



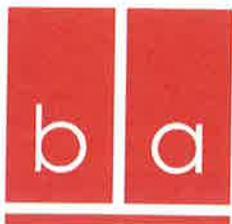
ZB / PB ~ STAFF COMMENTS TRACKING WORKSHEET

Address:	14 Hughes Place
Application #:	ZB-25-2305
Description/Variances:	(c) - variance for building coverage and lot coverage to build deck.
Sent to Staff for Comments:	October 10, 2025
Due Date:	October 31, 2025

Staff / Commission / Consultant	Delivery Method	Report Attached with Comments	Report Attached with No Objections	Not Submitted	Not Required
Eric Evers, Director Fire Chief	<input type="checkbox"/> Paper <input type="checkbox"/> Email	✓			
Ryan Peters Police Chief	<input type="checkbox"/> Paper <input type="checkbox"/> Email		✓		
Engineering: Colliers	<input type="checkbox"/> Paper <input type="checkbox"/> Email	✓			
Ralph Maritato Construction Official	<input type="checkbox"/> Paper <input type="checkbox"/> Email	✓			
John Linson City Forester	<input type="checkbox"/> Paper <input type="checkbox"/> Email	✓			
Board of Health: Westfield	<input type="checkbox"/> Paper <input type="checkbox"/> Email		✓		
Historic Preservation Commission	<input type="checkbox"/> Paper <input type="checkbox"/> Email	✓			
Environmental Commission <i>(if required)</i>	<input type="checkbox"/> Paper <input type="checkbox"/> Email	✓			
Board Planner Burgis Associates	<input type="checkbox"/> Paper <input type="checkbox"/> Email	✓			

AT DUE DATE / UPON RECEIPT FROM ALL STAFF:

Sent to Applicant:	____ / ____ / ____
Sent to Attorney:	____ / ____ / ____



COMMUNITY PLANNING
LAND DEVELOPMENT AND DESIGN
LANDSCAPE ARCHITECTURE

B U R G I S
A S S O C I A T E S , I N C .

PRINCIPALS:
Joseph H. Burgis PP, AICP
Edward Snieckus, Jr. PP, LLA, ASLA
David Novak PP, AICP

MEMORANDUM

To: City of Summit Zoning Board of Adjustment
From: Ed Snieckus, Jr. PP, LLA and Tom Behrens, PP, AICP
Subject: Reiss Residence (ZB-25-2305)
14 Hughes Place
Block 4202 Lot 14
'd'(4) FAR & 'c' Bulk Variance Requests
Date: October 29, 2025
BA#: 4269.41

I. INTRODUCTION

The Applicants, Michelle and Brandon Reiss, are requesting 'd'(4) FAR and 'c' variance relief to construct an approximately 14 foot by 25.5 foot deck at the rear of the existing dwelling and add a storage space under a new front porch at the above-referenced property. The site is located in the R-5 Zone wherein the existing/proposed detached single-family dwelling is a permitted use. The extent of proposed improvements and required variance relief are detailed herein.

II. DOCUMENTS SUBMITTED

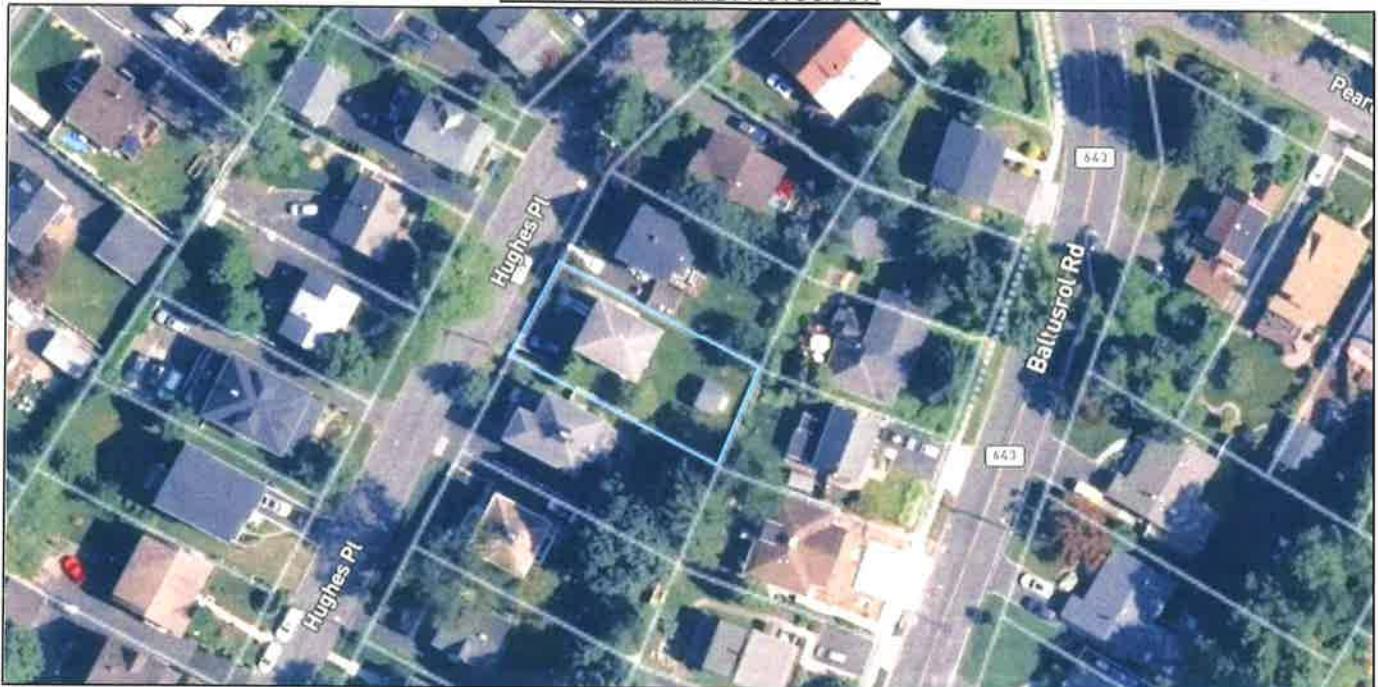
Our office has received and reviewed the following application documents:

1. Application forms and accompanying materials.
2. Property survey prepared by Control Layouts, Inc. dated May 25, 2021.
3. Architectural plans (2 sheets) prepared by Jose Gennaro, AIA last revised August 23, 2025.

III. PROPERTY DESCRIPTION

The site, identified as Block 4202 Lot 14 in City tax records, is a 5,367 square foot rectangular lot with 50 feet of frontage on Hughes Place. Lot 14 is developed with a 3-story detached single-family dwelling with associated site improvements including a paved driveway and walkways and shed in the rear yard. Development surrounding the property consists solely of detached single-family dwellings. The aerial image below provides a general overview of the existing site conditions and surrounding development pattern.

IMAGE 1 - SITE AERIAL PHOTOGRAPH



Source: NJ Parcel Explorer, Rowan university. Accessed October 29, 2025.

IV. REQUIRED VARIANCE RELIEF

The development application requires the following variance relief:

1. 'd'(4) Maximum Floor Area Ratio. The R-5 Zone permits a maximum FAR of 35% where the property has an existing nonconforming FAR of 42.0% that will be increased to 42.91% (50 square feet) as a result of the proposed enclosed storage space located under the new front porch. The storage space technically qualifies as residential floor area and could potentially be reconfigured one day to provide direct access to the basement. If the height of this area were reduced to less than 7 feet, it would not qualify as residential floor area which would eliminate the need for 'd'(4) variance relief.
2. 'c' Maximum Building Coverage. The R-5 Zone permits a maximum building coverage of 20% where the property has an existing conforming coverage of 18.0% that will be increased to a nonconforming 22.67%.

V. GENERAL COMMENTS

1. The property has several preexisting nonconforming conditions which will not be exacerbated as a result of the proposed improvements. These include a building height of 3 stories where a maximum of 2 stories are permitted and front yard setback of 24.8 feet where a minimum setback of 25 feet is required. The ordinance permits porch encroachments of no more than 50 square feet to within 6 feet of the required front yard setback.
2. The existing shed in the rear yard and side steps and walkways will be removed.
3. No trees are proposed to be removed.

4. We defer the review of stormwater management to the Board Engineer.
5. The a/c unit | the side yard area should be screened with landscaping or fencing.

*Should the application be approved, the Applicant are hereby noticed to read the Zoning Board resolution of approval making note of all required conditions. It is the applicant's responsibility to take action necessary to meet the stated conditions prior to submitting a construction permit. Failure on the part of the applicant to meet the conditions will result in unnecessary delay in processing the construction and grading permit applications, as applicable.

VI. STATUTORY CRITERIA

The following is a summary of 'c' variance criteria required to be addressed by the Applicant:

'c'(1) / 'c'(2) Variance Relief

The statute provides two approaches to 'c' variance relief, commonly referred to as the 'physical features' test and the 'public benefits' test as described below. The Applicant may apply one or both of these tests in providing justifications for their 'c' variance requests.

- A. Physical Features Test: An applicant may be granted 'c'(1) variance relief when it is demonstrated that the noncompliant condition is caused by 1) an exceptional narrowness, shallowness, or shape of the property, 2) exceptional topographic conditions or physical features uniquely affecting a specific piece of property, or 3) by reason of extraordinary and exceptional situation uniquely affecting a specific piece of property or the structures lawfully existing thereon.
- B. Public Benefits Test: An applicant may be granted 'c'(2) variance relief where it can prove the following: 1) that the granting of the variance will advance the intents and purposes of the MLUL; 2) that the benefits of granting the variance substantially outweigh any potential detriments. The benefits are required to be public benefits rather than a benefit that simply accrues to the property owner.

In addition, the Applicant must address the Negative Criteria of the statute. Specifically, the Applicant must demonstrate: 1) the variance can be granted without substantial detriment to the public good; and 2) that granting the relief will not substantially impair the intent and purpose of the master plan and zoning ordinance.



STAFF COMMENTS REPORT

DATE: October 10, 2025
FROM: Land Use Assistant / Board Secretary
TO:

FLOOD ZONE

Name	Title / Committee
Eric Evers	Fire Chief
Ryan Peters	Police Chief
Engineering	Colliers
Ralph Maritato	Construction Official

<input type="checkbox"/>	John Linson	City Forester
<input type="checkbox"/>	Health Dept.	Westfield
<input type="checkbox"/>	Caroline King	Chair, HPC
<input type="checkbox"/>	Planner	Burgis Assoc.
<input type="checkbox"/>	Donna Patel	Environmental Commission

Property Address	14 Hughes Place	Block: 4202	Lot: 14
Application #:	ZB-25-2305	Applicant Names: Michelle and Brandon Reiss	
Description/Variances:	(c) - variance for building coverage and lot coverage to build deck.		

Comments Due Date: October 31, 2025 Please email landuse@cityofsummit.org if you are unable to meet this date.

Attached is a copy of the plans and application for the subject property. Please review this proposal and return a copy of this memo with your comments prior to the date indicated above. Attach additional pages or reports, if necessary.

COMMENTS: Build to code _____

Print Name:	Eric Evers	Print Title:	Chief SFD	Date:	10/16/25
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Rev: 9/15/2022



STAFF COMMENTS REPORT

DATE: October 10, 2025

FROM: Land Use Assistant / Board Secretary

TO:

FLOOD ZONE

Name	Title / Committee
Eric Evers	Fire Chief
Ryan Peters	Police Chief
Engineering	Colliers
Ralph Maritato	Construction Official

<input type="checkbox"/>	John Linson	City Forester
<input type="checkbox"/>	Health Dept.	Westfield
<input type="checkbox"/>	Caroline King	Chair, HPC
<input type="checkbox"/>	Planner	Burgis Assoc.
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COMMENTS: No objections 10/10/2025

Print Name:		Print Title:		Date:
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Memorandum

To: Zoning Board
From: Marie Raffay, P.E.
Date: October 30, 2025
Subject: 14 Hughes Place
Block 4202, Lot 14
Summit, Union County, NJ
Summit No.: ZB-25-2305

We have reviewed the application and associated submissions prepared by the Applicants, Michelle and Brandon Reiss of the subject property as referenced below:

- a. Application to Zoning Board of Adjustment, dated June 10, 2025;
- b. Dept of Community Services Application for Development Worksheet dated June 10, 2025;
- c. Zoning Board Application Checklist dated June 10, 2025;
- d. Narrative Description of the Project, prepared by Brandon and Michelle Reiss;
- e. Property Owners List with map, dated June 10, 2025;
- f. Tax Payment Certification dated June 10, 2025;
- g. Survey, consisting of one sheet, prepared by Gregg A Gaffney of Control Layouts Inc., dated 5/28/2021;
- h. Architectural Plans, entitled "Proposed Exterior Alterations, 14 Hughes Place, Block 4202, Lot 14, Summit, New Jersey, Brandon & Michelle Reiss, Owners", prepared by Jose Gennaro, AIA Architect, consisting of two (2) sheets, dated of May 13, 2025, revised August 23, 2025.

Based on our review of the above-referenced documents, this office offers the following comments:

1. The 5,367 square foot (0.123-acre) property is located on the east side of Hughes Place, approximately 338 feet south of Baltusrol Road.
2. The property is in the R-5 Single & Two-Family Residential Zone, with side and front properties in the same zone and rear adjacent properties in the R-6 zone.
3. The property is mostly rectangular in shape with 50 feet of frontage along Hughes Place, an average depth of approximately 107 feet and a rear yard width of approximately 50 feet.

4. Although no topography has been provided, the property appears mostly level with the exception of a concrete retaining wall along the front and side property lines and surrounding the driveway.
5. The property is currently improved with a 2-1/2 story dwelling, shed, concrete walkways, asphalt driveway, concrete walls, and related site improvements. The Applicant should provide testimony on the existing conditions on the property and whether any improvements have been made since the date of the survey.
6. The Applicant is proposing a new rear deck above a paved patio and an open porch at the front of the dwelling. The Applicant is proposing to remove the existing rear frame shed and the side walkway and stairs. The existing concrete retaining walls along the north side property line and front property line are to be replaced. The Applicant should confirm the improvements in testimony.
7. The Applicant is requesting a variance for the total number of stories and floor area ratio. We defer to the Board Planner for review and comment.
8. The Applicant is requesting a variance for a pre-existing, non-conforming minimum front yard setback. The existing and proposed setback is 24.8 feet where a minimum of 25 feet is required. The survey indicates a front yard setback of 24.9 feet where the architectural plan indicates a setback of 24.8 feet. The inconsistency should be eliminated.
9. The Applicant is requesting a variance from the maximum building coverage. The Applicant is proposing a total building coverage of 22.67% (1,217 SF), where a maximum of 20% (1,000 SF) is permitted. The Applicant shall provide testimony in support of the requested variance, including justification for exceeding the maximum building coverage limit and why the proposed improvements cannot be modified to reduce these impacts.
10. The Applicant is proposing an increase in lot coverage of 295 square feet. Since the increase in lot coverage is less than 300 square feet, no stormwater mitigation is required. Should the Board look favorably upon this application, they may wish to consider requiring as-built quantities for lot coverage to verify the limits have not been exceeded. The Applicant should be aware that any increase in lot coverage greater than 300 square feet will require stormwater mitigation.
11. The Applicant should provide testimony on the collection of stormwater associated with the rear deck and patio. Where will the stormwater be directed?
12. The Applicant shall provide testimony regarding the proposed grading elevations around the property associated with the reconstruction of the retaining walls to verify their height. The Applicant shall also provide details on the proposed construction methods to minimize impacts on the neighboring property and ensure all work remains within their property boundaries.

13. No trees appear to be removed for this project. We defer to the City Forester for review and comment.
14. The Applicant shall provide testimony regarding the total limit of disturbance for to the project. Any project that exceeds 5,000 square feet of disturbance requires a permit from the Somerset-Union Soil Conservation District.
15. The Applicant shall be aware of their responsibility to repair any damage to improvements within the City right-of-way including, but not limited to, curb and asphalt caused by construction activities associated with the installation of the improvements on the subject lot.
16. The Applicant shall be aware that if stormwater runoff drainage problems occur on their property and/or neighboring properties because of the construction of the proposed improvements, it is the Applicant's responsibility to remedy that drainage issue.
17. As a condition of approval, signed digital plans shall be transferred to the City of Summit for use in updating the GIS database for the property. Coordination with the City's Engineering Department shall be the responsibility of the Applicant after the application is approved by the City and prior to the issuance of a Certificate of Occupancy.

Should the Board approve the project, the approval may be subject to the issuance of a grading permit (Chapter 35, Article 15) and any required Board conditions. The Applicant shall verify the need for a grading permit with the City which will not be issued until all conditions of the resolution of approval are satisfied.

If you have any questions or require anything further, please contact me.

MKR/gcd

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STAFF COMMENTS REPORT

DATE: October 10, 2025

FROM: Land Use Assistant / Board Secretary

TO:

FLOOD ZONE

Name	Title / Committee
Eric Evers	Fire Chief
Ryan Peters	Police Chief
Engineering	Colliers
<input checked="" type="checkbox"/> Ralph Maritato	Construction Official

<input type="checkbox"/>	John Linson	City Forester
<input type="checkbox"/>	Health Dept.	Westfield
<input type="checkbox"/>	Caroline King	Chair, HPC
<input type="checkbox"/>	Planner	Burgis Assoc.
<input type="checkbox"/>	Donna Patel	Environmental Commission

Property Address:	14 Hughes Places	Block: 4202	Lot: 14
Application #:	ZB-25-2305	Applicant Names: Michelle and Brandon Reiss	
Description/Variances:	(c) – variance for building coverage and lot coverage to build deck.		

Comments Due Date:	October 31, 2025	Please email landuse@cityofsummit.org if you are unable to meet this date.
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COMMENTS: _____

Deck plans are required and must include all footings, fastenings, structural details, and stair details. Guardrails must be a minimum of 30 inches high from adjacent grade or level. Handrails and guardrails are required for staircases with four or more risers.

- Please note that if any part of the proposed retaining wall exceeds 4 feet in height, building permits will be required. These permits must be accompanied by signed and sealed plans from a licensed Architect or Engineer.

- According to N.J.A.C. 5:23-2.14 (g), walls are measured from the bottom of the footing to the top of the wall. Ensure that all measurements are accurately documented to comply with this regulation.

- Site conditions may necessitate the installation of a guard on the retaining wall for safety.

- If the project includes steps, please be aware that handrails and/or guardrails may be required for safety compliance.

Print Name:	Ralph Maritato	Print Title:	Construction Official	Date:	10/15/25
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DATE: October 10, 2025

FROM: Land Use Assistant / Board Secretary

TO:

FLOOD ZONE

Name	Title / Committee
Eric Evers	Fire Chief
Ryan Peters	Police Chief
Engineering	Colliers
Ralph Maritato	Construction Official

<input type="checkbox"/>	John Linson	City Forester
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COMMENTS: No trees or landscaping is affected by this application.
However, evergreen screening at the rear of the property is
strongly recommended.

Print Name:	John Linson	Print Title:	Forester	Date:	10/24/25
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STAFF COMMENTS REPORT

DATE: October 10, 2025

FROM: Land Use Assistant / Board Secretary

TO:

FLOOD ZONE

Name	Title / Committee
Eric Evers	Fire Chief
Ryan Peters	Police Chief
Engineering	Colliers
Ralph Maritato	Construction Official

<input type="checkbox"/>	John Linson	City Forester
<input type="checkbox"/>	Health Dept.	Westfield
<input type="checkbox"/>	Caroline King	Chair, HPC
<input type="checkbox"/>	Planner	Burgis Assoc.
<input type="checkbox"/>	Donna Patel	Environmental Commission

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COMMENTS: No Comments

Print Name: George Kossiak Print Title: REHS Date: 10/10/25



STAFF COMMENTS REPORT

DATE: October 10, 2025

FROM: Land Use Assistant / Board Secretary

TO:

FLOOD ZONE

Name	Title / Committee
<input type="checkbox"/> Eric Evers	Fire Chief
<input type="checkbox"/> Ryan Peters	Police Chief
<input type="checkbox"/> Engineering	Colliers
<input type="checkbox"/> Ralph Maritato	Construction Official

<input type="checkbox"/> John Linson	City Forester
<input type="checkbox"/> Health Dept.	Westfield
<input type="checkbox"/> Caroline King	Chair, HPC
<input type="checkbox"/> Planner	Burgis Assoc.
<input type="checkbox"/> Donna Patel	Environmental Commission

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COMMENTS: _____

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.

Print Name:	Caroline King	Print Title:	Chair	Date:	10/30/2025
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STAFF COMMENTS REPORT

DATE: October 10, 2025

FROM: Land Use Assistant / Board Secretary

TO:

FLOOD ZONE

Name	Title / Committee
<input type="checkbox"/> Eric Evers	Fire Chief
<input type="checkbox"/> Ryan Peters	Police Chief
<input type="checkbox"/> Engineering	Colliers
<input type="checkbox"/> Ralph Maritato	Construction Official

<input type="checkbox"/> John Linson	City Forester
<input type="checkbox"/> Health Dept.	Westfield
<input type="checkbox"/> Caroline King	Chair, HPC
<input type="checkbox"/> Planner	Burgis Assoc.
<input checked="" type="checkbox"/> Francie Cho	Environmental Commission

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COMMENTS:

The application is for variances for building and lot coverage and FAR necessary to construct a rear 2nd floor deck off the main living area, with a patio below, and to add storage space under an improved front porch. To offset the increase in lot coverage, an existing shed will be removed. These improvements will greatly increase the functionality of the property. No trees will be removed for this project.

For alterations of this nature, the Environmental Commission encourages the homeowners and their architect to: minimize the size of paved surfaces and use green infrastructure for the new patio, such as permeable paving and rain gardens, to assist with drainage, and reduce pollution from runoff.

In addition, we would strongly encourage planting native shade trees and shrubs on the open spaces of the property to assist with site hydrology. We will note that native species are beautiful and cost effective. They require far fewer inputs (water, fertilizer, and pesticide), protect our soil and waterways, and provide habitat for native birds and butterflies. This [Guide to Landscaping with Native Plants](#) and searchable [database](#) can be helpful in finding native replacements, as well as the Rutgers list of native plants (<https://njaes.rutgers.edu/fs1140/>).

On behalf of the Summit Environmental Commission, I recommend approval of the requested variances.

Print Name:	Francie Cho	Print Title:	Environmental Comm. Alt	Date:	10/31/2025
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