



ZB / PB ~ STAFF COMMENTS TRACKING WORKSHEET

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|------------------------------------|---|
| Address: | 7 Linda Lane |
| Application #: | ZB-23-2180 |
| Description/Variations: | C variance for bulk and D variance for FAR to construct a master bedroom suite over the existing garage and enlarge existing driveway. Also require variances for front yard setback. |
| Sent to Staff for Comments: | April 13, 2023 |
| Due Date: | May 3, 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 type="checkbox"/> Paper <input checked="" 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: | 5 / 8 / 23 |
| Sent to Attorney: | ____ / ____ / ____ |

COMMUNITY SERVICES

TO : Zoning Board members
FROM : Christa Anderson, Zoning Officer CA
DATE : May 3, 2023
SUBJECT : Zoning Board application #ZB-23-2nd 80
7 Linda Lane; Shengbo Huang & Jia Song
Variances to widen the driveway and construct a second story addition
COPY TO: File

The application is filed as a direct application having no prior zoning review. The applicant has provided a copy of the property survey prepared by David J. Von Steenburg dated 4/13/18. The survey submitted is not to scale. The Department of Community Services has copied the survey to the correct scale and provided it in the application package for the Board's review. City construction records indicate that the house was originally constructed in 1969. The property is an unusual shape being a corner lot facing Linda Lane on two sides and having a curved portion of the front property line connecting the two straighter Linda Lane road frontages.

The applicant proposes to widen the existing driveway from approximately 17 feet at the front property line to 27 feet at the front property line. The applicant also proposes a second story addition above the existing garage. 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 driveway width of 27 feet** whereas 20 feet is permitted in the R-15 Zone for existing front-facing the garages or the width of the garage, whichever is less. The length of the existing driveway ranges from 13.6 feet to 16.5 feet due to the existing house not being absolutely parallel to the front property line.
- 2. For a new drop curb width of approximately 27 feet** whereas 20 feet is the maximum permitted.
- 3. For proposed front yard setbacks of 32 feet at the second floor bay of the new primary bedroom and 16.5 feet at the corner of the bathroom of the proposed primary bathroom** whereas 35 feet is required. The existing house front yard setbacks are 25.7 feet at the existing garage and 16.5 feet at the rear right corner of the house. A first floor plan has not been provided by which to identify the room to the right of the existing garage.
- 4. For building coverage proposed of 18.61%** whereas 18% is the maximum permitted. The existing building coverage is 18.61%. This is an existing condition which the Board may choose to confirm. No additional building coverage is proposed. The ordinance excludes a front overhang at a garage in building coverage when it overhangs the existing (lot coverage) driveway.

5. For FAR proposed of 29.77% whereas 25% is the maximum permitted. The area of the proposed second story addition is 537 square feet which accounts for FAR of 5.36%

The property survey provided does not indicate the location of any air conditioning condensers. The applicant may wish to provide the Board with a plan showing the A/C location(s) and request a variance for their location if needed. The required front yard setback is 35 feet in the R-15 Zone and the required side yard setback for A/C units in the R-15 Zone is 5 feet. The required side yard setback for generators in the R-15 Zone is 10 feet. All mechanical equipment in the front yard is required to be screened with dense landscaping. Mechanical equipment in a side yard must be screened with either a solid fence or dense landscaping.

The existing and proposed lot coverage is conforming being less than 35% which is the maximum permitted in the R-15 Zone. I cannot explain why the lot coverage percentage provided by the architect is given as 33.88% (3394 square feet), when the building coverage is 18.61% (1864 square feet). The driveway area is approximately 400 square feet (4%), the existing paver and walkway area is approximately 396 square feet (3.96%) and the front walkway is approximately 188 square feet (1.88%) for a total difference between building coverage and lot coverage of 984 square feet or 9.8%. The architect may wish to review the lot coverage calculation so as not to submit an incorrect percentage for the record.

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: April 13, 2023
FROM: Stephanie Soulios, Land Use Assistant / Board Secretary
TO: Fire Chief

| | | |
|-------------------------------------|------------------|-----------------------|
| <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 |

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|--------------------------|---------------|--------------------------|
| <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"/> | TBD | Environmental Commission |

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|-------------------------------|--|---|----------------|
| Property Address: | 7 Linda Lane | Block: 4710 | Lot: 10 |
| Application #: | ZB-23-2180 | Applicants Names: Huang Shengbo and Jia Song | |
| Description/Variances: | C-variance for bulk and D variance for FAR to construct a master bedroom suite over the existing garage, and enlarge existing driveway. Also require variances for front yard setback. | | |

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| Comments Due Date: | May 3, 2023 | Please email landuse@cityofsummit.org if you are unable to meet this date. |
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Build to code _____

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|--------------------|---------------|---------------------|------------|--------------|---------|
| Print Name: | Eric P. Evers | Print Title: | Fire Chief | Date: | 4/24/23 |
|--------------------|---------------|---------------------|------------|--------------|---------|



STAFF COMMENTS REPORT

DATE: April 13, 2023
FROM: Stephanie Soulios, Land Use Assistant / Board Secretary
TO: Police Chief


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|-------------------------------------|------------------|-----------------------|
| <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 |
| <input type="checkbox"/> | Ralph Maritato | Construction Official |

| | | |
|--------------------------|---------------|--------------------------|
| <input type="checkbox"/> | John Linson | City Forester |
| <input type="checkbox"/> | Health Dept. | Westfield |
| <input type="checkbox"/> | Brandon Pighi | Chair, HPC |
| <input type="checkbox"/> | Planner | Burgis Assoc. |
| <input type="checkbox"/> | TBD | Environmental Commission |

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| Comments Due Date: | May 3, 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: No objections


Memorandum

To: Zoning Board
From: Dipti Sheth, P.E.
Date: May 2, 2023
Subject: Shengbo Huang and Jia Song
7 Linda Lane
Block 4710, Lot 4
Summit, Union County, NJ

Summit No.: ZB-23- 2180

We have reviewed the application and associated submissions prepared by Shengbo Huang and Jia Song, Applicants, for the subject property as referenced below:

- a. Architectural Plan entitled, "Huang/Song Residence, 7 Linda Lane, Summit NJ", consisting of two (2) sheets, prepared by B. Alan Leonard, N.J.R.A. AI, unsigned, dated Dec 2022;
- b. Survey of Property, prepared by David J. Von Steenburg, PLS, of Morgan Engineering & Surveying, signed, dated 4/13/18;
- c. Application to Zoning Board of Adjustment, signed, dated January 20, 2023;
- d. Narrative Description of Project, prepared by Alan Leonard Architect, unsigned, undated; and
- e. List of Property Owners within 200-feet of 7 Linda Lane w/map.

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

1. The 0.230-acre property is along Linda Lane on the south and west side, approximately 230-feet north of the intersection with Ashland Road. Per the application documents, "Linda Lane makes a 90-degree turn and their lot sits at the interior corner."
2. The property is located in the R-15, Single Family Residential Zone, with the surrounding properties to in the same zone.
3. The property is rectangular, having about 85-feet of frontage along Linda Lane, an average depth of 105-feet, and about 115-feet along the rear property line.

4. The Applicant has provided a Survey of Property, depicting existing features dated April 13, 2018. There is an existing 15-foot wide utility easement and drainage easement per Deed Book 3166, Page 174. An existing fence encroaches into the drainage easement. 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, attached garage, paved drive, concrete walkways, concrete porch and steps, pavers, wood fence, chain link fence, landscaping, and related site improvements.
6. The Applicant has provided a Project Narrative in support of the application and has stated "the Owners propose to add a one-story Master Bedroom suite over the existing garage that includes a bedroom, bath, and walk-in closets.
7. The Applicant is requesting Variances for Front Yard Setback, Floor Area Ratio and Curb Cut on the enlarged driveway. Within the R-15 Zone, per the DRO, the "driveway may be either the width of the garage or 20 feet, whichever is less". Therefore, a variance for the additional driveway width will be required also. The Applicant shall provide testimony.
8. Per the zoning information on the Architectural Plans, the Applicant is not proposing any changes to the Building Coverage of 1,864 square feet (18.61-percent), where the maximum permitted in the R-15 Zone is 18-percent.
9. Per the zoning information on the Architectural Plans, the Applicant is proposing to increase the Lot Coverage 119-square feet from 3,275-square feet (32.69-percent) to 3,394-square feet (33.88-percent), where the maximum permitted in the R-15 Zone is 35-percent. The plan depicts the enlarged driveway area is 149-square feet. The Applicant shall provide testimony and provide clarification on this discrepancy.
10. The Applicant has not provided stormwater management measures and we take no exception, as the increase of impervious coverage is less than 300-square feet.
11. The Applicant is seeking a variance for a curb cut of 27-feet for the enlarged driveway. The Existing driveway is approximately 18-feet wide. The Applicant shall provide testimony on the reason for the enlarged driveway. The Applicant shall provide engineering plans and details to the City of Summit for the enlarged driveway and curb cut. Additionally, at the location of the enlarged driveway, adjacent to the existing landscaping, there appears to be equipment which will be affected due to the enlarged driveway. The Applicant shall provide testimony.
12. The Applicant has not provided the limit of disturbance and shall confirm the area in testimony. The Applicant shall maintain all soil and erosion controls around the entire limit of disturbance for the entire duration of construction.

13. The Applicant is not proposing to remove trees as part of this application and has not provided a landscape plan. However, it appears that landscaping will be affected due to the enlarged driveway and the Applicant shall provide testimony. We defer to the City Forester for the review and approval.
 14. The Applicant has not provided the location of existing and proposed AC units. All mechanical equipment shall comply with the Ordinance for setbacks and screening.
 15. The Applicant shall properly remove all construction and demolition (C&D) debris per the Ordinance requirements.
 16. 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.
 17. 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.
 18. 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.
 19. 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: April 13, 2023
FROM: Stephanie Soulios, Land Use Assistant / Board Secretary
TO: Construction Official

| | | |
|-------------------------------------|------------------|----------------|
| <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 | Ralph Maritato |

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|--------------------------|--------------|--------------------------|
| <input type="checkbox"/> | John Linson | City Forester |
| <input type="checkbox"/> | Health Dept. | Westfield |
| <input type="checkbox"/> | Tom Conway | Chair, HPC |
| <input type="checkbox"/> | Planner | Burgis Assoc. |
| <input type="checkbox"/> | TBD | Environmental Commission |

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|--------------------------------|--|--|----------------|
| Property Address: | 7 Linda Lane | Block: 4710 | Lot: 10 |
| Application #: | ZB-23- 2180 | Applicant Names: Huang Shengbo and Jia Song | |
| Description/Variations: | C variance for bulk and D variance for FAR to construct a master bedroom suite over the existing garage, and enlarge existing driveway. Also require variances for front yard setback. | | |

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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 plus C.O. 3. In all bedrooms. Garage area must comply to fire rating as per FTO-13. 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.

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| Print Name: | Ralph Maritato | Print Title: | Ralph Maritato | Date: | 4-17-23 |
|--------------------|----------------|---------------------|----------------|--------------|---------|



STAFF COMMENTS REPORT

DATE: April 13, 2023
FROM: Stephanie Soulios, Land Use Assistant / Board Secretary

TO: City forester

| | | |
|--------------------------|------------------|-----------------------|
| <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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| <input checked="" 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. |
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COMMENTS: No objection.

John Linson Forester

4/14/23

Print Name:

Print Title:

Date:



STAFF COMMENTS REPORT

DATE: April 13, 2023
FROM: Stephanie Soulios, Land Use Assistant / Board Secretary
TO: Health Dept.

| | | |
|--------------------------|------------------|-----------------------|
| <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 type="checkbox"/> | Ralph Maritato | Construction Official |

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| <input type="checkbox"/> | John Linson | City Forester |
| <input checked="" type="checkbox"/> | Health Dept. | Westfield |
| <input type="checkbox"/> | Brandon Righi Planner | Chair, HPC Burgis Assoc. |
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COMMENTS: No Comments.

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|-------------|---------------|--------------|------|-------|---------|
| Print Name: | George KOSZUS | Print Title: | REHS | DATE: | 4/17/23 |
|-------------|---------------|--------------|------|-------|---------|



STAFF COMMENTS REPORT

DATE: April 13, 2023
FROM: Stephanie Soulios, Land Use Assistant / Board Secretary
TO:

| | | |
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| <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 type="checkbox"/> | Ralph Maritato | Construction Official |

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| <input type="checkbox"/> | John Linson | City Forester |
| <input type="checkbox"/> | Health Dept. | Westfield |
| <input checked="" type="checkbox"/> | Brandon Righi | Chair, HPC |
| <input type="checkbox"/> | Planner | Burgis Assoc. |
| <input type="checkbox"/> | TBD | Environmental Commission |

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COMMENTS: The Historic Preservation Commission finds the planned renovation to be in line, contextually, with both the existing home and the neighborhood. The materials and texture should remain as such to maintain consistency.

Completed by: Jessica Ray Ekmejian, Commissioner, 5/2/2023

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|-------------|----------------------|--------------|--------------|-------|-----------|
| Print Name: | Jessica Roy Ekmejian | Print Title: | Commissioner | Date: | 5/21/2025 |
|-------------|----------------------|--------------|--------------|-------|-----------|



STAFF COMMENTS REPORT

DATE: April 13, 2023

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 type="checkbox"/> | Ralph Maritato | Construction Official |

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|-------------------------------------|------------------------------|--------------------------|
| <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 checked="" type="checkbox"/> | Lara Mendenhall / C. Sprague | Environmental Commission |

| | | | |
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COMMENTS: The application concerns the addition of a one-story bedroom suite over the existing garage that includes a bedroom, bath, and walk-in closets. The proposal also includes a widened driveway.

On behalf of the Environmental Commission (EC), I do not object to the requested variance. The EC recommends that the applicants consider the following to reduce their home's environmental impact:

- 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: | May 2, 2023 |
|--------------------|-----------------|---------------------|--------------------------|--------------|-------------|