



City of Somerville
ZONING BOARD OF APPEALS
City Hall 3rd Floor, 93 Highland Avenue, Somerville MA 02143

17 JANUARY 2024 MEETING MINUTES

This meeting was conducted via remote participation via Zoom.

NAME	TITLE	STATUS	ARRIVED
Susan Fontano	Chair	<i>Present</i>	
Anne Brockelman	Vice-Chair	<i>Present</i>	
Katherine Garavaglia	Clerk	<i>Present</i>	
Ann Fullerton	Member	<i>Present</i>	
Zachary Zaremba	Member	<i>Present</i>	
Brian Cook	Alt. Member	<i>Present</i>	
Sisia Daglian	Alt. Member	<i>Present</i>	

City staff present: Andrew Graminski (Planning, Preservation, & Zoning); Stephen Cary (Planning, Preservation, & Zoning)

The meeting was called to order at 6:02pm and adjourned at 6:24pm.

GENERAL BUSINESS: Meeting Minutes

Following a motion by Clerk Garavaglia, seconded by Member Zaremba, the Board voted unanimously (5-0) to approve the 15 November 2023 meeting minutes.

OTHER BUSINESS: Elections

Vice Chair Brockelman nominated Susan Fontano as Chair of the Zoning Board of Appeals. There were no other nominations at this time.

Following a motion by Clerk Garavaglia, seconded by Member Zaremba, the Board voted unanimously (5-0) to elect Susan Fontano as Chair of the Zoning Board of Appeals.

Member Fullerton nominated Anne Brockelman as Vice Chair of the Zoning Board of Appeals. There were no other nominations at this time.

Following a motion by Clerk Garavaglia, seconded by Chair Fontano, the Board voted unanimously (5-0) to elect Anne Brockelman as Vice Chair of the Zoning Board of Appeals.

Member Fullerton nominated Katherine Garavaglia as Clerk of the Zoning Board of Appeals. There were no other nominations at this time.

Following a motion by Clerk Garavaglia, seconded by Chair Fontano, the Board voted unanimously (5-0) to elect Katherine Garavaglia as Clerk of the Zoning Board of Appeals.

OTHER BUSINESS: Rules of Procedure & Policies Amendments

Staff reviewed the proposed RPP amendments. The first is to switch the document title to Rules of Procedure and Policy, from Rules of Policy and Procedure, per state law. Other amendments were made within the Minor Site Plan Approval section.

Following a motion by Clerk Garavaglia, seconded by Member Zaremba, the Board voted unanimously (5-0) to approve the amended version of the Zoning Board of Appeals Rules of Procedure and Policies, with the corrections mentioned this evening and in conformance with the Planning Board's version of the document.

OTHER BUSINESS: Meeting Dates

The Board reviewed its upcoming meeting dates.

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.