



TOWN OF TOPSFIELD  
OFFICE OF THE SELECTMEN & TOWN ADMINISTRATOR

Town Hall 8 West Common Street, Topsfield, MA 01983

Telephone: (978) 887-1500

Website: [www.topsfield-ma.gov](http://www.topsfield-ma.gov)

June 18, 2019

Dear Topsfield Business Owner:

Thank you for being a business owner in Topsfield. We appreciate your business and the economic vibrancy it brings to Topsfield. As elected officials we look to encourage and support Topsfield's business environment while also upholding our town bylaws. One of these bylaws regulates signage which is the subject of this letter.

In an effort to uphold our bylaws, preserve Topsfield's aesthetic appearance, and address citizen concerns, the Board of Selectmen is working to ensure that signage throughout town is in accord with our Sign Bylaw. In this regard we ask your cooperation in checking that your signage agrees with the bylaw's standards or is otherwise in compliance under a special permit. In partnership with you, along with other businesses and Topsfield residents, we hope to improve Topsfield's appearance to better attract visitors and encourage economic growth.

The Sign Bylaw, which the town enacted in 1986, was updated at our Annual Town Meeting last year. The updated bylaw is on the town's website but is also enclosed here with the recent updates highlighted for your convenience:

- ❖ Article XIII – Sign Regulations (the "Sign Bylaw")

For questions, suggestions or additional information:

- Topsfield website [www.topsfield-ma.gov](http://www.topsfield-ma.gov)
- Board of Selectmen 978-887-1500 or [selectmen@topsfield-ma.gov](mailto:selectmen@topsfield-ma.gov)
- Zoning Officer 978-887-1522 or [glenn@topsfield-ma.gov](mailto:glenn@topsfield-ma.gov)

Again, we hope to bring all signage into accord with the town's Sign Bylaw and we look to your help in this effort.

Sincerely,

Board of Selectmen:

cc: Glenn Clohecy, Zoning Enforcement Officer