

Town of Casco Planning Board Meeting Agenda

September 22, 2025 at 6:30 PM Casco Community Center

First Order of Business

- 1. Call Meeting to Order
- 2. Determine a Quorum
- 3. Review and Approval of the Meeting Agenda
- 4. Approve Meeting Minutes of July 28, 2025, and August 25,2025
- 5. Public Participation for Non-Agenda Items

Old Business

6. Discuss Further Development of Street Codes

New Business

Casco Public Library – Contract Zoning – Review of Additional Material as requested by the Planning Board

Adjournment

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

Future meeting dates (subject to change)

October 27, 2025, at 6:30 PM - Planning Board Meeting

§ 215-9.21. Roads and driveways.

The following standards shall apply to the construction of roads and/or driveways and drainage systems, culverts and other related features.

- A. Roads and driveways shall be set back at least 100 feet, horizontal distance, from the normal highwater line of a great pond classified GPA or a river that flows to a great pond classified GPA and 75 feet, horizontal distance, from the normal high-water line of other water bodies, tributary streams, or the upland edge of a wetland unless no reasonable alternative exists as determined by the Planning Board. If no other reasonable alternative exists, the road and/or driveway setback requirement shall be no less than 50 feet, horizontal distance, upon clear showing by the applicant that appropriate techniques will be used to prevent sedimentation of the water body, tributary stream, or wetland. Such techniques may include, but are not limited to, the installation of settling basins and/or the effective use of additional ditch relief culverts and turnouts placed so as to avoid sedimentation of the water body, tributary stream, or wetland. A bond of an appropriate amount must be recommended by the Planning Board and approved by the Selectboard for new roads.
 - (1) On slopes of greater than 20% the road and/or driveway setback shall be increased by 10 feet, horizontal distance, for each 5% increase in slope above 20%.
 - (2) This subsection shall apply neither to approaches to water crossings nor to roads or driveways that provide access to permitted structures and facilities located nearer to the shoreline or tributary stream due to an operational necessity, excluding temporary docks for recreational uses. Roads and driveways providing access to permitted structures within the setback area shall comply fully with the requirements of this Subsection A except for that portion of the road or driveway necessary for direct access to the structure.
- B. Existing public roads may be expanded within the legal road right-of-way regardless of its setback from a water body, tributary stream or wetland.
- C. New roads and driveways are prohibited in a Resource Protection District, except that the Planning Board may grant a permit to construct a road or driveway to provide access to permitted uses within the district. A road or driveway may also be approved by the Planning Board in a Resource Protection District upon a finding that no reasonable alternative route or location is available outside the district. When a road or driveway is permitted in a Resource Protection District the road and/or driveway shall be set back as far as practicable from the normal high-water line of a water body, tributary stream, or upland edge of a wetland.
- D. Road and driveway banks shall be no steeper than a slope of two horizontal to one vertical and shall be graded and stabilized in accordance with the provisions for erosion and sedimentation control contained in § 215-9.33.
- E. Road and driveway grades shall be no greater than 9% except for short segments of less than 200 feet.
- F. In order to prevent road and driveway surface drainage from directly entering water bodies, tributary streams or wetlands, roads and driveways shall be designed, constructed, and maintained to empty onto an unscarified buffer strip at least 50 feet plus two times the average slope in width, between the outflow point of the ditch or culvert and the normal high-water line of a water body, tributary stream, or upland edge of a wetland. Surface drainage which is directed to an unscarified buffer strip shall be diffused or spread out to promote infiltration of the runoff and to minimize channelized flow of the drainage through the buffer strip.

- G. Ditch relief (cross drainage) culverts, drainage dips and water turnouts shall be installed in a manner effective in directing drainage onto unscarified buffer strips before the flow gains sufficient volume or head to erode the road, driveway, or ditch. To accomplish this, the following shall apply:
 - (1) Ditch relief culverts, drainage dips and associated water turnouts shall be spaced along the road or driveway at intervals no greater than indicated in the following table:

Grade	Spacing (feet)	
0% to 2%	250	
3% to 5%	200 to 135	
6% to 10%	100 to 80	
11% to 15%	80 to 60	
16% to 20%	60 to 45	
21% +	40	

- (2) Drainage dips may be used in place of ditch relief culverts only where the grade is 9% or less.
- (3) On sections having slopes greater than 9%, ditch relief culverts shall be placed at approximately a 30-degree angle downslope from a line perpendicular to the center line of the road or driveway.
- (4) Ditch relief culverts shall be sufficiently sized and properly installed in order to allow for effective functioning, and their inlet and outlet ends shall be stabilized with appropriate materials.
- H. Ditches, culverts, bridges, dips, water turnouts and other stormwater runoff control installations associated with roads and driveways shall be maintained on a regular basis to assure effective functioning.

[Amended 1-18-2022 by Art. 5]

Thoroughfares

PURPOSE

- To ensure the development of a well-connected thoroughfare network, composed of direct & convenient routes that reinforce [NAME OF TOWN / CITY] as a walkable, human-scaled environment.
- 2. To accommodate multiple modes of transportation.
- 3. To minimize the use of one-way thoroughfares and infrequent intersections that limit connectivity, discourage walking, induce traffic congestion, and increase vehicular air pollutant emissions by reducing the number of possible routes of travel and add unnecessary distance between destinations.
- 4. To provide a safe pedestrian environment including safe street crossings by avoiding turning lanes, minimizing lane widths, and providing adequate pedestrian space.
- 5. To promote streets that increase economic value and attract private sector investment.
- 6. To ensure safety & convenience for all users and to enhance the travel experience and options for pedestrians and bicyclists.

APPLICABILITY

- 1. Any project that provides a thoroughfare, regardless of whether it will be under public or private ownership. 2. Any project that involves the installation of 3 or more utility poles.
- 3. Any project that re-constructs any element or feature such as a sidewalk.

THOROUGHFARE TYPES

Footpath

Natural Lane

Paved Lane

Curbed Lane

Crossweave

Yield Street

Neighborhood Street

Commercial Street

Rural Road

GENERAL

- 1. Thoroughfares must be permanently open and provide public access as part of an overall connected thoroughfare network.
- 2. All thoroughfares, both privately and publicly owned, must be open to the public,

3. Gates or other obstacles may not temporarily or permanently impede public access along a thoroughfare, except for on lands actively used for large animal grazing.

THOROUGHFARE TYPES BY DISTRICT

	Footpath	Natural Lane	Paved Lane	Curbed Lane	Crossweave	Yield Street	Neighborhood Street
T1	Permitted	Permitted	Permitted	Permitted	Not Permitted	Special Permit	Not Permitted
T2	Permitted	Permitted	Permitted	Permitted	Special Permit	Permitted	Special Permit
Т3	Permitted	Permitted	Permitted	Special Permit	Special Permit	Permitted	Permitted
T4	Permitted	Permitted	Permitted	Permitted	Permitted	Permitted	Permitted
T5	Special Permit	Special Permit	Permitted	Permitted	Permitted	Permitted	Permitted
SD-HWY	Special Permit	Special Permit	Permitted	Permitted	Permitted	Permitted	Permitted
SD-FAB	Special Permit	Special Permit	Permitted	Permitted	Permitted	Permitted	Permitted
SD-CAMPUS	Permitted	Permitted	Permitted	Permitted	Permitted	Permitted	Permitted
SD-CIVIC	Permitted	Permitted	Permitted	Permitted	Permitted	Permitted	Permitted

DESIGN

- 1. All thoroughfares must intersect with other thoroughfares, forming a network.
- 2. To every extent practical, new thoroughfares must align with existing or anticipated thoroughfares on the opposite side of the street to allow for a continuous path of travel.
 - 3. Where development is proposed abutting vacant land, or land that is planned to be redeveloped, new thoroughfares adjacent to the project perimeter must be extended to the abutting property boundaries and connect with any existing roadways, or provide a stub to enable future connection.
 - 4. When required, stub thoroughfares must be provided at intervals no further apart than 1,500 ft.
 - 5. Cul-de-sacs and other dead-end thoroughfares are prohibited unless granted a Waiver on a case-by-case basis to accommodate specific site conditions.
 - 6. Rights-of-way narrower than 40 ft and verge assemblies narrower than 9 ft are exempt from all street planting and street furnishing requirements.

MOVEMENT

- 1. One-way streets are permitted by waiver and only when:
 - a. Available narrow thoroughfare types, including lanes or yield streets, cannot accommodate yield traffic, because of dimensional site constraints and on-street parking needs.
 - b. When other street types cannot be wide enough to accommodate two-way

traffic, because of dimensional site constraints and on-street parking needs.

Item 6.#

2. When one-way streets are authorized, the standards from the selected thoroughfare type must be met, with the exception of right-of-way and pavement width metrics, which may be adjusted to reflect the lane reduction.

SIDEWALKS

- 1. Sidewalks must be constructed or reconstructed according to sidewalk standards any time a project proposes new buildings or new uses within existing buildings in T4, T5, or SD-HWY.
- 2. Sidewalks must be installed, widened, or modified according to Thoroughfares.
- 3. Sidewalks must be maintained in a state of good repair by the owner of the property fronting any thoroughfare. 4. Sidewalks must be paved with a fixed, non-slip material.
- 5. Sidewalks must be as straight and direct as possible, except to avoid established trees or unavoidable obstacles.
- 6. Where sidewalks cross driveways or alleys, the sidewalk must remain level, with no change in cross-slope. The appearance of the sidewalk where it crosses a driveway or alley, including sidewalk material, must be maintained.
- 7. In <u>T4</u> and <u>T5</u>, where sidewalks do not exist within the public right-of-way, temporary sidewalks made from gravel or other bituminous materials laid on a stabilized base must be provided on private land to enable safe pedestrian travel.

CROSSWALKS

- Marked crosswalks are preferred at all intersections and are required at high priority pedestrian street crossing locations, such as at school crossings, or where other significant pedestrian desire lines cross streets, including mid blocks.
- 2. Shared spaces must be treated as marked crosswalks, requiring vehicles to yield to pedestrians.
- A marked crosswalk must be at least six feet in width and may be signalized or unsignalized, but it must meet with the applicable standards of the <u>Manual on</u> <u>Uniform Traffic Control Devices</u>
- At intersections, <u>ADA-compliant</u> curb ramps must be installed to enable persons with special mobility needs to safely enter, cross, and exit a roadway.
- 5. Curb ramps must align with the crosswalk, consistent with the direction of the user of the ramp.

ON-STREET PARKING

- 1. Parking stalls may be configured in one of four ways:
 - a. Parallel parking stalls located in a single-file line on pavement directly adjacent to the verge, parallel with the movement of the travel lanes.
 - b. Perpendicular parking stalls located on pavement directly adjacent to the verge, perpendicular to the movement of the travel lanes.
 - c. Angled parking stalls located on pavement directly adjacent to the verge set at an

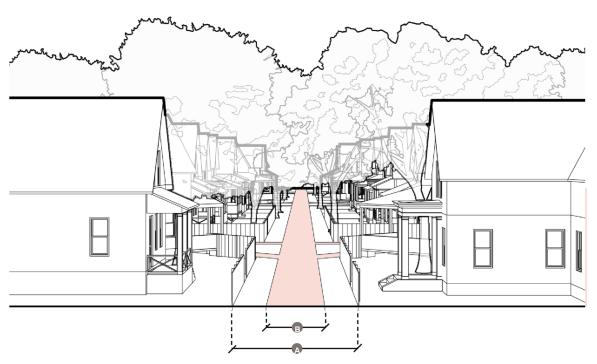
angle relative to the direction of travel, usually 30,45, or 60 degrees.

Item 6.#

- d. Opportunistic parking unmarked and located partially or entirely within the verge on a stabilized shoulder.
- 2. When marked, parking lanes may be distinguished from adjacent travel lanes by painted lines, changes in materials, or a combination thereof.
- Thoroughfares with required parking may drop one or both parking lanes for portions of their length as long as the resulting space is given to the adjacent verge assembly.
- 4. If perpendicular or angled parking are accommodated, right of way and pavement width may be increased by the additional width required by these parking configurations.
- 5. When parking meters are proposed, they must be located in the furnishing zone of the adjacent verge assembly.

UTILITY POLES

1. Utility poles must be located along alleys or mid-block when feasible.



Footpath

Description

An unpaved thoroughfare that provides pedestrian access through blocks.

Roadway

Right of Way Width (A)	6 ft min, 15 ft max
Pavement Width	3 ft min (1)
Movement	Pedestrian
No. of Travel Lanes	none
Travel Lane Width	n/a
Parking Lanes	none
Parking Lane Width	n/a
Parking Stall Type	No parking

Curb & Drainage

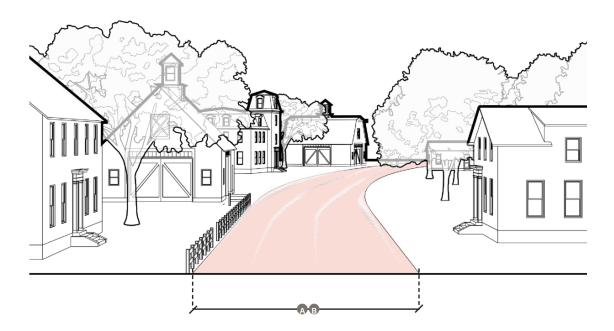
Curb Type	None
Drainage Type	Pervious or bioswale
Curb Radius	n/a

Encroachments

Verge Width	n/a
Walkway Type (B)	6 ft min, 15 ft max
Walkway Width	n/a
Planter Type	n/a
Planter Width	n/a
Furnishing Zone	n/a

Standards

- 1) Width must provide a 3 ft minimum clearance width of continuous passage
- 2) Surface may be compacted gravel, but it must be a smooth, durable material
- 3) Pedestrian thoroughfares without a furnishing zone may accommodate required street furnishings anywhere in the right-of-way.



b. Natural Lane

Description

An unpaved thoroughfare that provides access through blocks and to the front, sides, or backs of residential building types.

Roadway

Right of Way Width (A)	12 ft min, 14 ft max
Pavement Width	8 ft min, 12 ft max
Movement	Yielding
No. of Travel Lanes	1 lane, unmarked
Travel Lane Width (B)	12 ft max with no shoulder. 10 ft max with 2 ft shoulder
Parking Lanes	n/a
Parking Lane Width	n/a
Parking Stall Type	Opportunistic

Curb & Drainage

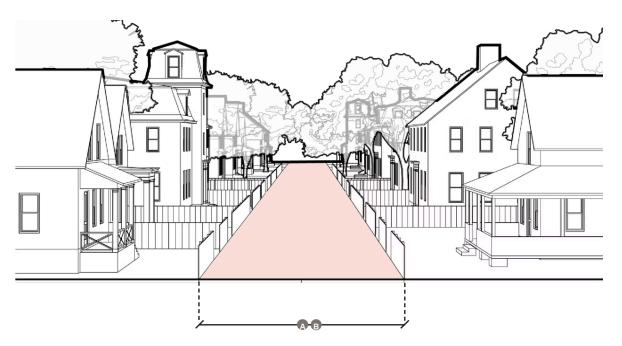
Curb Type	None
Drainage Type	Pervious or bioswale
Curb Radius	n/a

Encroachments

Width	n/a
Walkway Type	none
Walkway Width	n/a
Planter Type	none
Planter Width	n/a
Furnishing Zone	none

Standards

1. Right of way width may be extended to 20 ft max to support fire and EMS equipment.



c. Paved Lane

Description

A paved thoroughfare that provides access through blocks and to the front, sides, or backs of residential building types.

Roadway

Right of Way Width (A)	14 ft min, 24 ft max
Pavement Width (B)	24 ft max
Movement	Yielding or two-way
No. of Travel Lanes	2 lanes unmarked
Travel Lane Width	9 ft min, 18 ft max, unmarked
Parking Lanes	1 side or none
Parking Lane Width	unmarked
Parking Stall Type	Parallel, Opportunistic

Curb & Drainage

Curb Type	None
Drainage Type	Gutter or bioswale
Curb Radius	n/a

Encroachments

Width	none
Walkway Type	shared
Walkway Width	n/a
Planter Type	n/a
Planter Width	n/a
Furnishing Zone	n/a

Standards

None



d. Curbed Lane

Description

A paved thoroughfare that provides access through blocks and to the front, sides, or backs of residential or mixed-use building types.

Roadway

Right of Way Width (A)	18 ft min, 24 ft max
Pavement Width (B)	24 ft max
Movement	Yielding
No. of Travel Lanes	1 lane
Travel Lane Width (C)	9 ft min, 18 ft max, unmarked
Parking Lanes	1 side or none, unmarked
Parking Lane Width (D)	7 ft max
Parking Stall Type	Parallel

Curb & Drainage

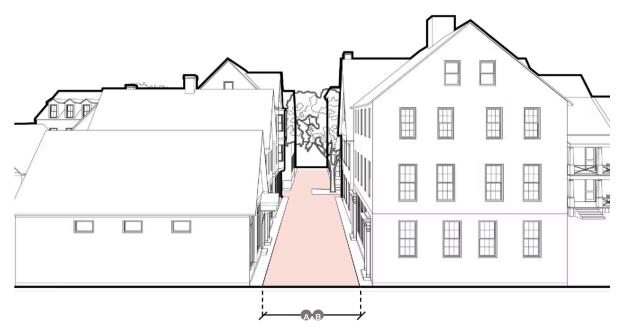
Curb Type	Granite
Drainage Type	Gutter or bioswale
Curb Radius	4 ft max

Encroachments

Width (E)	4 ft min on 1 or 2 sides
Walkway Type	none, or sidewalk on 1 or 2 sides
Walkway Width (F)	4 ft m in
Planter Type	Tree Pits or continuous planter (2)
Planter Width (G)	3 ft min (2)
Furnishing Zone (H)	1 ft min, 6 ft max

Standards

None



e. Crossweave

Description

A paved thoroughfare that provides pedestrian access through blocks.

Roadway

Right of Way Width (A)	12 ft min, 30 ft max
Pavement Width	n/a
Movement	Pedestrian
No. of Travel Lanes	none
Travel Lane Width	n/a
Parking Lanes	none
Parking Lane Width	n/a
Parking Stall Type	No parking

Curb & Drainage

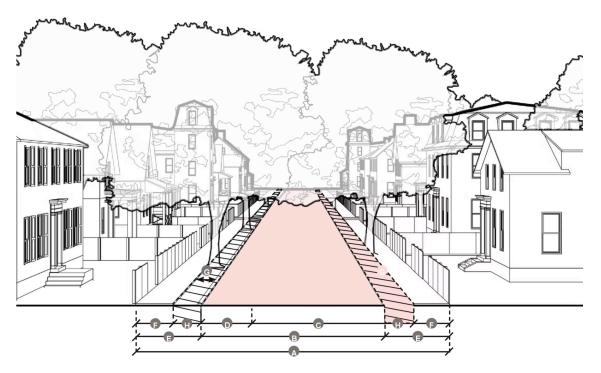
Curb Type	None
Drainage Type	Center drain or gutter, bioswale
Curb Radius	n/a

Encroachments

Width	30 ft max
Walkway Type	shared
Walkway Width (B)	12 ft min, 30 ft max
Planter Type	none
Planter Width	none
Furnishing Zone	none

Standards

 Pedestrian thoroughfares without a furnishing zone may accommodate required street furnishings anywhere in the right-of-way.



f. Yield Street

Description

A paved thoroughfare that accommodates slow flow traffic for all modes through residential neighborhoods.

Roadway

Right of Way Width (A)	21 ft min, 36 ft max
Pavement Width (B)	14 ft min, 22 ft max
Movement	Yielding
No. of Travel Lanes	1 yield lane, unmarked
Travel Lane Width (C)	18 ft max
Parking Lanes	1 or 2 sides, opportunistic
Parking Lane Width (D)	8 ft max, unmarked
Parking Stall Type	Parallel, Opportunistic

Curb & Drainage

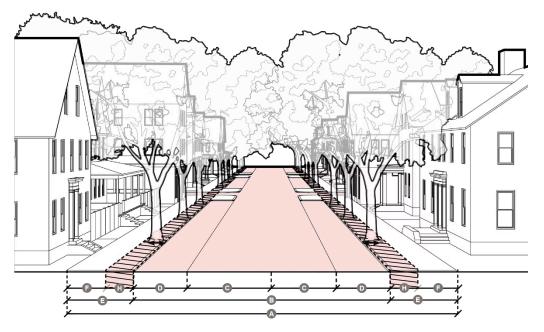
Curb Type	Granite or none
Drainage Type	Gutter or bioswale
Curb Radius	6 ft max

Encroachments

Width (E)	3 ft min, 1 or 2 sides, or none
Walkway Type	none, or Sidewalk on 1 or 2 sides
Walkway Width (F)	4 ft min
Planter Type	none or continuous planter or tree pits
Planter Width (G)	3 ft min
Furnishing Zone (H)	1.5 ft min

Standards

None



g. Neighborhood Street

Description

A paved thoroughfare that accommodates slow flow traffic for all modes through mixed-use neighborhoods.

Roadway

Right of Way Width (A)	44 ft min, 52 ft max
Pavement Width (B)	24 ft min, 36 ft max
Movement	Two-way
No. of Travel Lanes	1 or 2 lanes, unmarked
Travel Lane Width (C)	10 ft max
Parking Lanes	1 or 2 sides
Parking Lane Width (D)	7 ft min, 8 ft max
Parking Stall Type	Parallel

Curb & Drainage

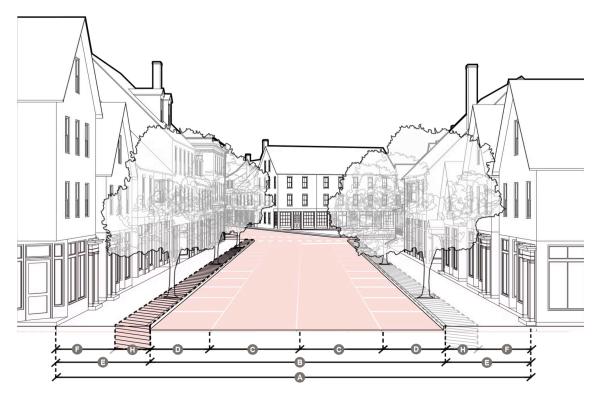
Curb Type	Granite
Drainage Type	Gutter or bioswale
Curb Radius	12 ft max

Encroachments

Width (E)	8 ft min, 2 sides
Walkway Type	sidewalk, 2 sides
Walkway Width (F)	4 ft min
Planter Type	continuous planter or tree pits (2)
Planter Width (G)	3 ft min (2)
Furnishing Zone (H)	1.5 ft min

Standards

- The thoroughfare may drop one or both parking lanes for portions of its length as long as the resulting space is given to the adjacent verge assembly.
- 2. Planters are optional on verges less than 9 ft wide.



h. Commercial Street

Description

A paved thoroughfare that accommodates slow flow traffic for all modes through commercial centers.

Roadway

Right of Way Width (A)	50 ft min, 74 ft max
Pavement Width (B)	38 ft max
Movement	Two-way
No. of Travel Lanes	2 lanes
Travel Lane Width (C)	10 ft min, 11 ft max
Parking Lanes	2 sides (1)
Parking Lane Width (D)	7 ft min, 8 ft max
Parking Stall Type	Parallel, Angled (1)

Curb & Drainage

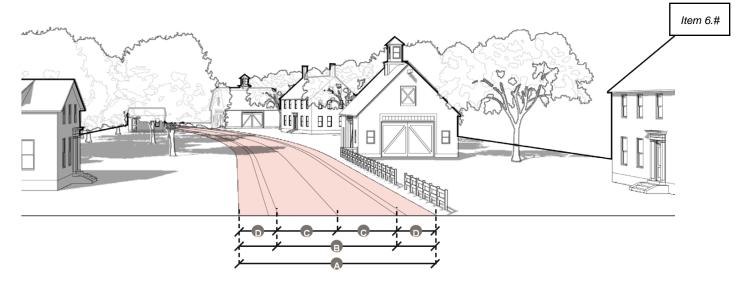
Curb Type	Granite
Drainage Type	Gutter or bioswale
Curb Radius	12 ft max

Encroachments

Width (E)	8 ft min, 2 sides
Walkway Type	Sidewalk, 2 sides
Walkway Width (F)	4 ft min
Planter Type	Tree pits
Planter Width (G)	3 ft min
Furnishing Zone (H)	1.5 ft min, 6 ft max

Standards

1. Angled parking permitted by special permit only.



i. Rural Road

Description

A higher speed road that occurs predominantly within rural areas.

Roadway

Right of Way Width (A)	50 ft max
Pavement Width (B)	26 ft max
Movement	Two-way
No. of Travel Lanes	2 lanes, marked or unmarked
Travel Lane Width (C)	10 ft max (1)
Shoulder Width (D)	3 ft min (1)
Parking Lanes	none
Parking Lane Width	n/a
Parking Stall Type	n/a

Curb & Drainage

Curb Type	none
Drainage Type	pervious or bioswale
Curb Radius	n/a

Encroachments

Width	n/a
Walkway Type	none
Walkway Width	n/a
Planter Type	none
Planter Width	n/a
Furnishing Zone	none

Standards

1. If a rural road provides a 3' minimum shoulder, it should have a 1' hatched buffer to the travel lane.

Town of Casco, Maine

Complete Streets Policy

I. VISION

Streets and roadways within the Town of Casco will be safe and accessible for people of all ages and abilities, including pedestrians, bicyclists, motorists, and public transportation users. By improving road design and focusing on safer speeds, the Town of Casco will achieve zero fatal or severe injury crashes.

II. CORE COMMITMENT

DEFINITIONS

Complete Streets – streets that are safe and accessible for all users, including pedestrians, bicyclists, motorists, and transit riders of all ages and abilities.

Vision Zero – a global strategy aimed at eliminating all traffic fatalities and severe injuries by prioritizing road safety through better design, speed management, and equitable mobility for all road users.

ALL USERS AND MODES

The Town of Casco will develop a safe and well-connected transportation network for all road users, ensuring that streets are inclusive, equitable, and appropriately scaled to meet the needs of the community. A well-designed transportation network must accommodate the diverse needs of all present and future road users.

The Town of Casco is committed to prioritizing equity and inclusivity, particularly for neighborhoods and areas with higher rates of accidents involving vulnerable road users. A vulnerable road user is someone who is at higher risk of injury in a collision, such as pedestrians, bicyclists, motorcyclists, and users of other non-motorized transportation.

ALL PROJECTS

The Town of Casco will approach every transportation and development project as an opportunity to create safer, more accessible streets for all users. These projects include, but are not limited to: planning, programming, design, right-of-way acquisition, construction engineering, construction, reconstruction, operation and maintenance.

Complete Streets Principles and design guidelines will be applied to all Town projects and privately funded developments, and incrementally on existing streets through a series of small improvements and activities over time.

Exceptions and Alternatives

The Town of Casco is dedicated to implementing Complete Streets Principles and design guidelines for all projects, but there are situations where alternatives may be necessary:

- Where non-motorized use is prohibited by state or federal regulations.
 In this case, alternative facilities and accommodations shall be provided within the same transportation corridor.
- 2. The existing right-of-way does not allow for the accommodation of all users. In this case, alternatives shall be explored such as obtaining additional right-of-way, using revised travel lane configurations, signage, traffic calming, education or enforcement to accommodate pedestrians, cyclists, transit riders and persons with disabilities.
- 3. Where the cost of providing accommodations is excessively high relative to the anticipated need or usage, particularly if alternative facilities are available within a reasonable walking and/or bicycling distance.
- 4. The project faces significant environmental or topographical challenges, including wetlands, floodplains, steep slopes, or other sensitive areas.

In situations where exceptions or alternatives are considered, the project should still attempt to meet Complete Streets Principles and Design Guidelines to the fullest extent practical. The Select Board will determine the decision making process for reviewing and granting/refusing exceptions or alternatives.

III. COMPLETE STREETS PRINCIPLES

ACCESS + MOBILITY FOR EVERYONE

Streets should allow people to travel in a safe, dignified, and efficient manner no matter their age, gender, or level of ability. Streets must allow for harmony between multiple modes — allowing for safe and efficient movement of trucks, public transit, and emergency response vehicles.

ENVIRONMENTAL SUSTAINABILITY

Sustainable streets protect and enhance natural ecosystems with tools like esplanades, pervious pavement, and bioswales that control stormwater. Street trees are a vital part of sustainable streets: they provide shade, filter the air, and slow traffic. Integrating ecological considerations into street design can also ease maintenance costs, as uncontrolled stormwater can damage street surfaces over time.

SAFETY + SECURITY

Streets should be designed to reduce or eliminate traffic-related fatalities or serious injuries. Vehicle speed is one of the most significant factors in crash severity, so controlling speed has a big impact on street safety for everyone. Street safety is also closely connected to public life — streets that encourage walking and biking throughout all hours of the day provide more "eyes on the street," and increase people's sense of security.

CONNECTIVITY

A connected street network helps make walking and biking viable modes of transportation, and disperses traffic across the network. Intersection density is one of the most important ways to create slower, safer streets. A well-connected street network results in fewer fatalities.

The transportation network shall be designed to ensure that common routes that link key destinations within the community can be safely navigated by walking, cycling, driving, and public transit (where applicable). On-road connections will be complemented by off-road paths or trails in appropriate locations. Cul-de-sacs and dead-end streets should offer through connections for biking and walking.

LAND USE CONTEXT

A great land use plan is also a great transportation plan. A good street design is inherently connected to land use — compact land use patterns and connected multi-modal streets support transportation options and reduce demand for drive-alone trips.

Implementation of Complete Streets will vary based on the specific characteristics of an area. Consistent with the Casco Comprehensive Plan, there should be an emphasis placed on connecting the Villages of Casco with safe streets and trails. Projects located closer to the Villages of Casco will prioritize pedestrian infrastructure more heavily than those in less populated areas.

CLIMATE CONSIDERATIONS

Complete Streets should respond to local environmental factors such as climate. Recommendations for improving walking and biking conditions in Casco must embrace the town's winter climate and integrate best practices for providing safe walking and biking options year-round.

COMFORT

When creating new walk and bike infrastructure, comfort is an important consideration. For example, sidewalks should be made as wide as practical and retrofitted to be fully ADA accessible. Streets should feature amenities such as benches and street trees. Bikeways should be developed to allow cyclists to travel safely with passing motor vehicles.

ECONOMIC DEVELOPMENT

Complete Streets are an economic asset to communities. Well-designed streets have been shown to generate higher revenues for businesses and increase home values. Casco's streets should be designed to support a mix of commercial and cultural activities, and leveraged to attract economic opportunities and talent.

ACTION!

Casco can start improving safety now with low-cost materials. Many Complete Streets projects can be implemented quickly, with little else than paint. For large projects that require significant capital planning and investment, Casco should look for opportunities to use demonstration and/or "pilot" projects to test options and inform public decision-making before committing to big ticket

infrastructure investments. Casco leadership should proactively engage with MaineDOT and neighboring communities on projects of regional scale.

IV. BEST PRACTICES

DESIGN

The Town of Casco will revise existing road construction and design standards and adopt new standards as needed to ensure that all road users are considered during the design process. The Planning Board, Select Board, Public Works Department, and Town Planner will begin developing standards upon the adoption of this policy.

The latest design guidance, standards, and recommendations available will be used in developing these standards, including:

- U.S. Department of Justice
 - o Americans with Disabilities Act (ADA) Standards for Accessible Design
- Federal Highway Administration (FHWA)
 - o Manual on Uniform Traffic Control Devices (MUTCD)
- National Association of City Transportation Officials (NACTO)
 - o Urban Street Design Guide
 - o Urban Bikeway Design Guide
 - o Urban Street Stormwater Guide

Ideally, the above list shall be updated once every five years. The links provided above are current at the time of adoption.

REGIONAL COORDINATION

Town boards, committees, and municipal staff should actively collaborate with neighboring municipalities, state agencies, and other stakeholders to develop infrastructure and facilities that support Complete Streets. These stakeholders include, but are not limited to:

- MaineDOT
- Regional Transportation Program (RTP)
- Greater Portland Council of Governments (GPCOG)
- Bicycle Coalition of Maine
- Loon Echo Land Trust
- Crooked River Snowmobile Club
- Lakes Region ATV Club

OUTREACH AND EDUCATION

The Town of Casco will actively solicit feedback from the community to assess ongoing needs and the effectiveness of Complete Streets implementation. This outreach will engage residents, businesses, and community groups through various channels, including public meetings, surveys, focus groups, and online platforms. The feedback gathered will inform adjustments to the transportation network, ensuring that it continues to meet the evolving needs of all users.

To complement these efforts, the Town of Casco will develop and implement comprehensive education programs aimed at promoting safe driving, cycling, and walking behaviors. These programs could include:

- Public Awareness Campaigns: Regular campaigns utilizing local media, social media, and town events to highlight the importance of road safety and discourage dangerous driving behaviors.
- Workshops and Training: Interactive sessions and workshops for residents, schools, and community groups focusing on practical safety tips for all road users.
- Community Events: Hosting events such as bike safety rodeos, pedestrian safety workshops, and driver education sessions to engage the public in a hands-on learning environment.
- **School Collaboration:** Partnering with local schools to integrate road safety education into the curriculum, ensuring that young residents are equipped with the knowledge to navigate streets safely.
- Law Enforcement Partnership: Collaborating with law enforcement to reinforce
 educational initiatives with targeted enforcement efforts, creating a culture of safety and
 compliance.
- **Friends of Casco Safe Streets:** Foster a group of Casco transportation users who strive to improve safety for all road users.

Through these initiatives, the Town of Casco will ensure that all members of the community are informed, engaged, and equipped to contribute to a safer, more accessible transportation network. The town is committed to cultivating an inclusive approach to education and outreach, ensuring that diverse voices are heard and considered in the ongoing development of Complete Streets.

V. IMPLEMENTATION + ADMINISTRATION

MUNICIPAL STAFF, BOARDS, AND COMMITTEES

The Town Manager or his/her designee shall administer this policy. All town boards, committees, municipal staff, and residents share a collective responsibility to actively contribute to the successful implementation of this policy. Each project will be reviewed by the Planning Board to determine the appropriate Complete Streets design elements, based on the project's location and land use context.

The Town of Casco shall work to revise all related procedures, plans, regulations and other necessary processes to adhere to Complete Streets Principles within five years of this policy's adoption. This includes but is not limited to zoning codes, planning documents, public works standards, and development guidelines. Any new procedures, plans, regulations, and processes developed after the adoption of this policy shall fully adhere to Complete Streets Principles.

The Town of Casco will make Complete Streets practices a routine part of everyday operations, and will approach every project and program as an opportunity to improve streets and the transportation network for all users, working in coordination with other departments, agencies, and jurisdictions to achieve Complete Streets. The Town of Casco shall encourage professional development and training of its staff on non-motorized transportation issues through attending conferences, classes, seminars, and workshops.

The Town of Casco will ensure that this policy stays up-to-date with the latest best practices and guidelines for street planning and design, and continues following the guidelines authored by the National Complete Streets Coalition, by reviewing this policy at least once every 5 years.

CAPITAL PROJECT SELECTION + PRIORITIZATION

When the Town of Casco adopts a project selection and prioritization framework, there shall be certain criteria in this framework that encourage the prioritization of Complete Streets projects. Active transportation projects that broaden access for underserved communities should be prioritized in order to reduce health, safety, and economic disparities.

Examples of Complete Streets Principles for consideration:

- Access + Mobility for Everyone expand infrastructure for modes of transportation other
 than the car, broadening transportation options for neighborhoods with limited connectivity
 to community assets, and for individuals who have limited options for connectivity due to
 socioeconomic status, disability, or other mitigating factors.
- **Environmental Sustainability** utilizing tools like green spaces, permeable pavement, and bioswales help manage stormwater, while street trees provide shade, clean the air, and calm traffic
- **Safety + Security** improving safety for all road users through short or long term design changes, implementing traffic calming measures to reduce speeding, re-aligning dangerous intersections, and improving lighting in key areas.
- Connectivity connecting existing infrastructure to existing infrastructure and creating
 additional connections to community assets (including, but not limited to, businesses,
 schools, community centers, town hall, medical facilities, parks, trailheads, water access
 points, voting locations, and libraries)

PERFORMANCE MEASURES

The Town Manager will report to the Select Board on an annual basis regarding transportation projects undertaken in the prior year and those planned for the coming year. The report will evaluate the extent to which these projects have met the objectives of the Complete Streets policy. The report should detail any instances where the Complete Streets policy was not applied to a project, including the reasons for such decisions.

Approved by Casco Select Board:

Eugene Connolly, Chair

Mary-Vienessa Fernandes

Robert MacDonald

Addendum A

Additional Resources

- Federal Highway Administration (FHWA)
 - Small Town and Rural Multimodal Networks
- Institution of Transportation Engineers (ITE)
 - Designing Walkable Urban Thoroughfares: A Context Sensitive Approach
 - Curbside Management Practitioners Guide
- National Association of City Transportation Officials (NACTO)
 - Don't Give Up at the Intersection
- MaineDOT
 - Maine DOT Complete Streets Policy
 - MaineDOT Highway Program Design Guidance
- American Association of State Highway and Transportation Officials (AASHTO)
 - Guide for the Planning, Design, and Operation of Pedestrian Facilities
 - Guide for the Development of Bicycle Facilities

August 25, 2025 Additional Submittal Materials For the Contract Zoning Application From the Casco Public Library

CONTENTS

- Updated Contract Zoning Agreement, with additional sections on Signs and Surface Water Drainage incorporated, as previously discussed
- Updated Exhibit A (labeled Exhibit D) showing the Sign Easement Area
- Cover Letter
- An Expanded Narrative, addressing known concerns
- Images of what the proposed addition will look like
- Pages from the Architectural Drawings that directly relate to the proposed addition (full set of drawings is included in the electronic submission)

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, 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. <u>Modified Space Standards within the Contract Zone Area.</u>

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 square feet.
- (b) Maximum building coverage: 100%.
- (c) Minimum road frontage: 0 feet.
- (d) Minimum structure setbacks (principal and accessory structures):
 - (i) Front: 5 feet.
 - (ii) Side: 5 feet.
 - (iii) Rear: 5 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. <u>Curb Cuts.</u>

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.

- 5. 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) <u>Buffer Zones</u>. 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.
- (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) <u>Stormwater Quality and Phosphorous Control</u>. 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.
- (e) Signs.
 - (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) Notwithstanding Section 215-5.28(H) 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) Notwithstanding Section 215-5.28(H) 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.
- (f) <u>Surface Water Drainage</u>. 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.
- 6. <u>Miscellaneous Provisions</u>.

- (a) <u>Future Development</u>: 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) <u>Survival Clause</u>: 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) <u>Further Assurances</u>: 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) <u>Maine Agreement</u>: 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) <u>Site Plan and Subdivision Review</u>: 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.

INHABITANTS OF THE TOWN OF CASCO
By: Anthony Ward Its: Town Manager, Duly Authorized by Vote of Town Meeting
CASCO LIBRARY ASSOCIATION
By: Pamela S. Edwards Its: Authorized Representative

State of Maine County of Cumberland, ss.		
Then personally appeared the above-n Town Manager of the Town of Casco and ack his free act and deed and the free act and deed		
	Notary Public Print Name: Commission Expires:	
	Commission Expires	
State of Maine County of Cumberland, ss.		
Then personally appeared the above-named Pamela S. Edwards 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)

{P2391418.7} 4939-0633-2419, v. 1

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;

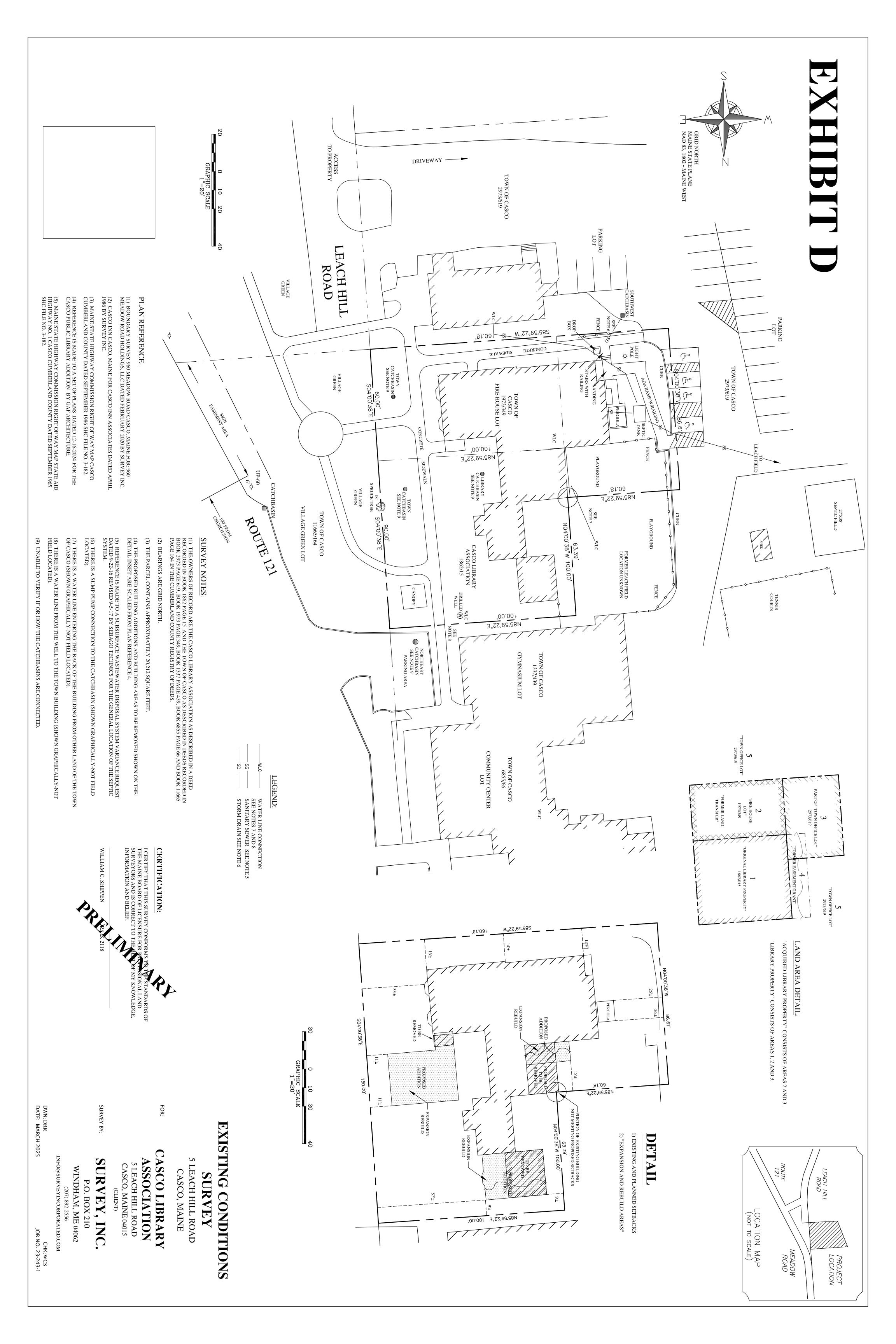
Thence S 4° 00' 38" E, by and along land of the Casco Library Association, a distance of 26.61 feet;

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.





PO Box 420 5 Leach Hill Rd. Casco, ME 04015 www.cascopubliclibrary.org 207-627-4541

Memo

Date: August 25, 2025

To: John Wiesemann, Code Enforcement Officer, Town of Casco

Mary Tremblay, Deputy Code Enforcement Officer, Town of Casco

From: Casco Library Association (known locally as the Casco Public Library)

Subject: Contract Zoning Application for the Casco Public Library

The Board of Trustees of the Casco Public Library is pleased to present additional materials to supplement our previous submittal for a Contract Zoning Agreement. During our last meeting with the Planning Board we heard several concerns, and the enclosed materials seek to address them. Those concerns are as follows:

- Why is the Library proposing this project with this configuration at this time
- How will the new addition affect the Village Green and the community
- What will the proposed addition look like from various vantage points
- What is the public support for the project

While the enclosed material focuses on the proposed addition, the CZA would also enable the rebuilds of the two rooms as previously presented. The materials presented here do not include all the material previously submitted, but just the new or changed ones.

Thank you for reviewing these materials. We look forward to working with you on our proposal and finalizing an Agreement that will benefit our shared community.

cc: Ryan McAllister, Planning Board Chair
Anthony Ward, Town Manager
Janet Ver Planck, President, Casco Library Association
Pamela S. Edwards, Treasurer, Casco Library Association
Michelle R. Brenner, Library Director, Casco Library Association
Andrew Hersom, Attorney, Perkins Thompson

Attachments:

A Narrative that addresses the above concerns, including images Pages from the Architectural Drawings directly related to the proposed addition Updated Existing Conditions, showing the sign easement area

Planning Board Narrative

Why a Contract Zone Agreement

The Library's objective in applying for a contract zone is to ensure that its building plans can meet current Zoning and Land Use regulations. Since 1947 when the Library procured its original 90' x 100' property, major changes to its building configuration, past actions by the Town, and adoption of the Zoning and Land Use Ordinances in 1988, have resulted in the Library lot and structure becoming nonconforming.

The reasons behind this current nonconformity fall into four general categories:

- the first is that structures built before 1988 (except for those in the Shoreland Zone) did not have to meet any dimensional or performance standards (four of the existing Library rooms were built before 1988);
- two Town Meeting warrant articles, one in 1979 and the other in 1990, to transfer Town land to the Library were approved but property deeds were never completed or recorded at the Registry of Deeds;
- the Town's construction of the Village Green in the late 1990's caused the Library to lose its road frontage, parking, legal access to its property and the ability to place a sign on its property adjacent to a public road; and
- the Library expanded its footprint twice after 1988, each time expanding onto town property without the deeds being recorded, and without any known written agreement.

The proposed Contract Zone Agreement (CZA), along with other, related documents between the Town and the Library, are intended to remedy this situation and ensure that we are in conformance with all land use regulations, now and in the future.

The justification for the projects that the CZA would enable

The Library started its most recent and on-going strategic planning work in 2021. Our overall strategic goal is to *increase the resilience and sustainability of the Library to ensure the long-term delivery of relevant and engaging programs that serve all community members*. The trustees chose to work on two aspects of this overarching goal first: 1) the adequacy of our built infrastructure, and 2) the breadth of our program and service offerings.

Adequacy of facility

The Trustees assessed the Library's infrastructure in terms of our resilience and sustainability goals, including program and service capacity, accessibility, structural integrity, operating costs, and carbon footprint in 2022.

What the assessment found

We identified multiple deficiencies, including inadequate insulation, accessibility issues, minor and major repair needs, and high heating and cooling costs. Several of these deficiencies have been or can be resolved within the current building footprint, requiring no zoning appeals.

Other deficiencies identified include lack of storage space, no private space for staff, a non-ADA-compliant staff bathroom, and no dedicated quiet, private patron space. Other identified deficiencies were structural problems in the current book sale room and non-fiction room. While

not immediately concerning, these structural issues do need to be addressed to meet our sustainability and resiliency goals.

Adequacy of programs and service offerings

Like most businesses and institutions in 2020, our in-person visits dropped dramatically because of the COVID epidemic. Since then, patrons have returned, and 660 new patrons have registered just in the last three and a half years, resulting in a growing demand for our facility and services, both in terms of program and event attendance, as well as the informal use of our facilities. People visit the Library for a change of scenery from home, a chance to make social connections, or to have a quiet place to work or read. In addition, our robust programming for youth from birth through early adolescence and our popular on-going adult programs means that there are times when the Library is bustling with activity and louder than one would expect in a library.

We have been aware for years that the libraries like ours have grown from just a book-lending institution to an important community gathering place. Community members use meet over shared interests, read a newspaper or magazine, or drop in for a chat with other patrons or the friendly Library staff, to name just a few.

Summary of needs:

- 1) a re-build of our current book sale and nonfiction rooms, each on a different footprint;
- 2) additional storage space to free up our conference room for meetings and programs;
- 3) a private staff area with ADA-compliant entrance and bathroom;
- 4) more opportunities for community members to make meaningful connections; and
- 5) more space and more diverse types of spaces, including quieter and more private areas, to accommodate a wider variety of programming and community needs.

Externally identified needs

Local level: During this timeframe, the Town of Casco worked on and adopted its 2024 Comprehensive Plan. Among other things, the Plan identified the need for multi-generational gathering spaces where people can connect with others to engage in social and recreational activities, particularly non-sports activities in our village centers. Casco Public Library, in the heart of Casco Village, is free and open to anyone of any means and, with its warm and welcoming atmosphere, is in a unique position to continue and expand these types of opportunities.

State level: In 2022-3, the Governor's Office, through the Department of Economic and Community Development, and the Maine State Library announced their desire to attract and support remote workers by offering grants to libraries to enable them to provide the space and services those workers would need. Even in the '90's, a number of libraries across the state had already initiated programs to support workers, but the COVID epidemic brought these needs to the forefront. Since this competitive grant opportunity dovetailed nicely with our strategic direction, Casco Public Library applied for and received a grant for \$100,000, the highest amount awarded.

Addressing these deficiencies has led us to apply for a Contract Zone

The Library proposes to rebuild the book sale room on a smaller, altered footprint for ADA-compliant, private staff areas; rebuild the nonfiction room on a larger footprint for accessibility improvements and additional storage space; and add a 1,000 square foot space to the front of our building to provide a multi-purpose space that will house the desired quiet, private areas. The Library cannot undertake all these projects that would benefit the community without the zoning changes requested in the Contract Zone Agreement.

How and why we chose the location for the proposed addition

Initially it was not in our plan to build a completely new room. We tried to accommodate our needs by looking at a variety of options within or with a slightly expanded footprint of our existing building and faced a number of constraints. It was only when we looked at a separate but connected room on land that we own that we were able to overcome those constraints. The following is a list of the benefits from that decision:

- The south facing roof structure allows for future solar panel expansion
- The proposed footprint allows for effective use as a multipurpose room with additional space for confidential work, including telehealth appointments
- A free-standing building ends up being more economical to build
- All the older roofs of the Library were not built to current codes and would not support any additional load of overbuilds
- A free-standing building increases fire safety because it is separate from other parts of the building

How the proposed addition will impact the community

- a change to the current sidewalk and line of sight along the front of the Library
- the placement of the addition on a small portion of the Village Green
- formation of an enclosed courtyard with amenities
- creation of two outdoor spaces between the Library and the Village Green
- availability of diverse types of spaces for (free) community use
- delivering additional services spaces for telehealth visits, private conference calls, exam and test taking, and technology for remote workers

Images of what it could look like

The four images in this package of materials provide a realistic picture of what the addition would look like. Each image is captioned with explanatory text.

Public Support

General Support

- 70 separate donations from our community in support of all our infrastructure projects
- The Library receiving eight competitive grants for its project work
- The Comprehensive Plan's overall philosophy of building a resilient community, including strengthening community connections, as well as the specific strategy to "Support increased funding for the Library to provide additional multi-generational activities."

Specific Support

• Maine State Library grant for \$100,000

- \$50,000 competitive grant from a Maine-based philanthropic foundation
- Dozens of one-on-one conversations in the Library explaining our new addition and how
 it would be used, with all of them having positive feedback, and the overwhelming
 majority of them being enthusiastically received.
- The ultimate public support, of course, will be approval of the CZA at a Town Meeting.

The following stories are from actual patrons who have used the library in the past few months. They clearly show the need for our proposed plans.

- A playwright and author whose parents are Casco full-time residents visits every summer
 and used the library as a work space to work on her novel so that she could meet her
 deadline.
- A psychiatrist who owns a summer property and has been summering in Casco all her life needed a space to hold a virtual private meeting somewhere with fast internet.
- A Raymond resident who is a remote worker had never been in our library but spent several hours on our wi-fi and was so appreciative of the space and internet that he sent in a donation for our building project when he heard about our plans for a dedicated quiet space.
- Patrons have used the library to complete certifications and take practice tests of many types: for military enrollment, secondary studies and professional licensing.

Future Public Engagement

We are planning a public engagement event for Sunday September 28 to share our plans for expansion. The event will include music, food and outdoor activities for children and adults. Attendees will also have an opportunity to share their design ideas for the new outdoor spaces that will be created. All Casco addresses will receive a postcard invitation outlining the details of the event.

Contract Zoning Procedures

As the Planning Board members are well aware, the Casco Public Library has appeared before the Board three times, as well as at the joint workshop between you and the Selectboard. At that time, the Selectboard voted to send the CZA application back to the Planning Board for reconsideration of subsection C. (3) (a) (also referred to as Step 3) as outlined in the contract zoning provisions in Section 215-3.4 of the Town's Zoning and Land Use Ordinance (ZLUO). Subsection C.3 (a) lists the five elements the Board is to consider during its review of any proposed Contract Zoning Agreement. These five criteria are:

- (1) Why is the Contract Zoning Agreement being requested
- (2) Is the proposed Contract Zoning Agreement compatible with the Comprehensive Plan
- (3) How does the proposed project or use of the property impact surrounding properties and the neighborhood in general
- (4) What are the benefits and costs to the Town of Casco and the interests, safety, and general welfare of its citizens
- (5) Input, when appropriate, from Town Boards and Committees

As the Planning Board is also aware, the next step in the process is a joint review of the proposed Contract Zoning Agreement by both the Planning Board and Selectboard per Section

215-3.4, subsection C (4) of Casco's ZLUO.

Conclusion

The Casco Public Library is confident that this narrative provides relevant information for the Planning Board's consideration to endorse taking the next step to keep the Contract Zoning Agreement process moving forward. Representatives of the Library will be pleased to clarify and/or answer questions at the upcoming Planning Board meeting on September 22, 2025.

In accordance with the next step of the joint Planning Board/Selectboard meeting, and eventually Town Meeting, it would be helpful if the Planning Board would provide specific input to the following questions:

- A. What are the concerns with or changes to the proposed Contact Zoning Agreement that the Planning Board would like to discuss?
- B. Is the proposed Contact Zoning Agreement compatible with the Comprehensive Plan?
- C. Does the proposed Contract Zoning Agreement meet the review criteria established in the Town's Zoning and Land Use Ordinance?
- D. Does the Planning Board support forwarding the proposed Contact Zoning Agreement to the next step of a joint Planning Board/Selectboard meeting?

We look forward to meeting with you at the September 22, 2025 Planning Board Meeting.



Image 1: This aerial view shows the whole Village Green It is approximately 52,000 square feet in size, a small portion of which is on Library land. The Library campus is in the upper right-hand corner of the image. The footprint of our proposed addition is shown as a dark gray rectangle and extends across the sidewalk. A portion of the sidewalk will be reconfigured and replaced with ADA-compliant materials. See Image 3 for more detail.



Image 2: This photograph was taken from the edge of the Village Green adjacent to Meadow Rd. (Route 121). It shows how the front of the Library is nestled of the Green's large maple trees. The proposed addition is depicted as a semi transparent overlay. The prominent red door in the middle of the photo is our from the entrance, but our main entrance, used by an estimated 90% of our visitors, faces the Town Parking Lot behind the Library.



Image 3: This drawing depicts the proposed addition from the southeast. A semienclosed space is created by the addition, with two sides of the space being defined by the exterior walls of the addition and the existing Children's area. Also shown is a possible placement of the sidewalk in that area, with plantings and picnic tables further defining the area as an inviting space. We expect to get further feedback from the public and town officials before finalizing our landscaping plans.



Image 4: This image looks at the addition from the northeast. It shows how the sidewalk might be reconfigured, together with a few amenities. It is not meant to depict a final plan, as we want to get further feedback beforeha

CASCO PUBLIC LIBRARY | ADDITION

5 LEACH HILL RD, CASCO, ME 04015

ABBREVIATIONS AB ANCHOR BOLT DBL DOUBLE GA GAUGE MTRL MATERIAL RD ROOF DRAIN UNDERWRITERS ACT ACOUSTICAL CEILING TILE DEFL DEFLECTION GALLON MAS MASONRY REC RECREATION **LABORATORIES** ADDL ADDITIONAL DEMO DEMOLITION GALV GALVANIZED MAX MAXIMUM RECT RECTANGLE UNO UNLESS NOTED ADMIN ADMINISTRATION DF DRINKING FOUNTAIN GENERAL CONTRACTOR MECH MECHANICAL REQD REQUIRED OTHERWISE AFF ABOVE FINISH FLOOR DIA MFR MANUFACTURER REF REFRIGERATOR ALUM ALUMINUM DIAG DIAGONAL GWB GYPSUM WALL BOARD MGR MANAGER REINF REINFORCE/REINFORCING ACCESS PANEL MINIMUM VAPOR BARRIER RESIL RESILIENT APV ASPHALT PAVER MISC MISCELLANEOUS VCT VINYL COMPOSITE TILE REV REVISE/REVISION ARCH ARCHITECT MASONRY OPENING RFG ROOFING VENT VENTILATOR/VENTILATION MOISTURE RESISTANT VERT VERTICAL MTD MOUNTED **HOLLOW CORE** RO ROUGH OPENING VEST VESTIBULE BIT BITUMINOUS MTG MOUNTING VR VAPOR RETARDER BLDG BUILDING EXHAUST FAN HEIGHT MTL METAL BLKG BLOCKING **EXPANSION JOINT HOLLOW METAL** SANITARY **ELEVATION** WC WATER CLOSET BENCHMARK HOLD OPEN SOLID CORE NIC NOT IN CONTRACT BRG BEARING ELEV ELEVATOR HORIZ HORIZONTAL STORM DRAIN WD WOOD NIGHT LIGHT BTW BETWEEN EQUAL HTG HEATING SECT SECTION WIND WINDOW HVAC HEATING, VENTILATION NO EXAM EXAMINATION SQUARE FOOT W/O WITHOUT CAB CABINET NTS NOT TO SCALE EXIST EXISTING & AIR CONDITIONING SHT SHEET WWF WELDED WIRE FABRIC CB CATCH BASIN SIMILAR WWM WELDED WIRE MESH CEM ON CENTER SPEC SPECIFICATION(S) CEMENT OFCI OWNER FURNISHED CUBIC FEET SQ FURNISHED BY OWNER SQUARE CONTRACTOR INSTALLED STC SOUND TRANSMISSION CIRC CIRCLE/CIRCULAR FLOOR DRAIN INCH **CONTROL JOINT** FCP FIRE CONTROL PANEL OFOI OWNER FURNISHED INSUL INSULATE/INSULATION INT INTERIOR CENTER LINE OWNER INSTALLED STD STANDARD CLG OZ OUNCE **FIBERGLASS** STL STEEL CLO CLOSET FIN JANITOR CLOSET STOR STORAGE CMU CONCRETE MASONRY UNIT **FLOOR** PART BD PARTICLE BOARD ST STL STAINLESS STEEL COL COLUMN FOS FACE OF STUD PLAS PLASTIC SUSP SUPSENDED CONC CONCRETE PLAM PLASTIC LAMINATE CONST CONSTRUCTION PLYWD PLYWOOD TEL TELEPHONE LINEAR FOOT CONT CONTINUE, CONTINUOUS PNT PAINT TEMP TEMPERATURE/TEMPERED

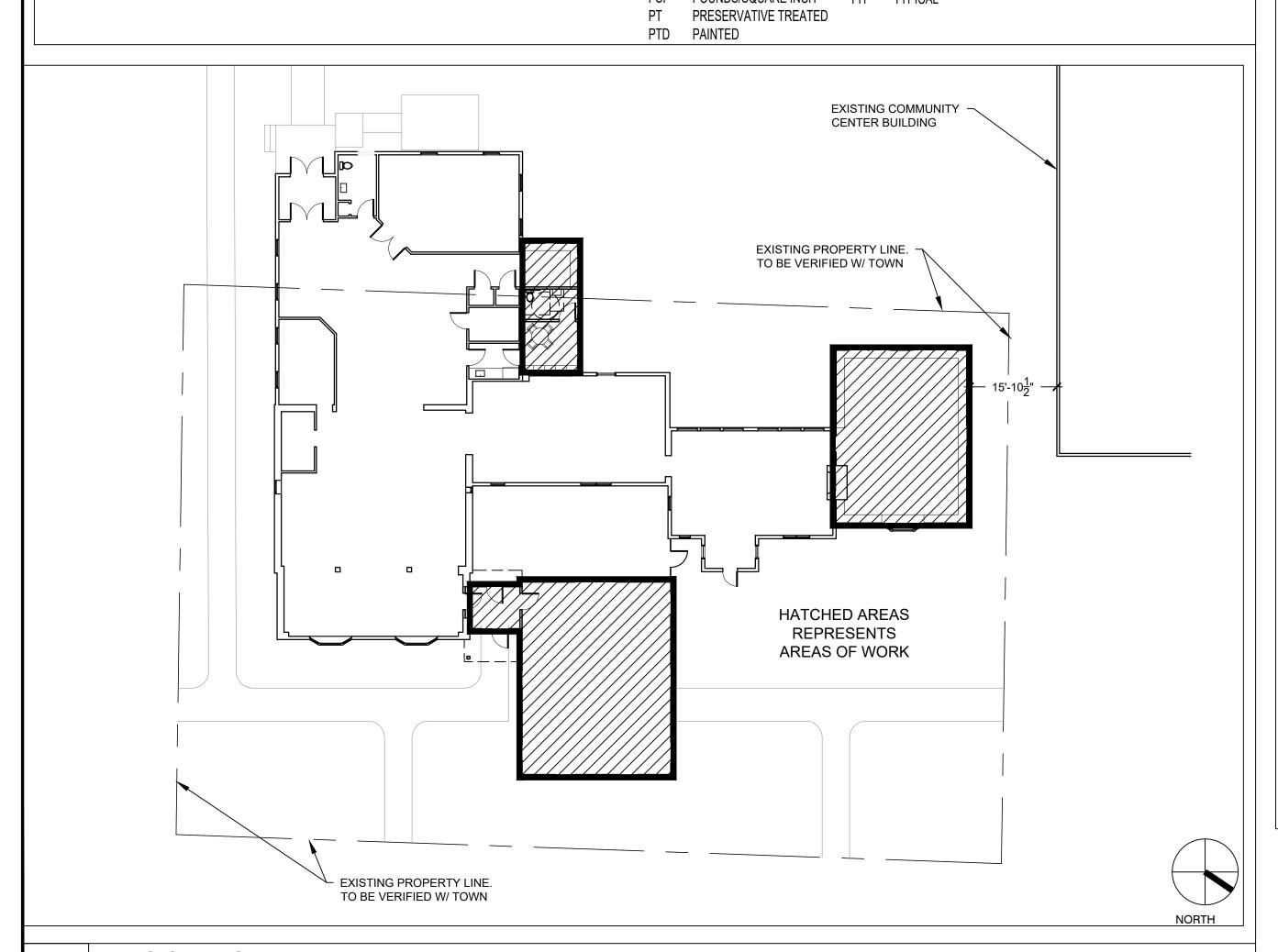
POLY POLYURETHANE

T&G TONGUE & GROOVE

A.A. TOP OF TV TELEVISION

LIGHT

LIN LINEN



GENERAL NOTES

SYMBOLS

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

PROJECT DESCRIPTION

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

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

BREAKDOWN OF EXISTING A NEW BUILDING AREAS

5,525 SF
418 SF
489 SF
54 SF
4,564 SF
1,986 SF
6,550 SF

NO CHANGE OF USE

REFER TO LS.101 FOR ADDITIONAL CODE INFORMATION

DRAWING LIST

ARCH	ITFCT	IIRAI	

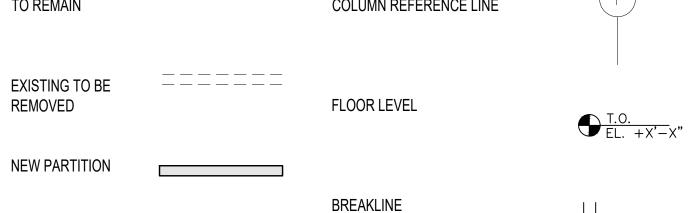
ARCHITECTURAL			
T.100	COVER SHEET, GENERAL NOTES & PLOT PLAN		
LS.101	LIFE SAFETY PLAN AND CODE INFORMATION		
AD.101	FIRST FLOOR DEMOLITION PLAN		
A.100	OVERALL FLOOR PLAN		
A.101	PART FIRST FLOOR PLANS		
A.102	PART REFLECTED CEILING PLANS		
A.200	OVERALL EXTERIOR ELEVATIONS		
A.201	EXTERIOR ELEVATIONS - WORK/STUDY ROOM ADDITION		
A.202	EXTERIOR ELEVATIONS - NON-FICTION ADDITION		
A.203	EXTERIOR ELEVATIONS & BUILDING SECTION - BREAK RO		

A.203 EXTERIOR ELEVATIONS & BUILDING SECTION - BREAK ROOM/BOOK SALES
A.301 BUILDING SECTION AND DETAILS - WORK/STUDY ROOM ADDITION
A.302 BUILDING SECTION AND DETAILS - NON-FICTION ADDITION

A.401 DOOR, WINDOW AND FINISHE SCHEDULES, PARTITION TYPES AND DETAILS

ROOM NUMBER ROOM NUMBER ROOM NAME BUILDING SECTION BUILDING SECTION BUILDING SECTION ## A.### # / A.### DOOR NUMBER 101

		BUILDING/INTERIOR ELEVATION	# / A.###
DOOR NUMBER	(101)		
WINDOW TYPE	NO	WALL SECTION	## A.###
DETAIL	# A.###	PARTITION TYPE	#
EXISTING WALL		COLLIMN REFERENCE LINE	(1)



AREA NOT IN SCOPE

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

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LIBRARY-ADDITION

ACH HILL RD

Date: 12/16/2024 Issuance: ISSUED FOR PERMIT

'R SHEET, GENERAL PLOT PLAN

AND PLOT P

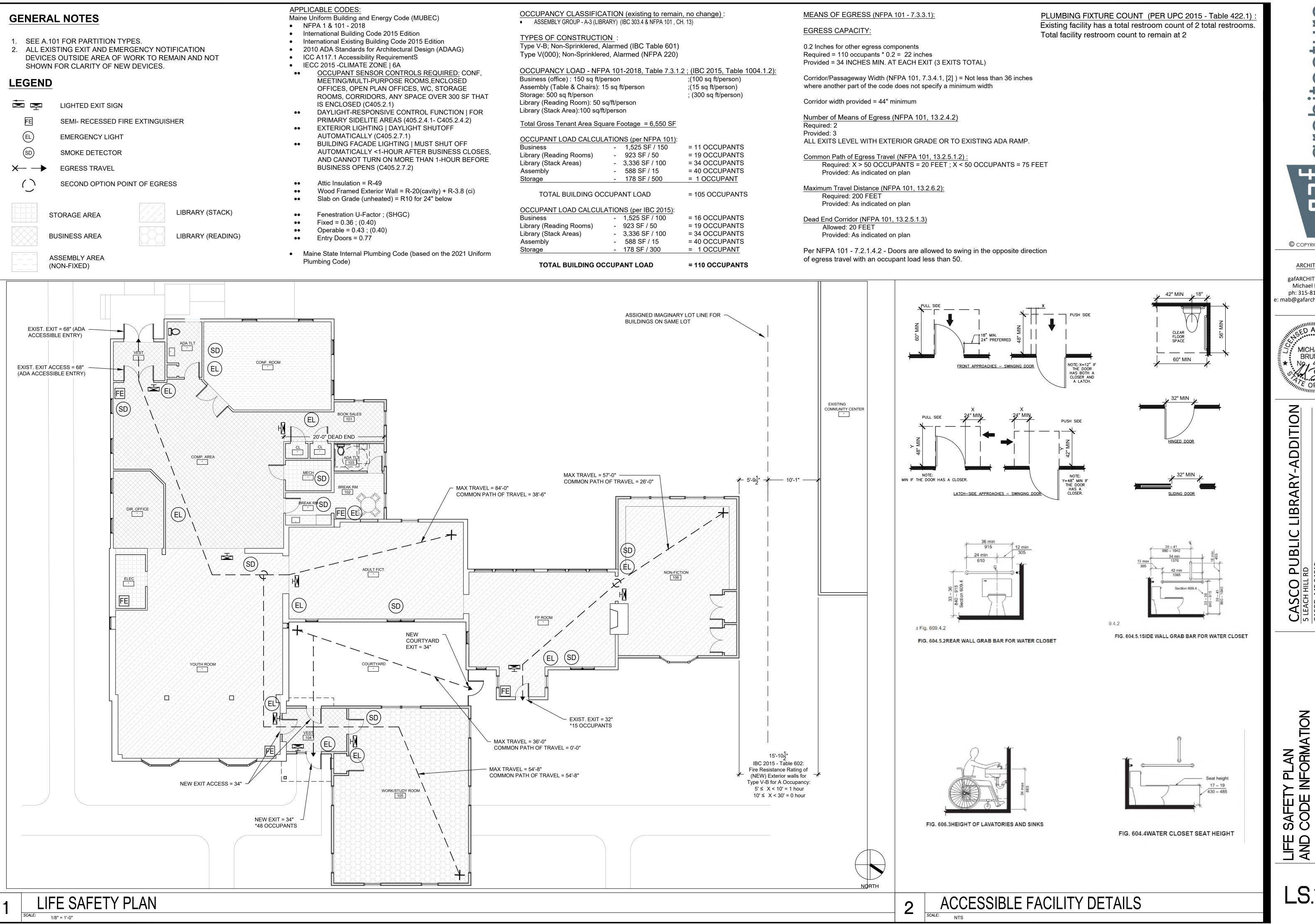
T 101

FTG FOOTING

F.O. FACE OF

COORD COORDINATED

CT CERAMIC TILE



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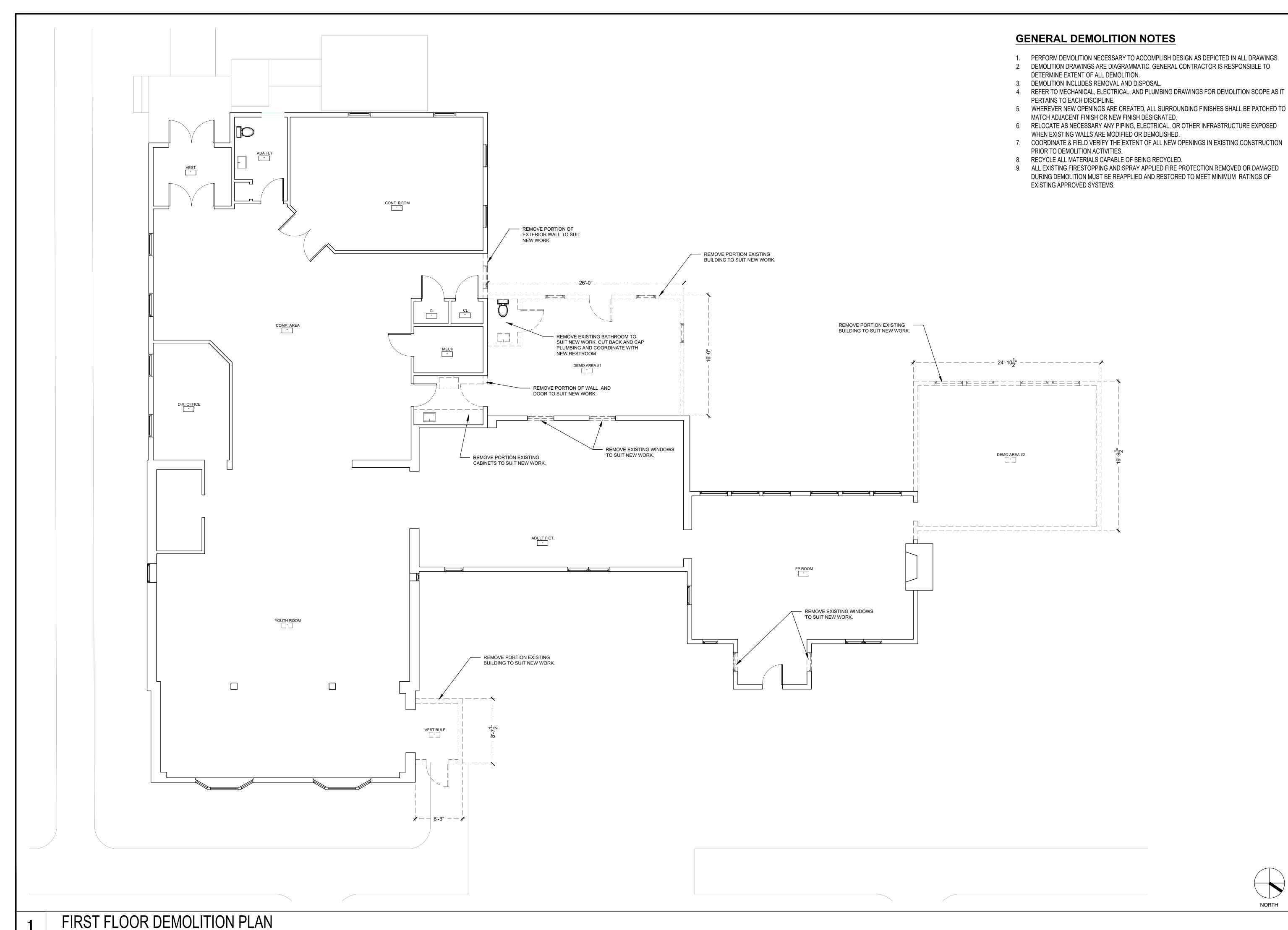
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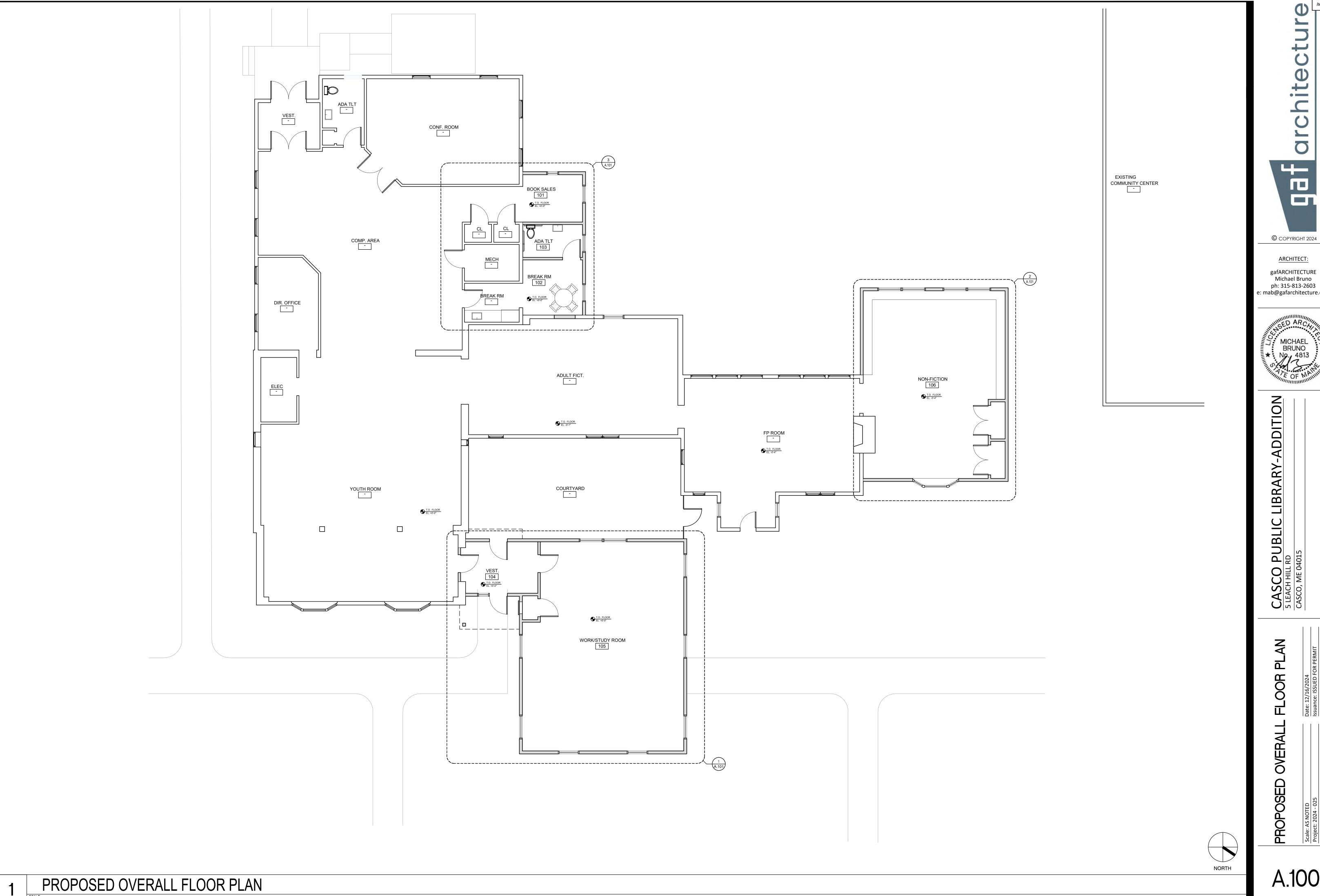
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Michael Bruno ph: 315-813-2603 mab@gafarchitecture.com

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LS.101

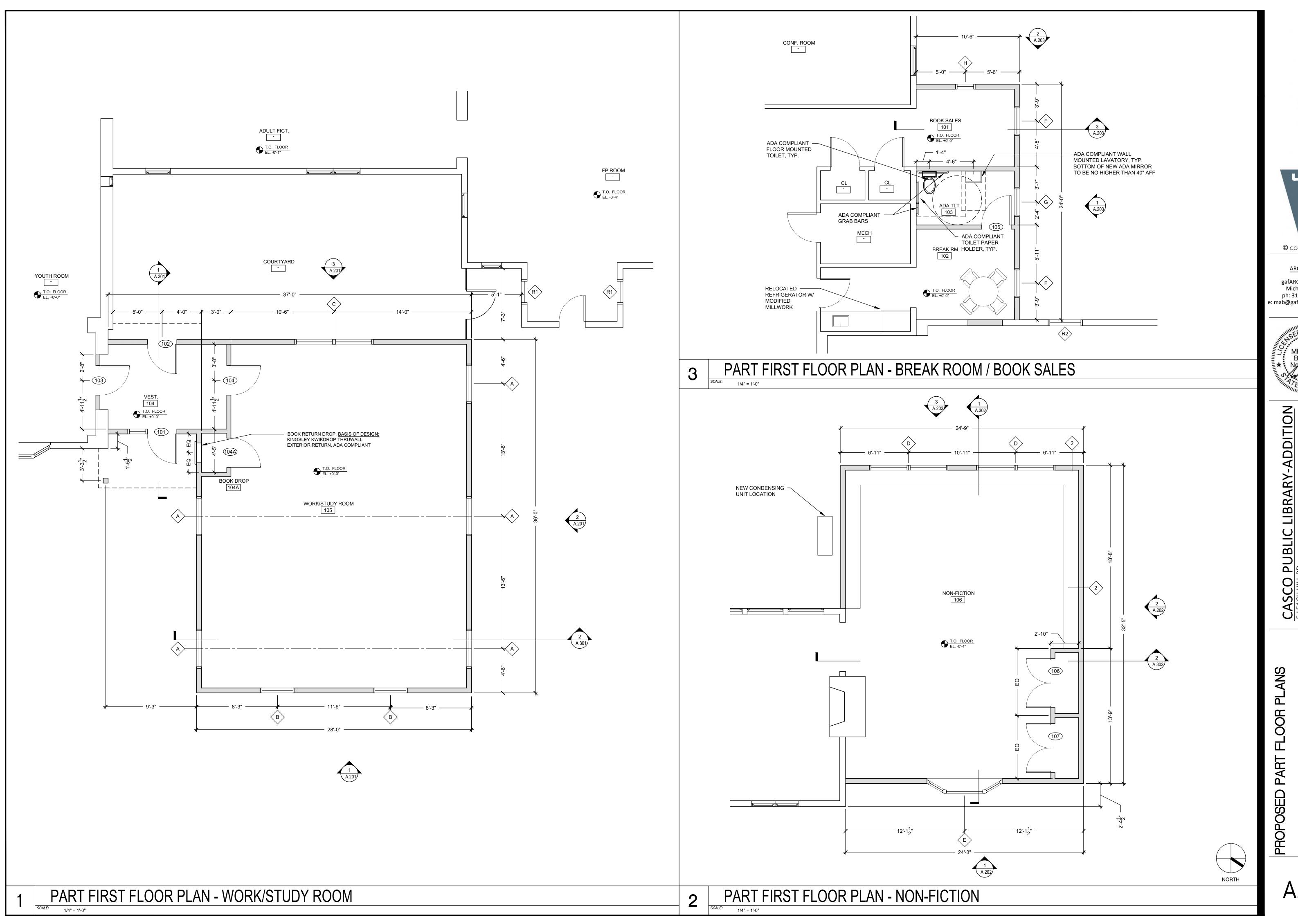




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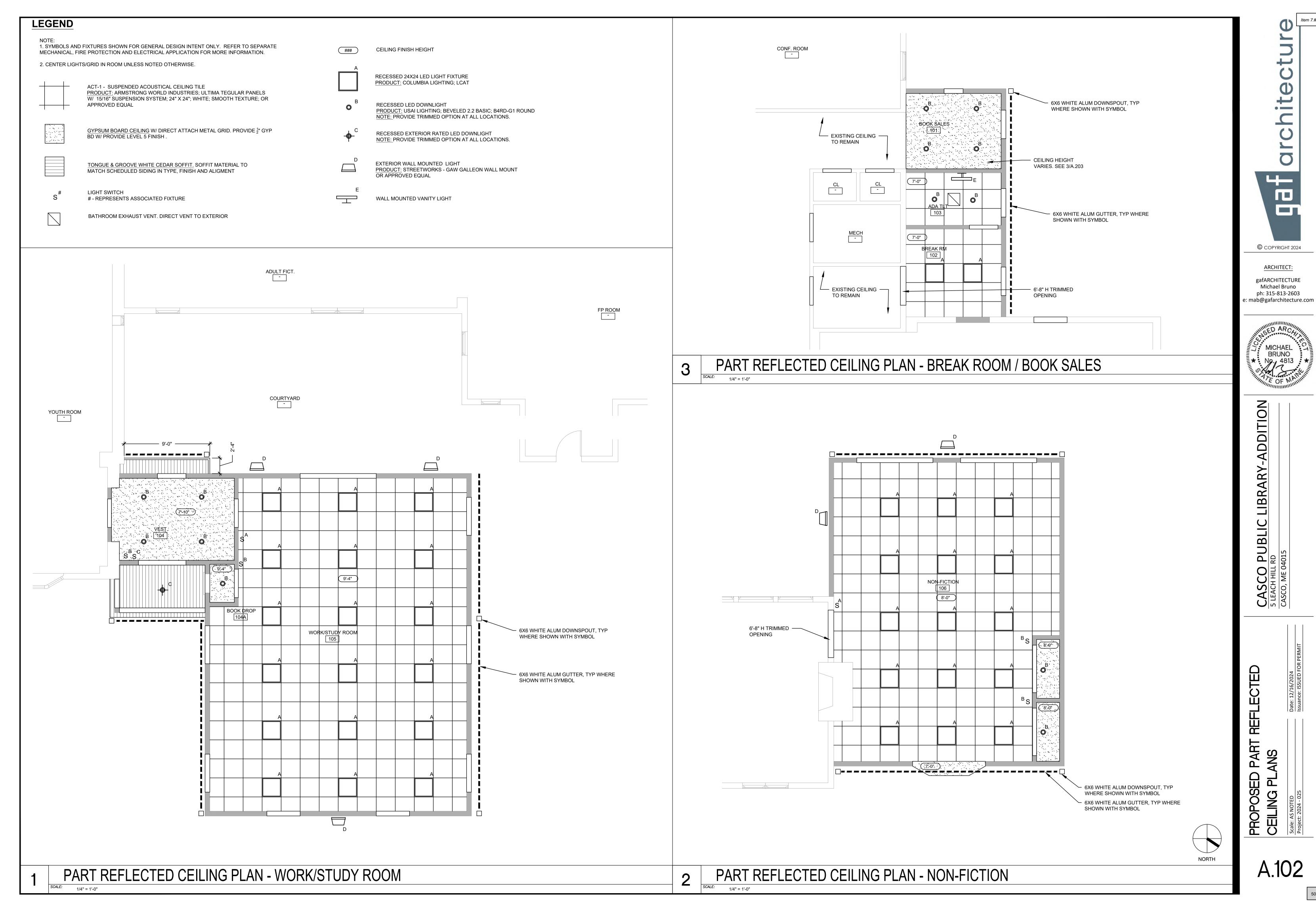


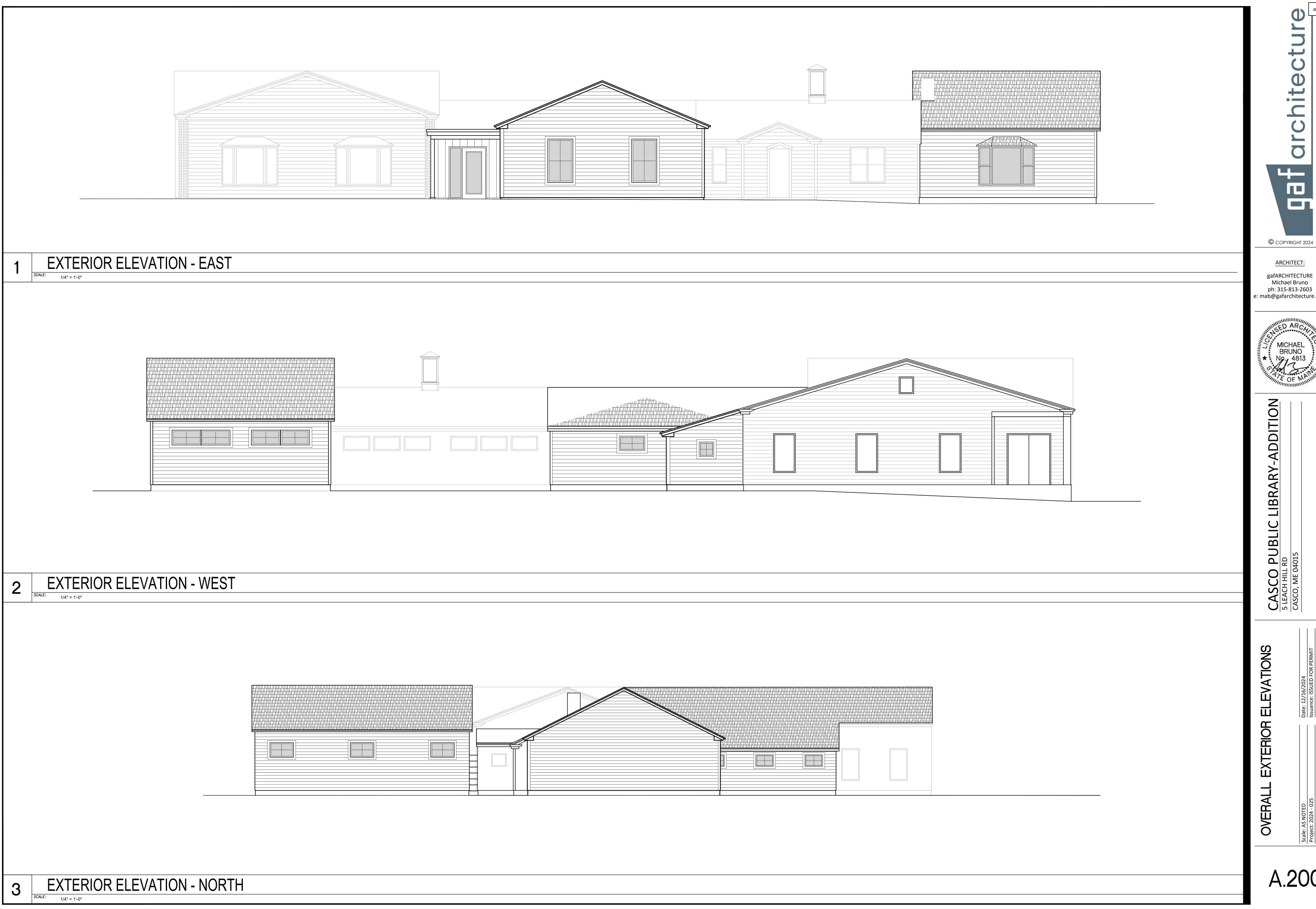
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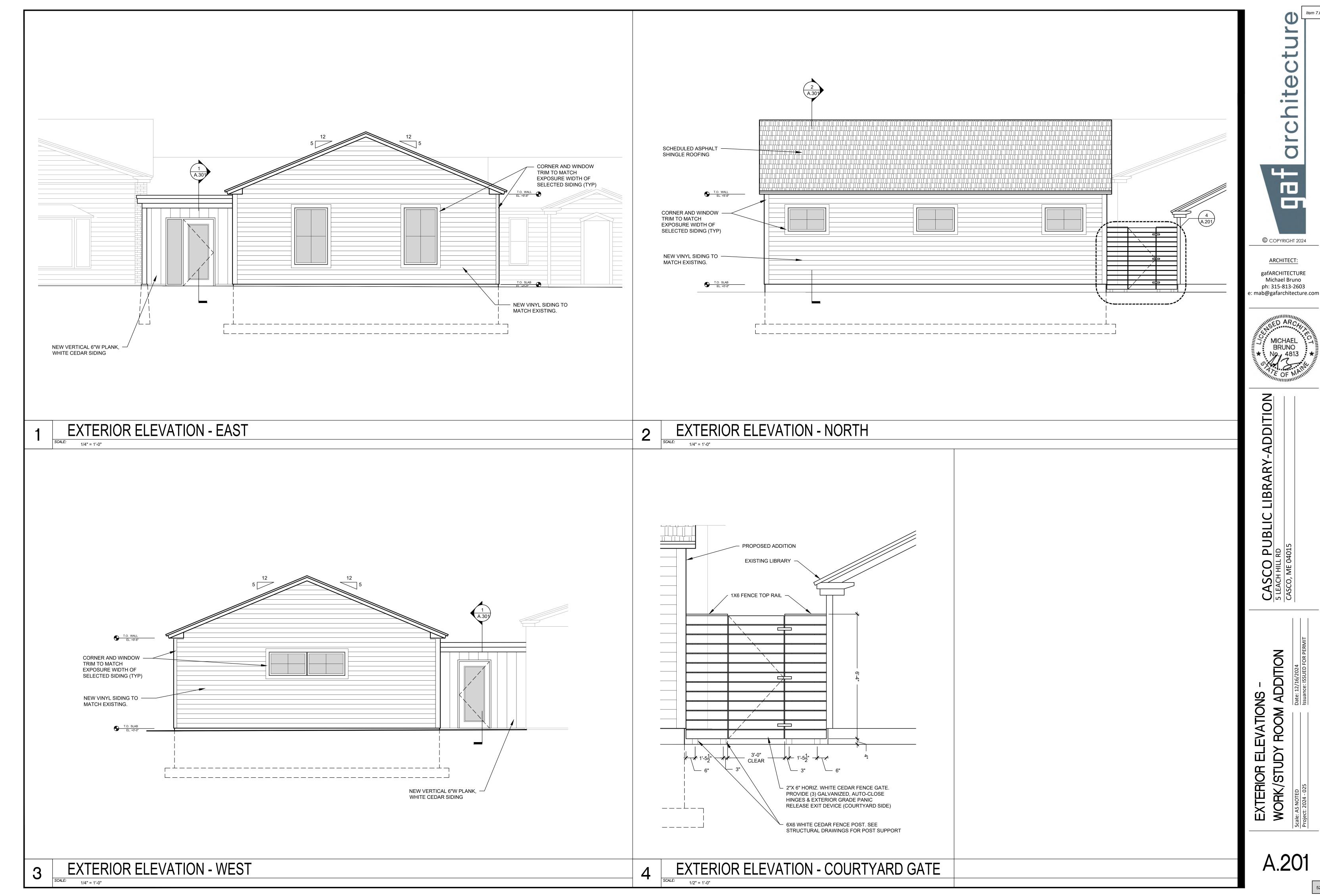


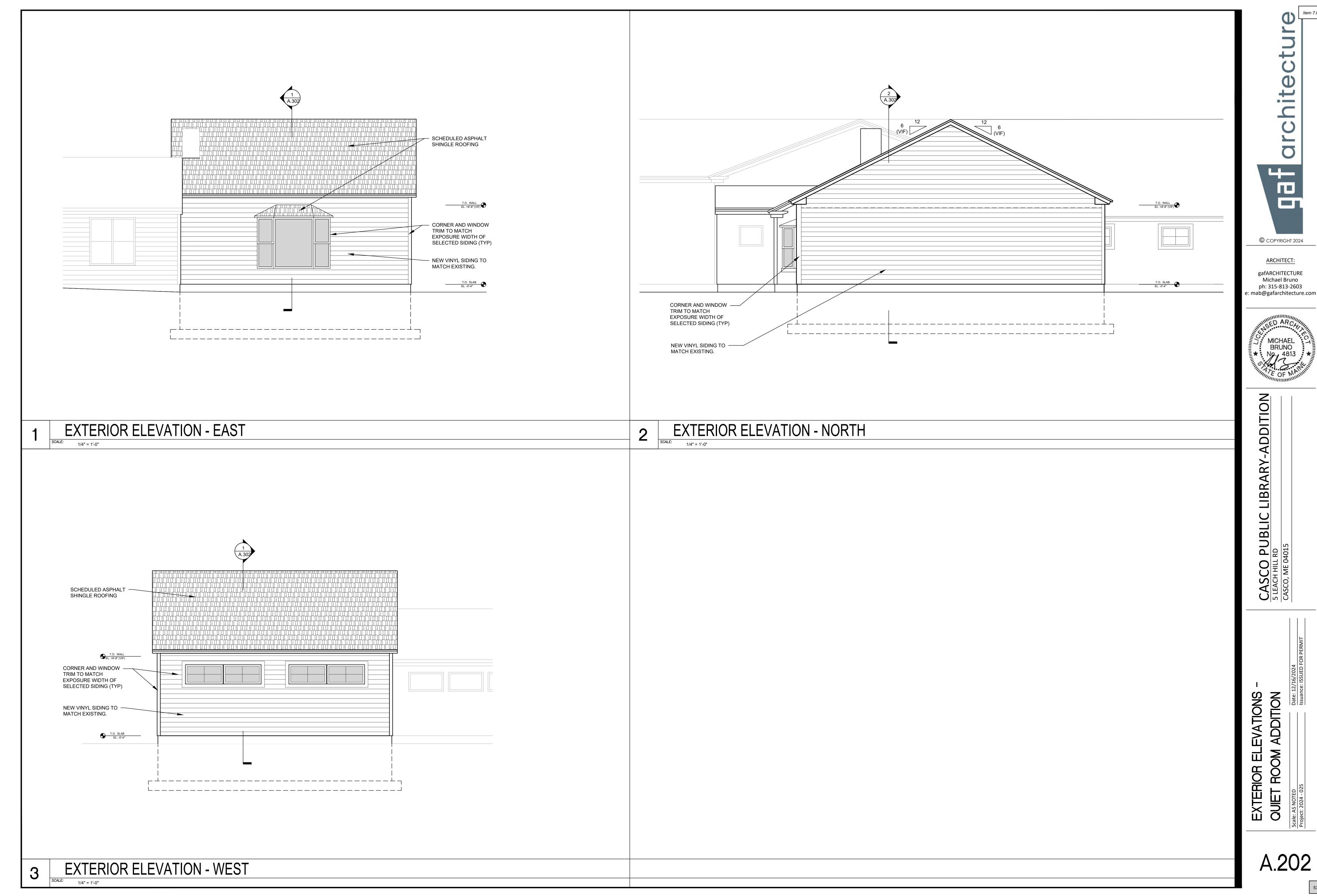


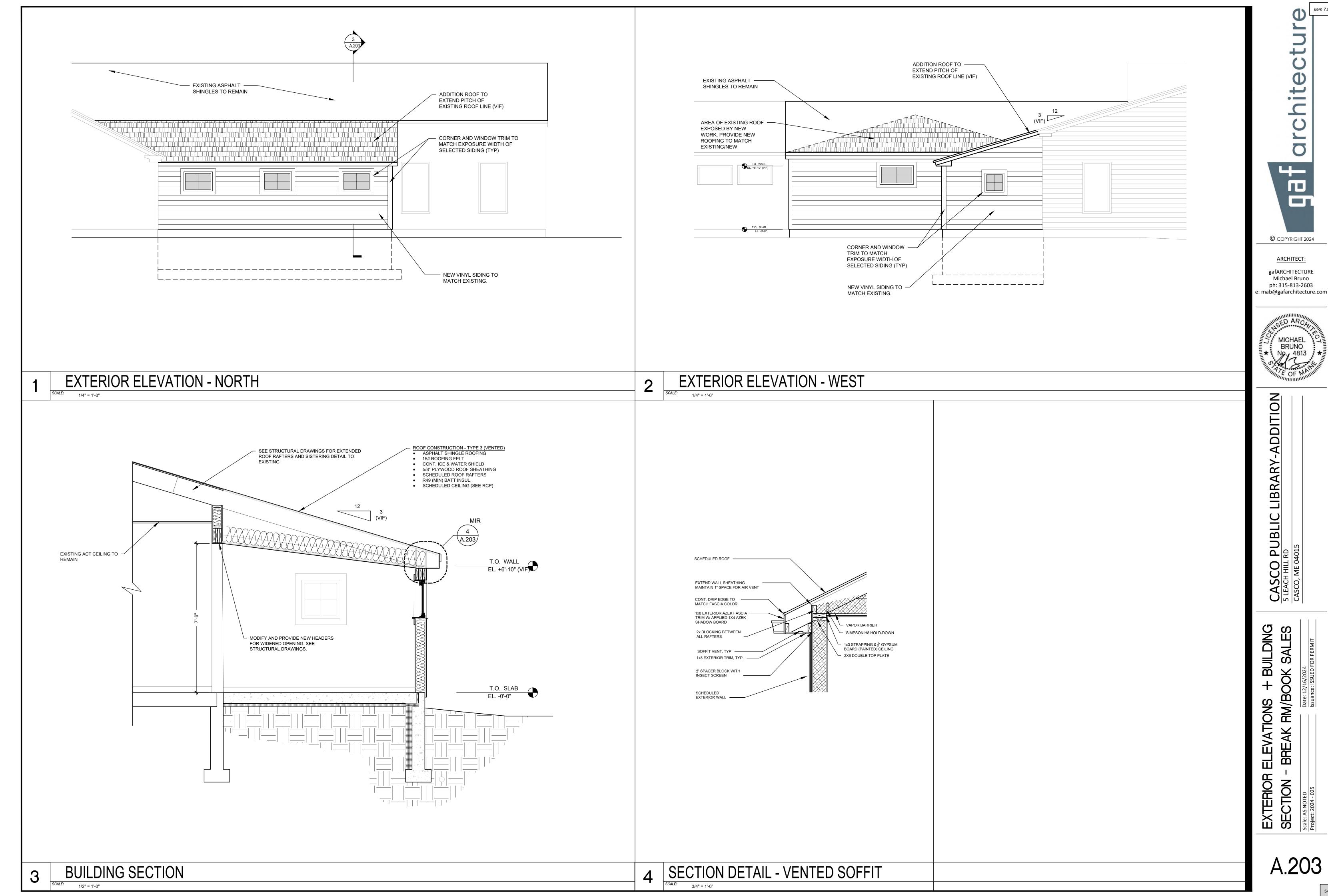
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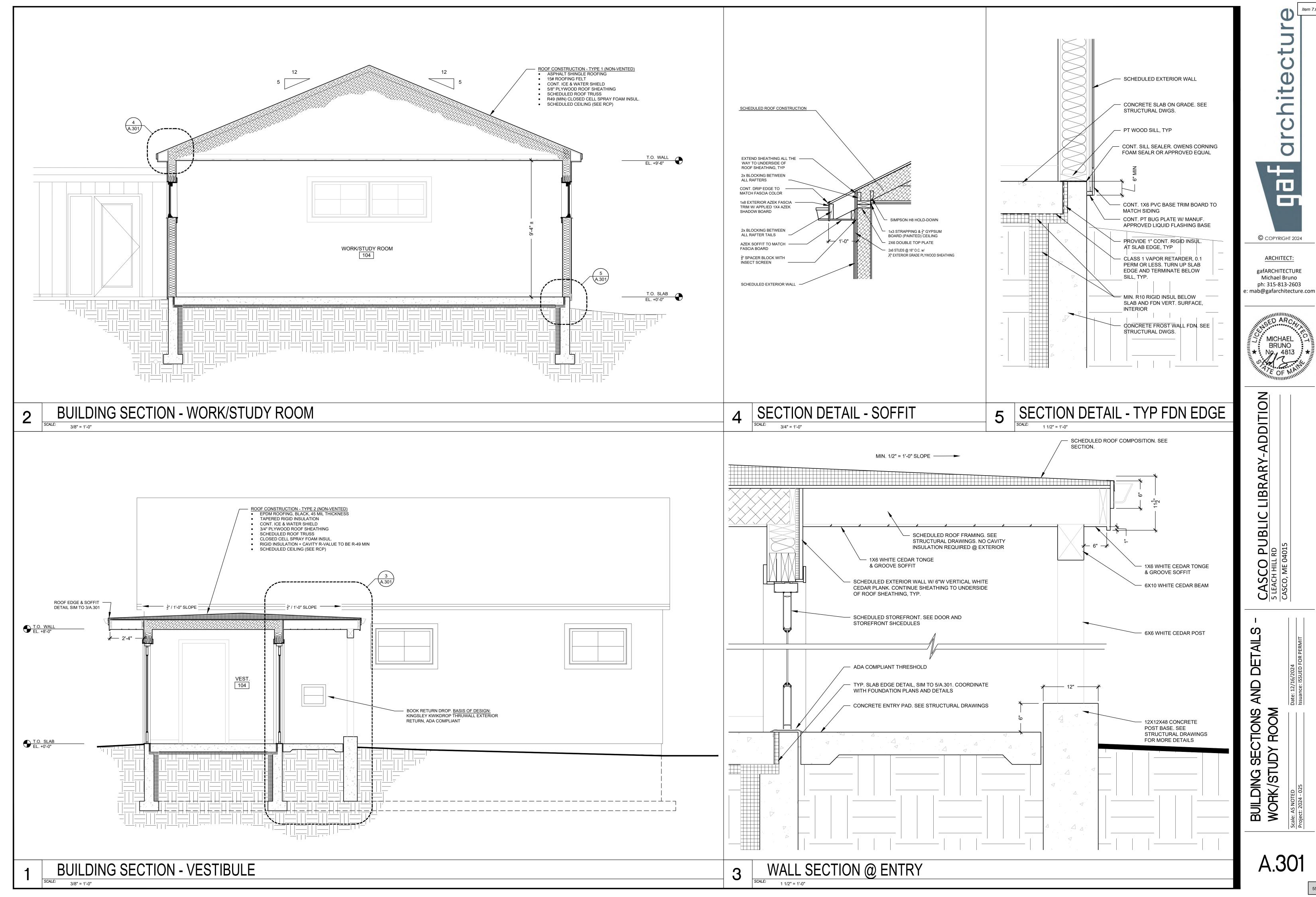


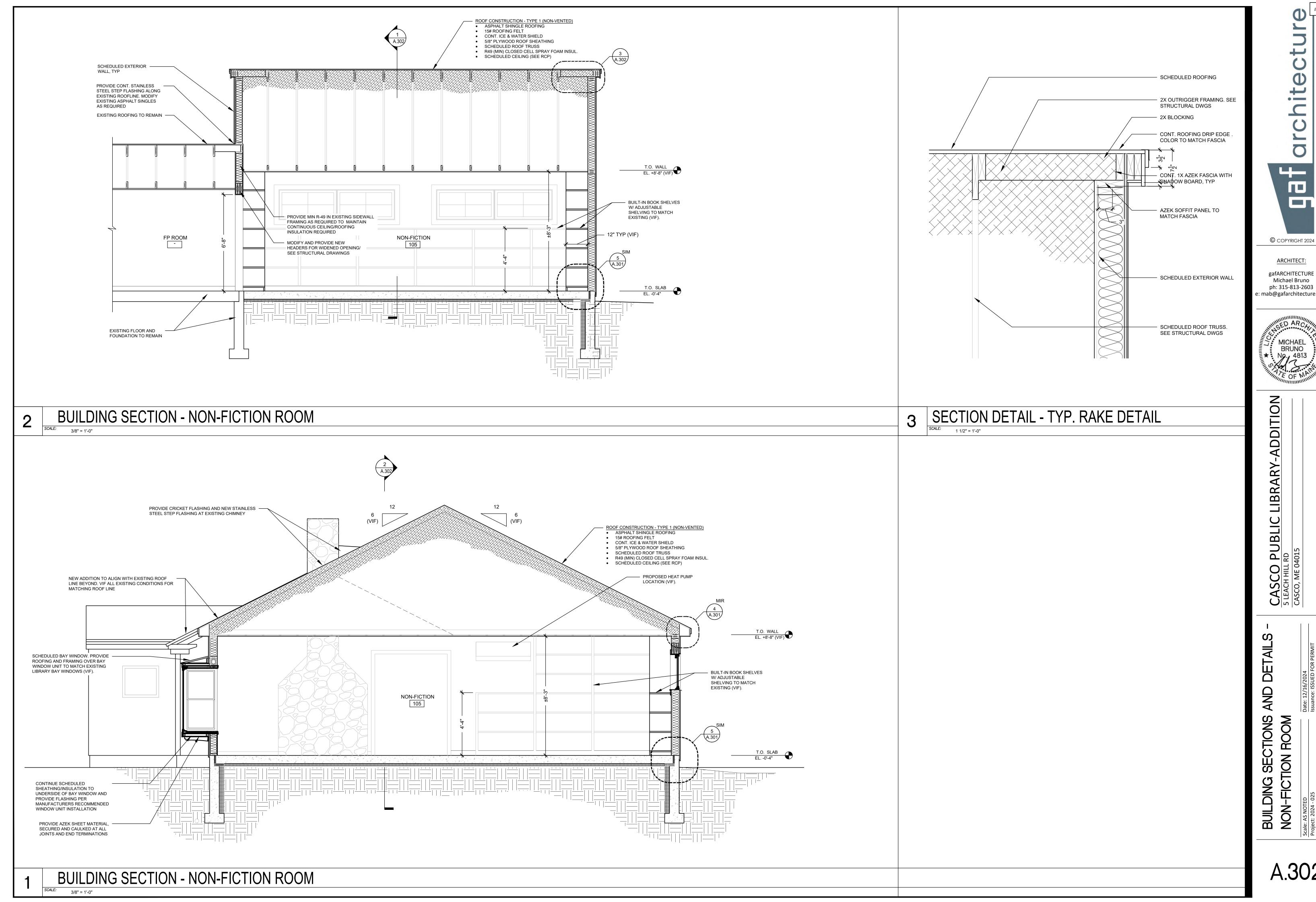
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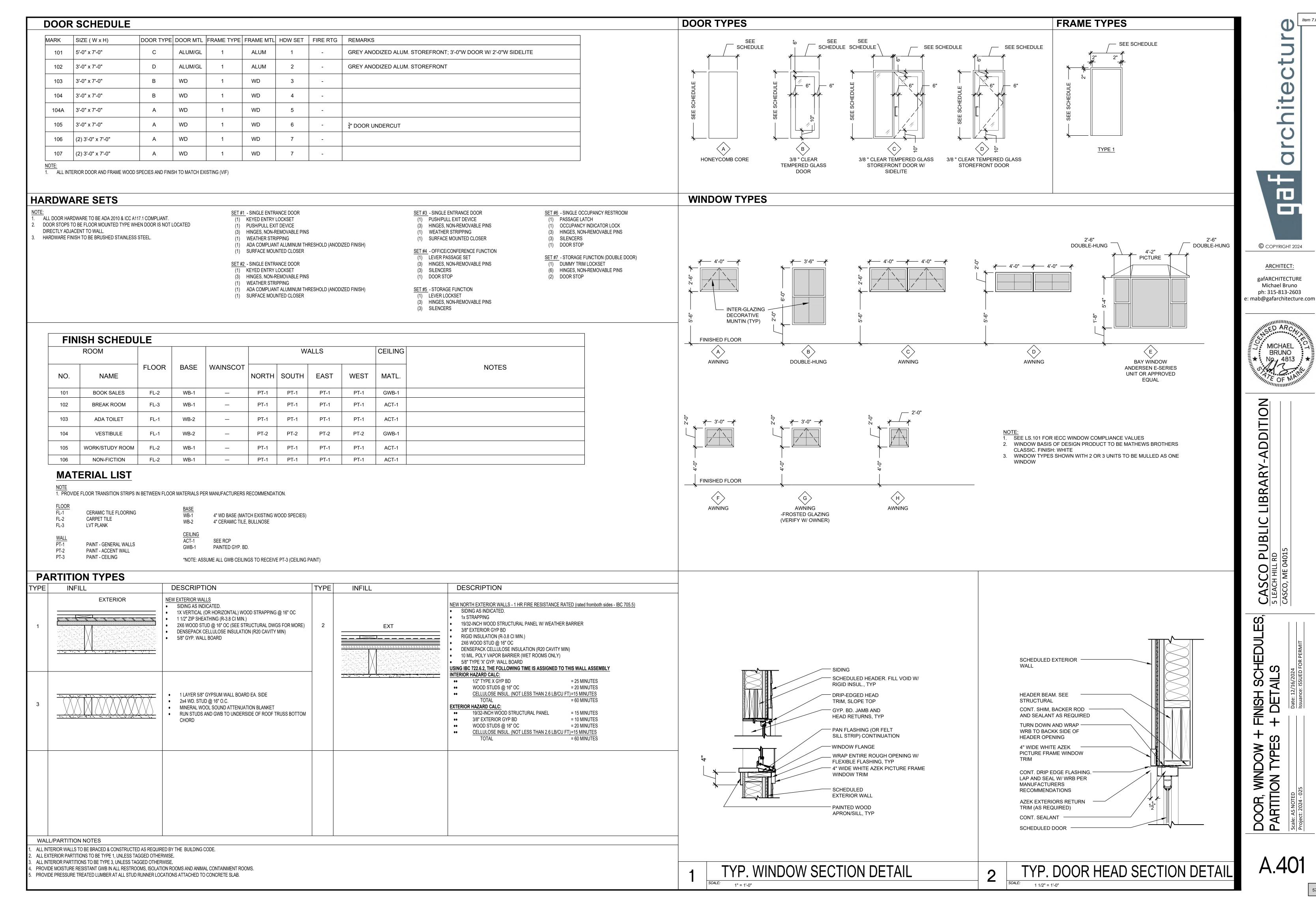






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