

**MANALAPAN ZONING BOARD OF ADJUSTMENT  
MINUTES OF THE REGULAR MEETING  
Thursday, April 17, 2025  
TOWNSHIP OF MANALAPAN  
Manalapan, NJ 07726  
Public In-Person Meeting**

Chairman Leviton called the meeting to order with the reading of the Open Public Meetings Act at 7:30 p.m., followed by the salute to the flag.

Board Secretary, Janice Moench, took the roll call of the Board.

In attendance at the meeting: Joshua Shalika, John Harrington, Stacy Klompus, Jessica Levenson, Patrick Hughes, Stephen Leviton

Absent from the meeting: Adam Weiss, Basil Mantagas, Michael Wechsler, Daniel Pochopin, Temika Latilla

Also, present Albert Marmero, Zoning Board Attorney  
Brian Boccanfuso, Zoning Officer/Administrative Officer/PE  
Janice Moench, Recording Secretary/Asst. Administrative Officer

**MINUTES:**

A Motion was made by Ms. Klompus, Seconded by Mr. Shalika, to approve the Minutes of **April 17, 2025** as written.

Yes: Shalika, Klompus, Levenson, Leviton

No: None

Abstain: None

Absent: Weiss, Mantagas, Wechsler, Pochopin, Latilla, Hughes

Not Eligible: Weiss, Harrington, Latilla

**RESOLUTIONS:**

A Motion was made by Mr. Shalika, Seconded by Ms. Klompus to approve the Resolution of Approval to be memorialized for **Application ZBE2440, Orr:**

Yes: Shalika, Klompus, Levenson, Leviton  
No: None  
Abstain: None  
Absent: Mantagas, Wechsler, Pochopin, Latilla, Weiss  
Not Eligible: Harrington, Latilla, Weiss, Hughes

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A Motion was made by Mr. Shalika, Seconded by Ms. Klompus to approve the Resolution of memorialization for **Application ZBE2502, Cherbini:**

Yes: Shalika, Klompus, Levenson, Leviton  
No: None  
Abstain: None  
Absent: Mantagas, Wechsler, Pochopin, Latilla, Weiss  
Not Eligible: Harrington, Latilla, Weiss, Hughes

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A Motion was made by Mr. Shalika, Seconded by Ms. Klompus to approve the Resolution of memorialization for **Application ZBE2503, Amer**

Yes: Shalika, Klompus, Levenson, Leviton  
No: None  
Abstain: None  
Absent: Mantagas, Wechsler, Pochopin, Latilla  
Not Eligible: Weiss, Harrington, Mantagas, Wechsler, Pochopin, Latilla, Hughes

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**PUBLIC HEARING (s):**

**Application No: ZBE2507**

Applicant: Rosalie Dela Rosa  
Proposal: Proposed portico in front yard setback & legitimize shed  
Request: Bulk variance relief  
Location: 326 Pine Brook Rd. 402/34  
Zone: R20

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The Applicant, Rosalie Dela Rosa was sworn in by Mr. Marmero. Ms. Dela Rosa proposed to construct a portico over the front door of her single-family home and this portico will encroach into the front yard setback. Additionally, upon the Zoning Officer's review of the Application it was discovered that the existing shed on the property also required variance relief as it encroached on the side and rear setback. Below is the relief requested:

- a. **§95-5.1 (Ex. 5-1)** – The minimum required front setback for principal structures on a property in the R-20 Zone that fronts on a collector street is 75 feet, whereas a front setback of 73.1 feet is proposed for the front portico.
- i. **§95-5.1 (Ex. 5.1)** – The minimum required side setback for accessory structures in the R-20 Zone is 15 feet, whereas a side setback of 5.6 feet is provided to the existing shed.
- ii. **§95-5.1 (Ex. 5-1)** – The minimum required rear setback for accessory structures in the R-20 Zone is 10 feet, whereas a rear setback of 5.9 feet is provided to the existing shed.

Ms. Dela Rosa explained that the proposed portico was necessary in order to protect the wood door from the elements. She further explained to the Board the proposed portico would enhance the aesthetics of the property and would not have any detrimental impact on the surrounding area. Ms. Dela Rosa testified all of the necessary permits for a 10' x 10' shed in were in place. However, once constructed, the shed had dimensions of 10' x 12' which enhanced side yard and rear yard setbacks, so as constructed, the existing shed did not comply with setback requirements legitimizing this existing shed, has been added to the relief being sought.

Chair Leviton was uncertain how the measurements/setbacks of the shed came to light.

Mr. Boccanfuso explained the permit taken out for a shed indicated the shed would be 10 ft by 10 ft in size, which would have a setback of 5 ft to the rear property line and 5 ft to the side property line. Once the survey was submitted with the variance application, we were able to measure the shed with a engineering ruler. It was determined the shed was 10 ft by 12

ft. Mr. Boccanfuso went into detail. Once you exceed the 100-sf dimension, a more restrictive set of setbacks is triggered. For the R20 Zone the side setback then becomes 15 ft from the side property line and 10 ft from the rear property line. Upon his review, he felt it was best to bring it to the Board's attention to legitimize it on this variance application.

Ms. Dela Rosa confirmed that the previous owners put the shed in, prior to her taking ownership.

Mr. Harrington asked if the Applicant was planning on cementing the area in front of the proposed portico. Chair Leviton and Mr. Marmero explained there is no pervious coverage issue.

Chair Leviton opened the meeting to the public for questions or comments regarding this Application. Seeing there were none, Chair Leviton closed public

A Motion of approval was made by Mr. Shalika, and Seconded by Mr. Harrington for application **ZBE2507 – Dela Rosa**

Yes: Shalika, Harrington, Klompus, Levenson, Hughes, Leviton  
No: None  
Abstain: None  
Absent: Weiss, Mantagas, Wechsler, Pochopin, Latilla  
Not Eligible: None

Chair Leviton opened the meeting to the public for questions or comments on any non-agenda items. Seeing there was none, Chair Leviton closed the public portion of the meeting.

**ADJOURNMENT:**

A Motion was offered by Ms. Klompus to adjourn the meeting at 7:50 PM. All were in favor and none opposed.

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Respectfully Submitted,

Janice Moench  
Recording Secretary

RECORDING OF THE ZONING BOARD OF ADJUSTMENT IS AVAILABLE FOR REVIEW, IN THE PLANNING/ZONING BOARD OFFICE BY APPOINTMENT.