



ZB / PB ~ STAFF COMMENTS TRACKING WORKSHEET

Address:	19 Oak Ridge Avenue
Application #:	ZB-23-2183
Description/Variations:	C variance for side yard setback. Proposes second-story addition in the rear left corner of house.
Sent to Staff for Comments:	May 10, 2023
Due Date:	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 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 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 / 23 / 22
Sent to Attorney:	_ / _ / _

COMMUNITY SERVICES

TO : Zoning Board members
FROM : Christa Anderson, Zoning Officer CA
DATE : May 23, 2023
SUBJECT : Zoning Board application #ZB-23-2183
19 Oak Ridge Avenue; Max Gale and Liliya Belaus
Variance to 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 8 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 2/2/23. The applicant proposes to construct a second story addition at the left rear corner of the house. The area is currently an open covered balcony and is proposed to become a second floor laundry room. The interior of the existing second floor bedrooms and bathroom will be renovated and rearranged within the existing exterior walls. Based on the plans submitted and the requirements of the R-15 Zone wherein the property is located, I find that:

A variance is required only for the proposed left side yard setback of 8.3 feet whereas 15 feet is required. The proposed new exterior walls will be at the same nonconforming left side yard setback of the open covered balcony.

I have confirmed that all remaining requirements of the Schedule of Space Regulations are met. Sheet V-1 of the architectural plans provides a Zoning Information chart giving the existing building height as 34.6 feet and the overall height as 37.2 feet. Since a topographic survey is not provided, it is not possible to verify the existing building height; however, the existing house is clearly not three stories and the proposed second story addition does not increase the building height.

The architectural plans show the lot area as 20,313 square feet; however, the City Tax Assessor's records give the lot area as 18,861 square feet (.433 acre). Based on a lot area of 18,861 square feet, the proposed FAR is conforming at 16.68%. The property survey gives the lot area as 24,831 square feet (.57 acres). No doubt the discrepancy is due to conflicting methods of calculating the area included in the property deed that is within the right of way. No area in the right of way is permitted to be included in the lot area calculation.

Should the application be approved, I strongly recommend the Board include a condition that the property survey be revised to provide the lot area not including the area in the right of way. The applicant may wish to consult with the Tax Assessor in this regard.

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

Property Address:	19 Oak Ridge Avenue	Block: 4502	Lot: 3
Application #:	ZB-23-2183	Applicants Names: Max Gale and Liliya Belaus	
Description/Variations:	C Variance for side yard setback. Proposes second-story addition in the rear left corner of house.		

Comments Due Date:	May 22, 2023	Please email landuse@cityofsummit.org if you are unable to meet this date.
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Build to code _____

Print Name:	Eric P. Evers	Print Title:	Fire Chief	Date:	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.
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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

[Signature]

Print Name:		Print Title:		Date:	
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Memorandum

To: Zoning Board

From: Dipti Sheth, P.E.

Date: May 18, 2023

Subject: Max Gale and Liliya Belaus
19 Oak Ridge Avenue
Block 4502, Lot 3
Summit, Union County, NJ

Summit No.: ZB-23-2183

We have reviewed the application and associated submissions prepared by Max Gale and Liliya Belaus, Applicants, for the subject property as referenced below:

- a. Architectural Plan entitled, "Alterations to the Gale Residence, 19 Oak Ridge Avenue, Summit, New Jersey", consisting of eight (8) sheets, prepared by John H. Kelly, Jr., AIA, LEED AP of Rosen Kelly Conway Architecture & Design, dated 01/31/23, signed and sealed February 01, 2023;
- b. Plan of Survey, prepared by Gregg A. Gaffney, PLS of Control Layouts, Inc., dated 8/18/22, signed, 8/23/22;
- c. Exterior Photographs- six (6), prepared on one (2) page by Rosen Kelly Conway, dated February 3, 2023;
- d. Application to Zoning Board of Adjustment, signed, dated February 2, 2023;
- e. Project Narrative, 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 19 Oak Ridge Avenue, signed, dated 1/27/23.

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

1. The 24,831-square foot (0.57-acre) property is located on the west side of Oak Ridge Avenue, approximately 405-feet south of the intersection with Mountain Avenue. The Applicant has provided a Boundary Survey, depicting existing features, dated August 23, 2022. We have noted a discrepancy of the lot area. On the survey, it states the lot area is 24,831-square feet (0.57-acres) and on the Architectural Plans and Project Description, it is noted as 20,313-square feet. The Applicant shall provide testimony and also confirm that there have been no improvements or changes to the property since the date of this survey.

2. The property is located in the R-15, Single Family Residential Zone, with the surrounding properties in the same zone to the south, east and west and the R-6 zone to the north.
3. The property is triangular in shape, having about 300-feet of frontage along the curved portion of Oak Ridge Avenue, an average depth of about 159-feet, and about 62-feet along the rear property line abutting Lot 25.
4. Based on the Project Narrative, this is an existing two-story stucco house built around 1910, which is skewed to the left half of the lot. The property is improved with a two story frame house, detached one-car garage, paved drive, concrete patio, porch, enclosed porch, gravel area, concrete walls, stone retaining walls, slate walkways, concrete walkways, steps, pond, landscaping, fence and related site improvements.
5. The Applicant states the "project consists of a second-story addition in the rear left corner and proposed to fill in an existing open (covered) balcony with living area". The Applicant proposed "to enclose an existing open balcony to create a new laundry room. The existing balcony has a floor, a ceiling and roof, two full-height walls, and two half-height walls." The Applicant shall provide testimony.
6. The Applicant is requesting Variances for "minimum side yard setback and any other variances determined by the Summit Zoning Officer".
7. The Applicant is not changing the existing Building Coverage of 2,137.1-square feet (10.5-percent), where the maximum permitted in the R-15 Zone is 18-percent. The Applicant to review and revise coverage calculation, if required, based on the total lot area.
8. The Applicant is not changing the existing non-conforming Lot Coverage of 7,264.4-square feet (35.8-percent), where the maximum permitted in the R-15 Zone is 35-percent. The Applicant to review and revise coverage calculation, if required, based on the total lot area.
9. The Applicant has not provided stormwater management measures and we take no exception, as there is no increase in lot coverage.
10. The Applicant shall maintain all soil and erosion controls around the entire limit of disturbance for the entire duration of construction.
11. 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.
12. The Applicant has not provided the location of existing or proposed mechanical equipment and AC units. All mechanical equipment shall comply with the Ordinance for setbacks and screening.
13. The Applicant shall properly remove all construction and demolition (C&D) debris per the Ordinance requirements.



14. 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.
15. 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.
16. 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.
17. 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: *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"/>	<i>Brandon Righi</i>	Chair, HPC
<input type="checkbox"/>	Planner	Burgis Assoc.
<input type="checkbox"/>	TBD	Environmental Commission

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COMMENTS: _____

No Objections. Plans must comply with all current building codes.

Print Name:	Ralph Maritato	Print Title:	Construction Official	Date:	5-11-23
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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"/>	<i>John</i> Linson	City Forester
<input type="checkbox"/>	Health Dept.	Westfield
<input type="checkbox"/>	<i>Brandon Righi</i>	Chair, HPC
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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 objection.*

John Linson *Forester* *5/18/23*

Print Name:		Print Title:		Date:	
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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.
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COMMENTS: No comments.

George Kondias R.E.HS 5/11/23

Print Name:

Print Title:

Date:



STAFF COMMENTS REPORT

DATE: May 10, 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"/>	Health Dept.	Westfield
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COMMENTS: The HPC IS supportive of the proposed construction plans, as they do not impact the historical integrity of the house. We are in agreement with the materials selected as they match the existing structure

Completed by: JESSICA ROY ERMEKJIAN, Commissioner, May 21, 2023

Print Name:		Print Title:		Date:	
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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

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COMMENTS: The Gale residence is an existing two-story house that was built around 1910. The project consists of a second-story addition in the rear left corner. The proposal is to fill in an existing open (covered) balcony with living area. 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. Maximizing energy efficiency with Energy Star HVAC systems and hot water heaters (<https://www.njcleanenergy.com/residential/programs/residential-new-construction>), and 2. Installing solar panels.

Print Name:	Chris Sprague	Print Title:	Environmental Commission	Date:	May 22, 2023
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