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TOWN OF BURLINGTON
ZONING BYLAW REVIEW COMMITTEE (ZBRC) MINUTES
June 14, 2023

Vice Chair Betsey Hughes called the June 14, 2023, Zoning Bylaw Review Committee to order at 6:30 PM remotely via Zoom.

Voting Members Present: Shari Ellis (arrived late), Betsey Hughes, Cathy Beyer, Mark Donahue, Sally Willard, Ed Parsons & Greg Ryan.

Voting Members Absent: Jeff DiBona

Non-Voting Members Present: Mark Dupell

Non-Voting Members Absent: Ernie Covino

Guests: Liz Bonaventure, Planning Director; Sarah Wolinski, Town Meeting member – Precinct 5

1. Meeting Announcements

- None.
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2. Public Participation – 5-minute limit

- None
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3. September Warrant Articles:

- No discussion
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4. TCO Signage Design Guidelines Draft and Signage Warrant Articles Presentation - Sally

a. Signage Subcommittee Warrant Articles – update Sally:

- Signage Subcommittee has been working on articles for the Bylaws for an upcoming Town Meeting.
 - Prior to revising the Bylaws, there needs to be signage regulations in place
 - No signage section in Planning Board's TCO Design Review Rules and Regulations
 - Referenced Winchester's Signage Districts Guide to adopt similar regulations and guidelines for Town Center signage.
 - Proposal is to create a signage district for TCO, then work on creating other signage districts for remainder of the town
 - Reviewed with the committee all of the revision to all sections of the Burlington Signage Districts Guide
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5. Future Town Meeting Warrant Article updates:

- **Mall Road Corridor Initiative:**
 - Economic Development Department with Consultants held several meetings discussing the process with Town Meeting members and general public



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- Rezoning area to include Middlesex TPKE to Cambridge St., and Mall Rd. to Blanchard Rd.
- The presentation included actual models with mixed use.
- A different kind of zoning to be used for mixed uses - no P.D.D's
- Advisory Committee to hold another meeting next week (6/29) to review results of previous meetings' takeaways
- Plan is to go before Town Meeting in January 2024 with a new zoning for the district.
- Comment from Cathy in regard to the consultants were looking for offering opinions, which is creating a "buy in". Concerns about additional housing & if they have considered if a new elementary school would be needed.
- Sarah asked if the meeting on June 29th is open to the public.
- Shari will check with Melissa T. and also advised Sarah to go onto the Economic Development website because earlier meetings were recorded, and they are very informational.
- Liz commented that she believes they are open to the public and to check the Town calendar.
- Betsey mentioned that Economic Development has a monthly newsletter and Sarah should try to get onto the distribution list.

- **GBL and ZBL Amendment(s) – publication of meeting and legal notices – update: Greg.**
 - Greg noted he has not heard anything about a meeting.

- **Town Common Sign Advisory Group – Cathy**
 - Cathy said there has been no updates on this, and that she will touch base with the Town Administrator.

- **Accessory Use Definitions/Regulations – Shari**
 - Shari reviewed with the committee the changes/revisions to Article II Definitions she took the suggested new definitions from the Planner's Guide.
 - Changes/corrections were made to the following definitions:
 - Building Attached / Detached – deleted (not necessary)
 - Building Height – Shari to check with Lisa Meade, Town Counsel for proper wording in regard to "original" or at time of "initial" permit application, and how to determine when it's in "original condition"?
 - Lot Lines – to remain in the definition section and not in a table.
 - Setbacks – discussion to be had at next ZBRC meeting
 - Action Item: Mark Dupell to send Shari "redlined" draft of changes/revisions to "setback" definitions.
 - Action Item: Liz to send out notices for a joint meeting on July 20th with PB and LUC.

- Due to storm/power outages the meeting was adjourned.
- Next ZBRC meeting will be held on July 12, 2023.

Motion to Adjourn @ 8 p.m.

Minutes Approved: August 9, 2023 [7-0-0]



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Documents Referenced:

- Burlington Signage Districts Guide- available upon request
- APA Planners Dictionary: <https://www.planning.org/publications/report/9026853/>