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TOWN OF BURLINGTON
ZONING BYLAW REVIEW COMMITTEE (ZBRC) MINUTES
7/12/23

Call the Meeting to Order

Chair Shari Ellis called the July 12, 2023 Zoning Bylaw Review Committee to order at 6:35 PM remotely via Zoom.

Voting Members Present: Shari Ellis, Chair; Betsey Hughes, Cathy Beyer, Mark Donahue (arrived late), Sally Willard, Ed Parsons (Left early)

Voting Members Absent: Greg Ryan, Jeff DiBona

Non-Voting Members Present: Ernie Covino, Mark Dupell

Non-Voting Members Absent: --

Also Present: Liz Bonaventure, Planning Director; Mark Vaughn, Reimer & Braunstein; John Welsh, Herb Chambers; Chris Sparages, Williams & Sparages Engineering

1. Meeting Rules/Announcements

2. Public Participation

None

3. Proposed Warrant Articles – September

- **Article II – Definitions** (relating to meeting participation and public notices) ZBRC
 - Amendment was submitted as a placeholder by Shari to align with those definitions being proposed to the General Bylaws by the GBRC.
 - Definitions regarding meeting formats (remote, hybrid and virtual) will be deleted, as they do not pertain to zoning
 - Concerns were raised about adding a more restrictive clause to the MGL 40; and the clarity of the caveat suggested by Town Counsel.

Action Item: Shari will contact GBRC to see about arranging a meeting together with Town Counsel to further discuss the issues

Vote: Motion to approve continuing with submission at this time, while arranging a review with Counsel to determine best language **[5-0-0]**

- **Amendment to Article IV Use Table** (Planning Board - housekeeping article)
 - Liz noted that this was purely a housekeeping article to correct the numbering of the items in the use table
 - No concerns or comments from the committee



TOWN OF BURLINGTON
ZONING BYLAW REVIEW COMMITTEE (ZBRC) MINUTES
7/12/23

- **Amendment to Article IV Use Table – Herb Chambers Kia Dealership**
 - Mark Vaughn presented an overview of the proposed zoning change. Along with Mark, John Welsh, from Herb Chambers (Director in charge of Building Operations), and Chris Sparages from Williams and Sparages (Engineering Firm contracted by Herb Chambers) were available for questions
 - The text amendment was provided, as well as renderings for the proposed new Kia Dealership
 - General questions were raised about the overall site including; where the property boundaries are, what vegetation will be removed, heights of the proposed new building, parking on the residential lot behind the dealership. Also, it was suggested that sidewalks have landscaped areas along the road rather than sidewalks along the road ...in keeping with sidewalk design in other areas in Burlington going forward, also concern about removing mature trees and desire to keep as many as possible during construction.
 - Suggested changes to the text of the proposed amendment include adding the word “total” in front of building footprint; thereby eliminating the potential for any accessory use buildings on the lot. Refinements to the text would be necessary to limit the addition of lots to increase accessory use buildings or additional parking in the future.
 - It was noted that the entire Use Table (including all zones) should be included as part of the Article, as it will minimize confusion as to where this new use will be permitted

- **Town Common Municipal Sign – Select Board**
 - Cathy noted that the Select Board submitted the original warrant article as a place holder and that no further discussion or meetings have been held since the submission deadline.
 - Shari noted that there was a general invite to all proponents for tonight meeting and did not here from anyone from the Administration about attending tonight
 - Liz mentioned that she would also send out an invitation to the Select Board for next week’s Joint Meeting
 - No further discussion

- **Shared Parking and Transportation Demand Management – Planning Board**
 - Liz presented the Article stating that she divided the Article into the following sections to make it easier to follow:
 1. Definitions, Purpose, Shared Parking, Transportation Demand Management (TDM)
 - As this was an initial presentation the members gave some initial feedback as well as some specific suggested changes for clarity and consistency
 - In the TDM section, questions and concerns were raised regarding the applicability and construction of housing and how that may be prohibitive



TOWN OF BURLINGTON
ZONING BYLAW REVIEW COMMITTEE (ZBRC) MINUTES
7/12/23

- In the Monitoring section, much was discussed about who and how the applicant would need to provide monitoring services to the Town. Concerns about requiring the applicant to “hire or retain” a Coordinator position would make this challenging and prohibitive for a small business owner. It was suggested to let the applicant figure out the best way to make the annual reports to the Planning Department.
- Discussion around the Middlesex 3 Coalition and how they can be of assistance was mentioned and Liz noted that she would find out more about the cost of membership
- Liz took notes of the comments and suggestions and thanked ZBRC for the feedback and will follow-up at the Joint Meeting next week with more details

4. Future Town Meeting Warrant Article updates:

- **No discussions**

5. Approval of ZBRC minutes: 5/17/23, 6/14/23

Motion: no motions and these minutes were postponed until the next meeting

Motion to Adjourn – approved unanimously

Time: 8:17

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

Documents Referenced:

ZBL Warrant Articles: all are available through the Planning Department

- Article II Definitions: relating to notice postings
- Article IV Use Regulations: relating to Sections 4.2.7 – Housekeeping amendment
- Kia Dealership Article IV: relating to new section 4.2.5.11
 - presentation slides not yet received from proponent
- Shared Parking and TDM