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**Town Meeting January 27, 2025**

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# **ARTICLE 7**

Amend Article XIII - Sign Regulations

# Burlington Signage District Design Guidelines

Information and Guidelines for Businesses and Residents in the Town of Burlington, MA

The Burlington Planning Department  
Town of Burlington, Middlesex County, Massachusetts

Draft: December 6, 2024 (v4)

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### 1. Introduction

## 1. Introduction

The Burlington Signage District Design Guidelines serve as a visual and technical guide for property owners, businesses, sign makers, designers, and members of the general public interested in signage for the Town of Burlington. This guide has been informed by the Burlington Master Plan and the Town Center Districts Design & Review Regulations, and has been a collaborative effort involving numerous groups including members of the Planning Board and Planning Department, the Building Department, the Zoning Bylaw Review Committee, Zoning Board of Appeals, and the Chamber of Commerce.

This guide explains and illustrates amendments to the zoning bylaw related to on-premise business signs. These requirements pertain to the size, placement and other aspects of sign design and were developed with the following objectives in mind:

- Align individual business interests with the overall visual appeal of each signage district
- Ensure clear understanding of specific sign types and design aspects that are permitted or prohibited
- Clarify signage application processes and requirements
- Evaluate effective sign types, balancing visibility with aesthetic coherence within each signage district

Please note that the updated policies will not require immediate changes for existing businesses, but will impact any proposed new signage or significant modifications to existing signs.

For additional assistance on these Guidelines, please consult the Planning Department at:

Town of Burlington

25 Center Street

Burlington, MA 01803

781-270-1645

[planning@burlington.org](mailto:planning@burlington.org)

### 2. Approval Process

## 2. Approval Process

### When do you need to apply for a permit?

- New permanent signs
  - All new permanent signs, including window signs, must be approved.
  - A new sign will trigger a review of all signage for the specific tenant to ensure the suite of signs conform to the requirements, and all signs work in concert with one another.
- New temporary signs
  - Temporary signs do not require approval.
- Significant modifications to existing signs
  - Any significant modification to existing signs will trigger a review of all signage for the specific tenant to ensure the suite of signs conform to the requirements and work in concert with one another.
  - Significant modifications are defined as the following:
    - Repairing, rebuilding, enlarging, rewording, or redesigning an existing sign if the cost of such modification would exceed 35% of the replacement cost of a conforming sign at the time of the restoration

**Step 1:** Applicants should familiarize themselves with sign requirements as specified in Burlington Zoning Bylaws Article XIII Signage Bylaw, in addition to the guidelines provided in this document.

**Step 2:** Applications must be completed and submitted at the Building Department website and should include materials outlined in Section 3 in this document.

**Step 3:** The Building Department will notify applicants if approval has been granted. The Building Department has 30 days from the date of filing to respond to a Sign Permit Application.

### 2. Approval Process

#### **PLEASE NOTE:**

Any questions regarding Article XIII, Sign Bylaw should be directed to the Building Department. The Building Department may be reached at:

Building Department

Town of Burlington

25 Center Street

Burlington, MA 01803

781-270-1615

[building@burlington.org](mailto:building@burlington.org)

The applicant will be notified by the Building Department when an application is approved.

If the application is not approved, the applicant will be notified and referred to the Bylaw section with which the proposed sign is not in compliance, and any remedy necessary.

**3. Application Requirements**

## 3. Application Requirements

Use the checklist below as a guide when assembling your signage package for approval.

- **Sign Permit Application.** A completed sign permit application, which must be submitted through the Building Department website.
- **Building Identification and Wayfinding Signage Plan for Property Owners (during site plan or special permit review with the Planning Board).** Building Identification and Wayfinding Signage Plan is strongly encouraged if signage will be included beyond individual tenant signage. A Building Identification and Wayfinding Plan, when submitted, must include the following:
  - Original Coordinated Signage Framework Plan (if applicable) with identification and justification of any deviations from the original proposed approach to the building identification and wayfinding signage.
  - Annotated, to-scale elevations of all building faces showing where building identification and wayfinding signage is being proposed with clear labels for each sign being proposed. These labels should be used for subsequent signage plan documents to allow for cross-referencing among drawings. These elevations should accurately indicate doors, windows, linear frontage, height above grade and any other dimensions or design features. A photograph may be submitted in addition to the building elevation drawing(s).
  - Signage specifications, including:
    - Sign Type: For reference, see the Permitted Signs Table for each signage district in Zoning Bylaw Article XIII.
    - Dimensions: detailed sign dimensions including location and placement on the building, and the linear frontage of the business location.
    - Sign area: this should be measured in accordance with the regulations for the signage district in question listed in this document.
    - Lettering: font, font/letter size
    - Materials & Finishes: e.g. wood, metal, etc.
    - Colors: Pantone Matching System (PMS) numbers must be included for any colors to be used on the sign other than black, pure white, or gold leaf.
    - Lighting (if applicable): should include detailed lighting specifications, including lamp style, lumens, and direction.

### 3. Application Requirements

- At least two renderings of each proposed sign, including temporary leasing signs, shown in the context of a rendering of the building and including all other planned signage in view.
  - The first rendering must show a large portion of the building elevation (at least three floors) and be shown from the distance and perspective of a pedestrian on the sidewalk on the opposite side of the street
  - The second rendering must zoom in and show the signage at close range, preferably from the perspective of a pedestrian on the sidewalk that abuts the building.
- For each window expected to receive a building identification, wayfinding, or leasing window sign, an additional dimensioned rendering is needed demonstrating that:
  - The proposed signage meets the requirements of Zoning Bylaw Article XIII, and
  - There is no signage blocking pedestrian sightlines into the ground floor space between 3' and 7' in height, measured from the exterior grade.
- A dimensioned cross-section that includes the building face, signage, and any architectural elements to which the signage is affixed. This must include the bracket and/or connection as well as dimensions, color, material and method of affixing it to the sign and to the building.
- A written statement confirming that the Burlington Signage Bylaw and the Signage District Design Guidelines have been read and understood, and that the proposed signage meets all the requirements in both documents.
- **Individual Tenant Signage Plan.** An Individual Tenant Signage Plan must be submitted with the following documentation and specifications:
  - Original Coordinated Signage Framework Plan, if available, with identification of which tenant space this signage plan relates to and justification of any deviations from the original proposed coordinated approach to this tenant signage.
  - Annotated, to-scale elevations of all building faces showing where tenant signage is being proposed with clear labels for each sign being proposed. These labels should be used for subsequent signage plan documents to allow for cross referencing among drawings. These elevations should accurately indicate doors, windows, linear frontage, height above grade and any other dimensions or design features. A photograph may be submitted in addition to the building elevation drawing(s).
  - Signage specifications, including:

### 3. Application Requirements

- Sign Type: For reference, see the Permitted Signs Table for each signage district in Zoning Bylaw Article XIII.
- Dimensions: detailed sign dimensions including location and placement on the building, and the linear frontage of the business location.
- Sign area: this should be measured in accordance with the regulations for the signage district in question listed in this document.
- Lettering: font, font/letter size
- Materials & Finishes: for example: wood, metal
- Colors: Pantone Matching System (PMS) numbers must be included for any colors to be used on the sign other than black, pure white, or gold leaf.
- Lighting (if applicable): should include detailed lighting specifications, including lamp style, lumens, and direction.
- At least two renderings of each proposed sign shown in the context of a rendering of the building and including all other planned signage in view.
  - The first rendering must show the building elevation and be shown from the distance and perspective of a pedestrian on the sidewalk on the opposite side of the street
  - The second rendering must zoom in and show the signage at close range, preferably from the perspective of a pedestrian on the sidewalk that abuts the building.
- A dimensioned cross-section that includes the building face, signage, and any architectural elements to which the signage is affixed. This must include the bracket and/or connection as well as dimensions, color, material and method of affixing it to the sign and to the building.
- A written statement confirming that the Burlington Signage Bylaw and the Signage District Design Guidelines have been read and understood, and that the proposed signage meets all the requirements in both documents.

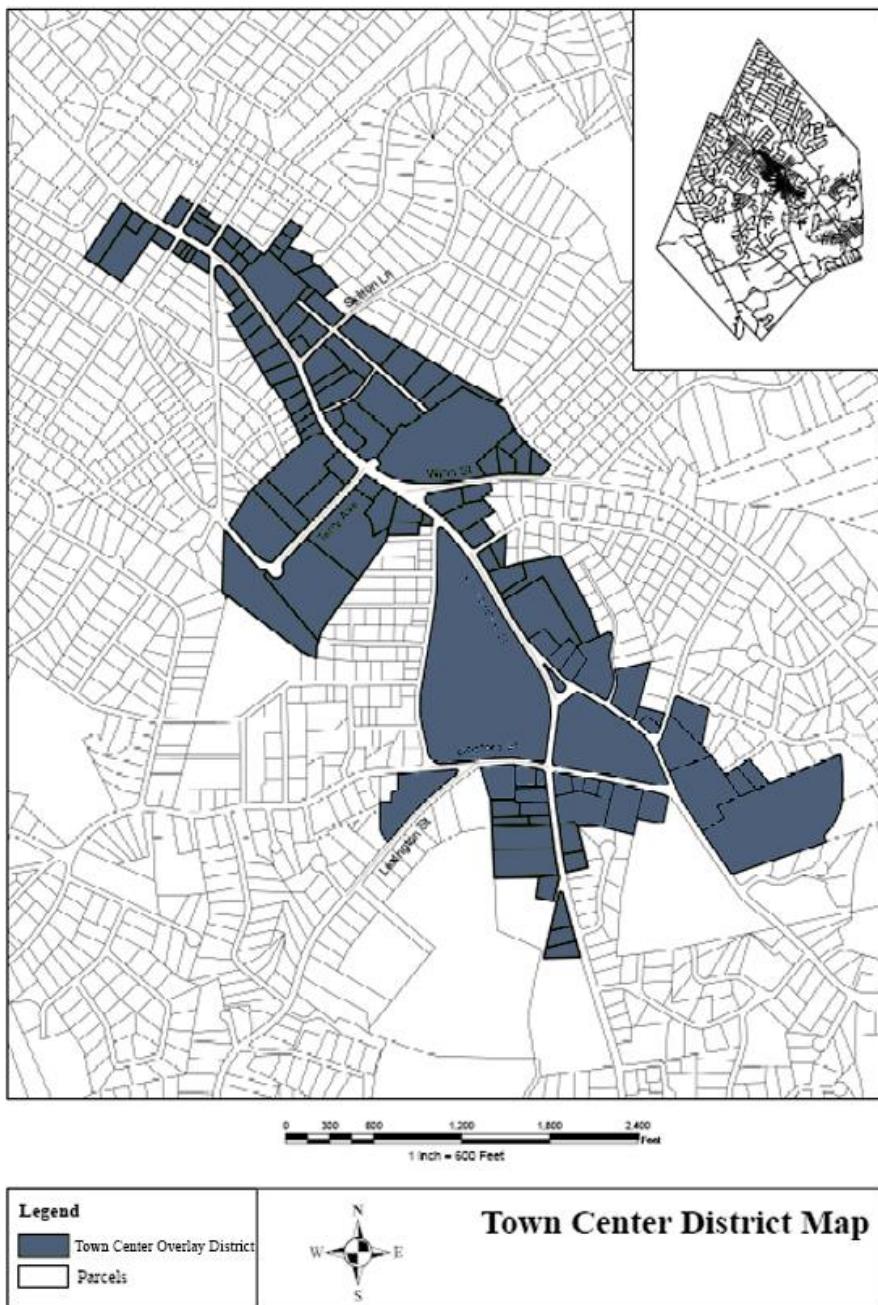
4. Town Center Signage District

## 4. Town Center Signage District

### 4.1 District Map

**Town Center District Map**

Map not to scale



## 4.2 Sign Design Principles and Standards

### 4.2.1 Sign Design Principles

All of the sign design standards, guidelines, and approval processes are designed to balance individual business visibility with overall hierarchy of information and coherent appearance of the Town Center. When these are well-balanced it helps to make an attractive, easy-to-navigate district where customers can more easily reach their desired destination and discover new places to visit.

In Burlington's Town Center, a key factor in the design of signage is recognizing the tiered logic of how customers arrive at a given establishment and what information must be relayed at each tier to successfully guide a customer to the establishment:

- 1. Tier 1: High-speed Vehicular Travel** - it is critical that businesses have a way of safely signaling their existence and key information to potential customers traveling by car at high speeds in complex traffic patterns. Signs designed for this purpose must be large, legible, unobstructed, and in consistent locations near the road that do not require drivers to turn their head to be able to read and understand critical information. Free Standing Signs, including Pole signs, Monument Signs, and Directory Signs independent of the establishment's building are generally best suited for this purpose.
- 2. Tier 2: Low-speed Vehicular Travel** - after the initial turn off main roads, businesses need signage to guide customers to the relevant parking location for their business. Signs designed for this purpose must be relatively large signs that can be read at a distance, but it is less critical that they are unobstructed and it is acceptable to require drivers to turn their heads at lower speeds so long as the information remains brief and legible so as to avoid the need for extended viewing. Flat Signs and Awning / Canopy Signs are generally best suited for this purpose.
- 3. Tier 3: Pedestrian Travel** - because pedestrians are typically traveling at much slower speeds and much closer to the building, signs designed to catch the attention of pedestrians generally need to be at eye height on storefront windows or perpendicular to the establishment's storefront just above or below eye height. Blade Signs and Window Signs are generally best suited for this purpose.
- 4. Tier 4: Temporary Signs** - the Guidelines acknowledge the need for temporary signage that conveys essential information during specific timeframes, for example during business hours or sales events. These sign types, which do not require a permit, include A-Frame Signs, Temporary Window Signs, Real Estate Signs, and Construction Signs.

### 4. Town Center Signage District

These guidelines are designed to help guide business and commercial property owners in the Town Center through the decision making process to develop a suite of signs that balance individual and collective interests. This means:

- **Holistic Concept.** Signage should be conceptualized and presented for approval in a holistic rather than piecemeal way. To this end, it is important to remember that all signs, including window signs, are subject to approval.
- **Clarity of Purpose.** Each sign in the suite of signs should serve a specific purpose. An establishment shouldn't have multiple signs achieving the same purpose. To this end, these guidelines discourage excessive redundancy as follows:
  - No more than 3 Main Business Name signs. See Section 4.2.1.3.A for a list of sign types considered Main Business Name Signs.
- **Contextually Sensitive.** All signs should be proportional to the architecture they relate to and should complement the scale and features of the architecture. The scale, orientation, and design of all signs should take into consideration their visibility (including landscape and other potential obstructions) as well as the distance, direction, and speed of travel of their primary and secondary audiences.

### 4. Town Center Signage District

#### 4.2.1.1 General Sign Design Guidelines

##### A. Materials

- Permanent signs shall be made of metal, painted wood, or other high-quality, durable materials.

##### B. Signage Message Options

- Words may only include a combination of the following:
  1. Name of business
  2. Kind of business
  3. Service or facility conducted on premises
  4. Year business was established
  5. Business address
  6. Slogan
  7. Hours of operation
  8. Lettering that is part of the business' logo

##### C. Business trademark

- Business trademarks and images may occupy no more than 10% of total sign face

##### D. Movement and Audio

- Signs must be stationary
- Audio components are prohibited on any sign

##### E. Electronic and Neon

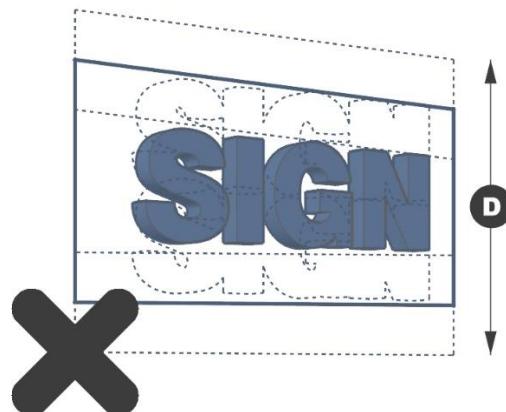
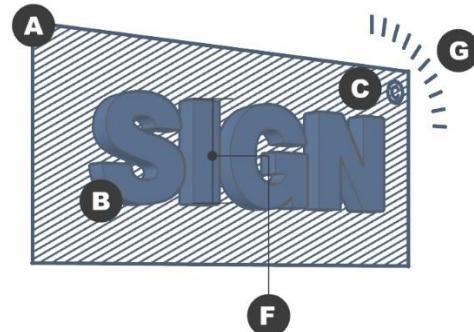
- Programmed electronic and neon signs are not allowed as of right

##### F. Letter Height

- The maximum letter height is 24 in

##### G. Lighting

- Conceal lighting source



### 4. Town Center Signage District

- Back-lit boxes and canopies are prohibited
- Exposed fluorescent lights are prohibited
- Stencil or channel-cut internal illumination is prohibited

### 4. Town Center Signage District

#### 4.2.1.2 Storefront Sign Design Guidelines



### 4. Town Center Signage District

#### A. Cornice Lines and Architectural Details

- Do not obstruct the ground floor or top floor cornice or other architectural details with signage

#### B. Building Address

- Building Address shall be included either along storefronts or as part of a Monument Sign
- Locate building address over the door, minimum 6 inches tall

#### C. Hours of Operation

- Hours of Operation may be included on a sign on the door

#### D. Position

- Do not attach signs to chimneys, smokestacks, elevator towers, penthouses, or sides of buildings
- Roof-mounted signs are prohibited, with the following exception:
  - Signs may be mounted to a sloping roof with a pitch of more than 60 degrees to the horizontal, sometimes referred to as a mansard facade. Regulations for such signs are provided in Section 4.4.2.1.

#### E. Interior Signs

- Non-illuminated signs that are inside the building and within 2 feet of the storefront must be counted as window signs when calculating the maximum signage area allowed.
- Illuminated signs that are inside the building and within 5 feet of the storefront must be counted as window signs when calculating the maximum signage area allowed.

### 4. Town Center Signage District

#### **4.2.1.3 Maximum Sign Quantity and Area**

##### **A. Total Number of Main Business Name Signs**

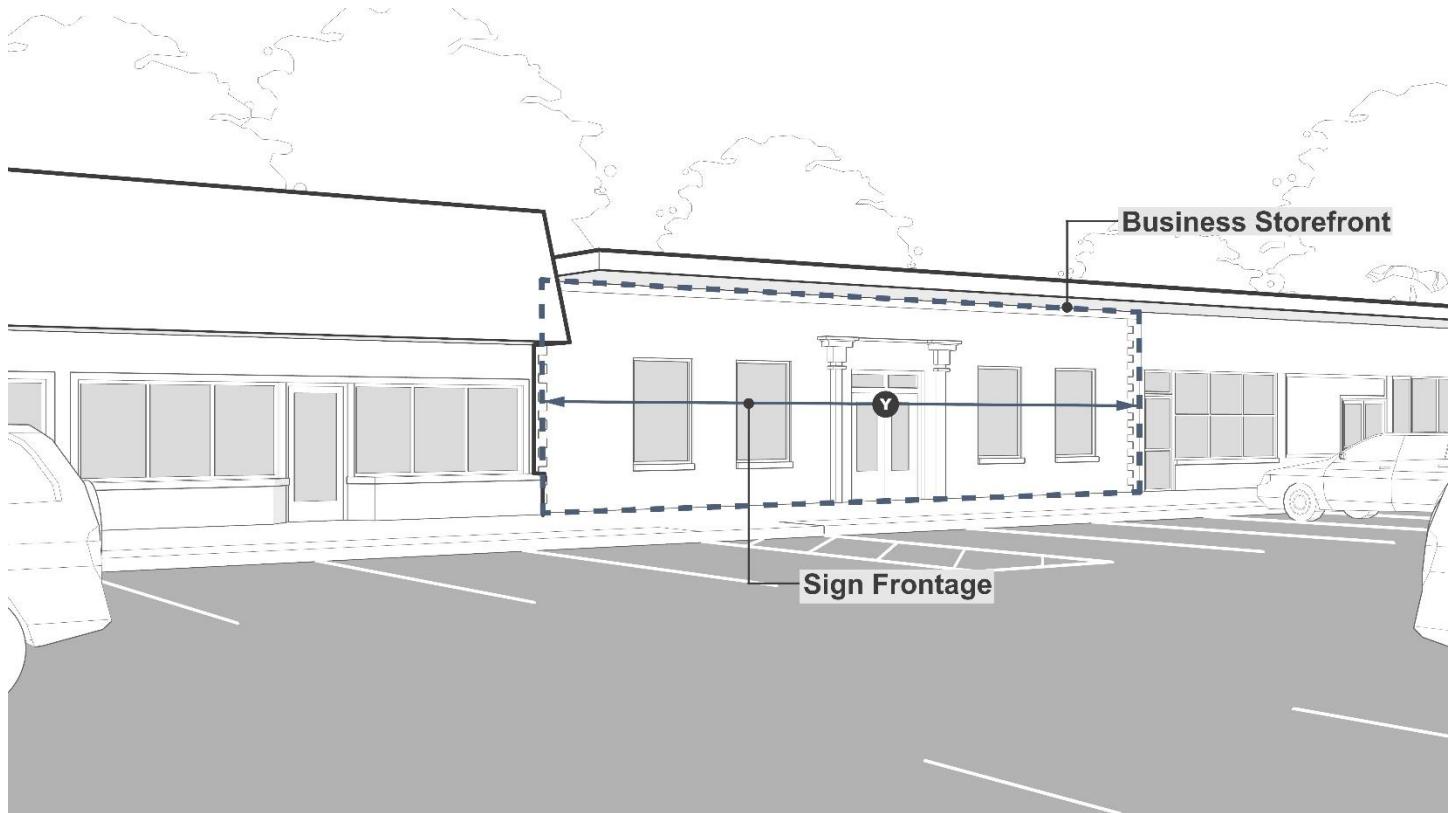
- For businesses with storefronts facing one way (as opposed to corner businesses or businesses with pedestrian entrances both in the front and in the back), no more than 3 Main Business Name Signs are permitted for businesses
- For businesses with two frontages such as corner businesses or businesses with pedestrian entrances both in the front and in the back, no more than 4 Main Business Name Signs are permitted.
- Main Business Name Signs include the following signs defined in Section 4.4:
  - Flat Signs
  - Awning or Canopy Signs
  - Blade Signs
- In addition to the total signage quantity requirement, sign type-specific quantity requirements listed in Section 4.2.1.3 shall also be met.

##### **B. Total Signage Area**

- The maximum total sign area of all permanent signs is determined by the Sign Frontage, defined as:
  - For ground level uses, the length along a building front with a pedestrian entrance, which is occupied by a separate and distinct use.
  - For upper level uses, the length along a building front on the same face as the primary ground level entrance into the building, which is occupied by a separate and distinct use.
- The total sign area of all permanent signs for a business shall not exceed the following:
  - If Y (the Sign Frontage) is less than 13 feet
    - Maximum Signage Area Allowed = 20 square feet
  - If Y is greater than 13 feet
    - Maximum Signage Area Allowed =  $(1.5 \times Y)$  square feet
  - Note: For businesses with two frontages, the total signage area for each side must be computed separately
    - The primary side where the main entrance is located shall follow the total signage area regulations above
    - The total sign area of all permanent signs on the secondary side shall not exceed the following:

### 4. Town Center Signage District

- If Y (the signage frontage) is less than 13 feet
  - Maximum Signage Area Allowed = 17 square feet
- If Y is greater than 13 feet
  - Maximum Signage Area Allowed =  $(1.3 \times Y)$  square feet



- The following signs are excluded from the total signage area calculation:
  - A-Frame Signs
  - Directory Signs
  - Pole Signs
  - Monument Signs
  - Barber Poles
  - Real Estate Signs
  - Construction Signs
- Building addresses as a standalone sign (building addresses incorporated in a Main Business Name Sign shall be included in the total signage area calculation)
- In addition to the total signage area requirement, sign type-specific area requirements listed in Section 4.4 shall also be met.

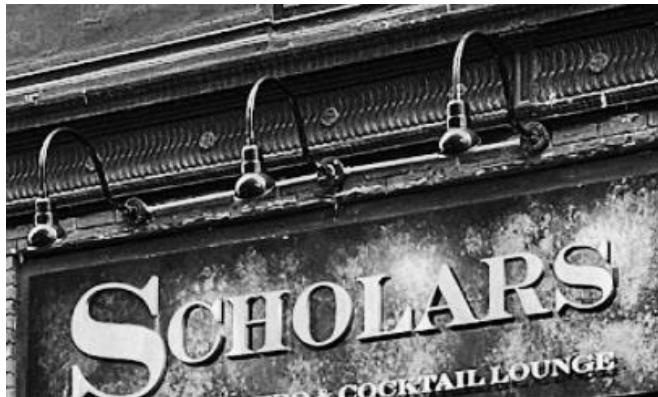
### 4. Town Center Signage District

#### 4.2.2 Illumination Standards

##### 4.2.2.1 Illuminated Sign Types

###### Permitted

- Externally illuminated:
  - All external illumination of a sign shall concentrate the illumination upon the printed area of the sign face with appropriately scaled fixtures.
    - Example: Sign with external gooseneck lighting
- Internally illuminated:
  - Reverse channel or halo. A method of illumination that casts a shadow of lettering or a logo on the face to which it is mounted, producing a halo of light surrounding lettering or a logo
    - Example: Reverse channel illuminated sign



### 4. Town Center Signage District

#### Prohibited

- Externally illuminated that is NOT concentrated on the printed area of the sign face
- Internally illuminated that is NOT reverse channel or Halo
  - Example: Stencil or channel-cut signs with internal illumination are prohibited



- Example: Internally illuminated “box” signs are prohibited



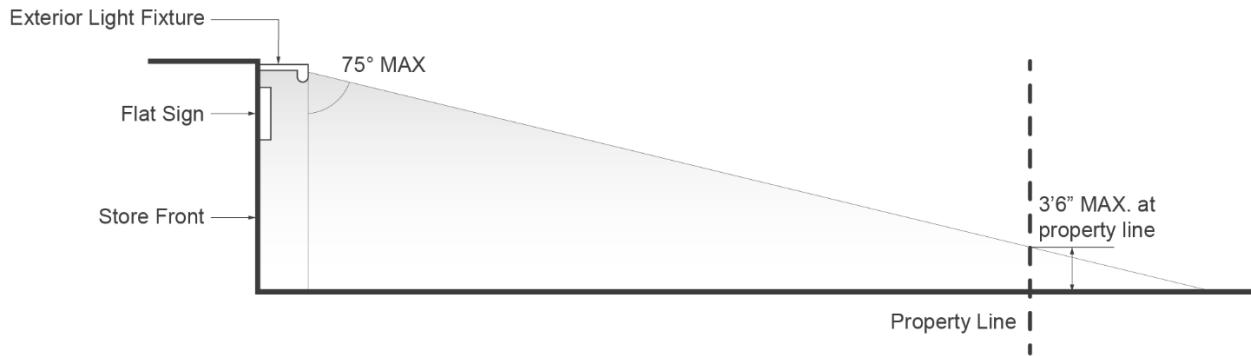
- Flashing neon, flashing LED lighting, or flashing exposed bulbs
- Neon, LED lighting, or exposed bulbs
  - Example: Neon lighting outlining windows and neon signs behind windows
- Flickering or flashing lights
- Searchlights, laser source lights, or any similar high intensity lights.



### 4. Town Center Signage District

#### 4.2.2.2 Illumination Standards

- 1) Any sign illumination, including gooseneck reflectors, external illumination, and internal illumination, shall be designed, located, shielded, and directed to prevent the casting of glare or direct light upon roadways and surrounding properties, or the distraction of motor vehicle operators or pedestrians in the public right-of-way.
- 2) The intensity of sign illumination shall meet the requirements:
  - a) Maximum Lighting Regulations
    - i. The maximum allowable illumination is 90 lumens per square foot.
    - ii. No glare onto adjacent properties is permitted.
  - b) Luminaire Standards: All luminaires shall be designed as cut-off luminaires with a cut-off angle of 75 degrees or less, subject to the following standards:
    - i. A cut-off luminaire shall be designed to completely shield the light source from an observer three and one-half feet above the ground at any point along an abutting lot line.



- 3) No sign illumination may be combined with reflective materials, such as mirrors, polished metal, or highly-glazed tiles, which would increase glare.

#### 4.2.3 Installation Standards

- 1) The following shall be designed as an integral part of the overall sign design and hidden from public view (defined as the view from public right-of-ways) to the extent technically feasible:
  - a) Supports and braces
  - b) Conduits and other components of a sign illumination system
  - c) Electrical conduit and junction boxes
- 2) All letters, figures, characters, or representations in cutout or irregular form, maintained in conjunction with, attached to, or superimposed upon any sign shall be safely and securely built into or attached to the sign structure.

### 4. Town Center Signage District

- 3) All signs shall be fastened to masonry buildings so to be removable without leaving significant damage to the building facade. Attachments should be made at mortar joints, not at the surface of masonry units.

#### 4.2.4 Sign Conditions and Maintenance

All signs shall be maintained in a safe manner and consistent with the purpose of the Burlington Signage District Sign Bylaw and to the satisfaction of the Inspector of Buildings.

#### 4.2.5 Exclusions

The Guidelines and the Burlington Zoning Bylaws Article XIII Signage Bylaw do not apply to the following signs:

- Any sign which is required or authorized by any law, rule, regulation, or permit of the federal or state governments, or any agency thereof, or any public authority created thereby.
- Any sign erected or placed on any town premises under the provisions of any town bylaw or zoning bylaw or by direction or order of the town board or committee having lawful jurisdiction over such premises.
- Cemeteries, Gravestones, Monuments and Markers
- Historic and Memorial Plaques of six square feet or less exclusive of supporting structures are permitted.
- Houses of worship under the provisions of MGL

#### 4.2.6 Obsolete Signs

All Obsolete Signs, defined as signs which no longer correctly direct or encourage any person, advertise a business, lessor, owner, product, activity conducted or available on the premises where the sign is displayed, shall be removed within 90 days of vacancy or notice of obsolescence, whichever is earlier.

### 4. Town Center Signage District

## 4.3 Permitted and Prohibited Sign Types

### 4.3.1 Permitted Signs

- Specific sign types allowed in the Town Center district include:
  - Pole Signs
  - Monument Signs
  - Directory Signs
  - Flat Signs
  - Awning / Canopy Signs
  - Blade Signs
  - Window Signs
  - Barber Poles
  - Temporary Window Signs
  - A-Frame Signs
  - Real Estate Signs
  - Construction Signs
- Refer to Section 4.4 for definitions and specific guidelines for each sign type.

### 4.3.2 Prohibited Signs

- Specific sign types prohibited in the Town Center district include:
  - Neon signs, signs with LED lighting, or signs with exposed bulbs
  - Roof-mounted signs, except on a sloping roof with a pitch of more than 60 degrees to the horizontal, sometimes referred to as a mansard facade. Regulations for such signs are provided in Section 4.4.2.1.
  - Flashing or animated signs
  - Electronic message signs
  - Balloon and air-infused/air-inflated signs
  - Illegally-affixed signs and snipe signs

### 4. Town Center Signage District

- Moving signs, including signs intended or designed to be moved by wind or other natural elements.
- Strobe lights, moving or fixed spotlights, and floodlights
- Traffic hazard signs. Any sign that constitutes a traffic hazard is prohibited, including signs that:
  - Interfere with, obstruct the view of, or may be confused with any authorized traffic sign, signal, or device because of its position, shape, or color, including signs illuminated in red, green, or amber color to resemble a traffic signal.
  - Make use of the words STOP, LOOK, DETOUR, DANGER, CAUTION, WARNING, or any other word, phrase, symbol, or character in a manner that misleads, interferes with, or confuses traffic.

## 4.4 Regulations for Permitted Sign Types

### Specific Guidelines Legend

The following pages explain in further detail the specific requirements for the different types of signs permitted in the Town Center Signage District. Each section highlights a specific sign type. The sign types have been organized into tiers to emphasize each sign type's ideal role within the tiered logic described in the "Sign Design Principles and Standards" section of this document.

Below you will find an example of how each section is organized:

#### Overview

Definition of the type of sign and what locations this sign type applies to.

#### Detail

- A. Provides the specific design and placement details

#### How to measure

- Indicates the measurements that must be included in the submission

#### Examples

- Show photos of what other businesses have done successfully

### 4.4.1 Tier 1

These sign types are ideal for high-speed vehicular travel and complex traffic patterns. Signs designed for this purpose must be large, legible, unobstructed, and in consistent locations near the road that do not require drivers to turn their head to be able to read and understand critical information. Free Standing Signs, including Pole signs, Monument Signs, and Directory Signs independent of the establishment's building are generally best suited for this purpose.

#### 4.4.1.1 Pole

##### Overview

A Pole Sign is a permanent Free Standing Sign with a visible support structure that is usually double-faced, mounted on a round pole(s), square tube, or other fabricated member without any type of secondary support.

##### Quantity

### 4. Town Center Signage District

- Only one Pole Sign is permitted per street lot line. The street lot line shall be a minimum of 50 feet in length in order to install a Pole Sign.
- Excluded from the Total Number of Main Business Name Signs or Total Sign Area calculation defined in Section 4.2.1.3.

#### Materials

- Poles shall be made of metal, wood, or other high-quality, durable materials.

#### Detail

##### A. Right-of-Way Relationship

- No part of a freestanding sign may project into, over, or otherwise encroach on a public right-of-way.

##### B. Landscape Relationship

- All plantings must be independent of the sign base structure. A planter cannot be integrated into the base structure.

##### C. Sign Size & Type

- Shall be a 2-sided flat sign.
- Top of sign shall not exceed 8 feet above grade
- Sign area shall not exceed 20 square feet per side

##### D. Sign Copy and Legibility

- Simple business names/logos (no supporting detailed information)
- Business name letters shall be 12 inches or higher
- No lettering closer to the ground than 3 feet

##### E. Illumination

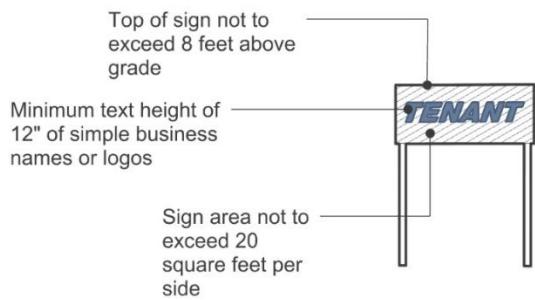
- External illumination only

## Burlington Signage Guidelines

### 4. Town Center Signage District



#### How to Measure



#### Examples



### 4. Town Center Signage District

#### **4.4.1.2 Monument**

##### **Overview**

A Monument Sign is a permanent Free Standing Sign placed upon or supported by the ground independently. The base of the sign structure is on the ground or no more than six inches above the ground. Monument Signs are typically used for multi-tenant properties.

##### **Quantity**

- Monument Signs are only allowed for properties with three or more tenants.
- Only one Monument Sign is permitted per street lot line. The street lot line shall be a minimum of 50 feet in length in order to install a Monument Sign.
- Excluded from the Total Number of Main Business Name Signs or Total Sign Area calculation defined in Section 4.2.1.3.

##### **Materials**

- The base of a Monument Sign shall be made of brick, stone, or other materials.

##### **Detail**

###### **A. Multi-Tenant Conditions**

- Only allowed for properties with 3 or more tenants.

###### **B. Right-of-Way Relationship**

- No part of a freestanding sign may project into, over, or otherwise encroach on a public right-of-way.

###### **C. Landscape Relationship**

- Landscaping must be incorporated into any monument signs.

###### **D. Sign Size**

- Sign and base must fit within maximum dimensions of no more than 12 feet tall and 10 feet wide.

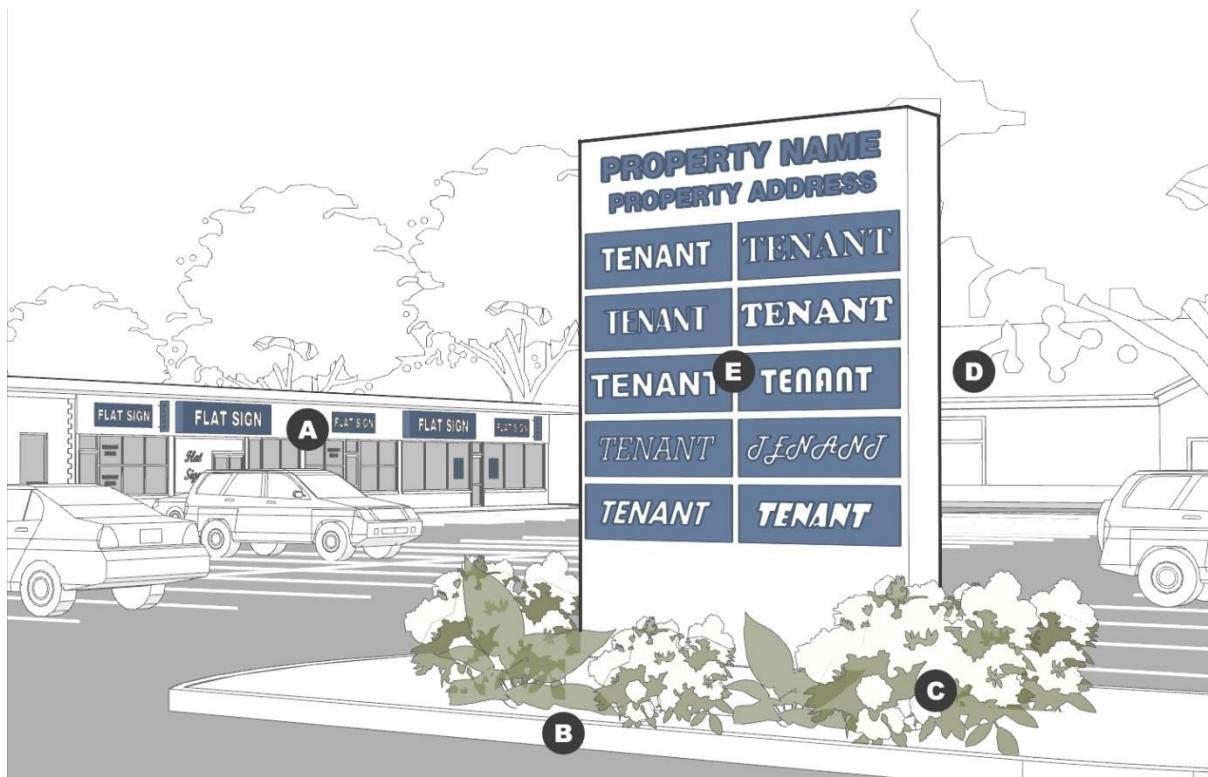
###### **E. Sign Copy and Legibility**

- Simple business names/logos (no supporting detailed information)
- Business name letters shall be 6 inches or higher
- No lettering closer to the ground than 3 feet
- Common background color separated with neutral color
- Include legible address and property name, either both at top or both at bottom

###### **F. Illumination**

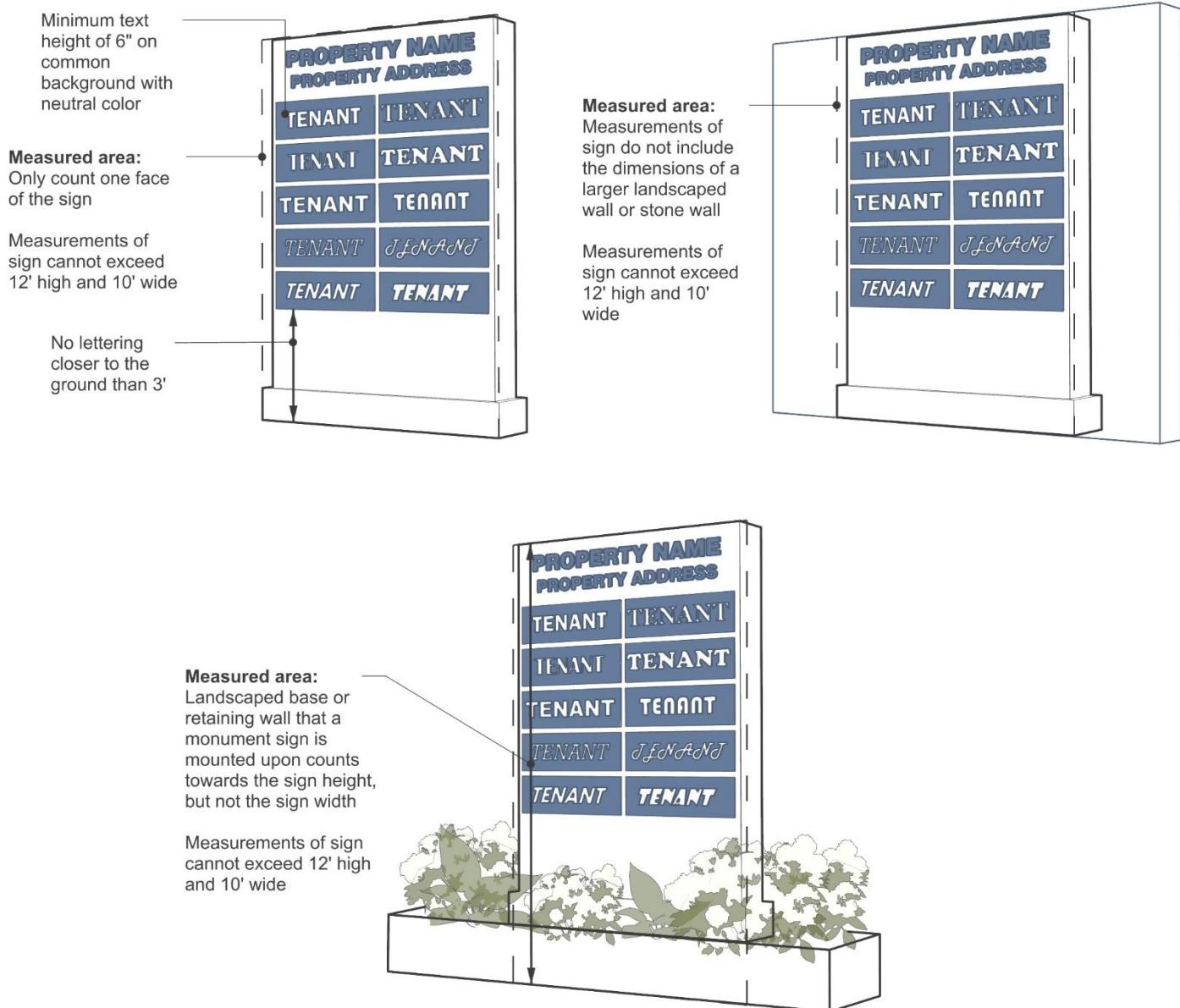
- External illumination only

### 4. Town Center Signage District



### 4. Town Center Signage District

#### How to Measure



### 4. Town Center Signage District

#### Examples



### 4. Town Center Signage District

#### 4.4.2 Tier 2

These sign types are best for low-speed vehicular travel and simpler traffic patterns. Signs designed for this purpose must be relatively large signs that can be read at a distance, but it is less critical that they are unobstructed and it is acceptable to require drivers to turn their heads at lower speeds so long as the information remains brief and legible so as to avoid the need for extended viewing. Flat Signs and Awning / Canopy Signs are generally best suited for this purpose.

#### 4.4.2.1 Flat

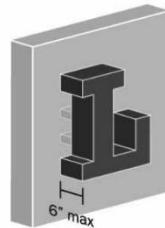
##### Overview

A Flat Sign is a permanent or temporary sign attached to, painted on or erected against the wall of a building with the face in a parallel plane of the building wall. Signs mounted on mansard facades shall be considered a Flat Sign.

Flat signs come in many forms and can be fabricated in various ways:

- **Individual Letters**

- Pin-Mounted: Letters cut from solid material such as wood, metal, or plastic are individually mounted and may be back-lit or illuminated from the front.



- **Solid Background**

- Inset: Letters may be stamped or routed into a background



- Applied / Flush: Signs with painted or applied letters may be illuminated externally from above or below.



- Push-Through: Letters are pushed through cut outs in a background. Per the signage regulations, only the letters or logo may be internally illuminated, and the background should remain opaque.



##### Quantity

### 4. Town Center Signage District

- One Flat Sign is permitted per storefront. Up to two Flat Signs are permitted for businesses with more than one frontage, such as corner businesses and businesses with primary entrances both in the front and in the back.
- Included in the Total Number of Main Business Name Signs or Total Sign Area calculation defined in Section 4.2.1.3.

#### Materials

- Flat Signs shall be made of metal, painted wood, or other high-quality, durable materials.

#### Detail

##### A. Lettering Description

- Projected: Letters shall project 6 inches or less
- Mounted: Pin and surface mounting allowed
- Inset: Letters may be recessed 1 inches or more

##### B. Top Height for Ground Level Flat Signs

Lowest of the following:

- 25 feet above grade
- Bottom of second floor window sills
- Lowest point of roof
- Ground floor cornice
- If mounted on a mansard facade, 6 inches below top of parapet

##### Top Height for Upper Level Flat Signs

Lowest of the following:

- Bottom of the window sills of the level above
- Lowest point of roof
- Roof cornice

No wall sign affixed to a building, including sign support, shall project beyond the ends of top of the wall or higher than the roofline of the structure to which it is attached.

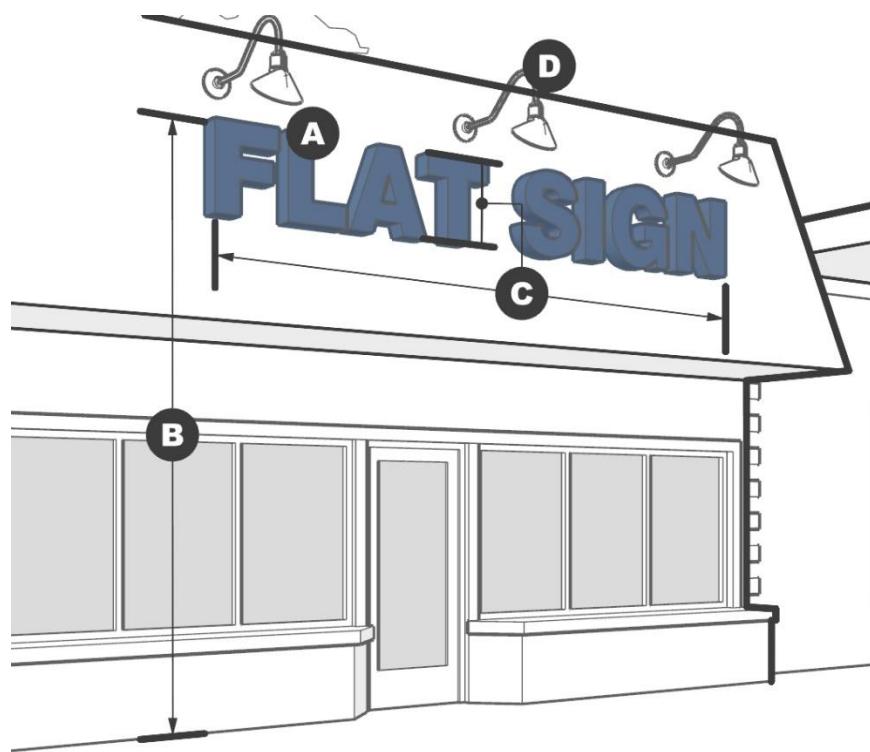
##### C. Sign Size

- Sign width shall not exceed 75% of the sign frontage
- Lettering shall not exceed 24 inches in height

##### D. Illumination

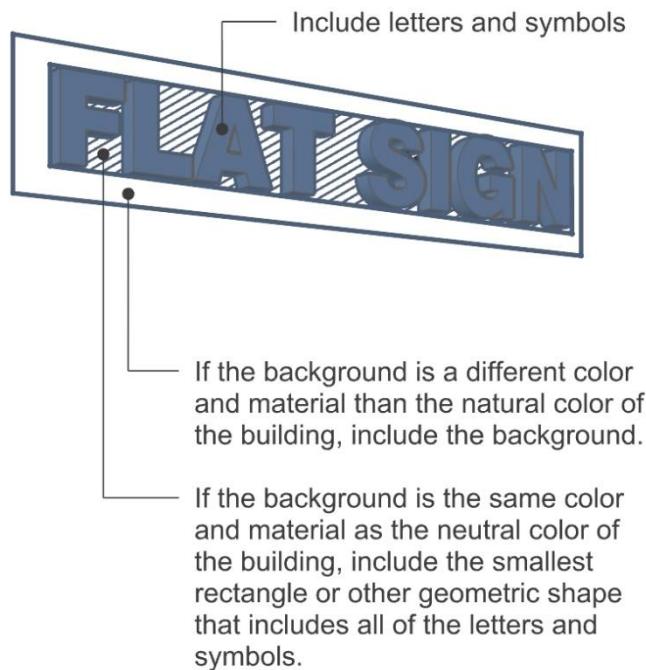
### 4. Town Center Signage District

- External illumination is permitted
- Reverse channel or halo illumination is permitted
- Background shall not be lit
- No light source or wiring should be visible



### 4. Town Center Signage District

#### How to Measure



#### Examples



### 4. Town Center Signage District

#### 4.4.2.2 Awning or Canopy

##### Overview

An Awning Sign is a permanent sign printed on, sewed on, or otherwise attached to an awning. A Canopy Sign is a permanent sign attached to a freestanding permanent roof-like shelter attached to or requiring support from an adjacent structure.

##### Quantity

- One Awning or Canopy Sign is permitted per storefront. Up to two Awning or Canopy Signs are permitted for businesses with more than one frontage, such as corner businesses and businesses with primary entrances both in the front and in the back.
- Included in the Total Number of Main Business Name Signs or Total Sign Area calculation defined in Section 4.2.1.3.

##### Materials

- Translucent fabric and plastic are not allowed.

##### Detail

###### A. Sign Projection

- 48 inches from building or one-third of sidewalk depth, whichever is less

###### B. Top Height for Ground Level Awning or Canopy Signs

Lowest of the following:

- 25 feet above grade
- Bottom of second floor window sills
- Lowest point of roof
- Ground floor cornice

###### C. Top Height for Upper Level Awning or Canopy Signs

Lowest of the following:

- Bottom of the window sills of the level above
- Lowest point of roof
- Roof cornice

###### D. Sign Size

- Sign height shall not exceed 30 inches
- Sign width shall not exceed 75% of the sign frontage or 20 feet, whichever is greater
- Lettering shall not exceed 15 inches in height

### 4. Town Center Signage District

#### E. Illumination

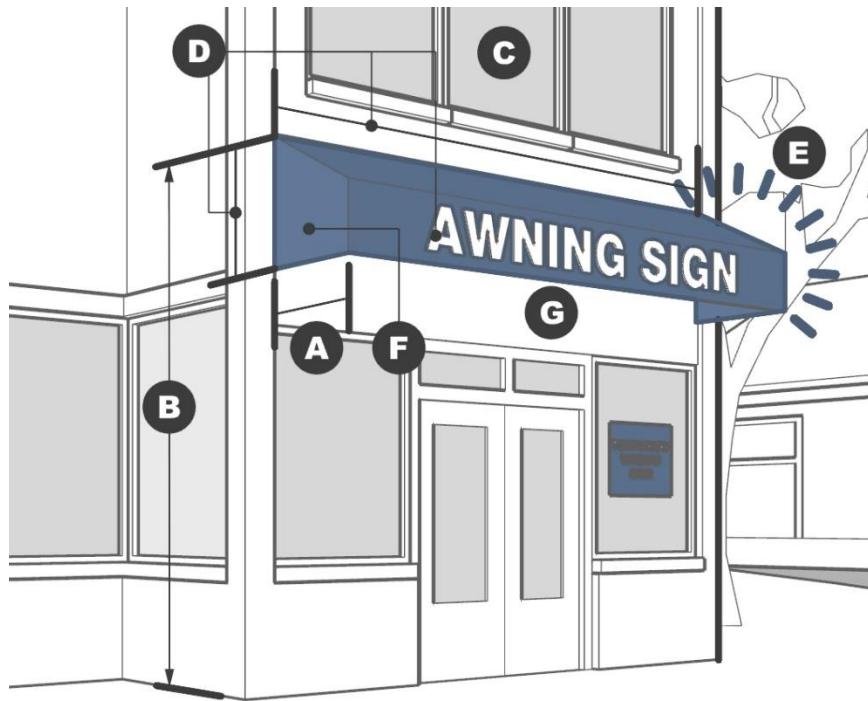
- Internal lighting not permitted.

#### F. Sides

- Not required
- No logo, trademark or signage allowed on sides of canvas/fabric awnings

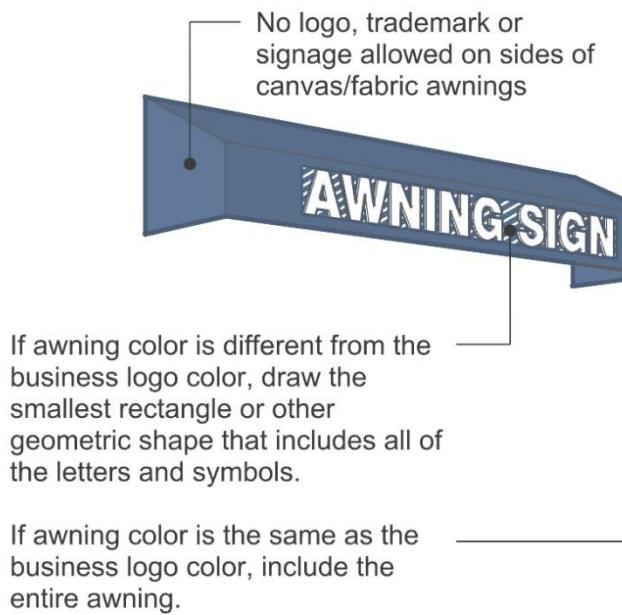
#### G. Bottom

- No bottom allowed for canvas/fabric awnings



#### How to Measure

### 4. Town Center Signage District



#### Examples



#### 4.4.2.3 Directory

### 4. Town Center Signage District

#### Overview

A Directory Sign is a permanent Free Standing Sign permanent sign which functions to identify more than one occupant of a building, group of buildings, or occupants of a premises.

#### Quantity

- One Directory Sign is permitted per building. The street lot line shall be a minimum of 50 feet in length in order to install a Directory Sign.
- Excluded from the Total Number of Main Business Name Signs or Total Sign Area calculation defined in Section 4.2.1.3.

#### Materials

- Poles shall be made of metal, wood, or other high-quality, durable materials.

#### Detail

##### A. Illumination

- External illumination only

##### B. Sign Size

- Top of sign shall be at least 5 feet above grade.
- Sign height shall not exceed 7 feet.
- Sign width shall not exceed 6 feet.
- Sign area shall not exceed 24 square feet.

##### C. Sign Copy and Legibility

- Coloring and lettering shall be consistent

### 4. Town Center Signage District

#### 4.4.3 Tier 3

These sign types are best for pedestrian travel. Because pedestrians are typically traveling at much slower speeds and much closer to the building, signs designed to catch the attention of pedestrians generally need to be at eye height on storefront windows or perpendicular to the establishment's storefront just above or below eye height. Window signs and Blade signs are generally best suited for this purpose.

##### 4.4.3.1 Blade

###### Overview

A Blade Sign is a permanent sign which extends out from a building face or wall so that the sign face is perpendicular or at an angle to the building façade. This includes hanging signs and tall, narrow vertical variations of this sign type, which are generally intended to be iconic in character.

###### Quantity

- One Blade Sign is permitted per storefront. Up to two Blade Signs are permitted for businesses with more than one frontage, such as corner businesses and businesses with primary entrances both in the front and in the back
- Included in the Total Number of Main Business Name Signs or Total Sign Area calculation defined in Section 4.2.1.3.

###### Materials

- Blade Signs shall be made of metal, painted wood, or other high-quality, durable materials.

###### Detail

###### A. Sign Projection

- Outermost edge of Blade Sign shall be no more than 48 inches from building or one-third of sidewalk depth, whichever is less
- Shall be oriented perpendicularly to the building face

###### B. Top Height

Lowest of the following:

- 25 feet above grade
- Bottom of second floor window sills
- Lowest point of roof
- Ground floor cornice

### 4. Town Center Signage District

#### C. Bottom Height

- Minimum 7 feet above grade

#### D. Sign Frontage

- The sign frontage shall be a minimum of 18 ft in length in order to install a Blade Sign

#### E. Depth

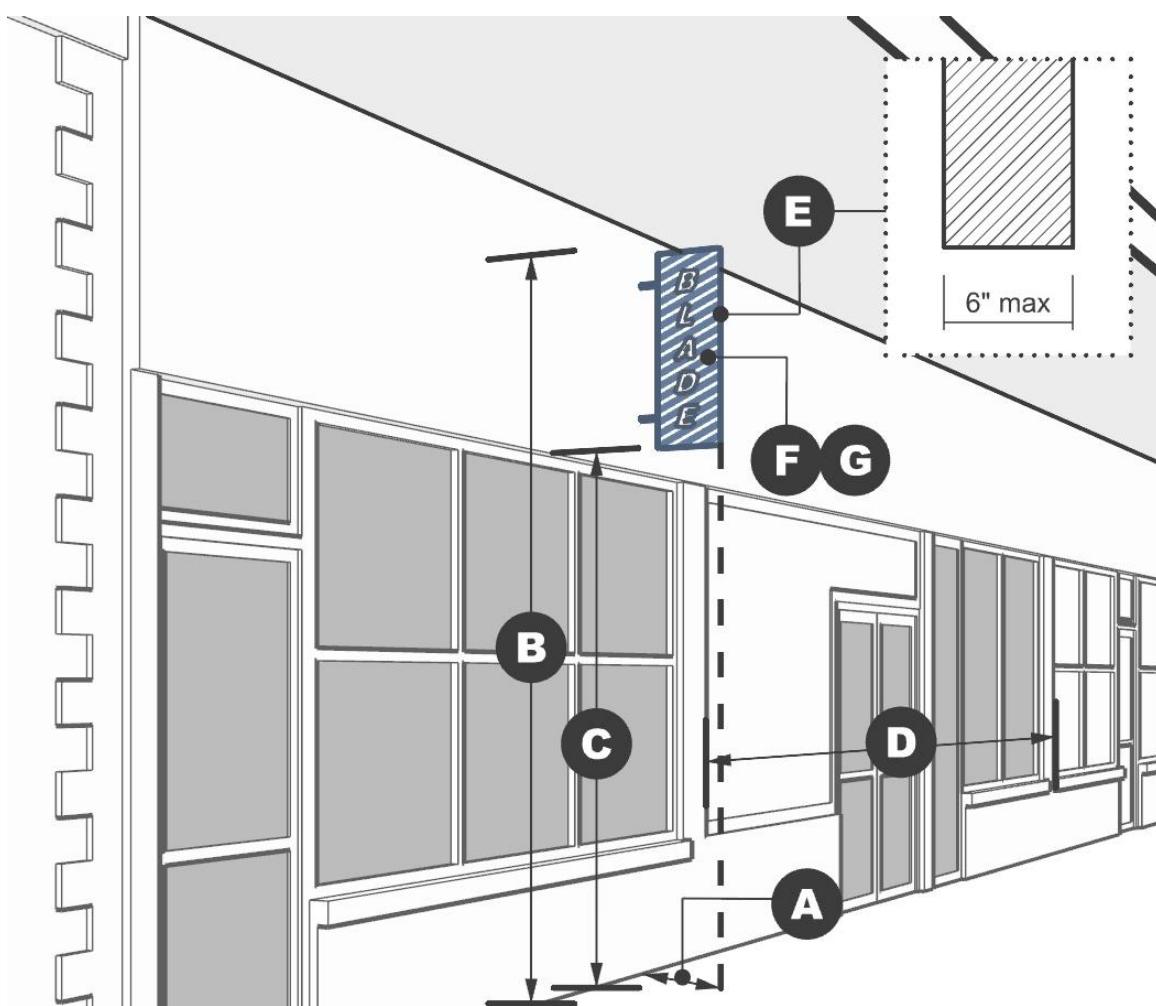
- The thickness/depth of the sign may be no greater than 6 inches

#### F. Sign Size

- Sign area shall not exceed 10 square feet

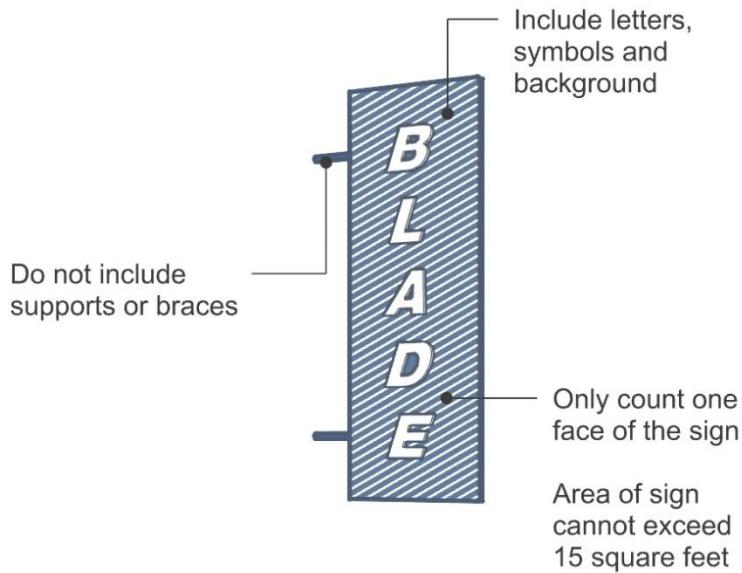
#### G. Iconic Variations

- Vertical blade signs are encouraged to be iconic in character, and will be considered on a case-by-case basis for an increased area of 15 square feet based on contextual factors



### 4. Town Center Signage District

#### How to Measure



#### Examples



### 4. Town Center Signage District

#### 4.4.3.2 Window

##### Overview

A Window Sign is a permanent sign printed on, affixed to, in contact with or etched on a window or the glass surface of the door of a building. Any non-illuminated sign within two feet of a window or the glass surface of a door that is visible from the exterior of the building, or any illuminated sign within five feet of a window or the glass surface of a door that is visible from the exterior of the building.

##### Quantity

- Excluded from the Total Number of Main Business Name Signs defined in Section 4.2.1.3.
- Included in the Total Sign Area calculation defined in Section 4.2.1.3.

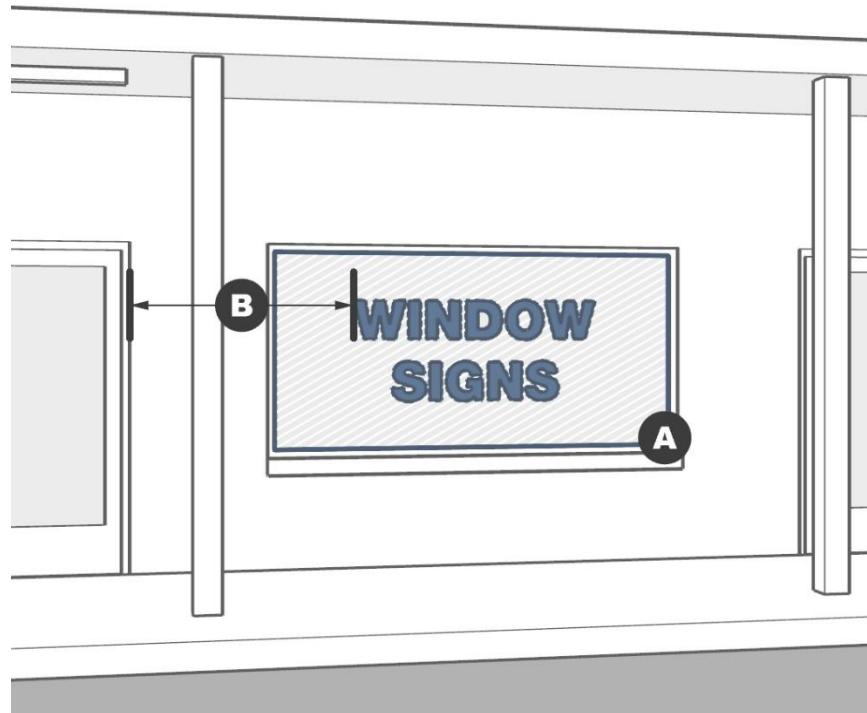
##### Detail

###### A. Size

- Each Window Sign shall not exceed more than 30% of the area of the window on which it is placed

###### B. Inside Signs

- Signs located inside of the building within 5 feet of the storefront are considered Window Signs



### 4. Town Center Signage District

#### How to Measure

If within 5 feet of the storefront, illuminated interior signage is included in the maximum allowable square footage and also must not exceed 30% coverage for the window area.

If within 2 feet of the storefront, non-illuminated interior signage is included in the maximum allowable square footage and also must not exceed 30% coverage for the window area.



If the letters and symbols float on the glass, do not include the window sign in the maximum signage area allowed calculations

If the letters and symbols are on a background color, include the background color's entire shape.

#### Examples



### 4. Town Center Signage District

#### 4.4.3.3 *Barber Poles*

##### Overview

A Barber Pole is a permanent sign used by barbers to signify the place or shop where they perform their craft. The trade sign is a staff or pole with a helix of colored stripes (often red and white, but usually red, white and blue). The pole may be stationary or may rotate, often with the aid of an electric motor.

##### Quantity

- One Barber Pole is permitted per barber shop.
- Excluded from the Total Number of Main Business Name Signs or Total Sign Area calculation defined in Section 4.2.1.3.

##### Detail

###### A. Size

- Barber Poles shall not exceed 3 feet in sign height.

### 4. Town Center Signage District

#### 4.4.4 Tier 4

The Guidelines acknowledge the need for temporary signage that conveys essential information during specific timeframes, for example during business hours or sales events. These sign types, which do not require a permit, include A-Frame Signs, Temporary Window Signs, Real Estate Signs, and Construction Signs.

##### 4.4.4.1 *Temporary Window*

###### Overview

A Temporary Window Sign is attached to the inside of a shop's window or located inside the building, within two feet of the storefront. It is intended for advertising special sales or events.

###### Quantity

- Excluded from the Total Number of Main Business Name Signs defined in Section 4.2.1.3.
- Included in the Total Sign Area calculation defined in Section 4.2.1.3.

###### Duration

- The use of Temporary Window Signs shall last no more than 21 days in any three month period

###### Detail

###### A. Size

- Each Temporary Window Sign shall not exceed more than 30% of the area of the window on which it is placed

###### B. Content

- Permitted only for advertising special sales

###### C. Window Locations

- Locate temporary signs behind the window glass. Not permitted outside of the building.

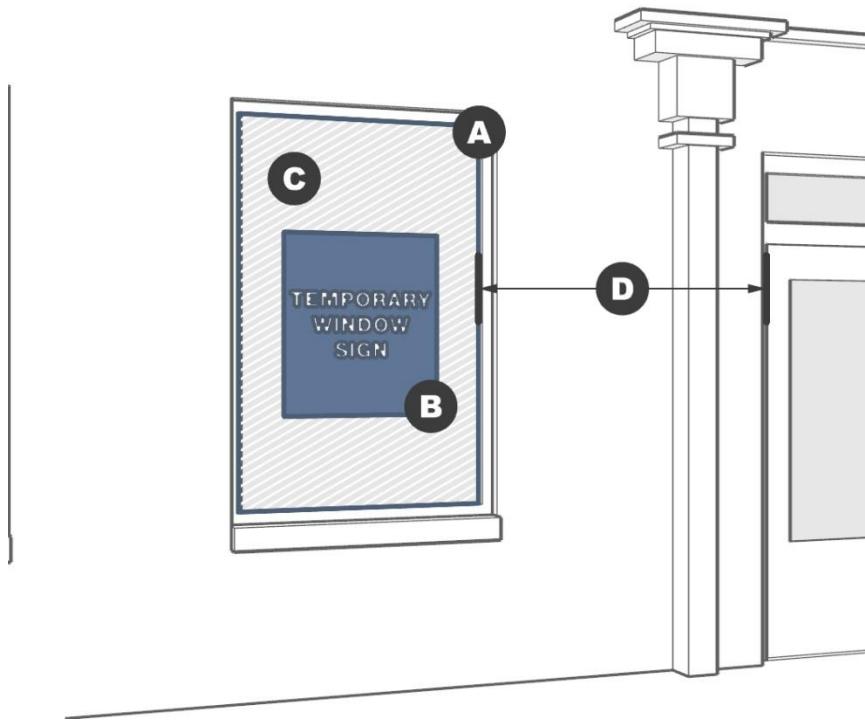
###### D. Sign Position

- Position the sign within 5 feet of the primary entry door.

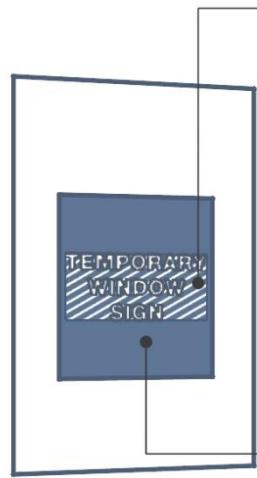
###### E. Approval

- No Permit Required

### 4. Town Center Signage District



#### How to Measure



If the letters and symbols float on the glass, include the smallest rectangle that includes all letters and symbols.

If the letters and symbols are on a background color, include the background color's entire shape.

\*Do not include temporary window signs in maximum signage area calculations.\*

#### Examples



### 4. Town Center Signage District

#### 4.4.4.2 A-Frame

##### Overview

An A-Frame Sign is a temporary advertising device ordinarily in the shape of an "A", or some variation thereof, located on the ground, not permanently attached and easily movable, and usually two (2) sided. Also called a "sandwich board".

##### Quantity

- One A-Frame Sign is permitted per storefront.
- Excluded from the Total Number of Main Business Name Signs or Total Sign Area calculation defined in Section 4.2.1.3.

##### Materials

- A-Frame Signs shall be made of wood, metal, or other quality materials.
- No lights, banners, flags, balloons, or similar objects may be attached to A-Frame Signs.

##### Duration

- The use of A-frame Signs is limited to business hours only. Signs shall be stored indoors at all other times. A-frame signs shall not be used outdoors when high winds or heavy snow conditions exist.

##### Detail

###### A. Placement

- An A-Frame Sign shall be placed within 10 feet of the primary entrance of the business, and shall not interfere with pedestrian traffic or violate standards of accessibility as required by the ADA or other accessibility codes. A-Frame signs may be placed in the public right-of-way but shall maintain a 5 foot sidewalk clearance at all times.
- A-Frame Signs are not permitted on the roadbed or medians, including parking and travel lanes.

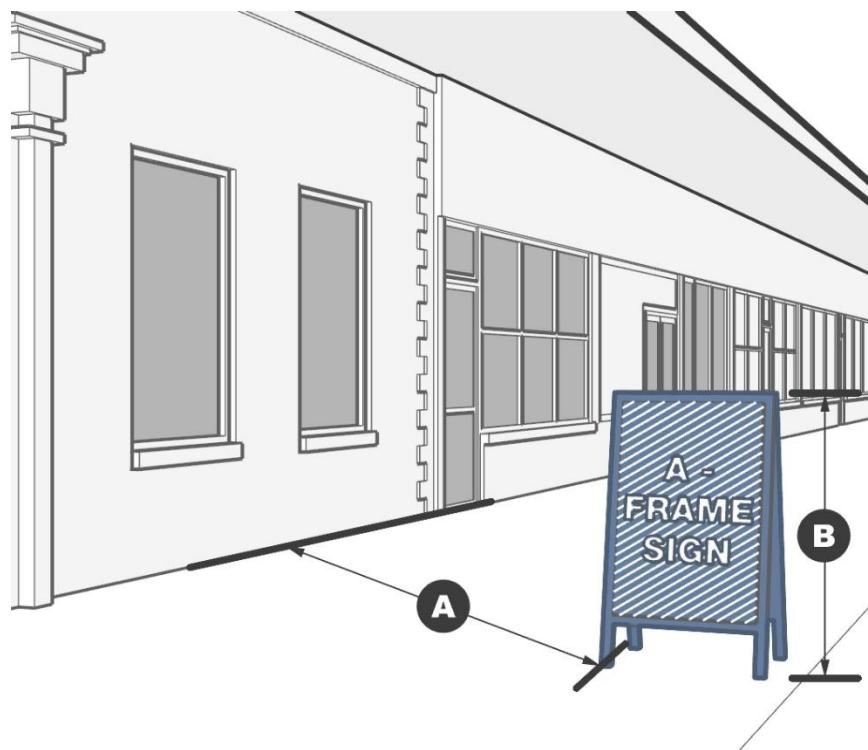
###### B. Size

- A-frame signs are limited to 6 square feet in area per side and 4 feet in height.

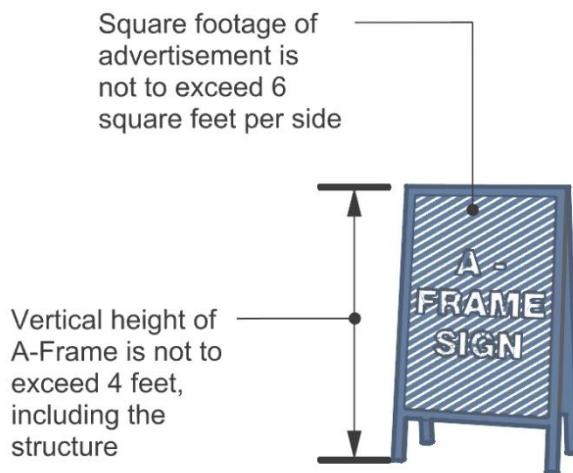
###### C. Approval

- No Permit Required

### 4. Town Center Signage District



#### How to Measure



### 4. Town Center Signage District

#### Examples



### 4. Town Center Signage District

#### **4.4.4.3 Real Estate Signs**

##### **Overview**

A Real Estate Sign is a temporary sign advertising the premises or any part thereof for sale, lease or rent.

##### **Quantity**

- One Real Estate Sign is permitted per building.
- Excluded from the Total Number of Main Business Name Signs or Total Sign Area calculation defined in Section 4.2.1.3.

##### **Duration**

- The use of Real Estate Signs is limited to the duration of the advertisement

##### **Detail**

###### **A. Top Height**

- The top height of a Real Estate Sign shall not exceed 5 feet above grade.

###### **B. Size**

- A Real Estate Sign shall not exceed 3 feet in height or width.
- A Real Estate Sign shall not exceed 6 square feet in sign area.

###### **C. Approval**

- No Permit Required

### 4. Town Center Signage District

#### **4.4.4.4 Construction Signs**

##### **Overview**

A Construction Sign is a temporary sign which is located on a lot that is under construction.

##### **Quantity**

- Excluded from the Total Number of Main Business Name Signs or Total Sign Area calculation defined in Section 4.2.1.3.

##### **Duration**

- The use of Construction Signs is limited to the duration of construction

##### **Detail**

###### **A. Size**

- A Construction Sign shall not exceed 10 feet in height or width.
- A Construction Sign shall not exceed 48 square feet in sign area.

###### **B. Approval**

- No Permit Required

## 4.5 Application to Different Building Types

The illustrations in the following pages are examples of permitted and prohibited sign types and designs applied to various typical building typologies in the Town Center Signage District, including single-tenant and standalone buildings, multi-tenant and single-story buildings, and multi-tenant and multi-story buildings.

Note that the rules referenced below are not comprehensive. Refer to Sections 4.2 through 4.4 of this document for the full list of general and sign type-specific requirements.

### 4. Town Center Signage District

#### 4.5.1 Single-Tenant Standalone Buildings

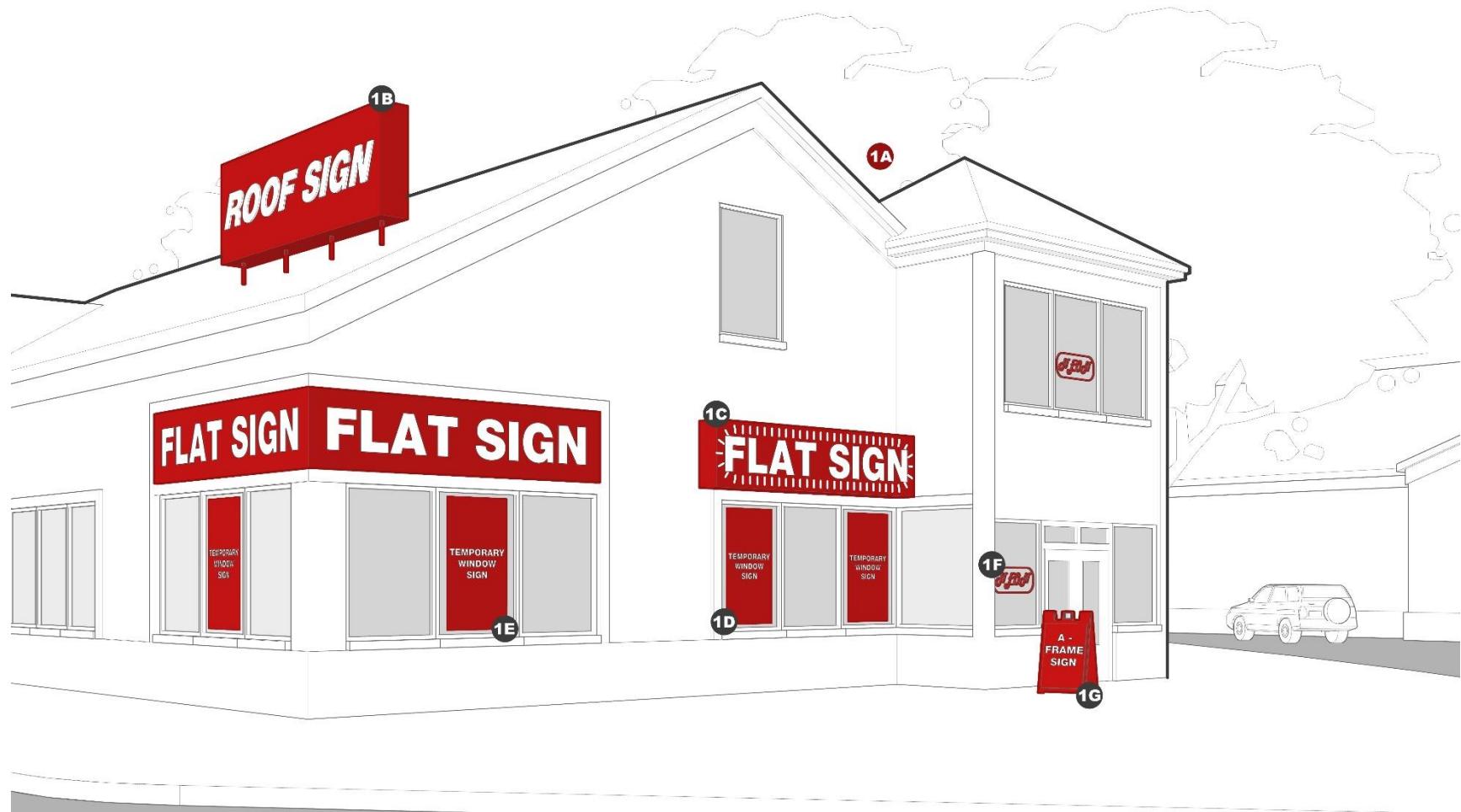
##### **Examples of Permitted Signs**



Flat Signs, Blade Signs, Awning Signs, Window Signs, and A-Frame Signs complying with the requirements set forth in Section 4.2 and Section 4.4 are permitted.

### 4. Town Center Signage District

#### Examples of Prohibited Signs



### 4. Town Center Signage District

- 1A. The total signage area may not exceed the maximum area set forth in Section 4.2.1.3.
- 1B. Roof-mounted signs, except those on a mansard facade, are prohibited. (Section 4.3.2)
- 1C. Flat Signs are permitted, but the background may not be internally illuminated. (Section 4.4.2.1)
- 1D. Window Signs are permitted, but they may not exceed 30% of the window glazing area. (Section 4.4.3.2)
- 1E. Temporary Window Signs are permitted, but they may not be further than 5 ft away from doors. (Section 4.4.4.1)
- 1F. Neon Signs are prohibited. (Section 4.3.2)
- 1G. A-frame Signs are permitted, but they may not interfere with pedestrian traffic. (Section 4.4.4.2)

### 4. Town Center Signage District

#### 4.5.2 Multi-Tenant Single-Story Buildings

##### Examples of Permitted Signs



Flat Signs, Blade Signs, Awning signs, Window Signs, and A-Frame Signs complying with the requirements set forth in Section 4.2 and Section 4.4 are permitted.

### 4. Town Center Signage District

#### Examples of Prohibited Signs



### 4. Town Center Signage District

- 2A. The total signage area may not exceed the maximum area set forth in Section 4.2.1.3.
- 2B. Roof-mounted signs, except those on a mansard facade, are prohibited. (Section 4.3.2)
- 2C. Flat Signs are permitted, but the background may not be internally illuminated. (Section 4.4.2.1)
- 2D. Window Signs are permitted, but they may not exceed 30% of the window glazing area. (Section 4.4.3.2)
- 2E. Temporary Window Signs are permitted, but they may not be further than 5 feet away from doors. (Section 4.4.4.1)
- 2F. Neon Signs are prohibited. (Section 4.3.2)
- 2G. A-Frame Signs are permitted, but they may not interfere with pedestrian traffic. (Section 4.4.4.2)
- 2H. Blade Signs are permitted, but they may not be thicker than 6 inches. (Section 4.4.3.1)

### 4. Town Center Signage District

#### 4.5.3 Multi-Tenant Multi-Story Buildings

##### Examples of Permitted Signs



Flat Signs, Blade Signs, Awning Signs, Window Signs, and A-Frame Signs complying with the requirements set forth in Section 4.2 and Section 4.4 are permitted.

### 4. Town Center Signage District

#### Examples of Prohibited Signs



### 4. Town Center Signage District

- 3A. The total signage area may not exceed the maximum area set forth in Section 4.2.1.3.
- 3B. Roof-mounted signs, except those on a mansard facade, are prohibited. (Section 4.3.2)
- 3C. Flat Signs are permitted, but the background may not be internally illuminated. (Section 4.4.2.1)
- 3D. Window Signs are permitted, but they may not exceed 30% of the window glazing area. (Section 4.4.3.2)
- 3E. Neon Signs are prohibited. (Section 4.3.2)
- 3F. A-frame Signs are permitted, but they may not interfere with pedestrian traffic. (Section 4.4.4.2)
- 3G. Awning Signs are permitted, but they may not exceed 75% of the Sign Frontage. (Section 4.4.2.2)

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# Burlington Signage District Design Guidelines

Information and Guidelines for Businesses and Residents in the Town of Burlington, MA

The Burlington Planning Department

Town of Burlington, Middlesex County, Massachusetts

Draft: December 6, 2024 (v4)

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## **ARTICLE 11**

Authorize 5 Year Contact for Technology Cyber Security Infrastructure



# TOWN OF BURLINGTON

## *Finance Team*

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John Danizio • Juiling de los Reyes • Gary Gianino • Rachel Leonardo • Paul Tierney

To: Town Meeting Members

From: Finance Team

Date: December 13, 2024

Re: Article 11 – Authorize Five Year Contract for Technology and Cyber Security Infrastructure

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The purpose of this memo is to provide details on article 11. This article seeks to authorize the Select Board and the School Committee to enter into a lease/purchase agreement for a term of up to five (5) years.

Under Chapter 30B, Section 12 of the Massachusetts General Laws, Town Meeting approval is required before the Town can enter into a contract for goods or services with a term exceeding three (3) years. This authorization is essential to proceed with a technology and cybersecurity infrastructure refresh plan, a program that has been successfully implemented over the past ten years, and the approval will ensure that the Town can continue to maintain and upgrade its critical infrastructure efficiently.

Please note that this vote is solely to authorize a contract term of up to five years. Approval for funding any resulting agreement will be addressed separately as part of the fiscal year 2026 budget request, which will be presented at the May 2025 Town Meeting.

This article requires a majority vote to pass.

## **ARTICLE 12**

Transfer from Free Cash to Water Stabilization Fund



# TOWN OF BURLINGTON

## *Finance Team*

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John Danizio • Juiling de los Reyes • Gary Gianino • Rachel Leonardo • Paul Tierney

To: Town Meeting Members

From: Finance Team

Date: December 13, 2024

Re: Article 12 – Transfer from Free Cash to Water Stabilization Fund

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In May of 2018, Town Meeting voted to establish a Water Stabilization Fund as a mechanism for capturing water revenue from the general fund and applying it to the costs associated with admission fees, debt service and water supply expenses related to the Town's connection to the MWRA. Since water revenue comes into the general fund as a local receipt, it must be closed out to free cash and then transferred to the stabilization fund in order to for it to become accessible for this purpose.

Each January since 2019, we have requested a transfer from Free Cash to the Water Stabilization Fund. Then, at the Annual Town Meeting in the spring, we request that the body authorize spending from the Water Stabilization Fund to offset the operating expenses of the coming fiscal year's budget. This year, that amount is \$1,767,862.

The purpose of this article is to make a transfer from Free Cash to Water Stabilization Fund, so that those funds may be available to offset expenses in the FY26 operating budget.

Transfers from Free Cash require a majority vote.

## **ARTICLE 13**

Transfer from Free Cash to Ways and Means Reserve Fund



# TOWN OF BURLINGTON

## *Finance Team*

---

John Danizio • Juiling de los Reyes • Gary Gianino • Rachel Leonardo • Paul Tierney

To: Town Meeting Members

From: Finance Team

Date: December 13, 2024

Re: Article 13 – Transfer from Free Cash to Ways and Means Reserve Fund

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The purpose of this article is to fully fund the FY25 Reserve Fund. Traditionally, the Reserve Fund is budgeted at \$200,000 at the start of the fiscal year. Once Free Cash is certified, additional funds are transferred in order to bring the balance up to \$300,000. As of January Town Meeting no funds have been transferred out for FY25, the amount of the requested transfer will be \$100,000.

Transfers from Free Cash require a majority vote.

## **ARTICLE 14**

Authorize Transportation Infrastructure Funds



# TOWN OF BURLINGTON

## *Finance Team*

John Danizio • Juiling de los Reyes • Gary Gianino • Rachel Leonardo • Paul Tierney

To: Town Meeting Members

From: Finance Team

Date: December 13, 2024

Re: Article 14 – Transportation Infrastructure Fund

Chapter 187 of the Acts of 2016 created the ‘Commonwealth Transportation Infrastructure Fund’. Pursuant to this legislation, certain transportation network companies (‘TNC’) i.e. ride sharing services, are required to submit yearly reports of all rides initiating in each municipality, and pay a per ride assessment of 20 cents. Every year, half of the amount credited to the fund is distributed to each municipality based proportionally on the number of rides initiating in it.

Appropriations from the fund must be used, “to address the impact of transportation network services on municipal roads, bridges and other transportation infrastructure or any other public purpose substantially related to the operation of transportation network services in the city or town including, but not limited to, the complete streets program established in section 1 of chapter 90I of the General Laws and other programs that support alternative modes of transportation”.

In accordance with this law, the Town has established a ‘Receipts Reserved for Appropriation’ account. Though the state has generally earmarked the funds for this general purpose, each specific appropriation from that account must be voted by Town Meeting.

The Town has received \$34,093 from this fund for rides originating in Burlington for the calendar year 2023. The purpose of this article is to appropriate the funds to be used to offset the costs of the Town’s subsidized rideshare transportation program.

This authorization requires a majority vote.

## **ARTICLE 15**

Tax Abatement Defense Fund



# TOWN OF BURLINGTON

## *Finance Team*

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John Danizio • Juiling de los Reyes • Gary Gianino • Rachel Leonardo • Paul Tierney

To: Town Meeting Members

From: Finance Team

Date: December 13, 2024

Re: Article 15 – Tax Abatement Defense Fund

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The purpose of this memo is to provide context for the proposed allocation of additional funds for the Town's defense of assessed valuations in cases brought before the Appellate Tax Board (ATB).

These funds are critical when the Town must defend its assessed valuations against challenges. Burlington has a long-standing tradition of resolving valuation issues at the local level. However, there are instances, particularly involving commercial property valuations, where legal and valuation expertise is necessary to resolve or defend matters effectively.

Historically, funds have been available for this purpose, ensuring the Town is prepared to handle such challenges. The current balance of these funds is around \$140,000. This article would provide funds to supplement this balance and further strengthening the Town's capacity to address potential disputes.

This request requires a majority vote for approval.

## **ARTICLE 16**

Transfer from Free Cash to Previously Approved Capital Project Funds



# TOWN OF BURLINGTON

## *Finance Team*

John Danizio • Juiling de los Reyes • Gary Gianino • Rachel Leonardo • Paul Tierney

To: Town Meeting Members

From: Finance Team

Date: December 13, 2024

Re: Article 16 – Transfer from Free Cash to Previously Approved Capital Project Funds

The purpose of this article is to seek approval for the transfer of free cash to previously approved capital project funds. This approach reflects our commitment to fiscal responsibility and prudent financial management, ensuring the efficient use of resources while avoiding the long-term costs associated with debt payments.

The Town has a strong tradition of using one-time revenues, such as free cash, to fund significant projects without issuing new debt. Over the past decade, this practice has supported over \$30M in capital projects without increasing the debt service budget. This proactive strategy, combined with a robust pay-as-you-go capital program, underscores the Town's dedication to maintaining its highest credit rating. By reducing reliance on borrowing, the Town demonstrates strong financial stewardship and keeps debt service levels manageable for current and future budgets.

Approval of this transfer will allow the Town to avoid any short- or long-term borrowing in Fiscal Year 2025 (FY25) for the following projects:

- **\$3.5M** – Roads, Parking Lots, and Sidewalks (project total: \$3.5M)
- **\$5M** – Fox Hill School Building Project (project total: \$100M)
- **\$5M** – Police Station Building Project (project total: \$46.225M)
- **\$1.3M** – Recreation Land Conservation Project at Overlook Park (project total: \$2.3M)

By funding these projects through free cash transfers, the Town will achieve both short and long-term savings by avoiding interest costs associated with borrowing. This approach reinforces the Town's history of maintaining manageable debt service levels, preserving financial flexibility, and preventing significant increases to the debt service budget year over year.

This request requires a majority vote for approval.

## **ARTICLE 18**

Amend Article IV section 8 – Animal Control Officer

**MEMORANDUM**  
**BURLINGTON POLICE DEPARTMENT**



TO: Town Meeting Members

FROM: Chief Thomas P. Browne

DATE: January 7, 2024

RE: General Bylaw Article Change – Animal Control Officer

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In support of Article 18, I offer the following information for your consideration. The history of the bylaw and purpose of the amendment are below.

**History:**

Dating back to the mid-1900s, the Town of Burlington's Animal Control duties were considered a "principal department" of the town, reporting directly to the Select Board through the Town Administrator. However, in September 1988, a new Animal Control Officer was hired, and the structure of the department shifted. Animal Control duties were incorporated into the functions of the police department. As a result, the position began reporting through the police department's chain of command rather than directly to the Select Board via the Town Administrator.

**Purpose:**

This article proposes to modernize an outdated general bylaw by aligning it with the town's current practice. The original bylaw, written in 1974, no longer reflects the town's operational structure. Specifically, the bylaw should be changed to mirror existing practice:

- allows the animal control officer to be selected from a pool of experienced candidates without restricting the selection to residents of Burlington;
- assigns the supervision and oversight of the animal control officer to the police department

## **ARTICLE 19**

Amending Article 5, Section 2.6 of the General Laws regarding the Land Use Committee

## BACKUP

Jan. 27, 2025 TM Warrant Article xxx

Revision of and update to General Bylaws Article V, Sec. 2.6, Moderator Appointments,  
Land Use Committee

In 2022 TM approved a one-paragraph revision to this section of the General Bylaws which describes the Land Use Committee (LUC). This revision added that the Chair and Vice-Chair will be elected annually and allows the hiring of a recording clerk for the Committee.

Subsequently, the LUC decided that a complete revision of this section was needed to better define the definition and purpose of the committee, and a Bylaw subcommittee was formed. The Bylaw subcommittee produced a final version of the LUC bylaw, which was approved by the full LUC and appears as this Article.

This Article broadens the purview of the LUC beyond the current bylaw text, which is limited to interactions of the LUC with the Planning Board and zoning issues and reviewing warrant articles. The updated bylaw provides an introductory summary of land use issues and their definition, and the purpose or goals of the LUC and its composition.

Over the last several decades, the Burlington LUC has worked on advising the Town on many important topics, such as PDD reform, recycling, protection of conservation land and the uses of other land, lighting pollution, etc. Recent topics discussed at LUC meetings and with the Boards and Committees include sustainable development, climate change issues such as flooding and heat islands, and electricity aggregation. The LUC has liaisons with the town's Planning Board, Select Board, Zoning Bylaw Review Committee, Conservation Commission and others as necessary, and makes recommendations to the Boards, Committees and to Town Meeting as appropriate.