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SITE PLAN REVIEW COMMITTEE

MARCH 4, 2009 - Minutes

A meeting of the Site Plan Review Committee was called to order at 10:00 a.m. in Skaket Meeting Room at the Orleans Town Hall. **Departments Represented:** George Meservey (Planning); Mark Budnick (Highway); Bob Canning (Health); Robert Felt (Fire); Brian Harrison (Building); Todd Bunzick (Water); **Absent:** Jennifer Wood (Conservation).

INFORMAL REVIEW: Cape Cod Interiors, Inc., 78 Route 6A

Meredith Blakely explained her intent to convert retail space to a one-bedroom apartment in addition to an existing apartment located at 78 Route 6A. Blakely referred committee members to a plan dated August 4, 1999 which was submitted with her previous Informal Site Plan Review application in 2006. Blakely explained that there will be internal changes and an egress constructed for the proposed apartment. Committee members agreed that the eight parking spaces shown on the August 4, 1999 Site Plan meet the parking requirements for the proposed components of this mixed use building.

Comments:

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| Fire: | A cross alert fire alarm system must be installed which is tied between the commercial and residential components of this project. |
| Health: | Any increase in septic system flow would result in the requirement of a new upgraded septic system. The septic system has an approved capacity based on 1999 Board of Health calculation of 305 gallons per day. Based on calculations of 330 gallons per day for a total of three proposed bedrooms in the two apartments plus a flow from the retail calculations, a new septic system would have to be installed. If one of the three bedrooms were removed from the project, then the present septic system could be adequate. Refuse storage must be provided and shown on the site plan. |
| Water: | There are no Water Department issues. |
| Highway: | There are no Highway Department issues. |
| Building: | Exterior door and window alterations must be reviewed and approved the Architectural Review Committee. Parking calculations indicate the existing eight parking spaces must continue to be provided and must be shown on the site plan on file with the town. The application meets the requirements of the Orleans Zoning Bylaws §164-32 entitled, "Dwellings in Commercial Structures". All exterior lighting must conform to the Orleans Lighting bylaw (shielded and pointed downward) and manufacturer tear sheets must be provided for town review and must be shown on the plan. Plans must be drawn up and submitted to the town by a Registered Architect or Engineer if the building is over 25,000 |

square feet. The proposed apartment must meet the code for new construction. The Designer must designate whether the mixed use of the building is categorized as separated or non-separated which makes a difference in regard to fire alarms and building code issues.

Planning: The applicant will need to obtain Architectural Review Committee approval for any exterior alterations. All septic system issues must be resolved. All exterior lighting must conform to the Orleans Lighting Bylaw (shielded and pointed downward) and manufacturer tear sheets must be provided for town review of height and glare compliance and must be shown on the Formal Site Plan.

MOTION: On a motion by **Bob Canning**, seconded by **Brian Harrison**, the Committee voted to waive the Formal Site Plan Review for Cape Cod Interiors, Inc., (Meredith Blakely), 78 Route 6A, provided there are no septic issues that arise since the Site Plan dated August 4, 1999.

VOTE: 6-0-0 The motion passed unanimously.

INFORMAL REVIEW: Beach Side Residential Development, 223 Beach Road

Attorney Duane Landreth, Ron Rudnick, and Terry Eldredge presented an Informal Site Plan for a project to be known as Beach Side Residential Development (c/o Nauset Beach LLC) [formerly known as Nauset Beach Side Motel]. The project will convert a motel (consisting of 20 bedrooms and 17 kitchenettes) on 1.7 acres of land near Nauset Beach to 9 two-bedroom residences divided between four buildings. The applicant has provided elevation calculations and floor plans for the town records. Attorney Landreth described the original subdivision plan for this property which included cottages. The applicants explained the access plans to include adequate access for emergency vehicles and the installation of a fire hydrant.

Comments:

- Fire:** All underground components must meet the H20 standard with adequate access for emergency vehicles with roads at least 14' wide and large turnaround areas. No sprinkler system is required for this project. Access from Hubler Lane will provide additional area for emergency vehicles. A lockbox or other siren signal system will be required for an entrance gate. Fire alarm system requirements can be determined during the permit phase.
- Health:** Orleans Zoning Bylaws §164-31.E states the following, "*No Special Permit shall be issued by the Zoning Board of Appeals for an apartment or other multi-family housing development where the density exceeds two (2) units per acre of buildable upland area unless the Board of Health certifies that the septic system is designed to achieve an effluent nitrogen concentration of 19 milligrams per liter (mg/l) or less, as measured at the discharge*". Under Title 5, no septic system is allowed under the pavement, unless unavoidable. The Formal Site Plan must show locations of the septic system, drainage, water lines and all utilities. Dumpster or trash receptacles must be provided and shown on the Formal Site Plan. The Board of Health Nutrient Management Regulations go into effect on July 1, 2009 and must be adhered to.
- Water:** All utilities must be shown on the Formal Site Plan. A 6" water main will need to be installed and services can be run to the buildings. Applicant must maintain 5' separations from underground utilities and 10' separation from sewage. A fire hydrant will have to be provided at the end of main.

- Highway:** Applicant's proposal would reduce access to one curb cut which will require an application for a Curb Cut Permit. 25-year storm drainage must be contained on-site and drainage calculations must be prepared by a Professional Engineer and provided to the town and shown on the Formal Site Plan. Applicant will have to adhere to the Town's Drainage and Erosion and Sediment Control Bylaw.
- Building:** A Special Permit from the Zoning Board of Appeals would be needed for lot coverage. Architectural Review Committee approval will be required.
- Planning:** There may be a coastal bank issue for Conservation to review. Architectural Review Committee approval will be required for this project. Applicant must provide building separation, lot coverage spot elevations and drainage calculations on the Formal Site Plan. 25-year storm drainage must be contained on-site and drainage calculations must be prepared by a Professional Engineer and provided to the town and shown on the Formal Site Plan. A Landscaping Plan must be provided that is sensitive to the area and neighbors.

There was a consensus of the Site Plan Review Committee that this application will have to come back for a Formal Site Plan Review.

SITE PLAN REVIEW COMMITTEE FEES

Meservey explained that the Planning Board has referred the subject of Site Plan Review fees as noted in the Orleans Zoning Bylaws §164-33.III.B to the Site Plan Review Committee which has the capability to set fees as noted below:

§164-33. SITE PLAN REVIEW

III. PROCEDURES

***B. RULES AND REGULATIONS.** The Site Plan Review Committee may, following a properly advertised public hearing, adopt and from time to time amend regulations for the administration of this section, including establishing a schedule of fees sufficient to defray the costs of technical services and other expenses of the Committee. Copies of the Committee's regulations will be available at the Town Clerk's Office.*

Committee members indicated that they felt that no fees would be necessary for Informal Site Plan submittals and agreed to review a spreadsheet of a possible fee structure based on staff time needed to review Formal Site Plans. Canning stressed the need for guidelines for what projects would be appropriate for waiving the need for a Formal Site Plan submittal.

SPRINKLERS IN PRIVATE HOMES

Committee members discussed whether private homes will be required to install sprinkler systems in the future. Harrison informed the committee of ongoing discussion on this topic and stated it is already incorporated in the International residential Code.

INDUSTRIAL AREA

Canning reported that the Board of Health is overseeing health concerns that have been raised for the Industrial area.

APPROVAL OF MINUTES: December 3, 2008

MOTION: On a motion by **Brian Harrison**, seconded by **Todd Bunzick**, the Committee voted to approve the minutes of December 3, 2008.

VOTE: 5-0-1 The motion passed by a majority. (Bob Canning abstained)

The meeting adjourned at 11:08 a.m.

Respectfully submitted:

A handwritten signature in cursive script that reads "Karen C. Sharpless". The signature is written in dark ink and is positioned above the printed name and title.

Karen C. Sharpless
Recording Secretary