

# Township of Manalapan

## Department of Planning & Zoning

120 Route 522 & Taylors Mills Road

Manalapan, NJ 07726

(732) 446-8350

(732) 446-0134 (fax)

## Planning Board Minutes

### February 14, 2019

The meeting was called to order with the reading of the Open Public Meetings Act by Chairwoman Kathryn Kwaak at 7:30p.m. followed by the salute to the flag.

**Roll Call:** Secretary, Daria D'Agostino

In attendance at the meeting: John Castronovo, Todd Brown, David Kane, Alan Ginsberg, Daria D'Agostino, Kathryn Kwaak, Jack McNaboe, Barry Jacobson, Barry Fisher

Absent from the meeting: Richard Hogan, Steven Kastell

Also present: Ron Cucchiaro, Board Attorney  
Brian Boccanfuso, Board Engineer  
Jennifer Beahm, Board Planner  
Lisa Nosseir, Recording Secretary

Mr. Cucchiaro swore in Jennifer Beahm, Professional Planner and Brian Boccanfuso, Professional Engineer.

### **Minutes:**

A Motion was made by Mr. Castronovo, Seconded by Mr. Brown, to approve the Minutes of January 24, 2019 as written.

Yes: Castronovo, Brown, Kane, D'Agostino, Ginsberg, Jacobson, Kwaak, McNaboe, Fisher

No: None

Absent: Hogan, Kastell

Abstain: None

Not Eligible: None

**Application: PMS1801 ~ Milford Estates, LLC**  
**196 Taylors Mills Road ~ Block 10 / Lots 47 & 48**  
**Final Major Subdivision**

Peter Klouser, Esq. of Heilbrunn Pape represented the applicant this evening. Mr. Klouser reminded the Board that they presented their Preliminary application last summer for a seven lot subdivision. They had secured design exception relief relative to grading and water table issues. The plans that they are presenting this evening are substantially consistent with the prior approval. The changes are in response to some of the agreements that the applicant made at the last hearing. As noted in the CME reports, the applicants professionals had met with CME in between Preliminary approval and the application that is being presented tonight.

Mr. Klouser explained that Walter Hopkin, the design engineer for this project was unable to attend this evening. In his place, Bill Jensen from Jensen Design Group will respond to any engineering issues tonight. Mr. Cucchiaro swore in William Jensen, Jr., a graduate from Clemson University who has been a licensed professional engineer in the State of New Jersey and started his own engineering firm about four years ago. His credentials were acceptable.

Mr. Cucchiaro stated Mr. Jensen did not prepare the plans and asked him what his involvement has been regarding the project. Mr. Jensen reviewed all the professionals reports and reviewed the design plans in depth. He spoke to Mr. Hopkin regarding the Board's concerns and has also met with the applicant and attorney on several occasions. He is very familiar with the project.

Mr. Jensen explained that the property is located in the R20 zone and is approximately 5.5 acres with frontage on Taylor Mills Road, west of Route 9. The existing property currently houses a single family dwelling that is on well and septic. The property drains to the N/NW. The applicant is proposing seven oversized fully compliant single family dwelling lots along Taylor Mills Road. The dwellings will have two car garages and walk-out basements. The designs are compliant with RSIS. The homes will be on public water and sewer. The roof leaders have been designed to be captured into a recharge system that are in the front yards of the property. Rain gardens have been designed to mitigate the stormwater coming off the driveways. Exhibit A1, a rendering of the subdivision, was submitted by Mr. Jensen.

Mr. Klouser said the applicant has agreed as part of the subdivision and the tie-ins that will take place on Taylor Mills Road, that at the completion of construction, they will mill and repave the entire width of Taylor Mills Road. If the Township should undertake those capital improvements prior to the completion of the project, then the applicant shall be amenable to providing a contribution to the Township in lieu of making the repairs. The applicant will also be replacing the curbs and sidewalk along the entire frontage of the property. Whatever architectural techniques are required to comply with FAR, the applicant would be in agreement. Mr. Cucchiaro asked if they were stating that as a condition of approval, the applicant will comply with the FAR requirements? Mr. Klouser said that is correct.

Mr. Klouser said there was a sign that is located on the S/E corner of the property, near Ikes Lane and the applicant has agreed that they will have that sign removed. There is a note on the plan that shows this.

Mr. Klouser said that there are rain gardens as part of the stormwater management. The applicant agrees that the maintenance for those rain gardens will comply with the administrative code that is referenced in the CME report. Mr. Klouser said there are a number of technical comments under stormwater management and grading, item 7 of the CME report. The applicant has no problem complying with any of those technical requirements.

Mr. Klouser spoke about the wetlands in the rear of the property and the buffer. The buffer is proposed to be landscaped to delineate the buffer. The buffer is approximately 140' – 150' from the rear of the property. Mr. Klouser said they will comply the affordable housing fees. There are no lighting improvements, or fencing proposed. With regard to the tree replacement and removal, it is applicants intention to comply with this Ordinance.

Mr. Klouser mentioned the outside agency approval status. They have applied and received their LOI and it has been included on the plans. Monmouth County Planning Board has granted conditional approval. Certifications have been received from Freehold Soil. Monmouth County Health Department is pending regarding abandonment of the well and septic on the property.

Mr. Klouser spoke about Ikes Lane and whether it would be widened as part of this application. Mr. Klouser said his efforts since he was before the Board last time, were to prepare a boundary line agreement, which is a means to record an agreement that adjusts the line between two pieces of property. Rather than providing a dedication and bringing another subdivision into this, he reviewed this procedure with Mr. Cucchiaro. He created a legal description, a sketch and a boundary line agreement. He presented this first to the neighboring property owner. Ultimately he received a response from the neighbors attorney asking for additional information. Mr. Klouser provided the information to Mr. Bizurro. To date, we have not received a signed boundary line agreement or any further information. The plan that the applicant is presenting does not have a 10' wide dedication to the neighboring property owner. We are prepared to continue to make that if there was some agreement this evening. If not, we will proceed with the plan as it is.

Mr. Cucchiaro said it was not an explicit requirement of the Preliminary approval. There was discussion about it and the parties that appeared were going to engage in good faith negotiations. It sounds like efforts were made by Mr. Klouser, but the Board cannot require the dedication of this property to give it to a neighboring property owner as a condition of approval. We did what we could to help facilitate the voluntary transaction between the parties, but it didn't happen yet.

Mr. Cucchiaro asked Mr. Jensen about the rain garden on proposed lot 6 which looks like it is on top of the property line with lot 7. Mr. Jensen said each rain garden is located on each individual property. The exterior contour lines are highlighted, and it makes it look like it is on

the property line. Any overflow from the rain gardens would be directed directly to the streets.

Mr. Boccanfuso said the applicant has addressed the comments from our report. We did meet with the applicant and have a technical review meeting and went through many of these items in principle. They have agreed to address the technical aspects of what we have indicated in our report. He asked about the rain gardens and how they will be delineated to prevent them from being mowed by future home owners. Mr. Jensen said there would be landscaping different from plain grass. Mr. Cucchiaro asked if something could be placed in the deed so a property owner will be notified of the existence of the rain garden? Mr. Klouser said yes, there is going to be a deed with a maintenance manual attached to it so the property owners understand their responsibility to maintain the rain gardens. We'll work it out with the DEP what further restrictions will be necessary. Mr. Klouser said the wetlands transitions area will be delineated under the DEP's letter. Mr. Boccanfuso asked if there would an issue with providing some type of markers to delineate those, whether it is a monument or a split-rail fence? Mr. Klouser said the applicant has no problem working with CME to come up with a design that will work.

Ms. Beahm spoke to Mr. Klouser about the COAH fee, which is 1 ½% of the equalized assessed value. Then 50% would be payable at building permit stage, and 50% at CO stage. Mr. Klouser said he understood.

Mr. McNaboe asked about the concrete apron at the entrance to Ikes Lane, the private driveway. Mr. Boccanfuso stated that we have requested and the applicant has agreed to remove and replace that driveway. Mr. McNaboe said good, because right now, dirt comes out on the road. Mr. McNaboe asked why they are leaving the plastic liner in the pond in lot 2? Mr. Boccanfuso said the issue is that the pond is located within the wetlands buffer. In order for the applicant to remove that, they would have to get permits. Mr. Klouser said he could recommend to his client that they look into that and see what the permit process is. Mr. McNaboe asked about the cleaning schedule for this project. Mr. Klouser said Freehold Soil has plans that have to followed and if it needs to be more frequent, the applicant will take care of it.

Chairwoman Kwaak asked about the rain gardens. Could the oblong rain garden on lot 6 be moved, or do they have to go in a specific location? Mr. Jensen said we are trying to follow the existing grades and contours as they exist. Chairwoman Kwaak asked if the rain gardens have to be a standard size? Mr. Jensen said they are different sizes based on the area of the driveways that are being installed. That is how the size is calculated.

Mr. Ginsberg said since the problem with Ikes Lane hasn't been resolved, will emergency vehicles be able to get up and down Ikes Lane? Mr. Cucchiaro said the applicant can answer that question, but the Board has to be mindful that Ikes Lane is not a public road, nor is it on this subject property. This applicant is not responsible for whatever issues exist on a private road on a different property. Mr. Klouser said this is an existing condition that is not located on our property, the conditions of Ikes Lane do not fall into this applicant's lap. We offered the property and it wasn't accepted.

Chairwoman Kwaak opened the floor to the public. Mr. Mario Lalima, of 8 Ikes Lane was sworn in. Mr. Lalima said his attorney and Mr. Ploskonka contacted Mr. Klouser. Mr. Lalima said the papers that were given to him weren't clear enough for him to sign. Mr. Lalima distributed Exhibit P1, a set of seven pictures of the Ikes Lane driveway to the Board. Mr. Lalima described the pictures and their various angles of the driveway. Mr. Lalima asked if a fence could go right up to his property line. Mr. Boccanfuso said there is a utility pole. Mr. Boccanfuso said absent Mr. Lalima's acceptance of the 10' wide easement, the future homeowner of lot 47.01, could install a fence right up to the utility pole. If they come to an agreement on the easement, the easement line would be the limit at which they could install a fence. Mr. Cucchiaro wanted to be clear – what was provided to Mr. Lalima's attorney was the legal description of the property, but there was a visual depiction with the hash marks showing the easement. Mr. Cucchiaro asked Mr. Lalima if he has seen this and he said he has seen it. Mr. Cucchiaro asked Mr. Lalima if this was acceptable to him. Mr. Klouser said the apron is not any larger, but we don't own the property where we can make it larger, it's part of the Township right of way. Mr. Boccanfuso said the applicant isn't offering to widen Mr. Lalima's private driveway. We could ask the applicant to widen the apron, but the driveway is only going to be as wide as it is now? Mr. Boccanfuso said there is no physical driveway widening. Ms. Beahm said the applicant is proposing to give you 10', that's it and is Mr. Lalima proposing to widen his driveway? Mr. Lalima said if it was his own driveway and it didn't serve other people and other residents, it would be a different issue. Ms. Beahm repeated, it is not a road, it is a private driveway. Whoever uses it for their own benefit, that is on you to figure out. Are you, Mr. Lalima, as the property owner, proposing to widen the driveway? Mr. Lalima said if need be, yes. Ms. Beahm asked Mr. Klouser if he would be willing to widen the apron to match the widened driveway on the 10' that you are offering to give them? Mr. Klouser said CME's report had asked them to make repairs to the curb and apron. Ms. Beahm said to Mr. Lalima it is up to you to widen the driveway; are you willing to do that or not? Mr. Lalima said yes, he is willing to do that and Mr. Klouser said he is willing to widen the apron.

Mr. Cucchiaro spoke to Mr. Lalima and said the applicant is willing to dedicate the 10' wide strip which would include the apron. Mr. Lalima said yes, he thought by widening the road 10', we were widening from Taylor Mills Road down Ikes Lane. Mr. Cucchiaro said again, the applicant is not widening anything; that is something that you and your neighbors would have to undertake. They are dedicating the land, and providing you the opportunity to widen it. Mr. Lalima asked about the sidewalk in front of the driveway. Ms. Beahm said again, they are dedicating 10' to you, widening out the driveway apron that they are proposing and that is it. If you want to extend sidewalk on your property, that is your business. Mr. Cucchiaro said this will now become a condition of the resolution.

Mr. Klouser said he doesn't want to give one individual the authority to hold up our ability to file a plat, if that becomes the very last thing I need is the boundary line agreement executed. Mr. Cucchiaro said the Board is not going to determine what you are going to sign, whether or not you need counsel, etc. We are going to reflect what is placed on the record solely.

Mr. Cucchiaro swore in Rex Lazewski, 186 Taylor Mills Road. Mr. Lazewski said this appears to be a good project, but he is concerned about the rain gardens. He is concerned that someone is going to put a circular driveway in and repave the front yard. He wanted to know if there is going to be a restriction against that. Mr. Klouser said there will be a deed restriction over the rain garden so it has to be maintained. If there is paving, there will be a building permit process and the conditions in the approval may effect that. Mr. Klouser said there will be a deed restriction on it. Mr. Boccanfuso explained that if the driveway is increased, the rain garden would also need to be bigger.

Seeing there were no other comments from the public, Chairwoman Kwaak closed public.

It has been placed upon the record that the applicant is voluntarily granting a 10' dedication which includes the apron; Mr. Lalima testified that what was being proposed is acceptable. All the matters discussed previously, including complying with FAR, removing the sign, complying with DEP requirements for the rain gardens, the tree replacement ordinance, the conservation easement and their representations that there will not be any run-off from any of the rain gardens onto adjacent properties and the landscaping will be subject to the Board planner, the deed restriction and the attempt to get rid of the plastic liner in the basin if the DEP will allow it.

A Motion was made for application PMS1801 by Mr. Ginsberg for Final Major Subdivision Approval subject to all of the conditions placed upon the record, and Seconded by Mr. Fisher.

Yes:           Castronovo, Brown, Kane, Ginsberg, D'Agostino, Kwaak, McNaboe,  
                  Jacobson, Fisher  
No:             None  
Absent:        Hogan, Kastell  
Abstain:       None  
Not Eligible:  None

**Application:**   **PFS1507 ~ Himalayan Salt Cave Spa & Float LLC**  
                          **Stacar Properties**  
                          **330 HWY 9 North ~ Block 8 / Lot 3.01**  
                          **Amended Preliminary and Final Site Plan**

Mr. Cucchiaro stated that Barry Fisher owns a property within 200' of the applicants' business and has been recused from hearing this application. Stuart Moskowitz, Esq. represented the applicant this evening. Mr. Moskowitz referred to the submitted plan dated September 16, 2018. He explained that they appear before this evening due to a clause in the 2015 resolution that states the applicant is required to come back whenever there is a new tenant. The main issue is parking, they are not changing the exterior other than the façade.

Mr. Cucchiaro swore in Carter Troyan, owner of the property. His current use of part of the facility is the drive-thru dry cleaning business which has been operating for about three years. The dry cleaners uses about three-five parking spaces at the most, due to most of the business being conducted through the drive-thru. Most of his business is corporate accounts, which doesn't require any parking. There are 1500 sq ft on the northbound side which is unoccupied space. The current applicant is considering using that space for storage. They do not have a different tenant in mind. Mr. Troyan's other business, pension evaluation, does not use this facility in any way, nor will it in the future. Mr. Moskowitz asked Mr. Troyan if his property taxes are current, and they are not. Mr. Troyan has made an arrangement with the Manalapan Tax Collector. He intends to comply with the tax arrangement and bring his taxes current.

Mr. Cucchiaro swore in Rachel Ozana, owner of Himalayan Salt Cave, Spa and Float, LLC. Her intention is to have her clients make appointments for the health spa. She anticipates about nine people can be in the spa at any given time, including employees. The maximum number of parking spaces she would need would be 11, with an average of seven spaces. Mr. Cucchiaro asked Ms. Ozana how products will be delivered to her spa. She stated that she brings items in herself by her car, not by delivery truck. Mr. Moskowitz asked how does the salt get to the location and Ms. Ozana said it is there already, but it hasn't been built yet. The float tub and the massage tables will be delivered by truck. Once it is set up and ready for business, there will be no deliveries. Ms. Beahm asked if the salt gets replenish and Ms. Ozana said no. Ms. Ozana said the salt is molded into bricks and placed on the walls. If the room isn't humid, the salt is not going to melt down. It can stay for years, and is only replaced if it comes in contact with water. The floor might have to be replenished. Any products that she needs for the massage or facial room will personally be brought in by Ms. Ozana, no third party deliveries.

Mr. Castronovo said it appears that the salt is part of a construction material that is a one time delivery that is already at the site. He asked Ms. Ozana if she intends to bring everything in, including towels, lotions, etc.? Ms. Ozana said she already has everything ordered and in her house and ready to go since she has been trying to get the business going for a few months now. Even the massage beds are in a warehouse, they have everything already. She does not anticipate products being delivered, she is bringing everything herself in her car.

Mr. Moskowitz asked Ms. Ozana how she intends to dispose of waste. She intends to use the dumpster that is currently on site for the dry cleaners. The dumpster is emptied twice a week and can be increased to three times a week, if need be.

Mr. Moskowitz referred to the drawing and went through each room. The float room has a tub with about 15" of water and 9,000 lbs. of salt in the water. The salt gets replenished at about the six month mark. There is a facial room which can accommodate one facial at a time. The licensed facial operator will work part time for about three hours in the afternoon. The room is not used for anything other than facials. There is a sauna room that can be used by appointment only. It can accommodate one to four people at a time. The massage room will

have two beds and is by appointment only. The hours of operation intend to be 9:00 am – 8:00 pm during the weekdays and 10:00 – 6:00 on the weekends.

Ms. Beahm asked Ms. Ozana how she determined how many parking spaces she would need. Does she have another facility in a different town that she is basing the parking need on? Ms. Ozana said she has been following two other spas and has observed how their business is conducted. Ms. Beahm said if you add the facial room, the massage room and other facilities, she counted 10 people that could potentially be there. However, you testified only nine people. Where did you come up with the numbers, because they do factor in to whether or not this site can accommodate this use. Mr. Moskovitz said Ms. Ozana said the maximum number of parking spaces she needed was 11. Ms. Beahm said Ms. Ozana said nine people. Ms. Beahm said do you have engineer present that is going to testify as to the appropriateness of the parking? Mr. Moskovitz said we do not have a parking expert because this is a singular facility.

Mr. Boccanfuso asked Ms. Ozana what she would be using the storage space for if she doesn't intend on receiving deliveries. Ms. Ozana said she would use it for salt lamps for stores. She will sell her items. Mr. Cucchiaro said that is a separate use and Mr. Moskovitz said yes it's a separate use and we'll be back before the Board for approval. Mr. Boccanfuso asked what is the activity that takes place in the salt room? Are there benches, do people exercise? Ms. Ozana said it is a time to relax and clients will sit on movable chairs. Mr. Boccanfuso said are you going to have laundry facilities? Ms. Ozana said she will use Mr. Troyan's cleaning services next door.

Mr. Cucchiaro swore in Jack Smith, Bishop & Smith Architects. He is a registered architect in the State of New Jersey, a graduate of Drexel University and has been in the field of architect for 32 years. Mr. Smith designed the architectural plan for Ms. Ozana. Mr. Smith described the space to the Board. The exterior changes consist of replacing the existing openings that are there – they will be replaced with actual windows. Any signage will be in compliance with Township ordinances.

Mr. Boccanfuso and Ms. Beahm had a similar question: the photo rendering shows windows to the left of the doorway. Those windows appear to be where the salt room or the sauna would be. Are those rooms going to have windows? Ms. Ozana said all the rooms are closed. The windows are actually a showcase, like a display. Ms. Beahm said that should be depicted on the plan; that is not what is currently shown on the plan. Ms. Beahm asked for clarification of the total square footage since they do not add up. Mr. Smith said the Himalayan Salt Spa is 2,510 sq ft. He did not design the two adjacent spaces and he is only going by what has been provided to him from the owner. He was told that the left side area unfinished was approximately 1,500-1,600 sq ft. He understands that the dry cleaners was 3,523 sq ft, with approximately 1,000 sq ft in the back. Ms. Beahm stressed that our parking requirements are based on square footage.

Mr. Boccanfuso said the ordinance requirement for this site is 44 spaces, but only 21 are provided. There is nothing similar to this business in the ITE Parking Generation Manual that we can point to as a reference. It is difficult to make recommendations relative to the parking



since there is no resource to rely on. The Board is going to have to weigh the testimony that has been presented tonight and make a determination as to whether or not the parking on site is sufficient to support the proposed uses. If this application is approved, and down the road an application comes in for this vacant space, there will need to be a parking survey done on this site to demonstrate how much is being used and how much is available.

Mr. Jacobson questioned the kids room on the plan and if they plan on having parties and food delivered? Ms. Ozana said no food is allowed. A party is a possibility, but definitely no food. Mr. Jacobson asked how many kids can be accommodated? Ms. Ozana said the room can fit up to 7/8 kids. Ms. Ozana said parties are unusual, most people come to salt rooms to heal themselves from asthma, etc. and not to party. Mr. Cucchiaro said is the answer that there will be no parties at all? Ms. Ozana it would not be recommended.

Mr. McNaboe asked for the square footage for this location, just the spa. Mr. Smith said 2,510 sq ft. Will the exterior of the building be finished? Will the entire façade of the building be finished at the same time, including the vacant space? Mr. Smith said his understanding is yes, they will finish the façade. Mr. McNaboe asked if the plywood will be removed from the vacant area? Mr. Smith said yes, that is his understanding. Mr. McNaboe asked if the only way to access the unoccupied space is through the back door that already exists. Mr. Troyan said that is correct. Mr. McNaboe asked about the deliveries. Can we assure that there will be no tractor trailer deliveries of materials at any time? Mr. Moskovitz said perhaps one UPS delivery once a week/once a month; no significant deliveries. Mr. McNaboe asked for clarification regarding signage. Mr. Moskovitz said when they know what sign they want, we will come back to the Township and submit the proposal which will meet code. Mr. Boccanfuso asked if they are proposing an additional sign on the façade of the building. Ms. Ozana eventually there would be a sign over their space on the building. Ms. Beahm asked where would the sign go on the façade? Mr. Troyan pointed to the roof space where the sign could go. Ms. Beahm said you cannot put a sign on a roof, that would require relief. Mr. McNaboe said he is still concerned with the parking issues for this site.

Chairwoman Kwaak asked Ms. Ozana how many employees beside herself will be there at the busiest time? Ms. Ozana altogether there are two-three people beside herself. The other people work part time and their hours vary. Mr. Cucchiaro said what would be your peak? What is the maximum amount of employees? Ms. Ozana said maximum four. Mr. Cucchiaro asked if there is designated parking for the employees? Ms. Ozana said she would prefer the customers to be in the front. Mr. Troyan said at the dry cleaners, only customers can park in the front.

Mr. Brown asked about the lights in the front of the building and if there are any lights in the overhang. Mr. Troyan said they are on a timer.

Mr. Castronovo asked if the business is run with membership fees? Ms. Ozana said no membership, each client makes an appointment and they can buy packages, but no membership. Mr. Castronovo asked are the packages valid for a one year or unlimited? Ms. Ozana said a session can take up to six weeks and then they can be cured. Ms. Ozana said a session is 45 minutes; you cannot do a double session. Mr. Cucchiaro said if it's very quiet

during the day and a client asks for a double session, you would turn them down? Ms. Ozana said you cannot do two 45 minutes sessions; you are breathing salt, inhaling the salt. Mr. Cucchiario said is there a health risk to this? Ms. Ozana said you can cure yourself from asthma, fungus, etc. The purpose of the rooms is to cure yourself. Mr. Cucchiario asked is there a health code prohibition, if someone wanted to do two 45 minute sessions, the answer is no. Ms. Ozana said you can do 45 minutes in the salt cave, and then go to a different use, like the massage or sauna. Mr. Cucchiario said then you can stay for extended periods of time. Mr. Castronova asked if every room is maxed out, what is the total number of people? Ms. Ozana said about 15/16 with the kids. Mr. Castronovo said are you selling products at the site and if so, do you expect people to drive up and buy your products? Ms. Ozana said the people buying products will mostly be her customers.

Chairwoman Kwaak had a question regarding the display window. Mr. Boccanfuso wasn't sure if the zoning department would consider it a sign; it is probably an architectural feature. Ms. Beahm said if there is lettering on the window, then it would be considered a sign. Ms. Ozana said there would be lighting. Ms. Beahm asked if there would be lettering on the window and Ms. Ozana said no.

Chairwoman Kwaak opened the floor to the public for any non-agenda items. Seeing none, she closed public.

Mr. Cucchiario stated that within the Motion, we need to affirmatively address whether the Board is going to grant their request not to have five spots from the dry cleaners identified and reserved, or whether you want them reserved.

A Motion was made for application PFS1507 by Mr. Ginsberg for Final Major Subdivision Approval including not marking specific spots and all of the conditions placed upon the record, and Seconded by Mr. Castronovo.

Yes: Castronovo, Brown, Kane, Ginsberg, D'Agostino, Kwaak, McNaboe,  
Jacobson  
No: None  
Absent: Hogan, Kastell  
Abstain: None  
Not Eligible: Fisher

Chairwoman Kwaak opened the floor to any non-agenda items; seeing none, it was closed.

Chairwoman Kwaak stated that the next meeting will be February 28, 2019 and there are a number of pending applications at this time.

**Adjournment**

A Motion to adjourn the meeting was made by Mr. Ginsberg and agreed to by all.

Respectfully submitted,

A handwritten signature in blue ink, reading "Lisa Urso-Nosseir". The signature is written in a cursive, flowing style.

Lisa Urso-Nosseir  
Recording Secretary

A recorded CD or DVD of the meeting is available for purchase by contacting the Planning Board Office.