



ORLEANS TOWN CLERK

SITE PLAN REVIEW COMMITTEE**MAY 4, 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); Bob Canning (Health); Robert Felt (Fire); Brian Harrison (Building); John Jannell (Conservation). **Absent:** Todd Bunzick (Water) and Mark Budnick (Highway).

INFORMAL REVIEW: Odin Opsahl Gee, 27 Brewster Cross Road

Jim Hildebrand (acting as a representative for Gee) explained the proposed purchase of a residential property in the Limited Business District located at 27 Brewster Cross Road. Hildebrand stated the intended use of the property is for residential with 330 square feet to be used as an art/antique gallery with tea service. Hildebrand opined that the four parking spaces on-site are adequate for the proposed use. Hildebrand stated there is additional parking in the garage. Hildebrand noted that the owners would consider tea and retail sales of accessories such as strainers, tea cups, etc. in the future.

Comments:

- Fire:** Applicant may receive a recommendation to install or upgrade any existing minimum fire alarm system, although it is not mandatory. The Zoning Board of Appeals may make a recommendation on alarm systems. Fire and CO monitors are required for residential structures. This is an older structure which has not been upgraded within the past few years.
- Building:** This would be considered a retail commercial use which must meet all of the building and zoning codes. The Architectural Access Board may have to become involved if handicapped access is required, as regulations are changing which may affect this property. There may be some limited liability under the ADA regulations if handicapped access is not provided, which means that someone can civilly sue the homeowner. Applicant may try to have this project reviewed as a home occupation which may be approved by a Special Permit from the Zoning Board of Appeals. Property will need to apply for a sign permit.
- Health:** This project would be considered a change of use which would mean a septic system review would be required. The septic system was previously approved in 1995, which was prior to the change in code. There is some discrepancy in the size of the property and number of bedrooms. An Engineer will have to determine whether the septic system is adequate for the intended flow. The Nutrient Management Regulations are in effect and require 10,000 square feet of land area per 110 gallons per day of sewage. Sale of tea falls under the Food Code and would require an approved kitchen with additional sinks, and a review of floors, walls and ceilings. Serving tea would be categorized as a food service establishment which would be considered a change in flow. An Engineer would need to research the change in use and determine the adequacy of the septic system. The septic system was not designed for vehicular traffic.

Conservation:

Applicant has indicated that no changes are proposed to the structure, yard or landscape. The last Conservation Commission filing was for a second story deck in the late 1980's. The Conservation Commission does not have an accepted wetland delineation for the property which abuts Bolands Pond. Alterations to the building, garage or rear of the property would require filing with the Conservation Commission. Alterations to the structure would require a more formal application process. There is no current information on this property at town hall. No work is allowed within the 50' buffer without a variance.

Planning:

Adequate parking and safe entrance to Brewster Cross Road is a concern with this property. Backing onto a main road is not allowed. Parking must be contained on-site. 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. Need plan showing parking. 300' per vehicle required for parking spaces. Cars need to be able to nose out onto road.

May require curb cut permit by Highway Manager.

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: March 16, 2011

MOTION: On a motion by **Bob Canning**, seconded by **Brian Harrison**, the Committee voted to approve the minutes of March 16, 2011.

VOTE: 4-0-1 The motion passed unanimously.

The meeting adjourned at 10:37 a.m.

Respectfully submitted:



Karen C. Sharpless
Recording Secretary