

VILLAGE OF MONROE
Public Hearing & Special Meeting Minutes
July 7, 2025

Present: Chairman Boucher, Members Allen, Hafenecker, Umberto, and Kelly. Attorney Cassidy, Engineer Russo, and Building Inspector Watson.

Absent: Members Iannucci and Karlich

Pledge of Allegiance.

On a motion made by Member Umberto and seconded by Member Hafenecker it was resolved to:
Open the Public Hearing for 30 Millpond Parkway – Pilates Studio:

Aye: 5 Nay: 0 Absent: 2

The Planning Board Secretary read the Public Hearing notice (attached) into the record.
There was no one present from the public to comment.

On a motion made by Member Umberto and seconded by Member Kelly it was resolved to:
Close the Public Hearing for 30 Millpond Parkway – Pilates Studio:

Aye: 5 Nay: 0 Absent: 2

On a motion made by Member Allen and seconded by Member Hafenecker it was resolved to:
Open the Regular Meeting:

Aye: 5 Nay: 0 Absent: 2

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, applicant

Attorney Cassidy made note that the prior applicant of this property did a payment in lieu of 2 spaces so that credit is given. She went over her memo (attached) noting a GML239 was circulated and a response from the county was received, we confirmed it is a rec facility indoor under Village Code, the revised Site Plan and the application should have the same information, parking adequacy needs to be verified which Engineer Higgins did in his comment memo (attached). This is a Special Permit and Attorney Cassidy prepared a draft. She read the Resolution to Approve the Site Plan and Special Permit into the record (both attached). It was determined that the Special Permit will not have an expiration date.

On a motion made by Member Hafenecker and seconded by Member Allen it was resolved to:
Approve the Resolution and Special Use permit for 30 Millpond Parkway Pilates.

Aye: 5 Nay: 0 Absent: 2

Attorney Cassidy asked the applicant to show the resolution to her engineer to address any outstanding items. Once this is done and Engineer Higgins approves the changes the plans will be ready for signature. Once signed they will be ready for the building permit.

Special Use Permit – Accessory Apartment

1 Alex Smith Ave. (230-1-1.232)

New kitchen in existing basement of single-family home

Present representing the Applicant: David Niemotko, David Niemotko Architects

Mr. Niemotko mentioned that the application is a finished basement with no change to the footprint. The owners bought the house with the basement finished. They would like the basement to be an accessory apartment. He noted that according to engineer Higgins' memo (attached) the square footage exceeds the maximum square footage allowable by code and they propose removing the den to comply with the code. Engineer Russo read Engineer Higgins' comment memo (attached) noting that GML239 referral is warranted. It was noted that this is a Type II under SEQRA. Mr. Niemotko takes no exception with the comments. Attorney Cassidy mentioned that the owner is a life estate and would like the consent forms to be signed by all owners. Attorney Cassidy will authorize the Planning Board Secretary to send for 239 referral once the changed plans are received. This could be authorized now and done once the updated plans are received. Building Inspector Watson asked what keeps future owners from changing the nature of what was decided on this permit. Mr. Niemotko answered that a Covenant with the County will be filed and if the title changes the Village has the right to inspect. Attorney Cassidy will review the covenant and Engineer Higgins noted that the covenant will state that purchases of homes with special use authorization for apartment who want to continue to rent them must reapply for special use. Access and forms of egress were discussed. Mr. Niemotko will speak to Building Inspector Watson and they will resubmit the new plans asap.

On a motion made by Member Umberto and seconded by Member Kelly it was resolved to:
Refer to the county for 239GML review contingent upon receipt of the updated plans.

Aye: 5 Nay: 0 Absent: 2

Site Plan Review – Proposed 2 Story Office Building

573 Route 17M – (220-5-19)

Lakeside Pet Lounge between Monroe Pharmacy & Orange Collision autobody

Proposed new 23,342 SF 2 story office building

Present representing the applicant: Michael Morgante from Arden Consulting Engineers, and Joel Weiss from Brach & Mann Associates

Engineer Russo read Engineer Higgins' comment memo (attached) and discussed as follows:

Item 5: Engineer Russo feels that some additional landscaping could be provided along the sides of the building especially near the loading dock for screening.

Item 6: Engineer Russo is concerned that during construction there may be encroachment onto neighboring property. He suggests getting some type of agreement with the neighbors prior to beginning construction.

Item 12c: Chairman Boucher stated we would prefer sidewalks. Mr. Mann asked if they would need to go to the Village. Attorney Cassidy said the DOT would have to approve them. Mr. Mann noted that there are no sidewalks for them to connect to. Chairman Boucher explained that if we start requiring them as application come before the board, we will have more sidewalks. The applicant will go to the DOT.

Item 13: Includes 10 items relating to SWPPP. Mr. Morgante said he has been in touch with Lanc & Tully regarding these items and will address as needed.

Mr. Morgante mentioned that he received a reply from SHPO (attached). He does not feel they are within the 90' barrier distance. If they are not within the 90' barrier Mr. Morgante will confirm with SHPO. Mr. Morgante requested we circulate for GML239 and possibly schedule public hearing. Chairman Boucher said without the wetland delineation signed off on he would rather wait. Mr. Morgante noted that the delineation was done by someone at the DEC and he is confident in the accuracy. Attorney Cassidy noted that she has prepared an Intent to be Lead Agency and 239 referral. However, we have to wait for the 30 days to pass before we can schedule a public hearing. She also mentioned we have not received a full review from the Village's Traffic Consultant yet. Member Umberto wondered what all these office spaces and storage facilities added to the Village of Monroe. It seems they just add more traffic and take a toll on the infrastructure. Mr. Mann replied that they bring employment opportunities to the Village but Mr. Umberto noted that there are many local businesses already looking for help and there are many unfilled positions. Attorney Cassidy read the RESOLUTION TO DECLARE INTENT TO BE LEAD AGENCY AND REFER PURSUANT TO GML § 239 into the record (attached).

On a motion made by Member Kelly and seconded by Member Allen it was resolved to:
Approve the Resolution to declare Intent to be Lead Agency and 239 GML review as rea into the record by Attorney Cassidy.

Aye: 5 Nay: 0 Absent: 2

Regarding Choco Cheese Member Umberto asked Mr. Morgante about the sign at this location. Per Mr. Morgante they are putting something to submit to the board. Mr. Morgante said that the sign was shown on the site plan but must have been overlooked and they will work out the details with the applicant and submit what is needed. Per Chairman Boucher the sign will still be approved by the Planning Board. Member Umberto mentioned that the awnings and cosmetic changes have not been made yet and per Attorney Cassidy they will not get their final CO unless everything is done according to what was approved there could be a temporary CO and she will follow up with the Building Inspector to see what the status currently is.

Site Plan Review – New Warehouse

59 Gilbert Street – (201-1-2021)

Existing Global Fire Prevention Inc. – proposed new warehouse

Present representing the Applicant: John Pettroccione, P.E.

Chairman Boucher asked for the status of the violations at the location. Mr. Pettroccione was not the original engineer and made an original submittal as requested by Fire Inspector Pace. Attorney Cassidy clarified that there are violations on the property due to unlawful construction without permits or approvals. The applicant was given the opportunity to correct them by coming to the Planning Board in an effort to resolve the violations. The issue with the board is the applicant is not responsive. Attorney Cassidy asked that Mr. Pettroccione be direct with the board in terms of timing. Per Mr. Pettroccione, he is being pushed to make submittals to the

Planning Board by Fire Inspector Pace because it is taking a long time. Mr. Petroccione says that they are being held up due to scheduling as contractors are busy. Attorney Cassidy explained that there are 2 ways to clear the violations: remove the building and restore the site or legalize the site. It is her understanding the building is currently occupied but it should not be. Chairman Boucher said this is precisely why the owner should be in attendance, to answer the types of questions that the engineer may not know the answers to. Attorney Cassidy went over her comment memo (attached). She noted the variances they would need to go to the ZBA for – see item 7 on the attached. Attorney Cassidy requested we declare our Intent to be Lead Agency but Chairman Boucher stated he would rather see the applicant in person because they are not responsive and have no regard for code or laws. Mr. Petroccione asked if we table this application we should tell the Fire Inspector so that he is aware and doesn't push for submittals to be done. Code Enforcement Officer Svrcek joined the meeting and Chairman Boucher asked about current court cases. Mr. Svrcek stated that there were no active court cases yet and that the violations were issued and expired. New violations were issued and once they expire it will go to court. Per Mr. Petroccione the letters he has from Fire Inspector Pace say that in order to avoid court the applicant must appear before the Planning Board. Attorney Cassidy suggested that we let Code Enforcement know that their submissions could take longer to clear than other violations because Planning Board approval is required. Chairman Boucher suggested just taking the building down and Mr. Petroccione responded that it is his understanding that it is illegal to make any alteration to a property once SEQRA review is started. Per Attorney Cassidy we have not begun the SEQRA process and Chairman Boucher stated in that case he would like to see the building removed. The Board went into Attorney Client session to discuss the matter. Upon their return Attorney Cassidy read the Resolution to Declare Intent to be Lead Agency and Authorize Review Pursuant to GML239 into the record (attached). She also noted that the Planning Board in the attorney client session discussed the status of the violation and the Planning Board's obligation to proceed with the application and that attached with this adoption of the resolution is a strong recommendation that the client consider removing the building.

On a motion made by Member Kelly and seconded by Member Hafenecker it was resolved to: Approve the Resolution to declare Intent to be Lead Agency and 239 GML review as read into the record by Attorney Cassidy.

Aye: 5 Nay: 0 Absent: 2

Mr. Petroccione asked if the applicant could just begin removing the building. Attorney Cassidy advised that the applicant contact the Building Department prior to demolition and also noted that the applicant must restore the site where it was disturbed. Building Inspector Watson and Code Enforcement Officer Svrcek had no objection. Mr. Petroccione stated that the tent is built on a preexisting paved lot and there would not be a lot of restoration needed. Attorney Cassidy asked that the applicant also coordinate with Fire Inspector Pace to determine if the removal satisfies the violation. If they decide to pursue the application and keep the building Attorney Cassidy said the applicant is expected to move the application forward in good faith noting there is a fair amount of work due to variances that will be needed. She is concerned about moving the freight and loading areas. The Planning Board's recommendation is to take down the building but we have declared lead agency and will circulate. If the applicant decides to remove the building they should contact the Planning Board Secretary to advise that the application will be not going forward. Attorney Cassidy reiterated that the way to clear the violation is to either remove the building or try to get the building approved which will require relief from the ZBA since it is a problematic building and may not work out. Mr. Petroccione asked for clarification if taking down the existing building was a condition of the process or in lieu of. It is in lieu and a condition. Member Allen asked about the site and if there is plumbing or septic. Mr. Petroccione noted the structure is a tent but there

are proposed connections on the plans. Attorney Cassidy asked for clarification of the current site. Mr. Pettroccione said it is a tent but a steel frame warehouse is proposed. There was some confusion about the current state of the site and Attorney Cassidy asked Building Inspector Watson what was in violation. He stated that the tent was put up without a permit. Attorney Cassidy told Mr. Pettroccione that their client should remove the temporary structure and proceed with the application. Engineer Russo said he believes what the applicant wants to do is to leave the temporary structure in place while they go forward with the application for the new building and Mr. Pettroccione replied in agreement. Chairman Boucher said that the structure was not supposed to be used so why keep it? Attorney Cassidy said that is being used for storage and she strongly suggested removing the temporary structure maybe finding alternative storage space because the headache of going to court for a temporary structure probably isn't worth it. At that point, we don't have a violation and the applicant can take their time getting approval for the new structure. Chairman Boucher said that there had been no movement on the application and the owner has been using the building in violation. Mr. Pettroccione said he would discuss the application it with the owner. Chairman Boucher said we would like to get the owner before the board to answer some of the questions they have and to clear up any confusion. He also noted that even if the temporary structure is removed, the new building will require relief from the ZBA. Attorney Cassidy reiterated that if you remove the temp structure the violation goes away and the planning board can move the application forward and code enforcement will not be involved in the time frame. Attorney Cassidy suggested that Mr. Pettroccione have a conversation with the applicant and he could reach out to her with any questions and she would speak with Fire Inspector Pace. Mr. Pettroccione expressed his frustration that he is getting conflicting information as he was told by the applicant that the only thing that needed to be done was parking lot striping. Chairman Boucher responded that he did not get that information from the Planning Board. Mr. Pettroccione also said that per Fire Inspector Pace, the site plan is substantially done and once Engineer Higgins' comments are addressed the application would be approvable in several months. Chairman Boucher answered that we don't want to entertain applicants that are in current violation of our codes. Mr. Pettroccione feels that he is getting bad information from all sides and Chairman Boucher responded that that is possible which is why the applicant appearing before the board is recommended.

Meeting Minutes

On a motion made by Member Hafenecker and seconded by Member Kelly it was resolved to:

Approve the minutes from 02/10/25

Aye: 4

Nay: 0

Abstain: 1

Absent: 2

On a motion made by Member Allen and seconded by Member Kelly it was resolved to:

Approve the minutes from 02/25/25

Aye: 5

Nay: 0

Abstain in absentia: 2

On a motion made by Member Kelly and seconded by Member Allen it was resolved to:

Approve the minutes from 03/10/25

Aye: 4

Nay: 0

Abstain: 1

Abstain in absentia: 1

Absent: 1

On a motion made by Member Allen and seconded by Member Hafenecker it was resolved to:

Approve the minutes from 04/07/25

Aye:4

Nay: 0

Abstain: 1

Abstain in absentia: 1

Absent: 1

On a motion made by Member Kelly and seconded by Member Allen it was resolved to:

Adjourn the meeting.

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

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

VILLAGE OF MONROE
PLANNING BOARD
NOTICE OF PUBLIC HEARING
30 MILLPOND PARKWAY SITE PLAN/SPECIAL USE PERMIT
SBL 212-7-4

PLEASE TAKE NOTICE that the Village Planning Board of the Village of Monroe will hold a public hearing at the Village of Monroe Village Hall, 7 Stage Road, Monroe, NY 10950 on July 7, 2025 at 7:00 p.m. or as soon thereafter as possible on the application of Bracha Gluck, as Tenant and 30 Millpond LLC, as property owner site plan amendment and special use permit to allow the operation of a Pilates studio, at 30 Millpond Parkway, Monroe SBL 212-7-4. A copy of the application is available for review in the Building/Planning Department located at 7 Stage Road, Monroe, NY 10950 during regular business hours. By order of the Planning Board of the Village of Monroe.

By Order of the Planning Board of the Village of Monroe,
Jeff Boucher, Chairman

May 8, 2025
Revised July 7, 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). In preparation of this memorandum, I have reviewed the following:

- Cover letter of Brad Cleverly of MJS Engineering dated June 13, 2025 together with attachments including revised application
- Partial Short Form Environmental Assessment Form.
- Property Survey
- Site Plan, prepared by MJS Engineering, dated May 12, 2025 consisting of 1 sheet.

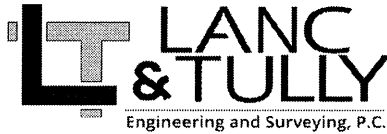
Please note that this comment memorandum is a running memorandum. New material is in bold. I offer the following comments:

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
7-7 – 2025 – Response dated May 15, 2025 indicating local determination.	
3. Land Use Determination dated April 22, 2025 provides that the new use is a “membership club” requiring site plan	For Information

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 that Inspector Watkins review and issue a determination in that regard. 7-7-2025 – Building Inspector revised determination indicating recreational facility, indoor	
4. As a special permit, the use is subject to a public hearing.	For information
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	For information
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). Although this is a Type II action, the submitted short form EAF appears to be missing page 3.	
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. 7-7-2025 – revised site plan dated May 12, 2025 was submitted. I note the comment memorandum of David Higgins dated May 28, 2025. Revised plans identify MGL Pilates LLC and Mimi Gluck as the applicant. Application and plan to be consistent. Checklist dated May 14, 2025 provided.	
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. 7-7-2025 – revised plans provide revised parking calculation. Engineer Higgins to verify adequacy.	

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	For Information
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This memorandum represents a preliminary review of the submitted materials. Our office reserves the right to raise additional 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: June 30, 2025

Materials Reviewed: Site Plan prepared by MJS Engineering, dated May 12, 2025 and revised June 13, 2025 consisting of one (1) sheet; Copy of map entitled, "Survey of Property for Riaz Rahman", dated September 20, 2017 as prepared by Fusco Engineering & Surveying, P.C.; Short Environmental Assessment Form; 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 has been provided. It appears that the applicant identified in the application form (Bracha Gluck) does not match that shown on the plan provided (MGL Pilates LLC).
2. The plan indicates that the structure consists of three (3) stories with the residence on the second floor, the restaurant on the first floor and retail on the basement floor. The plan also indicates an existing one story block residential building on the property. The plan indicates that the retail use is Sonoda Silver & Style which a Google search reveals is a jewelry store. (Informational)

3. Parking calculations have been provided and the required number of spaces associated with the residential use and the retail space appears to be consistent with the calculations shown on the previously approved Site Plan for JavaJo's coffee bar. The required parking for the proposed pilates studio is based on 1,435 sq.ft. available to patrons which is less than the square footage of the first floor with the remaining 852 square feet to remain vacant at this time. It is also understood that as part of the approval for the JavaJo's coffee bar, the applicant paid the Village a fee in lieu of providing two of the required 19 spaces. The Site Plan should note that two spaces that were required as part of the original approval which were not provided were offset by the fee paid to the Village in accordance with §200-35.B(3). (Informational)
4. A copy of a survey prepared by Fusco Engineering and Land Surveying, P.C. dated September 20, 2017 has been provided. However, several of the bearings and distances shown for the property line on the Site Plan do not match those shown on the survey. For example, the western property line is labeled as being 93.19 feet on the survey but 93.32 feet on the Site Plan. Design engineer should explain the discrepancy or revise the Site Plan accordingly. Additionally, Note 6 on the Site Plan indicates that the boundary and topography shown is based upon a survey prepared by MJS Engineering, PC.
5. A completed SEQRA Short form EAF has been provided, though page 3 of the EAF form was missing. Based upon the information provided, it is our opinion that the application may be considered a Type II Action.
6. The subject property is within 500 feet of NYS Route 17M (State Highway) and was referred to the Orange County Department of Planning for a GML 239 Review. A response letter from the County was received on May 15, 2025 which had no comments and indicated that the matter should be a local determination.
7. Special permit procedures (§200-72-G) require a public hearing which is scheduled for July 7, 2025.

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.

VILLAGE OF MONROE
PLANNING
RESOLUTION TO APPROVE THE SITE PLAN AND SPECIAL PERMIT APPLICATION
OF BRACHA GLUCK FOR 30 MILLPOND PARKWAY
SBL 212-7-4

WHEREAS, the Village of Monroe Planning Board is in receipt of a site plan/special permit application seeking amended site plan approval to operate a Pilates studio located at 30 Millpond Parkway (aka 125 Stage Road);

WHEREAS, the Building Inspector has issued a land use determination dated April 22, 2025, revised May 8, 2025 indicating the proposed use was a “recreational facility, indoor” that such use is subject to site plan and special permit pursuant to § 200-57 of the Village of Monroe Code;

WHEREAS, the Planning Board has received and considered the following:

1. Application dated, last revised May 15, 2025
2. Site Plan prepared by MJS Engineering dated May 12, 2025. Said site plan consists of one sheet labeled “Site Plan”.
3. Site Photographs
4. Comments of Village Building Inspector and Village Engineer
5. Orange County Department of Planning 239 review dated May 15, 2025 indicating local determination.

WHEREAS, the Planning Board has determined that this is a Type II action pursuant to the State Environmental Quality Review Act (“SEQR”) and no further environmental review is required (See 6 NYCRR 617.5(c)(18); and

WHEREAS, a duly noticed public hearing was held on July 7, 2025;

NOW THEREFORE BE IT RESOLVED, the Planning Board hereby grants site plan approval and a special permit subject to the following conditions:

1. The terms of this special permit are incorporated herein as if set forth at length.
2. Applicant to pay all fees
3. Applicant to update all application materials (including application and site plan) to reflect correct applicant name. See Attorney Cassidy Comment 7
4. Applicant to address the comments of David Higgins memorandum dated June 30, 2025 prior to signing of the site plan.
5. Applicant to commence construction of all improvements shown on site plan within one (1) year pursuant to § 200-48.4 and § 200-72 of the Village of Monroe Village Code. Applicant may request an extension.

6. Chairman shall be authorized to sign the site plan upon the advice of the Planning Board Engineer and Attorney that the final plan set conforms to the conditions of this amended site plan approval.
7. Applicant to obtain all necessary permits.

Motion by Member Hafenecker Second by Member Allen

Chair Boucher	Aye
Member Keith Allen	Aye
Member Paul Hafenecker	Aye
Member Barbara Iannucci	Absent
Member Marilyn Karlich	Absent
Member Fred Kelly	Aye
Member Joe Umberto	Aye

Filed in the Office of the Planning Board Clerk on this _____ day of July 2025

Terri Brink
Planning Board Clerk

I, Kim Zahra, Clerk of the Village of Monroe, does hereby certified that the foregoing resolution was filed in the Office of the Village Clerk on _____.

Kim Zahra, Clerk
Village of Monroe.

VILLAGE OF MONROE
PLANNING BOARD

SPECIAL PERMIT

30 Millpond Parkway (125 Stage Road)
SBL 212-7-4

This special permit is issued to Bracha Gluck of MGL Pilates LLC) as tenant and 30 Millpond Parkway LLC, as owner of property located at 30 Millpond Parkway (125 Stage Road), Village of Monroe, New York for the conversion of an existing eating and drinking establishment into a Pilates studio (Indoor Recreational Facility) pursuant to § 200-57 of the Village of Monroe Village Code subject to the Planning Board's special permit procedures and regulations as set forth in the Village of Monroe Code Article XII § 200-48, et seq.

FINDINGS

The board determines, after review of all the application materials, consultant comments and public comments, that the applicant/owner has satisfied the findings required by the Village Code § 200-48, in particular:

1. The location and size of the use, the nature and intensity of the operations and traffic involved in or conducted in connection with it, the size of the site in relation to it and the location of the site with respect to streets giving access to it are such that it will be in harmony with the appropriate and orderly development of the district in which it is located.
2. The location, nature and height of buildings, walls and fences and the nature and extent of the landscaping on the site are such that the use will not hinder or discourage the appropriate development and use of adjacent land and buildings.
3. Operations in connection with any special use will not be more objectionable to nearby properties by reason of noise, fumes, vibration or other characteristics than would be the operations of any permitted use not requiring a special use permit.
4. Parking areas will be of adequate size for the particular use, properly located and suitably screened from adjoining residential uses, and the entrance and exit drives shall be laid out so as to achieve maximum safety.
5. Existing municipal facilities are adequate for the proposed use.
6. The property will be suitably landscaped to protect the neighborhood and adjacent property in perpetuity.

Based upon these findings, the Planning Board approves the Special Permit subject to the following conditions:

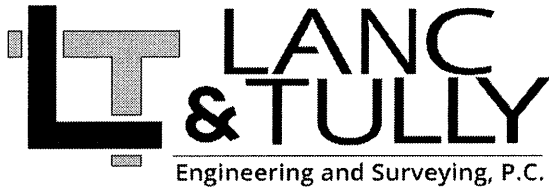
1. Applicant must comply with all requirements of § 200-57
2. This special use permit shall be to the applicant and shall be terminated upon the sale, expiration of a leasehold interest of the applicant, a change to a permitted use that does not require a special permit, or abandonment of the site, unless otherwise authorized by the Planning Board.
3. The studio as approved shall be operated entirely in the interior of the premises.

Dated: _____

VILLAGE OF MONROE PLANNING BOARD

BY: _____

Jeff Boucher, Chairman



Village of Monroe Planning Board Review

Project:	Rhone- 1 Alex Smith Ave.
Tax Lot No.	230 – 1 – 1.232
Reviewed by:	David Higgins, P.E.
Date of Review:	July 1, 2025
Materials Reviewed:	Completed Application packet; Plot Plan dated June 25, 2025 as prepared by David Niemotko Architect; Map entitled, "Plans, Details, Notes, As-Built Conditions Plan", last revised June 25, 2025 as prepared by David Niemotko Architect; Land Use Determination Form and Letter dated June 5, 2025; Short EAF Form dated June 23, 2025

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:

Project involves the conversion of an existing finished basement to an accessory apartment. The existing single-family residence is located on a 20,075 sq.ft. lot in the SR-20 Zoning District where accessory apartments are permitted subject to a Special Use from the Village Planning Board. Accessory Apartments are also regulated under §200-49 of the Village Code.

We have the following comments on the plans provided:

1. §200-49 of the Village Code regulates accessory apartments, outlined as follows:

A- The lot must meet the requirements of its zoning district for a single-family dwelling, or if the lot is a preexisting nonconforming lot, the accessory apartment shall not increase the nonconformity of the lot. *(Based upon the map provided, the existing building provides for only a 15.3 foot side yard which is less than the 20 feet required. As this is a pre-existing nonconforming condition that will not be increased as a result of the conversion, a variance should not be required.)*

- B. There shall be no more than one accessory apartment per existing single-family detached dwelling on a lot. *(Proposal appears to meet this requirement.)*
- C. Off-street parking spaces shall be provided for each dwelling unit in accordance with § 200-46. *(Plan should be revised to depict the parking spaces for the single-family residence and the accessory apartment.)*
- D. Proof that adequate water supply and sewage disposal facilities are available. *(The existing building is connected to the Village water supply system and sanitary sewer collection system. Available capacity for the additional apartment is assumed.)*
- E. The accessory apartment, whether in the main dwelling or in an accessory structure, shall contain at least 600 square feet and not over 1000 square feet of habitable floor area, and as such shall not exceed the size of the primary residence. If the accessory apartment is proposed within the main dwelling, the primary residence shall be no less than 1000 square feet of habitable space. There shall be no more than one bedroom per accessory apartment. The design of the apartment will conform to all applicable standards in the health, building and other codes. *(According to Plan Note #3 on the submitted plan, the total finished basement area will be 1,123 sq.ft. which exceeds the 1,000 sq.ft. permitted. Unless the size of the apartment is reduced, a variance will be needed.)*
- F. The owner of the property shall reside on the premises (either in the main portion of the house or in the accessory apartment). *(The plan appears to meet this requirement.)*
- G. Each dwelling unit in the structure shall contain its own separate and private bathroom and kitchen wholly within each dwelling unit. The structure in which the accessory apartment is located shall have only one front entrance and only one entrance from any other façade of the structure. An entrance leading to a foyer with entrances leading from the foyer to the two dwelling units will be acceptable. *(The plan indicates a proposed egress door on the rear side of the building and appears to meet this requirement.)*
- H. The accessory apartment shall be designed so that the appearance of the building remains that of a single-family detached dwelling. Any new entrances shall be located on the side or in the rear of the building, and any additions shall not increase the habitable space of the original house by more than 800 square feet beyond its size on the effective date of this section. Accessory apartments shall be clearly incidental and subordinate to the principal structure and shall not change the single-family residential character of the neighborhood. *(The proposed apartment does not propose any additions to the building or changes in the building footprint. The proposed apartment appears to meet these requirements.)*
- I. If the accessory apartment is located above a garage, an air-to-air heat exchanger and a carbon monoxide detector shall be installed to reduce the risk of carbon monoxide poisoning. In the event the apartment is proposed for an

accessory structure, the apartment must be wholly contained in the existing structure. Such structure shall have a dedicated water line and sewer line that are separate from the primary residence. *(The proposed apartment is located in the basement and is not above the garage.)*

- J. A detailed floor plan drawn to scale, showing proposed changes to the building, shall be submitted along with the application for special use authorization. *(A floor plan has been provided with the application.)*
 - K. Upon receiving special use authorization, the owner must file a covenant at the County Clerk's office and with the local assessor stating that the right to rent an accessory apartment ceases upon transfer of title. A copy of said covenant shall be provided to the Planning Board and Building Department. Upon a transfer of title, the local assessor shall notify the Building Department, who will then take the appropriate steps to ensure compliance with these provisions. *(This should be a condition of any approval.)*
 - L. Purchasers of homes that have special use authorization for accessory apartments who want to continue renting those apartments must reapply for special use authorization. *(This should be listed as a condition of the approval.)*
 - M. Upon approval from the Planning Board, full compliance with Chapter 158, Rental Property, shall be completed prior to occupancy of the new accessory apartment. *(This should be noted in any resolution of approval.)*
- 2. The Plot Plan references a survey map prepared by AFR Engineering and Land Surveying, dated October 9, 2013. A signed and sealed copy of the survey should be provided for the file.
 - 3. A Short Environmental Assessment Form has been provided. The Planning Board may consider scheduling a public hearing, pending satisfaction of the submitted materials. The proposed action can be considered a Type II Action under SEQRA.
 - 4. The project is located within 500 feet of the municipal boundary of the Town of Monroe and therefore referral to the Orange County Department of Planning is required for review under GML 239.
 - 5. Planning Board should discuss with their attorney as to the potential need for a public hearing.

This concludes our comments at this time. Our office shall continue with a review of the plans as more information is provided. If you have any questions, please contact our office.

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July 7, 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.

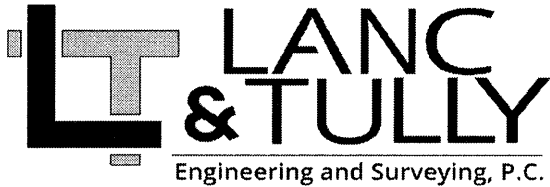
RE: Attorney comments on application of Marcia Rhone for a dwelling unit accessory to an existing single family home located at 1 Alex Smith Avenue, Monroe, NY SBL 230-1-1.232

I have reviewed the application of Marcia Rhone for special permit to authorize a dwelling unit accessory to an existing single family home located at 1 Alex Smith Avenue, Monroe, NY pursuant to § 200-49. I offer the following comments:

Comment	Status
1. The Property is located in the SR-20 zoning district	For Information
2. The proposed application is subject to special permit and site plan approval pursuant to § 200-49. I refer the Applicant and Board to § 200-49 for the requirements applicable to an accessory dwelling unit.	For Information
3. Application is subject to GML 239 due to its proximity to Town of Monroe	For Information
4. A public hearing is required.	
5. Application is a Type II action pursuant to SEQR.	For Information
6. SEAF Comments:	

a. Description of the project to reflect application is for special permit for accessory dwelling unit. b. Applicant to explain yes answer for 13a.	
7. It is unclear from the plans the size of the proposed accessory dwelling unit. Per § 200-49 (E), the accessory apartment shall contain at least 600 square feet and not over 1000 square feet of habitable floor area and such shall not exceed the size of the primary residence. The primary residence shall be no less than 1,000 square feet of habitable space. The applicant to confirm compliance.	
8. Village Engineer to verify that parking is sufficient.	

This memorandum is based upon a preliminary review of the application. Additional submissions may generate further comment.



Village of Monroe Planning Board Review

Project: 573 Route 17M
Tax Lot No. 220-5-19
Reviewed by: David Higgins
Date of Review: 7/2/2025

Materials Reviewed: Response Letter dated June 20, 2025; Site Plan set entitled, "Amended Site Plan for 573 Route 17M", last revised June 20, 2025 consisting of 18 sheets as prepared by Arden Consulting; Short EAF revised dated June 17, 2025; Architectural Plans entitled "573 RTE 17M" dated June 25, 2025 consisting of 5 sheets as prepared by Brach & Mann Associates; Stormwater Pollution Prevention Plan entitled "Stormwater Pollution Prevention Plan Prepared for: 573 17M LLC" dated May 13, 2025 as prepared by Arden Consulting Engineers, PLLC.

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 is for the construction of a two-story office building. The Project Site is 50,502 square feet in the General Business (GB) District where general office is a permitted use.

We have the following comments on the plan:

1. Submitted architectural plans show a building height of 27 feet. Bulk table currently states that the building has a proposed height of 35'. Bulk table should be revised for consistency.
2. Sheet 2 of the plans provided includes the wetland boundaries and the 100-foot adjacent area. It appears that the wetland boundary was validated by the New York State DEC however the map does not include a signature and stamp by the New York State DEC or the surveyor of record. A copy of a validated map bearing the signature and stamp by the DEC and surveyor should be provided.

3. A total of 234 square feet of disturbance is proposed within the wetland and 1,411 square feet in the adjacent area. A permit from the New York State Department of Environmental Conservation and the US Army Corps of Engineers is required prior to any issuance of Amended Site Plan approval.
4. The plans have been revised to replace the two existing driveway entrances onto New York State Route 17M with a single new entrance located in between the existing two. Approval of plans from NYSDOT should be provided prior to any issuance of Amended Site Plan approval. A permit from NYSDOT will be required prior to construction. Applicant has advised that plans have been sent to NYSDOT for review.
5. A Landscaping Plan has been provided along with calculations demonstrating that 10% of the total required parking area has been devoted to landscaping in compliance with Village Code §200-45(J). Planning Board should consider the adequacy of the submitted landscaping plan.
6. On Sheet 5 of 18, it appears from the grades shown and the labels that a curb is being proposed along the northern property line to serve as a short wall. Details of the curb for this use shall be provided.
7. §200-34.D requires that all non-residential uses shall provide for a fire lane to allow access for emergency vehicles at all times. Plans provide a 3' wide fire lane along 3 sides of the building. Plans should be referred to emergency services for input.
8. Regarding the submitted lighting plan: in some areas, the illumination along the property line exceeds the 0.2 footcandles permitted. Plan shall be revised to comply.
9. The proposed sewer connection shall be subject to review and approval by Orange County Department of Environmental Facilities.
10. A 4" dia. Ductile iron water service is shown on the plan which appears to connect to an existing service. The size and material of the existing service shall be noted on the plan, or provisions made to replace the connection if necessary.
11. Backflow prevention will need to be approved by the Orange County Department of Health prior to issuance of a building permit.
12. A traffic impact study has been provided by Creighton Manning on behalf of the applicant and has been reviewed by the Village's traffic consultant, Kimley Horn. While they found most of the information contained within the provided traffic impact study to be agreeable, there were several comments noted which are summarized below:
 - a. A crash analysis should be provided
 - b. Any approval should be conditioned upon whatever requirements NYSDOT may place on the applicant for its permit to make changes to the driveway

- c. The Village should decide on whether or not they would like to see sidewalks along the front of the property

13. A Stormwater Pollution Prevention Plan has been submitted. Regarding the submitted SWPPP:

- a. The proposed disturbance is 1.23± acres. The applicant will need to obtain coverage under a SPDES General Permit for Stormwater Discharge from Construction Activity from the New York State Department of Environmental Conservation. This should be a condition of any approval granted by the Planning Board.
- b. The HydroCad model for the chambers does not match what is shown on the site plan. The site plan shows 7 rows at 295' long, the HyrdoCad model shows 31 rows at 73.67'. This difference will impact the storage capacity in both the chambers and within the void space of the gravel surrounding the cahmbers, along with impacting the exfiltration rate. The model and/or plan should be revised for consistency.
- c. The pre-development drainage map shows that the site flows toward DP-1 a point along the Northwestern boundary of the parcel. The post development drainage map shows that what stormwater will not infiltrate into the soil will be discharged at DP-1F which is in the Southwest corner of the parcel. Applicant should demonstrate that DP-1 and DP-1F drain to each other or drain to the same point. They should also confirm that all of site is flowing to the same point. The existing topography indicates a portion of the site flowing to the South and a portion of the site flowing to the North.
- d. The plans identify the outlet to the wetlands as a headwall; however the plans only include a detail for a FES. Revise for consistency.
- e. The length or slope for CB #1, 5, and 6 in the HyrdoCad model does not match with what has been shown on the plan for the drainage. Revise for consistency.
- f. The plans indicate that infiltration testing was performed on March 19, 2025. Testing should be witnessed by a qualified representative from the office of Lanc and Tully and should include at least one test pit and one infiltration test.
- g. A signed SWPPP Preparer Certification form should be provided.
- h. A signed Owner/Operator Certification form should be provided.
- i. eNOI question 50 indicates that there will be a 0% change to hydrology that increases discharge rate and volume from the project site. Due to the change in cover types and grading that is shown on the site plans and within the SWPPP, question should be answered "no".
- j. Appendix G of the SWPPP contains a Stormwater Management Facility Easement and Maintenance Agreement. This should be reviewed by the Planning Board Attorney.

14. Plans should be referred to Orange County Department of Planning under GML 239.

15. A public hearing is required.

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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November 21, 2024
Revised February 4, 2025
Revised June 9, 2025
Revised July 7, 2025

MEMO

TO: Village of Monroe, Planning Board
Applicant

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

FROM: Elizabeth K. Cassidy, Esq.

RE: Attorney comments on application of
573 Route 17M, LLC

I have reviewed the latest submission of 573 Route 17M, LLC seeking site plan approval to authorize the demolition of the existing veterinary office and kennel and for the construction of a two-story 23,342 sq. foot office building. New material is in bold. I offer the following comments:

Comment	Status
1. Building Inspector Cocks issued a Land Use Determination dated October 16, 2024 that the proposed use is a classified as an "Office" use as defined by the Village of Monroe Zoning Code.	For Information
2. Application is subject to site plan review subject to § 200-72.	For Information
3. Application is subject to GML 239 et seq. review due to its proximity to NYS Route 17M	For Information
4. Application is subject to a public hearing.	For Information
5. <u>SEQR</u> : Applicant submitted a short form environmental assessment form dated October 15, 2024. The proposed action is an unlisted action pursuant to SEQR. Interested and involved agencies include: NYS DOT (curb cut onto NYS Route 17M); NYS DEC (wetlands), SHPO	

Applicant to complete question 8 b and 8 c. Applicant to address yes answer in question 12a. Referral to SHPO is recommended. Applicant to address yes answer to question 13 a. Applicant to address yes answer to question 17. 2-4-2025 – Applicant has provided a revised EAF and we consider this comment complete. With that said, the Planning Board should be evaluating impacts to wetlands (question 13) and impacts associated with drainage (question 17) as part of its overall SEQR analysis. 7-7-2025 – Revised EAF submitted. Planning Board to evaluate impacts to wetlands and drainage. Application requires outside agency approvals and a coordinated review is appropriate. Planning Board to declare intent to be lead agency and circulate to NYS DOT, NYS DEC, ACOE, Orange County Environmental Facilities/Sewer District # 1, and SHPO.	
6. Applicant to address traffic impacts of the proposed action. Given the site's location on Route 17M, its proximity to the fire house and ambulance building, a traffic study is recommended. 6-9-2025 Traffic study prepared by LaBella, dated April 24, 2025 has been submitted. Recommend referral to John Canning at Kimley Horn for review and comment.	<i>Pending</i>
7. Wetlands/Stream. SEAF and site analysis identify presence of water courses both on and in the vicinity of the project site. Applicant to address impacts of the proposed project on said water courses. Hudson Valley Natural Resource Mapper indicates potential wetlands on site. Recommend a study confirming the location of wetlands. Presence of wetlands may require deductions pursuant to § 200-20.1 6-9-2025 – Applicant indicates lot area calculations have been revised to reflect area wetlands. I defer to David Higgins as to the accuracy of such calculations.	<i>Pending</i>
8. Site Maneuverability. Applicant to demonstrate turning radii for emergency vehicles and trucks. The site turning appears very tight. Engineer and Building Inspector to determine one way with parallel parking provides adequate fire access. 6-9-2025 – Maneuvering plan has been submitted. Planning Board and Village Traffic Engineer to evaluate.	<i>Pending</i>

9. Lot coverage/landscaping. The proposed application seeks to clear the entire lot. The initial plan does not identify any landscaping or trees anywhere on site. The applicant is referred to requirements of § 200-32 including but not limited to F(1) which requires trees to be planted around the perimeter of the parking area where there are more than five vehicles. Parking lots shall devote 10% of the total required parking area to landscaping. See 200-45(J). 6-9-2025 – A landscaping plan has been submitted. Planning Board to review and evaluate for sufficiency.	<i>Pending</i>
10. Architectural Review. Application is subject to Architectural Review pursuant to § 200-73 of the Village Code. See § 200-73(C). 7-7-2025 – Architectural Plans and Elevations are included in the submission. The Applicant to provide specific material samples and specifications. Recommend renderings be provided	<i>Comment outstanding</i>
11. Plans identify a rock wall. If said rock wall is a retaining wall, Applicant to demonstrate that the proposed retaining wall complies with § 200-26.5. Per response letter dated January 27, 2025, the applicant indicates the wall is a rock wall and not a retaining wall.	Comment Satisfied
12. Applicant to address waste removal and dumpster enclosure. 6-9-2025 – Detail has been provided	<i>Pending</i>
13. Applicant to address signage. 6-9-2025 – Detail has been provided	<i>Pending</i>
14. 6-9-2025 – Stormwater maintenance agreement to be provided for review and approval prior to signing of the site plan.	<i>Pending 7-7-2025</i>
15. 7-7-2025 – By letter dated June 24, 2025, OPRHP requests a construction protection plan. This should be incorporated into any SEQR determination (findings statement or negative declaration) and should be a condition of approval.	

These comments are preliminary in nature and our office reserves the right to provide additional comments upon further submission by the applicant.

Recommended Action – Declare intent to be lead agency, circulate for both SEQR and GML 239.



**New York State
Parks, Recreation and
Historic Preservation**

KATHY HOCHUL
Governor
RANDY SIMONS
Commissioner Pro Tempore

June 24, 2025

Michael Morgante
PO Box 340
Monroe, NY 10950

Re: SEQRA
SITE PLAN FOR 573 17M LLC
573 State Route 17M, Monroe, NY 10950
25PR04669

Dear Michael Morgante:

Thank you for requesting the comments of the Division for Historic Preservation of the Office of Parks, Recreation and Historic Preservation (OPRHP). We have reviewed the submitted documents under the State Environmental Quality Review Act (SEQRA) as requested. These comments are those of the Division for Historic Preservation and relate only to Historic/Cultural resources. They do not include potential environmental impacts to New York State Parkland that may be involved in or near your project.

We note that the project area is adjacent to the Monroe Cemetery, which contributes to the State and National Register listed Monroe Village Historic District. As subject-matter experts under SEQRA, our office has reviewed the project description and preliminary site plan submitted to our office on May 28, 2025, and we offer the following comments regarding potential impacts on architectural or archaeological resources:

- 1) We recommend implementation of a construction protection plan for all construction activity within 90 feet of the adjacent listed resource. A construction protection plan should, at a minimum, include a plan for avoiding direct and indirect damage to historic resources, a pre-work photo survey of historic resources, and a post-work photo survey of historic resources.

Please be aware that if this project will involve state or federal permits, funding, or licenses it may be subject to review under Section 14.09 of the NYS Parks, Recreation and Historic Preservation Law or Section 106 of the National Historic Preservation Act.

If further correspondence is required regarding this project, please be sure to refer to the OPRHP Project Review (PR) number noted above.

Sincerely,

Ashley Barrett
Historic Site Restoration Coordinator
Ashley.barrett@parks.ny.gov

cc: T. Brink, Village of Monroe

via e-mail only

VILLAGE OF MONROE
PLANNING BOARD
RESOLUTION TO DECLARE INTENT TO BE LEAD AGENCY AND REFER PURSUANT
TO GML § 239 et seq.
573 Route 17M
SBL 220-5-19

WHEREAS, the Village of Monroe Planning Board is considering an application by 573 17M, LLC for site plan approval to authorize the demolition of an existing veterinary office and kennel and for the construction of a two-story 23,342 sq. foot office building together with related site improvements; and

WHEREAS, a Short Environmental Assessment Form (EAF) dated October 15, 2024, last revised June 17, 2025 was submitted for review by the Planning Board; and

WHEREAS, after comparing the thresholds contained in 6 NYCRR 617.4 and 5, the Planning Board has determined that the proposed project is an Unlisted action; and

WHEREAS, after examining the EAF, the Planning Board has determined that the following agencies are involved or interested agencies for purposes of SEQR: New York State Department of Transportation (NYSDOT); New York State Department of Environmental Conservation (NYSDEC); Army Corps of Engineers (ACOE); Orange County Environmental Facilities/Sewer District # 1 and State Historic Preservation Office (SHPO).

NOW THEREFORE BE IT RESOLVED, that the Planning Board makes the following findings:

1. The proposed action is subject to the State Environmental Quality Review Act.
2. The action may involve one or more other agencies.
3. The action is preliminarily classified as an Unlisted Action pursuant to 6 NYCRR Part 617.
4. Coordinated review of the action is appropriate.

BE IT FURTHER RESOLVED, that the Planning Board hereby declares its intent to be Lead Agency for the review of this action;

BE IT FURTHER RESOLVED, that the Planning Board Clerk shall cause notice of such intent to be circulated in accordance with SEQR,

BE IT FURTHER RESOLVED, that a determination of significance will be made at such time as all information has been received by the Planning Board to enable it to determine whether or not the action will or will not have a significant effect on the environment.

BE IT FURTHER RESOLVED, that the Planning Board Secretary shall circulate the application to Orange County Department of Planning pursuant to GML § 239-m and shall refer the application to emergency services for review and comment.

Motion by Member Kelly Second by Member Allen

Chair Boucher	Aye
Member Keith Allen	Aye
Member Paul Hafenecker	Aye
Member Barbara Iannucci	Absent
Member Marilyn Karlich	Absent
Member Fred Kelly	Aye
Member Joe Umberto	Aye

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April 8, 2024
Revised October 9, 2024
Revised December 9, 2024
Revised March 10, 2025
Revised July 7, 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 59 Gilbert Street Realty, LLC for amended
site plan approval
59 Gilbert Street
201-1-2.21

I have reviewed the revised submission in connection with the application of 59 Gilbert Street Realty, LLC for amended site plan approval and special use permit to construct an accessory warehouse. New material is in bold. I offer the following comments:

The most recent submission includes the following:

- Letter of Peter D. Torgersen dated June 7, 2025 concerning wetlands
- Site Plan prepared by John Petroccione, P.E. dated February 24, 2025, revised May 20, 2025
- Revised Short Form Environmental Assessment Form
- Response to comments by John Petroccione, P.E., PLLC dated June 6, 2025

Comment	Status
1. The Property is located in the GB zoning district	For Information

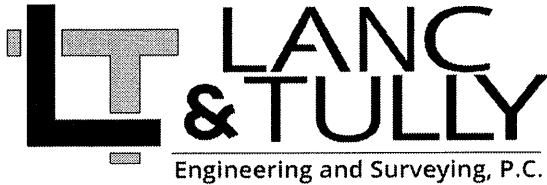
2. Application is subject to GML 239 due to its proximity to Route 17M and Town Boundary. Referral to Orange County Planning, Town of Monroe is required.	For Information
3. A public hearing is required .	For Information
4. SEQR: This is an unlisted action. Given the need for an area variance, a coordinated review should be performed.	For Information
5. SEAF # 10 – Applicant to address fire suppression in light of lack of water connection. SEAF # 17 – Applicant to address stormwater discharge See comments of D. Higgins as to SEAF. 3-10-2025 – Applicant submitted a revised SEAF dated February 24, 2025. Although the SEAF is acceptable, the Planning Board will still need to evaluate potential impacts of the project as part of its SEQR review. I defer to Engineer Higgins as to the adequacy of the proposed stormwater discharge.	
6. I note the comment memoranda of D. Higgins (4-2-2024, 10/7/2024, 3-10-2025 and June 30, 2025)	For Information
7. Project requires the following area variance: • Area variance Lot Size – 80,000 sq. ft. vs. 58,685 sq. ft. • Accessory structure larger than principal structure	Remains Outstanding
8. Planning Board to consider and address traffic including onsite traffic flow, loading and unloading at both existing and new buildings.	Remains Outstanding
9. Applicant to address signage.	Remains Outstanding
10. Applicant to address architectural review.	Remains Outstanding
11. The applicant must identify any constrained lands on the site plan. See Local Law 4 of 2024. I note plan set shows FEMA flood plain and steep slopes located on a portion of the site. Flood plains are to be deducted as set forth in §	

200-20.1. Applicant to provide appropriate calculation on plan.	
3-10-2025 – Applicant has provided deductions calculation; David Higgins to review adequacy of the same.	
12. Recent submission indicates that EAF revisions will be submitted under separate cover. Upon receipt of such submission, the Planning Board can adopt a resolution to declare its intent to be lead agency for purposes of SEQR 12-9-2024 – Revised SEAF received.	
13. The property adjoins a residential zone. Planning Board to address adequate buffering and the required parking and loading setback. See § 200-44(I) (Parking 10', loading 200'). See also 200-45 (I) (Parking lots shall devote 10% of the total required parking area to landscaping, which shall meet the provisions of § <u>200-32</u> , Trees and landscaping.) 7-7-2025 – Applicant has previously indicated that it would not put loading at the accessory warehouse and would shuttle materials from the principal building. It remains unclear whether this is realistic or whether it mitigates the impacts associated with a loading bay on the adjoining residential zone. The design invites loading at the accessory warehouse in violation of the code.	
14. Planning Board to address landscaping. Revised plans identify a total of 14 plantings consisting of 4 rhododendron, 8 azalea and 2 eastern white pines. The Applicant is referred to § 200-32	Remains Outstanding
15. 12-9-2024 – I have been notified by the Building Department that the site is the subject of a notice of violation for unpermitted construction. The Applicant has been directed to apply for and obtain approval from the Planning Board. The applicant was directed by the Planning Board to process the application in good faith. I note that despite several comments from Dave Higgins and myself at the October meeting, the Applicant has addressed only the SEAF and no further revisions have been made.	For information

16. Applicant to confirm that the dumpster complies with 200-34 (H) of the Zoning Code. Dumpster to be adequately screened. Dumpsters shall not be located within any required buffers, setbacks or easements.	
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Recommended Action: Upon verification of the extent of the variance needed (minimum lot area), Planning Board to declare its intent to be lead agency and circulate.

Our office reserves the right to provide additional comments upon review of future submissions.



Village of Monroe Planning Board Review

Project:	59 Gilbert Street
Tax Lot No.	201 – 1 – 2.21
Reviewed by:	David Higgins, P.E.
Date of Review:	June 30, 2025
Materials Reviewed:	Site Plan titled "59 Gilbert Street" consisting of five sheets prepared by John Petroccione, PE last revised 5/20/2025; Short Environmental Assessment Form as prepared by John Petroccione, PE dated 2/24/2025; Cover letter from John Petroccione dated June 6, 2025; Letter from Peter Torgersen dated June 7, 2025

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:

Project involves the construction of a new 6,720 square foot warehouse building on a 1.3 acre parcel in the GB Zoning District. The property is currently developed with an office building. The submission indicates that the proposed warehouse is to be used as an accessory to the existing office building that is currently being occupied by a sprinkler installation company. The new building will be used for receiving shipments, coordinating crews for work, and providing necessary room for the storage of larger orders to alleviate supply chain issues. The applicant has identified an area variance as being needed due to the combined area requirement of the two uses (80,000 sq.ft.) and the area of property available (60,354 sq.ft.), as well as the proposed accessory warehouse (6,720 sq.ft.) being larger than the primary structure (5,000± sq.ft.).

We have the following comments on the plans provided:

1. Per §200-26.2.D (Requirements for Accessory Structures), an accessory structure cannot be larger than the primary structure. As the proposed warehouse building (6,720 s.q.f.t) is larger than the existing principal structure

(5,000± sq.ft.), a variance from the Zoning Board of Appeals is needed. This is noted on Sheet 1 of the plans.

2. The property boundary on the Site Plan shows a portion of the lot extending over the sidewalk along Gilbert Street. The applicant has advised that the survey information has been confirmed. Planning Board should discuss with their attorney to see if requesting/requiring an offer of dedication for the portion of the property within 25 feet of the centerline of Gilbert Street should be considered.
3. Landscaping for the project has been provided on Sheet 3 of 4 and consists of 12 shrubs and 2 trees. Landscaping is subject to §200-44.J and §200-45.J which requires that parking areas and loading spaces be screened from adjoining properties and that 10% of the parking area be devoted to landscaping. Additionally, per §200-34.A.6, the Planning Board shall require adequate screening in the required rear and side yards, to protect the character and compatibility of adjacent residences. Screening shall be a minimum of six feet in height and may consist of a wall, fence and/or plantings as approved by the Planning Board. The Planning Board should review the adequacy of screening provided for the adjacent residential uses.
4. Details for planting of trees and shrubs should be provided.
5. Notes for planting and maintenance of landscaping as required by §200-32 should be provided.
6. ADA parking has been shown for the proposed warehouse building with the access being via an at-grade concrete walk. Details for the proposed concrete walk should be provided and landing area at the doorway should be shown on the plan.
7. Grading plan has been provided with proposed contours and spot elevations. It appears that the building is intended to be built into the steep slopes located at the rear of the property. It appears that the drainage around the rear of the proposed warehouse is being collected in swales which are being directed into the front parking area.
8. A proposed 1" diameter water service is shown however it does not extend to the proposed warehouse building. The connection will need to be coordinated with the Village Water Department and shall include a water meter.

9. The proposed disturbance shown is 18,777 sq.ft. (0.43± acres) which is below the Village's ½ acre threshold for requiring a full SWPPP. (Informational)
10. Village Code §200-44(I) states "No off-street open parking areas containing more than four parking spaces shall be located closer than 10 feet from an adjacent lot zoned or used for residential purposes. Loading spaces shall be located not less than 200 feet from any residential district boundary." The parcel directly to the south is zoned SR-10, meaning that all of the lot is within 200 feet of a lot zoned for residential purposes. Although a loading space is not shown on the plan, the Board should review with the applicant and determine whether the area directly in front of the proposed warehouse is meant to function as one and whether another variance will be needed.
11. Catch basins are shown on the plan without any drainage pipes or pipe inverts.
12. §200-34.h prohibits the placement of dumpster enclosures within any required setback. The proposed dumpster is located within the required side yard setback and should be relocated.
13. EAF indicates wetlands within or adjacent to the subject property. A letter dated June 7, 2025 was prepared by Peter Torgersen on behalf of the applicant. The letter indicates that none of the proposed development will impact the wetland areas identified. The letter also indicates that because the pond area is man-made for stormwater detention purposes, it would not be under the jurisdiction of the US Army Corps of Engineers.
14. The project requires referral to Orange County Planning based on its proximity to the Town boundary.
15. Plans should be referred to emergency services for review and comment.
16. A Permit will be required from the Orange County Department of Public Works for change in the use of the existing sewer lateral to Orange County Sewer District No.1.
17. The Planning Board may consider scheduling a public hearing, pending satisfaction of the submitted materials.

Revised plans with a written response to each comment should be provided. Our office shall continue with a review of the plans at that time. If there are any questions, please contact our office.

VILLAGE OF MONROE

PLANNING BOARD

RESOLUTION TO DECLARE INTENT TO BE LEAD AGENCY FOR THE
APPLICATION OF 59 GILBERT STREET REALTY, LLC

and

AUTHORIZE REVIEW PURSUANT TO GML 239 et seq.

WHEREAS, the Village of Monroe Planning Board is considering action on a proposed site plan application and special use permit application submitted by 59 GILBERT STREET REALTY, LLC for the construction of an accessory warehouse located at 59 Gilbert Street (SBL 201-1-2.21); and

WHEREAS, a Short Form Environmental Assessment Form dated May 16, 2022 and revised February 24, 2025 was submitted; and

WHEREAS, after comparing the thresholds contained in 6 NYCRR 617.4 and 5, the Planning Board has determined that the proposed project is an Unlisted action; and

WHEREAS, after examining the EAF, the Planning Board has determined that the following agencies are involved or interested agencies for purposes of SEQR: Monroe Zoning Board of Appeals, NYSDEC, Monroe DPW, Orange County Department of Planning, Orange County Sewer District # 1 and Monroe Fire District, and

NOW THEREFORE BE IT RESOLVED, that the Planning Board makes the following findings:

1. The proposed action is subject to the State Environmental Quality Review Act.
2. The action may involve one or more other agencies.
3. The action is preliminarily classified as an Unlisted Action pursuant to 6 NYCRR Part 617.
4. Coordinated review of the action is appropriate.

BE IT FURTHER RESOLVED, that the Planning Board hereby declares its intent to be Lead Agency for the review of this action;

BE IT FURTHER RESOLVED, that the Planning Board Clerk shall cause notice of such intent to be circulated in accordance with SEQR;

BE IT FURTHER RESOLVED, that a determination of significance will be made at such time as all information has been received by the Planning board to enable it to determine whether or not the action will or will not have a significant effect on the environment.

BE IT FURTHER RESOLVED that a copy of the application shall be transmitted to the Orange County Department of Planning pursuant to General Municipal Law § 239 et seq.

On a motion by _____, seconded by _____ and a vote of _____ for, and _____ against, and _____ absent, this resolution was adopted on _____.