TOWN OF BURLINGTON
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Notice of Public Meeting – (As required by G.L. c. 30A, c. §18-25)

DEPT./BOARD: ZBRC

DATE: Wednesday February 6, 2019

TIME: 6:00 PM

PLACE: Town Hall Annex B Meeting Room

AGENDA

1. General Bylaw Review Committee – discussion
2. Life Science de-briefing (take aways from Town Meeting)
3. ZBRC Mission Statement Adoption
4. ZBRC Amendment Proposal “Template /Intent” Approval
5. Town Amendment Distribution Process update
6. Zoning Bylaw issues to be addressed by committee
   a. Add PDD’s link to ZBL Amendment
   b. Revise ZBL Article 12 Amendment – adding ZBRC to process
   c. List and Prioritize other issues
7. Approval of Minutes
8. Public Participation
9. Adjournment
Minutes

Voting Members present: Shari Ellis, Chair; Betsey Hughes, Vice-Chair; Edward Parsons, Lawrence Gelberg, Cathy Beyer, Tom Conley, Gregory Ryan, Michael Murray, ZBA; Sally Willard, Business Representative

Non-voting Members present: Ernest Covino, Planning Committee; Andy Ungerson, Building Department Representative

Also present: Lawrence Warfield, representing Bylaw Review Committee

1. General Bylaw Review Committee Input

Mr. Warfield presented a review of lessons learned from the establishment and operation of the General Bylaw Review Committee to date. These include:

- The importance of:
  - Continual development of expertise on existing bylaws
  - Observation of open meeting law and general transparency
  - Minding productive relationships with external proponents of amendments
  - Maintaining an efficient process for review
  - Sufficiently educating Town Meeting on the issues around amendments

- Advice for periodic review and housekeeping changes:
  - Divide work and make use of differentiated expertise within committee
  - Prioritize changes by complexity and importance
  - Seek advice of Town Counsel

- Helpful tools and methodologies include:
  - Benchmark against other local bylaws
  - Use technology for group input and editing
  - Develop backup material contemporaneously with development of amendments
Develop a style guide to standardize language, format, and approach

- Difficulties include:
  - Timely access to legal advice
  - Maintaining focus on systematic review while handling new proposals
  - Version control while multiple parties are contributing edits
  - Coordination of communication among various stakeholders

2. **Life Science Amendment** – Debrief and Discussion
   Committee discussed the process and outcome of reviewing the amendment passed at January’s town meeting. It was noted that such reviews would benefit from:
   - First understanding existing problems and the intent of the amendment
   - Identification of potential “roadblock” issues of concern
   - Early communication of questions and comments among the committee and to relevant stakeholders
   - Possibly, the development by the committee of a framework for consideration and discussion of potential and proposed amendments

3. **ZBRC Mission Statement Adoption**
   Motion: to adopt the mission statement as formulated at the meeting of October 24, 2018:
   *The mission of the Burlington Zoning Bylaw Review Committee is to ensure the Town’s Zoning Bylaws are current, clear and conform to the Burlington Master Plan and Massachusetts General Law.*
   Seconded and approved. (8-0-0).

4. **ZBRC Amendment Proposal Template Approval**
   Motion: to adopt the Amendment Proposal Template presented by Ms. Hughes and Ms. Beyers at the meeting of January 9, 2019. To be forwarded to Ms. Kassner (planning dept) for comment.
   Seconded and approved. (8-0-0).

5. **Town Amendment distribution process update**
   Ms. Ellis reviewed the amendment distribution process, with her edits to include ZBRC in the process.
   Action: to be forwarded to planning department for comment.

6. **Zoning Bylaw issues to be addressed by committee**
   Amendments to §12 of the zoning bylaws to reference PDDs and the ZBRC were proposed by Ms. Ellis.
a. Add reference to PDDs – there was discussion on the appropriateness of numbering planned development district documents consistent with the Zoning Bylaws. The extant PDD plans were enumerated and numbering was proposed (§10.5.1 - §10.5.10).

b. Add ZBRC to distribution process – by various textual edits, the ZBRC and representatives are added to the processes and procedures described in §12 of the Zoning Bylaws (§12.1.3.1, §12.1.3.3, §12.1.5.1, §12.1.5.4, and §12.4.2)

c. List and Prioritize other issues – discussion of further review activities was tabled.

Motion: to approve the draft amendments as proposed by Ms. Ellis as amended, and to submit as article for the Warrant of the May Town Meeting.
Seconded and approved (8-0-0).

7. Approval of Minutes

Motion: to approve the meeting minutes for January 9, 2019.
Seconded and approved (8-0-0).

8. Public Comment
None present.

9. Miscellaneous
Ms. Hughes took leave of the meeting. The committee resolved to take up plans for systematic review of the zoning bylaws at the next scheduled meeting.

Motion: to set the next meeting time at 6:00PM on March 20, 2019. Seconded and approved (7-0-0).

10. Adjournment

Motion: to adjourn. Seconded and approved. (7-0-0).

Recorded by Edward Parsons, ZBRC

Minutes approved (6-0-1) at the Zoning Bylaw Review Committee Meeting of April 24, 2019