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TOWN OF BURLINGTON  
ZONING BYLAW REVIEW COMMITTEE (ZBRC) MINUTES  
February 12, 2025

Chair Shari Ellis called the February 12, 2025, Zoning Bylaw Review Committee to order at 5:00 PM remotely via Zoom.

**Voting Members Present:** Shari Ellis, Sally Willard, Alex Rutfield, Betsey Hughes, Cathy Beyer, Greg Ryan, Jeff Di Bona (arrived late)

**Voting Members Absent:** Mark Donahue

**Non-Voting Members Present:** Ernie Covino

**Non-Voting Members Absent:** Mark Dupell

**Guests:**

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**1. Meeting Announcements**

- Shari will run March 12, 2025 meeting (in-person, remote option available)
- Betsey to run April 9, 2025 meeting (she will provide a new link)
- Two Warrant Articles submitted for May 2025

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**2. Public Participation – 5-minute limit**

- none

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**3. Approval of ZBRC minutes:**

Betsey made a motion to approve minutes

January 8, 2025 minutes **VOTE:** Alex, Betsey, Greg, Cathy, Sally, Shari **VOTE: 6/0/0**

January 27, 2025 minutes. **VOTE:** Cathy, Alex, Sally, Shari **VOTE: 6/0/0**

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**4. Discussion on Membership:**

**CHARTER**

- ZBRC has 11 members total. 9 voting and 2 non-voting members. Quorum is 5 voting members.
- Business Representative is currently vacant since Sally moved to being a Precinct 4 representative. Business member should really represent the “brick and mortar” businesses in Burlington.
- Does ZBRC want to keep Business Representative? Should it be restructured? Move to non-voting member?
- One new member coming on, following Shari’s departure in March. Greg took out papers for Planning Board, and if successful in campaign, then another Precinct representative will be needed.



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- Zoning Board of Appeals appoints their own member. Historically, ZBRC has had 7 voting members
- Would Business representative s participate if they are NON voting?
- Shari will attend SB meeting as an agenda item (before term ends) to discuss Select Board's role in ZBRC membership
- 2 non voting members shall include 1 member of Building Dept, appointed by the board of Selectman and 1 appointed by the Planning Board
- Suggestion made to increase awareness of Town Meeting Committees: When someone pulls TMM papers, they will be asked to serve on a committee
- Burlington Business Owners should be able to be a member of ZBRC
- Could Business Representative be a rotating position?
- A majority of ZBRC members must be representatives from the 7 precincts; not necessarily TM members

**5. Agenda: CHAIR/VICE CHAIR**

1. Defer discussion to till after the Election – at the May 2025 meeting
2. Betsey will run April 9, 2025 ZBRC meeting, via Zoom
  
6. 2 warrant articles submitted for May
  1. Submitted by Planning Board: Remove IR(INDUSTRIAL RETAIL USE) district from Use table
  2. Submitted by Bob Buckley, for Nordblom Associates:2 properties on Middlesex turnpike(within the MBTA ZONING DISTRICT) they would like to combine 2 properties and build multifamily housing. Looking for relief from 30 units per acre to 60 units per acre
  3. Remote ZBRC meetings to continue?

VOTE: Betsey/Shari ... move to adjourn

**Motion to Adjourn: 5:35 pm**

*Respectfully Submitted,  
Amy Scicchitani, Recording Clerk*

**Documents Referenced:**

Zoning bylaw review Committee Charter