

VILLAGE OF MONROE
PLANNING BOARD
Workshop
Monday, May 12, 2025 @ 7:00 P.M.

Present: Chairman Boucher, Members Kelly, Allen, Hafenecker, and Karlich. Attorney Cassidy, Engineers Higgins, Barber, and Canning.

Pledge of Allegiance.

On a motion made by Member Umberto and seconded by Member Kelly it was resolved to:
Open the Meeting.

Aye: 6 Nay: 0 Absent: 1 (Member Iannucci arrived after the motion)

Site Plan Review & Special Use Permit – Pilates Studio
30 Millpond Pkwy – (212-7-4)

Old Javajoe's site proposed Pilates studio
Present representing the applicant: Bracha Gluck, owner

Ms. Gluck brought engineer drawings, a project narrative and operating hours that were not originally submitted. Per Attorney Cassidy, this is an updated site plan and looks like it addresses many of the comments on her memo. She also mentioned that the Planning Board Secretary should circulate for 239 with the new plan. Chairman Boucher asked if Ms. Gluck would give a brief description of the project. Ms. Gluck described the Pilates studio and how many people would potentially be in each class. Attorney Cassidy went over her 5/8/25 memo (attached) and noted it is a special use permit and therefore, a Public Hearing is required. She also said that this SBL has 2 addresses: 30 Millpond and 125 Stage Road. Per Ms. Gluck the signs will be the same size and stated that her engineer said that the parking is sufficient. Engineer Higgins went over his memo (attached) and noted that the application needed to be completed and the checklist should be completed by the applicant's engineer. Attorney Cassidy said that we will set the public hearing at the next meeting. Chairman Boucher explained that due to the need for a 239GML review, which the county has 30 days to complete, the soonest the Public Hearing can be scheduled for is June. Attorney Cassidy advised Ms. Gluck that she doesn't have to appear at the next meeting when the public hearing date will be set.

Site Plan Review – 72,500 SF Commercial Building / Office & Retail
208 Business Center (201-3-3, 4, -7 and -8)

Located at the intersection of NYS Route 208 and Gilbert Street Extension, near the YMCA

Application for Site Plan Approval for the development of a 72,500 square foot commercial building with office and retail uses. The development is located in the GB Zone along NYS Route 208. Two additional traffic lights are proposed, one at Schunnemunk St & NYS Route 208 and one at N Main St and Schunnemunk St

Present representing the applicant: Senior Geologist Jon Dahlgren from Tim Miller Associates, Inc., and Kenneth Wersted from Creighton Manning

Engineer Barber went over the outstanding comments from her memo dated May 9, 2025 (attached). She noted that the applicant had prepared a revised FEIS and they are getting closer to addressing the issues. Regarding the 1:1 planting ratio where the applicant did not have room for 10 trees, an agreement was made with the Village Board to do a payment in lieu. She suggested that the Board consider what the payment is based on, realizing that a sapling would be less expensive than a mature tree. Regarding the off-site traffic improvements, she noted that the FEIS continues to indicate they propose to complete those improvements prior to the CO and they propose to start construction of the site simultaneous to the offsite improvements. However, it has been the Board's position that all of the offsite traffic improvements be completed prior to the issuance of a building permit with the exception of some more detailed issues like pavement top coat or sidewalks. Substantially, this should be changed to prior to building permit not CO. Regarding stormwater management compliance, the on and off site exceeds 5 acres disturbance and if they intend to do these simultaneously it would exceed this threshold and they would have to submit a request to disturb greater than 5 acres or provide more information on how they will limit construction to 5 acres. Engineer Barber said they met with the water department and Mayor prior that day regarding the ability of the Village to support the project with the water supply. They are satisfied with the applicant's calculations and projections for the proposed need. In reviewing the approved but unbuilt projects there may be some missing projections like "Smith Farm" and "The Q" and they will work with the Planning Board to get a more comprehensive list to see what else is not realized. Chairman Boucher asked if someone at the water department keeps track of these projects since they all have to go through the water department. Engineer Barber was not sure of what the Villages exact procedure is but they are addressing what they need to for that moment. She also noted that the Mayor suggested some language in the resolution for a penalty if they go over what was projected and approved. Engineer Barber asked for some additional information from the applicant on the reduced scale proposal. They indicate it is not in line with their objectives due to handicap accessibility to the 2nd floor and retail generating less income. Mr. Dahlgren mentioned that the reduced scale has a smaller footprint and the reduction square footage will be on the 2nd floor. Under this alternative putting retail on the 2nd floor is impractical with foot traffic and shopping carts. It is their feeling that having retail on the first floor and offices on the 2nd floor is a better business model. Attorney Cassidy said that she had a conversation with Charlie Gottlieb, the applicant's council, and they discussed the reduced scale not being appropriate from a business prospective. The Board has to made a finding that they have taken a hard look at alternatives. Attorney Cassidy and Mr. Gottlieb have had discussions about marketing issues that could be given to show that the reduced scale alternative is not justified. This will be forthcoming. Lastly Engineer Barber mentioned the retaining walls were removed and they intend to do a steep rock cut. Her concern is what if it is not rock? Due to this she recommends either a boring to show that there is bedrock there or include conditions that would require the applicant to return if there was no rock there and retaining walls were then required, which would not be code compliant due to setbacks. She is comfortable with either and Chairman Boucher noted this is something the board will have to decide. The board seemed to think the boring was a better idea. Mr. Dahlgren offered another alternative saying they could do some more investigation stating he knew Mr. Rother had done some test bits and he may have some more information. It was agreed that more information will be submitted by the applicant for the board to decide. Engineer Barber will continue to work with the applicant if they have any questions. Chairman Boucher reiterated the position that the offsite traffic improvements must be completed prior to a building permit. Mr. Dahlgren asked if there was any consideration for any middle ground. Chairman Boucher said that would have to be approved by the Village Board. Member Kelly asked how that would work and Mr. Dahlgren replied that their traffic consultant has proposed a schedule. Member Kelly asked why they would want that? Mr. Dahlgren said that waiting for years before starting to build would be a burden and quite a delay in the project when it is possible to be done simultaneously. Chairman Boucher asked if they could get some kind of guarantee that the money was there to compete the offsite traffic improvements and Mr. Dahlgren noted that bonding is a possibility. Attorney Cassidy noted that the biggest concern is having both the offsite and onsite projects not completed and if we had the traffic in place it could support the building. Engineer Barber mentioned that we already have an issue at that

intersection and now are worsening it with construction traffic. Mr. Wersted, the applicants traffic consultant, said they provided an anticipated schedule with about a year of design and DOT approvals and once that is secured if they work simultaneously they expect the off site will be completed in 9-10 months and the building 14 months. Regarding the construction traffic in that location they have proposed a temporary signalized intersection and using flaggers for construction trucks. They would improve the conditions while accommodating the incremental increase from construction. He noted that the applicant also does not want the building completed before the traffic improvements are done. The applicant will have to look into the funding for the traffic improvements or possible bonding. They have no expectation that the town will help with funding but they have talked about the Village being involved in obtaining or sponsoring grants from the state. Chairman Boucher asked if they have spoken to the Village and Attorney Cassidy replied that there were preliminary discussions. Mr. Wersted also said if there were other applicants in the area, they could chip in for the improvements. They understand the Village wants all traffic improvements complete prior to construction or building permit. They will counter with a plan to address the impacts of construction traffic while agreeing that a CO cannot be given until traffic improvements are complete. Chairman Boucher asked where the construction entrance would be. This traffic area was discussed and the need for construction flaggers was mentioned. The board is concerned about how much this would contribute to traffic backing up in that area and that it would be very inconvenient. Member Allen asked how long the traffic disturbance would last and Mr. Wersted replied that road improvements would account for 2-3 months of varied disturbance. Member Allen is also concerned that construction vehicles will have to go into the Village since the construction entrance is on a one-way street and a left turn will not be possible. Due to this he feels the road improvements are necessary to be complete before construction. Attorney Cassidy mentioned that the Village's traffic consult, John Canning from Kimley Horn, was present. Mr. Canning noted that the road improvements are significant. He feels the applicant's request to do the traffic improvements concurrently with the construction is understandable. Specifically, due to the length of time it takes for DOT approvals. He understands the Village's concerns and feels a construction management plan proposed by the applicant could be considered by the Village. He doesn't think it is necessary to have the road improvement complete prior to construction. He also suggested tying construction improvements to hard milestones in the construction of the project to avoid having the 2 areas of construction out of sync. This would be part of the construction management plan. Chairman Boucher feels that at some point there will have to be a joint meeting with the Planning Board and Village Board. Member Kelly confirmed that Mr. Canning is ok with the traffic and building construction happening simultaneously. Mr. Canning replied in the affirmative stating it is the norm that these go hand in hand moving along at the same time. Chairman Boucher asked if he could determine what is needed for the least obstructing of traffic and what would have to be done first and what the milestones would be. Mr. Canning replied that typically the applicant would agree to a logistic plan identifying phases of construction and the applicant's traffic consultants, Creighton Manning, would come up with a traffic control plan with an intent to maintain current traffic pattern and road closures being short and at opportune times. The traffic construction is worked out with DOT as part of the permitting process and it is a lengthy project. A well-established construction management plan that the Planning Board and Village feel comfortable with is necessary. Member Allen asked if they could have a night program for traffic improvements due to the issues at the intersection. Chairman Boucher said that would increase the cost dramatically and there are Village codes to consider. Attorney Cassidy suggested authorizing Mr. Canning and Mr. Wersted to talk together and come up with a construction management plan that could be reviewed by the Village's engineers. This would become part of a developer's agreement as part of the conditional approval. At that time the hard milestones could be determined. Attorney Cassidy noted at that time the Village will work with the applicant on the necessary bonding. She assumes that the DOT will not touch it until the board grants conditional site approval. Mr. Canning said the DOT has reviewed this as a 3-stage project and they have completed stage 1 which is concept. Chairman Boucher feels it is a good idea for Mr. Canning and Mr. Wersted to work together. Attorney Cassidy said that the applicant still has to make some changes to the FEIS and stated that their attorney, Mr. Gottlieb, has largely drafted a draft finding statement. Member Umberto mentioned the amount of traffic at that intersection and the Planning Board's stand has always been that the traffic would be complete before construction begins. Mr. Canning

said he understands that but the applicant is asking for he board to consider some relief and they can decide in the future after they see a plan from the applicant. Chairman Boucher stated it is a good idea to listen to the applicant, look at their plan and then decide. Engineer Barber said that in the FEIS there is something the construction schedule and that there will be some changes in that timeline to come up with a plan that is best for the village and practical for the applicant. Member Umberto asked if the applicant has put in for grant money yet and Attorney Cassidy replied that most grants of this type have to be put in by the Village with the applicant being a nominee and the Village will not provide funding. Engineer Barber assumed the prompt for a grant would come from the applicant and to go the Village to sign or sponsor. Mr. Wersted mentioned that it is difficult to get a grant approved without an approved project. Member Umberto asked what the estimate for the traffic improvements are and Mr. Wersted replied it was originally around 2.5 million but now may be closer to 3 – 3.5 million. Chairman Boucher stated it was vital that the bonding is sufficient and is not short as the construction proceeds. Mr. Dahlgren acknowledged that they have some homework to do and that they would be in touch with Mr. Canning about traffic improvements and scheduling. Member Kelly asked why the intersection was such a problem in the first place and Mr. Canning described the decisions made by the DOT that contributed to it along with volume. Mr. Kelly asked if any of these issues could be mitigated with changing the timing of the light but Mr. Canning noted that getting the DOT to agree to that would be difficult.

✓ **Amended Site Plan Review – Gray Barn Farm**

401 Route 17M – (223-1-501)

Old Laura Ann Farm Site proposed Restaurant, Greenhouses, Beer Garden, Parking

Present representing the applicant: Mike Morgante from Arden Consulting Engineers, and the Owners Carol and Ryan Kobetitsch

Engineer Higgins went over his comment memo (attached) and noted that the applicant made a submission that addressed most of his concerns. There are still a few items that need to be addressed such as the fire lane striping on the north side of the building which should be extended to 3 feet off of the building. He suggested a bollard or planter because the traffic is going to be coming along the north side of the building with the door opening into a traveled way. We would need to make sure that the traffic is further away from the building and there is some protection. Mr. Morgante will make those adjustments. Engineer Higgins noted that they will utilize existing signage and no new signage is proposed and that this requires referral to Orange County planning department for review pursuant to 239 GML. This was referred and currently we are waiting for a reply (see attached). Lastly, a public hearing is required. Per attorney Cassidy the 239 GML was sent on the 24th and our next meeting is scheduled for the 27th and the 30 days will have elapsed. She noted that as long as everything is done quickly we will be able to have the public hearing on the May 27th otherwise it would be in June. Attorney Cassidy asked if there was anything found regarding an easement along the back property with the arbor vitae that are planted. Mr. Morgante replied that nothing was found, and he had previously submitted all of the historical information that he has. Attorney Cassidy said that since we are not touching that area, any replacement in the future may need a license agreement and it is a condition of the variance that they be maintained.

✓ **Site Plan Review – Proposed addition / Condos**

581 Route 17M Monroe Pharm Plaza Condos – (220-5-16.312)

Proposed 14,370SF 2 story office addition

Present representing the applicant: Avi Weinberg from Weinberg Lim Engineering
581 Rt 17M Avi

Mr. Weinberg noted that they are pretty far along with site plan development and wanted to speak to

Engineer Higgins about lighting. Engineer Higgins said that the applicant mentioned putting shields on the lighting fixtures and the calculations on the map did not reflect that. Mr. Weinberg replied it is because you cannot model them and he distributed the installation guides for the lighting. He explained that this type of lighting is not a clip-on shield. The shields are screwed on and once they are installed, you go out there at night to ensure that there is zero cut off. Chairman Boucher asked if these could be adjusted once they are installed and Mr. Weinberg replied that you would have to change the shield to determine the correct one. Attorney Cassidy confirmed that the applicant would accept a conditional approval, and if the shields do not meet our standards, they would be redone. Mr. Weinberg responded that they are agreeable to that. Engineer Higgins does not have a problem with this however, he does notice that some of the intensities under some of the lighting fixtures were rather high and the Village code has certain criteria for lighting. Mr. Weinberg said that this would be addressed. Chairman Boucher noted that it was unusual to have lighting that would have to be installed before it could be measured and Mr. Weinberg agreed and explained that he does not normally deal with lighting and associate of his does and he would speak to him about it. Engineer Higgins stated that he has people in his office that worked with lighting and it does not appear that this is how it always works, and the manufacturers can specify the luminaires of fixtures per the capabilities of current software. Mr. Weinberg reiterated that they will go out there after the lighting is installed and make sure that it is compliant. Mr. Weinberg asked for confirmation regarding the ADA asphalt ramps will need to be removed and asked about the one other existing concrete ramp. He is assuming that ramp is compliant as it is part of the older building. Engineer Higgins said that he would have to take a look at that and suggested a site visit. Engineer Higgins asked Mr. Weinberg about the comment that he has about permeable pavers at the corner of the building. Mr. Weinberg replied that he was trying to reduce the pervious areas as much as possible but if it's more complicated, they would just put regular sidewalks instead. Per Mr. Weinberg they plan on submitting a subdivision map and Attorney Cassidy noted that we are at a pause point until we have that. She also noted that we received a local determination for 239 (attached) and said that the board should be aware that since this is being processed as the subdivision SEQR needs to be completed before we can have the public hearing under state law. She also asked for updated signed documents to have new notaries stamps, and Mr. Weinberg said they will comply. Member Hafenecker commented that he was concerned that the landscaping would start out looking nice and then not be maintained, and Mr. Weinberg noted that the landscaping that they use requires minimal maintenance to avoid that situation. Mr. Weinberg also reviewed the map with Engineer Higgins to confirm which ADA ramps are to be removed and Engineer Higgins said that a site visit was the best way to address these issues.

✓ **Amended Site Plan Review & Special Use Permit – Daycare**

330 Stage Road – (213-1-30)

Located at the corner of Stage Rd and Route 17M

Additional tenant space for Daycare

Present representing the applicant: David Niemotko from David Niemotko Architects and Kenneth Wersted from Creighton Manning

Mr. Niemotko stated they made their submission and addressed many of the items that were brought up at the last meeting, especially regarding the double striping of the parking spaces. They identified the property line in relation to the fence and how they were able to establish trees for landscaping and screening the neighbor's property. They also revised the renderings to be consistent with the site plans, and made adjustments showing the retaining wall and the relationship to the property line of the townhouses next-door. They also added the ADA signage and identified emergency vehicle access. The plans were also submitted to the fire department but they haven't gotten an answer back yet. Engineer Higgins over the most important items on his comment memo (attached) as follows:

Item 3: The traffic study done by Creighton Manning for the applicant was sent to the Village's traffic consultant at Kimley Horn.

Item 7: The Planning Board must review the landscaping that was added for adequacy.

Item 8: The loading area for the furniture store will be along the existing retaining wall on northern edge of the parking lot. The submitted plan does not depict the loading area and the plan should provide a designated area for loading and unloading that complies with the Village code. Per Building Inspector Watson, the use of the existing loading area can continue but relocation of it would require that the applicant submit to the Village ZBA. A turning movement for a delivery truck for the furniture store was provided at the front of the building. There's a note about scheduling on the plan, but there is parking along the front of the furniture store that would be blocked off by any delivery trucks. Mr. Niemotko agreed that part of the parking would be blocked off and Member Allen asked if all deliveries would be through the front of the building. Mr. Niemotko answered yes. Member Alan discussed the elevation between the site and the neighboring townhouses, noting that the lights from delivery trucks would be pointing directly into the townhouses and screening will be needed. The use of the front of the building as a loading area was discussed and it was noted that this building was originally for a car showroom. Per Attorney Cassidy this area was never a loading bay and there is a determination from the Building Inspector that the free-floating loading space in the front of the building is not pre-existing and it does not meet the separation requirements and a variance from the ZBA would be needed. She said the applicant has two choices: to get a variance or to use the existing loading bay where the daycare is proposed. Mr. Niemotko stated that he believes they have a previous determination from Building Inspector Cocks that the front doors were pre-existing nonconforming. He noted they anticipated that this would be a concern and got a determination from the building department. Chairman Boucher noted that we have to go by what we are told by the current Building Inspector. Attorney Cassidy noted that it is impossible to tell from the determination memo which loading area Mr. Cocks was referring to. In Mr. Cocks memo, he said that the loading bay was pre-existing nonconforming however he does not note which loading area he was speaking about. Since Mr. Cocks is no longer with the Village, Attorney Cassidy sought clarification from the new Building Inspector who went out to the site, met with the property owner and issued a determination. The applicant is free to appeal this determination to the Zoning Board of Appeals. Chairman Boucher noted that if the front doors become the loading area, it triggers the need for a 200-foot buffer to a residential property line for a loading zone code and a variance would be needed.

The applicant's traffic consultant, Ken Wersted from Creighton Manning, described how delivery trucks could make a K turn on the site if they were delivering to the front of the building and also noted the possibility of having the trucks use the bus turn around. Chairman Boucher asked what would happen if there were cars in the parking lot during loading times and Mr. Wersted noted that they would be blocked in for a certain amount of time. He noted that loading times would be outside of the arrival or dismissal time for the school happening mid-day not when kids were coming and going. Member Allen mentioned again that his concern is the headlights from the truck and screening the townhomes next-door. The possibility of putting up a fence was discussed. Attorney Cassidy noted that it is the applicant's choice to return to using the existing loading bay by the preschool, which would negate the issue with the headlights shining into the townhouses. If not, they would need to go to the ZBA to appeal the building inspector's determination. Member, Alan asked if the existing loading bay needs to be removed in order to have the daycare there and Mr. Niemotko replied that that was the case.

Attorney Cassidy noted that the applicant is relying on 100% bussing. Mr. Wersted from Creighton Manning said that this facility is different from most daycares where children would be dropped off by their parents. He said that this daycare is different and the operator also has a facility named "Tot Spot" located in Brooklyn where they do 100% bussing. He mentioned that they tried to find other locations where they had 100% bussing and said that there was another location in the Town of Monroe that is similar. Attorney Cassidy stated that the Planning Board had asked the applicant to supply a narrative with greater detail on this daycare since this is 100 % bussing something we generally do not see at this age group. If we cannot reasonably rely on that bussing, since it is so far out of the norm, we would be inclined to study the traffic impacts as if it were the norm. We need more detailed information on how this operation would work. Mr. Wersted replied that the ages are infancy to toddlers before school aged. There would be staff on the busses to help put the children in car seats or booster seats and the busses will be scheduled to be staggered. Member Allen asked what size the busses would be and Mr.

Wersted replied they would be smaller busses. Member Hafenecker asked about the number of busses that will be utilized daily and Member Allen noted that you are losing seating space with car seats and Member Hafenecker noted that you would also lose seating with aides on the bus. It was determined that there would be roughly 10 busses in total with staggered arrival times run similar to any schools bussing scheduling. The bussing would be staggered to account for the amount of time it would take to get the children on and off the bus and also noted that the children would all be local serving the Monroe and Kiryas Joel locations in a 10-15-minute radius of the preschool. Chairman Boucher noted that the biggest issue he has with the mixed use of the building. What will happen with deliveries and potential parents who would be in and out picking up a child if they happen to be sick or will not be bussed for any number of reasons. Attorney Cassidy stated that there are 2 issues that need to be resolved. The applicant has to go to the ZBA about the loading zone issues. Also, is the board comfortable with the fact that bussing will mitigate the level of traffic if it were run like a more typical daycare with parents coming and going. Chairman Boucher asked for the opinion of the village traffic consultant John Canning from Kimley Horn. He calculated that there would be 8-10 busses but is concerned that the number of busses may increase for any number of reasons if they decide to utilize them not at capacity. He noted this was an unusual circumstance for a daycare but feel the issue is more a legal issue than traffic issue. There should be no truck movement during pick up or drop off times and that should be a part of the record. He feels it could work and will not be a traffic impact due to the low number of busses. His concern is if once approval is granted what happens if things change and the bussing is not 100%. You would then rely on your code enforcement officer to issue a violation. If there is a problem they could go back before the board and ask for a change and at that time do a new traffic study. Attorney Cassidy noted that this is a special use permit and the board could set a short renewal period as a condition of approval as we would know rather quickly if the set up will work or not. The applicant is taking the risk that they will lose their permit if it does not work. Chairman Boucher noted again that the mixed use is his biggest concern and this is all dependent on relief from the Zoning Board. Per Attorney Cassidy the applicant can make a dual application to the zoning board one for of the Building Inspectors determination and for the area variance. She said the question for the board is whether it is appropriate to do a deeper dive on the impact on the traffic light. If the board feels the bussing is appropriate this would most likely not be necessary but if not, there should be a further traffic study to see the impact on the traffic light at the intersection of Stage Road and Rt 17M. Chairman Boucher issue is how many trips are the busses making? This will need to be explained and Attorney Cassidy said it would have to be elaborated and included as part of the condition. Member Kelly said that he is skeptical that this will work and feels a further traffic study is warranted. Chairman Boucher noted that it would have to be a condition that this would be a bussing only facility and Attorney Cassidy said it would be a detailed condition of site plan approval and special permit. Member Hafenecker said maybe it could be a right turn only exit due to the proximity to the light. Mr. Niemotko asked if they could get a decision prior to the Planning Board completing SEQR. Attorney Cassidy noted that we did a coordinated review but it would be hard for us to complete SEQR without knowing where the loading bay would be. Attorney Cassidy will call Attorney Naughton to try to re coordinate the review so that a ZBA determination could be done prior to the completion of SEQR. Attorney Cassidy said there is no reason for the applicant to appear again until after their first meeting with the ZBA. Attorney Cassidy asked Mr. Wersted to put what he explained tonight on paper as a written narrative.

Attorney Cassidy noted that there would be 2 applicants at the next meeting. The public hearing for Gray Barn and the scheduling the public hear for 30 Millpond Pilates.

Village of Monroe Planning Board meetings may be viewed in their entirety at:

<http://www.youtube.com/@monroevillagehall2935>

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May 8, 2025

MEMO

TO: Village of Monroe, Planning Board
Applicant

CC: Terri Brink, Planning Board Clerk
David Higgins, Village Engineer
Ted Fink, Village Planner

FROM: Elizabeth K. Cassidy, Esq.

RE: Attorney comments on application of
Bracha Gluck – 30 Millpond Parkway

I have reviewed the application of Bracha Gluck seeking amended site plan approval to operate a Pilates studio located at 30 Millpond Parkway. It appears the proposed use will be taking over the space occupied by Java Joes (restaurant with wait staff). According to the Building Department, the site is already approved as a garden center and for food service with no wait staff. In preparation of this memorandum, I have reviewed the following:

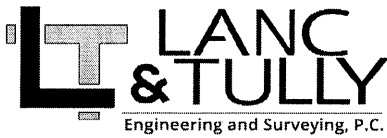
- Application
- Site Plan prepared by MJS Engineering, last revised October 17, 2019
- Land Use Determination Form Dated, April 22, 2025
- Floor Plan

I offer the following comments:

Comment	Status
1. The project is located in the CB Zoning District.	For Information
2. GML 239 referral is required due to proximity to Millpond.	For Information
3. Land Use Determination dated April 22, 2025 provides that the new use is a “membership club” requiring site plan and a special use permit, citing § 200-53. Upon closer inspection, I am of the opinion the project is more appropriately classified as “Recreational facility, indoor” a special permit use governed by § 200-57. I have requested	For Information

that Inspector Watkins review and issue a determination in that regard.	
4. As a special permit, the use is subject to a public hearing.	
5. The SBL referenced on the application materials (212-7-4) is listed on the Orange County land records as 125 Stage Road and the record owner is listed as 30 Millpond LLC	
6. SEQR: Applicant has not submitted an Environmental Assessment Form. Assuming no exterior alteration of the premises, the proposed action appears to be a Type II action. See 6 NYCRR 617.5 (c) (18).	
7. Applicant has submitted a previous site plan prepared by MJS Engineering and Land Surveying, PC last revised October 17, 2019. The site plan refers to the Java Joes Application. The Applicant has not provided the site plan check list as called for in the application. The site plan requirements are set forth in § 200-72 (I) of the Village's Code.	
8. Applicant to address signage in accordance with Article X of the Village zoning code.	
9. Applicant to address sufficiency of parking. Provided parking analysis is for prior occupancy use.	
10. In addition to the specific requirements of the proposed use (see 200-53, or alternatively 200-57), the Planning Board is to evaluate the projects against the special permit standards found in 200-48.2	

This memorandum represents a preliminary review of the submitted materials. Our office reserves the right to raise addition comments upon review of further submissions.



Village of Monroe Planning Board Review

Project: 30 Millpond Pilates
Tax Lot No. 212-7-4
Reviewed by: David Higgins
Date of Review: 5/8/25

Materials Reviewed: Planning Board Application & related paperwork

The items below are provided to help you complete your submission to the Planning Board. Please note that this is a general guide—additional items may be requested at future meetings. Ensure all listed items are completed and submit revised plans to the Planning Board at least fourteen (14) days before the next regularly scheduled meeting. If you need further assistance, feel free to contact our office.

Project Description

This application is for the change of use and special permit for an existing 2-story building and residential dwelling with access driveway and parking area to be deemed as an indoor recreational facility (§200-57). The Project Site is 17,611± square feet in the CB (Central Business) district. The land use determination form indicates the prior use was a Café that has been vacant for approximately 18 months. Although the Land Use Determination form indicates that the use is to be considered a Membership Club subject to §200-53, subsequent discussion with the Building Inspector confirmed that the proposed use is instead to be considered an Indoor Recreational Facility subject to §200-57. (Membership Clubs as outlined in §200-53 require that the use be not-for-profit.)

We have the following comments on the submission:

1. A completed application with all applicable pages completed should be provided.
2. A project narrative should be attached with the next submission which should encompass a brief description of the project and outline how many members and staff are expected, number of classes, class schedule and parking count.
3. A site plan should be included with the next submission that is compliant with §200-72-D, including but not limited to the following:
 - a. Title block that lists the project title, date of last revision, and a page number.

- b. List of the information of the owner of record and tax lot number for the project site.
 - c. Names of the owner of record, tax lot information for all adjacent properties.
 - d. The scale of the drawing.
 - e. Location map
 - f. A table of District uses and Bulk Requirements.
 - g. Setback distances for each property line.
 - h. All proposed changes to be made to site, if any.
 - i. Parking calculations
 - j. Location of all existing structures on site
 - k. A note specifying hours of operation
- 4. The plans should be signed and sealed by a licensed land surveyor or provide a signed and sealed survey of the property.
 - 5. A completed SEQRA Short form EAF must be provided with next submission.
 - 6. Upon receipt of the completed Site Plan, the Planning Board should consider the required findings for issuance of Special Permits as outlined in §200-48.2, including the location, nature and size of the proposed use, the potential for noise, adequacy of parking and access driveways, landscaping, etc...
 - 7. The subject property is within 500 feet of NYS Route 17M (State Highway) and the project will require referral to the Orange County Department of Planning for a GML 239 Review.
 - 8. Special permit procedures (§200-72-G) require a public hearing.

A written response letter addressing each of the above comments should be provided with the next submission. If you have any questions, or require any additional information, please do not hesitate to contact our office.



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M E M O R A N D U M

TO: Jeff Boucher, Chair & Planning Board

FROM: Natalie D. Barber, P.E., Conflict Planning Board Engineer
Sean F. Peters, P.E.
Kayla M. Goldman, Staff Engineer

SUBJECT: 208 Business Center, LLC – **FEIS Review (THIRD)**
File No. 201-3-3, 4, 7 & 8; Memo 110-25-002

DATE: May 9, 2025

CC: Kirk Rother, PE (for applicant), Chris Watson, Building Inspector, Elizabeth Cassidy, Attorney, J.T. Fink, AICP, John Canning, PE

The following are our technical comments regarding the Final Environmental Impact Statement (FEIS) for the development of a commercial building¹ with office and retail uses totaling 72,500 square feet and having a building footprint of 47,500 square feet in the GB (General Business) Zone with frontage on New York State Route 208 and Gilbert Street Extension located on four tax lots requiring special use and site plan approval from this Board.

Background/SEQRA Process – On October 14, 2020, you classified this project as a Type 1 action. On February 23, 2021, as Lead Agency you adopted a Positive Declaration of environmental impact requiring preparation of an Environmental Impact Statement (EIS). On March 23, 2021, you conducted a public scoping session (no one speaking) and authorized an extension for written comments until April 2, 2021. You received written comments on the scope from the public and involved agencies. You adopted the final DEIS scope at your May 25, 2021, meeting. The DEIS was submitted April 2022. After several iterations, on September 26, 2023, the DEIS was determined to be adequate for public review conditioned upon the incorporation of the Planning Board and consultants' comments. A public hearing was held and closed on November 28, 2023, with one member of the public speaking. The public hearing was recorded in transcript form and you received written comments from the public until January 16, 2024. On June 5, 2024, the applicant submitted their first iteration of the Final Environmental Impact Statement (FEIS) which was considered by the Board on July 8, 2024. At that time, the Board instructed the applicant to revise the FEIS and address comments received, prepare the draft findings statement, and provide a letter authorizing extension of timeframe to allow review, revision, and acceptance of the findings. Since then, the applicant modified their plan to include a revised building layout, shifting the loading dock from the western lot line to the center of the building. This was done in effort to mitigate concerns raised by the adjacent YMCA and Planning Board related to noise, air quality, etc. The modified plan was presented as a concept to the Planning Board on December 9, 2024; Although we did not attend that meeting we understand the Board generally agreed that the new plan is an improvement over that previously reviewed. In January 2025, you received a revised FEIS and conducted your second review in February. Threshold issues at the time were related to timing of off-site traffic improvements, solar panels, coordination of off-site tree plantings among others.

FEIS Review – We have reviewed the Final Environmental Impact Statement FEIS in accordance with the specific criteria in the State Environmental Quality Review Act (SEQRA) as provided in 6NYCRR, §617.9(b)(8) which requires a Final Environmental Impact Statement consist of: (a) Draft Environmental Impact Statement (DEIS), including any revisions or supplements, (b) Copies of substantive comments received, and (c) Lead agency responses to substantive comments. Item (b) is included as Appendix A of the FEIS dated April 24, 2025. Item (c) is the FEIS.

SEQRA requires the FEIS be prepared within 45 days of the close of the public hearing (November 28, 2023). In this case, the applicant submitted the FEIS later, on or about June 6, 2024, and has revised their plan and resubmission currently submitted on April 24, 2025. It is important you act expeditiously to complete the FEIS as

¹ At your meeting of September 11, 2019, Building Inspector Cocks opined that the retail, office, and grocery store uses, with grocery store as the anchor of the development constitutes a Shopping Center. This decision was overturned by the ZBA on July 14, 2020

H2M Architects, Engineers, Land Surveying and Landscape Architecture, DPC (NY) offers its services in NY only

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H2M Associates, Inc. (NJ) offers its engineering, land surveying, landscape architecture services in NJ only

soon as you are satisfied with the adequacy of its content². After the FEIS is accepted, you must issue your finding statement within 10 to 30 days. We understand the applicant has started a draft of the findings statement based on their last appearance in February, this has not been circulated for your review to date.

This is our third review of the FEIS. The current submission responds to our FEIS Review Memorandum (110-25-001) dated February 6, 2025. The modifications to the site plan, discussed above, are described in the FEIS as the "FEIS Site Plan Alternative". This review is intended to confirm comments from our previous memo (110-25-001) dated February 6, 2025, where they remain relevant and have not been adequately addressed by the applicant.

Accordingly, the following memorandum supersedes our previous memorandum (110-25-001) and reflects the current disposition of comments on the FEIS. Relevant comments that have been addressed in the current submission and comments that are no longer applicable to the new plan submission have been removed. Any relevant comments from the previous memo requiring additional response or action are repeated below. Comments that no longer require a response and are specific recommendations for your Findings Statement are *italicized*.

FEIS Reference / Comment No.	Comment
General	The FEIS Site Plan Alternative contains sufficient detail to evaluate the environmental impacts of the contemplated project. However, additional information is required before you consider special permit and site plan approval. The applicant previously acknowledged their understanding of this.
General	We have refrained from commenting on non-substantive typographical and similar inconsistencies within the FEIS, except where necessary for an understanding of the FEIS response. Prior to the adoption of the FEIS the applicant should perform a comprehensive review to confirm all numerical values are consistent between plans and EIS text as well as consistent references to appendices and other comments.
General	All references to this development as a 'Shopping Center' should be removed from the FEIS, as this classification was overturned by the ZBA in 2020.
Introduction Pg. 1-2	As previously requested, the applicant provided proof of claim supporting need for grocery store in the Village. However, the text should be revised to include suggested size (35,000-SF or so) with the recommendation of the Village Comprehensive Plan as this was not a claim made by Mr. Landau of Loop Realty.
Introduction Pg. 1-3 & 2-1	FEIS states the Alternative plan provides adequate maneuvering room for WB-40 & WB-47 sized trucks; We believe this is intended to state SU-40 based on the plans provided. It is noted the turning template for SU-40 and Large Fire Truck is missing from the site plan; These should be added. Further, "No Trucks Over 53 FT Long" signs have been added to the site plans at each entrance. We recommend a detail for these signs be added to the plan. <i>It is noted on Page 2-1 the applicant indicates they will restrict tenant deliveries to WB-47 truck, such restriction will be included in lease agreements, this should be memorialized in your Findings Statement.</i>
Introduction Pg. 1-4	<i>FEIS states the Village Board agreed via email dated April 7, 2025, to accept payment in lieu of planting 10 additional off-site trees to meet the one-to-one removal/replanting ratio required by Code (§200-32.E.(6)). The FEIS further states this will be stipulated in a Developers Agreement effectuated prior to building permit. We recommend this be memorialized in your Findings Statement.</i> The referenced email should be included in FEIS Appendix C. Additionally, the Board should specify in the Findings statement what level of tree maturity the payment should be based upon (i.e. a sapling is significantly less expensive than a mature tree).

² SEQRA provides that responses to substantive comments are "lead agency" responses. SEQRA also requires the lead agency to be "responsible for the adequacy and accuracy of the FEIS, regardless of who prepares it".

Figure 1-2	This is not the same landscaping plan as provided in the full site plan set appended to the FEIS. Notably the landscaping behind the parking on the north side of the Building varies. We recommend the landscaping plan as proposed be included as Figure 1-2 within the FEIS.
2-15	<i>Regarding the sound barrier proposed; Per Code (§200-26.5.F(4)), we recommend the applicant's responsibility to maintain the sound barrier in perpetuity be included in your Findings Statement.</i>
2-18 & 2-19	These comments should be clearly labeled in Appendix A of the FEIS.
2-11, 2-23, p/o 2-26, & 15-2	Contrary to discussions with the Planning Board and direction provided by the Village and Planning Boards, the FEIS states traffic improvements will be completed prior to certificate of occupancy being granted for the Project. It further indicates the applicants intent to construct the off-site road improvements simultaneous to building and site work operations on the site. While we primarily defer to your traffic consultant on this issue, it was our understanding the traffic improvements were to be required prior to building permit for the Shopping Center project to mitigate impacts of construction traffic, in addition to traffic generated by the end use. The applicant discusses 15 trips that could be generated during peak hours due to construction worker access, but does not consider construction vehicles or deliveries for the same. Adding this traffic to an already congested area that would be further impeded due to construction of improvements seems counterintuitive. The applicant has listed improvements they believe would be required prior to issuance of a building permit. While we defer to your traffic consultant, we would assume this would include all realignment, signaling and signage, base construction of pavement with temporary striping, and curbing. Perhaps sidewalks could be saved for after Building Permit along with top coat of pavement, but your traffic consultant and the DOT may opine otherwise. It is noted the tentative schedule provided has the building and site improvements majorly finished save for finishes, paving, and landscaping at the time when the traffic improvements would be complete.
2-25	<i>Applicant states their intent to comply with NYSDEC restrictions limiting idling for more than 5-minutes. This should be incorporated into a future findings statement.</i>
15-15 thru 15-20	These responses reference "Letter 10", whereas this comment was provided as part of the public hearing on November 28, 2023, and information regarding the same is found in Appendix B that is the public hearing transcript. Clarification for future readers should be provided.
2-32	<i>We recommend the applicant provide signage in loading areas to effectively inform drivers of appropriate restrictions. This should be incorporated into a future findings statement.</i>
3-2 & D-2	See D-6 below; Per our original comment, the locations of test pits should be shown on the grading and drainage plan (Sheet 4 of 15) to confirm functionality of the underground stormwater facilities and compliance with the NYS Stormwater Management Design Manual (NYS SMDM). It does not appear that all testing is shown or has been completed. For example, the easternmost infiltration system (7,000+ sf bed area), would require three (3) test pits and four (4) permeability tests.
3-3	<i>FEIS states the project geotechnical engineer provided the 3000 psf soil bearing capacity as a professional conservative estimate, but is not based on actual field testing. Per the geotechnical report, we recommend the following be included in eventual findings statement:</i> <i>1. Additional investigation shall be performed to verify suitable conditions in the proposed south subsurface stormwater control area, and should also be</i>

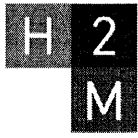
	<i>performed to determine rock hardness relative to excavation. This should be performed prior to final site plan approval with necessary information submitted to the Planning Board for review.</i> 2. <i>Soil borings are required to accurately determine the bearing capacity in areas where foundations will be supported on soil. This should be completed prior to building permit with a report issued to the Building Department signed and sealed by a NYS Professional Engineer.</i> 3. <i>A thorough examination of the existing rock cut on the YMCA property should be made prior to performing mechanical excavation on the project site. This should be completed prior to building permit with a report issued to the Building Department signed and sealed by a NYS Professional Engineer.</i>
3-4	<i>Based on the applicant's response, it appears blasting is likely to occur on the site. We recommend the mitigation measures and information in the Blasting Plan, as prepared by the applicant, be incorporated into a future findings statement.</i>
3-5	The revised comment states a table of estimated cut and fill volumes has been provided on the site plans. This table was not found on the most recent plan set (cover page dated March 26, 2025). We maintain our recommendation that a table supporting cut and fill estimates should be provided on Figure 3.1-4. The table should identify the total areas of cut/fill for different depth ranges and their contributing volumes to the net cut of 12,900-CY to confirm volumes studied in the EIS are accurate. For example, proposed cut depth 0'-5', volume equals -XXX-CY.
3-7	The applicant advises their intent to utilize modular block retaining walls, with a granite finish, or equal. The applicant should provide a sample/photo for your review. <i>As part of an eventual findings statement, you may wish to require the applicant provide a rendering of the building in its proposed setting (complete with retaining walls) visible from adjacent roadways. This submission should be provided prior to final site plan approval.</i>
3-8	The applicant's plans are revised to show two phases of disturbance (i.e., NYS Route 208 improvements and site construction) totaling 6.8 acres of disturbance. The SWPPP notes the intent to remain under 5-acres but does not describe how disturbance will be limited to 5 acres at a time. Further statements in the FEIS appear to indicate the off-site and on-site improvements would occur simultaneously resulting in greater than 5-acres disturbance. The SWPPP and site plans should include additional phasing notes and phasing plan to confirm how disturbance will be limited to under 5 acres and quantify disturbance within each phase. If disturbance cannot be limited, then the applicant should comply with the Construction GP Requirements and submit a "Request to Disturb Greater Than Five Acres" (I.A.E.6).
3-10	<i>Although not anticipated, the FEIS discusses procedures for handling contaminated soil encountered on the site. We recommend you incorporate this discussion as part of an eventual findings statement.</i>
3-11	<i>FEIS describes measures for mitigating impacts to Orange and Rockland Lake; We recommend these be memorialized in a future findings statement. Further, the mitigation measures should include regular sweeping of the parking areas and maintenance of post-construction stormwater management practices.</i>
4-2 & 4-5	<i>FEIS appropriately provides additional information regarding baseline sampling of Orange and Rockland Lake and parameters for future testing; This information should be memorialized in a future findings statement.</i> <i>The FEIS indicates future sampling results will be submitted to the Planning Board. We recommend the Findings Statement indicate future sampling results will be submitted to the Building Department, who may refer the information to the Village Engineer and/or</i>

	<i>Planning Board for additional review. If results from sampling during and post-construction exceed permitted stream standard values, then the Building Inspector may take appropriate enforcement action to require restoration of the site and conditions of the surrounding area while investigation and additional mitigation measures are decided upon.</i>
4-4	<i>FEIS is revised to provide adequate inspection and maintenance procedures for erosion and sediment control practices. We recommend these procedures be carried forth to eventual findings statement.</i>
5-6	<i>The applicant states chloride salt or de-icers of any kind will not be stored on-site. We recommend you incorporate this in an eventual findings statement.</i>
9-20 through 9-32	<i>We defer to your traffic consultant as to acceptability of the referenced responses.</i>
10-3	<i>Revisions to the FEIS appear to indicate the existing drainage easement is sufficient for the stormwater overflow pipe extending to Orange and Rockland Lake.</i> <i>We recommend the eventual Findings Statement include the requirement that a stormwater maintenance and access agreement be executed and the easement be confirmed adequate on the site plan (with no approximation) and that if needed an amended easement be filed, with proof provided to the Building Department and Village Counsel, prior to Building Permit.</i> <i>Further, the Findings Statement should require that upon completion of the project, prior to certificate of occupancy, as-builts be submitted that confirm the stormwater overflow pipe is installed within the easement, on-center, as shown on the plans. If the installation is not per the plans or extends outside of the easement area, it shall be amended prior to certificate of occupancy.</i>
11-2	For the Village system to meet requirements of Ten States Standards and regulatory agencies, available surface water supply should be able to meet calculated maximum day demand based on draught scenarios and groundwater supply systems should be able to meet maximum day demand with the largest well out of service. On the latter, this requirement provides redundancy in the system such that if the largest well fails or is in need of maintenance, the remaining supply could support the peak demand. The applicant reports the following based on information from the Village Water Department: Peak Day Demand (2024) – 1,902,863 GPD Average Day Demand (2024) – 1,141,969 GPD Production Capacity of Mombasha Lake – 1.4 MGD Well No. 4 Capacity – 0.432 MGD Total Capacity – 1.832 MGD* *The Village is limited to 1.5 MGD withdrawal set by the State. Based on the information above, the Village is able to meet the average day demand under normal operating circumstances. However, the system does not meet regulatory requirements which requires a system be capable of meeting the maximum day demand (1.9 MGD) with its largest well out of service ($1.8 - 0.4 = 1.4$ MGD) (i.e., deficit of 0.5 MGD). The information above does not consider the impacts of the project which requests 10,835 GPD, nor that of approved but unbuilt projects (refer to Appendix I) totaling 19,315 GPD. It is noted the response to this section incorrectly refers to request for 7,250 GPD and should be updated as presented in response to comment 11-3. We are in contact with the Village Water Department to determine willingness to serve the project. If authorized, the Village may wish to impose conditions on this connection to

	include a fee penalty for exceeding the projected capacity as set forth by the applicant and studied by the Village and ability to enforce violation of site plan; We defer to Counsel on appropriate actions and will work with the Village to determine appropriate language if requested. We will advise once the disposition of the Village is known.
11-4	The response does not address the comment. The applicant should present the existing and projected demand on the water system based on information provided by the Water Department, estimates for the project, and information in Appendix I on approved but unbuilt development.
11-5	<i>We recommend FEIS response on water use reduction be incorporated into eventual findings statement.</i>
12-1	<i>As raised in the DEIS Appendix B through correspondence from Erik Denega, PE, PMP, dated April 11, 2022, prior to issuance of building permit for the project, wastewater disposal approved by the Administrative Head of OCSD #1 must be secured. This protects the property owner and developer seeking permit from expending funds on a project for which sewer capacity is not available and protects the existing sewer system. We recommend this be included in eventual findings statement.</i>
12-2	<i>FEIS indicates application for connection to OCSD can only be made following the conclusion of the SEQRA process for the project. Accordingly, we recommend your findings require prior to site plan approval, the applicant provide proof of application submitted to OCSD.</i>
15-4	<i>Based on FEIS response, we recommend the following be included in eventual findings statement: No construction vehicles, nor employee vehicles, are permitted to park or idle in municipal and state rights-of-way except for during initial delivery of site clearing equipment which will be managed using appropriate traffic controls to be implemented by the applicant.</i>
15-6	<i>Based on FEIS response, the Planning Board may wish to consider the following as part of eventual findings statement: The process for grinding wood waste for mulch must occur in an area on the site sufficiently separate from the neighboring YMCA and Inspire uses. The proposed location for the process should be identified on a site plan for Planning Board review and noted for the Contractor to mitigate any noise impacts to sensitive receptors.</i>
15-8	<i>Based on FEIS response, we recommend the following be included in eventual findings statement: Fueling activities for large construction vehicles will be managed to prevent fuel spills on site using drip trays. Construction vehicles shall be monitored and inspected regularly for any signs of fuel and oil leaks. An emergency spill kit will be available on site; All spills will be immediately responded to and reported, as needed, according to NYSDEC regulations.</i>
15-10 & 15-11	<i>FEIS states provisions for notifying adjacent property owners in advance of any blasting, coordination with property owners to avoid sensitive time periods and days, implementation of a pre-blasting survey at the expense of the applicant, and installation of vibration monitoring equipment during rock removal activities. We recommend these mitigation measures be carried forth to eventual findings statement.</i>
15-12	<i>FEIS includes mitigation measures for dust control for which we recommend be carried forth to eventual findings statement.</i>
16-3	<i>We recommend eventual findings statement include requirement for construction activities to be limited to times permitted by the Code (§14-3.B.(6)).</i>
16-5 & 16-6	<i>Based on FEIS response, we recommend the following be included in eventual findings statement: HVAC and generator equipment supporting the use shall be provided with noise screening in the form of solid, sound attenuating enclosures, and/or parapet walls.</i>

16-9	<i>We recommend the findings statement reserve the right for the Planning Board to consider with input from the applicant whether deliveries for the shopping center should be off-hours to further mitigate impacts related to noise, air quality, and visual considerations to the YMCA and Inspire.</i> <i>It is noted in other responses (e.g. 15-9) the applicant has agreed to restrict deliveries of construction materials to off-peak hours (late morning and early afternoon periods). This should be included in your Findings Statement along with the requirement that a preconstruction meeting should be held prior to issuance of a building permit.</i>
19-1	Regarding the discussion on the Reduced Scale Alternative, the applicant's response indicates the reduced-scale alternative is not feasible because it does not align with the project sponsors' objectives, has handicap accessibility issues related to access to the second floor, and would generate less rental income if commercial/retail is located on a second story. In our opinion additional discussion supporting these statements is needed. Handicap accessibility to a second story building is typically accomplished through the use of elevators. Elevators will presumably be required whether the second story is reserved only for office space or a combination of office/retail space. Secondly, it is unclear why less rental income would be generated by retail on a second story, as stated in the FEIS, since the same area of office and retail space would be provided as the proposed project. Additionally, we have asked the applicant to discuss whether the alternative would reduce environmental impacts, particularly those associated with retaining walls, grading, or rock cutting along the YMCA boundary.
D-3	We note two additional CB's have been added to collect runoff east of CB 11. The drainage conveyance calculations for this should be included in Appendix C of the SWPPP.
D-6	We note soil test results have been included in Appendix F of the SWPPP, results should include all relevant information including dates of presoak and testing, times recorded for the four observations/the final stabilized rate. Per 2024 Design Manual, this would require 3-5 permeability tests per location (number dependent on practice area).
D-9	Appendix D references SC 780 Chambers, this should be revised for consistency as SC 740 chambers are proposed.
L-8	Plans have been revised to eliminate reference to 'conceptual' off-site traffic improvements and now states 'proposed future' improvements. As indicated in comment '2-11, 2-23, p/o 2-26, & 15-2' off-site improvements should be completed prior to building permit for the commercial building. We recommend the language on the plans be revised to indicate "proposed off-site improvements".
L-9	<i>Regarding the proposed discharge from the stormwater management facilities beyond the existing walking path surrounding Orange and Rockland Lake, we have recommended the applicant provide additional information for you to determine whether the location requires additional mitigation to prevent a deleterious condition. The applicant advises the location as a shallow, grassy slope.</i> <i>We recommend you include in your findings statement a requirement the applicant survey the area of discharge and provide the slope and any important surrounding features on the design plan for you to consider the location and potential impacts to the area.</i> <i>Further it is noted, if additional extension of the outlet is required, then approval from NYSDEC/ACOE may be needed.</i>
L-14	FEIS indicates the applicant's intent to limit footcandles at property lines to 0.1-fc and that the applicant has updated the plan to reflect this. The lighting plan has not changed since the last submission. We recommend this be revised and for you to carry appropriate limits to light levels through to the eventual findings statement.

L-20	The applicant has eliminated most of the retaining walls formerly proposed along the YMCA border and now intends to perform a steep 'rock' cut. If this is not rock, then the steepness of the grade here would likely create an issue with unstabilized soils and could require a retaining wall as originally proposed or some other treatment. The applicant advises the cut on the adjacent YMCA property is in the same bedrock geology and has the same exposed rock face, they provide photos of this. The Planning Board should consider whether this is acceptable to you or whether you would like the applicant to conduct a shallow boring in the area to confirm the condition they describe. Alternatively, you could include conditions of your findings that state the applicants position and require if the condition is not as described they return to your Board for amended approval. The issue is, if soils versus rock is exposed during excavation, then a plan should be in place so that adjacent parking areas are not undermined and soils washed out.
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M E M O R A N D U M

TO: Terri Brink, Planning Board Secretary; File

FROM: Natalie D. Barber, PE, Conflict Planning Board Engineer

SUBJECT: Village of Monroe Planning Board – **May 12, 2025**

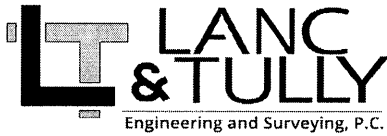
DATE: May 13, 2025

CC: Jeff Boucher, Chairman, Building Department, Elizabeth Cassidy, Esq., Ted Fink, AICP,
John Canning, Traffic Engineer

* * * * *

The following describes the disposition of the 208 Business Center listed on the Planning Board workshop meeting agenda of May 12th:

- Jon Dahlgren and Ken Wersted, PE, were present on behalf of the applicant.
- H2M reviewed comments on the Final Environmental Impact Statement (FEIS) contained in memorandum dated May 9, 2025. Comments include but are not limited to: timing of traffic improvements, requested guidance on basis of payment in fee for trees, available water supply to meet the demand of the project and updates to 'approved unbuilt development list', limiting site disturbance to less than 5-acres through phasing, and rock cut along YMCA boundary, and additional discussion on reduced scale alternative.
- A draft findings statement (findings) remains to be provided by the applicant.
- H2M will circulate the 'approved unbuilt development list' to the Planning Board, Attorney Cassidy, Building Department, Water Department, and Mayor for collaboration to identify potential missing projects.
- Regarding reduced scale alternative, Attorney Cassidy discussed conversation with Applicant's Counsel and requested a discussion on marketing feasibility be added to the FEIS. Mr. Dahlgren agreed.
- With respect to rock cut along YMCA boundary, the Board generally favored discovery of the subsurface conditions currently to avoid future delays and issues. Mr. Dahlgren thought there may be some more information available that would demonstrate to the Board's satisfaction that the rock ledge exists where the plan relies on this as a structural barrier. This will be submitted for review.
- Regarding timing and extent of traffic improvements coinciding with construction of the multi-use building; Ken Wersted, PE, requested relief from having these be substantially complete prior to Building Permit versus Certificate of Occupancy, noting temporary measures could be put in place to allow construction traffic operations to the 208 site while traffic improvements were ongoing. John Canning, PE, advised this could be done with Phased Construction Management Plans/Work Zone Traffic Control and bonding. Chairman Boucher noted this decision would need to be reviewed with the Village Board and a joint meeting might be appropriate.
- The Board authorized Kimley-Horn to work with the applicant's Traffic Engineer on traffic related concerns and advancement of this issue.



Village of Monroe Planning Board Review

Project: Gray Barn
Tax Lot No. 223-1-5.1
Reviewed by: David Higgins, P.E.
Date of Review: 5/8/2025

Materials Reviewed: Amended Site Plan titled “Gray Barn” prepared by Arden Consulting Engineers, PLLC dated 4/22/2025

The following items are listed to assist you in completing your submission to the Planning Board. This is only a guide and other items may be listed at future meetings. Please complete all items and supply the Planning Board with revised plans fourteen days prior to the next regularly scheduled meeting. If you need further assistance please contact this office.

Project Description

This application proposes a Site Plan Amendment to add a beer garden area and additional parking at an existing garden center. This site appears to currently contain a restaurant, farm market, greenhouse display, greenhouses. The Project Site consists of 2.188 acres in the General Business (GB) District. The project site has existing access to both NYS Route 17M and Reed Rd. As the plan submitted is only conceptual, the comments below should be considered preliminary.

We have the following comments on the submission:

1. Fire lane striping should be extended along the North side of the building to be 3 feet from the building edge and it is recommended that the applicant consider installing safety structures such as bollards, planters, raised curb/bump out, extra signage or similar structures to enhance pedestrian safety for persons exiting the building.
2. Based on the total amount of disturbance (0.15 acres) no SWPPP will be required.
[Informational]
3. The design professional has advised that the applicant will continue to utilize the existing signage and no new building signs are proposed. (Informational)

4. This application will require referral to the Orange County Planning Department for a review pursuant to GML 239 based on proximity to a state highway.. [Informational]
5. A public hearing will be required for the amendment to the Special Permit.

This completes our review at this time. Further comments may be forthcoming based upon future submissions. A written response letter addressing each of the above comments should be provided with the next submission. If you have any questions, or require any additional information, please do not hesitate to contact our office.

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March 10, 2025
Rev. April 1, 2025
Revised May 6, 2025

MEMO

TO: Village of Monroe, Planning Board
Applicant

CC: Terri Brink, Planning Board Clerk
David Higgins, Village Engineer
Ted Fink, Village Planner

FROM: Elizabeth K. Cassidy, Esq.

RE: Attorney comments on application of
Grey Barn Holdings – 401 Route 17M

I have reviewed the application of Grey Barn Holdings LLC seeking amended site plan approval and special use permit to operate a full-service restaurant, greenhouse display, and outdoor beer garden and to increase site parking. According to the Building Department, the site is already approved as a garden center and for food service with no wait staff. As new submissions are received, this comment memorandum will be updated. New material is found in bold.

I offer the following comments:

Comment	Status
1. The project is located in the GB Zoning District.	For Information
1. GML 239 referral is required due to proximity to NYS Route 17M as well as Town of Monroe municipal boundary	For Information
2. A public hearing is required for special permit uses	For Information
3. SEQR: Applicant provided Short Form Environmental Assessment Form dated February 24, 2025. SEAF # 2 – Unless other agency approval is required, answer to be amended to no. SEAF # 13 (a) – Applicant to confirm no wetlands on site.	4-1-2025 – Comment satisfied.

4. Plan to be signed and sealed by NYS Licensed Surveyor	
5. I refer applicant to comments of David Higgins dated March 10, 2025	For Information
6. The site is a "corner lot" as defined by our code.	For Information
7. Applicant to address signage in accordance with Article X of the Village zoning code. Site is located in Signage District 3. 4-1-2025 – Applicant has provided photographs with depictions of proposed sign for the Board to review and evaluate. The applicant to confirm status of existing freestanding sign. I refer the Board to the requirements set forth in 200-38.1, 200-40, 200-40.4 and 200-42(D) Maximum area of sign is 2 square feet per linear foot of building facing the street. Max vertical dimension is not to exceed 25% of building height. Per 200-42(D) (1) Building-mounted signs. Not more than one sign affixed and parallel to the outer wall of the structure within which the permitted use is situated, facing the principal street giving access to such structure, and not more than one sign affixed and perpendicular to the outer wall of the structure within which the permitted use is situated, provided that: <u>(a)</u> No sign shall project above the roof or extend beyond the limits of the building. <u>(b)</u> No sign shall face an abutting residential zoning district if located within 50 feet of such district. <u>(c)</u> All such signs shall comply with the illumination and size/dimensional regulations in the schedule in § <u>200-42C</u> herein for the signage district in which they are located. <u>(d)</u> The sum of the sign area for all building-mounted signs (i.e., any sign hung parallel to the building and any sign hung perpendicular to the building) shall not exceed the maximum sign area indicated in the schedule above for building-mounted signs.	

(9) Limitation on number of signs. Any business shall be limited to two on-premises exterior signs advertising that business, to include freestanding and signs attached to a building (excluding window decals and on-premises directional signage). A third sign may be permitted as follows: <u>(a)</u> If multiple businesses are located within the same building, and that building fronts both a roadway and parking lot, or two roadways, the corner units may be allowed a third sign facing that roadway or parking lot. <u>(b)</u> If a business occupies a building which fronts both a roadway and parking lot, or two roadways, the business may be allowed a third sign facing that roadway or parking lot. 5-6-2025 – Applicant indicates that only existing signage will be used which should be incorporated as a condition of approval.	
8. Site Plan to show existing landscaping. Planning Board to evaluate whether existing landscaping together with the use of the site as a nursery business satisfies the requirements of 200-32, 200-44J and 200-45J with respect to landscaping. 4-1-2025 – Applicant relies on the fact that the proposed use is a nursery and that there are plants on display as party of the business operation in lieu of permanent landscaping on site. Board to evaluate. I note for the Board that the applicant does not appear to be proposing to remove any trees which would need to be replaced pursuant to 200-32. The landscaping on the site plan appears to be consistent with the previous approval. 5-6-2025 – There is general acceptance by the Planning board. As noted above, the applicant does not appear to be clearing the site beyond what is already existing. Replacing of trees is therefore not triggered by the instant application.	

9. Planning Board to evaluate location and sufficiency of parking. I defer to Engineer Higgins as to the parking calculations.	
10. Applicant to provide existing site plan approval and applicable variances for review.	4-1-2025 – Comment Satisfied.
11. Applicant to clarify whether the proposed Beer Garden increases the lot coverage beyond that permitted by the existing area variance and site plan. If lot coverage exceeds the authorized area variance, the application will require an area variance from the Zoning Board of Appeals.	4-1-2025 – Comment Satisfied
12. Subject site is located in the 100-year flood plain. Applicant to address constrained lands deductions.	4-1-2025 – Comment Satisfied

This memorandum represents a preliminary review of the submitted materials. Our office reserves the right to raise additional comments upon review of further submissions.



Steven M. Neuhaus
County Executive

Orange County Department of Planning

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Commissioner

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County Reply – Mandatory Review of Local Planning Action as per NYS General Municipal Law §239-l, m, &n

Local Referring Board: Village of Monroe Planning Board

Applicant: Gray Barn Holdings

Project Name: Gray Barn Holdings Amended Site Plan

Proposed Action: Site Plan amendment to include restaurant within footprint of existing deli, repurposing existing farm market as a garden center, retain greenhouse display and greenhouses, and construct outdoor beer garden and appurtenant development

Reason for County Review: Within 500 feet of NYS Route 17M; within 500 feet of the Village of Monroe/Town of Monroe boundary

Date of Full Statement: April 24, 2025

Referral ID #: MOV 04-25M

Tax Map #: 223-1-5.1

Local File #: none provided

Comments:

The Department has received the above referenced site plan amendment and has found no evidence that significant intermunicipal or countywide impacts would result from its approval. We would like to offer the following advisory comments:

Environmental Constraints: The proposed project is in an area known to contain habitat suitable for endangered or threatened species, including the Northern Long-Eared Bat. We advise the Town and the applicant to ensure that best practices are followed during construction, in order to minimize any accidental takings of these species. Best practices are likely to include times for tree harvesting, among other measures.

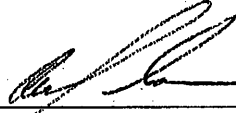
Adjacent Wetlands and Floodplains: The site is located within the 100-year floodplain for the adjacent stream, and the applicant is proposing to increase impervious surface on the project site, which is directly adjacent to wetlands under the jurisdiction of the United States Army Corps of Engineers. We advise the Village that this development adjacent to the wetlands has the potential to alter the wetlands and increase flooding on adjacent properties. Therefore, we advise the Village and the applicant that additional measures should be taken to retain stormwater runoff on the project site to mimic the predevelopment hydrology to the closest possible extent. This could include using permeable pavers for the proposed walkways, permeable pavement for the proposed new parking areas, rainwater collection barrels to be used for plant irrigation, or incorporation of bioretention measures in the outdoor display areas, among other measures.

Lighting: The applicant has proposed to use the existing lighting. We advise the Village to include a note on the final site plan requiring the applicant to prepare a lighting plan for any future upgrades or changes to the lighting onsite. This plan should include the following measures: fixtures located only where needed, with energy-efficient LED bulbs; fixtures that comply with International Dark Sky Association (IDA) guidelines for shielding; a lighting curfew that reduces lighting levels for areas that are not in use at a particular time, potentially incorporating motion sensors for areas with infrequent usage; lighting fixture height that is scaled to pedestrians and appropriately sized for the specific location; and any other similar measures that the Village deems necessary. This will reduce energy usage and costs for the applicant as well as reducing light pollution and improving safety for the Village.

County Recommendation: Local Determination

Date: May 7, 2025

Prepared by: Megan Tennermann, AICP, Planner



Alan J. Sorensen, FAICP
Commissioner of Planning

As per NYS General Municipal Law 239-m & n, within 30 days of municipal final action on the above referred project, the referring board must file a report of the final action taken with the County Planning Department. For such filing, please use the final action report form attached to this review or available on-line at www.orangecountygov.com/planning.



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County Reply – Mandatory Review of Local Planning Action as per NYS General Municipal Law §239-l, m, & n

Local Referring Board: Village of Monroe Planning Board

Applicant: Yoel Weisz / BSD Y&U Realty, LLC

Project Name: 581 Route 17M

Proposed Action: Site Plan and Special Use Permit for a commercial addition to an already existing commercial building.

Reason for County Review: Within 500 feet of NYS Route 17M

Date of Full Statement: 2/27/2025

Referral ID #: MOV 02-25M

Tax Map #: 220-5-16.312

Local File #: none provided

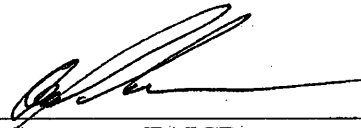
Comments:

The Department has received the above referenced site plan and special use permit and has found no evidence that significant intermunicipal or countywide impacts would result from its approval. We have no further comments.

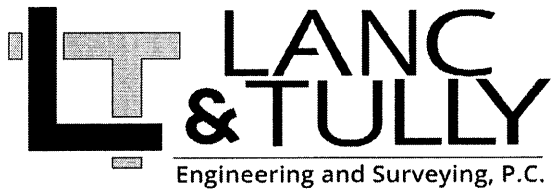
County Recommendation: Local Determination

Date: 4/18/2025

Prepared by: V. Fernandez-Rogers
Planner Trainee


Alan J. Sorensen, FAICP
Commissioner of Planning

As per NYS General Municipal Law 239-m & n, within 30 days of municipal final action on the above referred project, the referring board must file a report of the final action taken with the County Planning Department. For such filing, please use the final action report form attached to this review or available on-line at www.orangecountygov.com/planning.



Village of Monroe Planning Board Review

Project:	330 Stage Road
Tax Lot No.	213-1-30, 213-1-32.1 & 220-4-1
Reviewed by:	David Higgins, P.E.
Date of Review:	May 8, 2025
Materials Reviewed:	Cover letter dated March 27, 2025 and Site Plan consisting of Sheets 1 through 7 of 7 sheets dated January 24, 2024, last revised April 28, 2025, Architectural Renderings and Sample Board, all as prepared by David Niemotko Architect; E-mail correspondence from Building Inspector Watson

The following items are listed to assist you in completing your submission to the Board. It is only a guide; other items may be listed at future meetings. If you need further assistance, please contact this office.

Project Description:

The project involves the merging of two lots and a change in use of the existing one story mixed-use commercial building located at the intersection of NYS Route 17M and Stage Road. Plans previously submitted proposed variations of uses including the use of the building for a furniture store, retail, fitness gym and autobody repair. The applicant is now seeking to divide the existing building into two uses with the upper floor being wholesale retail furniture store, and the lower level being used for a daycare.

We have the following comments on the plans provided:

1. The Land Use Determination indicates that the proposed Day Care use is permitted in the GB District and subject to a Special Use Permit following §200-58. The Day Care minimum lot size is 20,000 sq.ft. and the retail minimum lot size is also 20,000 sq.ft., meaning the combined minimum lot area is 40,000. The existing lot is 45,398 sq.ft. and is compliant. The applicant is proposed to combine two lots to create a single parcel with an area of 6.089 acres. (Informational)
2. As noted in the MHE letter dated January 8, 2025 and the memo from Building Inspector Cocks dated January 9, 2025, the applicant no longer wishes to have the barriers installed

in the floodplain and there is no proposed grade changes within the floodplain. The applicant is proposing to flood proof the building and install fencing around the playground area which will require a flood permit but will be handled with the Building Department under the permitting process. (Informational)

3. A report has been provided by Creighton Manning which discusses trip generation, parking and potential impacts. It is understood that the evaluation has been provided to Kimley Horn, the Village's Traffic Consultant for review and comment.
4. Project proposes the consolidation of Tax Lots 213-1-30, 213-1-32.1 and 213-1-51 into a single lot. Consolidation of the lots shall be a condition of any Site Plan approval to be issued by the Planning Board.
5. Per §200-44.J, parking lots and loading spaces shall be screened visually from adjoining properties. The plan has been revised to provide for three additional trees along the northern property line to provide screening between the parking area and the residential use on the north side of the property. In that area, a total of ten (10) white cedar trees are proposed. The mature size of white cedar trees is generally 10 to 15 foot diameter and 40 to 60 feet tall. The screening along the north property line should be reviewed by the Planning Board for adequacy.
6. Per §200-45.J, parking lots shall devote 10% of the total required parking area to landscaping, which shall meet the provisions of §200-32 (Trees and Landscaping). Plan now includes a calculation designating landscaped areas totaling 3,215 sq.ft. or 12.5% of the parking lot area of 25,667 sq.ft.
7. A landscaping plan has been provided consisting of 38 boxwood shrubs, 13 white cedar trees and 6 dogwood trees. Planning Board should review the plan for adequacy.
8. The design consultant's response letter indicates that the loading area for the furniture store will be along the existing retaining wall on the northerly edge of the parking lot. The submitted Site Plan does not depict the loading area. Plans should provide a designated area for loading and unloading that complies with Village Code §200-45(D) which requires loading spaces are to be located more than 200 feet from residential district boundaries. Based upon e-mail correspondence received from Village Building inspector Watson, while use of the existing loading area could continue as it was intended, relocation of it would require that the applicant submit to the Village Zoning Board of Appeals.
9. Per Village Code §200-34(D) All nonresidential uses shall provide a fire lane to allow for access by emergency vehicles at all times. Plans are subject to review by fire chief for approval of fire lane. If applicant determines a fire lane is not feasible, the plans shall still be submitted to the fire chief along for review along with written materials detailing why such a fire lane cannot be provided. The submitted cover letter indicates that the plans have been submitted to Monroe Joint Fire District for review.
10. The Orange County Department of Planning has completed their review under GML 239 and has recommended the project as a local determination. (Informational)
11. Project is subject to Architectural Review Board review and approval. Renderings submitted have been revised to remove the playground equipment previously shown for consistency with the submitted Site Plan.

12. The submitted EAF form indicates the presence of potential endangered species habitat (Northern Long-Eared Bat) as well as archeological sites. A letter dated October 16, 2024 was received from NYS Parks, Recreation and Historic Preservation indicating that in their opinion no properties including archeological and/or historic resources listed in or eligible for the New York State and National Register of Historic Places will be impacted by the project. The letter states that it does not address potential environmental impacts. It appears that all site improvements are located in existing paved or gravel areas. (Informational)
13. A public hearing will be required in accordance with § 200-72.E(4).

Responses to the above comments should be provided in writing by the applicant's design professional(s). Our office will continue review of submitted materials as they are received. If you have any questions, please contact our office.

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March 11, 2024
Revised May 9, 2024
Revised 7-8-2024
Revised 9-9-2024
Revised 10-7-2024
Revised 11-26-2024
Revised 1-9-2025
Revised 2-6-2025
Revised 3-10-2025
Revised 4-1-2025
Revised May 6, 2025

MEMO

TO: Village of Monroe, Planning Board
Applicant

CC: Terri Brink, Planning Board Clerk
John O'Rourke, Village Engineer
Ted Fink, Village Planner

FROM: Elizabeth K. Cassidy, Esq.

RE: Attorney comments on application of
330 Stage Road (213-1-30, 32.1)

This application seeks site plan and special use permit to allow for retail and daycare use at 330 Stage Road. In December 2024, the applicant revised the proposed use from retail/auto shop to retail/daycare. Comments regarding the autobody were removed from my running comments. The applicant has made a new submission. New material can be found in bold. I offer the following comments:

Comment	Status
1. I note the memorandums of David Higgins and Jim Cox and the Land Use Determination dated November 13, 2024.	For Information
2. The project site is located in the GB zoning district.	For Information
3. The application is subject to 239 Review due to its location in relation to Route 17M and the Heritage Trail.	239 review returned. Applicant to address

2-10-2025 – GML returned, local determination.	OCDP comments including traffic analysis.
4. The current iteration of the project, namely a day care facility and retail use is a special permit use requiring a public hearing. The project must meet the standards as set forth in § 200-58 as well as the general special use permit requirements found in § 200-72	For Information
5. Project requires consolidation of tax lots 213-1-30, 213-1-32.1 and 213-1-51. Shall be made a condition of approval.	For Information
6. SEQR: Applicant submitted a revised long for EAF dated December 26, 2024. Given the change, recirculating the EAF to interested and involved agencies is recommended. 2-6-2025 – an amended notice of intent was circulated on January 28, 2025	EAF complete Planning Board declared intent to be lead agency and circulated a revised FEAF on 10-22-2024 Flood mitigation to be addressed to satisfaction of Village Engineer.
7. Applicant to address loading. The revised plan appears to eliminate the existing loading bay door. The applicant to address loading for the furniture store and its potential impact on site circulation. Per 200-44 (I) loading spaces are to be located more than 200 feet from residential district boundary. 2-6-2025 – The revised traffic flows do not address loading by the retail store. 3-10-2025 I refer the applicant to the memorandum of Kimley Horn dated February 21, 2025. I note that the revised submission still does not address the loading for the furniture store and how that will relate to the bus traffic into and over the site. 4-1-2025 Applicant has submitted a turning diagram for a truck which appears to stop in the middle of the parking lot and does not lead to any identified entrance and requires the truck to block the designated handicapped parking.	

5-6-2025 – By email dated April 24, 2025, the Building Inspector has indicated that the proposed loading area is not a pre-existing non-conformity and must comply with the spacing requirements of 200-44. The applicant will likely need to apply to the ZBA for a variance.	
8. Parking and loading areas to be screened from adjoining lots. See § 200-44 (J). Parking lots to be landscaped pursuant to § 200-45.J.	
9. Project is subject to Architectural Review 3-10-2025 – Applicant submitted renderings together with proposed samples depicted on rendering. Physical samples to be provided. I note that the renderings identify various elements that are not depicted on the site plan including playground equipment. Discussion was held regarding closure of the southerly stairs as they are stairs to “nowhere”. Renderings further show none of the sidewalks identified on the site plan as serving the daycare. Fence on rendering and site plan detail to be made consistent. 4-1-2025 – comments as to inconsistencies between renderings and site plan remain outstanding. 5-6-2025 – revised renderings have been submitted. Request to conform fence detail to rendering remains outstanding.	
10. Planning Board to evaluate thresholds in the event of a change in use that would trigger amended site plan review.	
11. The prior application relied on flood barriers and flood plain mitigation. Applicant’s Engineer advises by letter dated, January 8, 2024, that the “applicant no longer wishes to have the barriers installed and is pursuing modifications to the building only to flood proof the building.” Applicant to address impacts of improvements including proposed turn around, dumpster enclosure and playground to be located within the flood zone. 2-6-2025 – At the January 13, 2025 worksession, the applicant’s architect indicated that the applicant intended to “flood proof” the building by raising window sills, removing doors and parging the building on the south side of the building. Engineer	

Higgins/Building Inspector to advise on the acceptability of such plan.	
12. Traffic – The applicant has been asked to provide a traffic analysis as recommended by the Orange County Department of Planning. The applicant may wish to consider developing a scope for such study for confirmation by the Village’s Traffic Engineer prior to undertaking such work. As noted by Engineer Higgins, Applicant to address the timing and number of bus trips so that a traffic study can appropriately evaluate the impact particularly at the Stage Road and Route 17M traffic light. 2-6-2025 Applicant has submitted a Trip Generation Assessment prepared by Creighton Manning dated January 30, 2025. Assessment to be referred to Kimley Horn for review and comment. I note that the plan relies on bussing of both student and staff to mitigate traffic impacts. Any such mitigations, if accepted by the Board, should be put into approval resolutions. 3-10-2025 – See memorandum of Kimley Horn dated 2-21-2025 4-1-2025 – Applicant has submitted a response to comments prepared by Creighton Manning, dated March 17, 2025. I defer to John Canning as to the sufficiency of the response. Applicant continues to rely on bussing of the entire pre-school population but does not cite other similar facilities.	
13. Site Maneuverability – The applicant shows turning radii for a NCHRP 659, Mini-Bus. It is noted that the proposed flow shows travel on the opposite side of the lane from what is typically driven in the United States and does not demonstrate how buses would drop off children. The movement also does not account for buses coming south on Stage Road or for truck vehicles used in connection with the furniture retail store. 2-6-2025 – Site Maneuvering diagrams have been modified. No diagrams are provided for truck movements related to retail you. I defer to Kimley Horn as to suitability.	

3-10-2025 – comment remains outstanding	
4-1-2025 – revised turning diagrams have been submitted. I defer to Engineer Canning as to its sufficiency.	
14. Planning Board to evaluate the adequacy of proposed landscaping.	
15. Limit of disturbance excludes playground area. 2-6-2025 – Revised plans continue to exclude playground from limit of disturbance. See Sheet C-2. 4-1-2025 – Applicant to address whether playground equipment will be installed as per rendering and the need to disturb the area. 5-6-2025 – Applicant has removed playground from rendering.	
16. Parking – I note Engineer’s comment re parking calculation (Comment # 5) and repeat the same. 2-6-2025 – Applicant has provided an ITE calculation for day care. I defer to Engineer Higgins as to its acceptability.	

These comments reflect an initial review. Our office reserves the right to provide additional comments upon receipt of further submissions.