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 May 29, 2019

TIME: 6:00 PM

PLACE: Town Hall Annex B Meeting Room

AGENDA

1. Approval of Minutes

2. Committee update; resignation of member and recording clerk

3. Discussion on Zoning Amendment Coordination; Planning, ZBRC and LUC rolls and goals

4. Style Guide discussion

5. Bylaw Review and Prioritization; recommendations from Departmental overviews

6. Meeting Schedule

7. Public Participation

8. Adjournment
Chair Shari Ellis called the May 29, 2019 Zoning Bylaw Review Committee to order at 6:05 p.m. in the Town Hall Annex Basement, Room B, 25 Center Street.

Members Present: Cathy Beyer, Betsey Hughes, Michael Murray, Edward Parsons, Sally Willard, Shari Ellis

Members Absent: Michelle Prendergast, Gregory Ryan

Non-Voting Members Present: Ernest Covino, Andy Ungerson

Guests Present: Jack Kelly, David Miller

1. **Approval of Minutes**

Motion to approve the Zoning Bylaw Review Committee minutes of April 24, 2019 was made by Sally Willard. Seconded by Betsey Hughes and approved (6-0-0).

2. **Committee update; resignation of member and recording clerk**

Update was given by Shari Ellis. Voting TMM Tom Conley (precinct 4) has resigned. The Moderator was made aware of the resignation and will fill the vacancy per the bylaws. Shari will reach out to the BACC Chair, Rick Parker, to see if there are any interested parties for the Business Representative; thereby allowing Sally Willard, current Business Representative to move into the Precinct 4 position. In addition, recording Clerk Noelle Judd resigned from town duties. The Human Resource Director, Joanne Faust, is aware of the resignation and has posted the job; to date they have not had many inquiries and the job remains vacant. She will let the ZBRC Chair know when the position is filled.

3. **Discussion on Zoning Amendment Coordination; Planning, ZBRC and LUC rolls and goals**

Discussion centered on the process by which the ZBRC, in conjunction with the Planning Board and the Land Use Committee (LUC), will develop a procedure and process for Zoning Amendments as they are submitted. This is a timely issue, as the recently submitted Zoning
Bylaw Amendment for the Northwest Park Planned Development District public hearing is scheduled to open with the Planning Board on June 20th. It was agreed to by the members, that the Chair would contact the Planning Director, Kristin Kassner, and Planning Board Chair, Barbara L’Heureux and seek to schedule the June 20th open hearing portion of the meeting, as a joint Planning / ZBRC meeting. If agreed to by the Proponent, Zoning Board members Jack Kelly suggested that the hearing start at 6:00 PM, prior to the regular scheduled Planning board meeting at 7:00. ZBRC members agreed that this would be a good idea. The Chair will also contact the LUC Chair, Monte Pearson, to ask that the LUC be a part of this meeting. In addition, The Chair will also arrange a meeting with Planning Director, Planning Board Chair, and LUC Chair, prior to the June 20th to discuss the process and procedure for Zoning Amendments. Once that discussion has occurred, the ZBRC Chair will bring back the recommended plan of action for a discussion and vote by the full ZBRC members. It was also agreed that the Chair will send the ZBRC Information Sheet to the Proponent for their submission.

4. Style Guide discussion

Betsey Hughes led the discussion and review of the drafted ZBRC Style Guide. It was agreed to by members that, for ease of review, that the Guide should be numbered, rather than bulleted. Edits were made to various sections. It was recommended by Ed Parsons, that the section ‘Definitions’ within the usage guide, should be further investigated with respect to how best to refer to defined terms within the Bylaw, prior to further discussions. ‘Ease of Maintenance’ section of usage guide discussions resulted in 3 suggestions to explore: (1) create a statute index (referencing statutes listed in various sections of the Bylaw), (2) be mindful of the numbering system, and (3) avoid self-references and gratuitous references. Ed will contact Town Clerk to discuss ‘ease of maintenance’ topics, such as the indexing standards and requirements for paper and electronic publication.

Betsey will revise the document and send out for comments and further revisions, prior to the next meeting.

5. Bylaw Review and Prioritization; recommendations from Departmental overviews

Following the overviews given by each department, in past meetings, it was determined that the representatives from Planning, Building and Board of Appeals, should give specific examples or instances where the ZBRC could / should focus efforts to better clarify the Bylaws. Shari Ellis will send an email to the department representatives requesting the information in time for our next meeting. Andy Ungerson had mentioned that there were conflicting references in the General and Zoning Bylaws and that that would be something to address. He will send the details to the Chair.

6. Meeting Schedule

The following schedule for the remainder of 2019 was agreed to by the members present. All meeting will be scheduled from 6-8PM in the Town Hall Annex Basement Meeting room.
Members will contact the Chair should they be unable to attend any of the meetings. The Chair will submit the schedule to the Clerk’s office in order that they be posted on the Town Website calendar.

June 26th, July 24th, August 28th, September 25th (may need to be rescheduled due to conflict with Town Meeting), October 23rd, November 20, and December 18th

7. Public Participation

No one spoke.

8. Adjournment

Motion to adjourn the Zoning Bylaw Review Committee Meeting of May 29, 2019 at 7:55pm was made by Sally Willard. Seconded by Michael Murray and approved (6-0-0).

Respectfully Submitted by
Shari Ellis,
ZBRC Chair

Minutes approved (6-0-1) at the Zoning Bylaw Review Committee Meeting of June 26, 2019.