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SITE PLAN REVIEW COMMITTEE

NOVEMBER 6, 2013 - 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); Chief William Quinn (Fire); Brian Harrison (Building); John Jannell (Conservation).
Absent: Todd Bunzick (Water); and Tom Daley (Highway).

INFORMAL REVIEW: Peter Kimball (Artist Studio), 5 Namskaket Road

Peter Kimball described a proposal to convert three small offices to art studio space at the property at 5 Namskaket Road. Kimball noted that the parking lot has been relined, the dumpsters have been moved and there has been a Title 5 inspection. Kimball stated that Coastal Engineering has evaluated parking on the site.

Comments:

- Fire:** No storage of tanks or metal work is allowed without further Site Plan Review Committee review.
- Building:** Applicant needs to provide a floor plan showing the occupancy load. If the occupancy load is under 50, then it can be categorized as a business use. If the occupancy load is over 50, it would be classified as assembly use. This project would need more review under the Building Code. Applicant can refer to the comments made at the last Informal Site Plan review.
- Health:** The Health Department has received the inspection report and have issued an order which must be complied with before applicant can obtain a signature on the building permit. The Health Department will need a statement from an engineer stating the current septic system is adequate for the proposed use. The septic system cannot handle pottery clay residue and it must be disposed of properly. Hazardous wastes must be self-contained. Traffic patterns are a concern and there is unnecessary on-street parking which should be discouraged.
- Conservation:** There are no Conservation Department comments.
- Planning:** An adequate number of regular and handicapped parking spaces must be provided on-site. Applicant will need to coordinate with the Tree Warden in replacing the town tree which was cut down and removed.

MOTION: On a motion by **Brian Harrison**, seconded by **Chief William Quinn**, the Committee voted to accept as the plan as the Formal Site Plan contingent on the condition that if any artists want to have tank storage or do kiln work, it must be reviewed by the Site Plan Review Committee at that time.

VOTE: 5-0-0 The motion passed unanimously.

INFORMAL REVIEW: New Farm (c/o Lindsay Cook), 4 Bay Ridge Lane

Lindsay Cook gave an explanation of a proposed indoor/outdoor retail store for garden and micro farm supplies.

Comments:

- Fire:** No oil products are to be stored near any fertilizers.
- Building:** Under the zoning bylaw it would indicate that sale of agriculture is the primary use. Applicant would need to provide a letter stating that the use is retail, not agricultural. This proposal is an allowed use in the General Business District. 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.
- Health:** An engineer will need to state that the septic system is adequate for the proposed use. The current septic system was approved for 90 gallons per day (6 employees x 15 gpd). The septic system will have to be inspected due to the change of use. All pesticides must be adequately contained. No floor drains are allowed.
- Conservation:** There is a wetland in the rear of the property and the building falls within the 100' buffer zone and falls under Conservation Commission jurisdiction. Outdoor storage would require Site Plan Review Committee review and Conservation Commission review and approval.

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: New Farm (c/o Lindsay Cook), 35 South Orleans Road

Lindsay Cook gave an explanation of a proposed indoor/outdoor retail store for garden and micro farm supplies.

Comments:

- Fire:** No oil products are to be stored near any fertilizers.
- Building:** The project may require a building permit. The proposed project cannot impede egress from another portion of the building. Under the zoning bylaw it would indicate that sale of agriculture is the primary use. Applicant would need to provide a letter stating that the use is retail, not agricultural. This proposal is an allowed use in the General Business District. 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. Handicapped access must be reviewed.

Health: An engineer will need to state that the septic system is adequate for the proposed use. The septic system will have to be inspected due to the change of use. All pesticides must be adequately contained. No floor drains are allowed. Applicant must show that the area was legally created retail space and will continue as retail space. Applicant must provide a floor plan. All materials must be stored properly. This building is located within the Limited Business District which affects the flow calculations.

Conservation: No Conservation Department comments.

Planning: This project may require a Special Permit from the Zoning Board of Appeals for retail use.

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: AT&T Mobility (Comcast Communications Tower) 15 Locust Road

Dan Bilezekian described plans to install a prefabricated equipment shelter and a diesel generator connected to an existing tower.

Comments:

Fire: Applicant was asked to use double-walled tanks.

Building: Towers not usually allowed in the General Business District and may require a Special Permit from the Zoning Board of Appeals as pre-existing, non-conforming. The applicant responded that there is a new Federal Law 6409 allowing collocation by right.

Health: Applicant was asked whether there would be a monitoring device on the tank and a sound barrier around the generator or schedule cycling during daytime hours.

Conservation: There are no Conservation Commission comments. The applicant was questioned about an audible alarm for double walled tanks.

MOTION: On a motion by **Chief William Quinn**, seconded by **Brian Harrison**, the Committee voted to approve and accept the plans dated September 25, 2013 as the Formal Site Plan, subject to the following conditions:

- A sound barrier or enclosure for the generator
- A double-walled tank
- Subject to review of the need for Zoning Board of Appeals relief.

VOTE: 5-0-0 The motion passed unanimously.

INFORMAL REVIEW: Town of Orleans (Nauset Beach Admin Bldg), 239 Beach Road

Meservy described a project to build a 22' x 32' semi open air addition to an office building at Nauset Beach with table seating.

Comments:

Fire: There are no Fire Department concerns.

- Building:** The project is located in the Seashore Conservancy District and set back from a coastal bank and may require a Special Permit or variance from the 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.
- Health:** An Engineer must certify that the septic system is adequate for the anticipated flow.
- Conservation:** This project is currently under review by the Conservation Commission.
- Planning:** This is an allowed municipal use in the Residence District.

MOTION: On a motion by **Bob Canning**, seconded by **Chief William Quinn**, the Committee voted to approve the plan updated as of October 9, 2013 as a Formal Site Plan subject to Zoning Board of Appeals relief and a larger site plan.

VOTE: 5-0-0 The motion passed unanimously.

APPROVAL OF MINUTES: October 2, 2013

MOTION: On a motion by **Bob Canning**, seconded by **Brian Harrison**, the Committee voted to approve the minutes of October 2, 2013.

VOTE: 4-0-1 The motion passed by a majority. (Chief William Quinn abstained)

The meeting adjourned at **11:15** a.m.

Respectfully submitted:



Karen C. Sharpless
Recording Secretary

LIST OF HANDOUTS FOR NOVEMBER 6, 2013:

1. **Peter Kimball (Artist Studio), 5 Namskaket Road**
 - A. Site Plan Review Committee Application
 - B. Plan of Proposed Site Modifications Relative to a Change of Use, dated 8-21-2013
 - C. Plan with Site Details, dated 8-21-2013
2. **New Farm (c/o Lindsay Cook), 4 Bay Ridge Lane**
 - A. Site Plan Review Committee Application with supporting drawings.
3. **New Farm (c/o Lindsay Cook), 35 South Orleans Road**
 - A. Site Plan Review Committee Application with supporting drawings.
4. **AT&T Mobility (Comcast Communications Tower)**
 - A. Site Plan Review Committee Application
 - B. Request for review letter from Dan Bilezikian, dated October 28, 2013
 - C. AT&T Mobility Plans
 - 1) Title Sheet
 - 2) Property Plan
 - 3) Compound Plan and Elevation
 - 4) Antenna Mounting Plan & Details
5. **Town of Orleans (Nauset Beach Administration Building)**
 - A. Site Plan Review Committee Application
 - B. Plans showing proposed addition, dated October 9, 2013
6. **Site Plan Review Committee Minutes for Approval:**
 - A. October 2, 2013