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September 3, 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 posted on the bulletin board in City Hall and posted on the city website, stating the date, time and place of the meeting and the agenda to the extent known.

The **REGULAR** meeting of the Northfield Planning Board was held on Thursday, September 3, 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 Planning Board Meeting
Time: Sep 3, 2026 07:00 PM Eastern Time (US and Canada)
Join Zoom Meeting
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The meeting was opened at 7:02 p.m. by Chairman Levitt. Mr. Brophy led the flag salute. The roll call was taken and the following Board members were absent or present as noted.

Darren Boyd
Peter Brophy
Matthew Carney
Mayor Erland Chau

Councilwoman Carolyn Bucci-absent
Henry Notaro
Frank Pomponi
Dan Reardon-absent
Derek Rowe
Clem Scharff
Jim Shippen
Paul Utts-absent
Chairman Levitt
Joel M. Fleishman, Esq.-Planning Board Solicitor
Matthew Doran, PE, PP-Planning Board Engineer

The August 6, 2026 minutes were not completed as of this meeting and will be approved at the October 1, 2026 meeting.

There was one applicant on the agenda from Moronta and Montas Project Group LLC, 110 Oakcrest Avenue, Block 157 Lot 21 for a minor by-right subdivision in the R-2 Zone. They were not represented by an attorney. Dr. Levit swore in Erick Montas and his Real Estate agent Ricardo Yumiseba. The minor subdivision will combine three lots (Lots 21, 22 and 23) on the Tax Map of the City of Northfield. There are two proposed conforming lots that will be created. The existing single-family home, which has been re-habilitated, will be Lot 21.02. The new proposed lot will be Lot 21.01 and a new home will be constructed on that lot. The new lot is under contract with DH Horton and they will develop the new home. Dr. Levitt noted that the new lot is pitched towards the existing home and he had concerns that the new lot will create drainage problems and runoff issues. He noted that the Board will require that there will be no additional runoff created. The applicants said they will not be developing the new lot. Dr. Levitt said this will be a requirement for any owner. Mr. Boyd noted that there are storm system curbs which will help with drainage. Dr. Levitt said he also had concerns about roof runoff. Mr. Doran said all roof runoff will run to the street and there can be no additional runoff on the neighboring property. Mr. Brophy asked how the property fared in the recent storm. Mr. Yumiseba said they were at the property this morning and the basement was dry. Dr. Levitt noted that there are a lot of wires at the frontage on Oakcrest Avenue and he asked if they considered fronting on Swilkey Avenue. Mr. Koelling told them it would be better to front on Oakcrest Avenue. Mr. Doran said they could consider a different frontage and the Board recommends Swilkey Avenue.

Mr. Doran referred to his report and discussed curbs and sidewalks. The site does not contain curbs and sidewalks except for a small section of curbing at the intersection of Oakcrest and Swilkey Avenues. The plan states that all required curbs and sidewalks will be installed on Lot 21.01 at the time of construction of the new home. Mr. Doran said there was no mention of curbs and sidewalks on the new Lot 21.02. A design waiver will be necessary. He noted that there is one large, ancient cedar tree that would have to go as it is in the way of the sidewalk. Dr. Levitt said the tree is not in great shape toward the top. Mr. Doran said they will need an additional five street trees. Dr. Levitt suggested two street trees on each lot. Dr. Levitt said he didn't see room for a driveway and Mr. Shippen suggested letting the Building Department handle that as it is not the Planning Board's purview. Mr. Doran felt there was plenty of room and Mr. Fleishman said the building plans will have to comply. Trees and sidewalks were discussed

further. Mr. Shippen said about 80% of the street has curbs and sidewalks and he would like to see them added here to encourage others on the street to add them. Mr. Scharff said it would help with drainage. Mr. Boyd didn't agree with sidewalks for the existing lot as this increases impervious ground and it is also at the end of the street. There is not a lot of foot traffic. Mr. Scharff commented that new houses all have curbs and sidewalks. Dr. Levitt called for a straw vote and the Board wanted curbs and sidewalks on all lots. The Board also agreed to two street trees on each of the lots. Mr. Doran clarified for Mr. Boyd that the sidewalk is not included with coverage as it is in the right-of-way. Mr. Doran added that they must grade the property so that the water runs to the street.

The application was opened to the public and there was no one who wished to speak.

Mr. Scharff made the motion to grant the minor by-right subdivision and it was decided to waive the required street trees on Lot 21.02 as the site has many trees. This is the lot with the existing dwelling.
Mr. Shippen seconded the motion.
The roll call vote was as follows:
Mr. Boyd-yes
Mr. Brophy-yes
Nr, Carney-yes
Mayor Chau-yes
Nr, Notaro-yes
Mr. Rowe-yes
Mr. Scharff-yes
Mr. Shippen-yes
Chairman Levitt-yes
The motion carries.

There were no resolutions to memorialize. The resolution for T2T will be memorialized at the next meeting October 1, 2026.

Mayor Chau reported that the Camden Diocese project is still ongoing. There are still state inspections and some research being done but he said he thinks it is nearing completion. He suggested that coordination with the county may be the communication issue.

The meeting closed at 7:30 p.m. with a motion from Mr. Shippen and a second from Mr. Brophy.

Respectfully submitted,

Robin Atlas

Robin Atlas, Secretary to the Board