

**City of Northfield Planning Board
1600 Shore Road
Northfield, New Jersey 08225
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January 8, 2026

Notice of this meeting had been given in accordance with Chapter 231 Public Law 1975, otherwise known as the Open Public Meetings Act. Notice of this meeting had been given to The Press of Atlantic City on December 27, 2025, posted on the bulletin board in City Hall, filed with the City Clerk, and posted on the city website, stating the date, time and place of the meeting and the agenda to the extent known. Digital copies of the application documents, exhibits, and the Planning Board Engineer's report have been uploaded onto the city website as well if applicable.

The **REORGANIZATION** meeting of the Northfield Planning Board was held on Thursday, January 8, 2026. *In following with the decisions of Mayor Chau and City Council, the Planning Board will be eliminating the mandatory observation of Covid-19 related social distancing measures at their public meetings. In addition, the Planning Board will continue to air the regular meetings on Zoom video conferencing for convenience of those who do not wish to appear in public.*

City of Northfield Planning Board is inviting you to a scheduled Zoom meeting.

Topic: City of Northfield Re-Organization Meeting

Time: Jan 8, 2026 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/81369317644?pwd=ekXOlsMLE3TTZAunWQbuXHbVw1w5Uh.1>

Meeting ID: 813 6931 7644

Passcode: 998246

One tap mobile

+13092053325,,81369317644# US

+13126266799,,81369317644# US (Chicago)

Join instructions

https://us02web.zoom.us/meetings/81369317644/invitations?signature=woaUEs-9ijC4FoeLNdhakA2R2nz_IclVRJT64HEogkI

The meeting was opened by Chairman Richard Levitt at 7:02 p.m. with the reading of the Sunshine Law and the roll call. The following were present or absent as noted.

Darren Boyd
Peter Brophy
Matthew Carney
Mayor Erland Chau
Councilwoman Carolyn Bucci

Dr. Richard Levitt
Henry Notaro-absent
Dan Reardon
Ron Roegiers
Derek Rowe
Clem Scharff
Jim Shippen
Paul Utts
Joel M. Fleishman, Esq.-Planning Board Solicitor
Matthew Doran, PE, PP-Planning Board Engineer

Mr. Brophy led the flag salute.

The first order of business was to take care of the yearly appointments. Mr. Scharff nominated Dr. Richard Levitt for Chairman. There were no other nominations. Mr. Scharff made the motion and Mr. Shippen seconded the motion. Mr. Utts moved to close. The voice vote was all in favor. Mr. Shippen nominated Clem Scharff for Vice Chairman. There were no other nominations. Mr. Shippen made the motion and Mr. Reardon seconded the motion. Mr. Utts moved to close. The voice vote was all in favor. Mr. Scharff nominated Joel Fleishman, Esq. for Planning Board Solicitor. There were no other nominations. Mr. Scharff made the motion and Mr. Shippen seconded the motion. Mr. Utts moved to close. The voice vote was all in favor. Mr. Scharff nominated Matthew Doran, PE, PP for Planning Board Engineer. There were no other nominations. Mr. Scharff made the motion and Mr. Carney seconded the motion. Mr. Utts moved to close. The voice vote was all in favor. Mr. Shippen nominated Robin Atlas for Planning Board Secretary. There were no other nominations. Mr. Shippen made the motion and Mr. Scharff seconded the motion. Mr. Utts moved to close. The voice vote was all in favor. Mayor Chau thanked the Board members for serving and for their due diligence and time. Their services are greatly appreciated. Mayor Chau introduced and welcomed Darren Boyd, the city's Superintendent of Public Works Department. There has not been a Class II City Official since Chief Paul Newman retired. Mayor Chau announced Police Chief Mark Von Koln will be retiring at the end of January and the new chief will be Scott Pollock. He said he is proud of all.

Mayor Chau read the Oath of Office to the following and they were sworn into office:

Darren Boyd, Class II, City Official
Derek Rowe, Class IV, Planning Board Member
James Shippen, Class IV, Planning Board Member
Paul Utts, Planning Board Alternate #1
Matthew Carney, Planning Board Alternate #2
Ronald Roegiers, Planning Board Alternate #3

The Board reviewed the meeting schedule for the year and decided that none of the meetings needed to be changed.

The Board approved the minutes for November 6, 2025 and December 4, 2025 by voice vote.

Dr. Levitt commented that James Maga would be coming back to the Board on February 5th for a continued hearing. Anyone who was not present at the initial hearing would have to review the tape of the hearing in order to vote. If Mr. Maga doesn't appear at the February meeting, he would need to re-notice and re-advertise.

There was one application on the agenda from Steven and Jennifer Hance, Block 94 Lot 3, 10 Willow Drive for "c" variance relief for home renovations. The applicants were sworn in. Mr. Hance said the issue is simple. He grew up in Northfield and served in the military. When he returned, he bought a home in Northfield. The house was built in 1951 and the garage had been converted into a room. Mr. Hance noted that at least three houses on Willow Drive have setback issues. The lots are very narrow. The side yard is 3 ft. from the property line and they are requesting a variance. They are not looking to expand and will keep the footprint of the house. They have slab and roof problems and they want to make the house safe. They are also having insurance issues. Dr. Levitt said you are basically doing repairs and renovations. Mr. Doran commented that there is some demolition involved. Mr. Hance said that would be at the back of the house. Mr. Hance was referring to Exhibit D-1 of his plans and Mr. Fleishman labeled it Exhibit A-1 for the hearing. Mr. Hance said the sunroom and existing laundry will be demolished and they want to rebuild the room. The room previously was used as a workshop. Dr. Levitt clarified that they are rebuilding using the same footprint. Mr. Hance said the architect proposed a small deck on the back and they would be willing to reduce that. Dr. Levitt commented that these houses were built before Zoning and he added that there is no room to add trees. Mr. Carney asked if the Fire Department would have a problem getting to the back. Mr. Shippen said the Fire Department did not have a problem with that in their letter. Mr. Hance agreed with that and said he wants to install a double door in his vinyl fence. He said he has a pool in the back yard and it has its own fence. Mr. Hance has a growing family and they need this room and a laundry room.

Dr. Levitt opened the public session. There was no one who wished to comment and the public session was closed.

The Board discussed the variances. There are six variances and a design waiver. The variances are as follows:

Lot Area-7,500 sf is required; 7,000 sf is existing and proposed

Front setback-25 ft. is required; 20.67 ft. is existing and proposed

Side setback-10 ft. is required; 1.92 ft. is existing and proposed

Combined side setbacks-25 ft. is required; 12.10 ft. is existing and proposed

Total Coverage-45% is required; 46.4% is existing; 46.7% is proposed

Two on-site parking spaces are required; only one exists and is proposed

The Design Waiver is for two street trees-there is no room for trees

Dr. Levitt commented that by granting these variances, the Board will be legitimizing the situation.

Mr. Scharff made the motion and Mr. Carney seconded the motion. The roll call vote was as follows:

Mr. Boyd-yes

Mr. Brophy-yes

Councilwoman Bucci-yes

Mayor Chau-yes

Mr. Rowe-yes

Mr. Scharff-yes

Mr. Shippen-yes

Mr. Utts-yes

Chairman Levitt-yes

The motion carries.

Gino Clemente, owner of Mazza's Market and Coffee House, Block 16.01 Lots 38.01 & 39, 815 W. Mill Road' requested an Informal Hearing to discuss improvements to his property. Brian Peterman, PE, CME of Gibbsboro, NJ was present to discuss the matter. They were sworn in. Mr. Peterman presented two alternative plans for development of the irregularly shaped property. The plan is to improve the front of the market and to clean up the rear dilapidated greenhouses and overgrown brush. They plan a two-lot subdivision that would face Burton Avenue. One lot would be for his daughter and the other would be sold. They are not conforming lots at 75 ft. x 140 ft. and 75 ft. x 162 ft. The front and rear setbacks conform but they don't meet the 100 ft. lot frontage. They will need variances for the 75 ft. lots. This subdivision will add 25 ft. to the market for construction of a bathroom and prep space. They will replace the existing sheds and want additional parking on Burton Avenue. There is now only parking in front of the market. They will be extending the pavement and this may be a concern of the county when they see the application. They have two plans to provide alternatives. Mr. Roegiers noted there is an existing driveway off Burton Avenue.

Mr. Peterman said the site is zoned R-1 Residential. There are some commercial uses in the general area. There is the Public Works building across the street as well as Apex Roofing across the street on Mill Road. There are some mixed uses in the area. It is possible they may need a use variance since they are modifying the site and a variance for Lot Area. Mr. Fleishman said it would be a d(3) variance for an expansion of a non-conforming use. Dr. Levitt commented that there was an application not too long ago in that area. Mr. Peterman said it was the next-door neighbors for Lot 39. They have approval to move the lot line with variances. Mr. Peterman said the plans show what the lots could look like. He noted that there are non-conforming smaller lots on Jack Sloan Court, Hollywood Avenue, Pasadena Avenue and Jospeh Court. He said they are looking for feedback from the Board. Mr. Fleishman reminded that any feedback is non-binding. Mr. Peterman said they want general guidance and comments. Mr. Roegiers said this is similar to a Developmental Committee Review. Mr. Fleishman said that Northfield doesn't have that type of committee. He agreed that 75 ft. lots are consistent with the neighborhood. Mr. Peterman said the new homes would conform other than for Lot Width. They really can't obtain land from anywhere else. The next-door neighbors already took some of the land with the minor subdivision. He showed photos of the back of the lot behind the market. They want to get rid of the trailers, sheds, greenhouses and brush. The driveway was discussed and Mr. Peterman said there would be no sight triangle issues. Mr. Carney said the business is to remain the same and Mr. Clemente wants a new bathroom for customers and have it handicapped accessible and he also needs more prep space. Dr. Levitt said the plans differ as to parking and traffic flow. Mr. Peterman said Plan A has parking

behind the addition. There are 4 parking stalls and an accessway. Plan B is similar with parking against the addition. It is closer to the corner and has a tighter accessway. He is unsure if this plan is the best or the safest. Dr. Levitt said Plan B is a back up due to possible issues with the county. Mr. Peterman said he thinks the county will not want the front parking coming directly off the roadway.

Mr. Boyd said he works across the street in the Public Works Building and sees the driveway being used. The hazards are already there. He is in favor of the improvements. He relayed that the city recently received a grant to pave Burton Avenue. Once paved there will be a 5-year moratorium for digging up the road. Mr. Boyd thought the paving will be done this year and the new lots would need to open the road for utilities. Sewer was discussed. Mr. Boyd said there is no sewer gravity on Burton Avenue fronting the potential properties. They would need to come up with a contingent plan. Dr. Levitt said he didn't have a problem with 75 ft. lots. They are all over Northfield and are usually deeper and larger lots that compensate for the lesser width. He added that the parking layout needs some work and testimony. Mayor Chau asked what the trailer was used for. Mr. Clemente said it is used for storage. Mr. Clemente added that he wants to replace the broken fence with a white vinyl fence. Mr. Shippen asked about the area that has three sheds. Mr. Peterman said that area will provide access to the proposed storage building. Mr. Roegiers commented that it will be nice to see the greenhouses gone. Mr. Peterman answered yes to Mr. Fleishman when asked if they will be talking to the county informally. Mr. Fleishman commented that the Board positively favors the concepts being considered. Mr. Rowe added that he likes the plan which shows its own parking area on Burton Avenue. Mr. Shippen asked about the number of parking spaces and if they think they need more. Mr. Clemente said there are 10 spaces in front and employees park in the back. Dr. Levitt asked about the commercial square footage size. Mr. Peterman said it is about 2500 sf and they would need 13 parking spaces to conform. Mr. Clemente commented that he has run the business for 14 years and they are successful and have a good customer base. He added that they would probably build ranchers on the Burton Avenue proposed lots. Dr. Levitt thanked them for their informal presentation.

There was one resolution to memorialize for Clarence William Bishoff V, Tyler Wan, Big Land, LLC, Block 97 Lots 6,7,8. 1410 Zion Road, 1416 Zion Road, 1600 Tilton Road that was Granted in Part/Denial in Part for a Minor Subdivision, Site Plan Waiver. "c" variances, "d" variances. Abstentions were Mayor Chau, Councilwoman Bucci, Mr. Boyd, Mr. Rowe, Mr. Utts, Mr. Roegiers. Mr. Scharff made the motion and Mr. Shippen seconded the motion. The voice vote was all in favor.

The Board is considering increasing the Planning Board fees and possibly doubling the escrow fees since the fees are not covering professional expenses. This will be worked on in committee and presented to City Council.

The meeting was closed by Chairman Levitt at 8:11 p.m. with a motion from Mr. Scharff and a second from Mr. Shippen.

Respectfully submitted,
Robin Atlas, Secretary to the Board