

**Minutes
Topsfield Zoning Board of Appeals
Temporary Town Hall Meeting Room
February 27, 2018**

Chairman Moriarty called the meeting to order at 8:09PM. Board members present, in addition to Chairman Bob Moriarty, were Dave Moniz, David Merrill and Jody Clineff. Gregor Smith was absent. Donna Rich, Community Development Coordinator, was also present. Other persons present during all or part of the meeting included residents Foti, Alex & Donela Qirjazi.

Public Hearing

8:09PM: 49 Main Street-continued- Alex Qirjazi explained that they had met with the Historical Commission and as stated in the Historical Commission letter dated 1/30/18 the replacement windows and sash will be Simulated Divided Lite windows with exterior muntins/grids. Alex distributed engineering plans entitled "Site Plan prepared for 49 Main St. Topsfield Trust", dated 2/21/18 which displays a change in the ramp, now to be on a diagonal, and a change in plantings in the front of proposed variety store. Lighting for the store was explained, over the sign of the store (Lelas's Variety) there would be two (2) goose necked fixtures tilted toward the sign. Chairman Moriarty asked about the existing easement of the driveway located at 6 School Avenue. Alex explained that there was no use for the easement and that the easement would be rescinded and placed back to be a driveway with a gate to be installed at the top of the driveway, for emergency fire entrance. The Board went through the Site Plan Review Checklist. Once completed the Board determined the following conditions would be part of the decision:

- A recorded agreement of the easement on the driveway located at the premise of 6 School Avenue rescinded
- Light fixtures on the front of the building to be incandescent
- Four (4) existing parking spaces would be identified for the variety store in white with blue trim
- Sixteen (16) windows would be in conformance with the Historical Commissions request stated in a letter dated 1/30/18, to paraphrase: replacement windows and sash will be Simulated Divided Lite windows with exterior muntins/grids
- Planting of shrubs and trees would be as presented in the plan proposal submitted by the applicant, dated 2/27/18

Hearing no further comments from the Board, Member Dave Moniz made a motion to close the Public Hearing, seconded by Member Jody Clineff; so voted: 4-0. Member Bob Moriarty made a motion to approve the Site Plan Review as presented with conditions as listed above, seconded by Member Dave Moniz; so voted 4-0.

Minutes: Member Dave Moniz made a motion to approve the minutes of January 23, 2017, as written, seconded by Member Jody Clineff; so voted: 4-0.

At 8:50pm, Member Jody Clineff made a motion to adjourn and Member Dave Moniz seconded the motion; so voted: 4-0.

Respectfully submitted,

Donna C. Rich
Community Development Coordinator

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

1. Agenda
2. Draft Minutes January 23, 2018
3. Historical Commission letter dated 1/30/18
4. Public Records Request relative to 3 Kinsman Lane,
5. Right to Farm letter received 1/25/18 from Daly General Contracting and Building Inspectors response
6. Letter from Jeff Murley relative to 3 Kinsman Lane, dated 2/11/18
7. Received at meeting: 49 Main Street-Kritikos Associates Architects Plans entitled Site Plan dated 2-21-18, revised packet of plans, lighting and list of proposed shrubs and plantings

Approved as amended at the June 26, 2018 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.