

**City of Northfield Planning Board**  
**1600 Shore Road**  
**Northfield, New Jersey 08225**  
**Telephone (609) 641-2832, ext. 127**  
**Fax (609) 646-7175**

January 7, 2021

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, 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.

This **REORGANIZATION** meeting of the Northfield Planning Board was held on Thursday, January 7, 2021. Pursuant to N.J.S.A. 10:4-8(b), this meeting was live-streamed using Zoom conferencing service and the public is restricted from attending in-person.

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

*Join Zoom Meeting*

<https://us02web.zoom.us/j/88968129499?pwd=Qm0ybGpzcWoram8zeTRnajZRQTdsdz09>

*Meeting ID: 889 6812 9499*

*Passcode: 784384*

*One tap mobile*

*+16465588656,,88968129499#,,,,\*784384# US (New York)*

*Dial by your location*

*+1 646 558 8656 US (New York)*

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*Find your local number: <https://us02web.zoom.us/j/88968129499?pwd=Qm0ybGpzcWoram8zeTRnajZRQTdsdz09>*

The meeting was opened by Chairman Richard Levitt at 7:00 p.m. with the reading of the Sunshine Law and the roll call with the following members present or absent as noted:

Peter Brophy  
Mayor Erland Chau  
Jim Leeds  
Dr. Richard Levitt  
Chief Paul Newman  
Henry Notaro-absent  
Dan Reardon  
Ron Roegiers

Derek Rowe  
Clem Scharff  
Jim Shippen  
Councilman Paul Utts  
Steve Vain

Joel M. Fleishman, Esq.-Planning Board Solicitor  
Matthew Doran, PE, PP-Planning Board Engineer

Robin Atlas, Board Secretary, read the following statement:

“As everyone knows, based on an Executive Order of the governor, public gatherings are still limited to not more than 25% occupancy of the room, and social distancing parameters apply. For this reason, members of the public are still not able to attend tonight’s meeting in person, and virtual attendance has been made possible through Zoom video-conferencing. Participants can dial in by telephone and listen to proceedings, or they can access the meeting using a web-browser, and be able to view and listen. Instructions on how members of the public can access Zoom have been made available on the municipal website and were published in The Press of Atlantic City.

All participants will be ‘muted’ upon entry to the meeting. Web-browser participants will not be able to share their screens or see the camera-view of anyone other than the host, which is the City of Northfield.

When the time comes for public comment, a specific announcement will be made; one by one any telephone users will be asked to identify themselves and will be unmuted to permit commentary. Web-browser attendees may ask questions or make comments through the ‘chat’ function at the designated time. Please note that comments made through the chat function will not be acknowledged until the public portion of the meeting begins, at which time they will be read aloud into the record.”

The Board proceeded with re-organization for 2021. The following appointments were unanimously approved:

Dr. Richard Levitt was appointed as Chairman of this Board for one year with a motion from Mr. Scharff and a second from Mr. Shippen. There were no other nominations.

Clem Scharff was appointed as Vice Chairman of this Board for one year with a motion from Mr. Shippen and a second from Mr. Brophy. There were no other nominations.

Robin Atlas was appointed as Secretary of this Board for one year with a motion from Mr. Scharff and a second from Mr. Leeds. There were no other nominations.

Matthew Doran, PE, PP was appointed as Engineer of this Board for one year with a motion from Mr. Scharff and a second from Mr. Shippen. There were no other nominations.

Joel M. Fleishman, Esq. was appointed as Solicitor of this Board for a period of one year with a motion from Mr. Scharff and a second from Mr. Shippen. There were no other nominations.

Mr. Brophy asked a question about the contracts and if there were any changes. The Secretary stated that the contracts were exactly the same as the previous year.

The Board reviewed the meeting schedule and approved the meeting dates. The resolution will be advertised in The Press of Atlantic City.

As a Notary Public, Robin Atlas read the Oaths of Office to Councilman Utts as a Class III member and Chief Newman as a Class II member, both to one-year terms and Steve Vain as Alternate #2, and Dan

Reardon as Alternate #4, both to two-year terms, and the oaths were recited. That concluded the re-organization business for 2021.

There was one application on the agenda. The application was from James M. and Marguerite E. Adams, Block 80 Lot 29, 2200 Wabash Avenue for a minor subdivision. Present on the Zoom meeting were Marguerite Adams and Bob Catalano the surveyor who prepared the plans. Mr. Catalano is a NJ licensed surveyor and his qualifications were accepted by the Board. Dr. Levitt said this is simply a by-right minor subdivision in the R-2 Zone with a 70 ft. frontage on Wabash Avenue. The plan is to divide off the rear portion of the house lot facing Wabash Avenue and to create a building lot. It is a straightforward application. Dr. Levitt asked Mrs. Adams if she had any comments and she had none.

Dr. Levitt asked Mr. Doran to discuss his report. Mr. Doran asked if the applicants had noticed for a variance. The Secretary said they did not. Mr. Doran said there is a carport tent on Yorkshire Avenue by the right of way and since they did not advertise for a variance, the Board can't grant one. Mr. Catalano said the carport tent has been removed. Mr. Doran said then the application request is clean and there are no variances and it is a by-right. Mr. Catalano said he could explain any issues in Mr. Doran's report. Dr. Levitt swore Mr. Catalano in.

Mr. Catalano said there is no curbing on Yorkshire Avenue at all. He would like there to be a condition of the subdivision that the developer of the new lot would be responsible for installing the curbs on Yorkshire. He noted that he did not show this on his plan because he is not an engineer. He is a land surveyor and a planner. Mr. Shippen said he can understand to make it a contingency for the new lot, but is it legitimate to ask the new buyer to put curbing for the existing home. Mrs. Adams commented that she will be remaining at the existing home on Wabash Avenue. Mr. Shippen commented that there are curbs along the road going up to Shore Road. Mr. Shippen said it may not be attractive to a developer and wants to be sure it is a legitimate thing to put in an approval by the Board. Dr. Levitt said we can mandate curbs and sidewalks at the time of construction. Dr. Levitt asked Mr. Doran if there are any drainage issues. Mr. Doran said it is a well-designed street and there are concrete gutters. The lots are big enough to absorb runoff and he doesn't foresee any problems. Dr. Levitt asked Mrs. Adams if sidewalks would be a problem for her on Wabash. She said there are sidewalks on Wabash. Mr. Doran agreed and said there is also a partial curb on Wabash. Dr. Levitt asked Mr. Doran if further curbing was needed. He answered that the street and neighborhood are established with houses and the Ordinance does require curbing. It can be waived and it doesn't appear to be creating a problem now. Mr. Leeds stated that it is a by-right subdivision. Mr. Doran agreed for the existing house, but it may be necessary for the new lot since it involves construction and improvement. Mr. Leeds agreed and said curbs and sidewalks should be a requirement for the new lot when they apply for a building permit. Dr. Levitt questioned what to do about the new lot to Wabash Avenue. Mr. Doran said there is 80 ft. Dr. Levitt said a dead-end sidewalk doesn't make sense and children may use the sidewalks for bike riding and it should extend to the corner. Mrs. Adams agreed to curbs and sidewalk on Yorkshire. Dr. Levitt asked about the shed in back that is partially on her property. Mr. Doran said it doesn't affect the subdivision at this time. Dr. Levitt said there is an encroachment and the new buyer may not want someone else's shed on their property. Dr. Levitt questioned addressing it now or allowing them to hash it out. Mr. Doran said it is a private property dispute and it will affect a title search which is Mrs. Adams' problem, not the Board's. Dr. Levitt asked Mr. Fleishman and he said it is an excellent point. Mrs. Adams does have the right to ask that it be moved and it is not in the Board's purview. Once she tells the neighbor to move it, the consent is eliminated which then cuts off the adverse possession. Mrs. Adams said she grew up at the property and the shed has been there for a long time. Dr. Levitt said if the shed is moved, it should be moved to conform to the 3 ft. setback from the property line rule. Mr. Doran said if the shed

is 144 sf or less the measurement is 3 ft. and if over 144 sf the setback would be 10 ft. It can be addressed later on.

Mr. Doran read the reminder of his report and said shade trees will be required. Dr. Levitt asked Mrs. Adams to inform the buyer that two street trees 30 ft. on center are required on the property side of the sidewalk. The trees will be required before obtaining a CO. Mr. Doran wanted clarification on the remaining 50 ft. of curbing on Wabash and will it be waived. Dr. Levitt and the Board had no problem waiving the curbing on Wabash. Mr. Brophy asked if noticing had been completed. Mr. Fleishman said noticing is not required for a minor subdivision with no variances.

Mr. Scharff made the motion for the minor subdivision with no variances. Mr. Leeds seconded.

The roll call vote was as follows:

Mayor Chau-yes

Mr. Leeds-yes

Chief Newman-yes

Mr. Roegiers-yes

Mr. Rowe-yes

Mr. Scharff-yes

Mr. Shippen-yes

Councilman Utts-yes

Chairman Levitt-yes

The motion carries.

There was one resolution to memorialize for 1<sup>st</sup> Choice Property Maintenance, Inc., Block 95, Lots 46 & 47 at 322 Northfield Avenue which were approved for a minor subdivision, Certificate of existing non-conforming use and a "D" variance on December 3, 2020. The voice vote was all in favor of memorialization with Mr. Brophy, Mayor Chau, Mr. Reardon, Councilman Utts, and Mr. Vain abstaining. Mr. Notaro was absent.

Mr. Catalano remarked that he will be revising the Adams minor subdivision plan since there is a typo on the plan concerning a street intersection and he will be revising the signature lines and eventually record the plan with the county.

Mr. Scharff made the motion to close the meeting and Mr. Shippen seconded. The meeting was closed by Chairman Levitt at 7:33 p.m.

Respectfully submitted,

*Robin Atlas*

Robin Atlas, Secretary to the Board