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TOWN OF BURLINGTON
Zoning Bylaw Review Committee (ZBRC) Minutes
July 14, 2021

Chair Shari Ellis called the 7/14/2021 Zoning Bylaw Review Committee to order at 6:30 PM in the Town Hall Annex Basement, Room B, 25 Center Street. The meeting also was also available as a remote option via Zoom. The Chair noted that the meeting was being recorded.

Voting Members Present: Shari Ellis, Sally Willard, Michael Murray, Ed Parsons, Cathy Beyer, and Mark Donahue attended in person. Tamara Maniscalco, and Greg Ryan were remote participants. A quorum was present in person.

Voting Members Absent: Betsey Hughes

Non-Voting Members Present: Ernie Covino attended in person, and Mark Dupell participated remotely

Non-Voting Members Absent: --

Also Present: --

1. Public Participation

- Discussed possibility for a Historical Zoning overlay, as suggested by the Historical Commission - It was suggested that this be considered in the context of other economic development and planning goals, including housing.
- Put on the next agenda to discuss further.

2. Recap of In-person and remote meeting rules

3. Discussion – Inspector of Buildings

- a. New member appointment
 - Welcomed Mark, Building Department Representative to ZBRC Committee
- b. Burlington Zoning Bylaws - general comments / thoughts
 - Mark will attend the meetings himself for discussions.
- c. Zoning Bylaw enforcement / interpretation / intent
 - Building Inspector discussed being able to keep up with the staff he has and eventually delegate duties to other inspectors. Having inspector's prioritize certain duties over others.
 - Discussed that committee writes Zoning and Bylaws for them to be enforced and want to make sure they are.
- d. Accessory Use / In-Law Apartment distinction and interpretation
 - Building Inspectors aware of the issue and are working on it



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- Discussed clarifying and adding more detail in Zoning Bylaws regarding what they're trying to accomplish within the policy.
 - Mark to provide ideas for a future meeting.

4. Zoning Warrant Article(s)

- Committee decided to not discuss the Warrant Article to rename IH to IS tonight. There is a joint meeting of Planning Board, Land Use and ZBRC scheduled for Thursday (7/15)
- Discussion will occur at next ZBRC meeting (8/11)

5. Kent Cottage Rezoning Discussion – HPC letter to Planning Board

- Committee discussed voting for a written letter with intent to commit to either affordable housing or a \$50k donation. Said letter was never sent out.
- Discussed that there was a option of a donation of \$50k, but this would be a one time deal instead of affordable housing unit
 - Consider inserting ZBRC and Town Meeting videos of discussion to review/refer back to their commitment of a letter?
- Shari will email the Proponent with a gentle reminder stating ZBRC understood there would be a commitment (whether money or affordable unit), but haven't seen anything. When can we expect to see a letter of commitment? Also to remind them this is what was recommended and what they verbally committed to at Town Meeting.

6. NWP Housing Updates:

- Discussed criteria to bring up to the Planning Board at the next meeting
- This affordable housing is to be targeted at Burlington Seniors & outside, only through the approved Marketing Outline Process.

7. Approval of Minutes: 5/26/21

- Postponed to next meeting (8/11)

8. Adjourn: 7:48 PM

*Respectfully Submitted,
Emily O'Donoghue, Recording Clerk*

Approved: [8/11/21] ZBRC meeting