Meadow Road/State Route 121 within the "Sign Easement Area" as depicted on Exhibit A provided the Library shall first obtain the Town's written consent, which consent is not to be unreasonably conditioned, withheld, or delayed.~~
- ~~(i) Notwithstanding Section 215-5.28(G)(2) of the Zoning Ordinance, signs for nonprofit organization activities erected in the Contract Zone Area shall not be required to obtain a permit solely because they exceed four (4) square feet of sign area.~~

- ~~(ii)~~ A maximum of two (2) sandwich board-style signs, each not exceeding fifteen (15) square feet (SF) in area nor more than five (5) feet in height, to advertise upcoming events adjacent to Route 121.
- ~~(ii)~~ Notwithstanding Section 215-5.28(II) of the Zoning Ordinance, any sign in the Contract Zone Area shall be set back at least zero (0) feet from each lot line.
- ~~(iii)~~ Two (2) Wall Signs affixed to the exterior wall facing Meadow Road/State Route 121 with twelve (12) inch high letters comprising a cumulative letter area not greater than twenty (20) SF each.
- ~~(iii)~~ Notwithstanding Section 215-5.28(II) of the Zoning Ordinance, a sign for a business in the Contract Zone Area may be erected on adjoining property owned by the Town provided the business shall first obtain the Town's written consent, which consent is not to be unreasonably conditioned, withheld, or delayed.
- ~~(iv)~~ One (1) permanent Ground or Freestanding sign not larger than fifteen (15) SF located adjacent to the pedestrian accessway at the southwesterly entrance.
- ~~(v)~~ A maximum of four (4) sandwich board-style signs, each not exceeding fifteen (15) square feet (SF) in area nor more than five (5) feet in height, to advertise upcoming nonprofit events on Library property.

~~(f)(c)~~ Surface Water Drainage. Notwithstanding Section 215-7.5(A)(5) of the Zoning Ordinance, applications for site plan review in the Contract Zone Area shall not be required to hold off-site increases in surface water drainage to 0% as a condition for approval.

#### ~~65.~~ Miscellaneous Provisions.

(a) Future Development: Except as expressly modified herein, development in the Contract Zone Area shall be governed by and comply with the provisions of the Zoning Ordinance and any applicable amendments thereto or replacement thereof.

(b) Survival Clause: The terms and conditions of this Agreement shall run with the land and be binding upon and shall inure to the benefit of the respective successors, heirs and assigns of the parties hereto.

(c) Further Assurances: In order to effectively and properly implement this Agreement, the parties agree to negotiate in good faith the terms and conditions of such further instruments and agreements as may be reasonably necessary from time to time to give effect to this Agreement.

(d) Maine Agreement: This Agreement is a Maine agreement, entered into in the State of Maine and shall be governed by and enforced in accordance with the laws of the State of Maine.



(e) Enforcement: The Town shall have the power to enforce all conditions and restrictions of this Agreement, both through an enforcement action pursuant to § 215-6.2 of the Zoning Ordinance and 30-A M.R.S. § 4452, both as may be amended from time to time, and through legal action for specific performance of this Agreement. In the event of any other breach of any condition set forth in this Agreement, the Selectboard shall have the authority, after hearing, to resolve the issue resulting in the breach. The resolution may include a termination of this Agreement, following approval by Town Meeting, and a rezoning of the Contract Zone Area to the prior or any successor zoning districts. In such an event, the Library Property and the Town Property shall then be used only for such other uses as are otherwise allowed by law; provided however, that no such enforcement action shall result in a disallowance of the current uses of the Property prior to the date of this Agreement.

(f) Severability: In the event any one or more clauses of this Agreement shall be held to be void or unenforceable for any reason by any court of competent jurisdiction, such clause or clauses shall be deemed to be severable and of no force or effect in such jurisdiction, and the remainder of this Agreement shall be deemed to be valid and in full force and effect, and the terms of this Agreement shall be equitably adjusted if possible so as to compensate the appropriate party for any consideration lost because of the elimination of such clause or clauses.

(g) Recording: This Agreement shall be duly recorded at the Cumberland County Registry of Deeds within thirty (30) days of the date of this Agreement, with a copy of the recorded instrument promptly provided to the Town Manager and Library Director.

(h) Site Plan and Subdivision Review: Approval of this Agreement will not serve as a waiver of site plan or subdivision review if otherwise required under the Zoning Ordinance.

**[Space Left Intentionally Blank; Signatures on Following Page]**

IN WITNESS WHEREOF, the parties have hereunto caused this Agreement to be executed as of the day and year first above written.

WITNESS:

INHABITANTS OF THE TOWN OF CASCO

\_\_\_\_\_

By: \_\_\_\_\_

Anthony Ward

Its: Town Manager, Duly Authorized by Vote  
of Town Meeting

CASCO LIBRARY ASSOCIATION

Name: \_\_\_\_\_

By: \_\_\_\_\_

~~Pamela S. Edwards~~ Janet Ver Planck

Its: President and Authorized Representative

State of Maine

County of Cumberland, ss.

\_\_\_\_\_, ~~2025~~2026

Then personally appeared the above-named Anthony Ward in his capacity as Town Manager of the Town of Casco and acknowledged the foregoing instrument to be his free act and deed and the free act and deed of the Inhabitants of the Town of Casco.

Before me,

\_\_\_\_\_  
Notary Public

Print Name: \_\_\_\_\_

Commission Expires: \_\_\_\_\_

State of Maine

County of Cumberland, ss.

\_\_\_\_\_, ~~2025~~2026

Then personally appeared the above-named ~~Pamela S. Edwards~~Janet Ver Planck in her capacity as President of Casco Library Association and acknowledged the foregoing instrument to be her free act and deed and the free act and deed of said Casco Library Association.

Before me,

\_\_\_\_\_  
Notary Public

Print Name: \_\_\_\_\_

Commission Expires: \_\_\_\_\_



**EXHIBIT A**  
**Contract Zone Area**

~~See attached 11X17 survey labelled Exhibit D  
(labelled as such for Easement Agreement)~~

**EXHIBIT B**  
**Legal Description of Acquired Library Property**

A certain parcel of land situated on the westerly side of Leach Hill Road in the Town of Casco, County of Cumberland, State of Maine being bounded and described as follows:

Beginning on the westerly sideline of Leach Hill Road at land now or formerly of the Casco Library Association as described in a deed recorded in Book 1862 Page 15 in the Cumberland County Registry of Deeds;

Thence S 4° 00' 38" E, by and along the westerly sideline of Leach Hill Road, a distance of 60.00 feet;

Thence S 85° 59' 22" W a distance of 160.18 feet;

Thence N 4° 00' 38" W a distance of 86.61 feet;

Thence N 85° 59' 22" E a distance of 60.18 feet to land of the Casco Library Association;

Thence S 4° 00' 38" E, by and along land of the Casco Library Association, a distance of 26.61 feet;

Thence N 85° 59' 22" E, by and along land of the Casco Library Association, a distance of 100.00 feet to the Point of Beginning.

The parcel contains approximately 11,202 square feet.

Bearings are Grid North.

Reference is made to a plan entitled "Boundary Survey 5 Leach Hill Road Casco, Maine" for Casco Library Association dated March 2025 by Survey Inc.

**CONTRACT ZONING AGREEMENT**  
**BY AND BETWEEN THE INHABITANTS OF THE TOWN OF CASCO**  
**AND**  
**CASCO LIBRARY ASSOCIATION**

This Contract Zoning Agreement (the “Agreement”) is entered into this \_\_\_\_ day of \_\_\_\_\_, 2026, by and between the **Inhabitants of the Town of Casco**, a Maine municipal corporation with a mailing address of 635 Meadow Road, Casco, Maine 04015 (the “Town”) and the **Casco Library Association** (the “Library”), a Maine nonprofit corporation with a mailing address of PO Box 420, Casco, Maine 04015, pursuant to the Conditional and Contract Rezoning Provisions set forth in 30-A M.R.S. § 4352 (the “Act”) and Section 215-3.4 of the Town of Casco Zoning Ordinance (“Zoning Ordinance”), as may be amended from time to time.

WHEREAS, the Library’s building (the “Library Building”) is partially constructed on an approximately 9,000 square foot parcel of land owned by the Library and commonly known as 5 Leach Hill Road in Casco, which is more particularly described in a certain warranty deed to the Library from Raymond M. Thorne dated January 28, 1947 and recorded in the Cumberland County Registry of Deeds in Book 1862, Page 15 (the “Original Library Property”), which Original Library Property abutted Leach Hill Road at the time it was conveyed to the Library; and

WHEREAS, the Town is the current record owner of certain real property adjacent to the Original Library Property, including a certain approximately 6,000 square foot parcel of land that borders the Original Library Property to the south, as more particularly described in a certain warranty deed to the Town from Raymond Thorne dated March 31, 1949 and recorded in the Cumberland County Registry of Deeds in Book 1973, Page 349 (the “Firehouse Lot”), and a certain approximately 78,960 square foot parcel of land that borders the Original Library Property to the west, as more particularly described in a certain warranty deed to the Town from Raymond Thorne dated August 9, 1966 and recorded in the Cumberland County Registry of Deeds in Book 2973, Page 619 (the “Town Office Lot”); and

WHEREAS, on or about March, 1979, the Casco Town Meeting, being the legislative body of the Town, authorized the Town to grant the Library an easement over the portion of the Town Office Lot immediately to the west of the Original Library Property’s western property line “in order to facilitate an addition on the rear of the present building,” which portion of the Town Office Lot was subsequently determined by the Select Board to be a 20’x90’ area (the “Former Easement Grant”); and

WHEREAS, on or about March 10, 1990, the Casco Town Meeting, authorized the transfer of the Town’s “title and interest in the town building formerly known as the Casco Village Fire Station,” which building is located on the Firehouse Lot, from the Town to the Library “under the terms the Selectmen deem in the best interest of the Town of Casco to facilitate the future expansion of Casco Public Library” together with “what land is required for the project” (the “Former Land Transfer”); and

WHEREAS, in 1991, in reliance on the Casco Town Meeting’s authorization of the Former Land Transfer, the Library expanded the Library Building’s footprint onto portions of the Firehouse Lot that the Library believed it would be granted title to; and

WHEREAS, in the late 1990s, the Town discontinued the portion of Leach Hill Road that abutted the Original Library Property and constructed the Village Green thereon, eliminating the Original Library Property's street frontage, parking, and access; and

WHEREAS, in 2002, in reliance on the Casco Town Meeting's authorization of the Former Land Transfer and Former Easement Grant, the Library expanded the Library Building's footprint onto additional portions of the Firehouse Lot that the Library believed it would be granted title to and portions of the Town Office Lot (the "2002 Addition"); and

WHEREAS, neither the Former Easement Grant nor the Former Land Transfer occurred as originally planned and still had not by the time the Village Green and 2002 Addition were constructed; and

WHEREAS, the Library intends to rebuild two rooms that are not viable in the long run, as well as construct another addition to the Library Building in the near future to better accommodate growing community needs (the "Expansion/Rebuild"); and

WHEREAS, since the authorization of the Former Easement Grant and Former Land Transfer, the Zoning Ordinance has been amended such that the Library Property is a nonconforming lot and the Library Building is a nonconforming structure, changes to both of which are proscribed by the Zoning Ordinance except in accordance with regulations that the Library is unable to satisfy except through execution of this Agreement; and

WHEREAS, the Library's extensive history of collaboration with the Town to serve the community over the past several decades has proven beneficial to all parties involved and the Town and Library wish to maintain this collaborative, supportive relationship; and

WHEREAS, the Town and the Library wish to facilitate the substantial equivalent of the Former Land Transfer and Former Easement Agreement in a manner that is consistent with the Zoning Ordinance; and

WHEREAS, to partially accomplish the aforesaid goal, the Town has granted the Library, by Warranty Deed of even date herewith to be recorded in the Cumberland County Registry of Deeds, an approximately 11,202 square foot parcel of land (the "Acquired Library Property") adjacent to the Original Library Property on the south and west and comprised of land formerly included in the Firehouse Lot and Town Office Lot, all as more particularly described in **Exhibit B** attached hereto and incorporated herein by reference; and

WHEREAS, to further partially accomplish the aforesaid goal, the Town and the Library have entered into a certain Easement Agreement of even date herewith to be recorded in the Cumberland County Registry of Deeds, which agreement establishes the Town and Library's rights and responsibilities with respect to those physical features that are located on the property of the other or that otherwise serve them both (the "Easement Agreement"); and

WHEREAS, to fully accomplish the aforesaid goal, the Town intends to execute this Agreement to cover the Original Library Property and the Acquired Library Property (referred to collectively herein as either the "Library Property" or as the "Contract Zone Area"), which



properties shall merge and become a single lot (as that term is defined in the Zoning Ordinance) by virtue of coming under common ownership on the date hereof and being described together as one parcel in the Easement Agreement; and

WHEREAS, under the terms of this Agreement, the Contract Zone Area will be established in order to reflect the existing development of public uses on the Library Property, while also ensuring that the Expansion/Rebuild can be performed in compliance with the Zoning Ordinance; and

WHEREAS, the Agreement will achieve these goals by reducing the minimum lot size within the Contract Zone Area, setting minimum structure setbacks that are consistent with the existing location and planned expansion of the Library Building, which has existed for decades, and modify certain applicable performance standards; and

WHEREAS, this Agreement is consistent with the 2024 Casco Comprehensive Plan, including, without limitation, Page 44 thereof, which specifically notes the importance of maintaining and expanding the existing civic buildings and spaces within Casco Village; and

WHEREAS, all of the required public hearings and meetings for consideration of this Agreement have been duly noticed and conducted in accordance with Maine law; and

WHEREAS, the Planning Board, pursuant to § 215-3.4(C)(3) of the Zoning Ordinance and 30-A M.R.S. § 4352(8), and after notice and hearing and due deliberation thereon, recommended the rezoning of the Contract Zone Area as aforesaid; and

WHEREAS, the Town, by and through its Town Meeting, is authorized to approve contract zoning agreements pursuant to § 215-3.4(C)(8) of the Zoning Ordinance and the provisions of 30-A M.R.S. § 4352(8); and

WHEREAS, the Town, acting by and through its Town Meeting, therefore, has determined that said rezoning would be, and is, pursuant to and consistent with the Town's Comprehensive Plan adopted pursuant to 30-A M.R.S. § 4321 *et seq.* and consistent with the existing and permitted uses within the original zoning district classification and has authorized the execution of this Agreement and amendment of the Zoning Ordinance accordingly.

NOW THEREFORE, in consideration of the mutual promises made by each party to the other, the parties covenant and agree as follows:

1. Establishment of the Contract Zone.

The Town hereby amends the Zoning map of the Town of Casco as amended, a copy of which is on file at the Casco Town Office and which is incorporated by reference in the Zoning Ordinance, by adopting the zoning map change amendment shown on **Exhibit A** to include the Contract Zone Area. The provisions of this Agreement shall operate as an "overlay" zone with respect to the area shown on **Exhibit A**, and except as otherwise set forth in this Agreement, all other requirements of the underlying Village District shall apply.

2. Permitted Uses Within the Contract Zone Area.

The uses permitted within the Contract Zone Area established in Section 1 above shall be as follows:

(a) All uses authorized as of the date of execution of this Agreement, and as may be amended hereafter, as permitted uses in the Village District or such zoning district as may hereafter encompass the Library Property; and

(b) Libraries.

3. Modified Space Standards within the Contract Zone Area.

The space standards of the underlying Village District are hereby modified as to the Contract Zone Area as follows:

(a) Minimum lot size: 20,000 square feet.

(b) Maximum building coverage: 75%.

(c) Minimum road frontage: 0 feet.

(d) Minimum structure setbacks (principal and accessory structures):

(i) Front: 8 feet.

(ii) Side: 8 feet.

(iii) Rear: 8 feet.

(iv) Notwithstanding the generally applicable standards in Section 3(d)(i)–(iii) above, the applicable setback requirement shall be zero (0) feet for:

(I) Any portion of the Library Building, which does not meet these setback requirements, as it exists on the date of this Agreement; and

(II) Any structures or features that are necessary to bring the Library Building into compliance with the requirements of the Americans with Disabilities Act of 1990, as amended from time to time.

4. Modified Performance Standards within the Contract Zone Area.

(a) Access to Property. For the avoidance of doubt, Section 215-5.3(A) of the Zoning Ordinance, as amended from time to time, shall be applicable to the Contract Zone Area and shall be satisfied by the provisions in the Easement Agreement regarding access to the Library Property.

- (b) Buffering, Landscaping, and Screening. The reviewing authority shall have the authority to limit all applicable buffering, landscaping, and screening required in Chapter 215, Casco's Zoning and Land Use Ordinance, to the extent practicably achievable.
- (c) Off-Street Parking. Notwithstanding anything to the contrary in Section 215-5.22 of the Zoning Ordinance, as amended from time to time, the off-street parking required in the Contract Zone Area shall be as provided in the Easement Agreement, provided however that the nature and extent of the off-street parking provided under the terms of the Easement Agreement is subject to renegotiation upon transfer of the Library Property from the Library to another individual or entity. Without limiting the generality of the foregoing, required parking spaces in the Contract Zone Area may be shared with the Town as provided in the Easement Agreement.
- (d) Signs.

Notwithstanding requirements in Chapter 215, including 215-5.28 of Casco's Zoning and Land Use Ordinance, the Library shall be permitted to install, erect, affix, and maintain signs in accordance with the following:

- (i) One (1) permanent Ground or Freestanding sign not larger than twenty-five (25) square feet (SF) in area may be erected on Town-owned property adjacent to Meadow Road/State Route 121 within the "Sign Easement Area" as depicted on Exhibit A provided the Library shall first obtain the Town's written consent, which consent is not to be unreasonably conditioned, withheld, or delayed.
- (ii) A maximum of two (2) sandwich board-style signs, each not exceeding fifteen (15) square feet (SF) in area nor more than five (5) feet in height, to advertise upcoming events adjacent to Route 121.
- (iii) Two (2) Wall Signs affixed to the exterior wall facing Meadow Road/State Route 121 with twelve (12) inch high letters comprising a cumulative letter area not greater than twenty (20) SF each.
- (iv) One (1) permanent Ground or Freestanding sign not larger than fifteen (15) SF located adjacent to the pedestrian accessway at the southwesterly entrance.
- (v) A maximum of four (4) sandwich board-style signs, each not exceeding fifteen (15) square feet (SF) in area nor more than five (5) feet in height, to advertise upcoming nonprofit events on Library property.
- (e) Surface Water Drainage. Notwithstanding Section 215-7.5(A)(5) of the Zoning Ordinance, applications for site plan review in the Contract Zone Area shall not be required to hold off-site increases in surface water drainage to 0% as a condition for approval.

5. Miscellaneous Provisions.

(a) Future Development: Except as expressly modified herein, development in the Contract Zone Area shall be governed by and comply with the provisions of the Zoning Ordinance and any applicable amendments thereto or replacement thereof.

(b) Survival Clause: The terms and conditions of this Agreement shall run with the land and be binding upon and shall inure to the benefit of the respective successors, heirs and assigns of the parties hereto.

(c) Further Assurances: In order to effectively and properly implement this Agreement, the parties agree to negotiate in good faith the terms and conditions of such further instruments and agreements as may be reasonably necessary from time to time to give effect to this Agreement.

(d) Maine Agreement: This Agreement is a Maine agreement, entered into in the State of Maine and shall be governed by and enforced in accordance with the laws of the State of Maine.

(e) Enforcement: The Town shall have the power to enforce all conditions and restrictions of this Agreement, both through an enforcement action pursuant to § 215-6.2 of the Zoning Ordinance and 30-A M.R.S. § 4452, both as may be amended from time to time, and through legal action for specific performance of this Agreement. In the event of any other breach of any condition set forth in this Agreement, the Selectboard shall have the authority, after hearing, to resolve the issue resulting in the breach. The resolution may include a termination of this Agreement, following approval by Town Meeting, and a rezoning of the Contract Zone Area to the prior or any successor zoning districts. In such an event, the Library Property and the Town Property shall then be used only for such other uses as are otherwise allowed by law; provided however, that no such enforcement action shall result in a disallowance of the current uses of the Property prior to the date of this Agreement.

(f) Severability: In the event any one or more clauses of this Agreement shall be held to be void or unenforceable for any reason by any court of competent jurisdiction, such clause or clauses shall be deemed to be severable and of no force or effect in such jurisdiction, and the remainder of this Agreement shall be deemed to be valid and in full force and effect, and the terms of this Agreement shall be equitably adjusted if possible so as to compensate the appropriate party for any consideration lost because of the elimination of such clause or clauses.

(g) Recording: This Agreement shall be duly recorded at the Cumberland County Registry of Deeds within thirty (30) days of the date of this Agreement, with a copy of the recorded instrument promptly provided to the Town Manager and Library Director.

(h) Site Plan and Subdivision Review: Approval of this Agreement will not serve as a waiver of site plan or subdivision review if otherwise required under the Zoning Ordinance.

**[Space Left Intentionally Blank; Signatures on Following Page]**



IN WITNESS WHEREOF, the parties have hereunto caused this Agreement to be executed as of the day and year first above written.

WITNESS:

INHABITANTS OF THE TOWN OF CASCO

\_\_\_\_\_  
By: \_\_\_\_\_  
Anthony Ward  
Its: Town Manager, Duly Authorized by Vote  
of Town Meeting

CASCO LIBRARY ASSOCIATION

\_\_\_\_\_  
Name: \_\_\_\_\_  
By: \_\_\_\_\_  
Janet Ver Planck  
Its: President and Authorized Representative

State of Maine  
County of Cumberland, ss. \_\_\_\_\_, 2026

Then personally appeared the above-named Anthony Ward in his capacity as  
Town Manager of the Town of Casco and acknowledged the foregoing instrument to be  
his free act and deed and the free act and deed of the Inhabitants of the Town of Casco.

Before me,

\_\_\_\_\_  
Notary Public  
Print Name: \_\_\_\_\_  
Commission Expires: \_\_\_\_\_

State of Maine  
County of Cumberland, ss. \_\_\_\_\_, 2026

Then personally appeared the above-named Janet Ver Planck in her capacity as  
President of Casco Library Association and acknowledged the foregoing instrument to be  
her free act and deed and the free act and deed of said Casco Library Association.

Before me,

\_\_\_\_\_  
Notary Public  
Print Name: \_\_\_\_\_  
Commission Expires: \_\_\_\_\_

**EXHIBIT A**  
**Contract Zone Area**

**EXHIBIT B**  
**Legal Description of Acquired Library Property**

A certain parcel of land situated on the westerly side of Leach Hill Road in the Town of Casco, County of Cumberland, State of Maine being bounded and described as follows:

Beginning on the westerly sideline of Leach Hill Road at land now or formerly of the Casco Library Association as described in a deed recorded in Book 1862 Page 15 in the Cumberland County Registry of Deeds;

Thence S 4° 00' 38" E, by and along the westerly sideline of Leach Hill Road, a distance of 60.00 feet;

Thence S 85° 59' 22" W a distance of 160.18 feet;

Thence N 4° 00' 38" W a distance of 86.61 feet;

Thence N 85° 59' 22" E a distance of 60.18 feet to land of the Casco Library Association;

Thence S 4° 00' 38" E, by and along land of the Casco Library Association, a distance of 26.61 feet;

Thence N 85° 59' 22" E, by and along land of the Casco Library Association, a distance of 100.00 feet to the Point of Beginning.

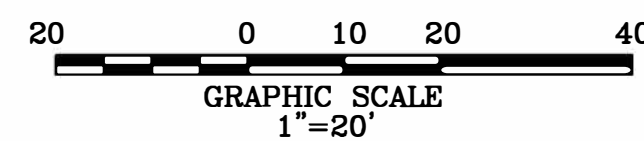
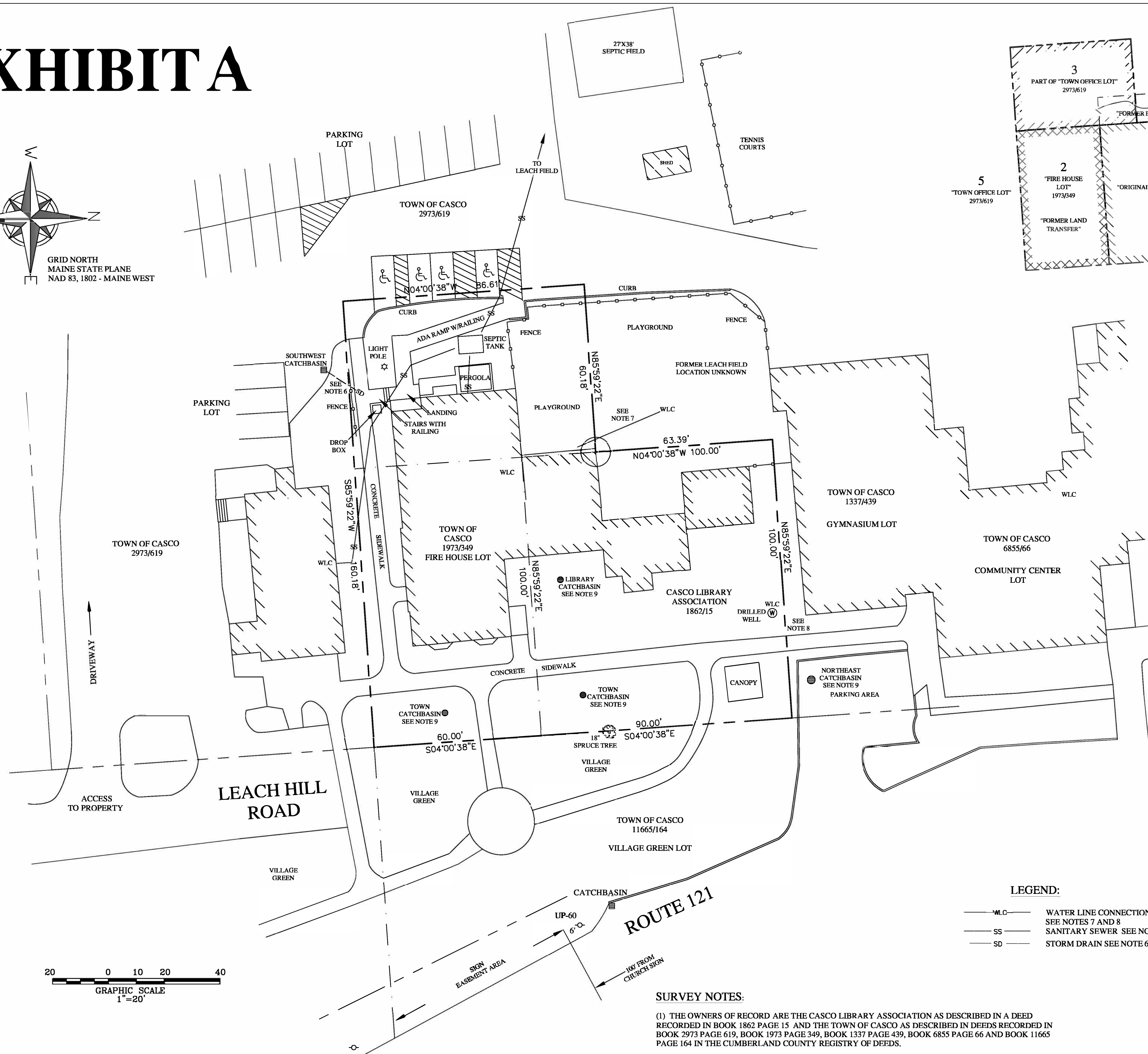
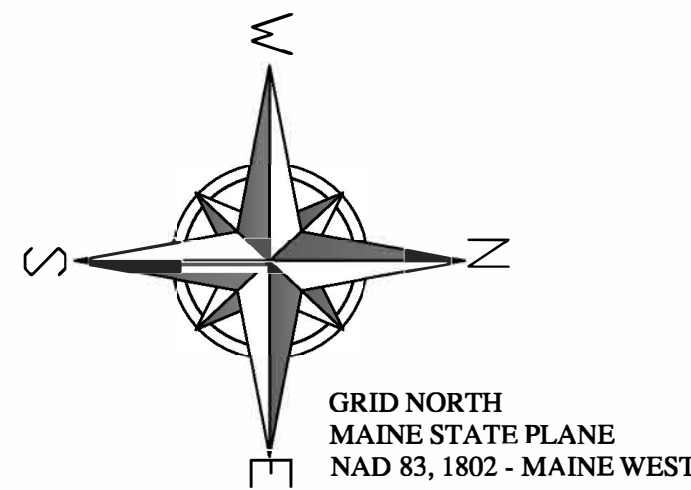
The parcel contains approximately 11,202 square feet.

Bearings are Grid North.

Reference is made to a plan entitled "Boundary Survey 5 Leach Hill Road Casco, Maine" for Casco Library Association dated March 2025 by Survey Inc.



# EXHIBIT A



## PLAN REFERENCE.

- (1) BOUNDARY SURVEY 960 MEADOW ROAD CASCO, MAINE FOR: 960 MEADOW ROAD HOLDINGS, LLC DATED FEBRUARY 2020 BY SURVEY INC.
- (2) CASCO INN CASCO, MAINE FOR CASCO INN ASSOCIATES DATED APRIL 1986 BY SURVEY INC.
- (3) MAINE STATE HIGHWAY COMMISSION RIGHT OF WAY MAP CASCO CUMBERLAND COUNTY DATED SEPTEMBER 1986 SHC FILE NO. 3-182.
- (4) REFERENCE IS MADE TO A SET OF PLANS DATED 12-16-2024 FOR THE CASCO PUBLIC LIBRARY ADDITION BY GAF ARCHITECTURE.
- (5) MAINE STATE HIGHWAY COMMISSION RIGHT OF WAY MAP STATE AID HIGHWAY NO. 1 CASCO CUMBERLAND COUNTY DATED SEPTEMBER 1965 SHC FILE NO. 3-182.

## SURVEY NOTES:

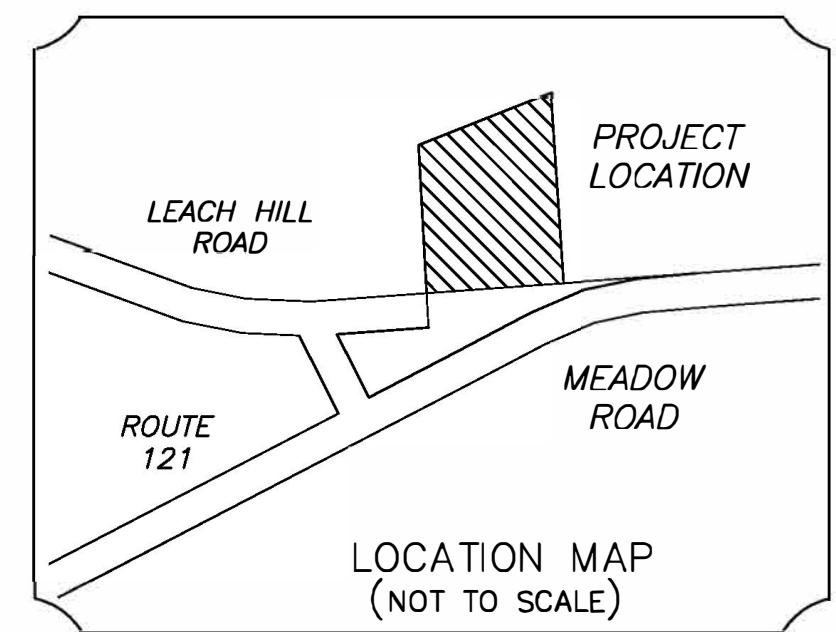
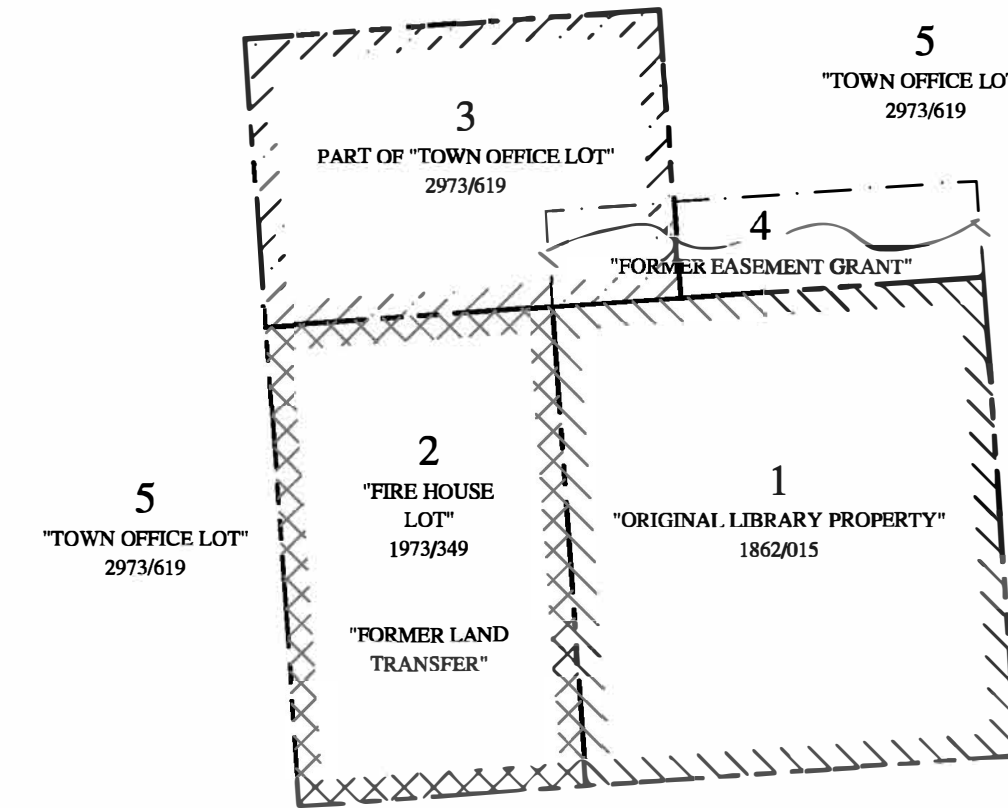
- (1) THE OWNERS OF RECORD ARE THE CASCO LIBRARY ASSOCIATION AS DESCRIBED IN A DEED RECORDED IN BOOK 1862 PAGE 15 AND THE TOWN OF CASCO AS DESCRIBED IN DEEDS RECORDED IN BOOK 2973 PAGE 619, BOOK 1973 PAGE 349, BOOK 1337 PAGE 439, BOOK 6855 PAGE 66 AND BOOK 11665 PAGE 164 IN THE CUMBERLAND COUNTY REGISTRY OF DEEDS.
- (2) BEARINGS ARE GRID NORTH.
- (3) THE PARCEL CONTAINS APPROXIMATELY 20,212 SQUARE FEET.
- (4) THE PROPOSED BUILDING ADDITIONS AND BUILDING AREAS TO BE REMOVED SHOWN ON THE DETAIL INSET ARE SCALED FROM PLAN REFERENCE 4.
- (5) REFERENCE IS MADE TO A SUBSURFACE WASTEWATER DISPOSAL SYSTEM VARIANCE REQUEST DATED 9-22-16 REVISED 9-5-17 BY SEBAGO TECHNICS FOR THE GENERAL LOCATION OF THE SEPTIC SYSTEM.
- (6) THERE IS A SUMP PUMP CONNECTION TO THE CATCHBASIN (SHOWN GRAPHICALLY-NOT FIELD LOCATED).
- (7) THERE IS A WATER LINE ENTERING THE BACK OF THE BUILDING FROM OTHER LAND OF THE TOWN OF CASCO (SHOWN GRAPHICALLY-NOT FIELD LOCATED).
- (8) THERE IS A WATER LINE FROM THE WELL TO THE TOWN BUILDING (SHOWN GRAPHICALLY-NOT FIELD LOCATED).
- (9) UNABLE TO VERIFY IF OR HOW THE CATCHBASINS ARE CONNECTED.

## LEGEND:

- WLC WATER LINE CONNECTION SEE NOTES 7 AND 8
- SS SANITARY SEWER SEE NOTE 5
- SD STORM DRAIN SEE NOTE 6

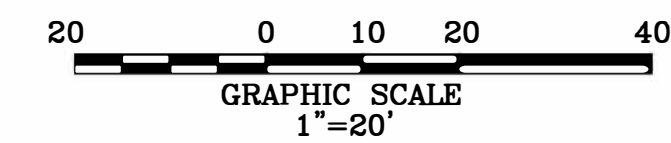
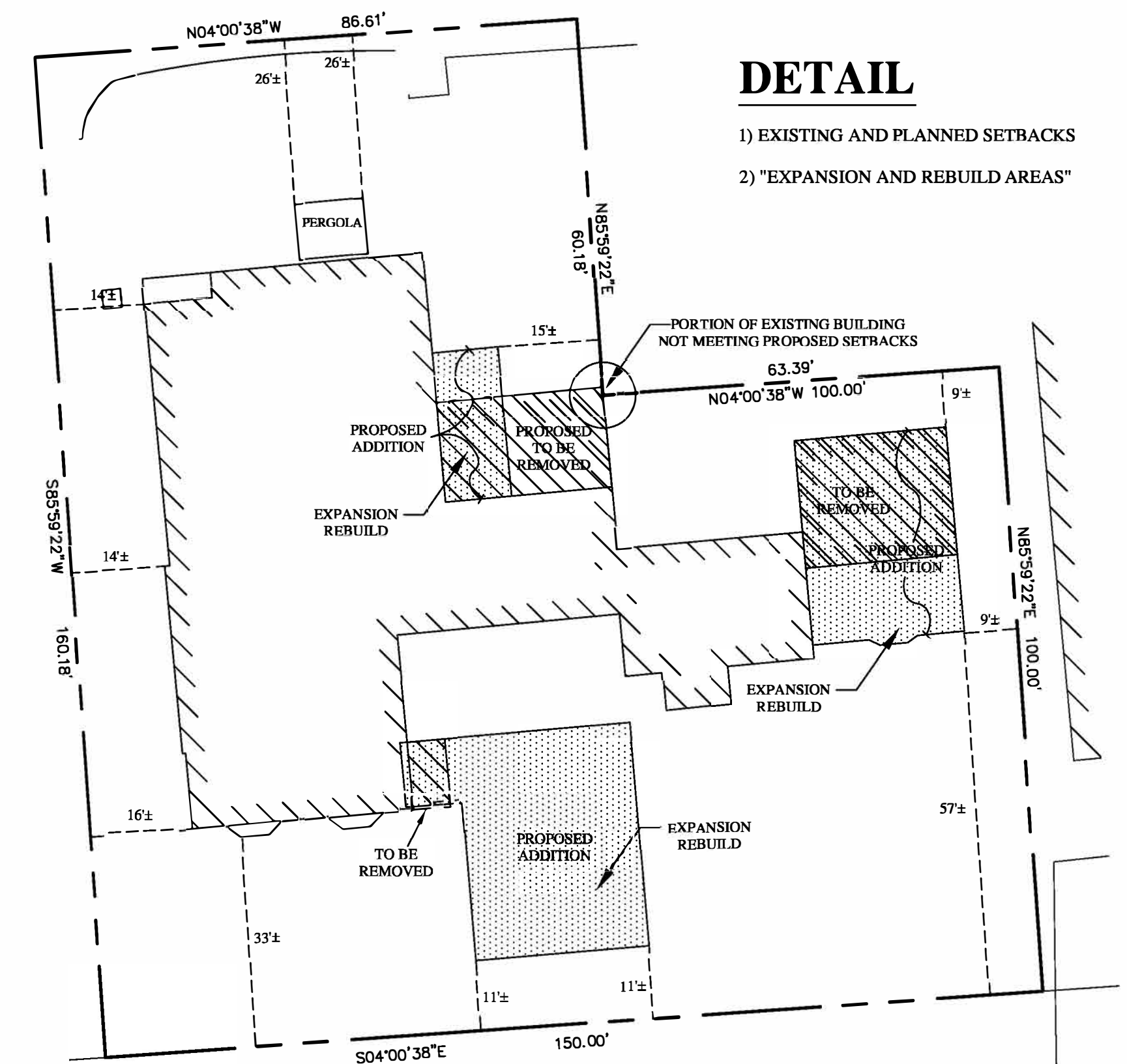
## LAND AREA DETAIL:

- "ACQUIRED LIBRARY PROPERTY" CONSISTS OF AREAS 2 AND 3.
- "LIBRARY PROPERTY" CONSISTS OF AREAS 1, 2 AND 3.



## DETAIL

- 1) EXISTING AND PLANNED SETBACKS
- 2) "EXPANSION AND REBUILD AREAS"



## EXISTING CONDITIONS SURVEY

5 LEACH HILL ROAD  
CASCO, MAINE

FOR:

**CASCO LIBRARY ASSOCIATION**  
5 LEACH HILL ROAD  
CASCO, MAINE 04015  
(CLIENT)

SURVEY BY:

**SURVEY, INC.**  
P.O. BOX 210  
WINDHAM, ME 04062  
(207) 892-2556  
INFO@SURVEYINCORPORATED.COM

DWN: DRR  
DATE: MARCH 2025

CHK: WCS  
JOB NO. 23-243-1

## CERTIFICATION:

I CERTIFY THAT THIS SURVEY CONFORMS TO THE STANDARDS OF THE MAINE BOARD OF LICENSURE FOR PROFESSIONAL LAND SURVEYORS AND IS CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF.

WILLIAM C. SHIPPEN  
MAINE S.S. 2118

**PRELIMINARY**

**Casco Public Library**  
**Proposed Changes to Standards in the Current CZA Application**  
**October 27, 2025**

**Dimensional Standards**

<u>Standard</u>	<u>Current</u>	<u>Proposed</u>	
Minimum lot size:	5,000 sq. ft.	20,000 sq. ft.	
Max. Building Coverage	100%	75%	
Min. road frontage	0 feet	0 feet	
Min. structure setbacks			<u>Actual</u>
Front:	5 feet	8 feet	11 feet
Side:	5 feet	8 feet	14 & 9
Rear:	5 feet	8 feet	26 feet

**4. Curb Cuts.     Eliminate**

**5.(b) Buffer Zones.     Replace with:**

**Buffering, Landscaping, and Screening.** The reviewing authority shall have the authority to limit all applicable buffering, landscaping, and screening required in Chapter 215, Casco's Zoning and Land Use Ordinance, to the extent practicably achievable.

**5.(d) Stormwater Quality and Phosphorus Control.     Eliminate**

**5.(e) Signs.     Replace with:**

Notwithstanding requirements in Chapter 215, including 215-5.28 of Casco's Zoning and Land Use Ordinance, the Library shall be permitted to install, erect, affix, and maintain signs in accordance with the following:

- (i) One (1) permanent Ground or Freestanding sign not larger than twenty-five (25) square feet (SF) in area may be erected on Town-owned property adjacent to Meadow Road/State Route 121 within the "Sign Easement Area" as depicted on Exhibit A provided the Library shall first obtain the Town's written consent, which consent is not to be unreasonably conditioned, withheld, or delayed.
- (ii) A maximum of two (2) sandwich board-style signs, each not exceeding fifteen (15) square feet (SF) in area nor more than five (5) feet in height, to advertise upcoming events adjacent to Route 121.
- (iii) Two (2) Wall Signs affixed to the exterior wall facing Meadow Road/State Route 121 with twelve (12) inch high letters comprising a cumulative letter area not greater than twenty (20) SF each.
- (iv) One (1) permanent Ground or Freestanding sign not larger than fifteen (15) SF located adjacent to the pedestrian accessway at the southwesterly entrance.

- (v) A maximum of four (4) sandwich board-style signs, each not exceeding fifteen (15) square feet (SF) in area nor more than five (5) feet in height, to advertise upcoming nonprofit events on Library property.

## § 215-3.4.C.4

## (4) Joint review by Planning Board and Selectboard.

(a) The Planning Board, upon reaching substantial agreement with the applicant, shall initiate, within 30 days, a joint review of the proposed contract zoning agreement with the Selectboard and the applicant.

(b) The purpose of the joint review is to familiarize the Selectboard with the proposed contract zoning agreement and to give the Selectboard the opportunity to view the proposed contract zoning agreement in its role as administrator.

(c) The review shall include the determination that:

[1] The Town's interests are adequately protected and served by the proposed contract zoning agreement.

[2] The costs and benefits to the Town are reasonable.

(d) When the Planning Board and the Selectboard have reached substantial agreement on the terms and wording of the proposed contract zoning agreement, the applicant shall submit a letter confirming the applicant's substantial agreement on the terms and wording of the proposed contract zoning agreement.



Mains and Son Property Management

Po Box 4012

Naples, ME 04055

Richard Mains

(207) 838-8561

[Mainsandson77@gmail.com](mailto:Mainsandson77@gmail.com)

**Town of Casco  
Mowing Contract  
For 2026-2029**

The contract for 2026 will be \$35,575.00 with a 5% increase each year. Mains & Son Property Management will send out monthly invoices.

Mains & Son Property Management agrees to do the work listed for 2026-2029.

**Mowing Casco:**

Casco Community Center and Casco Park

Central Fire Station and Town office

So. Casco Fire Station

Libby Park

Webbs Mills Park

Casco Recreational Park

**Cemeteries:**

Webbs Mills

Green Grove

Cook Pinkham  
Leach Hill  
Dingley  
Mayberry Hill  
Tubbs Cemeteries  
Tenny Hill  
Lakeview  
Cemeteries to be mowed 5 times a year.

**Bark Mulching:**

Casco Community Center  
Town Office  
Casco Recreational field

Spring Clean up for all property parking lots are not included.  
Both parties must give a 60 day written notice of termination of contract.

Richard T. Mains, Mains & Son Property Management

\_\_\_\_\_  
Date: \_\_\_\_\_

Tony Ward, Town Manager

\_\_\_\_\_  
Date: \_\_\_\_\_