



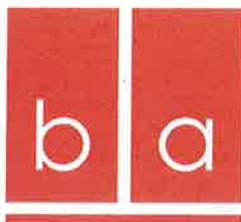
ZB / PB ~ STAFF COMMENTS TRACKING WORKSHEET

Address:	695 Springfield Avenue
Application #:	ZB-24-2237
Description/Variances:	Revised plans for: Major Site plan approval, preliminary and final. Propose to demolish existing structures and replace with new. New structures will be used as classrooms, offices, and church space. Propose 42 space parking area, solar panels in parking area, and landscaping improvements.
Sent to Staff for Comments:	5/23/25
Due Date:	5/30/25

Staff / Commission / Consultant	Delivery Method	Report Attached with Comments	Report Attached with No Objections	Not Submitted	Not Required
Eric Evers, Director Fire Chief	<input type="checkbox"/> Paper <input type="checkbox"/> Email			✓	
Ryan Peters Police Chief	<input type="checkbox"/> Paper <input type="checkbox"/> Email		✓		
Engineering: Colliers	<input type="checkbox"/> Paper <input type="checkbox"/> Email	✓			
Ralph Maritato Construction Official	<input type="checkbox"/> Paper <input type="checkbox"/> Email	✓			
John Linson City Forester	<input type="checkbox"/> Paper <input type="checkbox"/> Email	✓			
Board of Health: Westfield	<input type="checkbox"/> Paper <input type="checkbox"/> Email		✓		
Historic Preservation Commission	<input type="checkbox"/> Paper <input type="checkbox"/> Email		✓		
Environmental Commission <i>(if required)</i>	<input type="checkbox"/> Paper <input type="checkbox"/> Email	✓			
Board Planner Burgis Associates	<input type="checkbox"/> Paper <input type="checkbox"/> Email	TO BE SUBMITTED	received	6/3/25	

AT DUE DATE / UPON RECEIPT FROM ALL STAFF:

Sent to Applicant:	____ / ____ / ____
Sent to Attorney:	6 / 3 / 25



COMMUNITY PLANNING
LAND DEVELOPMENT AND DESIGN
LANDSCAPE ARCHITECTURE

BURGIES
ASSOCIATES, INC.

PRINCIPALS:
Joseph H. Burgis PP, AICP
Edward Snieckus, Jr. PP, LLA, ASLA
David Novak PP, AICP

MEMORANDUM

To: City of Summit Zoning Board of Adjustment
From: Ed Snieckus, Jr. PP, LLA and Tom Behrens, PP, AICP
Subject: Beacon Unitarian Universalist Congregation in Summit (ZB-24-2237)
Preliminary/Final Major Site Plan Application
'd'(1) Use, 'd'(3) Conditional Use, 'd'(4) FAR & 'c' Bulk Variance Requests
695 Springfield Avenue
Block 1702 Lot 47
Date: June 3, 2025
BA#: 4167.14

I. INTRODUCTION

The Applicant, Beacon Unitarian Universalist Congregation in Summit, has submitted revised plans and application materials in their request for preliminary and final major site plan approval requiring 'd'(1) use, 'd'(3) conditional use, 'd'(4) FAR and 'c' bulk variance relief to develop a new house of worship with associated site improvements at the above-refenced site. The property is located in the City's R-15 Single-Family Residential Zone which permits houses of worship as a conditional use. The extent of proposed plan revisions is summarized herein. Please refer to our prior review memorandum dated November 21, 2024 for a complete overview of the existing site conditions, proposed development and required variance relief.

II. DOCUMENTS SUBMITTED

Our office is in receipt of the following documents:

1. Site photographs and renderings unsigned and undated.
2. Site plans (20 sheets) prepared by Langan Engineering and Environmental Services, LLC last revised May 22, 2025.
3. Architectural plans (3 sheets) prepared by Louis Cherry Architecture last revised May 21, 2025.
4. Landscape plans (2 sheets) prepared by Viridian Landscape Studio last revised May 21, 2025.
5. Stormwater management report prepared by Langan Engineering and Environmental Services last revised May 22, 2025.

REVIEW

The Applicant shall confirm all proposed plan revisions and adjustments to required variance relief through testimony. The most significant modification appears to be a proposed reduction in area of the front portion of the building where the total floor area has been reduced and the front yard setback made conforming. The Applicant shall confirm the extent to which this reduction impacts the capacity of the sanctuary space, if at all. The following is a summary of proposed plan revisions and supplemental information submitted by the Applicant:

1. The Applicant has submitted site photographs and renderings that are unsigned and undated. The Applicant shall confirm the author of these documents and sources of the photographs.
2. Sheet A-100 of the architectural plans now includes building height calculations which seem to confirm the proposed building height is compliant with the maximum permitted height of 35 feet. Note number 4 in the analysis table appears to be a typo and should be clarified to demonstrate compliance.
3. Sheet A-201 of the architectural plans has been revised to depict the areas of the parapet that exceed the zone's maximum permitted height of 35 feet.
4. Sheet A-203 of the architectural plans depicts exterior building design and materials enclosing the sanctuary space at the front of the building facing Springfield Avenue.
5. The front of the building has been modified resulting in a reduction in floor area and corresponding floor area ratio as indicated below. The Applicant shall confirm proposed revisions to the various spaces on all levels of the building resulting from the decrease in floor area.

Floor	Prior Plan	Proposed
Basement	3,625 sf	3,189 sf
First Floor	11,896 sf	11,430 sf
Second Floor	3,765 sf	3,388 sf
Total Area	19,296	18,007 sf
FAR	25.4%	23.8%

6. Several sheets of the site plans have been revised including the cover sheet (GI001), site plan (CS101), grading plan (CG101), drainage plan (CG102), utility plan (CU101), soil erosion and settlement control plan (CE501) and lighting plan (LL101).
7. The landscaping has been revised to include additional plantings in the front yard area where the front façade has been relocated to the required front yard setback. The landscape plan is extensive and features plantings around the building, perimeter of the property and in the front yard area consisting of a variety of trees and shrubs. The Applicant shall confirm the extent to which plantings around the proposed solar canopies might conflict.

8. We defer review of the proposed revisions to the stormwater management plan to the Board Engineer.
9. We defer review of the proposed lighting plan revisions to the Board Engineer.

II. ZONING

The site is located in the R-15 Zone wherein the proposed house of worship is a permitted conditional use. It is unclear how the proposed lot and building coverage have increased from the prior plans given the reduction in floor area at the front of the building which should be clarified by the Applicant. The zoning table below indicates the R-15 bulk requirements as compared to the existing, previously proposed and revised conditions.

Table 1 - R-15 Zone Conditional Use Requirements

Zone	Conditional Use	Existing	Prior Plan	Proposed
Min. Lot Area	2 ac	1.74 ac	1.74 ac (V)	No Change (V)
Min. Lot Frontage	200 ft	246.1 ft	246.1 ft	246.1 ft
Min. Front Yard	50 ft	91.8 ft	42.7 ft (V)	50.4 ft
Min. Rear Yard	50 ft	181.8 ft	89.8 ft	No Change
Min. Side Yard (One)	50 ft	26.8 ft, >50 ft	57.3 ft, 24 ft (V)	57.3 ft, 34.5 ft (V)
Min. Combined Side Yard	N/A	N/A	N/A	N/A
Max. Lot Coverage	40%	30.1%	47.5% (V)	48.9% (V)
Max. Building Coverage	15%	4%	15.6% (V)	16.2% (V)
Max. Building Height	35 ft/2 sty	<35 ft/2 sty	37.9 ft/2 sty (V)	No Change (V)
Max. FAR	25%	<25%	25.4% (V)	23.8%
Min. Side Buffer Strip	20% Lot Width (not to exceed 50 ft)	N/A	10.4 ft, 9.8 ft (V)	No Change (V)
Min. Rear Buffer Strip	20% Lot Depth (not to exceed 50 ft)	N/A	15 ft (V)	No Change (V)
Min. Parking	1 space/3 seats or 10 sq ft of GFA (whichever is greater)	27	42 9 (V)	46 (V)
Min. Parking Setback	20 ft	N/A	15 ft (V)	15 ft (V)

(V) Variance relief required; (E) Existing nonconforming condition.

Required Variance Relief

The development application requires the following variance relief:

1. 'd'(1) Use Variance. In accordance with Section 35-9.9.O.4.a., solar array canopies are considered accessory uses that are expressly prohibited in residential zones where the proposed site is located in an R-15 Zone.
2. 'd'(3) Conditional Use Variance

The proposed house of worship is a permitted conditional use in the R-15 Zone. The application proposes several deviations from the conditional use requirements for houses of worship set forth in section 35-11.2.C. of the DRO as listed below.

- A. Min. Lot Area. A minimum lot area of 2 acres is the required for houses of worship where the site has a nonconforming lot area of 1.74 acres. This represents a deviation of 11,325.6 square feet.
- B. Min. Side Yard Setback. The western building side yard setback is a nonconforming 34.5 feet where a minimum side yard setback of 50 feet is required. This represents a deviation of 26 feet or 52%.
- C. Max. Building Height. The proposed building height is 37.9 feet where a maximum height of 35 feet is permitted. This represents a deviation of 2.9 feet or 8.3%.
- D. Maximum Lot Coverage. The proposed development will result in a nonconforming lot coverage of 48.9% where a maximum lot coverage of 40% is permitted.
- E. Max. Building Coverage. The proposed combined building coverage of 16.2% exceeds the maximum permitted conditional use standard of 15%.
- F. Min. Side Buffer. A minimum buffer of 47 feet (20% lot width) is required along each side lot line where nonconforming buffers of 10.4 feet and 9.8 feet are proposed.
- G. Min. Rear Buffer. A minimum buffer of 50 feet is required along the rear lot line where a nonconforming 15 foot buffer is proposed.
- H. Min. Parking Setback. A minimum parking setback of 20 feet is required where a nonconforming parking setback of 15 feet is proposed.

3. 'c' Variances

- A. 'c' Min. Parking Requirement. The site will contain a total of 46 parking spaces where at least 100 parking spaces is required. The Applicant shall confirm the parking requirement as indicated above.
- B. 'c' Parking Location. In residential zones, all parking areas shall be located either in the required rear yard or in the buildable area of the lot in accordance with Section 35-14.P.5.a. where less than half of the proposed spaces are located in compliant locations.

- C. 'c' Min. Side Buffer. A buffer of at least 20% the lot width (47 feet each) is required along both side lot lines where the western side buffer is 10.4 feet wide and the eastern side buffer is 9.8 feet wide requiring variance relief. The Applicant shall address the buffer requirements contained in Section 35-14.7.B.
- D. 'c' Min. Rear Buffer. A buffer of at least 20% the lot depth not to exceed 50 feet is required along the rear lot line where the proposed buffer is 15 feet wide.
- E. 'c' Minimum Parking Area Trees. 1 shade tree is required in the parking area for every 10 parking spaces, or 4.2 trees in this case (42 spaces/10), where no trees are provided.
- F. 'c' Canopy above EV station prohibited. Section 35-9.9.E.5. prohibits canopies and similar roof-like structures above EV charging stations. It is unclear if the charging equipment is located directly under the canopies or deviates from the intent of this requirement.
- G. 'c' Max. Freestanding Sign Area. Both freestanding signs will have nonconforming sign areas of approximately 18 square feet where a maximum sign area of 12 feet is permitted.
- H. 'c' Max. Sign Letter Height. The freestanding signs will have nonconforming letter height of 7.5 inches where a maximum letter height of 6 inches is permitted.
- I. 'c' Max. Number of Freestanding Signs. 1 freestanding sign is permitted where, technically, two freestanding signs are proposed.
- J. 'c' Min. Active Accessory Structure Setback. The proposed patio and seating area located in the western side yard area will have a nonconforming side yard setback of 10.4 feet where a minimum setback of 15 feet is required for "active" accessory structures.

III. STATUTORY CRITERIA

The Applicant is required to address the following statutory criteria for the requested 'd' and 'c' variance relief:

Religious Land Use and Institutionalized Persons Act (RLUIPA).

In reviewing this application involving a house of worship, the Board should bear in mind the Religious Land Use and Institutionalized Persons Act of 2000. In brief, this Federal law establishes the following:

No government shall impose or implement a land use regulation in a manner that imposes a substantial burden on the religious exercise of a person, including a religious assembly or institution, unless the government demonstrates that imposition of the burden on that person, assembly or institution:

1. *is in furtherance of a compelling governmental interest; and,*
2. *is the least restrictive means of furthering that compelling governmental interest.*

SICA Test for Inherently Beneficial Use Variances (Applies to House of Worship)

Though typically applied to 'd'(1) use variances for inherently beneficial uses, the SICA balancing test should be considered in evaluating this development application for a house of worship. Inherently beneficial uses are considered to have satisfied the positive criteria set forth in N.J.S.A. 40:55D-70(d) of the Municipal Land Use Law. In the decision *Sica v. Board of Adjustment of the Township of Wall et al.*, the Supreme Court stated that, in reviewing applications with inherently beneficial uses, the board must:

1. Identify the public interest at stake;
2. Identify the detrimental effect that will ensue from the grant of the variance, recognizing that certain impacts will result from permitting a use not normally permitted in a zone. When minimal, such impacts need not outweigh an inherently beneficial use that satisfies the positive criteria;
3. Impose reasonable conditions to reduce prospective detrimental effects, and
4. Weigh the positive and negative criteria and determine whether, on balance, the grant of the variance would cause a substantial detriment to the public good.

To address the "negative criteria," the applicant must demonstrate that the proposed variance can be granted "without substantial detriment to the public good" nor will the granting of the variance "substantially impair the intent and the purpose of the zone plan and zoning ordinance" of the municipality.

'd'(1) Use Variance Relief (Medici) (Applies to Solar Canopies)

The Municipal Land Use Law (MLUL) sets forth the statutory positive and negative criteria for variance relief. It permits a Zoning Board of Adjustment to grant a 'd' variance "in particular cases and for special reasons." The courts have determined that special reasons include a showing by the applicant that the granting of the variance will effectuate the intents and purposes of the MLUL and advance the goals and objectives of the local master plan. This is the "positive criteria" of the statute.

An applicant for a 'd'(1) use variance is obligated to address the planning issues raised in *Medici v. BPR, Co.*, 107 N.J. 1 (1987). In accordance with the guidelines set forth in Medici, an applicant for a use variance must demonstrate that special reasons are satisfied by either showing that the proposed use is one which "inherently serves the public good" or that the proposed use promotes the general welfare because the proposed site is particularly suitable for that use. The Medici decision provides that in conjunction with the demonstration of the negative criteria, an enhanced quality of proof must be demonstrated to indicate that the grant of the requested use variance is not inconsistent with the intent and purpose of the Master Plan and Zoning Ordinance.

'd'(3) Conditional Use Variance

The existing house of worship constitutes an 'inherently beneficial' use. The Municipal Land Use Law (MLUL) defines 'inherently beneficial use' as a use which is "universally considered of value to the community because it fundamentally serves the public good and promotes the general welfare" that is generally held to satisfy the positive criteria of the statutory requirements.

Coventry Square, Inc. v. Westwood, 138 N.J. 285 (1994) provides guidance for Boards of Adjustment in evaluating applications deviating from conditional use requirements. The case established that in considering such applications Boards must consider whether the site continues to function well despite failure to comply with conditional use standards. In addition, the applicant must address the positive and negative criteria, specifically identifying the special reasons for granting variance relief and that the development will not pose a substantial detriment to the public good and no substantial impairment to the intent of the Master Plan and Zoning ordinance.

'd'(4) FAR Variance

The application requires variance relief pursuant to N.J.S.A. 40:55D-70d(4) for the proposed floor area ratio (FAR) which exceeds the zone's maximum permitted FAR of 25%. An applicant requesting a 'd' variance must demonstrate that special reasons exist for the granting of the variance, and that the granting of the variance will further the purposes of the Municipal Land Use Law (MLUL). This is referred to as the positive criteria. In addition, the applicant must address the negative criteria by proving there will be no substantial detriment to the public good and no substantial impairment to the intent of the Master Plan and Zoning Ordinance.

In *Randolph Town Center v. Randolph*, 324 N.J. Super. 412, 416 (App. Div. 1999), the Appellate Division held that a 'd'(4) FAR variance is more akin to a 'd'(3) conditional use variance than a 'd'(1) use variance. As such, the standard established for 'd'(3) variance requests in *Coventry Square v. Westwood* Board of Adjustment, 138 N.J. 285, 298-299 (1994) was applied to 'd'(4) variances. Specifically, the applicant is not obligated to show the particular suitability of the site as required for a 'd'(1) variance, but rather that the site can accommodate the problems associated with the proposed permitted use with a larger FAR than permitted by ordinance.

'c'(1) / 'c'(2) Variances

The statute provides two approaches to 'c' variance relief, commonly referred to as the 'physical features' test and the 'public benefits' test. These are identified as follows:

1. Physical Features Test: An applicant may be granted 'c'(1) variance relief when it is demonstrated that the noncompliant condition is caused by 1) an exceptional narrowness, shallowness, or shape of the property, 2) exceptional topographic conditions or physical features uniquely affecting a specific piece of property, or 3) by reason of extraordinary and exceptional situation uniquely affecting a specific piece of property or the structures lawfully existing thereon.
2. Public Benefits Test: An applicant may be granted 'c'(2) variance relief where it can prove the following: 1) that the granting of the variance will advance the intents and purposes of the Municipal Land Use Law; 2) that the benefits of granting the variance substantially outweigh any potential detriments. The benefits are required to be public benefits rather than a benefit that simply accrues to the property owner.

In addition to the above, an applicant must address the Negative Criteria of the statute. To meet the negative criteria, an applicant must demonstrate the variance can be granted without substantial detriment to the public good and it will not substantially impair the intent and the purpose of the master plan and zoning ordinance.



STAFF COMMENTS REPORT

DATE: 5/23/25

FROM: Land Use Assistant / Board Secretary

TO:

FLOOD ZONE

Name	Title / Committee
Eric Evers	Fire Chief
Ryan Peters	Police Chief
Engineering	Colliers
Ralph Maritato	Construction Official

<input type="checkbox"/>	John Linson	City Forester
<input type="checkbox"/>	Health Dept.	Westfield
<input type="checkbox"/>	Caroline King	Chair, HPC
<input type="checkbox"/>	Planner	Burgis Assoc.
<input type="checkbox"/>	Donna Patel	Environmental Commission

Property Address:	696 Springfield Avenue	Block: 1702	Lot: 47
Application #:	ZB-24-2237	Applicant Names: Beacon Unitarian Universalist Church	
Description/Variances:	Revised plans for: Major Site plan approval, preliminary and final. Propose to demolish existing structures and replace with new. New structures will be used as classrooms, offices, and church space. Propose 42 space parking area, solar panels in parking area, and landscaping improvements.		

Comments Due Date:	5/30/25	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 at this time

CT/CHH/JJ

Print Name:		Print Title:		Date:	
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The Memorandum

To: Zoning Board
From: Marie Raffay, P.E.
Date: May 30, 2025
Subject: 695 Springfield Avenue **Review #2**
Block 1702, Lot 47
Summit, Union County, NJ

Summit No.: ZB-24-2237

We have reviewed the application and associated submissions prepared by the Beacon Unitarian Universalist Congregation in Summit, the Applicant, for the subject property as referenced below. For ease of review, our updated comments are in **bold**:

- a. Application to Zoning Board of Adjustment with Memorandum in Support of the Application, signed, dated March 6, 2024;
- b. Certified List of Property Owners within 200 feet dated December 5, 2023;
- c. Architectural Drawings for the Beacon UU Church, 695 Springfield Ave. Summit, NJ, consisting of five (5) sheets, prepared by Louis Cherry, RA, signed, dated 7/18/2024;
- d. Beacon Unitarian Universalist Church Preliminary and Final Site Plans, Block 1702, Lot 47, City of Summit, Union County, New Jersey, consisting of nineteen (19) sheets, prepared by John C. Cote, PE, of Langan Engineering, signed, dated 2/23/2024, last revised **7/18/2024**;
- e. List of Required Approvals for Summit Zoning Board Application of Beacon Unitarian Universalist Congregation in Summit;
- f. Site Materials Plan and Details for Beacon Unitarian Universalist Congregation Church, consisting of 10 sheets, prepared and signed by Tavis H. Dockwiller, LLA, of Viridian Landscape Studio, dated 7/18/2024;
- g. Stormwater Management Report for Beacon Unitarian Universalist Congregation Church, prepared and signed by Michael Vitello, PE, and John Cote, PE, of Langan Engineering, dated **2/21/2024**;
- h. Stormwater Operation and Maintenance Manual for Beacon Unitarian Universalist Congregation Church, prepared and signed by Michael Vitello, PE, and John Cote, PE, of Langan Engineering, dated 2/21/2024;
- i. Major/Minor Site Plan Application, prepared and signed by Marcy Beitle, President, Board of Trustees of Beacon Unitarian Universalist Congregation in Summit; and
- j. Application for Development Worksheet signed and dated 3/6/24.

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

1. The 75,958-square foot (1.74-acre) property is located on the northern side of Springfield Avenue.
2. The property is in the R-15 Residential Zone, with surrounding properties zoned as R-15 as well.
3. The Applicant has provided topographic information from a survey prepared by Langan Engineering dated December 8, 2022. The property slopes down from the northwest corner at elevation 361 to the southwest corner at elevation 343.
4. The property is mostly rectangular in shape with approximately 227-feet of frontage along Springfield Avenue, a rear yard width of approximately 235-feet, and an average depth of approximately 324-feet.
5. The property is improved with a two-story brick and vinyl building with concrete porches, brick patio, asphalt driveway, asphalt parking lot, two story wood frame detached garage, rock/masonry walls, and related site improvements.
6. The Applicant is proposing to demolish the existing structures on the property and replace them with a 300-seat sanctuary, church offices, classrooms for religious study, and other spaces dedicated to church use. The Applicant is also proposing to construct a 42-space parking area, solar panels in the parking area, and extensive landscaping. The Applicant should confirm the improvements in testimony. **The Applicant has revised the plans to include four tandem parking stalls at the northeast corner of the project. This increases the amount of available parking on-site to 46 spaces. The Applicant should provide testimony regarding the use of the tandem spaces for larger events.**
7. The Applicant notes that the proposed Limit of Disturbance on the property is approximately 1.66 acres (72,310 square feet).
8. The Applicant is proposing an increase in Building Coverage of 8,811square feet from 3,038 square feet (4%) to 11,849 square feet (15.6%), where the maximum permitted in the R-15 Zone is 15%. **The Applicant has revised the plans to reduce the originally proposed building footprint. The Applicant is now increasing the Building Coverage of 8,811 square feet from 3,038 square feet (4%) to 11,795 square feet as reflected in the revised stormwater management report. The Applicant should confirm that the zoning table, stormwater management report and the architectural plans have been coordinated.**
9. The Applicant is proposing an increase of 12,533-square feet in lot coverage from 22,863-square feet (30.1%) to 35,396-square feet (46.6%), where the maximum permitted in the R-15 Zone is 40%. **The Applicant has revised the plans to increase the originally proposed lot coverage. The Applicant is now increasing the lot coverage of 22,863-square feet (30.1%) to 37,143-square feet (48.9%) for an increase of 14,280-square feet. The Applicant should confirm that the zoning table, stormwater management report and the architectural plans have been coordinated.**

10. The Applicant is seeking a number of 'c' and 'd' variances. We defer to the Board Planner for review and comment for zoning review.
11. Information should be provided regarding the capacity of the existing and proposed sewer and additional flow. The Applicant shall provide testimony regarding the need for TWA permit.
12. There are several utility crossings on site. The Applicant shall ensure there will be no pipe conflicts during installation.
13. The maximum height of the solar canopy array is unclear as depicted on the architectural plan details. There are conflicting elevations of the solar canopy elevation. Is the canopy on a tilt or is it level? What is the height of the highest and lowest points of the canopy? The Applicant should confirm that the solar array canopy will conform to City ordinances.
14. How will snow and rain drain from the solar panels? The Applicant should provide information and testimony regarding any proposed drainage system for the solar array canopies. All drains should have a clean-out at the downspout.
15. The Applicant is providing four (4) electric vehicle charging stations and providing signage indicating that vehicles may park only when charging. The Applicant should confirm in testimony.
16. The Applicant should confirm the location of all mechanical equipment and generators and ensure that they are properly screened.
17. It does not appear that a detail of the green roof has been provided. The Applicant should provide a detail and provide testimony.

Stormwater:

18. The project disturbs more than one (1) acre of land; therefore, is considered a "major development" as defined by NJAC 7:8.
19. The Applicant is proposing to meet the Green Infrastructure (GI) Standards by utilizing GI BMPs from Table 5-1, consisting of porous pavement systems with underdrains at 3 locations, small-scale (subsurface) infiltration systems at two locations, rain garden with underdrain at one location, and manufactured treatment devices (MTD) at three locations (WQ-301 & WQ-302).
20. The Applicant proposes to meet the groundwater recharge requirement per N.J.A.C. 7:8-5.4(b)1i by demonstrating through hydrologic and hydraulic analysis that the site and its stormwater management measures maintain 100 percent of the average annual pre-construction groundwater recharge volume for the site.

21. The project is exempt from the Stormwater Runoff Quality Standards since the proposed improvements will not result in the creation of one-quarter acre or more of "regulated motor vehicle surface." It is noted that the proposed GI Best Management Practices (BMP) will treat runoff generated by the proposed motor vehicle surface areas and reduce the post-construction load of total suspended solids (TSS) by 80 percent.
22. The Applicant is proposing to meet the stormwater quantity requirement per NJAC 7:8-5.6(b)3 by designing the stormwater management measures so that the post-construction peak runoff rates for the current and projected 2, 10, and 100-year storm events, as defined and determined pursuant to N.J.A.C. 7:8-5.7(c) and (d), respectively, are 50, 75, and 80 percent, respectively, of the pre-construction peak runoff rates. Please clarify how emergency overflow with respect to each location will be accommodated per NJAC 5:21-7.8.
23. Please revise the plans and/or Stormwater Management Report (SWM) to address the following minor inconsistencies.
 - a. Proposed UND-INF1-1: The one (1) foot rectangular weir crest elevation differs between the Outlet Control Structure Detail on Sheet CG502 and the Pond report stage-discharge. Please revise for consistency. **Comment Not Addressed. The table in the "Underground Infiltration Basin Outlet Control Structures" detail indicates a crest elevation of 350.60' whereas the stormwater routing calculations and the drainage plan indicate that a crest elevation of 350.80'. Please revise for consistency.**
 - b. Proposed Rain Garden: The Outlet Control Structure Detail on CG503 indicates a four (4) inch orifice at elevation 351.75 however the pond report stage-discharge does not include an orifice. Please revise for consistency. **Comment Not Addressed. The table in the "Rain Garden Outlet Control Structure" detail and the drainage plan indicates the 4" underdrain with an invert of 351.75'. This is not included in the pond report for the rain garden. Please revise the routing calculations to include this orifice.**
24. The Applicant is proposing an outfall and Conduit Outlet Protection (C.O.P) at HW 2-1. We defer further review and approval to the Somerset-Union Soil Conservation District.
Continuing Comment.
25. The Applicant proposes an on-site stormwater conveyance system consisting of High-Density Polyethylene (HDPE) pipe. The following shall apply:
 - a. Per section 5:21-7.3 (c) of the RSIS, velocities in closed conduits flow shall be at least two feet per second to promote self-cleansing. The pipe calculations indicate average velocities that are significantly below the minimum requirement. Please revise for compliance. **Comment Not Addressed. The following pipe runs do not satisfy this requirement: Lines 5, 7, 8, 9, 10, 14, 18, 19, 26, 27, 28, 29, 30, 31, 32 in the first set of pipe calculations and lines 1, 2, 6, 8, and 9. The pipe layout must be revised accordingly.**

- b. Please revise to address minor inconsistencies between the pipe calculations and drainage plan CG102. **Comment Partially Addressed. The following inconsistencies between the plans and the pipe calculations must be addressed:**
 - i. The pipe slope and inverts for line 7 are not consistent.
 - ii. The grate elevations for WQ-1-3, NMH1-1, OCS1-3, and WQ1-2.
 - iii. The leader for line 17 is missing from the site plans
26. Based on the geotechnical report, groundwater was encountered at TP-7, within the vicinity of proposed Porous Pavement System-1, at approximate elevation 347. The bottom of the storage bed is proposed at elevation 348, therefore the minimum one (1) foot clearance required for infiltration systems with underdrains is provided. Please revise the section detail and O&M Manual to indicate the SHWT elevation at proposed Porous Pavement System-1. **Comment Not Addressed. Please provide an updated stormwater maintenance plan and revised the "Underground Infiltration Basin 1-1 Section" detail.**
27. Per NJAC 7:8-5.2(m), the proposed BMPs (porous pavement systems, small scale infiltration basins, rain garden and MTDs) must be reflected in a deed notice recorded in the Office of the County Clerk. A form of deed notice should be submitted to the City for approval prior to filing. **Continuing comment.**

Site Circulation:

28. The Applicant is requesting a variance for minimum number of parking spaces. 100 spaces are required where 42 are proposed. The Applicant is proposing to use 58 off-site parking spaces on the north side of Springfield Avenue but provides no further information or documentation to support this. The Applicant should provide testimony. **The plans have been revised to include four tandem parking spaces for a total of 46 proposed parking spaces. The Applicant is now proposing 54 off-site parking spaces. The Applicant should provide testimony on the use of the tandem spaces.**
29. The Applicant is requesting a variance for minimum parking lot landscaping. One shade tree per ten parking spaces is required where no parking lot landscaping is provided. The Applicant should provide testimony.
30. Fire Truck Circulation plan has been provided. A gap in the solar array canopy has been provided to allow for truck maneuvering. It is unclear how a truck will maneuver when the parking spaces are full. We defer further comment to the City Fire Official.
31. The Applicant should provide testimony on the site circulation including pickup and drop-off for all programs and events on site.

32. The Applicant is proposing a trash storage area at the northwest corner of the building. A nine (9) foot high wood screen fence is proposed to screen the collection. The Applicant should provide testimony on the amount of trash and recycling anticipated to be collected and how the trash and recycling will be collected.
33. The Applicant should provide testimony on ADA site circulation from the parking lot to the building.
34. The Applicant should provide testimony on the pedestrian access for the parking lot to the building and the outdoor facilities.
35. Dimensions should be added to parking spaces around the curve north of the ADA spaces to ensure that the narrowest point of width still complies with City ordinance. The Applicant should provide testimony on the dimensioning of the spaces.
36. The solar canopies as shown on the architectural plans show supporting columns however the location of the columns is lacking on the site plan. It is unclear where the supporting columns are to be located. The location of columns should be shown in the site plan. The Applicant should provide testimony regarding the columns and any potential interference with vehicles parking.

Miscellaneous:

37. The Applicant appears to propose removal of 30 trees from the property. We defer to the City Forester for review and approval of the proposed improvements.
38. 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.
39. The Applicant has noted that they will maintain a silt fence for the entire duration of construction.
40. The Applicant shall remove all excavated and excess soil from the site and shall not use excess soils elsewhere on site.
41. The Applicant shall be aware that if stormwater runoff drainage problems occur on their property and/or neighboring properties because of the construction of the proposed improvements, it is the Applicant's responsibility to remedy that drainage issue.
42. 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 should 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.

MKR/bt

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STAFF COMMENTS REPORT

DATE: 5/23/25

FROM: Land Use Assistant / Board Secretary

TO:

FLOOD ZONE

Name	Title / Committee
Eric Evers	Fire Chief
Ryan Peters	Police Chief
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"/>	Caroline King	Chair, HPC
<input type="checkbox"/>	Planner	Burgis Assoc.
<input type="checkbox"/>	Donna Patel	Environmental Commission

Property Address:	695 Springfield Avenue	Block: 1702	Lot: 47
Application #:	ZB-24-2237	Applicant Names: Beacon Unitarian Universalist Church	
Description/Variances:	Revised plans for: Major Site plan approval, preliminary and final. Propose to demolish existing structures and replace with new. New structures will be used as classrooms, offices, and church space. Propose 42 space parking area, solar panels in parking area, and landscaping improvements.		

Comments Due Date:	5/30/25	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:

Plans must include detailed information on all structural elements, fire ratings, fire separations, and other fire safety requirements, all bathrooms must comply to the plumbing code requirements, as well as carbon monoxide control, air exchange, ADA compliance at each level and exterior of building. An HVAC test and air balance report are also required. Additionally, the plans must adhere to all current building codes.

- Please note that if any part of the proposed retaining wall exceeds 4 feet in height, building permits will be required. These permits must be accompanied by signed and sealed plans from a licensed Architect or Engineer.

- According to N.J.A.C. 5:23-2.14 (g), walls are measured from the bottom of the footing to the top of the wall. Ensure that all measurements are accurately documented to comply with this regulation.

- Site conditions may necessitate the installation of a guard on the retaining wall for safety.

- If the project includes steps, please be aware that handrails and/or guardrails may be required for safety compliance.

Print Name:	Ralph Maritato	Print Title:	Construction Official	Date:	5-27-25
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STAFF COMMENTS REPORT

DATE: 5/23/25

FROM: Land Use Assistant / Board Secretary

TO:

FLOOD ZONE

Name	Title / Committee
Eric Evers	Fire Chief
Ryan Peters	Police Chief
Engineering	Colliers
Ralph Maritato	Construction Official

<input type="checkbox"/>	John Linson	City Forester
<input type="checkbox"/>	Health Dept.	Westfield
<input type="checkbox"/>	Caroline King	Chair, HPC
<input type="checkbox"/>	Planner	Burgis Assoc.
<input type="checkbox"/>	Donna Patel	Environmental Commission

Property Address:	696 Springfield Avenue 695	Block: 1702	Lot: 47
Application #:	ZB-24-2237	Applicant Names: Beacon Unitarian Universalist Church	
Description/Variances:	Revised plans for: Major Site plan approval, preliminary and final. Propose to demolish existing structures and replace with new. New structures will be used as classrooms, offices, and church space. Propose 42 space parking area, solar panels in parking area, and landscaping improvements.		

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COMMENTS: *Unfortunately very few if any of the existing trees on the site can be preserved. However, most of the existing trees are in poor condition. There are three trees in the northeast corner of the property which we will try to preserve. I met with the Landscape Architect on site and she has proposed a very nice replacement plan. I recommend approval.*

Print Name:	John Linson	Print Title:	Forester	Date:	5/29/25
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STAFF COMMENTS REPORT

DATE: 5/23/25

FROM: Land Use Assistant / Board Secretary

TO:

FLOOD ZONE

Name	Title / Committee
Eric Evers	Fire Chief
Ryan Peters	Police Chief
Engineering	Colliers
Ralph Maritato	Construction Official

<input type="checkbox"/>	John Linson	City Forester
<input type="checkbox"/>	Health Dept.	Westfield
<input type="checkbox"/>	Caroline King	Chair, HPC
<input type="checkbox"/>	Planner	Burgis Assoc.
<input type="checkbox"/>	Donna Patel	Environmental Commission

Property Address:	496 Springfield Avenue 615	Block: 1702	Lot: 47
Application #:	ZB-24-2237	Applicant Names: Beacon Unitarian Universalist Church	
Description/Variances:	Revised plans for: Major Site plan approval, preliminary and final. Propose to demolish existing structures and replace with new. New structures will be used as classrooms, offices, and church space. Propose 42 space parking area, solar panels in parking area, and landscaping improvements.		

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COMMENTS: No Comments

Print Name:		Print Title:	AEHS	Date:	5/27/25
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STAFF COMMENTS REPORT

DATE: 5/23/25

FROM: Land Use Assistant / Board Secretary

TO:

FLOOD ZONE

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Ryan Peters	Police Chief
Engineering	Colliers
Ralph Maritato	Construction Official

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<input type="checkbox"/>	Health Dept.	Westfield
<input type="checkbox"/>	Caroline King	Chair, HPC
<input type="checkbox"/>	Planner	Burgis Assoc.
<input type="checkbox"/>	Donna Patel	Environmental Commission

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COMMENTS: _____

Print Name:		Print Title:		Date:	
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DATE: 5/23/25

FROM: Land Use Assistant / Board Secretary

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<input type="checkbox"/>	Planner	Burgis Assoc.
<input type="checkbox"/>	Lara Mendenhall	Environmental Commission

Property Address:	695 Springfield Avenue	Block: 1702	Lot: 47
Application #:	ZB-24-2237	Applicant Names: Beacon Unitarian Universalist Church	
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COMMENTS: On behalf of the Environmental Commission, I refer you to our previous comments dated 15 November 2024.

Print Name:	Lara Mendenhall	Print Title:	Environmental Commission	Date:	5/29/25
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