



# ZB / PB ~ STAFF COMMENTS TRACKING WORKSHEET

<b>Address:</b>	610 Springfield Avenue
<b>Application #:</b>	ZB-23-2184
<b>Description/Variations:</b>	Front yard setback. Proposal for new deck.
<b>Sent to Staff for Comments:</b>	May 10, 2023
<b>Due Date:</b>	May 22, 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 checked="" type="checkbox"/> Paper <input 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:

<b>Sent to Applicant:</b>	5 / 22 / 23
<b>Sent to Attorney:</b>	____ / ____ / ____

## COMMUNITY SERVICES

**TO :** Zoning Board members  
**FROM :** Christa Anderson, Zoning Officer CA  
**DATE :** May 22, 2023  
**SUBJECT :** Zoning Board application #ZB-23-2184  
610 Springfield Avenue; James & Claire Kane  
Variance to construct a deck

**COPY TO:** File

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The application is filed as a direct application having no prior zoning review. The applicant has provided 5 sheets of architectural plans prepared by John H. Kelly, Jr., AIA, of Rosen Kelly Conway Architecture & Design, having a variance submittal date of 01.31.23. The applicant has also provided one sheet of photos of the property with photos taken on 2/3/23 and 10/13/20. The applicant proposes to construct a new deck in the High Street front yard with a new doorway from the existing kitchen. Based on the plans submitted and the requirements of the R-10 Zone wherein the property is located, I find that:

1. **A variance is required only for proposed front yard setback of 27.6 feet** whereas 30 feet is required. According to the plans submitted, the area of the encroachment into the required front yard will be 13.75 square feet. The applicant should correct the plan on Sheet V-3 to correctly label the proposed construction as "proposed deck", not "existing family room".

The applicant should provide testimony as to the proposed revised location of the existing air conditioning condenser as it will most likely have to be relocated. The required front yard setback for A/C units is 30 feet in the R-10 Zone and they must be screened with dense landscaping within 10 feet of the unit(s). The revised location will be subject to zoning approval when the construction permit is submitted.

The requirement to submit a grading permit application will be determined by the City engineering division given that the additional impervious area proposed is approximately 240 square feet whereas the threshold for requiring a grading permit is 300 square feet of additional impervious coverage.

**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:** May 10, 2023  
**FROM:** Stephanie Soulios, Land Use Assistant / Board Secretary  
**TO:** *File Chief*

<input type="checkbox"/>	Christa Anderson	Zoning Officer
<input checked="" type="checkbox"/>	<b>Eric Evers</b>	<b>Fire Chief</b>
<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"/>	<b>TBD</b>	Environmental Commission

<b>Property Address:</b>	<b>610 Springfield Avenue</b>	<b>Block: 2803</b>	<b>Lot: 1</b>
<b>Application #:</b>	<b>ZB-23-2184</b>	<b>Applicants Names: James and Claire Kane</b>	
<b>Description/Variations:</b>	<b>Front yard setback. Proposal for new deck.</b>		

<b>Comments Due Date:</b>	May 22, 2023	Please email <a href="mailto:landuse@cityofsummit.org">landuse@cityofsummit.org</a> if you are unable to meet this date.
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Build to code \_\_\_\_\_

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<b>Print Name:</b>	Eric P. Evers	<b>Print Title:</b>	Fire Chief	<b>Date:</b>	5/15/23
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# STAFF COMMENTS REPORT

**DATE:** May 10, 2023  
**FROM:** Stephanie Soulios, Land Use Assistant / Board Secretary  
**TO:** Police Chief

<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 Righi	Chair, HPC
<input type="checkbox"/>	Planner	Burgis Assoc.
<input type="checkbox"/>	TBD	Environmental Commission

<b>Property Address:</b>	610 Springfield Avenue	<b>Block:</b> 2803	<b>Lot:</b> 1
<b>Application #:</b>	ZB-23-2184	<b>Applicant Names:</b> James and Claire Kane	
<b>Description/Variations:</b>	Front yard setback. Proposal for new deck.		

<b>Comments Due Date:</b>	May 22, 2023	Please email <a href="mailto:landuse@cityofsummit.org">landuse@cityofsummit.org</a> 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: \_\_\_\_\_

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<b>Print Name:</b>		<b>Print Title:</b>		<b>Date:</b>	
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## Memorandum

To: Zoning Board

From: Dipti Sheth, P.E.

Date: May 19, 2023

Subject: James and Claire Kane  
610 Springfield Avenue  
Block 2803, Lot 1  
Summit, Union County, NJ

Summit No.: ZB-23-2184

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We have reviewed the application and associated submissions prepared by James and Claire Kane, Applicants, for the subject property as referenced below:

- a. Architectural Plan entitled, "New Deck, Kane Residence, 610 Springfield Avenue, Summit, New Jersey", consisting of five (5) sheets, prepared by John H. Kelly, Jr., AIA, LEED AP of Rosen Kelly Conway Architecture & Design, dated 01/31/23, signed and sealed, dated February 01, 2023;
- b. Survey of Property, prepared by David J. Von Steenburg, PLS of Morgan Engineering & Surveying, signed, dated 6/24/22;
- c. Exterior Photographs- six (6), prepared on one (1) page by Rosen Kelly Conway, dated February 3, 2023;
- d. Application to Zoning Board of Adjustment, signed, dated February 2, 2023;
- e. Project Narrative- Reasons in Support of the Variance, consisting of two (2) pages, prepared by Rosen Kelly Conway, unsigned, dated February 1, 2022;
- f. Application for Development-Worksheet, unsigned, undated; and
- g. Certified List of Property Owners w/in 200-feet of 610 Springfield Avenue, signed, dated 1/27/23.

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

1. The 13,109-square feet (0.30-acre) property is located along the south side of Springfield Avenue and is a corner lot at the intersection of High Street and Springfield Avenue.
2. The property is located in the R-10, Single Family Residential Zone, with the surrounding properties to the north and east in the same zone and to the south and west in the R-15 zone.
3. The property is rectangular in shape, having about 79-feet of frontage along the Springfield Avenue, an average depth of about 149-feet and a rear width of about 95-feet.

4. Based on the Project Narrative, the existing dwelling is a “two-story Victorian-Style house that was built around 1906”. The property is improved with the dwelling, paved drive, walkways, steps, covered porch, masonry wall, landscaping, fence and related site improvements. On Sheet V-1, it is noted as 3-story dwelling. The Applicant shall clarify.
5. The Applicant provided a Project Narrative; the project consists of “a small deck on the right side of the house with steps to provide access to the yard”. The Applicant shall provide testimony.
6. The Applicant is requesting Variances for “front yard setback and any other variances determined by the Summit Zoning Officer”.
7. The Applicant provided a “Survey of Property” plan dated June 24, 2022, depicting property boundaries, existing features, and existing setbacks. The Applicant shall provide testimony that there have been no improvements or changes to the property since the date of this survey. Additionally, on Sheet V-1, “Zoning Information, Existing and Proposed Site Plans”, it is noted that the existing conditions is provided by James P. Deady Surveyor, LLC. The Applicant shall provide testimony on which survey is used to depict existing conditions.
8. The Applicant provided “Zoning Information, Existing and Proposed Site Plans”. It is stated on the plan, “there is no change to the existing grading and minimal disturbance for new deck footings.”
9. The Applicant is proposing to increase the Building Coverage 246.3-square feet from 1,922.8-square feet (14.7-percent) to 2,169.1-square feet (16.5-percent), where the maximum permitted in the R-10 Zone is 18-percent.
10. The Applicant is proposing to increase the Lot Coverage 265.9-square feet from 4,297.1-square feet (32.8-percent) to 4,563-square feet (34.8-percent), where the maximum permitted in the R-10 Zone is 35-percent.
11. The Applicant has not proposed stormwater management measures, as the increase in lot coverage is less than 300-square feet, and we take no exception.
12. The Applicant has not provided the limit of disturbance and shall provide testimony on the area of disturbance. 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 any removals or additions of landscaping on the property. We defer to the City Forester for the review and approval.
14. The Applicant provided the location of existing mechanical equipment and AC units. The proposed deck will be in the area of the existing AC unit. The Applicant shall provide testimony on the relocation of the AC unit and revise the plans accordingly. 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:** May 10, 2023

**FROM:** Stenhanie 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	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"/>	TBD	Environmental Commission

<b>Property Address:</b>	610 Springfield Avenue	<b>Block:2803</b>	<b>Lot: 1</b>
<b>Application #:</b>	ZB-23-2184	<b>Applicant Names: James and Claire Kane</b>	
<b>Description/Variances:</b>	Front yard setback. Proposal for new deck.		

<b>Comments Due Date:</b>	May 22, 2023	Please email <a href="mailto:landuse@cityofsummit.org">landuse@cityofsummit.org</a> 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. Plans must comply with all current building codes.

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<b>Print Name:</b>	Ralph Maritato	<b>Print Title:</b>	Construction Official	<b>Date:</b>	5-11-22
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# STAFF COMMENTS REPORT

**DATE:** May 10, 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
<input type="checkbox"/>	Ralph Maritato	Construction Official

<input checked="" type="checkbox"/>	John Linson	City Forester
<input type="checkbox"/>	Health Dept.	Westfield
<input type="checkbox"/>	Brandon Righi	Chair, HPC
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COMMENTS:     *No objection*    

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<b>Print Name:</b>	<i>John Linson</i>	<b>Print Title:</b>	<i>Forester</i>	<b>Date:</b>	<i>5/11/23</i>
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**STAFF COMMENTS REPORT**

**DATE:** May 10, 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

<input type="checkbox"/>	John Linson	City Forester
<input checked="" type="checkbox"/>	Health Dept.	Westfield
<input type="checkbox"/>	Brandon Righi	Chair, HPC
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COMMENTS: NO COMMENTS

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Print Name:	George Howard	Print Title:	R.E.H.	Date:	5/11/23
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# STAFF COMMENTS REPORT

**DATE:** May 10, 2023  
**FROM:** Stephanie Soulios, Land Use Assistant / Board Secretary  
**TO:** HPC

<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

<input type="checkbox"/>	John Linson	City Forester
<input type="checkbox"/>	Health Dept.	Westfield
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COMMENTS: The HPC is satisfied with the scale & style of the proposed patio/deck. The HPC recommends that materials used be compatible with existing materials of this historic 1906 house.

<b>Print Name:</b>	Meredith Gaylard	<b>Print Title:</b>	HPC member	<b>Date:</b>	5/17/23
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**DATE:** May 10, 2023  
**FROM:** Stephanie Soulios, Land Use Assistant / Board Secretary  
**TO:** Environmental Commission

<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

<input type="checkbox"/>	John Linson	City Forester
<input type="checkbox"/>	Health Dept.	Westfield
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COMMENTS: The application concerns the addition of a new deck.

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

- Stormwater management** - permeable pavers (see: [Rutgers](#)) and/or a rain garden (see [Rutgers](#)),
- Landscaping** - use native plants and trees (see: [Rutgers](#) and [Jersey Yards](#)) and avoid invasives ([Jersey Yards](#)).

<b>Print Name:</b>	Lara Mendenhall	<b>Print Title:</b>	Environmental Commission	<b>Date</b> :	May 20, 2023
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