

R. Darling, ASst
TOWN OF ORLEANS
TOWN CLERKS OFFICE

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For Official Use Only

SITE PLAN REVIEW COMMITTEE

September 2, 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); Bob Canning (Health); Robert Felt (Fire); Brian Harrison (Building); Todd Bunzick (Water); Jennifer Wood (Conservation). **Absent:** Mark Budnick (Highway).

INFORMAL REVIEW: Al Flanders, 31A Cove Road

Al Flanders described the plan for an informal rowing program which he has been operating for the past three years with a maximum of 20 participants from his home at 31A Cove Road using water access near the Orleans Yacht Club and stated his intent to formally obtain permission from the Town of Orleans for his non-profit business venture. Flanders stated that there have been no complaints regarding his business according to the Police Department. Flanders explained that the Harbormaster requested that the rowers give way in the channel to larger boats and adequate life preservers are required in all of the boats. Flanders stated that he has room for 12 cars to park while participants are on the water.

Comments:

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| Fire: | Adequate access must be maintained for emergency vehicle access. |
| Building: | Parking must be contained on-site. |
| Water: | No Water Department comments |
| Health: | An engineer must evaluate the impact of the business participants on the residential septic system and must write a letter to the Town of Orleans certifying that the septic system is adequate to handle the potential additional usage as it is considered a change of use for Title 5 purposes. |
| Conservation: | This business is located within a resource area and any watercraft or building renovations must be reported to the Conservation Commission. |
| Planning: | Applicant stated that this is a not for profit club. |

MOTION: On a motion by **Bob Felt**, seconded by **Brian Harrison**, the Committee voted to waive requirements for a Formal Site Plan Review for the rowing program run by Al Flanders at 31A Cove Road providing there is no increase in the need for parking or resulting traffic issues in the future, at which time Mr. Flanders will have to come for Site Plan Review Committee review.

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

INFORMAL REVIEW: Davis Financial Services, LLC, 29 West Road

Richard Davis described their proposal to convert a residential home on 29 West Road to office space with parking in the rear of the building. Davis explained that the first floor of the building will be used for office space, and the second floor will only be used for storage space and a heating system. Davis stated that the only exterior changes to the building will include a porch and a ramp. Davis explained that the drainage from West Road and the Beacon Restaurant next door end up on the property at 29 West Road. Davis described the new septic system on the property and stated that it is rated H20. Davis stated that there is a new gas line and water line onto the property. Davis described the berm at the entrance to the lot.

Comments:

- Fire:** Property must provide adequate access and turnaround for emergency vehicles. Multiple sides of the building must be accessible for fire apparatus. The fire alarm must be upgraded to meet the requirements for new construction as a change of use. The driveway must be widened to provide adequate access.
- Building:** Applicant must obtain review and approval by the Architectural Review Committee for all exterior changes. 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. 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. An engineer must provide drainage runoff calculations to the Town of Orleans for review. Property must be landscaped and the rear parking area must be screened from abutting properties and must be shown on the Site Plan. A curb cut permit will be required since this is a change of use from residential to commercial and must adhere to all of the regulations regarding size and location. Restrooms to be used by the public must be handicapped accessible. Emergency lighting and signage must be provided in the building. Any reception counter must be handicapped accessible. Storage areas must be provided with a suppression system or one hour enclosure as stated in 780 CMR 302.1.1. Fire extinguishers must be provided. Applicant must delineate the areas where the public is allowed access vs. the areas anticipated to be used for private offices.
- Water:** Water lines must meet the requirements of the Orleans Water Department.
- Health:** This is a change of use for this building and an engineer must submit a letter stating that the septic system is adequate for the proposed office use. A letter must be submitted from an engineer explaining why it is unavoidable for the parking area to be located over the septic system, and venting must be provided in an area other than the parking area.
- Conservation:** No comments.

Planning: The applicant will have to apply for a curb cut permit from the Highway Department due to the change of use from a residence to a business use. 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. Drainage issues must be resolved between abutting properties. Screening must be provided for the parking area and shown on the site plan.

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

APPROVAL OF MINUTES: August 5, 2009

MOTION: On a motion by **Bob Canning**, seconded by **Todd Bunzick**, the Committee voted to approve the minutes of August 5, 2009.

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

The meeting adjourned at **10:30 a.m.**

Respectfully submitted:



Karen C. Sharpless
Recording Secretary