

Edwin Assl
TOWN OF ORLEANS
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SITE PLAN REVIEW COMMITTEE

APRIL 15, 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 Present:** George Meservey (Planning); Ericka Wood (Health); Robert Felt (Fire); Brian Harrison (Building); Todd Bunzick (Water); Jennifer Wood (Conservation). **Absent:** Mark Budnick (Highway).

INFORMAL REVIEW: Mitchell's Italian Market, 101 Route 6A

Terri Mitchell explained their previous food preparation expertise and proposed plans for an "Old World" Italian Market in the previous Army/Navy Store located at 101 Route 6A in the Village Center District. Mitchell explained that most the food would be assembled for retail sale from food cases. Mitchell stated that the retail would be done on the first floor only, while the basement and second floor would be utilized for storage.

Comments:

- Fire:** A properly hooded Ansul system would needed to be provided for any food preparation, as well as a fire extinguishing system. A sprinklers system would not be required. All exits must be properly signed and lighted. Any upgrade in the septic system would be required to be H20 rated.
- Health:** The upgraded septic system is designed for a 4,000 square foot retail store with a design flow of 200 gallons per day. Any change of use and/or increase in the sewage flow will trigger a review of the septic system. It is important to determine and clarify the flow and whether it would be categorized as retail or food service. A grease trap may be required. The applicant may file with the Department of Environmental Protection for an approval of an alternate design flow. The size of the property is very limited. The applicant must meet the Federal and State food codes for physical facilities and food handling/display. The applicant must provide proposed floor plans. Storage areas must be approved. A description must be provided on the definition of an old world open-air market.
- Water:** The existing water service may be adequate for the proposed plan, but any changes or increase in the need for water may require additional permits from the town and state if the water service is moved. No backflows are allowed. A water survey must be completed. Reasonable access to the water meter must be maintained at all times.

- 2Highway:** The parking area is grandfathered and must maintain a single traffic pattern with one way in and one way out. Deliveries must be controlled so that the trucks are not blocking any roadways.
- Conservation:** There are no conservation issues.
- Building:** Floor plans must be provided, particularly noting all means of egress. Awnings must be approved. This is a retail to retail proposal and no other zoning relief is needed. All signs must be reviewed and approved by the Architectural Review Committee.
- Planning:** Trash must be removed from the site regularly. All exterior changes must be reviewed and approved by the Architectural Review Committee. 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. . Any proposed signs must meet the requirements of the Orleans Zoning Bylaws §164-35. No business shall have more than three (3) signs.

CONSENSUS: There was a consensus of the Site Plan Review Committee that this application falls under the category of retail to retail and would not require further Site Plan Review Committee review.

DISCUSSION: SITE PLAN REVIEW FEES

The Site Plan Review Committee discussed whether it would be prudent to adopt a fee schedule for Site Plan reviews and came to a consensus that there should be no charge for Informal reviews and at a future date it might consider a fee schedule for Formal Reviews.

MOTION: On a motion by **Brian Harrison**, seconded by **Bob Felt**, the Committee voted to table the discussion regarding Site Plan Review Committee fees and revisit the issue in one year.

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

APPROVAL OF MINUTES: March 4, 2009

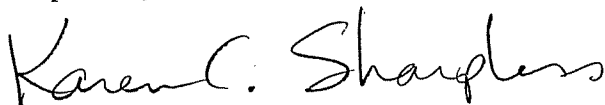
MOTION: On a motion by **Todd Bunzick**, seconded by **Brian Harrison**, the Committee voted to approve the minutes of March 4, 2009.

VOTE: 5-0-1 The motion passed by a majority (Erika Woods abstained)

ADJOURNMENT

The meeting adjourned at 10:42 a.m.

Respectfully submitted:



Karen C. Sharpless, Recording Secretary