



TOWN OF BURLINGTON  
ZONING BYLAW REVIEW COMMITTEE (ZBRC) MINUTES  
October 11, 2023

Chair Shari Ellis called the October 11, 2023 Zoning Bylaw Review Committee to order at 6:35 PM remotely via Zoom.

**Voting Members Present:** Shari Ellis, Cathy Beyer, Jeff DiBona, Mark Donahue, Ed Parsons, Greg Ryan, & Sally Willard (arrived late @ 6:41 p.m.).

**Voting Members Absent:** Betsy Hughes

**Non-Voting Members Present:** Mark Dupel, Ernie Covino

**Non-Voting Members Absent:** none.

**Also Present:** none.

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**1. Meeting Rules/Announcements/Goals:**

- Shari informed the members that Town Administrator, Paul Sagarino has notified her of a volunteer opportunity for a ZBRC member to be on a building committee to advise on issues with the police station project.
  - The following members volunteered to be on the committee: Jeff DiBona & Cathy Beyer.
  - Shari informed the members that, following our last ZBRC meeting, she heard from a neighbor/abutter of the KIA/Herb Chambers Dealership regarding how to show their opposition to the zoning amendment project. She advised them to write a letter to the Town Meeting members and show up at Town Meeting. Following the withdrawal of the Warrant Article at Town Meeting, the representing Attorney, Mark Vaughn, has set up a community meeting later this month, tentatively the 18th.
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**2. Public Participation:** none

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**3, Approval of Minutes: 8/9/23 and 9/13/23**

- Motion to approve minutes as written and amended from 8/9/23. (6-0-1)
  - Motion to approve minutes as written and amended from 9/13/23. (4-0-3)
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**4. September Town Meeting Recap:** nothing to report.

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**5. January Town Meeting Warrant Articles**

**a. Definitions – related to Legal Notice postings**

- Two zoning bylaw definitions that were discussed relative to adding them to Section 2.14 N. The members discussed possible changes to the definition of Newspapers & Notices and what the best terminology would be in regard to advertising electronically (online). There were questions if these definitions were necessary in zoning bylaws if they are already in the general bylaws.

**Action Item:** Shari to check with Town Council to see if there's a default to the general bylaws. Article to be continued until the next ZBRC meeting.

**b. Accessory Use:**

- Shari reviewed the upcoming January town meeting articles, one of which is the proposed amendment related to Accessory Use definitions and Dimensional Regulations. All members support submitting the articles for January town meeting.
- There was concern from some of the members about the shape of “odd-shaped” lots in regard to the front/side yard setbacks and how to define them.
- Members discussed the and edited terminology for how to properly define the use of an accessory structure

**Action Item:** Cathy to forward article about tenant in California holding out on rent payment due to “tenant rights” as it relates to accessory dwelling units for people who want to build/construct them.

**Action Item:** Shari to look at some examples of odd-shaped lots i.e., Ainsworth Street.

**Action Item:** Shari to work on facility definition. Shari will submit as a place holder for the structure definition as shown in 2.19 (“any man-made building, construction or facility that is installed on the land”)

**Motion:** Motion to submit Accessory Use Warrant Article for January town meeting as a place holder. The committee will continue to work on the article and, if not ready for Twon Meeting by the print deadline in December, then it can be pulled. Motion was seconded. **Vote: (6-0-1)**

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**Documents Referenced:**

- Accessory Use Warrant Article – available from ZBRC
- Definitions: Newspaper and Notice Warrant Article – available from ZBRC

**Motion to Adjourn:** Motion to adjourn at 8:27 p.m. Seconded. (6-0-0)

*Respectfully Submitted,  
Jennifer Cutillo, Recording Clerk*

**Minutes Approved:** November 8, 2023 [4-0-0]