**DEPT./BOARD:**  Zoning Bylaw Review Committee: Sign Bylaw Subcommittee

**DATE:**  April 7, 2020

**TIME:**  9:00AM  6:00PM

**PLACE:**  [https://zoom.us/j/375443315](https://zoom.us/j/375443315)

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**AGENDA**

1. Review and approval of minutes of prior meetings
2. Definitions
3. Commercial Areas
   4. Next Meeting: Tuesday, April 21, 2020, 9:00am, TH Annex
5. Joe Impemba to discuss prior efforts.

To join by phone:
+1 646 558 8656
Meeting ID: 375 443 315
Location: Zoom - Remote meeting, all present were accessing the Zoom web meeting

Time: 6:00 PM

Members Present: Sally Willard, Shari Ellis, Betsey Hughes, Mike Murray, Ernie Covino, Nick Priest

Members Absent: --

Also Present: Joe Impemba (PB), Melisa Tintocalis (EDD)

Call the Meeting to Order

Chair Sally Willard called the 04-07-2020 Zoning Bylaw Review Signage Subcommittee to order at 6:03 PM

Sally stated meeting was being recorded and introduced all attendees

1. Prior Efforts – Joe Impemba

Joe presented an overview and his views on the 2010 Sign Bylaw Review Committee:

- Group was comprised of 75% representation from business community, and 25% from various Town Boards and Committees; his view was this was an unbalanced committee
- Was working on revising existing signage bylaws with 3 aspects (or groups) of signage: monument, directory and building
- Joe felt that the bylaw revision was 95% complete; however, the friction and problems arose when the business representatives would not compromise and wanted to retain control of dialog and amount of signage allowed
- Revisions were presented to Planning Board prior to submittal to Town Meeting. Planning Board did not approve, and committee never met again
- Joe recommends that business community be represented; however, a good balance of town and business representatives who are reasonable and willing to work together
- Committee comments included:
  - much work was completed; therefore, this committee should review and use what was done within the context of 2020.
  - the difference is that the past review was based on the existing bylaws within the zoning districts and this committee is currently seeking to revise signage by the geographical locations of the business areas
  - committee make-up is critical to success
  - question to answer for clarification: can signage regulate to an overlay district and not defer to the underlying zone (i.e. Town Center Overlay signage draft)
- Committee should review the signage portion of the overlay district that was never adopted.
2. Review and Approve Minutes

- 3/10/2020 minutes – approved as amended 3-0-2
- 3/17/2020 minutes – approved as amended 5-0-0

[Ernie Covino left the meeting at this time]

3. Definitions:

Review of Article XIV Environment signage document (sent to 3A Committee by Kristin Kassner in 2017)

**Action items:**

- Sally will set up a google doc file for signage
- Nick will organize a google doc for everyone’s comments; these comments will be reviewed at next subcommittee meeting
- Ernie – research signage definitions in surrounding towns
- Store Front definition needed in addition to building definition already in place

4. Commercial Areas:

Sally reviewed the committee’s direction to revise signage by commercial areas rather than zones

**Action items:**

- All - Review Town Center Rules and Regs signage draft
- All - Download zoning map and mark up areas for signage
- All – with any time available, drive around town and look at signage

5. Next Meeting: April 21 6:00 PM Zoom meeting

**Documents Referenced:**

- 3-10-2020 Signage Subcommittee meeting minutes
- 3-17-2020 Signage Subcommittee meeting minutes
- Article XIII: Sign Regulations: Sign Bylaw Committee version 10.0 (10/27/2010)
- Burlington Zoning Map

**Motion to Adjourn: 7:25 PM**
Respectfully Submitted,
Shari Ellis

Approved: 4/23/2020 ZBRC Signage Subcommittee meeting [3-0-0]