



ZB / PB ~ STAFF COMMENTS TRACKING WORKSHEET

Address:	30 Hawthorne
Application #:	ZB-22-2167
Description/Variations:	Increase FAR to add a bedroom, laundry room, and bath to second floor, over existing family room.
Sent to Staff for Comments:	January 6, 2023
Due Date:	January 23, 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 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				X

AT DUE DATE / UPON RECEIPT FROM ALL STAFF:

Sent to Applicant:	1 / 24 / 23
Sent to Attorney:	_ / _ / _

COMMUNITY SERVICES

TO : Zoning Board members
FROM : Christa Anderson, Zoning Officer CA
DATE : January 23, 2023
SUBJECT : Zoning Board application #ZB-22-2167
30 Hawthorne Place; Morgan & Nora Dunnon
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 three sheets of architectural plans prepared by Timothy Klesse, RA, dated 09/27/2022. Sheet 1 of the architectural plans provides a copy of the property survey prepared by Steven R. Lupo, PLS, of Richlan, Lupo & Associates, Inc. dated April 15, 2021. The architectural plans do not provide a complete first and second floor plan by which to confirm the proposed FAR. Based on the plans submitted, reference to the City Tax Assessor's property record card and the requirements of the R-10 Zone wherein the property is located, I find that **a variance is required as follows:**

- 1. For FAR proposed of 26.45% whereas 25% is the maximum permitted. The application states that the proposed FAR is 25.9% The difference is .55% or 69 square feet. Should the application be approved, the architect must provide complete first, second and attic plans to confirm the exact FAR variance granted.**

The architectural plans show that ne new A/C will be installed at the right rear corner of the house. The location is conforming. Should the application be approved and a permit issued for the new A/C, all of the mechanical equipment is required to be screened with either a solid fence or dense landscaping.

Should the application be approved, the applicant is hereby advised 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.

Memorandum

To: Zoning Board
From: Dipti Sheth, PE
Date: January 23, 2023
Subject: 30 Hawthorne Place
Block 2004, Lot 15
Summit, Union County, NJ

Summit No.: ZB-22-2167

We have reviewed the application and associated submissions prepared by Klesse Architects for Morgan and Nora Dunnan, Applicants, for the subject property as referenced below:

- a. Application to Zoning Board of Adjustment, signed, dated October 10, 2022;
- b. Project Narrative, prepared by Timothy P. Klesse, AIA, ASID of Klesse Forbes Architects, signed, dated October 1, 2022;
- c. Application Checklist- Bulk and Use Variance, dated 10/15/22;
- d. Zoning Review Form;
- e. Application for a Certified List of Property Owners within 200 Ft, signed, dated 10/15/22;
- f. Existing Conditions Photographs of Dwelling Exterior – Total four (4), undated;
- g. Tax Payment Status Certification, signed, dated 10/15/22;
- h. Existing and Proposed Area Calculations, prepared by Timothy Klesse, AIA, ASID of Klesse Architects;
- i. Existing and Proposed Conditions Maps with handwritten notations, consisting of two (2) sheets, prepared by Klesse Architects, revised July 28, 2022 using Property Survey, prepared by Steven R. Lupo, PLS of Richlan, Lupo & Associates, Inc., signed, dated April 15, 2021; and
- j. Architectural Plan entitled, "Alteration to Residence of: Mr. And Mrs. Dunnan, 30 Hawthorne Place, Summit, New Jersey", consisting of three (3) sheets, prepared by Timothy P. Klesse, AIA, ASID of Klesse Forbes Architects, signed, dated 09/27/2022.

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

1. The 12,828-square foot (0.29-acre) property is located at the east side of Hawthorne Place, about 635-feet northeast of the intersection with Beechwood Road.
2. The property is in the R-10 Zone, with properties to the north, south and west in the same Zone, and to the east in the R-25 Zone.
3. The property is rectangular in shape, with 80-feet of frontage along Hawthorne Place, a depth of about 160-feet, and 80-feet wide along the rear property line.
4. The property is improved with a 2 1/2-story single-family home, driveway, detached garage, stone patio, shed, bluestone patio, bluestone walkways, covered porch, and related site improvements.
5. The Applicant has provided a Project Narrative and notes that "in order to add a bedroom, laundry room and bath to the second floor, over the existing family room. The floor area increase in size is from 23.2% to 25.9% (or an overage of 117 above what is allowed, 25%)." The Applicant shall provide testimony.
6. The Applicant is requesting a variance for Floor Area Ratio.
7. The Applicant has submitted a plan showing existing conditions dated April 15, 2021, revised July 28, 2022 to show current conditions. There are markups on the plan, which appear to be the areas of the various features. The Applicant shall provide testimony and clarify the numbers. We highly recommend that all the necessary information to be added to the plan without markups and with the correct scale.
8. The Applicant has submitted a plan showing proposed conditions, dated April 15, 2021, revised July 28, 2022 to show current conditions. There are markups on the plan that show the location of proposed improvements. The Applicant shall provide testimony on the proposed improvements, as some of the writing is not clear. We highly recommend that all the necessary information to be added to the plan without markups and with the correct scale.
9. The Applicant has provided Architectural Plans showing floor plans and elevation views for the second-floor improvements. We highly recommend that all the necessary information to be added to the plans without markups.
10. As shown on the Summit Zoning Review Form, the Applicant is not proposing any increase in Building Coverage of 2,234-square feet (17.4-percent), where the maximum permitted in the R-10 Zone is 18-percent. The Applicant shall provide testimony.
11. As shown on the Summit Zoning Review Form, the Applicant is not proposing to increase the Lot/Impervious Coverage of 5,081-square feet (39.6-percent), where the maximum permitted in the R-10 Zone is 35-percent.

12. The Applicant has not proposed any stormwater improvements, and we take no exception. However, the Applicant is to provide testimony on all improvements to confirm there is no increase in the lot coverage.
13. The Applicant shows proposed features on the right side of the house on the proposed plan. The Applicant to provide testimony if this is proposed AC units and/or generator and shall confirm that they comply with the Ordinance for setbacks and screening.
14. The Applicant has not noted if they are proposing to remove any trees, and we defer to the City Forester for review and approval of the proposed improvements.
15. The Applicant shall maintain a silt fence along with any other required erosion and sediment control measures for the entire duration of construction.
16. The Applicant shall remove all excavated and excess soil from the site and shall not use excess soils elsewhere on site.
17. The Applicant shall be aware that if stormwater runoff drainage problems occur on their property and/or neighboring properties because of the as-built improvements, it is the Applicant's responsibility to remedy that drainage issue.
18. 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.

DS/lb



STAFF COMMENTS REPORT

DATE: January 6, 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"/>	Brandon Prighi	HPC
<input type="checkbox"/>	Planner	Burgis Assoc.
<input type="checkbox"/>	TBD	Environmental Commission

Property Address:	30 Hawthorne	Block: 2004	Lot:15
Application #:	ZB-22-2167	Applicant Names:Mr. and Mrs. Dunnon	
Description/Variances:	Increase FAR to add a bedroom, laundry room, and bath to 2nd floor, over existing family room.		

Comments Due Date:	January 23, 2023	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:

Per NJAC 5:23-6.32, AC-powered, interconnected smoke detectors with battery backup will be required in the following locations: 1. Min. (1) on each level, including basement; 2. In all sleeping areas within 10' of all bedroom doors. 3. In all bedrooms. If the variance is granted, compliance information re: this provision must be clearly indicated on plans submitted for construction permit.

Print Name:	Ralph Maritato	Print Title:	Construction Official	Date:	1-9-23
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FROM: Stephanie Soulios, Land Use Assistant / Board Secretary
TO:

<input type="checkbox"/>	Christa Anderson	Zoning Officer
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<input type="checkbox"/>	Steven Zagorski	Police Chief
<input type="checkbox"/>	Engineering	Colliers
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COMMENTS: No objection.

John Linson Forester 1/12/23

Print Name:		Print Title:		Date:	
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DATE: January 6, 2023
FROM: Stephanie Soulios, Land Use Assistant / Board Secretary
TO:

<input type="checkbox"/>	Christa Anderson	Zoning Officer
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<input type="checkbox"/>	Steven Zagorski	Police Chief
<input type="checkbox"/>	Engineering	Colliers
<input type="checkbox"/>	Ralph Maritato	Construction Official

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COMMENTS: No Comments.

Print Name:	George Kordias	Print Title:	REHS	Date:	1-12-23
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FROM: Stephanie Soulios, Land Use Assistant / Board Secretary
TO:

<input type="checkbox"/>	Christa Anderson	Zoning Officer
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<input type="checkbox"/>	Steven Zagorski	Police Chief
<input type="checkbox"/>	Engineering	Colliers
<input type="checkbox"/>	Ralph Maritato	Construction Official

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COMMENTS: The addition to 30 Hawthorne Place is faithfully
in keeping with the style and scale of the house that
is located in a historical district of Summit's Westside
The HPC takes no exception to this application
Meredith M. Gayler 1/22/23
HPC member.



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FROM: Stephanie Soulios, Land Use Assistant / Board Secretary
TO:

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<input type="checkbox"/>	Eric Evers	Fire Chief
<input type="checkbox"/>	Steven Zagorski	Police Chief
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<input type="checkbox"/>	John Linson	City Forester
<input type="checkbox"/>	Health Dept.	Westfield
<input type="checkbox"/>	Brandon Prighi	HPC
<input type="checkbox"/>	Planner	Burgis Assoc.
<input checked="" type="checkbox"/>	Lara Mendenhall	Environmental Commission

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COMMENTS: The application concerns the addition of a partial 2nd floor over the existing family room, increasing the floor area ratio from 23.2% to 25.9% (25% is allowed).

On behalf of the Environmental Commission (EC), I do not object to the requested variance. The EC recommends that the applicants consider the following to reduce their home's environmental impact, especially **energy efficiency** and **roof-top solar** since the house will be larger and a partial new roof installed:

1. **Stormwater management** - permeable pavers (see: [Rutgers](#)) and/or a rain garden (see [Rutgers](#)),
2. **Landscaping** - native plants and trees (see: [Rutgers](#) and [Jersey Yards](#)),
3. **Energy efficiency** - Energy Star building techniques (see: [NJ Clean Energy](#)), and
4. **Electricity** - roof-top solar (see: [US Department of Energy](#)).

Print Name:	Lara Mendenhall	Print Title:	Environmental Comm	Date:	January 20, 2023
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