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TOWN OF BURLINGTON, MA  
PLANNING BOARD MINUTES  
OCTOBER 20, 2022

- Board Members Present:** Chairman Brenda Rappaport; Vice Chairman Barbara G. L'Heureux; Clerk William Gaffney; Ernest E. Covino; Toni Ann Natola; Joseph A. Impemba; and Jessica Sutherland
- Board Members Absent:** None
- Staff Members Present:** Planning Director Elizabeth Bonventre, and Assistant Planner Caleb Zimmerman

**1. Call the Meeting of the Planning Board to Order**

Chairman Rappaport called the meeting to order at 7:03 PM. Vice Chairman L'Heureux stated that the Town of Burlington will be holding the October 20, 2022 meeting of the Planning Board as a hybrid meeting due to the current State of emergency due to the Covid-19 virus. As such, the Governor issued an executive order on March 12, 2020 authorizing remote meetings under G.L c. 30A Section 20 and extended by Chapter 22 of the Acts of 2022, including permitting remote meetings and participation, until March 31, 2023.

Ms. Bonventre stated that the option for remote participation via WebEx is being provided as a courtesy to the public. The public can join the meeting via the WebEx link posted on the Town's website, or they can call in by dialing 617-315-0704. The meeting is being broadcast live on BCAT, and on cable networks and residents can email questions to [Planning@burlington.org](mailto:Planning@burlington.org) or on Facebook live.

**2. Public Participation Time**

Sunil Prajapati – Mr. Prajapati asked for 30 minutes to discuss ways in which to improve the functionality of the Planning Board. Chairman Rappaport replied that we appreciate the feedback, but there is a time and a place for having that conversation because giving you more than three minutes would open up an opportunity for other folks to do the same. I welcome a conversation between you and I as the Chairman of the Planning Board.

**MOTION** – Vice Chairman L'Heureux made a motion to take items “7.a” and “7.b” together and out of order for discussion purposes. The motion was seconded by Clerk Gaffney and voted 6-0-0.

**7.a Continued Public Hearing – Petition to amend the Zoning Bylaw, Article III “Districts”, Article IV “Use Regulations”, and Article VIII “Overlay Districts (8.5.0 Town Center)” to create a new zoning District “Town Center Multifamily (TCM)” – Submitted by the Planning Board**

**7.b Continued Public Hearing – Petitions to rezone property to the Town Center Multifamily (TCM) District –137, 137 R, 138, 139, 139A, 169, 171, 173-175, 185, 207, 209, 211, 276 Cambridge**



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**Street; 25, 26, 30, 36 Grant Avenue; 1 Kinney Avenue; 17, 18, 20, 21, 22, 24 Terry Avenue – Submitted by the Planning Board**

Ms. Bonventre stated that it's a hot button topic and a lot to take on and so we're taking a step back and pushing it back until next year. We're not bringing it to Town Meeting.

**MOTION** – Vice Chairman L'Heureux made a motion to continue these matters to the Planning Board Meeting of January 19, 2022. The motion was seconded by Member Covino and voted 6-0-0.

**MOTION** – Vice Chairman L'Heureux made a motion to take item "7.c" out of order for discussion purposes. The motion was seconded by Clerk Gaffney and voted 6-0-0.

**7.c Continued Public Hearing – Petition to amend the Rules and Regulations Governing the Subdivision of Land in Burlington – Submitted by the Planning Board**

Ms. Bonventre stated that we're updating our subdivision rules and regulations so that they adhere to the new bylaws that were approved at Town Meeting. They were just submitted to the Town Clerk, and need to get approval from the Attorney General.

**MOTION** – Vice Chairman L'Heureux made a motion to continue these matters to the Planning Board Meeting of November 16, 2022. The motion was seconded by Member Covino and voted 6-0-0.

**3. Announcements**

Chairman Rappaport welcomed Ms. Bonventre as the new Planning Director.

Ms. Bonventre read the announcements. Early In-Person Voting will start on October 22 from 9:00 AM to 3:00 PM, and October 24 from 12:00 PM to 4:00 PM. The Board of Health Flu Clinic (by appointment) will be on October 22 from 9:30 AM to 12:30 PM at the Memorial School. The Select Board will be meeting on October 24 at 6:00 PM at the Town Hall Main Hearing Room where MASSDOT will be presenting the plan for repaving and restriping Cambridge St. from Billerica to Winn Street. Shredding Day for Town Residents will be on October 29 from 8:00 AM to 12:00 PM in the Parking Lot behind the Town Hall. Vice Chairman L'Heureux stated that Paul Raymond's Retirement Party will be on October 25 from 6:00 – 8:00 PM at Café Escadrille. The Sculpture Park Halloween Event will be on October 29 from 9:00 – 11:00 AM at the Burlington Sculpture Park.

Member Impemba arrived at 7:18 PM.

**4. Legal Notices of Interest**

There were no legal notices.

**5. Non-Approvals**

There were no non-approvals.

**6. Administrative Matters**



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There were no administrative matters.

**7. Matters of Appointment**

**7.d Continued Public Hearing – Petition to amend the Planning Board Town Center Design Rules and Regulations**

*Sally Willard, Town Meeting Member (Precinct 4)* – Ms. Willard stated that the ZBRC and the Signage Subcommittee are seeking to bring the articles to January Town Meeting, and have met with members of the public, business owners, as well as the Chamber of Commerce. The current situation is that there are two sign bylaws (one in the zoning bylaw, one in the general bylaw) and they're almost identical. Signs are permitted and regulated by zoning district and the definitions are limited. There are 13 types of signs that are defined, but they are only found in the general bylaw and not the zoning bylaw.

The proposed articles will allow the Town to create signage districts appropriate to the area in Town. We're proposing to submit two bylaw amendments for consideration: (1) creation of signage districts (as well as a map for districts), and (2) a new signage regulation to replace the current one in the zoning bylaw. We would not be eliminating any of the regulations under the general bylaw. The zoning bylaw regulations would only apply to the signage districts created under this zoning bylaw. The article will also include more than 13 sign definitions. One of the concerns that people have is that they're going to have to change their signs. Under zoning, you don't have to, and we have a provision that states that if you change the structural content by more than 10 percent of the area, then you would need to go through the permitting process.

Chairman Rappaport stated that it is crucial that you meet with the ZBA before our Board can comment because that is truly their wheelhouse. Ms. Willard agreed.

Member Covino commented that the ZBA is only empowered to grant signs larger than those allowed and don't see every sign.

**MOTION** – Vice Chairman L'Heureux made a motion to continue this matter to the Planning Board Meeting of November 3, 2022. The motion was seconded by Member Covino and voted 7-0-0.

**8. Minutes**

**MOTION** – Vice Chairman L'Heureux made a motion to approve the Planning Board minutes of April 7, 2022 and April 21, 2022. The motion was seconded by Clerk Gaffney and voted 6-0-1. Member Covino abstained from voting.

**9. Other Matters**

**9.a Discussion**

**9.a.i Planning Board 2023 Meeting Schedule**

Ms. Bonventre stated that there will be a Special Meeting on March 30, 2023. If we have articles going to the



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September Town Meeting, it's one less meeting to discuss, and so one suggestion is to make the September 7, 2023 Planning Board Meeting be only for Town Meeting items.

**MOTION** – Vice Chairman L'Heureux made a motion to accept the Planning Board 2023 Meeting Schedule as printed. The motion was seconded by Clerk Gaffney and voted 7-0-0.

**9.a.ii Blanchard/Wheeler Bike/Ped Feasibility Study**

Ms. Bonventre stated that we went out on a site walk to look at Blanchard and Wheeler Rd. because it's narrow and there's nowhere to walk. We're currently working with VHB.

**9.a.iii Economic Development Liaison Committee**

Ms. Sutherland volunteered to join the Economic Development Liaison Committee.

**9.a.iv MADOT Cambridge Street Repaving Project @ Monday's Selectboard Meeting**

Ms. Bonventre reiterated that the Select Board will be meeting on October 24 at 6:00 PM where MASSDOT will be presenting the plan for repaving and restriping Cambridge St. from Billerica to Winn St.

Chairman Rappaport stated that there's no eminent domain taking place, and we're not doing anything that's going to reconstruct the lanes as they are to date.

**9.a.v Form Based Code RFP Evaluation Team**

Ms. Bonventre stated that an evaluation team of people is needed to look at RFPs that come in so that we can get input from the public on who we choose to do that project at the Mall Road and Middlesex Turnpike corridors.

Ms. Sutherland asked when do you think the vendor choosing will occur. Ms. Bonventre replied in the next few months.

**9.a.vi Master Plan Preview**

Ms. Bonventre stated that the Master Plan will be voted on at the first Planning Board Meeting in December.

**9.a.vii Planning Department Open Positions**

Mr. Zimmerman stated that the following positions are open: (1) Senior Planner, and (2) Planner and Development Coordinator.

**9.a.viii MBTA Communities Subcommittee**

Ms. Bonventre stated that she'd like the MBTA Communities Subcommittee to meet on Wednesday evenings.

**9.a.ix Planning Board Retreat**



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The Planning Board Retreat is scheduled for Thursday, October 27, 2022.

**9.b Correspondence**

There was no correspondence.

**9.c Reports from Town Counsel**

There were no reports from Town Counsel.

**9.d Subcommittee Reports**

There were no Subcommittee Reports.

**9.e Unfinished Business**

There was no unfinished business.

**9.f New Business**

Clerk Gaffney stated that the Recreation Commission is looking to do something with a building next to the theater on Winnmere Ave.

**MOTION** – Vice Chairman L’Heureux made a motion to adjourn the October 20, 2022 Planning Board Meeting at 7:50 PM. The motion was seconded by Clerk Gaffney and voted 7-0-0.

*Respectfully Submitted by Eric Bergeron,  
Recording Clerk*