

**VILLAGE OF MONROE
PLANNING BOARD
MEETING MINTUES**

**TUESDAY January 24, 2023
7:00 P.M.**

Present: Chairman Boucher, Members Karlich, Kelly, Iannucci, and Attorney Cassidy

Late: Member Allen (7:15)

Absent: Members Umberto

208 Business Center:

208 Business Center was on the agenda for purposes of extending the DEIS review period due to lack of escrow. The escrow account was replenished.

A letter was received Attorney Gottlieb, Attorney for the applicant, dated January 23, 2023. The letter consented to an extension of time to complete the DEIS review until the March regular meeting.

On a motion by Member Kelly and seconded by Member Iannucci it was resolved: **To acknowledge and accept the letter from Attorney Gottlieb dated January 23, 2023.**

Aye: 5

Nay: 0

The Pets I Love:

An email was received from Dr. Smatts, applicant for The Pets I Love Veterinary Hospital, asking for an extension to start building. The request came within the time frame allowed. The extension is needed due to trouble getting construction estimates.

On a motion by Member Kelly and seconded by Member Hafenecker it was resolved: **To grant an extension to The Pets I Love Veterinary Hospital for the length of nine-months, starting April 26, 2023 ending January 26, 2024.**

Meeting Minutes:

Discussion on the meeting minutes to be approved was tabled. Chairman Boucher gave the Board Secretary changes and updates which need to be done. The minutes will be discussed at the next meeting, February 28, 2023.

Training:

Board Attorney Cassidy presented the Board with a training session. The outline dated January 26, 2023 is as follows:

TO: Village of Monroe Planning Board

FROM: Elizabeth K. Cassidy, Esq.

RE: Planning and Zoning Resources

This memorandum is to serve as a compilation of resources that you can use to have a better understanding of the land use process.

1. Village of Monroe Code - <https://ecode360.com/laws/MO0222>.
2. NYS Department of State – James A. Coon Local Government Technical Series - <https://dos.ny.gov/publications> (Click “Planning & Land Use Regulation Filter).
3. NYS DEC – SEQR
 - a. SEQR Handbook - <https://www.dec.ny.gov/permits/6188.html>
 - b. Stepping through the SEQR Process - <https://www.dec.ny.gov/permits/6189.html>
4. Orange County Department of Planning - <https://www.orangecountygov.com/367/Planning-Zoning-Municipal-Resources>
5. Pace Law School – Land Use Law Center, Gaining Ground Data Base - <https://appsrv.pace.edu/gainingground/>

Generalized Flow Chart to Process the Application

1. Land Use Determination
2. What kind of application is it?
 - a. Site Plan
 - b. Special Use
 - c. Subdivision
3. What zone is the project in and what laws govern the application?
4. Is the application complete?
5. SEQR – What type of action is it? Type I, Type II, or Unlisted.
 - a. Is Coordinated Review Required.
6. Is 239 review required?
7. Outside agency approvals? Department of Health, New York Department of Transportation, New York Department of Environmental Conservation, Army Corps of Engineers, etc.
8. Public Hearing
9. Action
 - a. Written determination.
 - b. File with the Village Clerk

On a motion by Member Kelly and seconded by Member Iannucci it was unanimously resolved:
To adjourn the meeting at 8:45 pm.