

**LOPATCONG TOWNSHIP ZONING BOARD OF ADJUSTMENT  
REORGANIZATION AND REGULAR MEETING  
JANUARY 9, 2019**

**CALL TO ORDER BY CHAIRMAN GARY**

**SILENT PRAYER**

**PLEDGE OF ALLEGIANCE**

**OPEN PUBLIC MEETINGS STATEMENT:** “adequate notice of this meeting has been provided indicating the time and place in accordance with Chapter 231 of the Public Laws of 1975 by advertising a Notice in The Star-Gazette and The Express-Times and by posting a copy on the bulletin board in the Municipal Building”.

**ROBERT LARSEN SWORN IN AS MEMBER**

**ROLL CALL:**

**Present:** Members Horun, Devos, Bittone, Unangst, Larsen, Gary

**Absent:** Members Rutledge and Woolf

**ELECTION OF OFFICERS**

**Motion to Nominate Fred Gary as Chairman**

**Motion by:** Member Larsen

**Seconded by:** Member Devos

**ROLL CALL:**

**AYES:** Members Horun, Devos, Bittone, Unangst, Larsen, Gary

**NAYS:** None

**Motion to Nominate Robert Larsen as Vice-Chairman**

**Motion by:** Member Devos

**Seconded by:** Chairman Gary

**ROLL CALL:**

**AYES:** Members Horun, Devos, Bittone, Unangst, Larsen and Chairman Gary

**NAYS:** None

**APPOINTMENT OF PROFESSIONALS:**

**BOARD ATTORNEY**

**Motion to Nominate James Bryce as Board Attorney**

**Motion by:** Vice-Chairman Larsen

**Seconded by:** Member Bittone

**ROLL CALL:**

**AYES:** Members Horun, Devos, Bittone, Unangst, Vice-Chairman Larsen and Chairman Gary

**NAYS:** None

**Motion to Nominate Paul Sterbenz as Board Engineer**

**Motion by:** Chairman Gary

**Seconded by:** Vice-Chairman Larsen

**ROLL CALL:**

**AYES:** Members Horun, Devos, Bittone, Unangst, Vice-Chairman Larsen and Chairman Gary

**NAYS:** None

**Motion to Nominate George Ritter as Board Planner**

**Motion by:** Vice-Chairman Larsen

**Seconded by:** Member Unangst

**ROLL CALL:**

**AYES:** Members Horun, Devos, Bittone, Unangst, Vice-Chairman Larsen and Chairman Gary

**NAYS:** None

**Motion to Nominate Phyllis Coleman as Board Secretary**

**Motion by:** Vice-Chairman Larsen

**Seconded by:** Member Bittone

**ROLL CALL:**

**AYES:** Members Horun, Devos, Bittone, Unangst, Vice-Chairman Larsen and Chairman Gary

**NAYS:** None

**Motion to Approve Resolution 19-01 Meeting Calendar for the Year 2019, Appointments of Official Newspapers and Appointment of Professionals. Resolution 19-01**

**Motion by:** Vice-Chairman Larsen

**Seconded by:** Member Unangst

**ROLL CALL:**

**AYES:** Members Horun, Devos, Bittone, Unangst, Vice-Chairman Larsen and Chairman Gary  
**NAYS:** None

**R 19-01**

RESOLUTION OF THE TOWNSHIP OF LOPATCONG, COUNTY OF WARREN AND STATE OF NEW JERSEY  
APPROVING ZONING BOARD OF ADJUSTMENT MEETING CALENDAR FOR THE YEAR 2019,  
APPOINTMENTS OF OFFICIAL NEWSPAPERS

*NOTICE IS HEREBY GIVEN that the regular meetings of the Lopatcong Township Zoning Board of Adjustment will be held the second Wednesday of each month at 7:00 pm, except where otherwise noted below, at the Municipal Building located at 232 S. Third Street, Lopatcong Township, Phillipsburg, New Jersey.*

*IF THE SECOND WEDNESDAY of any month shall fall on a legal holiday, the meeting shall be held on the following day. The dates of the meetings are as follows:*

*Reorganization Meeting January 9, 2019*

<i>February 13, 2019</i>	<i>August 14, 2019</i>
<i>March 13, 2019</i>	<i>September 11, 2019</i>
<i>April 10, 2019</i>	<i>October 9, 2019</i>
<i>May 8, 2019</i>	<i>November 13, 2019</i>
<i>June 12, 2019</i>	<i>December 11, 2019</i>
<i>July 10, 2019</i>	<i>January 8, 2020 – Reorganization Meeting</i>

The Township Clerk through 2019 will prominently post a copy of the resolution in the Municipal Building, 232 S. Third Street, Lopatcong Township, Phillipsburg, New Jersey on the bulletin board and a copy shall be mailed to the Star-Gazette and The Express-Times, which are designated as the official newspapers for publication of legal notices for the Lopatcong Township Zoning Board of Adjustment pursuant to Section 3 (d) of the Open Public Meetings Act, Chapter 231 P.L. 1975.

**CERTIFICATION**

I, Phyllis D. Coleman, Secretary of the Zoning Board of Adjustment of the Township of Lopatcong, County of Warren and State of New Jersey do hereby certify the foregoing to be a true and correct copy of a Resolution adopted by the Zoning Board of Adjustment at the Reorganization Meeting held on January 9, 2019.

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Phyllis D. Coleman, Secretary

**Motion to Adopt Robert's Rules of Order, Resolution 19-02**

**Motion by:** Member Horun

**Seconded by:** Member Devos

**R 19-02**

RESOLUTION OF THE TOWNSHIP OF LOPATCONG, COUNTY OF WARREN AND STATE OF NEW JERSEY ADOPTING ROBERT'S RULES OF ORDER AS A BASIC GUIDE FOR FAIR AND ORDERLY PROCEDURE IN MEETINGS

NOW, THEREFORE, BE IT RESOLVED by the Zoning Board of Adjustment of the Township of Lopatcong, County of Warren and State of New Jersey, that Robert's Rules of Order Newly Revised 9<sup>th</sup> Edition is hereby adopted as a parliamentary authority for the procedure in meetings.

CERTIFICATION

I, Phyllis D. Coleman, Zoning Board of Adjustment Secretary, of the Township of Lopatcong, County of Warren and State of New Jersey do hereby certify the foregoing to be a true and correct copy of a Resolution adopted by the Zoning Board of Adjustment at the Reorganization Meeting held on Wednesday, January 9, 2019.

Phyllis D. Coleman  
Zoning Board of Adjustment Secretary

**ROLL CALL:**

**AYES:** Members Horun, Devos, Bittone, Unangst, Vice-Chairman Larsen and Chairman Gary

**NAYS:** None

**OLD BUSINESS:**

**Motion to Approve the Regular Meeting Minutes of September 12, 2018**

**Motion by:** Chairman Gary

**Seconded by:** Member Devos

**ROLL CALL:**

**AYES:** Members Horun, Unangst and Chairman Gary

**NAYS:** None

**ABSTAIN:** Members Devos, Bittone, Vice-Chairman Larsen

**NEW BUSINESS:**

**Approve Resolution 19-03 – Adopting an Annual Report**

**R 19-03**

**RESOLUTION OF THE ZONING BOARD OF ADJUSTMENT OF THE TOWNSHIP OF  
LOPATCONG, WARREN COUNTY, NEW JERSEY, ADOPTING AN ANNUAL REPORT**

Township of Lopatcong Board of Adjustment  
232 S. Third Street  
Lopatcong, New Jersey

**Annual Report of Zoning Board of Adjustment for 2018**

In accordance with the provisions of the N.J.S.A. 40:55D-70.1, this is the annual report on the activity of the Board for 2018

In 2018, the Board received three applications for development. Of these applications, one was administratively to not require variance relief as per the zoning ordinance and did not invoke the Board's jurisdiction, one was for a residential bulk variance for a fence, and one for the site plan review on a bifurcated application where variance relief pursuant to N.J.S.A. 40:55D-70(d) was granted in 2017. The two applications within the Boards jurisdiction were granted.

**WHEREAS, N.J.S.A. 40:55D-70.1** requires an annual report to the governing body of the Zoning Board of Adjustment's annual activity;

**NOW, THEREFORE, BE IT RESOLVED,** by the Zoning Board of Adjustment, that it does Hereby adopt the report as appended hereto and authorizes the Secretary to transmit same to The Mayor and Council of the Township of Lopatcong.

The foregoing is a true copy of the Resolution adopted by the Zoning Board of Adjustment of

The Township of Lopatcong at its meeting of January 9, 2019

Date: \_\_\_\_\_ 2019

\_\_\_\_\_  
Phyllis Coleman, Zoning Board of Adjustment  
Secretary

**Motion by:** Chairman Gary

**Seconded by:** Vice-Chairman Larsen

**ROLL CALL:**

**AYES:** Members Horun, Devos, Bittone, Unangst, Vice-Chairman Larsen and Chairman Gary

**NAYS:** None

**PUBLIC COMMENT:**

None

**MOTION TO ADJOURN**

**Motion by:** Member Bittone

**Seconded by:** Member Unangst

**ALL IN FAVOR:** Members Horun, Devos, Bittone, Unangst, Vice-Chairman Larsen and Chairman Gary

**NAYS:** NONE

Respectfully Submitted,

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Phyllis D. Coleman  
Secretary, ZBOA

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Chairman Gary