

CITY OF SUMMIT HISTORIC PRESERVATION COMMISSION
MEETING MINUTES
MEETING DATE: OCTOBER 15, 2025 TIME: 7:00 PM
LOCATION: CITY HALL, LARGE CONFERENCE ROOM (SECOND FLOOR)

CALL TO ORDER: 7:05 PM
ADEQUATE NOTICE STATEMENT

PRESENT: CAROLINE KING, JAMES BURGMAYER, MIKE DIGERONIMO, MARY MALLOY,
JESSICA ROY, BONNIE MORRISON, JENNIFER ALVAREZ, BOB PAWLOWSKI

ABSENT: MEREDITH GAYLORD, SUSAN BRADY, NICK CURIALE

APPROVAL OF MINUTES: MEETING OF SEPTEMBER 17, 2025
B Morrison moved to ratify submission; M Malloy seconded. The motion carried unanimously.

ADVISORY REVIEWS: Items for Discussion

1. Tatlock Field 80 Butler Parkway: Tatlock Field Lights Capital Project Courtesy Review. No comment. J Burgmeyer moved to ratify submission; B Morrison seconded. The motion carried unanimously.
2. 45 Prospect Hill Avenue: (c) - variance for steep slope disturbance and building coverage to construct new home, patio, and in-ground swimming pool. <https://www.summitlibrary.org/wp-content/uploads/2023/05/Park-Avenue-cont-to-South-Street-Vol-7.pdf> p287-288 c1925 Tudor Revival **contributes to North Side historic district.**
The applicants chose to demolish a 100-year old Tudor Revival historic home that contributes to the North Side Historic District. Following the demolition, the applicants are requesting variances for building coverage. Given the now empty lot, construction can adhere to the City of Summit DRO - Development Regulations Ordinance.
The most extensive of the historic districts, the North Side includes most properties north of Springfield Avenue, bounded by Morris Avenue, Woodland Avenue and Canoe Brook Country Club, and Route 24. The North Side Historic District exemplifies Summit's history and reputation as a commuter suburb. Described "as if everything were designed as a harmonious whole", this area is defined by a variety of architectural styles often in park-like settings. 1890- 1940's architecture predominates, with Late Victorian Queen Anne, Shingle and Colonial Revival houses in abundance, along with more than 100 examples of Tudor Revival homes. Much of the district has been excellently preserved.
45 Prospect Hill Avenue was home to the founder of the Community Food Bank of New Jersey (CFBNJ). In 1975, Summit resident Kathleen DiChiara saw the need in the community and began collecting and distributing food from the back of her station wagon, using her garage as storage and her kitchen as an office. Celebrating 50 years, the CFBNJ, a member of Feeding America®, works to end hunger by distributing food to more than 800 community partners – including food pantries, soup kitchens, and child and senior feeding programs – and by connecting neighbors in need with supportive solutions. <https://cfbnj.org/about-us/> M DiGeronimo moved to ratify submission; J Burgmeyer seconded. The motion carried unanimously.
3. 14 Hughes Place: (c) – variance for building coverage and lot coverage to build deck. 1989. Though the home is not historic, 14 Hughes Place is located in the Deantown Historic District. The proposed deck and patio are in the rear of the property and not visible from the public right of way. The HPC recommends the metal roof over the portico match the existing metal roof on bay window. M Malloy moved to ratify submission; B Morrison seconded. The motion carried unanimously.

4. 90 Tulip Street: (d) – variance for FAR and (c) – variance for building coverage, side yard setback, and combined side yard setback to construct second story additions. <https://www.summitlibrary.org/wp-content/uploads/2023/09/Springfield-Ave-to-Waldrone-Ave-Vol-8-part-4.pdf> p21-22 **c1925. Contributes to Brayton School Historic District.**
90 Tulip Street, a circa 1925 Dutch Colonial contributes to Brayton School Historic District which is included in the Summit Homeland Co. Historic District, in the List of Individual Historic Landmarks and Historic Districts of the City of Summit Ordinance. <https://ecode360.com/SU4097/laws/LF2492963.pdf>. The proposed second story addition adds a balance to the front elevation. The HPC recommends the siding and fenestration match the existing house, in accordance with the City of Summit Development Design Guidelines <https://ecode360.com/attachment/SU4097/SU4097-035a%20Appendix%20A.pdf> J Burgmeyer moved to ratify submission; M DiGeronimo seconded. The motion carried unanimously.
5. 19 Ridge Road: (c) variance for building coverage, building height, lot coverage, steep slope disturbance, driveway width, and pool. <https://www.summitlibrary.org/wp-content/uploads/2023/05/Park-Avenue-cont-to-South-Street-Vol-7.pdf> p427-428 c1910 Benjamin V White architect. **Contributes to North Side Historic District.**
19 Ridge Road a circa 1910 Colonial Revival home contributes to the North Side Historic District. The architect, Benjamin V. White, was a City of Summit resident, who also designed the landmark horse trough at the corner of Summit Avenue and Union Place and a number of homes in town, on Ox Bow Lane, Hobart Road, Ridge Road and other streets. https://www.nj.com/independentpress/2008/09/1920s_downtown_summit.html. Benjamin White, per the Smithsonian Institution, Smithsonian Online Virtual Archives, https://sova.si.edu/record/aag.ecw/ref19?s=0&n=10&t=K&q=*%26i=0 also designed 208 Summit Avenue, was owned by Mr. and Mrs. John R. Todd. Mrs. Todd was also a founding member of the Summit Garden Club in 1916. The house was later converted to Temple Sinai with a large auditorium addition in the rear. Noted for its boxwood, the garden no longer exists. Mr. Todd was an engineer for Rockefeller Center. Governor Christine Todd Whitman is a granddaughter.
The proposed addition and renovations are contextual to a house of that period. The siting, fenestration and roof materials match the existing structure. M DiGeronimo recused himself. B Morrison moved to ratify submission; M Malloy seconded. The motion carried unanimously.
6. 71 Hillcrest Avenue: (c) variance for lot coverage, building coverage, front yard setback, and front entry garage to construct a new home. <https://www.summitlibrary.org/wp-content/uploads/2023/05/Greenbriar-Drive-to-John-Street-Vol-4-part-2.pdf> p193-194 **c1925 Tudor Revival Contributes to District North Side.**
The applicants chose to demolish a 100-year old Tudor Revival historic home that contributes to the North Side Historic District. Following the demolition, the applicants are requesting variances for lot coverage, building coverage front yard setback, and front entry garage. This is the second request within a month for demolition of a historic home in the North Side Historic District. Given the now empty lot, construction can adhere to the City of Summit DRO - Development Regulations Ordinance.
The most extensive of the historic districts, the North Side includes most properties north of Springfield Avenue, bounded by Morris Avenue, Woodland Avenue and Canoe Brook Country Club, and Route 24. The North Side Historic District exemplifies Summit's history and reputation as a commuter suburb. Described "as if everything were designed as a harmonious whole", this area is defined by a variety of architectural styles often in park-like settings. 1890- 1940's architecture predominates, with Late Victorian Queen Anne, Shingle and Colonial Revival houses in abundance, along with more than 100 examples of Tudor Revival homes. Much of the district has been excellently preserved.
The North Side Historic District is included in the List of Individual Historic Landmarks and Historic Districts of the City of Summit Ordinance. <https://ecode360.com/SU4097/laws/>

[LF2492963.pdf](#). Whereas, the City of Summit desires to minimize and potentially prevent the demolition of designated historic buildings, structures and landmarks where preservation is feasible to maintain the established historic character of Summit's Historic Downtown, residential neighborhoods and other environs by requiring HPC review for such applications, promoting the consideration of reasonable alternatives and through public education. M Malloy moved to ratify submission; B Morrison seconded. The motion carried unanimously.

NEW BUSINESS

1. 2026 HPC Meeting Calendar
2. Demolition applications/permits
 - 71 Hillcrest Avenue: the contractor R. Keller Construction has applied for a demolition permit for the above single family home; Owner Rhoten - 10/2/25. <https://www.summitlibrary.org/wp-content/uploads/2023/05/Greenbriar-Drive-to-John-Street-Vol-4-part-2.pdf> p193-194 **c1925 Tudor Revival Contributes to District North Side**

OLD BUSINESS

1. Preservation NJ Event: Saturday, November 1st 10:00 am - 12:00 noon at Twin Maples <https://preservationnj.org/event/demolition-ordinances/>
 - The Historic Preservation Commission Roundtable on Demolitions and Demolition Ordinances will focus on the challenges and best practices surrounding the protection of historic structures facing potential demolition. Participants will discuss the strengths and weaknesses of current local demolition ordinances, emphasizing the need for clearer definitions, enforceable delay periods, and stronger mechanisms to prevent "demolition by neglect." Legal tools, policy strategies, and coordination between planning departments and preservation commissions can be explored as ways to strengthen historic preservation efforts. Case studies will highlight successful approaches, including public engagement, adaptive reuse incentives, and the importance of maintaining updated inventories of historic properties.
 - The program is free and open to the public. Light refreshments will be served, and a brief tour of the site will be included within the program. This program is being presented in partnership with the Summit Historic Preservation Commission.
2. Ordinance
 - Planning Board Meeting 9/29/25
 - Council Meeting 10/7/25
 - City of Summit Master Plan, Historic Preservation Plan Element:
 - <https://www.cityofsummit.org/DocumentCenter/View/1396/2000-City-of-Summit-Master-Plan> PDF p72-81
 - That it is in the public interest to identify and conserve sites and districts of historic interest.
 - That the designation of historic sites and districts take into consideration not only the age of a structure, but its historic, cultural, sociological, archeological or architectural significance from a local, regional, statewide or national perspective.
 - Criteria used in the selection of sites
 1. Important to the general development of the area and the unique cultural heritage of their communities.
 2. Significant examples of an architectural style or period.
 3. Representative examples of vernacular architecture of the area.

4. Associated with important persons or groups, with a social or political movement, or with a historical event.
5. Significant examples of structural or engineering techniques.
6. Significant in their setting, such as landscaping, planning, or other aspects of the environment, either natural or manmade.
7. A cohesive grouping of sites which meet one or more of the above criteria, so as to justify a historic district, or thematic grouping of sites.

MEETING ADJOURNED: 9:00 PM

M Malloy moved to adjourn the meeting; J Roy seconded.

NEXT MEETING DATE: November 12, 2025