

Topsfield Planning Board

January 14, 2009

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

Visitors: Selectman Martha Morrison

Minutes:

Clerk Janice Ablon made the motion to approve the minutes of November 18, 2008 as amended; seconded by Member Gregor Smith; so voted 5-0.

Clerk Janice Ablon made the motion to approve the minutes of December 2, 2008 as amended; seconded by Member Ian deBuy Wenniger; so voted 5-0.

Clerk Janice Ablon made the motion to approve the minutes of December 16, 2008 as amended; seconded by Member Ian deBuy Wenniger; so voted 5-0.

BSC Proposal for English Commons: The Board reviewed the revised proposal from the BSC Group for engineering peer review services for the English Commons project. The Board made revisions to this proposal dated January 14, 2009 by adding eight (8) hours of additional engineering services for the evaluation of traffic issues and an additional public hearing for a total additional amount of \$1,240. Member Gregor Smith made the motion to approve the proposal by the BSC Group for English Commons as amended; seconded by Ian deBuy Wenniger; so voted 5-0.

BSC Proposal for 37 Gail Street/Antoria Way: The Board reviewed the proposal for additional engineering peer review services for the Gail Street Sub-division for construction administration. Member Ian deBuy Wenniger made the motion to approve the Proposal by the BSC Group dated January 14, 2008 for the Gail Street Project; seconded by Gregor Smith; so voted 5-0.

Rainbow Seafood Inc.: Chairman Winship reviewed the draft letter to Rainbow Seafood, Inc. with the Board. Chairman Winship summarized his conference call with Kopelman & Paige Attorney Pat Cantor that was in response to his written statement of questions that the Board members had been copied. Attorney Cantor has reviewed the letter and has approved as to content. This letter is based on her recommendation as to how the Board should proceed in its determination. Rainbow Food Inc. should either apply to the Planning Board for a special permit such that the application would proceed through a full permitting process review; or file a request for a building permit which, if denied, could be appealed to the Zoning Board of Appeals.

Restaurant Use Category Definitions: Member Gregor Smith handed out a revised document based on revisions dated January 2, 2009 made by Chairman Winship to the definitions as issued on December 2, 2008. The Board had a thorough discussion of the respective definitions including outdoor walk-up service, specialty foods as a secondary business, number of seats and parking requirements for each definition. Clerk Janice Ablon presented research information relative to parking standards in various communities, and Member Gregor Smith volunteered to do further research on parking relative to calculations of community standards.

The meeting was adjourned at 10:40 PM.

Respectfully submitted,

Roberta M. Knight
Community Development Coordinator