

**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	Absent
(Presence not required)	

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.

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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 April 19, 2017.

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Larry Roman, Chair

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John Zarzecki, Secretary

Adopted by the Zoning Board of Appeals on August 28, 2017.

  
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Stephen Safranek, Chair

  
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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/](http://www.twp-northfield.org/government/zoning_board_of_appeals/)