

Topsfield Planning Board

August 16, 2011

Chairman Morrison called the meeting to order at 7:44 PM. Board members present were Martha Morrison, Janice Ablon, Steven Hall and Gregor Smith. Roberta Knight, Community Development Coordinator was also present.

Visitors: Alan Berry

Minutes: Member Steven hall made the motion to approve the minutes of June 21, 2011 as written; seconded by Member Gregor Smith; so voted 4-0.

Unit reconfiguration modification for English Commons: For marketing purposes, Alan Berry requested a change in reconfiguration of 3 3-unit buildings to 4 2-unit buildings. He explained that there is more interest in 2- unit buildings with end units of the 3 unit buildings unsold. It will be a net loss of one unit. Related to the site, Chairman Martha Morrison raised the issue of access to the public path onto the site from Rowley Bridge Road. This has not yet been cleared and there is a need for an Operations and Management Plan and contractual obligation document to assure that it is maintained long term. Member Gregor Smith raised the issue of additional screening along the back of units facing Route 1. Alan Berry responded that this would not be possible due to restrictions in this area because of the presence of a stream leading to the Putnamville reservoir and because the area is located in Zone B. All Members agreed in concept with the unit reconfiguration modification requested by Alan Berry, subject to Conservation Commission verification, a Revised Plan to show the actual reconfiguration modification and an Operations and Management Plan and contractual obligation document related to the public access path from Rowley Bridge Road onto the site.

47 Cross Street and Rowley Bridge Road: It was brought to the attention of Chairman Morrison by Holger Luther that a stone wall had been dismantled along Rowley Bridge Road, which is a Scenic Road. Holger Luther plans to inform the owner of the property of Conservation Commission concerns related to drainage on the site. With respect to Planning board jurisdiction, Member Steven Hall volunteered to draft a letter to the owner of the property that there may be a violation of the Scenic Road By-law related to alterations to stone walls, since no plan has been submitted or permit issued.

Fall Schedule of meetings: Currently there are a limited number of appointments and hearings before the board and it was decided by the Members that, at this time, we would reduce the frequency of meetings to once per month. Meetings will be scheduled for the first Tuesday of the month.

Adjournment: The meeting was adjourned at 9:35. Motion made by Gregor Smith; seconded by Steven hall; so voted 4-0.

Respectfully submitted,
Janice M. Ablon, Clerk