ZB / PB ~ STAFF COMMENTS TRACKING WORKSHEET

Address:	**104 Woodland Avenue**
Application #:	**ZB-23-2179**
Description/Variances:	**C- bulk variance to construct a 2-story addition at the rear of the home to enlarge the kitchen, living area, and primary bedroom suite.**
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	☐ Paper ☐ Email	✓			
Eric Evers, Director Fire Chief	☑ Paper ☐ Email	✓			
Steven Zagorski Police Chief	☑ Paper ☐ Email		✓		
Engineering: Colliers	☐ Paper ☑ Email	✓			
Ralph Maritato Construction Official	☑ Paper ☐ Email	✓			
John Linson City Forester	☑ Paper ☐ Email		✓		
Board of Health: Westfield	☑ Paper ☐ Email		✓		
Historic Preservation Commission	☑ Paper ☐ Email	✓			
Environmental Commission *(if required)*	☐ Paper ☑ Email	✓			
City Planner: Burgis *(if required)*	☐ Paper ☐ Email				X

AT DUE DATE / UPON RECEPT FROM ALL STAFF:

Sent to Applicant:	_____/_____/_____
Sent to Attorney:	_____/_____/_____

COMMUNITY SERVICES

TO : Zoning Board members

FROM : Christa Anderson, Zoning Officer CA

DATE : May 4, 2023

SUBJECT : Zoning Board application #ZB-23-2179
104 Woodland Avenue; Aaron & Anne Karp
Variance to construct a rear two-story addition

COPY TO: File

The application is filed as a direct application having no prior zoning review. The applicant has provided 2 sheets of engineering plans prepared by Joseph N Bachi, PE, of EKA Associates, dated 1/17/2023, and a property survey prepared by Wayne K Applegate, PLS, also of EKA Associates, dated 1/09/2023. The property is essentially a triangle shape with the front yard property line being 200 feet wide and the lot narrowing to a rear property line being 47 feet wide.

The applicant has also provided 6 sheets of architectural plans prepared by Mendham Design Architects. The name of the architect is not legible on the plans. The applicants propose to construct a two-story addition at the left rear area of the existing two-story Colonial house. Based on the plans submitted and the requirements of the R-25 Zone wherein the property is located, I find that a **variance is required only for total side percentage proposed of 27.45%** whereas 40% is required. Total side yard percentage is calculated based on the lot width at the required front yard setback line which, on the subject lot, is a lot width of 171.25 feet where 100 feet is required. On a lot having the required width of 100 feet, the proposed total side yard percentage would be 47%.

I have confirmed that the attic will not become an attic story. The new building height, as a result of raising the ridge of the existing house, will still comply being less than 35 feet.

The proposed construction of two entry porches and some minor reconstruction of walkways will comply with building and lot coverage requirements. I have also confirmed that the proposed FAR will be conforming at 20.79% whereas 25 % is permitted.

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

☐	Christa Anderson	Zoning Officer
☑	Eric Evers	Fire Chief
☐	Steven Zagorski	Police Chief
☐	Engineering	Colliers
☐	Ralph Maritato	Construction Official

☐	John Linson	City Forester
☐	Health Dept.	Westfield
☐	Brandon Righi	Chair, HPC
☐	Planner	Burgis Assoc.
☐	**TBD**	Environmental Commission

Property Address:	**104 Woodland Avenue**	**Block: 1203**	**Lot: 26**
Application #:	**ZB-23-2179**	**Applicants Names: Aaron and Anne Karp**	
Description/Variances:	**C- bulk variance to construct a 2-story addition at the rear of the home to enlarge the kitchen, living area, and primary bedroom suite.**		

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

Build to code

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

☐	Christa Anderson	Zoning Officer
☐	Eric Evers	Fire Chief
☑	Steven Zagorski	Police Chief
☐	Engineering	Colliers
☐	Ralph Maritato	Construction Official

☐	John Linson	City Forester
☐	Health Dept.	Westfield
☐	Brandon Righi	Chair, HPC
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COMMENTS: No objections

Print Name:		Print Title:		Date:	

400 Valley Road Suite 304
Mt. Arlington New Jersey 07856
Main: 877 627 3772

Colliers
Engineering & Design

Memorandum

To: Zoning Board

From: Dipti Sheth, P.E.

Date: May 2, 2023

Subject: Aaron and Anne Karp
104 Woodland Avenue
Block 1203, Lot 26
Summit, Union County, NJ

Summit No.: ZB-23-2179

We have reviewed the application and associated submissions prepared by Aaron and Anne Karp, Applicants, for the subject property as referenced below:

a. Plan entitled, "Variance Plan, Tax Lot 26, Block 1203, City of Summit, Union County, New Jersey", consisting of three (3) sheets, prepared by Joseph N. Bachi, P.E. of EKA Associates, P.A., signed, dated 1/17/2023;
b. Boundary & Topographic Survey, prepared by Wayne K. Applegate, P.L.S. of EKA Associates, P.A., signed and sealed, dated 1/09/2023;
c. Architectural Plan entitled, "104 Woodland Ave., Summit, NJ", consisting of six (6) sheets, prepared by Daniel A. Encin, Architect of Mendham Design Architects, signed and sealed, dated 1/7/23;
d. Existing Exterior Photographs- three (3), unknown source, undated;
e. Application to Zoning Board of Adjustment, signed, dated January 20, 2023;
f. Project Narrative, prepared by Daniel A. Encin, Architect of Mendham Design Architects, unsigned, dated January 20, 2023;
g. Application Checklist- Bulk Variance;
h. Application for Development-Worksheet, signed, dated 1/20/2023;
i. Certified List of Property Owners w/in 200-feet of 104 Woodland Avenue, signed, dated 1/17/23; and
j. Current Tax Payment Status Certification, signed, dated Jan 9, 2023.

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

1. The 25,112-square foot (0.576-acre) property is located on the west side of Woodland Avenue, approximately 210-feet north of the intersection with Bellevue Avenue.

Colliers
Engineering & Design

2. The property is located in the R-25, Single Family Residential Zone, with the surrounding properties in the same zone.

3. The property is triangular in shape, having about 200-feet of frontage along Woodland Avenue, and about 47-feet along the rear property line.

4. The Applicant has provided a Boundary and Topographic Survey, depicting existing features, and topography, dated January 9, 2023. The site generally slopes down from the rear of the property towards Woodland Avenue, from approximate elevations 360-feet to 349-feet. 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, walkways, deck, patio, steps, landscaping, fence, and related site improvements.

6. The Applicant has is proposing "to construct a two-story addition at the rear of the home to enlarge the kitchen, living area, and primary bedroom suite". The Applicant has provided specific work callouts on the Grading Plan. The Applicant shall provide testimony.

   a. The Applicant shall provide the height of the proposed fence in testimony and shall provide details to the City of Summit.

   b. The Applicant depicts the existing concrete to be removed and shall provide testimony on the resurfacing for this area.

7. The Applicant is requesting Variances for total side yard minimum. The Applicant shall provide testimony.

8. The Applicant is proposing to increase the Building Coverage from 9.7-percent 12.5-percent, where the maximum permitted in the R-25 Zone is 14-percent.

9. The Applicant is proposing to increase the Lot Coverage from 24.6-percent 25.6-percent, where the maximum permitted in the R-25 Zone is 30-percent.

10. The Applicant has not provided stormwater management measures and we take no exception, as the increase is less than 300-square feet. The Applicant has provided Note 19 on the Cover Sheet, stating the net increase in impervious coverage is 259-square feet.

11. 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.

12. The Applicant is proposing to remove one tree 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 provided the location of existing mechanical equipment and AC units. All mechanical equipment shall comply with the Ordinance for setbacks and screening.

Colliers
Engineering & Design

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

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STAFF COMMENTS REPORT

DATE: **April 13, 2023**

FROM: Stephanie Soulios, Land Use Assistant / Board Secretary

TO: Construction Official

☐	Christa Anderson	Zoning Officer	☐	John Linson	City Forester
☐	Eric Evers	Fire Chief	☐	Health Dept.	Westfield
☐	Steven Zagorski	Police Chief	☐	Tom Conway	Chair, HPC
☐	Engineering	Colliers	☐	Planner	Burgis Assoc.
☒	Ralph Maritato	Construction Official	☐	**TBD**	Environmental Commission

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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 also comply with required code ceiling heights for habitable living space (attic). Plans must comply with all current building codes.

Print Name:	Ralph Maritato	Print Title:	Construction Official	Date:	4-17-23

STAFF COMMENTS REPORT

DATE: **April 13, 2023**

FROM: Stephanie Soulios, Land Use Assistant / Board Secretary

TO: City Forester

☐	Christa Anderson	Zoning Officer
☐	Eric Evers	Fire Chief
☐	Steven Zagorski	Police Chief
☐	Engineering	Colliers
☐	Ralph Maritato	Construction Official

☑	John Linson	City Forester
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COMMENTS: No objection

John Linson Forester 4/14/23

Rev: 9/15/2022

Print Name:		Print Title:		Date:	

STAFF COMMENTS REPORT

DATE: **April 13, 2023**

FROM: Stephanie Soulios, Land Use Assistant / Board Secretary

TO: Health Dept

☐	Christa Anderson	Zoning Officer	☐	John Linson	City Forester
☐	Eric Evers	Fire Chief	☑	Health Dept.	Westfield
☐	Steven Zagorski	Police Chief	☐	Brandon Righi	Chair, HPC
☐	Engineering	Colliers	☐	Planner	Burgis Assoc.
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COMMENTS: No Comments.

Rev: 9/15/2022

Print Name:	George Kokkias	Print Title:	REHS	Date:	4/14/23

STAFF COMMENTS REPORT

DATE: April 13, 2023

FROM: Stephanie Soulios, Land Use Assistant / Board Secretary

TO:

☐	Christa Anderson	Zoning Officer
☐	Eric Evers	Fire Chief
☐	Steven Zagorski	Police Chief
☐	Engineering	Colliers
☐	Ralph Maritato	Construction Official

☐	John Linson	City Forester
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COMMENTS: THE PROPOSED ADDITION AND RENOVATION IS LOCATED IN THE NORTHSIDE HISTORIC DISTRICT. THE ADDITION OF THE FRONT PORTICO, ADDED DORMER AND STEEPER ROOF HAS CREATED A HANDSOME ADAMESQUE STYLE COLONIAL REVIVAL HOUSE. THE SCALE OF THE EXISTING STRUCTURE PLUS ADDITION IS IN KEEPING WITH THE NEIGHBORHOOD AND THE NEW EXTERIOR FACADE MATCH THE EXISTING. THE H.P.C. ONLY CONCERN IS THE IMPACT OF THE REAR ADDITION TO THE HISTORIC 1907 WALLACE HOUSE AT THE REAR OF THE PROPERTY.

JAMES BURGMEYER MAY 2, 2023

Print Name:		Print Title:		Date:	

STAFF COMMENTS REPORT

DATE: April 13, 2023

FROM: Stephanie Soulios, Land Use Assistant / Board Secretary

TO:

☐	Christa Anderson	Zoning Officer
☐	Eric Evers	Fire Chief
☐	Steven Zagorski	Police Chief
☐	Engineering	Colliers
☐	Ralph Maritato	Construction Official

☐	John Linson	City Forester
☐	Health Dept.	Westfield
☐	Brandon Righi	Chair, HPC
☐	Planner	Burgis Assoc.
☒	Lara Mendenhall / C. Sprague	Environmental Commission

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COMMENTS: The application concerns the construction of a two-story addition at the rear of the home to enlarge the kitchen, living area, and primary bedroom suite. Lot coverage will increase to 25.6%.

On behalf of the Environmental Commission (EC), I do not object to the requested variance. The EC recommends the applicants consider the following to reduce their home's environmental impact, especially the use of permeable pavers for proposed walks and the planting of one or more native trees to replace the tree being removed.

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

Print Name:	Lara Mendenhall	Print Title:	Environmental Commission	Date:	May 2, 2023