



TOWN OF BURLINGTON
SIGN BYLAW SUBCOMMITTEE (SBS) of the
ZONING BYLAW REVIEW COMMITTEE (ZBRC) MINUTES

March 6, 2023

RECEIVED

By Town Clerk's Office at 9:26 am, Aug 30, 2023

Call the Meeting to Order

Chairman Sally Willard did not open the meeting due to the number of members absent

Voting Members Present: Sally Willard, Mark Dupell, Shari Ellis, Jeff DiBona, Ernie Covino

Voting Members Absent: Betsey Hughes

Non-Voting Members Present: none

Non-Voting Members Absent: none

Also Present: none

1. Introduction and Overview

None

2. Discussion

- a. Design Guidelines: Town Center Signage District
 - i. General discussion about the May 2017 DRAFT document
 - ii. Discussion of the need for and acceptability of a Design Review Committee (DRC)
 1. Pros: helpful for businesses seeking a sign; a well-designed committee could help smooth the process at the next stage, e.g., Planning Board (PB), Inspector of Buildings, Zoning Board of Appeals (ZBA)
 2. Cons: Difficulty recruiting volunteers; next stage review could reject the proposed design
 3. Questions of advisory role: Planning Board and/or ZBA
 4. Composition and appointment of a DRC
 - iii. Discussion of the need for specificity in the guidelines, e.g., colors. Should we ultimately accept the ZBA as the de facto design review committee?
- b. Zoning Bylaw Article related to Signage Districts Zoning Map
- c. Zoning Bylaw Article XIII Sections 13.3

3. Review and approval of minutes of prior meetings

5/23/2022, 6/6/2022, 11/7/2022, 11/21/2022, 12/12/2022 and 12/19/2022

It was moved and seconded to approve the referenced minutes by consent. The minutes were approved unanimously.

4. Other Business: None

Documents Referenced:

Design Guidelines: Town Center Signage District



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Motion to Adjourn: The meeting was closed at 6:52 pm

Respectfully Submitted,

Sally Willard, Chair

Approved: September 6, 2023, ZBRC Signage Sub meeting (y-n-a)

DRAFT