

**Narragansett Elementary School – Kitchen Addition  
Major Site Plan Amendment/Special Exception**

**Town of Gorham  
Planning Board Meeting  
May 4, 2020**

**ITEM 3** – Site Plan Amendment and Special Exception Review - Public Hearing: The Town of Gorham - a request for approval of a 1,908 kitchen addition at Narragansett School. Zoned UR/OR, Map 26, Lot 4. The applicant is represented by Owens McCullough P.E., of Sebago Technics, Inc.

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**PROJECT TRACKING**

<b>DESCRIPTION</b>	<b>COMMENTS</b>	<b>STATUS</b>
Pre-Application (optional)		
Public Hearing		<b>May 4, 2020</b>

The following staff notes are written to assist the Applicant with compliance to the Town of Gorham Land Use Development Code and may not be all inclusive of project requirements. Staff notes are review comments and recommendations prepared by the Town Planner and, if applicable, the Town's peer review consultant, regarding applicability to The Gorham Land Use Development Code and standard engineering practices.

The Planning Board refers to staff notes during the review process; however it shall be noted that staff recommendations are non-committal and all final decisions are those of the Planning Board and not Town Staff.

*George Fox, Planning Board Chairman*

**PLACE MAP AND LOT NUMBER IN 1/4" HIGH LETTERS AT LOWER RIGHT BORDER OF ALL PLAN SHEETS.**

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## 1. OVERVIEW

The applicant is requesting approval to add a new kitchen at Narragansett School. The applicant is represented by Owens McCullough, P.E. with Sebago Technics.

This is the first time the kitchen addition site plan application has been before the Planning Board for review.

## 2. WAIVER REQUEST

None requested.

## 3. ITEMS OF NOTE

- a. Staff has included a copy of an aerial photograph of the Narragansett School property to assist the Planning Board in its review of the proposed project.



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**4. STAFF REVIEWS**

**Assessing Department: March 12, 2020**

No comments.

**Code Department: March 20, 2020**

1. Must see all underground electrical and plumbing before back filled
2. Will need building and plumbing permits
3. Electrical is from the state

**Fire Department: March 18, 2020**

**MAP 26 LOT 4**

I have reviewed the submitted plans for the addition of a kitchen for Narragansett school and have the following requirements.

1. A complete set of building construction plans shall be provided to the Gorham Fire Department for review and State permitting.
2. A set of plans to the State Fire Marshal's Office for an ADA permit.
3. The building shall meet all applicable sections of the NFPA 101 Life Safety Code and NFPA Fire Prevention Code 1 2019 edition.
4. The building shall be sprinkled meeting the requirements of the Town of Gorham's Fire Suppression Ordinance. The sprinkler plans shall be sent to the Gorham Fire Department and the State Fire Marshal's Office for review and permitting. The sprinkler plans shall be submitted to the Gorham Fire Department at least two weeks prior to the start of the installation of the system.
5. Portable Extinguishers shall be placed throughout the building as required by NFPA 101 Life Safety Code.
6. Any natural gas meters or propane meters shall be protected by bollards.
7. Is the emergency access road now going to be used by delivery trucks? As passed in the original plans for the portable, this road was for emergency vehicles only.
8. Plans for the kitchen hood system shall be submitted to the Fire Department for review.
9. The hood system shall be wired into the Fire Alarm system and shall be equipped with an automatic gas shut off when the hood system is activated.
10. Emergency access road to be maintained throughout the year.

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11. There appears to be a roll up door between the kitchen and cafeteria, if so it shall be equipped with a fusible link.
12. The Emergency Fire Exit from the cafeteria and kitchen shall be kept completely clear at all times. Supplies and other items coming through this exit/delivery door shall not be left in the hallway/exit.

**Planning Department:**

**April 6, 2020**

1. Do you or will you need a couple parking spaces for kitchen staff nearer to the addition?
2. Is a sidewalk provided from the parking lot to the modular units?
3. There is a tree shown in the middle of the emergency access road on Sheet 1.
4. There should be sidewalks throughout the site so that it is not necessary to walk through parking lots or in the road.

**April 24, 2020**

1. If the emergency access road is to be used for deliveries, etc., there should be a sidewalk along it.

**Police Department:** No comments received.

**Public Works Department:** No comments received.

**Recreation Director:** No comments received

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**TOWN OF GORHAM PLANNING BOARD  
SITE PLAN AMENDMENT REVIEW REPORT  
AND FINDINGS OF FACT**

**For**

**TOWN OF GORHAM– NARRAGANSETT SCHOOL KITCHEN ADDITION**

**May 4, 2020**

Applicant/Property Owner: The applicant is the Town of Gorham, 75 South Street, Suite 1, Gorham, Maine 04038.

Property: The lot is identified as Tax Map 26, Lot 4, and is located at 284 Main Street, Gorham, Maine 04038.

Consultants: Owens McCullough, P.E., with Sebago Technics.

Project Description: The proposal is to construct a 1,908 kitchen addition to the western side of the rear of the Narragansett School.

Site Description: The site is 85.38+/- acres in size and is located between Main Street, Gray Road, and Libby Avenue. The lot is served by public and sewer and underground utilities.

Applicability: The applicant’s proposal requires site plan review and special exception review because it involves the amendment to a previously approved site plan and school uses are allowed only by special exception.

Zoning: Urban Residential (UR) and Office Residential (OR)

Variances: None required.

Waivers: None requested.

Pursuant to the Application:

A Site Plan Amendment Review was held on May 4, 2020.

The projects and plans and other documents considered to be a part of the approval by the Planning Board in this ruling consist of the following:

Sebago Technics’ and Grant Hayes Associates plans (the plans), consist of the following:

- |                                                   |
|---------------------------------------------------|
| Sheet 1 - Cover Sheet – 03/10/20                  |
| Sheet 2 – Site Plan – Kitchen Addition – 03/10/20 |
| Sheet 3 – Grading and Utility Plan – 03/10/20     |
| Sheet 4 – Erosion Control Notes – 03/10/20        |
| Sheet 5– Details – 03/10/20                       |
| Sheet A-2 - Code Compliance Plan – 03/10/20       |
| Sheet A-4 - Exterior Elevations - 03/10/20        |

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Sheet A-7 - Kitchen & Restroom - 03/10/20

Other documents submitted consist of the following:

Site Plan Amendment Review Application – 03/10/20  
Stormwater Management Narrative – 03/10/10  
Custom Soil Resource Report Soil Map – 03/10/20  
Gorham Town Planner – 04/06/20; 04/24/20  
Gorham Assessor - No comments –  
Gorham Fire Chief – 03/18/20 –  
Gorham Code Enforcement Officer – 03/20/20  
Gorham Police Chief – No comments  
Gorham Public Works Director – No comments  
Gorham Recreation Department Director – No comments

**SPECIAL EXCEPTION STANDARDS**

The Planning Board shall have the power and duty to approve, deny, or approve with conditions special exceptions only as expressly provided in the applicable zoning districts. The applicant shall have the burden of proving that his/her application is in compliance with the following standards. After the submission of a complete application, the Planning Board shall approve a special exception application or approve it with conditions only if it makes a positive finding based on the information presented that the proposed use, with any conditions attached, meets the following standards:

1. The proposed use will not create or aggravate hazards to vehicular or pedestrian traffic on the roads and sidewalks, both off-site and on-site, serving the proposed use as determined by the size and condition of such roads and sidewalks, lighting, drainage, and the visibility afforded to pedestrians and the operators of motor vehicles on such roads;

The existing access to the Narragansett School for parents and staff is via a 22’ wide driveway located off Chick Drive through the existing parking lots located to the west side of the school, with bus traffic utilizing a 24’ wide driveway located off Main Street.

Pedestrian access to the Narragansett School is through off-site sidewalks located on both Chick Drive and Main Street. On-site sidewalks include a sidewalk along the bus loop drive, as well as a sidewalk located along the passenger vehicle access driveway located off Chick Drive.

The applicant is proposing to add a crosswalk for the proposed emergency vehicle access driveway off the bus loop. The applicant is proposing to separate the eastern emergency access walkway from the new emergency vehicle access with loam and seed.

Finding: *Vehicular access to the site will be on roads which have adequate capacity to accommodate the additional traffic generated by the development. The layout of the site provides for the safe movement of passenger, service, and emergency vehicles through the site.*

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*The development plan will provide for a system of pedestrian circulation within and to the development.*

2. The proposed use will not cause water pollution, sedimentation, erosion, contaminate any water supply nor reduce the capacity of the land to hold water so that a dangerous or unhealthy condition results:

The applicant is proposing underdrain improvements and grassed ditches which will connect into a new proposed closed drainage system and flow into the site's existing closed drainage system. The stormwater will then be directed into the stormwater wet pond located to the front of the Narragansett School. The stormwater treatment will meet Maine DEP 500 requirements.

The applicant will comply with the "Maine Erosion and Sediment Control Handbook for Construction: Best Management Practices," Maine Department of Environmental Practices. The location of the erosion control devices are shown on the Grading and Utility Plan: Sheet 3, with details shown on Erosion Control Notes Plan: Sheet 4, and Details Plan: Sheet 5.

The proposed kitchen addition will not impact the groundwater table on the site. The applicant is proposing to treat the stormwater according to the Maine DEP Chapter 500 standards with discharge into the existing Chick property stormwater infrastructure.

*Finding: The site has adequate provisions for the disposal of all storm water collected on parking areas or other impervious surfaces through a stormwater drainage system and maintenance plan which will not have adverse impacts on abutting or downstream properties. The project, building, and site designs will fit and utilize existing topography and desirable natural surroundings to the fullest extent possible. The proposed site development and use will not adversely impact either the quality or quantity of groundwater available to abutting properties or public water supply systems.*

3. The proposed use will not create unhealthful conditions because of smoke, dust, or other airborne contaminants:

The applicant is not proposing a use or construction that would produce smoke, dust, or other airborne contaminants long term. Any dust created during construction will be monitored and kept to a minimum.

*Finding: The proposed use will not create unhealthful conditions because of smoke, dust, or other airborne contaminants.*

4. The proposed use will not create nuisances to neighboring properties because of odors, fumes, glare, hours of operation, noise, vibration or fire hazard or unreasonably restrict access of light and air to neighboring properties:

The use of this site as a school kitchen will not produce and is not proposed to produce additional odors, fumes, glare, vibration or fire hazards. The uses at the site are required to meet the A-weighted hourly equivalent sound level limits of 60 dBA daytime (7 a.m. - 7 p.m.) and 50

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dBA nighttime (7 p.m. - 7 a.m.).

Finding: *The development will comply with the A-weighted hourly equivalent sound level limits of 60 dBA daytime (7 a.m. – 7 p.m.) and 50 dBA nighttime (7 p.m. – 7 a.m.). The proposed use will not create nuisances to neighboring properties because of odors, fumes, glare, hours of operation, noise, vibration or fire hazard or unreasonably restrict access of light and air to neighboring properties.*

5. The proposed waste disposal systems are adequate for all solid and liquid wastes generated by the use;

No changes to the site’s existing waste disposal are proposed with the amendment.

Finding: *The current waste disposal systems are adequate for all solid and liquid wastes generated by the use.*

6. The proposed use will not result in damage to spawning grounds, fish, aquatic life, bird, or other wildlife habitat, and, if located in a shoreland zone, will conserve (a) shoreland vegetation; (b) visual points of access to waters as viewed from public facilities; (c) actual points of access to waters; and (d) natural beauty.

The school and the kitchen addition are not located near spawning grounds or within a shoreland area.

Finding: *The proposed use will not result in damage to spawning grounds, fish, aquatic life, bird, or other wildlife habitat.*

**CHAPTER 4, SITE PLAN REVIEW, SECTION 4-9 – Approval Criteria and Standards**

The Planning Board, following review of the Site Plan Amendment Application, makes these findings based on the Site Plan Review criteria found in Chapter 4, Section 4-9 – Approval Criteria and Standards, of the Town of Gorham Land Use and Development Code.

**CHAPTER 4, Section 4-9 – Approval Criteria and Standards**

A. Utilization of the Site: The plan for the development will reflect the natural capabilities of the site to support development.

The applicant has provided a site plan showing that it will utilize areas of the property that are outside of areas of wetlands, steep slopes, floodplains, unique natural features and natural drainage areas.

Finding: *The plan for the development reflects the natural capabilities of the site to support the development and the natural features and drainage ways are preserved to the greatest extent practical.*



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B. Access to the Site: Vehicular access to the site will be on roads which have adequate capacity to accommodate the additional traffic generated by the development.

No changes are proposed to the vehicular access via Chick Drive and Main Street (State Route 25). Chick Drive was designed and built to the Town's urban sub-collector standards and Main Street is designed to Maine Department of Transportation arterial road standards.

*Finding: Vehicular access to the site will be on roads which have adequate capacity to accommodate the additional traffic generated by the development.*

C. Access into the Site: Vehicular access into the development will provide for safe and convenient access.

No changes are proposed to the existing access to the Narragansett School for parents and staff via a 22' wide driveway located off Chick Drive through the existing parking lots located to the west side of the school, with bus traffic utilizing a 24' wide driveway located off Main Street.

*Finding: Vehicular access into the development will provide for safe and convenient access.*

D. Internal Vehicular Circulation: The layout of the site will provide for the safe movement of passenger, service and emergency vehicles through the site.

Access to the parking lots will be via two 24' wide paved driveways. The parking lots allow for vehicles to turn around and drive out of the site without needing to back out on to the public road.

Access to the rear of the school building and the baseball, football, and soccer fields, and trail use is through a 20' wide paved driveway located on the western side of the building. A new access driveway 16' wide with 2' shoulders will be constructed on the eastern side of the building. A gate is installed on the driveway near the entrance from the bus loop so access can be restricted during school hours.

*Finding: The layout of the site provides for the safe movement of passenger, service, and emergency vehicles through the site.*

E. Pedestrian Circulation: The development plan will provide for a system of pedestrian circulation within and to the development.

Pedestrian access to the Narragansett School is through off-site sidewalks located on both Chick Drive and Main Street. On-site sidewalks include a sidewalk along the bus loop drive, as well as a sidewalk located along the passenger vehicle access driveway located off Chick Drive.

Under the August 5, 2019 approval, the applicant added a crosswalk for the emergency vehicle access driveway off the bus loop and also is to separate the eastern emergency access walkway from the new emergency vehicle access with loam and seed.

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Finding: *The development plan will provide for a system of pedestrian circulation within and to the development.*

F. Stormwater Management: Adequate provisions will be made for the disposal of all storm water collected on streets, parking areas, roofs or other impervious surfaces through a storm water drainage system and maintenance plan which will not have adverse impacts on abutting or downstream properties.

The applicant is proposing underdrain improvements and grassed ditches which will connect into a new proposed closed drainage system and flow into the site's existing closed drainage system. The stormwater will then be directed into the stormwater wet pond located to the front of the Narragansett School. The stormwater treatment will meet Maine DEP 500 requirements.

Finding: *The site has adequate provisions for the disposal of all storm water collected on parking areas or other impervious surfaces through a stormwater drainage system and maintenance plan which will not have adverse impacts on abutting or downstream properties.*

G. Erosion Control: For all projects, building and site designs and roadway layouts will fit and utilize existing topography and desirable natural surroundings to the fullest extent possible.

The applicant will comply with the “Maine Erosion and Sediment Control Handbook for Construction: Best Management Practices,” Maine Department of Environmental Practices. The location of the erosion control devices are shown on the Grading and Utility Plan: Sheet 3, with details shown on Erosion Control Notes Plan: Sheet 4, and Details Plan: Sheet 5.

Finding: *The project, building, and site designs will fit and utilize existing topography and desirable natural surroundings to the fullest extent possible.*

H. Water Supply: The development will be provided with a system of water supply that provides each use with an adequate supply of water meeting the standards of the State of Maine for drinking water.

The kitchen addition will be served by public water through the previously approved extension from the existing Narragansett School building.

The Narragansett School is served by public water from the Portland Water District. No change to the existing school's water service is proposed.

Finding: *The development will be provided with a system of water supply that provides each use with an adequate supply of water meeting the standards of the State of Maine for drinking water.*

I. Sewage Disposal: A sanitary sewer system will be installed at the expense of the developer if the project is located within a sewer service area as identified by the sewer user ordinance. The Site Plan Review Committee or Planning Board may allow individual subsurface waste disposal systems to be used where sewer service is not available.

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The new kitchen addition will be served with public sewer. The August 5, 2019 approval allowed sewer service to serve the modular units through an extension of a 6” gravity sewer from an existing sewer manhole located to the rear of the school.

The Narragansett School is served by public sewer from the Portland Water District.

Finding: *The development will be provided with adequate sewage disposal for the use of the site.*

J. Utilities: The development will be provided with electrical and telephone service adequate to meet the anticipated use of the project.

The lot is served by underground electrical power, cable and phone from Main Street. The new kitchen addition will be served with underground utilities through an extension from the electrical transformer located in the rear of the existing Narragansett School. Natural gas and data service is proposed to serve the kitchen addition through an extension from the existing Narragansett School.

Finding: *The development will have electrical and telephone service adequate to meet the anticipated use of the project.*

K. Natural Features: The landscape will be preserved in its natural state insofar as practical by minimizing tree removal, disturbance and compaction of soil, and by retaining existing vegetation insofar as practical during construction.

The proposed construction will only disturb lawn area, old septic system, and paved parking area previously disturbed by past construction activity. No new natural features will be disturbed by the construction activity.

Finding: *The landscape will be preserved in its natural state insofar as practical by minimizing tree removal, disturbance and compaction of soil, and existing vegetation will be retained insofar as practical during construction.*

L. Groundwater Protection: The proposed site development and use will not adversely impact either the quality or quantity of groundwater available to abutting properties or public water supply systems.

The proposed kitchen addition will not impact the groundwater table on the site. The applicant is proposing to treat the stormwater according to the Maine DEP Chapter 500 standards with discharge into the existing Chick property stormwater infrastructure.

Finding: *The proposed site development and use will not adversely impact either the quality or quantity of groundwater available to abutting properties or public water supply systems.*

M. Exterior Lighting: The proposed development will provide for adequate exterior lighting to provide for the safe use of the development in nighttime hours.

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The applicant is proposing to illuminate the entrances/exits with LED lighting above the doors. No other lighting improvements are proposed. All fixtures are required to be full cut-off style lighting.

Finding: *The proposed development will provide for adequate exterior lighting to provide for the safe use of the development in nighttime hours.*

O. Waste Disposal: The proposed development will provide for adequate disposal of solid wastes and hazardous wastes.

The applicant will dispose of all waste at a licensed waste disposal facility as part of the current operations. No changes to the existing waste disposal are proposed with this amendment.

Finding: *The proposed development will provide for adequate disposal of solid wastes and hazardous wastes.*

P. Landscaping: The development plan will provide for landscaping to define street edges, break up parking areas, soften the appearance of the development and protect abutting properties from adverse impacts of the development.

The property is surrounded by areas of lawn. The front of the site has multiple stands of trees. The property to the side and front of the school has multiple trees and shrubs to break up the appearance of the school. A buffer of trees is located along the eastern property boundary to break up the appearance of the development.

Finding: *The development plan will provide for landscaping to define street edges, break up parking areas, soften the appearance of the development and protect abutting properties from adverse impacts of the development.*

Q. Shoreland Relationship: The development will not adversely affect the water quality or shoreline of any adjacent water body. The development plan will provide for access to abutting navigable water bodies for the use of occupants of the development.

The lot is not located in the Shoreland Overlay District.

Finding: *The development will not adversely affect the water quality or shoreline of any adjacent water body. The development plan will provide for access to abutting navigable water bodies for the use of occupants of the development.*

R. Technical and Financial Capacity: The applicant has demonstrated that he has the financial and technical capacity to carry out the project in accordance with this Code and the approved plan.

The Town of Gorham has had many experiences with the construction, operation, and maintenance of similar projects throughout the Town. Sebago Technics is providing technical assistance on the project. The School Department received approval by the voters in June 2019 for the expenditure for the additions.

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Finding: *The applicant has the financial and technical capacity to complete the project in accordance with Gorham’s Land Use and Development Code and the approved plan.*

S. Buffering: *The development will provide for the buffering of adjacent uses where there is a transition from one type of use to another use and to screen service and storage areas. The buffer areas required by the district regulations will be improved and maintained.*

The August 5, 2019 approval allowed the applicant to utilize existing vegetation along the eastern property boundary and along the front of the site to buffer the proposed development in this same location from residential uses and Main Street.

Finding: *The development provides buffering to screen service and storage areas.*

T. Noise: *The applicant has demonstrated that the development will comply with the noise regulations listed in Table 1 – Sound Level Limits and the associated ordinances.*

The uses at the site are required to meet the A-weighted hourly equivalent sound level limits of 60 dBA daytime (7 a.m. - 7 p.m.) and 50 dBA nighttime (7 p.m. - 7 a.m.).

Finding: *The development will comply with the A-weighted hourly equivalent sound level limits of 60 dBA daytime (7 a.m. – 7 p.m.) and 50 dBA nighttime (7 p.m. – 7 a.m.).*

**Conditions of Approval**

1. That this approval is dependent upon, and limited to, the proposals and plans contained in this application and supporting documents submitted and affirmed by the applicants and that any variation from the plans, proposals and supporting documents is subject to review and approval by the Planning Board, except for minor changes which the Town Planner may approve;
2. That prior to the commencement of construction of the site plan, the applicant is responsible for obtaining all required local, state and federal permits;
3. That all site construction shall be carried out in conformance with the Maine Erosion and Sediment Control Best Management Practices, Maine Department of Environmental Protection, latest edition and in accordance with the erosion and sedimentation control information contained in the application;
4. That a complete set of building construction plans shall be provided to the Gorham Fire Department for review and State permitting;
5. That a set of plans shall be provided to the State Fire Marshal’s Office for an ADA permit;
6. That the building shall meet all applicable sections of the NFPA 101 Life Safety Code and NFPA Fire Prevention Code 1 2019 edition;

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7. That the building shall be sprinkled meeting the requirements of the Town of Gorham’s Fire Suppression Ordinance. The sprinkler plans shall be sent to the Gorham Fire Department and the State Fire Marshal’s Office for review and permitting. The sprinkler plans shall be submitted to the Gorham Fire Department at least two weeks prior to the start of the installation of the system;
8. That portable Extinguishers shall be placed throughout the building as required by NFPA 101 Life Safety Code;
9. That any natural gas meters or propane meters shall be protected by bollards;
10. Is the emergency access road now going to be used by delivery trucks? As passed in the original plans for the portable, this road was for emergency vehicles only.
11. That plans for the kitchen hood system shall be submitted to the Fire Department for review;
12. That the hood system shall be wired into the Fire Alarm system and shall be equipped with an automatic gas shut off when the hood system is activated;
13. That emergency access road to be maintained throughout the year;
14. There appears to be a roll up door between the kitchen and cafeteria, if so it shall be equipped with a fusible link.
15. That the Emergency Fire Exit from the cafeteria and kitchen shall be kept completely clear at all times. Supplies and other items coming through this exit/delivery door shall not be left in the hallway/exit;
16. That these conditions of approval must be added to the site plan;
17. That the Planning Board Chairman is authorized by the Planning Board to sign the Findings of Fact on behalf of the entire Board; and
18. That these conditions of approval must be added to the site plan and the site plan shall be recorded at the Cumberland County Registry of Deeds within thirty (30) days of the date of written notice of approval by the Planning Board, and a dated copy of the recorded site plan shall be returned to the Town Planner.

**SUGGESTED MOTIONS:**

**FOR CONDITIONAL USE APPROVAL:**

**Move to grant the Town of Gorham’s request for conditional use permit approval for a kitchen addition at Narragansett School, 270 Main Street, Map 26, Lot 4, Urban Residential and Office**

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**Residential zoning district, with Findings of Fact as written by the Town Planner (and modified this evening by the Planning Board).**

**FOR SITE PLAN APPROVAL:**

**Move to grant the Town of Gorham’s request for site plan amendment approval for a kitchen addition at Narragansett School, 270 Main Street, Map 26, Lot 4, Urban Residential and Office Residential zoning district with Findings of Fact and Conditions of Approval as written by the Town Planner (and modified this evening by the Planning Board).**

**TO TABLE APPROVAL:**

**Move to table further review of the Town of Gorham’s request for site plan amendment and conditional use permit approval pending (responses to remaining issues or finalizing revisions to the plans).**