



TOWN OF BURLINGTON  
ZONING BYLAW REVIEW COMMITTEE  
SIGNAGE SUBCOMMITTEE MINUTES

1/4/2021

**Location:** Zoom - Remote meeting, all present were accessing the Zoom web meeting

**Time:** 5:30PM

**Members Present:** Sally Willard, Betsey Hughes, Ernie Covino, Mike Murray, Shari Ellis

**Members Absent:** Andy Ungerson

**Call the Meeting to Order**

Chair Sally Willard called the January 4, 2021 Zoning Bylaw Review Signage Subcommittee to order at 5:35 PM. Sally stated that the meeting was being recorded.

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**1. Meeting Minutes:**

- Minutes from 11/16/2020 approved 4-0-0
  - Minutes from 12/7/2020 tabled to next meeting
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**2. Introduction and Overview**

- Sally stated that BRC members Phyllis Neufeld and Dave Miller have resigned from the signage subcommittee. When their presence is required for discussions relating to the signage General Bylaws, they will be happy to return and give input.
  - Discussion of Burlington Area Chamber of Commerce – group in hiatus through COVID, Rick Parker and Gary Mercier could be representatives to this committee from the Business community. Sally will reach out to Rick and Gary.
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**2 Zoning Bylaw Article XIII Section 13.3**

- Discussion of sign types, locations, size, illumination; need to regulate the total number of signs on a building in general, not necessarily in each sign definition. To prevent the building to be littered with too many signs.
    - Storefront definition should be considered, in addition to clarifying building and business.
    - Area of sign definition needs to be reviewed
    - Pedestrian scale vs. street scale for visibility will dictate sign of signs
    - Consider determining the general regulations section prior to individual types
      - Common elements that are either desired or prohibited; such as location, size of signage, height, area, projection, illumination
    - **Awning sign** – considered a wall sign for number of signs in the regulation section
    - **Projecting signs** – will need examples
    - Discussion about the neon/led, and the prohibition already included in the ZBL. Needs to be confirmed, or amended as needed
  - Mike and Sally will reach out to Signage group, to discuss general regulations for Town Center Overlay (TCO); specific to sign lettering recommendations and pedestrian scale
    - Bulletin Board – town hall interior for postings, to be prohibited in TCO
    - Canopy sign – (over a drive-up window, gas stations) prohibited in TC
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**5. Other Business**

- *none*



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**6. Next Meeting**

- Next meeting Monday Feb 1, 2020 5:30 PM – Zoom
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**Documents Referenced:**

- Draft Article XIII Town Center Sign Overlay document

**Motion to Adjourn:** 6:50 PM

*Respectfully Submitted,  
Shari Ellis*

**Approved: [3/1/2021 ] ZBRC Signage Subcommittee meeting [ 4-0-0 ]**