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For Official Use Only

## SITE PLAN REVIEW COMMITTEE

JANUARY 19, 2011 - 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 Mesurvey (Planning); Mark Budnick (Highway); Bob Canning (Health); Robert Felt (Fire); Brian Harrison (Building); and John Jannell (Conservation). **Absent:** Todd Bunzick (Water).

### INFORMAL REVIEW: The Conrad Group, Inc. (c/o Robert McCourt), 6 Cove Road

Robert McCourt described the proposal to change the use of a construction office to a medical clinic on the first floor of 6 Cove Road, and convert an existing second floor apartment to be used exclusively for employee office use. McCourt explained that the first floor is handicapped accessible and will be used for up to two medical exam rooms. McCourt stated that no changes are proposed to the exterior or structure of the building.

#### Comments:

<b>Fire:</b>	Fire Department is willing to help coordinate with the clinic for rescue services.
<b>Health:</b>	The septic system issue may pose a problem since the proposal is for a change in use and a possible increase in flow. The septic system capacity is 254 gallons per day. A medical office is rated at 250 gallons per day per physician. The existing system may not have the capacity for the proposed facility. An engineer will have to submit a letter to the Board of Health stating that the septic system is adequate for the use intended. Previously, a variance was granted for an 18% reduction in design flow.
<b>Highway:</b>	There are no Highway Department issues.
<b>Conservation:</b>	There are no Conservation issues.
<b>Building:</b>	Second floor construction would require a building permit which should be clearly labeled to say that the office space is to be used by employees only. Signs must be reviewed and approved by the Architectural Review Committee. All wiring issues for medical equipment must be addressed. Adequate parking must be provided for the proposed use according to the parking calculations in the zoning bylaws.
<b>Planning:</b>	There are no Planning Department comments.

**MOTION:** On a motion by **Brian Harrison**, seconded by **Bob Felt**, the Committee voted to waive the Formal Site Plan for The Conrad Group, Inc. (c/o Robert McCourt), for property located at 6 Cove Road.

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

**APPROVAL OF MINUTES: January 5, 2011**

**MOTION:** On a motion by **Brian Harrison**, seconded by **Bob Felt**, the Committee voted to approve the minutes of January 5, 2011.

**VOTE: 4-0-2 The motion passed by a majority.** (John Jannell and Mark Budnick abstained)

**REGIONAL TRANSIT AUTHORITY**

Bob Felt reported that the bus shelter approved at the last Site Plan Review Committee meeting was subsequently reviewed by the Architectural Review Committee and they stated that the shelter should be moved between Stop & Shop and TJ Maxx which would relocate it back within the fire lane. Bob Canning stated that the Board of Health will review the bus shelter proposal at their next meeting. Committee members agreed to notify the Architectural Review Committee of the Site Plan Review Committee decision regarding the approved location of the proposed bus shelter.

The meeting adjourned at **10:20 a.m.**

Respectfully submitted:

A handwritten signature in cursive script that reads "Karen C. Sharpless". The signature is written in dark ink and includes a long horizontal flourish at the end.

Karen C. Sharpless  
Recording Secretary