



## ZB / PB ~ STAFF COMMENTS TRACKING WORKSHEET

<b>Address:</b>	15 Middle Avenue
<b>Application #:</b>	ZB-25-2299
<b>Description/Variances:</b>	(c) - variance for side yard setback to construct a second story addition.
<b>Sent to Staff for Comments:</b>	August 15, 2025
<b>Due Date:</b>	September 5, 2025

<b>Staff / Commission / Consultant</b>	<b>Delivery Method</b>	<b>Report Attached with Comments</b>	<b>Report Attached with No Objections</b>	<b>Not Submitted</b>	<b>Not Required</b>
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			✓	

### AT DUE DATE / UPON RECEIPT FROM ALL STAFF:

<b>Sent to Applicant:</b>	_____ / _____ / _____
<b>Sent to Attorney:</b>	_____ / _____ / _____



## STAFF COMMENTS REPORT

**DATE:** August 15, 2025

**FROM:** Land Use Assistant/ Board Secretary

**TO:**

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

<b>Property Address</b>	15 Middle Avenue	<b>Block:</b> 3802	<b>Lot:</b> 6
<b>Application #:</b>	<b>Applicants Names:</b> 15 Middle Ave LLC		
<b>Description/Variances:</b>	(c) – variance for side yard setback to construct a second story addition.		
<b>Comments Due Date:</b>	September 5, 2025	Please email <a href="mailto:landuse@cityofsummit.org">landuse@cityofsummit.org</a> if you are unable to meet this date.	

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:** Build to Code

<b>Print Name:</b>	Eric Evers	<b>Print Title:</b>	Chief SFD	<b>Date:</b>	8/20/25
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## STAFF COMMENTS REPORT

DATE: August 15, 2025

FROM: Land Use Assistant / Board Secretary

TO:

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
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COMMENTS: No objections  
LOTH/AM

Print Name:		Print Title:		Date:
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## Memorandum

To: Zoning Board  
From: Marie Raffay, P.E.  
Date: September 5, 2025  
Subject: 15 Middle Avenue  
Block 3802, Lot 6  
Summit, Union County, NJ  
  
Summit No.: ZB-25-2299

We have reviewed the application and associated submissions prepared by the Applicant, 15 Middle Avenue LLC of the subject property as referenced below:

- a. Application to Zoning Board of Adjustment, signed, dated May 12, 2025;
- b. Department of Community Services (DCS) Application for Development Worksheet, dated May 12, 2025;
- c. Zoning Board Application Checklist, dated May 12, 2025;
- d. Transmittal from Demsey, Dempsey & Sheehan, dated May 12, 2025;
- e. Memorandum in Support of Application, undated, prepared by Amanda C. Wolfe, Esq;
- f. Certified List of Property Owners within 200 feet, with map;
- g. Certification of Payment of Taxes, dated 4/22/25;
- h. Owner Disclosure Statement;
- i. Architectural Plans, entitled "Proposed Alteration, 15 Middle Avenue, Block 3802, Lot 6, Summit, NJ 07901", prepared by Robert C Wanhouse, RA, PP, Architect and Associates, consisting of five (5) sheets, last revised date of June 23, 2025;

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

1. The 8,223.62 square foot (0.189-acre) property is located on the east side of Middle Avenue, approximately 350 feet north of Springfield Avenue.
2. The property is in the R-5 Single-Family Residential Zone, with surrounding properties in the same zone.
3. The property is mostly rectangular in shape with 55 feet of frontage along Middle Avenue, an average depth of 149.5 feet and a rear yard width of 55.44 feet.

4. The property is mostly level, featuring a predominantly flat terrain.
5. The property is currently improved with a 1- ½ story dwelling, deck, walkways, asphalt driveway, and related site improvements.
6. The Applicant should provide testimony on the existing conditions on the property. The survey referenced on the architectural plans should be provided.
7. The Applicant has begun renovations on the home and is proposing to construct a second story addition and a two-story addition at the front of the home. The Applicant should confirm the improvements in testimony.
8. The Applicant is seeking variances for combined side yard setback which is a pre-existing non-conforming condition. The combined side yard setback is required to be a minimum of 33 percent where 27 percent is existing and is proposed. The Applicant should confirm in testimony.
9. The Applicant should provide lot coverage calculations for both existing and proposed conditions to determine lot coverage changes. The plans should be updated to indicate any proposed or changes in the driveway configuration and the proposed two-story addition at the front of the house. It is unclear if stormwater mitigation is required.
10. The Applicant should provide testimony on the location of roof leaders and where runoff will be directed for the addition.
11. No trees appear to be removed for the proposed project. We defer to the City forester for review and comment.
12. 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.
13. 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.
14. 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.

MKR/mt

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## STAFF COMMENTS REPORT

**DATE:** August 15, 2025

**FROM:** Land Use Assistant / Board Secretary

**TO:**

**FLOOD ZONE**

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

<b>Property Address:</b>	15 Middle Avenue	<b>Block:</b> 3802	<b>Lot:</b> 6
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<b>Description/Variances:</b>	(c) - variance for side yard setback to construct a second story addition.		

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COMMENTS: \_\_\_\_\_

This permit was issued based on the information provided by the contractor on the permit applications and the architectural plans submitted by the architect. The submitted plans were categorized as an alteration of an existing home, not as an addition.

However, the approved plans do not show any new walls being constructed, whereas it has come to our attention that new walls were, in fact, built. The permits were filed under the scope of bathrooms, kitchen, and general home rehabilitation, with no mention of a proposed addition.

Should a variance be granted, the applicant will be required to submit entirely new plans and permits that accurately reflect the correct scope of work. These updated documents must clearly show both existing and proposed conditions and must comply with all current codes.

<b>Print Name:</b>	Ralph Maritato	<b>Print Title:</b>	Construction Official	<b>Date:</b>	8-19-25
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Ryan Peters	Police Chief
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COMMENTS: No trees or landscaping are directly affected.  
There does not appear to be the need for additional landscaping.

Print Name:	John Linson	Print Title:	Forester	Date:	8/21/25
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COMMENTS: No comment from the Health Dept (NN) 8/19/25

Print Name:		Print Title:		Date:	
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DATE: August 15, 2025

FROM: Land Use Assistant / Board Secretary  
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FLOOD ZONE

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COMMENTS: \_\_\_\_\_

The proposed addition is modest in scope and the design is in keeping with the original architecture. The proposed materials match the existing structure.

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Print Name:	James Burgmeyer	Print Title:	Date:	8/22/25
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Rev: 9/15/2022



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<input type="checkbox"/>	Caroline King	Chair, HPC
<input type="checkbox"/>	Planner	Burgis Assoc.
<input checked="" type="checkbox"/>	Francie Cho	Environmental Commission

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COMMENTS: \_\_\_\_\_

The application is for variances for side yard combined setback and any others necessary to construct a second-story rear addition. The footprint of the house will remain unchanged. No trees will be removed as part of this construction.

The Environmental Commission encourages the homeowners and their architect to: minimize the size of paved surfaces and use green infrastructure for patios and parking areas, such as permeable paving and rain gardens, to assist with drainage, mitigate heat island effects, decrease VOC (Volatile organic compounds) emissions from asphalt paving and markings, and reduce pollution from runoff. We also encourage the use of solar panels on appropriately oriented roof areas.

In addition, we would encourage planting native shade trees and shrubs on the open spaces of the property to assist with site hydrology. We will note that native species are beautiful and cost effective. They require far fewer inputs (water, fertilizer, and pesticide), protect our soil and waterways, and provide habitat for native birds and butterflies. This [Guide to Landscaping with Native Plants](#) and searchable [database](#) can be helpful in finding native replacements, as well as the Rutgers list of native plants (<https://njaes.rutgers.edu/fs1140/>).

On behalf of the Summit Environmental Commission, I recommend approval of the requested variances.

Print Name:	Francie Cho	Print Title:	Environmental Comm. Alt	Date:	8/21/2025
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