



**RECEIVED**

By Topsfield Town Clerk at 9:27 am, Feb 14, 2024

**AGENDA**  
**Planning Board**  
**VIRTUAL MEETING**  
**Wednesday, February 21, 2024**  
**7:00 PM**

*Pursuant to Chapter 2 of the Acts of 2023, this meeting will be conducted via remote means. Members of the public who wish to watch or listen to the meeting may do so in the following manner: Video conference (see log-in information below.) No in-person attendance of members of the public will be available, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on the Topsfield website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.*

To Join the Meeting:

<https://us02web.zoom.us/j/89594572519?pwd=OTVyd0dWY3BhN1pUbFppcks0UTNzUT09>

Meeting ID: 895 9457 2519

Passcode: 329556

Phone: 929-205-6099

*Meeting documents for Public Hearings can be found on the Town website:*

[www.topsfield-ma.gov/Planning Board](http://www.topsfield-ma.gov/PlanningBoard)

**I. CALL TO ORDER**

**II. ANNOUNCEMENTS**

*“The meeting is being recorded via ZOOM in the event that the connection is lost at any time during the meeting. The meeting is also being recorded by Topsfield Cable TV and will be available on the Topsfield website Cable Video on Demand page. Is there anyone else present who wishes to record the meeting?”*

**III. 94 SURREY LANE – Public Hearing for a Special Permit for a Temporary Accessory Apartment**

**IV. DRAFT MASTER PLAN – Discussion**

**V. MINUTES of 2/7/24 – Discussion/Vote**

**VI. MOTION TO ADJOURN**

*The listings of topics are those reasonably anticipated by the Chair that may be discussed at the meeting. Discussion on topics is at the discretion of the Chair. Discussion during meetings should always be courteous and respectful. You must be recognized by the Chair before any comments, questions or discussion may be offered or considered.*