



# ZB / PB ~ STAFF COMMENTS TRACKING WORKSHEET

<b>Address:</b>	22 Beverly Road
<b>Application #:</b>	ZB-23-2168
<b>Description/Variances:</b>	Building Coverage. Proposed raised deck and stairs at kitchen walk off.
<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 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:

<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-23-2168  
22 Beverly Road; Tara & Marty Millman  
Variance to construct a deck and patio  
**COPY TO:** File

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The application is filed as a direct application having no prior zoning review. The applicant has provided a property survey showing a proposed deck and patio area dated 10/27/22 prepared by Richard S. Zinn, LLS, of Brunswick West, Inc. dated 10/27/2022 and a proposed grading plan consisting of one sheet prepared by Patrick D. McLellan, PE, of MCB Engineering Associates, LLC dated 02/05/23. The applicant has not submitted an architectural plan of the proposed deck or any elevations by which the Board can have a clear understanding of how the proposed deck will impact the rear elevation of the existing house. Based on the plans submitted and the requirements of the R-10 Zone wherein the property is located, I find that a variance is required as follows:

1. **For building coverage proposed of 20.59%** whereas 18% is the maximum permitted. The existing building coverage is 16.81%, some of which is existing rear platform and steps which will be removed. It is recommended that the applicant provide an exhibit showing the existing rear elevation of the house for the Board to better understand the proposed end result.

The survey submitted shows a driveway 20 feet wide which is now permitted for existing front-facing two car garages in any zone.

**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:** 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

<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>	22 Beverly Rd	<b>Block: 508</b>	<b>Lot: 11</b>
<b>Application #:</b>	ZB-22-2168	<b>Applicants Names: Tara and Marty Millman</b>	
<b>Description/Variations:</b>	Building Coverage. Proposed raised deck and stairs at kitchen walk off.		

<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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<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>	22 Beverly Rd	<b>Block:</b> 508	<b>Lot:</b> 11
<b>Application #:</b>	ZB-22-2168	<b>Applicant Names:</b> Tara and Marty Millman	
<b>Description/Variances:</b>	Building Coverage. Proposed raised deck and stairs at kitchen walk off.		

<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  
  
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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: Martin Millman  
22 Beverly Road  
Block 508, Lot 11  
Summit, Union County, NJ

Summit No.: ZB-22-2168

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We have reviewed the application and associated submissions prepared by Martin Millman, Applicant, for the subject property as referenced below:

- a. Plan entitled, "Lot Development Plan, 22 Beverly Road, Block 508 – Lot 11, City of Summit, Union County, New Jersey", prepared by Patrick D. McClellan, PE of MCB Engineering Associates, LLC, signed and sealed, dated 02/05/23;
- b. Survey entitled, "Proposed Deck and Patio, Tara Millman and Martin Millman, City of Summit, Union County, New Jersey, Block 508, Lot 11", prepared by Richard S. Zinn, N.J. L.S. of Brunswick West, Inc., signed, date 10/27/2022;
- c. Application to Zoning Board of Adjustment, signed, dated November 2, 2022;
- d. Project Narrative, dated November 3, 2022; and
- e. Certified List of Property Owners w/in 200-feet of 22 Beverly Road, signed, dated 10/12/22.

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

1. The 10,634-square feet (0.24-acre) property is located along the west side of Beverly Road, approximately 415-feet south of the intersection with Canoe Brook Parkway.
2. The property is located in the R-10, Single Family Residential Zone, with the surrounding properties in the same zone.
3. The property is rectangular in shape, having about 87-feet of frontage along the Beverly Road, an average depth of about 122-feet and a rear width of about 87-feet.

4. Based on the Project Narrative, the existing dwelling is a “two-and-one half story split-level home built in 1964”. The property is improved with the dwelling, attached garage, paved drive, paver walkways, steps, porch, shed, landscaping, fence and related site improvements.
5. The Applicant has provided a Project Narrative and the project consists of “demolishing an existing outdoor landing and staircase providing direct access to the back yard via a glass slider from the home’s kitchen (level 1 ½) approximately 48-inch above grade and replacing it with a raised deck at the kitchen level. The deck would have waterfall stairs that lead down to a grade level backyard patio with direct access to the mudroom. The new deck will allow for seating and outdoor dining.” The Applicant shall provide testimony.
6. The Applicant is requesting Variances for Building Coverage.
7. The Applicant has provided a “Proposed Deck and Patio” plan dated October 27, 2022, depicting property boundaries, existing features, and existing and proposed impervious coverages.
8. The Applicant has provided a “Grading/Drywell Plan”.
  - a. Per Note No. 3 under General notes, it is stated that the “Topographic information, vertical and horizontal datums based on Reference Number 1”. This reference is a “Plan of Survey” dated October 30, 2017. The Applicant shall provide testimony that there have been no improvements or changes to the property since the date of this survey.
  - b. The Applicant shall provide revised plans to include existing and proposed contours, existing and proposed spot elevations, proposed slopes, and pipe slopes and elevations.
  - c. The Applicant shall provide testimony and clarify how the proposed stormwater will collect to the proposed 6-inch PVC pipe and revise the plans as required.
  - d. The Applicant has depicted a filter fabric on the eastern side of the lot, on the right side of the proposed drywell. The Applicant shall clarify the reason for this filter fabric and provide details on how it will be constructed. The Applicant shall also provide clarification if the construction will create any disturbance onto the neighboring properties, as the filter fabric is shown to be about 2-feet from the property line.
9. Based on the Project Narrative, the Applicant is proposing to increase the Building Coverage 407-square feet from 1,727-square feet (16-percent) to 2,134 (20-percent), where the maximum permitted in the R-10 Zone is 18-percent.
10. Based on the Grading/Drywell Plan, the Applicant is proposing to increase the Lot Coverage 1098-square feet. Based on the “Proposed Deck and Patio” plan, the Applicant is proposing to increase the Lot Coverage 1038-square feet. The existing lot coverage is 2,526-square feet (23.8-percent) and the maximum proposed is 3,624-square feet (34.1-percent), where the maximum permitted in the R-10 Zone is 35-percent. The Applicant shall provide testimony and shall review and revise lot coverage calculation and plans as required.

11. The Applicant has proposed a 1000-gallon seepage pit with calculations for stormwater management measures due to the increase in lot coverage, and we take no exception. The plan view of the drywell shall be revised for a length and width of 9.5-feet. Additionally, the dry well location shall be revised to be a minimum of 10-feet from the property boundary.
12. The Applicant has not provided the limit of disturbance and shall provide a revised plan depicting the limit of disturbance with the area. This revised plan shall include the silt fence location and any other soil and erosion control measures, with construction notes. 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 has provided the location of existing mechanical equipment and 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:** 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
<input type="checkbox"/>	Planner	Burgis Assoc.
<input type="checkbox"/>	TBD	Environmental Commission

<b>Property Address:</b>	22 Beverly Rd	<b>Block:</b> 508	<b>Lot:</b> 11
<b>Application #:</b>	ZB-22-2168	<b>Applicant Names:</b> Tara and Marty Millman	
<b>Description/Variances:</b>	Building Coverage. Proposed raised deck and stairs at kitchen walk off.		

<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: An evergreen hedge is recommended between lots 11 + 12  
along the mutual property line to screen each rear yard deck  
from each other.

No other concerns.

<b>Print Name:</b>	John Linson	<b>Print Title:</b>	Forester	<b>Date:</b>	5/11/23
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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
<input type="checkbox"/>	Planner	Burgis Assoc.
<input type="checkbox"/>	TBD	Environmental Commission

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COMMENTS: NO COMMENTS

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<b>Print Name:</b>	George Kabisas	<b>Print Title:</b>	REHS	<b>Date:</b>	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
<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: \_\_\_\_\_  
*No comment - work in rear.*  
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<b>Print Name:</b>	<i>Brandon Righi</i>	<b>Print Title:</b>	<i>Chair, HPC</i>	<b>Date:</b>	<i>5-17-23</i>
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# STAFF COMMENTS REPORT

**DATE:** May 22, 2023  
**FROM:** Stephanie Soulios, Land Use Assistant / Board Secretary  
**TO:** Environmental Comm.

<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
<input type="checkbox"/>	Brandon Righi	Chair, HPC
<input type="checkbox"/>	Planner	Burgis Assoc.
<input checked="" type="checkbox"/>	Chris Sprague	Environmental Commission

<b>Property Address:</b>	22 Beverly Road	<b>Block:</b> 508	<b>Lot:</b> 11
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COMMENTS: The application is for the building of a raised deck and grade-level patio in the back yard of the house. On behalf of the Summit Environmental Commission, I do not object to the requested variance. For site alterations of this nature, the EC recommends that applicants consider: 1. Managing stormwater with a rain garden ([https://water.rutgers.edu/Stormwater\\_Management/fs513.pdf](https://water.rutgers.edu/Stormwater_Management/fs513.pdf)) and 2. Using native plants and trees for landscaping improvements (<https://njaes.rutgers.edu/fs1140/>).

<b>Print Name:</b>	Chris Sprague	<b>Print Title:</b>	Environmental Commission	<b>Date:</b>	May 22, 2023
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