

11 MAR -2 AM 10:23

For Official Use Only

## **SITE PLAN REVIEW COMMITTEE**

### **FEBRUARY 16, 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 Represented:** George Meservey (Planning); Mark Budnick (Highway); Bob Canning (Health); Robert Felt (Fire); Brian Harrison (Building); Todd Bunzick (Water); John Jannell (Conservation).

#### **INFORMAL REVIEW: Kurzhaus Designs, Inc. (a/o Trevor Kurz), 14 & 16 Route 28**

Trevor Kurz described his proposals for renovations to the two buildings located at 14 & 16 Route 28. Kurz indicated his intent to use the rear building for woodworking and refinishing. Kurz stated that the existing nine bedroom house located on the front of the property would be gutted on the inside and raised up for the construction of a foundation under it. Kurz stated his intent to construct two 2-bedroom apartments on the second floor of the front building with separate accesses. Kurz described his intent to utilize the first floor of the existing house for an office, showroom and conference room. Kurz stated his proposal to create rental office space which would be accessed through a door to the left side apartment. Kurz indicated his intent to use the basement area as overflow for the showroom. Kurz stated that he has provided space for 22 parking spaces.

#### **Comments:**

- Fire:** A commercial grade dust collection system and plan must be put in place for control and removal of the flammable woodworking dust from the woodworking. Information must be provided to the Fire Department regarding the paint booth. Four units in the front building may require installation of a sprinkler system.
- Health:** An engineer must review and submit a letter to the Health Department stating that the existing septic system is adequate for the proposed change in use. All septic components subject to vehicular traffic must be rated for H-20 loading. The spray booth is encroaching on the septic system; all minimum setbacks to the components of the septic system must be maintained. Because this system was constructed under the 1978 provisions of Title 5 the system cannot be altered. The change in footprint will require a site plan showing the proposed change in the building, the location of the existing septic system and compliant reserve area. The Health Department has the same concerns as the Fire Department with regard to the spray booth. The Health Dept. is also concerned with the exhaust from the unit. Creation of the second floor apartments must be compliant with the Section 164-31 of the town code.
- Water:** Location of the utilities must be clearly shown on the final site plan. A 5' separation must be maintained between underground utilities and water lines. If a sprinkler system is required, it must be coordinated with the Water Department.

Water service to the street will have to be replaced. Space must be provided in the utility room for the fire line and backflow device. The private water line must be sleeved if it crossed the sewage line. Fire system design must be clarified. Any work done in the State Road layout would require a State Road Opening Permit.

**Highway:** 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. Site contours must be clearly shown on the final drawing. Parking provided on-site looks sufficient, but unsafe parking spaces must be eliminated or moved. Applicant has sufficient existing curb cuts. Any new curb cuts would have to be permitted and obtained from the State.

**Conservation:** No Conservation Department comments.

**Building:** The proposed office and workshop exceed 2,500 square feet in gross floor area of commercial use and will require a Special Permit from the Zoning Board of Appeals. Under the Orleans Zoning Bylaws, the woodworking shop is considered light industry or manufacturing, and will require a Special Permit from the Orleans Zoning Board of Appeals. 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. Buffer plantings must be put in the ground on the side and rear property lines to shield from residential areas and must be clearly identified shown on the final site plan. Parking calculations must be shown on the plan and must be adequate for the proposed uses. 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. The surface must be a dustless, durable, all-weather surface with adequate drainage. One tree must be planted for every 8 parking spaces and must be clearly shown on the final site plan. A bicycle rack must be provided for every 20 parking spaces. Front yard landscaping must be maintained at a depth of 6 feet and must be shown on the final site plan clearly identifying the plantings. Under the Building Code construction over 35,000 cubic feet must be controlled construction. Architectural Review Committee review may be required for the woodworking shop technical design and mechanical systems. The main house construction may require a sprinkler system on the second floor in a mixed use building. Engineering and Architectural services must be obtained for the woodworking shop to control dust which is explosive. All electrical components must be explosion proof. Basement showroom area must be handicapped accessible which may require a variance. Egresses may need to be covered to protect from ice and snow.

**Planning:** 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. Proposed signs must meet the requirements of the Orleans Zoning Bylaws 164-35 and must be reviewed and approved by the Architectural Review Committee. No business shall have more than three (3) signs. Trees in front of the property need to be kept on the property and maintained. Alterations to the front house may trigger the requirements of the Demolition Delay Bylaw?

*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: February 2, 2011**

**MOTION:** On a motion by **Bob Canning**, seconded by **Todd Bunzick**, the Committee voted to approve the minutes of February 2, 2011.

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

The meeting adjourned at **10:28 a.m.**

Respectfully submitted:

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

Karen C. Sharpless  
Recording Secretary