

**NORTHFIELD TOWNSHIP
PLANNING COMMISSION
And
ZONING BOARD OF APPEALS
Minutes of Joint Training Session
March 30, 2017**

The meeting began at 6:20 P.M. at 8350 Main Street.

Planning Commissioners present:

Janet Chick	Present
Brad Cousino	Present (Arrived at 7:00 P.M.)
Sam Iaquinto	Absent with notice
Cecilia Infante	Present
Larry Roman	Present
Amy Steffens	Present
John Zarzecki	Present

Zoning Board of Appeals present:

Greg Kolecki	Present
Jacqueline Otto	Present
Stephen Safranek	Absent with notice
Amy Steffens	Present
Gary Wellings	Absent with notice
Jeff Lehrke, Alternate (Presence not required)	Absent

Also present:
Assessing & Building Assistant Mary Bird
Planning Consultant Patrick Sloan, McKenna Associates
Planning Consultant Vidya Krishnan, McKenna Associates
Members of the Community

- Statutory basis for PC & ZBA enabling acts; case laws
- Why we plan
- What zoning is
- The relationship of planning to zoning
- The planning and zoning team
- Board of trustee role (adoption and Planning Commission role (recommends to the Board))
- The Zoning Administrator and enforcement of the zoning ordinance
- Planning and zoning tools
- Basis for the Master Plan and history of the Plan and future land use map in Northfield Township
- The zoning ordinance as public policy
- Zoning ordinance content & organization
- Using the Master Plan in Northfield Township
- Master Plan amendment procedure
- Site Plan review process
- Conditional Use process
- Nonconformities
- ZBA powers
- Incorrect reasons to grant a variance
- Tips for smooth hearing and for decision making
- Avoiding ex parte communication
- Risk management
- Planning Commission and ZBA meeting minutes

PRESENTATIONS

Planning consultant Patrick Sloan and Vidya Krishnan gave presentations on a variety of subjects including:

ADJOURNMENT

The meeting was adjourned 9:00 P.M.

Prepared by Mary Bird and Lisa Lemble. Corrections to the originally issued minutes are indicated as follows:
Wording removed is ~~stricken through~~; wording added is underlined.

Adopted by the Planning Commission on _____, 2017.

Larry Roman, Chair

John Zarzecki, Secretary

Adopted by the Zoning Board of Appeals on _____, 2017.

Stephen Safranek, Chair

Greg Kolecki, Secretary

Official minutes of all meetings are available on the Township's website at
http://www.twp-northfield.org/government/zoning_board_of_appeals/