

DMay

ORLEANS TOWN CLERK

SITE PLAN REVIEW COMMITTEE

JULY 6, 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); (Highway); Bob Canning (Health); Robert Felt (Fire); Brian Harrison (Building); Todd Bunzick (Water); John Jannell (Conservation). **Absent:** Mark Budnick.

INFORMAL REVIEW: Ed Wanamaker, 8-10 Bay Ridge Lane

Ed Wanamaker requested Site Plan Review Committee input regarding two vacant lots and what options he would have for construction on those two lots.

Comments:

- Fire:** Applicant must maintain adequate emergency vehicle access around the building at all times. Depending on the type of business, the building may need to have a sprinkler system. Fire code issues must be adequately dealt with.
- Health:** The septic system must be constructed at least 100' away from any wetlands as determined by the Conservation Commission. It is not clear where the wetlands end. Drainage issues must be adequately addressed and setbacks must be maintained. Board of Health variances may be required if a lower septic system use is determined. Tight tank must be 50' away from any wetlands and would need state approval.
- Water:** Due to the lack of a structure, there are no Water Department comments for this application.
- Conservation:** A plan or wetland delineation must be filed and accepted by the Conservation Commission as it the property falls under their jurisdiction. All wetland setbacks must be maintained. An engineer must determine the delineation and submit an application to the Conservation Commission.
- Building:** Applicant will need to present actual proposals for building construction and occupancy in order for the Building Department to determine where it fits in the building and zoning codes. A Site Plan Review will be required. The proposed building sits over a lot line between two parcels. Applicant may consider the combination of the two lots through a permitted plan or a variance.

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

INFORMAL REVIEW: NAPA Auto Parts (c/o William Rugg), 3 Nell's Way

William Rugg presented a proposal to repave and clean up around the NAPA Auto Parts store located at 3 Nell's Way as well as reroute traffic around the building. Rugg stated that a gas line will be constructed to the store for a new gas heating system. Rugg noted his intent to improve the landscaping, particularly along Baker's Pond Road. Rugg stated there are four employees and ten drivers with six business vehicles.

Comments:

- Fire:** Adequate emergency vehicle access must be maintained around the building at all times, especially the large ladder truck. Parking spaces must be installed so parked vehicles do not interfere with emergency vehicles any time of day or night.
- Health:** Parking over the septic system would require that the components be H20 rated and a determination must be made whether the system can handle the vehicles. Correctly sized pipes must be used in any construction. Parking lot drainage must be kept at least 25' away from the septic system tank and leaching area. A plan of the septic system must be submitted to the Board of Health for approval.
- Water:** Do not pave over the existing curb stop.
- Conservation:** No Conservation Commission comments.
- Building:** Meeting 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. 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. Applicant may consider a door on side of building to facilitate parking on the side of the building rather than in front. Applicant will need to hire an engineer for construction of the retaining wall in the rear.

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

FORMAL REVIEW: Opsahl Gee, 27 Brewster Cross Road

Opsahl Gee stated there will be an owner-occupied handcraft business located at 27 Brewster Cross Road creating and selling items such as lamps, pillows, reupholstered furniture, and antique furniture.

Comments:

- Fire:** It is recommended that the fire alarm system be upgraded due to the close quarters and residential component.
- Health:** This is a homeowner occupied business with no employees allowed.
- Water:** Water line must remain accessible at all times to the Water Department.
- Conservation:** The applicant has been given guidance from the Conservation Commission regarding what is allowed on this property.
- Building:** If the business is a primary use by owner and not retail sales, it is allowed. If sales grown to more than 10% or there is a problem with the neighbors, then the issue will have to be revisited and would require a Special Permit from the Zoning Board of Appeals depending on volume.
- Planning:** Parking is adequate for the use.

MOTION: On a motion by **Brian Harrison**, seconded by **Bob Felt**, the Committee voted to accept the Ryder & Wilcox plan dated May 27, 2011 as the Formal Site Plan.

VOTE: 5-0-0 The motion passed unanimously *(Todd Bunzick left the meeting before the vote).*

Todd Bunzick returned to the meeting at 10:37

INFORMAL REVIEW: Black Duck Landscape (c/o Frank White), 31 Canal Road

Frank White presented a proposal to purchase a residence and small barn to be used for a landscape maintenance business to be located at 31 Canal Road. White explained his plan to enlarge the barn for repair and storage of landscape equipment and construct a living space on the second floor. White noted that the property is located in the General Business District with multiple wetlands nearby.

Comments:

- Fire:** A sprinkler system may be required in the barn due to the residence proposed above. Hazardous materials may need to be stored in a separate building. There is a historic dwelling structure on the site. There must be adequate emergency vehicle access on the property at all times.
- Health:** The septic system must be inspected and evaluated by an engineer to determine whether it is sufficient for the proposed use as flow for commercial and residential use. The engineer must design new septic components reserve area and show them on the Formal Site Plan. The well behind the garage is approved for irrigation only, not for drinking water. The storage hoop house must be shown on the site plan and must be included in the sewage flow calculations.
- Water:** All utilities must be shown on the formal Site Plan. An alternative to the construction of a new water line from the street would be to use the water line from the house.
- Conservation:** Applicant will have to file a Notice of Intent with the Conservation Commission due to the location and required setbacks from multiple nearby wetlands. Expansion of an accessory building within the 50' wetland buffer will be an issue that must be addressed.
- Building:** An engineer can determine the use of the building. Storage may need to be stored in a separate building due to the proposed residential component which would fall under Orleans Zoning Bylaws §164-34 (Dwellings in Commercial Structures). The agricultural use is an allowed use in this district. Applicant may need to obtain a Special Permit from the Zoning Board of Appeals

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

INFORMAL REVIEW: Sadie's Greens (c/o Laurie Boniface), 41 Main Street

Jane Boudreau presented the proposal for a change of use from office to retail of jewelry and gifts. The only proposed changes will be to remove three interior doors and new signage.

Comments:

- Fire:** No Fire Department comments.
- Health:** This is a change of use under the Title 5 Chart of Uses which requires an inspection of the septic system and upgrading of any existing cesspool components. Change of use under Title 5 chart of uses with a reduction in flow.
- Water:** No Water Department comments.
- Conservation:** No Conservation Commission comments.
- Building:** Building Department comments, but it is noted that this is a change of use.

Planning: 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: On a motion by **John Jannell**, seconded by **Brian Harrison**, the Committee voted to waive Formal Site Plan Review subject to the Board of Health requirements.

VOTE: 5-0-1 The motion passed by a majority (Bob Canning abstained).

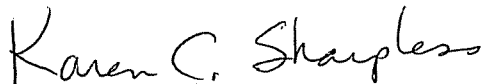
APPROVAL OF MINUTES: June 15, 2011

MOTION: On a motion by **John Jannell**, seconded by **Robert Felt**, the Committee voted to approve the minutes of June 15, 2011.

VOTE: 5-0-1 The motion passed by a majority (Brian Harrison abstained).

The meeting adjourned at **11:06 a.m.**

Respectfully submitted:



Karen C. Sharpless
Recording Secretary