

**Minutes
Topsfield Zoning Board of Appeals
Town Library Meeting Room
February 23, 2016**

Chairman Moriarty called the meeting to order at 8PM. Board members present, in addition to Chairman Bob Moriarty, were Gregor Smith, Dave Moniz, David Merrill, Jody Clineff. Donna Rich, Community Development Coordinator, was also present. Other persons present during all or part of the meeting included Selectmen Martha Morrison and Boyd Jackson, Planning Board Members Steve Hall and Josh Rownd, Town Hall Building Committee Member Chairman Gregor Smith, and resident Dick Gandt.

Announcement: Chairman Moriarty welcomed Donna Rich, newly appointed Community Development Coordinator, to the Committee.

Appointment

8:00PM: Town Hall Building Committee: Chairman Gregor Smith provided an historical overview of the Town Hall Renovation and Expansion Project. Schematic Design Plan C, dated 1/8/16, was discussed and reviewed with the members. Parking plans were briefly discussed, with the understanding the Board would be reviewing during the Site Plan Review process.

New Business

Proposed Zoning Bylaw Changes for the 2016 Annual Town Meeting Warrant: Planning Board Chairman Morrison reported to the Board the Zoning Bylaw changes to Article IV, Section 4.10, Sections B, C & J that were being proposed for the 2016 Annual Town Meeting Warrant. Chairman Morrison explained that the proposed amendments are “housekeeping” items. The language proposed for the three sections strikes out the word “Special” to correct an anomaly that exists within the Zoning Bylaws regarding the permitting authority. Chairman Morrison explained the proposed Elderly Housing District Overlay (EHD) at 470 Boston Street, to be called “Rolling Green”. There was a brief discussion of the plans that have been submitted, noting that they are preliminary at this point.

At 9:43PM, Member Dave Merrill made a motion to adjourn and Member Dave Moniz seconded the motion; so voted: 5-0.

Respectfully submitted,

Donna C. Rich
Community Development Coordinator

Per the Open Meeting Law, the documents that were either distributed to the Planning Board before the meeting in a packet, or at the meeting were:

1. Agenda
2. McGinley Kalsow & Associates, Inc. Schematic C Site Plan dated 1/8/16
3. Proposed Elderly Housing District Overlay Site Plan, 470 Boston St, dated 2/16/6,
project description, and warrant article language

Approved as written at the November 22, 2016 Zoning Board of Appeals meeting.

Pursuant to the 'Open Meeting Law,' G.L. 39, § 23B, the approval of these minutes by the Committee constitutes a certification of the date, time and place of the meeting, the members present and absent, and the actions taken at the meeting. Any other description of statements made by any person, or the summary of the discussion of any matter, is included for the purpose of context only, and no certification, express or implied, is made by the Committee as to the completeness or accuracy of such statements.