



CITY OF SOMERVILLE, MASSACHUSETTS
CONDOMINIUM REVIEW BOARD

JACOB D. WILSON

MAYOR

Monday, August 17, 2026

6:00 pm

Staff Liaison & Housing Policy Coordinator
Lauren Chapman

Board Members
Zachary Zasloff, Chair
Kate Byrne, Vice-chair
Alix Simeon

Meeting Minutes
August 17, 2026 – 6:00 PM
Virtual Hearing

Board Members present: Zachary Zasloff, Kate Byrne, Alix Simeon

Staff present: Lauren Chapman, Housing Policy Coordinator

Chair Zasloff convened the meeting at 6:00 PM. He read the following information aloud: Pursuant to Chapter 2 of the Acts of 2025, this meeting of the Condominium Review Board will be conducted via remote participation. We will post an audio recording, audio-video recording, transcript, or other comprehensive record of these proceedings as soon as possible after the meeting on the City of Somerville website and local cable access government channels.

1. MEETING CALL TO ORDER

The meeting was called to order with a call for attendance made by Chair Zasloff. Responses were as follows:

Chair Zasloff Present

Vice-Chair Byrne Present

Member Simeon Present

With three in attendance there was a quorum, and the meeting was called to order.

2. ADMINISTRATIVE

a. MEETING MINUTES

i. JUNE 2026

Chair Zasloff opened the floor for Board discussion regarding the June 2026 meeting minutes. Vice-Chair Byrne asked whether her recusal from deliberation on the application for 15–17 Oak Street should be reflected in the minutes. Staff confirmed that the recusal had been noted prior to the application and stated that the minutes would be reviewed to ensure the recusal was included. Seeing no other comments or edits, the floor was closed.

On a motion duly made a roll call vote was called and it was voted 3-0:

Chair Zasloff – yes

Vice-Chair Byrne – yes

Member Simeon – yes

To approve the meeting minutes for June 2026.

3. NEW BUSINESS

a. APPLICATIONS FOR FINAL OR COURTESY PERMITS

WARD 3 PRECINCT 3

140 Highland Avenue

Application of Michael S. Guigli & Teresa Jane Gabriele seeking a Final Conversion Permit for Unit #2 at 140 Highland Avenue. Attorney Cameron McGinn attended as representative on behalf of the applicants and stated that application requirements had previously been satisfied when the Final Conversion Permit for Unit #1 was granted and now that the applicable waiting period had since expired for Unit #2 they are seeking a Final Conversion Permit.

Chair Zasloff opened the floor to the Board; seeing no comment, the floor was closed.

Chair Zasloff opened the floor to public comment; seeing none, the floor was closed.

On a motion duly made a roll call vote was called and it was voted 3-0:

Chair Zasloff – yes

Vice-Chair Byrne – yes

Member Simeon – yes

To grant a Final Conversion Permit for Unit #2 at 140 Highland Avenue.

WARD 3 PRECINCT 3

24 Berkeley Street

Application of 24 Berkeley Somerville LLC seeking a Final Conversion Permit for Unit #1, Unit #2, and Unit #3 and a Courtesy Permit for Unit R at 24 Berkeley Street. Michelle Fombelle attended as representative and stated that the property was purchased vacant in April 2025 and had previously received Preliminary Conversion Permits.

Chair Zasloff opened the floor to the Board; seeing no comment, the floor was closed.

Chair Zasloff opened the floor to public comment; seeing none, the floor was closed.

On a motion duly made a roll call vote was called and it was voted 3-0:

Chair Zasloff – yes

Vice-Chair Byrne – yes

Member Simeon – yes

To grant a Final Conversion Permit for Unit #1, Unit #2, and Unit #3 and a Courtesy Permit for Unit R at 24 Berkeley Street.

WARD 7 PRECINCT 1

29-31 Mason Street

Application of Alfredo Castro, Patricia Castro, and Victoria Castro seeking a Final Conversion Permit for Unit #29 and Unit #31 at 29-31 Mason Street. Attorney Mark Sheehan attended as representative on behalf of the applicants and stated that the applicants had submitted the remaining required documentation, including the Master Deed and Property

Condition Report, completing the application. Attorney Sheehan stated that Unit #31 had previously been tenant-occupied and that the tenants had vacated and received relocation payments, for which documentation had been submitted to the Board. He stated that Unit #29 remained tenant-occupied and that the tenants were permitted to remain in the unit for as long as they wished.

Chair Zasloff opened the floor to the Board. Vice-Chair Byrne sought further clarification as to why there were draft purchase and sale agreements included with the application. Attorney Sheehan explained that the purchase and sale agreements were provided to the tenants pursuant to the Ordinance's right of first refusal requirements. He stated that tenants in both Units #29 and #31 had been provided with purchase and sale agreements in the event they wished to purchase their respective units. He stated that the Unit #29 tenants had initially expressed interest but ultimately decided not to proceed.

Vice-Chair Byrne also asked about the number of bedrooms and bathrooms in one of the units. Attorney Sheehan stated that he would follow up with the property owner regarding the question. Vice-Chair Byrne suggested that the property owner consider adding another bathroom.

Staff clarified that the tenants in both Units #29 and #31 had initially indicated interest in purchasing their respective units when they received their tenant information packets but ultimately decided not to proceed, and that the draft purchase and sale agreements were included with the application as required.

With no further comments, Chair Zasloff closed the floor for Board discussion.

Chair Zasloff opened the floor to public comment; seeing none, the floor was closed.

On a motion duly made a roll call vote was called and it was voted 3-0:

Chair Zasloff – yes

Vice-Chair Byrne – yes

Member Simeon – yes

To grant a Final Conversion Permit for Unit #29 and Unit #31 at 29-31 Mason Street.

WARD 4 PRECINCT 1

34-36 Governor Winthrop Road

Application of 36 Governor Winthrop Road LLC, Wilner Alexis, seeking a Final Conversion Permit for Unit #1 and Unit #2 at 34-36 Governor Winthrop Road. Attorney Mark Sheehan attended as representative on behalf of the applicant and stated that the property was delivered vacant to the applicant and had remained vacant since the closing date. He stated that the applicant had submitted the remaining required documentation for the consideration of Final Conversion Permits.

Chair Zasloff opened the floor to the Board; seeing no comment, the floor was closed.

Chair Zasloff opened the floor to public comment; seeing none, the floor was closed.

On a motion duly made a roll call vote was called and it was voted 3-0:

Chair Zasloff – yes

Vice-Chair Byrne – yes

Member Simeon – yes

To grant a Final Conversion Permit for Unit #1 and Unit #2 at 34-36 Governor Winthrop Road.

WARD 7 PRECINCT 1

3 Cameron Avenue

Application of Cameron REI LLC seeking a Final Conversion Permit for Unit #1 and Unit #2 and a Courtesy Permit for Unit #3 at 3 Cameron Avenue. Attorney Mark Sheehan attended as representative on behalf of the applicant and stated that the applicant was seeking Final Conversion Permits for Units #1 and #2 and a Courtesy Permit for the newly constructed Unit #3. He stated that the applicant had submitted the remaining required documentation for the consideration of Final Conversion Permits.

Chair Zasloff opened the floor to the Board; seeing no comment, the floor was closed.

Chair Zasloff opened the floor to public comment; seeing none, the floor was closed.

On a motion duly made a roll call vote was called and it was voted 3-0:

Chair Zasloff – yes

Vice-Chair Byrne – yes

Member Simeon – yes

To grant a Final Conversion Permit for Unit #1 and Unit #2 and a Courtesy Permit for Unit #3 at 3 Cameron Avenue.

WARD 5 PRECINCT 4

737 Somerville Avenue

Application of 737 Somerville Ave LLC seeking a Final Conversion Permit for Unit #1, Unit #2, and Unit #3 at 737 Somerville Avenue. Attorney Matthew Spang attended as representative on behalf of the applicant. He stated that Preliminary Conversion Permits had been issued in August 2025, including a one-year waiting period for one of the units, which was expiring in August 2026. He further stated that the applicant had submitted the remaining required documentation, including the Engineer's Report and Master Deed.

Chair Zasloff opened the floor to the Board; seeing no comment, the floor was closed.

Chair Zasloff opened the floor to public comment; seeing none, the floor was closed.

On a motion duly made a roll call vote was called and it was voted 3-0:

Chair Zasloff – yes

Vice-Chair Byrne – yes

Member Simeon – yes

To grant a Final Conversion Permit for Unit #1, Unit #2, and Unit #3 at 737 Somerville Avenue.

WARD 5 PRECINCT 4

9 Olive Avenue

Application of 9 Olive Ave Development LLC seeking a Final Conversion Permit for Unit #1 and Unit #2 at 9 Olive Avenue. Tony Barros attended and stated that the property had previously been an owner-occupied single-family home and that the property has since been renovated into a two-family home. He stated that all required documentation has been submitted for the consideration of Final Permits.

Chair Zasloff opened the floor to the Board; seeing no comment, the floor was closed.

Chair Zasloff opened the floor to public comment; seeing none, the floor was closed.

On a motion duly made a roll call vote was called and it was voted 3-0:

Chair Zasloff – yes

Vice-Chair Byrne – yes

Member Simeon – yes

To grant a Final Conversion Permit for Unit #1 and Unit #2 at 9 Olive Avenue.

b. PRELIMINARY CONDOMINIUM CONVERSION PERMITS

WARD 3 PRECINCT 4

111 Belmont Street

Application of Triple Crown Realty Trust, Trustee Marc Resnick, seeking a Preliminary Rental Conversion Permit for Unit #1R, Unit #1L, Unit #2R, and Unit #2L at 111 Belmont Street. Attorney Peter Scanlon attended as representative on behalf of the applicant and stated that the property was purchased in April 2026. He stated that all four units were currently tenant-occupied, that all tenants had been provided notice and that signed tenant information packets had been returned to City Staff. He further stated that two former tenants who had vacated within the previous 12 months had also been provided notice.

Chair Zasloff opened the floor to the Board; seeing no comment, the floor was closed.

Chair Zasloff opened the floor to public comment; seeing none, the floor was closed.

On a motion duly made a roll call vote was called and it was voted 3–0:

Chair Zasloff – yes

Vice-Chair Byrne – yes

Member Simeon – yes

To grant a Preliminary Rental Conversion Permit for Unit #1R, Unit #1L, Unit #2R, and Unit #2L at 111 Belmont Street.

WARD 4 PRECINCT 3

400 Medford Street

Application of 400 Medford St LLC, Tal Klayman, seeking a Preliminary Non-Rental Conversion Permit for Unit #1 and a Preliminary Rental Conversion Permit for Unit #2 at 400 Medford Street. Applicant to seek a Courtesy Permit for additional unit at a later date. Tal Klayman attended and clarified that the application should be for Unit #1 and Unit #2, rather than Unit #3 as originally listed on the agenda. He stated that the previous owner occupied Unit #1 and Unit #2 had been vacant for at least 12 months.

Chair Zasloff opened the floor to the Board for discussion of the application.

Staff confirmed the corrected application as a Preliminary Non-Rental Conversion Permit for Unit #1 and a Preliminary Rental Conversion Permit for Unit #2.

Vice-Chair Byrne asked whether the former tenant of Unit #2 had been notified of the application. Mr. Klayman stated that he was uncertain whether the former tenant had been notified and explained that the previous owner and attorney had handled the matter prior to his purchase of the property.

Staff explained that, pursuant to the Board's rules, notice is required to former tenants who resided at the property within the 12 months preceding the application. Staff stated that the applicant had indicated that there were no tenants residing at the property during that period. Staff further explained that Affidavit B, included with the application, is used to attest to whether former tenants resided at the property within the prior 12 months and that, where there were no former tenants during that period, the applicable two-year waiting period would

apply to a vacant, formerly tenanted unit. Vice-Chair Byrne asked whether an affidavit from the prior or current owner confirming when a tenant vacated was required. Staff explained that such documentation was not required and that Affidavit B addresses whether there were former tenants during the prior 12 months.

With no further comments, Chair Zasloff closed the floor for Board discussion.

Chair Zasloff opened the floor to public comment; seeing none, the floor was closed.

On a motion duly made a roll call vote was called and it was voted 3–0:

Chair Zasloff – yes

Vice-Chair Byrne – yes

Member Simeon – yes

To grant a Preliminary Non-Rental Conversion Permit for Unit #1 and a Preliminary Rental Conversion Permit for Unit #2.

WARD 3 PRECINCT 4

37 Belmont Street

Application of 37 Belmont JMR LLC, North America Development LLC, seeking a Preliminary Non-Rental Conversion Permit for Unit A and a Courtesy Permit for unit R at 37 Belmont Street. Jason Santana attended on behalf of the applicant and stated that the property was a single-family property purchased vacant and that the former owners had occupied the property. He stated that Unit A was the front unit and that Unit R would be a cottage to be constructed at the rear of the property.

Chair Zasloff opened the floor to the Board for discussion. Vice-Chair Byrne expressed concern that the proposed cottage appeared more like a house than an accessory dwelling unit. Chair Zasloff agreed with the concern but stated that the cottage appeared to fall within the applicable square footage threshold. Chair Zasloff and Vice-Chair Byrne discussed concerns regarding the City's current accessory dwelling unit provisions. Board Member Simeon stated that he agreed with the concerns raised.

Chair Zasloff requested that Staff include information on Courtesy Permits issued for accessory dwelling units in the Board's 2026 annual report, and provide a comparison of Courtesy Permits issued between years. Staff agreed to include this information in the annual report.

With no further questions for the applicant, Chair Zasloff closed the floor for Board discussion.

Chair Zasloff opened the floor to public comment; seeing none, the floor was closed.

On a motion duly made a roll call vote was called and it was voted 3–0:

Chair Zasloff – yes

Vice-Chair Byrne – yes

Member Simeon – yes

To grant a Preliminary Non-Rental Conversion Permit for Unit A and a Courtesy Permit for unit R at 37 Belmont Street.

4. ADJOURN

Chair Zasloff motioned to adjourn at 6:42pm which Vice-Chair Byrne seconded. The meeting was adjourned.