

SITE PLAN REVIEW COMMITTEE
FEBRUARY 2, 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 Meservey (Planning); Mark Budnick (Highway); Bob Canning (Health); Robert Felt (Fire); Brian Harrison (Building); Todd Bunzick (Water); John Jannell (Conservation).

INFORMAL REVIEW: Collins Galleries (c/o Alison Collins), 12 West Road

Allison Collins and Todd Thayer presented a proposal for a change of use from office space to an art gallery on the first floor of 12 West Road with storage and an office on the second floor.

Comments:

Fire:	No Fire Department comments.
Health:	This is a change of use which requires an engineering inspection of the septic system to determine the adequacy of the system for the proposed use and a letter must be submitted to the Health Department.
Water:	There are no Water Department comments.
Highway:	No Highway Department comments.
Conservation:	No Conservation Department comments.
Building:	There do not appear to be any zoning issues. The art gallery use will have to be classified under the new Building Code to determine the applicable requirements. No sprinkler system is required if the second floor use is for storage. Application will have to be reviewed and approved by the Architectural Review Committee. Any proposed signs must meet the requirements of the Orleans Zoning Bylaws 164-35. No business shall have more than three (3) signs. 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.

MOTION: A motion was made **John Jannell**, seconded by **Brian Harrison**, the Committee voted to waive the Formal Site Plan review for Collins Galleries (c/o Allison Collins) for property located at 12 West Road.

VOTE: 7-0-0 The motion passed unanimously.

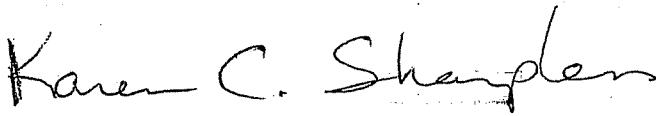
APPROVAL OF MINUTES: January 19, 2011

MOTION: On a motion by **Bob Canning**, seconded by **Bob Felt**, the Committee voted to approve the minutes of January 19, 2011.

VOTE: 7-0-0 The motion passed unanimously.

The meeting adjourned at **10:10 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