



## ZB / PB ~ STAFF COMMENTS TRACKING WORKSHEET

<b>Address:</b>	72 Fernwood Road
<b>Application #:</b>	ZB-22-2149
<b>Description/Variances:</b>	G Variance for lot coverage & building covg to
<b>Sent to Staff for Comments:</b>	9 / 9 / 22      construct 1-story addition and steps.
<b>Due Date:</b>	9 / 26 / 22

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 type="checkbox"/> Paper <input type="checkbox"/> Email		✓		
Steven Zagorski Police Chief	<input type="checkbox"/> Paper <input type="checkbox"/> Email		✓		
Engineering: Colliers	<input type="checkbox"/> Paper <input checked="" 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 checked="" type="checkbox"/> Email	.		✓	
Environmental Commission <i>(if required)</i>	<input type="checkbox"/> Paper <input checked="" type="checkbox"/> Email	✓			
City Planner: Burgis <i>(if required)</i>	<input type="checkbox"/> Paper <input type="checkbox"/> Email				

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

<b>Sent to Applicant:</b>	9 / 28 / 22
<b>Sent to Attorney:</b>	NA

## COMMUNITY SERVICES

**TO :** Zoning Board members  
**FROM :** Christa Anderson, Zoning Officer CA  
**DATE :** September 27, 2022  
**SUBJECT :** Zoning Board application #ZB-22-2149  
72 Fernwood Road; Christopher & Julia Bartlett  
Variances to construct a new rear patio, first floor kitchen expansion and landings  
**COPY TO:** File

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The application is filed as a direct application having no prior zoning review. The applicant has submitted 2 sheets of engineering plans prepared by Peter K. Korzen, PE and PLS, of Korzen Engineering, dated 6/22/2022 and 5 sheets of architectural plans prepared by David M. Rosen, AIA, of Rosen Kelly Conway having a Variance Submittal date of 07.13.22. The applicant proposes to demolish the existing patio and to construct a new, smaller, patio, to construct a 4 square foot kitchen addition and to provide for a new platform and steps from the existing breakfast area to the new patio. Based on the plans submitted, I find that **variances are required as follows:**

- 1. For proposed lot coverage of 34.51%** whereas 30% is the maximum permitted. The existing lot coverage is 34.93% and is being reduced by 84 square feet. The existing house was built new in 1996 at which time the maximum lot coverage permitted was 30%, as it still is. City records include a property survey dated 06/29/2012 certified to Mark & Erika Melchiorre who sold the property to the current applicants. I can find no record of when the existing patio was installed but it was certainly prior to 06/29/2012. The proposed new patio meets all setback requirements. The existing driveway being more than 12 feet wide also seems to be as it was originally constructed.
- 2. For building coverage of 16.4%** whereas 14% is the maximum permitted. The property survey dated 06/29/2012 reflects the building footprint identical to the current plans, including the rear overhangs. The applicant proposes to increase the building coverage by 18 square feet as the proposed rear landing is already partially covered by overhangs mentioned above.

**Should the application be approved, the applicant is hereby noticed 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 or grading 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 and/or grading permit applications.**

<b>Copy To:</b>	
<input type="checkbox"/> PL/Zoning Chm./Atty.	<input type="checkbox"/> Applicant
<input type="checkbox"/> Boards Members	<input type="checkbox"/> Applicant's Atty.

**COMMUNITY SERVICES**

**TO:** Christa Anderson, Zoning Officer  
**Eric Evers, Director/Fire Chief**  
 Steven Zagorski, Police Chief  
 Engineering Division  
 Burgis Associates *(if applicable)*

Ralph Maritato, Construction Official  
 John Linson, City Forester  
 Health Department  
 Tom Conway, Chair, HPC  
 Environmental Commission *(if applicable)*

**FROM:** Chris Nicola, Land Use Assistant, DCS

**DATE:** September 9, 2022

**LOCATION:** 72 Fernwood Road      **BLOCK:** 2201      **LOT:** 18

**APPLICATION:** Christopher & Julia Bartlett      **FILE NO.:** ZB-22-2149

**PROJECT:** (c) – variances for lot coverage & building coverage to construct 1-story addition & steps

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 below.

Attach additional pages or reports, if necessary.

Please respond by: **September 26, 2022** (Please email cnicola@cityofsummit.org if you are unable to meet this date.)

**COMMENTS:**

No comments (JM) \_\_\_\_\_

**Eric P. Evers**  **Fire Chief**      **September 19, 2022**

DO NOT WRITE BELOW THIS LINE, PLEASE \_\_\_\_\_

\_\_\_ Zoning; \_\_\_ Fire; \_\_\_ Police; \_\_\_ Engineer; \_\_\_ Construction Official; Forestry; \_\_\_ Board of Health; \_\_\_ HPC



## Memorandum

To: Zoning Board

From: Christopher L. Dour, P.E., P.P.

Date: September 27, 2022

Subject: 72 Fernwood Road  
Block 2201, Lot 18  
Summit, Union County, NJ

Summit No.: ZB-22-2149

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We have reviewed the revised application and associated submissions prepared by Christopher and Julia Bartlett, Applicants, for the subject property as referenced below:

- a. Application to Zoning Board of Adjustment, signed, dated June 21, 2022;
- b. Application for Development- Worksheet;
- c. Application Checklist dated July 13, 2022;
- d. Project Narrative-Reasons in Support of the Variances, consisting of two (2) pages, prepared by Rosen Kelly Conway, dated July 13, 2022;
- e. Application for a Certified List of Property Owners, signed, dated 5/9/22;
- f. Plan entitled, "The Bartlett Residence situated at 72 Fernwood Road – Tax Block 2201, Lot 18, City of Summit, Union County, New Jersey", consisting of two (2) sheets noted as Grading & Soil Erosion Control Plan dated 6/22/2022 and Boundary & Topographic Survey dated 6/14/2022, prepared by Peter K. Korzen, PE and LS of Korzen Engineering LLC, unsigned; and
- g. Architectural Plan entitled, "Additions and Alterations to the Bartlett Residence, 72 Fernwood Road, Summit, NJ", consisting of five (5) sheets, prepared by David M. Rosen, AIA, LEED AP of Rosen Kelly Conway Architecture & Design, signed, dated July 13, 2022.

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

1. The 20,325-square foot (0.46-acre) property is located at the west side of Fernwood Road, at the intersection with Beacon Road.
2. The property is in the R-25 Zone, with properties to the north, west and southwest in the same Zone, and to the southeast (across Fernwood Road) in the R-15 Zone.

3. The Applicant has submitted a separate Grading & Soil Erosion Plan (Sheet 1 of 2), and the property is improved with a 2-story single-family home, driveway, 3-car attached garage, slate patio, walkways, and related site improvements.
4. The property is irregular in shape, with 110-feet of frontage along Fernwood Road, 195-feet along the north (right) property line, 165-feet along the south (left) property line, and 120-feet along the rear property line.
5. The Applicant has provided a Project Narrative that notes that they are proposing a one-story addition and new patio to the rear of the home, along with a proposed rear landing and steps. It is noted that the proposed addition is below an existing 2-foot-deep overhang.
6. The Applicant is requesting Variances for Building and Lot Coverages as well as "any other variances determined by the Zoning Officer".
7. The Applicant has not provided the proposed Limit of Disturbance, which is noted as being along the silt fence alignment.
8. Sheet 1 of 2 notes that the property slopes from a low of 94-feet at the northeast corner along Fernwood Road, to a high of 107-feet at the far northwest corner (left rear) of the property. The Applicant has not noted the existing of steep slopes on the property and shall confirm in testimony. The Applicant notes that no steep slopes are to be disturbed (note 8, Sheet 1 Of 2).
9. The Applicant is proposing an 18-square foot increase in Building Coverage from the existing non-conforming 3,393-square feet (16.7-percent) to 3,411-square feet (16.8-percent), where the maximum permitted in the R-25 Zone is 14-percent. The Applicant notes on the Grading Plan that the proposed slate patio is at grade and shall confirm in testimony.
10. The Applicant is proposing to decrease the existing non-conforming Impervious Coverage 84-square feet from 7,100-square feet (34.93-percent) to 7,016-square feet (34.5-percent), where the maximum permitted in the R-25 Zone is 30-percent.
11. The Applicant has noted the location of the existing AC units and generator and shall confirm that they comply with the Ordinance for setbacks and screening.
12. The Applicant has noted that they are not proposing to remove any trees. We defer to the City Forester for review and approval of the proposed improvements. We note that a Landscape Plan has not been provided.
13. 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.
14. The Applicant shall remove all excavated and excess soil from the site and shall not use excess soils elsewhere on site.

15. 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.
16. 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.

The referenced application and plans provided, satisfy the engineering requirements for this variance application. **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.

CLD/lb

<b>Copy To:</b>		
<input type="checkbox"/> PL/Zoning Chm./Atty.	<input type="checkbox"/>	Applicant
<input type="checkbox"/> Boards Members	<input type="checkbox"/>	Applicant's Atty.

**COMMUNITY SERVICES**

**TO:** Christa Anderson, Zoning Officer  
Eric Evers, Director/Fire Chief  
Steven Zagorski, Police Chief  
Engineering Division  
Burgis Associates (if applicable)

**Ralph Maritato, Construction Official**  
John Linson, City Forester  
Health Department  
Tom Conway, Chair, HPC  
Environmental Commission (if Applicable)

**FROM:** Chris Nicola, Land Use Assistant, DCS

**DATE:** September 9, 2022

**LOCATION:** 72 Fernwood Road      **BLOCK:** 2201      **LOT:** 18

**APPLICATION:** Christopher & Julia Bartlett      **FILE NO.:** ZB-22-2149

**PROJECT:** (c) – variance for lot covg. & Bldg. Cov. to construct 1-story addition & steps

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 below. Attach additional pages or reports, if necessary.

Please respond by: **September 26, 2022** (Please email [cnicola@cityofsummit.org](mailto:cnicola@cityofsummit.org) if you are unable to meet this date.)

**COMMENTS:** No objections

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*Ralph Maritato*  
\_\_\_\_\_  
(NAME) **PRINT PLEASE**

*Construction Official*  
\_\_\_\_\_  
(PRINT TITLE)

*9/12/22*  
\_\_\_\_\_  
(DATE)









# STAFF COMMENTS REPORT

**DATE:** September 26, 2022  
**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

<input type="checkbox"/>	John Linson	City Forester
<input type="checkbox"/>	Health Dept.	Westfield
<input type="checkbox"/>	Tom Conway	Chair, HPC
<input type="checkbox"/>	Planner	Burgis Assoc.
<input checked="" type="checkbox"/>	Donna Patel	Chair, Environmental Comm

<b>Property Address:</b>	72 Fernwood Road	<b>Block: 2201</b>	<b>Lot: 18</b>
<b>Application #:</b>	ZB-22-2149	<b>Applicant Names: Christopher &amp; Julia Bartlett</b>	
<b>Description/Variances:</b>	(c) - variance for lot covg. & Bldg. Cov. To construct 1-story addition and steps		

<b>Comments Due Date:</b>	__09__ / __26__ / __2022__	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: The application is for a variance necessary for a new rear patio, new landing and steps, and a new one-story rear addition at a house. From the survey it appears that no existing trees will be removed as part of the new construction. On behalf of the Summit Environmental Commission, I recommend approval of the requested variances. For alterations of this nature, the Environmental Commission recommends, among other considerations, that the homeowners and their architect: consider the use of permeable paving for the driveway and consider adding native trees or shrubs on the property to assist with site hydrology (see the Rutgers list of native plants at <https://njaes.rutgers.edu/fs1140/>).

<b>Print Name:</b>	Donna Goggin Patel	<b>Print Title:</b>	Chair Environmental Comm	<b>Date:</b>	09/26/22
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