



City of Somerville  
**ZONING BOARD OF APPEALS**  
City Hall 3<sup>rd</sup> Floor, 93 Highland Avenue, Somerville MA 02143

**JUNE 1, 2022 MEETING MINUTES**

This meeting was conducted via remote participation on GoToWebinar.

NAME	TITLE	STATUS	ARRIVED
Susan Fontano	Chair	<i>Present</i>	
Josh Safdie	Clerk	<i>Absent</i>	
Anne Brockelman	Member	<i>Present</i>	
Ann Fullerton	Member	<i>Present</i>	
Katherine Garavaglia	Alternate	<i>Absent</i>	

City staff present: Charlotte Leis (Planning, Preservation, & Zoning)

The meeting was called to order at 6:03pm and adjourned at 6:34pm.

**PUBLIC HEARING: 151 Linwood Ave (P&Z 21-153)**

Chair Fontano stated that there was not a quorum of the Board present to hear the case, and therefore continued it to 13 July 2022.

**RESULT:**

**CONTINUED**

**OTHER BUSINESS: Amendment of Submittal Requirements**

Staff explained that updating the submittal requirements is expected to be an ongoing process and any feedback from the Board is welcome. Staff noted that they will be asking other Boards and Commissions for feedback as well.

The Board and Staff discussed including hotlinks for the chapter titles and table of contents to make the online version easier to navigate, how updated submittal requirements are good for the city and the applicant teams, the deadline for comments is 3 June 2022, and how the possible required documents for each permit can be found in chapter 3.

Staff explained that they listed all the possible documents that may be needed, but it will be up to the planner assigned to the case to review the list with the applicant team to determine which documents apply to their specific case, as there are too many possible scenarios to include in this document. Staff did try to remove as much subjectivity as they could, and they tried to make the document as clear as possible.

The Board and Staff reviewed the basics of the permitting process and the average timeline of what applicant teams go through, how the Board would like to attend the Planning Board's meeting to hear their comments on this subject, and how this will remain a pdf document as opposed to a website.

*NOTICE: These minutes constitute a summary of the votes and key discussions at this meeting. To review a full recording, please contact the Planning, Preservation & Zoning Division at [planning@somervillema.gov](mailto:planning@somervillema.gov).*