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TOWN OF BURLINGTON
ZONING BYLAW REVIEW COMMITTEE (ZBRC) MINUTES
June 8, 2022

Chair Shari Ellis called the June 8, 2022, Zoning Bylaw Review Committee to order at 6:30 PM remotely via Zoom.

Voting Members Present: Shari Ellis, Betsey Hughes, Tamara Maniscalco, Mark Donahue, Ed Parsons, Sally Willard

Voting Members Absent: Greg Ryan, Cathy Beyer, Michael Murray

Non-Voting Members Present: Mark Dupell, Ernie Covino

Non-Voting Members Absent:

Public Participation

- Shari mentioned that she and Betsey had a meeting with Kristin Kassner, Town Council, Amy Warfield, Paul Sagarino, and Lynn Mills regarding the Zoning Bylaw Amendment Process. Town Council is looking to clarify the process a bit more. A procedure is going to be drafted for the group to review. The two main take-aways
 1. There should be an application component, when an applicant is looking to submit a Warrant Article. The goal is to require applicants to submit this before 90 days to allow time for discussion. ZBRC has a questionnaire that will be modified into an application. This will be edited soon.
 2. The process in the past has been once a Warrant Article is submitted, a public hearing notice is advertised. Town Council's concern is if a legal notice is advertised, it should be as close as possible to the actual Warrant Article. The issue is there is a review process, and the Article can change. It was agreed that the advertisement shouldn't be submitted until closer to Town Meeting. There can be public meetings with discussions, even if it is not advertised as a public hearing until later in the process to allow room for edits.

2. Committee reorganization

- Ernie nominated Shari Ellis for Chair; Betsey seconded the motion.
- Sally nominated Betsey Hughes for Vice Chair; Ernie seconded the motion.
 - Vote – **6-0-0**
- Shari noted Michael Murry is resigning from the Zoning Board of Appeals and Charles Viveiros the Vice Chair of the Zoning Board of Appeals was listed on the committee's roster. Shari reached out to Amy Warfield for clarification.

3. ZBL recodification – discussion

- Shari noted the committee should start to think about a process of re-writing and re-organizing the Zoning Bylaws. This is a large and time-consuming task involving the



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Planning Board and other parties. Shari asked for the committee's feedback regarding a potential process of creating a new committee and clarifying a course to re-write and organize the Zoning Bylaws. This process would contract/hire an experienced external consultant.

- Ernie, Sally, and Mark agreed this is a good idea. Mark noted this is a good "house cleaning" action item that needs to be done.
- Betsey suggested a consultant come in and discuss the process and what action items need to be addressed and the costs associated.
- Ed noted that the first task should be to outline what the issue is and what the benefits are going to be, then check the funding associated.

Action Items: Committee to define what needs to be done and what procedure seems to fit best, then move forward with the process. Shari volunteered to help start to outline the process, Sally and Betsey will help as well.

4. Future ZBL Amendments - updates and discussions

- a) **Signage** – On hold, waiting for planning to clarify the Design Review Committee and the Town Center Design Rules & Regulations.
 - b) **Accessory Structures** – Put on hold until the next meeting. Shari will send out the latest drafts for review.
 - c) **Housing** – Put on hold for now.
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5. Approval of Minutes: 05/04/2022

- Approved as amended, 3-0-3
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Documents Referenced:

- 2250509_TCM Zoning Amendment – ZBRC Amended Version

Motion to Adjourn: 7:32 pm

Respectfully Submitted,
Emily O'Donoghue, Recording Clerk

Approved: August 10, 2022 [6--0-1]