



K. Darby, Asst. ✓

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## **SITE PLAN REVIEW COMMITTEE**

**February 5, 2014 - 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) and Tom Daley (DPW). **Absent:** Todd Bunzick (Water).

### **INFORMAL REVIEW: Orleans Historical Society, 3 River Road**

Darwin Cornell described a proposed building addition and alterations intended for the rear of the Orleans Historical Society building including handicapped access and restrooms. Cornell noted that the Orleans Historical Society building is located in the Residential District.

#### **Comments:**

- Fire:** Applicant may want to consider upgrading the protection system in order to protect irreplaceable items located in the building.
- Building:** Museums are not an allowed use in the Residential Zoning District and would need review and relief such as a Special Permit from the Zoning Board of Appeals. Applicant will also need relief from the Zoning Board of Appeals regarding lot coverage which must not be more than 15% of the lot and may require a variance from the 25' setback requirement. Application must be reviewed and approved for all exterior changes. Parking calculations must be provided. 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. This would fall under consideration as "A3" under the Building Code. Applicant should consider the need for a sprinkler system in the main building and proposed addition (possibly an alternative to water). The addition cost may trigger the need for review and approval by the full Architectural Access Board in Boston, and possibly may need to obtain a variance.
- Health:** The existing septic system needs review by an engineer and a letter submitted to the town regarding current and future flow requirements. Temporary Food permits are permitted, but not Permanent Food Permits.
- Conservation:** No Conservation Department comments.
- Public Works:** The applicant is using town water. The Architectural Access Board review in Boston may trigger handicapped accessibility requirements.
- Planning:** Application must be reviewed and approved by the Architectural Review Committee and the Zoning Board of Appeals. The parking calculation required is one (1) parking space per 300' square feet.

*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: Zia Pizzeria, 210 Main Street**

Applicant described renovations to the existing restaurant and adjoining retail space known as Nory's as well as a fenced in patio area.

#### **Comments:**

- Fire:** Patrons must be able to exit the patio quickly in event of an emergency. The sprinkler system must be maintained.
- Building:** All details must be handled by an engineer.
- Health:** Seating calculations must be clearly shown on plans submitted to the town. No increase in flow is allowed on this property. French doors to the patio seating must be screened and close tightly, but easy to get through. Only paper goods are allowed.
- Conservation:** No Conservation Department comments.
- Public Works:** Applicant has been informed that part of the proposed patio falls within the town layout.
- Planning:** Applicant can request a Revocable License from the Board of Selectmen for the portion of the patio that falls within the town layout.

**MOTION:** On a motion by **Bob Canning**, seconded by **John Jannell**, the Site Plan Review Committee voted to accept the 3 sheets submitted on February 5, 2014 from Steven C. Hayes, Architect (dated 1/23/2014 and 1/28/2014) and the JC Ellis Septic System Upgrade Plan as the Formal Site Plan for Zia Pizzeria, located at 210 Main Street.

**VOTE: 5-0-1** The motion passed by a majority. (Tom Daley abstained)

### **FORMAL REVIEW: Orleans Athletic Association, 80 Eldredge Park Way**

David Lyttle (Ryder & Wilcox) described proposed plans to renovate the announcer's booth and souvenir shop at the Eldredge ballfield on behalf of the Orleans Athletic Association. The application will require review and approval by the Architectural Review Committee and the Zoning Board of Appeals. Lyttle stated there is electricity provided to the booth. Lyttle described a large drainage system installed recently. Lyttle provided a letter of support from the Board of Selectmen.

#### **Comments:**

- Fire:** Applicant may want to consider an alarm system for the building
- Building:** Based on the size of the building, an alarm system may not be required.
- Health:** Sale of food would require building compliance and would trigger other requirements such as installation of a sink, window screens, refrigerators which must be shown on plans submitted to the town. If a Formal Site Plan is required, the septic and wells must be clearly shown.
- Conservation:** No Conservation Department comments.
- Public Works:** DPW Direction requested to be included in any discussions regarding using low maintenance building materials.

**MOTION:** On a motion by **Brian Harrison**, seconded by **John Jannell**, the Committee voted to accept the plans submitted by the Orleans Athletic Association as the approved site plan for the Announcers Booth at Eldredge Field.

**VOTE: 6-0-0** The motion passed unanimously.

**APPROVAL OF MINUTES: January 15, 2014**

**MOTION:** On a motion by **Bob Canning**, seconded by **John Jannell**, the Committee voted to approve the minutes of January 15, 2014.

**VOTE:** 5-0-1 The motion passed by a majority. (Tom Daley abstained)

The meeting adjourned at **11:10 a.m.**

Respectfully submitted:



Karen C. Sharpless  
Recording Secretary

**LIST OF HANDOUTS FOR FEBRUARY 5, 2014:**

**ORLEANS HISTORICAL SOCIETY**

- *Site Plan Review Committee Application for Orleans Historical Society, 3 River Road.*
- *Picture of Orleans Historical Building*
- *Sketches for proposed addition to Orleans Historical Building.*

**ZIA PIZZERIA**

- *Site Plan Review Committee Application for Zia Pizzeria*
- *Revised Site Plan and drawings by Steven C. Hayes, Architect*

**ORLEANS ATHLETIC ASSOCIATION**

- *Site Plan Review Committee Application for the Orleans Athletic Association Announcer's booth at Eldredge Field with plans.*

**SITE PLAN COMMITTEE MINUTES**

- *Site Plan Review Committee minutes for January 15, 2014*

