



TOWN OF BURLINGTON
ZONING BYLAW REVIEW COMMITTEE (ZBRC) MINUTES
1/13/2021

Call the Meeting to Order

Chair Shari Ellis called the January 13, 2021 Zoning Bylaw Review Committee to order at 6:30PM via teleconference.

Voting Members Present: Shari Ellis, Edward Parsons, Cathy Beyer, Betsey Hughes, Tamara Maniscalco, Mark Donahue, Gregory Ryan, Michael Murray, Sally Willard

Voting Members Absent:

Non-Voting Members Present: Ernie Covino, Andy Ungerson

Non-Voting Members Absent:

Also Present: Kristin Kassner, Planning Director

1. Public Participation

none

2. Approval of minutes

- 12/3/2020 Joint meeting of the Planning Board and ZBRC. **Approved** (6-0-2)
 - 12/9/2020 ZBRC meeting. **Approved** (8-0-0)
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3. ZBL Amendment – Housekeeping Amendment – Planning Dept proponent

- Summarized by K. Kassner. Note: Attorneys General (AG) cleared changes in September's articles.
- (S. Willard Joined 6:54pm)
- We understand that spelling and grammar changes authorized are to be completed before enumerated changes are made and forwarded to the MA AG

Motion: to recommend favorably to TM

Approved: (9-0-0)

4. ZBL Amendment – Name Change of Board of Selectmen to Select Board – Administration proponent

- No questions or discussion.

Motion: to recommend favorably to TM

Approved: (9-0-0)



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5. ZBL Amendment– distribution process discussion

- All were in favor of purely electronic distribution of documents. Suggest distribution to Chair and Vice-Chair.

Motion: to recommend favorably to TM

Approved: (9-0-0)

6. A ZBC Style Guide Review –to align with current ZBL

- We’ve changed the MGL references in the Zoning Bylaws. We should change our style guide to conform to the use now codified in the Bylaws.
 - Should also regularly coordinate with the General Bylaw Review Committee on style and use of definitions. In particular, the definition(s) of “Impervious Surface” were discussed. These differ in the General and Zoning Bylaws. Should be congruent with the Wetland Protection Act and other relevant legislation.
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7. ZBRC Future Amendment process / documentation discussion

- S. Ellis presented a spreadsheet table of potential initiatives as suggested at past meetings. Priorities were discussed. K. Kassner briefed us on how a priority list functions in the Planning Department.
 - (K Kassner departs at 7:31pm)
 - E. Covino briefed us on the Planning Board priority list. Suggestion is to document priority (importance to town, i.e. value of effort), and the amount of effort likely required to make a substantive change. That way priorities can be set by return on invested effort.
 - E.g. signage
 - Need to better document the definition and scope of issues that have been suggested (synopsis for each item).
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Agenda items for [2/10/21] meeting:

- Shari will approach Economic Development Director (EDD) to see about a briefing on any issues where zoning input might be helpful
- A. Ungerson explained that a COVID task force meets regularly, EDD, Board of Health, Planning, Build Dept. Melisa Tintocalis (EDD) has a good sense of all the moving parts. There are a number of emergency orders and approvals that would cease as the overall state of emergency is lifted.
- Suggestion to ask for any documentation or reading so we can prepare to help if possible.

Documents Referenced:



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1/13/2021

- 12/3/2020 Joint meeting of the Planning Board and ZBRC.
- 12/9/2020 ZBRC meeting.
- Planning Board Housekeeping Amendment Warrant Article
- Name Change to Select Board Warrant Article

Motion to Adjourn: 7:53pm and (9-0-0)

*Respectfully Submitted,
Ed Parsons*

Approved: [3-10-21] ZBRC meeting [8-0-0]