

**Belvidere Planning Board Minutes  
Town of Belvidere  
Warren County, New Jersey  
December 7, 2021**

Harold Halvorsen called the meeting to order and read the following statement:  
In accordance with Chapter 231 of the Public Laws of 1975, notice of this meeting was given by way of notice filed with the Express Times Warren County NJ Zone and/or the Express-Times or Newark Star Ledger, filed in the Municipal Clerk's Office and posted in the Belvidere Town Hall, 691 Water Street, Belvidere NJ.

**Roll Call:**

Present - David Dech, Andreas Eisenberger, Lawrence Gregan, Harold Halvorsen, Robert Haupin, Claudia Howard, Patricia MacCallum,  
Absent - Joseph Kennedy, Glen Matlock, Sarah Piwoski

**Adoption of Minutes:**

A **motion** was made by Patricia MacCallum, seconded by Claudia Howard and carried to adopt the October 5, 2021 meeting minutes of the Belvidere Planning Board.

**Previous Business:**

No previous business was addressed at this time.

**New Business:**

Minor Subdivision and Variance Application - Block 31/Lot 7, Pequest Road - Completeness  
Paul Sterbenz - the applicant is seeking a Minor Subdivision Plan approval to subdivide the property to create a new building lot known as block 31, lot 7.03. Block 31, lot 7.03 is proposed to have an area of 7.035± acres with 51.68 feet of frontage on Pequest Road. Proposed block 31, lot 7, which shall contain the existing detached single-family dwelling, is proposed to have an area of 5.917± acres with 51.68 feet of frontage on Pequest Road. A joint access driveway for both lots is proposed and shall be contained within a proposed common driveway easement. Because the widths of lots 7 and 7.03 do not comply with the minimum lot width requirements for the R-100 District outlined in Section 160-26 of the Zoning Ordinance, the applicant is also seeking variance relief.

Comments

1. Based upon a review of the submission package vs. the checklist, the following deficiency was noted:

a. Checklist Item 5 - A benchmark was not noted on the subdivision plan.

The subdivision plan must be revised to indicate the benchmark unless waived by the Board.

2. The applicant has requested the following waiver from the submission requirements:

1

a. Checklist Item 9 - The location and depiction of individual trees having a caliper of twelve

(12) inches or more.

The Board must obtain testimony from the applicant and its professionals outlining the reasons for the submission waiver request.

3. The applicant has indicated that the following checklist items are “not applicable”:

- a. Checklist Item 1 - Subdivision plan in compliance with the Map Filing Law.
- b. Checklist Item 7 - The location of the existing and proposed watercourses.
- c. Checklist Item 8 - Drainage basin areas.

We are in agreement that the above noted checklist items are “not applicable”.

#### Completeness Summary

If the applicant is able to address the deficiency in Comment 1, either through the submission of a plan revision or the granting of a waiver by the Board, and the Board grants the submission waivers outlined in Comment 2, the applicant can be deemed complete by the Board.

Mr. Sterbenz advised that Comment 1 had been added to the plan and recommended completeness.

**A motion** was made by Robert Haupin and seconded by Patricia MacCallum to deem the above referenced application complete.

Steven Gruenberg advised the applicant that he would review their public and certified notices prior to publication and distribution.

**A motion** was made by Patricia MacCallum to adjourn the meeting of the Belvidere Planning Board at 7:14 PM.

Respectfully submitted,

Teresa A. Yeisley, Secretary

