

Topsfield Planning Board

November 6, 2007

Chairman Morrison called the meeting to order at 7:30 PM. Board members present were Martha Morrison, Janice Ablon, Ian deBuy Wenniger, Robert Winship. Roberta Knight, Community Development Coordinator was also present.

Visitors: Master Planning Committee members: Holger Luther, Heidi fox, Andy Sims, Alice Sheridan, Joe Geller, Katherine Carlson, Jeanine Cunniff who arrived at 8:40PM; Selectman Dick Gandt and Ian Charie.

Minutes: Member Jan Ablon made the motion to approve the minutes of October 16, 2007 as amended; so voted 3-0. Member Bob Winship abstained.

Bills: Member Bob Winship made the motion to approve the bill schedule dated November 6, 2007 in the amount of \$52.71 W. B. Mason; seconded by Jan Ablon; so voted 4-0.

New Business:

37 Gail Street: The Board discusses the complaint filed by Mr. Robert Baker prior to the meeting concerning the tree and shrub removal at 37 Gail Street prior to the approval of the Schedule of Values and the determination of surety. The Board directed Ms. Knight to contact Highway Superintendent David Bond and request that he perform a site inspection and also contact Attorney Gary Evans and inform him that all work must stop pending approvals by the Planning Board.

Appointment to Master Planning Committee: Member Jan Ablon made the motion to appoint Catherine Carlson of 23 Perkins Row to the Master Planning Committee with a term ending June 30, 2008; seconded by Bob Winship; so voted 4-0.

Joint Meeting of Planning Board and Master Planning Committee

At 8:00PM, Planning Board Chairman Martha Morrison called the joint meeting to order. The members of both committees commenced the review of the draft for proposed Section 3.11 "Uses in the Business Highway North District" and Section 3.12" Uses in the Business Highway District in the Zoning By-law. It was the consensus of both boards that the new district would be called Business Highway North.

As part of the review process, the members also discussed the potential need for design standards. Chairman Morrison pointed out that design standards would most likely be developed by a design review board and was not a function of zoning. The members also discussed the requirement for a landscape plan. Said plan would be a requirement of site plan review. It was noted that there is not presently a definition in the Zoning By-law for "Mixed Use" even though the terminology is referred to within the existing by-law. The

Planning Board requested Ms. Knight to contact Inspector of Buildings Glenn Clohecy to see if the State Building Code had a definition.

Please refer to Draft BH & BHN Districts, Version 3 as revised at the November 6, 2007 joint meeting that reflects changes made during the discussion of the proposed bylaw amendments for May 2008 Town Meeting.

Summary of Changes in review of Version 2 for new Version 3:

- Edits are noted in red reflecting language changes
- Section 3.11D deleted from version 2
- Section 3.11E subs 3, 4, and 5 combined and reflected in Section 3.11D (3) in Version 3
- Section 3.11J, now 3.II I deleted last two sentences

Outstanding Issues:

- Version 3, Section 3.11D (5): needs to be researched for legality to see if Town can require the pedestrian walkways between adjacent lots; if allowed, should be made a separate section.
- Dimensional & Density Table for both districts: need to be compared.
- Mixed use in all buildings: need to check on different ownership within buildings

The meeting was adjourned at 10:08 PM.

Respectfully submitted,

Roberta M. Knight
Community Development Coordinator