



ZB / PB ~ STAFF COMMENTS TRACKING WORKSHEET

Address:	28 Druid Hill
Application #:	ZB-22-2175
Description/Variances:	C variance & D variance for FAR: proposed rear addition and second floor addition
Sent to Staff for Comments:	2/22/23
Due Date:	March 9, 2023

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

AT DUE DATE / UPON RECEIPT FROM ALL STAFF:

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

COMMUNITY SERVICES

TO : Zoning Board members
FROM : Christa Anderson, Zoning Officer *CA*
DATE : March 9, 2023
SUBJECT : Zoning Board application #ZB-22-2175
28 Druid Hill Road; Stephen Thompson & Kaitlin Lauber
Variances to construct a first floor addition and second floor addition
COPY TO: File

The application is filed as a direct application having no prior zoning review. The applicant has provided a property survey prepared by Thomas Benjamin, PLS, of Benjamin & Wizorek, Inc., dated 07/01/2019, a sheet of photos dated 3/31/22 and 12/7/22 taken by Garrett Rowe and Nicholas Giuliano, both of Rosen Kelly Conway, and 8 sheets of architectural plans prepared by David M. Rosen, AIA, of Rosen Kelly Conway having a Variance Submission date of 12/07/22. The applicant proposes to renovate an existing first floor space on the left side of the house which work will include enclosing the existing covered entry. The renovated left side area is proposed to have a second story constructed above it to provide 2 new bedrooms. The applicant also proposes to construct a two-story rear addition to provide a renovated first floor including a relocated larger family room and larger kitchen and eating area. The second floor level of the rear addition will allow for the creation of a new hallway which will provide for access to all bedrooms and a relocated hall bath from the hallway rather than through a bedroom. The new second floor plate will also be level throughout.

Based on the plans submitted and the requirements of the R-15 Zone wherein the property is located, I find that **variances are required as follows:**

1. **For side yard setback proposed of 33.3%** whereas 35% is required. The house was built at a time when the required side yard setback was 12 feet and the required total side yard percentage required was 33% of the lot width.
2. **For FAR proposed of 27.8%** whereas 25% is the maximum permitted.

The plans do not indicate that additional air conditioning units are proposed. The side yard setback requirement for air conditioners in the R-15 Zone is 5 feet and they must be screened with either solid fencing or dense landscaping. There is dense landscaping in place between 28 Druid Hill and the neighbor to the right although it is not evident if the landscaping belongs to the applicant or the neighbor.

Should the application be approved, the applicant is hereby directed to read the Zoning Board resolution of approval making note of all conditions to be met. It is the applicant's responsibility to take action necessary to meet the stated conditions prior to submitting a construction permit application. Failure on the part of the applicant in meeting all of the memorialized conditions of approval will unnecessarily delay approval of the construction permit application.



STAFF COMMENTS REPORT

DATE:

FROM: Stephanie Soulios, Land Use Assistant / Board Secretary

TO:

<input type="checkbox"/>	Christa Anderson	Zoning Officer
<input checked="" type="checkbox"/>	Eric Evers	Fire Chief
<input type="checkbox"/>	Steven Zagorski	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"/>	Brandon Righi	Chair, HPC
<input type="checkbox"/>	Planner	Burgis Assoc.
<input type="checkbox"/>	Lara Mendenhall/ C. Sprague	Environmental Commission

Property Address:	28 Druid Hill Road	Block: 4801	Lot: 17
Application #:	ZB-22-2175	Applicant Names: Stephen Thompson and Kaitlyn Lauber	
Description/Variations:	C variance & D variance for FAR: proposed rear addition and second floor addition		

Comments Due Date:	March 9, 2023	Please email landuse@cityofsummit.org if you are unable to meet this date.
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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:	Fire chief	Date:	2-28-23
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STAFF COMMENTS REPORT

DATE:

FROM: Stephanie Soulios, Land Use Assistant / Board Secretary

TO:


<input type="checkbox"/>	Christa Anderson	Zoning Officer
<input type="checkbox"/>	Eric Evers	Fire Chief
<input checked="" type="checkbox"/>	Steven Zagorski	Police Chief
<input type="checkbox"/>	Engineering	Colliers
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COMMENTS: No objection


Print Name:		Print Title:		Date:	
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Memorandum

To: Zoning Board
From: Dipti Sheth, P.E.
Date: March 8, 2023
Subject: 28 Druid Hill Road
Block 4801, Lot 17
Summit, Union County, NJ
Summit No.: ZB-22-2175

We have reviewed the application and associated submissions prepared by Stephen Thompson and Kaitlyn Lauber, Applicants, for the subject property as referenced below:

- a. Architectural Plans entitled, "Additions and Alterations to the Thompson/Lauber Residence, 28 Druid Hill Road, Summit, NJ", consisting of eight (8) sheets, prepared by David M. Rosen, AIA, LEED AP of Rosen Kelly Conway Architecture & Design, signed and sealed, dated December 7, 2022;
- b. Map of Property, prepared by Thomas S. Benjamin, PE & LS of Benjamin and Wizorek, Inc., signed, dated 07/01/2019;
- c. Photos of Property Exterior, consisting of three (3) photos dated 12/7/22, taken by Nicholas Giuliano and three (3) photos dated 3/31/22, taken by Garrett Rowe, prepared by Rosen Kelly Conway Architecture & Design;
- d. Application for Development-Worksheet, unsigned, undated;
- e. Application to Zoning Board of Adjustment, signed, dated December 9, 2022;
- f. Project Narrative-Reasons in Support of the Variances, consisting of two (2) pages, prepared by Rosen Kelly Conway, dated December 7, 2022; and
- g. Application for Certified List of Property Owners within 200 feet, signed, dated 11/22/22.

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

1. The 15,086-square foot (0.346-acre) property is located on the south side of Druid Hill Road, approximately 775-feet west of the intersection with Mountain Avenue.
2. The property is located in the R-15, Single Family Residential Zone, with the surrounding properties in the same zone.

3. The property is rectangular, having about 100-feet of frontage along Druid Hill Road, an average depth of about 152-feet, and about 100-feet along the rear property line.
4. The Applicant has provided a Map of Property, showing existing conditions, dated July 1, 2019. Existing topography information is not provided. The Applicant shall provide testimony that there have been no improvements or changes to the property since the date of this survey.
5. The property is improved with a two-story frame house, detached garage, paved drive, paved walkways, steps, landscaping, stone and retaining walls, wood fence, patio and related site improvements.
6. The Applicant has provided a Project Narrative in support of the application and has stated "the project consists of a two-story addition as the back of the house for a new family room, kitchen, breakfast area, and mudroom, and a second story addition (above the existing first floor) for an additional bedroom and laundry room".
7. The Applicant is requesting Variances for "Side Yard Combined, and Floor Area Ratio, and any other variances determined by the City of Summit Zoning Officer".
8. Per the Zoning Information on Sheet V-1, the Applicant is proposing to increase the Building Coverage 220-square feet from 2,463-square feet (16.3-percent) to 2,683-square feet (17.8-percent), where the maximum permitted in the R-15 Zone is 18-percent. The area of the basement and first floor addition is 275-square feet as shown on Sheets V-2 and V-3. The Applicant shall provide testimony and resolve this discrepancy, and update the plans as required.
9. Per the Zoning Information on Sheet V-1, the Applicant is proposing to decrease the Lot Coverage 11-square feet from 5,116-square feet (33.9-percent) to 5,105-square feet (33.8-percent), where the maximum permitted in the R-15 Zone is 35-percent. The Applicant shall provide testimony. Per comment No. 8 above, the Applicant shall resolve any discrepancies and update the plans as required.
10. The Applicant has not provided stormwater management measures and we take no exception.
11. The Applicant has not provided the limit of disturbance. The Applicant shall maintain all soil and erosion controls around the entire limit of disturbance for the entire duration of construction.
12. The Applicant is not proposing to remove trees as part of this application and has not provided a landscape plan. We defer to the City Forester for the review and approval.
13. The Applicant has noted the location of the existing AC units and generators. All mechanical equipment shall comply with the Ordinance for setbacks and screening. In the Project Narrative, the applicant has noted that "energy efficiency will be greatly improved through the use of high-efficiency heating and cooling equipment, modern windows, and proper insulation". The Applicant shall provide testimony regarding the heating and cooling equipment.
14. The Applicant shall properly remove all construction and demolition (C&D) debris per the Ordinance requirements.

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 remove all excavated and excess soil from the site and shall not use excavated soils elsewhere on site without written permission from the City.
17. The Applicant shall be aware that if stormwater runoff drainage problems occur on their property and/or neighboring properties as a result of the construction of the proposed improvements, it is the Applicant's responsibility to remedy that drainage issue.
18. 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.

DS/lb



STAFF COMMENTS REPORT

DATE:

FROM: Stephanie Soulios, Land Use Assistant / Board Secretary

TO:

<input type="checkbox"/>	Christa Anderson	Zoning Officer
<input type="checkbox"/>	Eric Evers	Fire Chief
<input type="checkbox"/>	Steven Zagorski	Police Chief
<input type="checkbox"/>	Engineering	Colliers
<input checked="" type="checkbox"/>	Ralph Maritato	Construction Official

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<input type="checkbox"/>	Planner	Burgis Assoc.
<input type="checkbox"/>	Lara Mendenhall/ C. Sprague	Environmental Commission

Property Address:	28 Druid Hill Road	Block: 4801	Lot: 17
Application #:	ZB-22-2175	Applicant Names: Stephen Thompson and Kaitlyn Lauber	
Description/Variances:	C variance & D variance for FAR: proposed rear addition and second floor addition		

Comments Due Date:	March 9, 2023	Please email landuse@cityofsummit.org if you are unable to meet this date.
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COMMENTS: _____

Per NJAC 5:23-6.32, AC-powered, interconnected smoke detectors with battery backup will be required in the following locations: 1. Min. (1) on each level, including basement; 2. In all sleeping areas within 10' of all bedroom doors. 3. In all bedrooms. If the variance is granted, compliance information re: this provision must be clearly indicated on plans submitted for construction permit. Plans must comply with all current building codes.

Print Name:	Ralph Maritato	Print Title:	Construction Official	Date:	2-22-23
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STAFF COMMENTS REPORT

DATE: 2/22/23
 FROM: Stephanie Soulios, Land Use Assistant / Board Secretary
 TO:

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COMMENTS: The property is well screened. No objections.

Print Name:	<u>John Linson</u>	Print Title:	<u>Forester</u>	Date:	<u>2/23/23</u>
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STAFF COMMENTS REPORT

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FROM: Stephanie Soulios, Land Use Assistant / Board Secretary

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COMMENTS: no comments

Print Name:	<u>George Kardias</u>	Print Title:	<u>REHS</u>	Date:	<u>2/23</u>
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STAFF COMMENTS REPORT

DATE:

FROM: Stephanie Soulios, Land Use Assistant / Board Secretary

TO:

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COMMENTS:

Materials, style, and scale of the street-facing addition are all in keeping with the setting.
 Most work is in the rear of the home.
 No objections.

Print Name:	Brandon Righi	Print Title:	Chair, HPC	Date:	3-8-23
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STAFF COMMENTS REPORT

DATE:

2/22/23

FROM:

Stephanie Soulios, Land Use Assistant / Board Secretary

TO:

<input type="checkbox"/>	Christa Anderson	Zoning Officer
<input type="checkbox"/>	Eric Evers	Fire Chief
<input type="checkbox"/>	Steven Zagorski	Police Chief
<input type="checkbox"/>	Engineering	Colliers
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COMMENTS: The application concerns rear and second floor additions, increasing the building area by 220 SF from 2,463 to 2,683 SF, a 17.8% increase. It requires side yard and floor area ratio variances.

On behalf of the Environmental Commission (EC), I do not object to the requested variance, and am pleased the home's energy efficiency will be "greatly improved with high-efficiency heating and cooling equipment, modern windows, and proper insulation". The EC recommends that the applicants consider the following to reduce their home's environmental impact further, especially permeable pavers and/or a rain garden to counteract the increased building area.

- Stormwater management** - permeable pavers (see: [Rutgers](#)) and/or a rain garden (see [Rutgers](#)),
- Landscaping** - native plants and trees (see: [Rutgers](#) and [Jersey Yards](#)),
- Energy efficiency** - Energy Star building techniques (see: [NJ Clean Energy](#)), and
- Electricity** - roof-top solar (see: [US Department of Energy](#)).

Print Name:	Lara Mendenhall	Print Title:	Environmental Commission	Date:	March 5, 2023
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