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TOWN OF BURLINGTON  
Zoning Bylaw Review Committee (ZBRC) Minutes  
May 26, 2021

Chair Shari Ellis called the 5/26/2021 Zoning Bylaw Review Committee to order as a remote meeting at 6:32 PM and noted that the meeting was being recorded.

**Voting Members Present:** Shari Ellis, Tamara Maniscalco, Sally Willard, Michael Murray, Ed Parsons, Cathy Beyer, Greg Ryan and Mark Donahue

**Voting Members Absent:** Betsey Hughes,

**Non-Voting Members Present:** Ernie Covino

**Non-Voting Members Absent:** Andy Ungerson

**Also Present:** --

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**1. Public Participation –**

Town Meeting recap – zoning articles

- It was noted that warrant articles and any amendments should be shown on screen (as it recent in person meetings), in order that all members are aware for what they are voting
- Shari sent an email to the Planning Director to ask if there are any necessary changes to be made regarding the rezoning of the 60 South Ave PDD to IH. If any amendments need to be done, they can be addressed at September Town Meeting

**2. September TM: 9/27 Warrant Article Amendment submission deadlines:**

- Zoning: June 29<sup>th</sup>
- General: August 13<sup>th</sup>
- Print deadline – August 27<sup>th</sup> Warrant distributed: September 10<sup>th</sup>

**3. Zoning/General Bylaw Amendments - discussion/plan for September Warrant / future items:**

- Ernie will be advocating that the Planning Board change the name of the IH district for a September Warrant Article
- Definitions for signage related terms; no definition numbers needed for future amendment; need to confirm with Town Clerk
- Discussion for the Inspector: in general, are definitions needed if using the term as a defined term



TOWN OF BURLINGTON  
Zoning Bylaw Review Committee (ZBRC) Minutes  
May 26, 2021

- Open Space definition – further discussions with Land Use regarding how to enshrine open space with regard to use

Possibilities for an appendix in the ZBL – to provide the intent of the definition or bylaw.

**Action Items:** legal opinion needed. Shari can reach out to Town Counsel, and also check with the Inspector of Buildings, Mark Dupell, when he is before our committee next month. Shari will send him a couple topics of discussion prior to our next meeting. If examples of purpose or intent preambles are in other bylaws, Sally could check once the Town Counsel gives opinion.

- Housing - enforcement for in-law/accessory apartments – future of new regulations should help address some of the issues
- 40B – Ed had discussions with Land Use regarding transparency of process. At this time, Burlington is above the threshold of the 10% regulation; therefore, many in town would like more public input into the process. The Land Use Committee was upset about the lack of public input on the Winn View II project and proposed a General Bylaw to amend the municipal regulations. Town Counsel and Ed argued that the law was too general and regulated any building process. The Amendment was postponed, and the LUC will look at another means to amend the bylaws (zoning or general). Could work with LUC on a review of this 40B process, to write in a bylaw that will offer support for the process and not restrict BOS responsibilities. Also looking into other town's have dealt with the process and structure of the 40B process. State process well defined; however, municipal process less defined. Could town ZBL include a better defined regulatory process? Public Hearing requirements for BOS and the 40B could be part of the General Bylaws could make the 30 day comment period. It is a very limited time to work with, as once a meeting notice is posted there is only 2 weeks to have comment.

**4. Schedule for future stakeholder discussions**



TOWN OF BURLINGTON  
Zoning Bylaw Review Committee (ZBRC) Minutes  
May 26, 2021

- Inspector of Buildings, Planning Director, ZBA – June 9th

**5. Subcommittee Updates:**

a. Signage – definitions needed for signage

- Sally gave update on progress of signage committee and the presented definitions that should be added to zoning bylaws that referenced in signage proposed regulations
- Regulations for Town Center Signage District are almost complete. A Signage Use Table (similar to the ZBL Regulation Use Table) will be proposed and will be forwarded to ISA (International Sign Association) representative for review and comments prior to submittal for Town Meeting (possibly ready for January Warrant)
- Next meeting: 6/7/21 at 5:30

**Action Items:**

- Shari will contact Mike with definitions regarding garages and then draft up an amendment for all the definitions to be included in the Warrant Article

b. Style Guide

- Meeting in June (6/21) with GBRC and Amy to discuss consistency and style guides for both sets of bylaws.
- Process to create a Committee Manual to include: style guide, Amendment Proposal Questionnaire, Committee Charter and Mission Statement
- Mass General Law does have a style guide and is included in notes. Planning does not have any specific style guide.
- Hyperlinks can be used within Burlington Bylaws; however, cannot use external links due to lack of control over ever changing links
- Version Control of ZBL; review process of google docs, or any other means that all boards and committees have access to the latest version. Meeting on June 21<sup>st</sup> will address this topic.



TOWN OF BURLINGTON  
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May 26, 2021

- Templates needed by all: Ed provided Lexington Website info for templates: <https://www.lexingtonma.gov/town-clerk/pages/information-committee-members>
- Version Control workflows / timelines: Microsoft Office Timeline.  
Suggestion of proponents owning the Amendment; however needs to be centralized.
- Revising the entire bylaw by hiring (or with a grant) should be investigated at some point. The Town Clerk's office is in charge of document management and therefore the tools should be given the correct and updated IT tools, and all boards/departments and committees will have better access. Funds will be needed and tools will be available for all and it will be easier to get buy-in for the funding.
- Use MGL style guide and then get requirements for each department.

**Action Item:** Ed will provide updated flowcharts that he researched previously

**Action Item:** Shari will send to the committee the updated meeting notes from Cathy's meeting with the Town Clerk.

**Action Item:** Shari will discuss with the Clerk possibility for ZBRC (or all committee's) website pages.

6. **Approval of Minutes:** 4/28/21, 5/10/21

- 4/28/21: approved 5-0-0
- 5/10/21: approved 5-0-0

**Documents Referenced:**

- 210510\_ motion amendment Article # 32 - 60 South Ave PDD- ZBRC
- 210510\_ motion amendment Article # 31 - Network Drive PDD – ZBRC
- Past meeting minutes: 4/28/21 and 5/10/21



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**Motion to Adjourn: 7:22PM**

*Respectfully Submitted,  
Shari Ellis, Chair*

**Approved: [8/11/21] ZBRC meeting**