

VILLAGE OF MONROE

Workshop Minutes

August 11, 2025

Draft – Subject to Change

Present: Acting Chairman Kelly; Members Allen, Umberto, Iannucci, and Karlich. Attorney Cassidy and Engineer Higgins

Absent: Chairman Boucher and Member Hafenecker

Pledge of Allegiance.

Site Plan Review – Proposed addition / Condos

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

Proposed 14,370 SF 2 story office addition – condominiums

Present representing the applicant: Justin Lim, WeinbergLim Engineering

Mr. Lim stated that they have been working on this application for approximately 1 ½ years. There are still some details that need to be worked on. Regarding the subdivision he is not that familiar with it and it would normally happen after site plan approval. They intend to work out all issues to get the project approved. He is in receipt of the comment memos from Attorney Cassidy and Engineer Higgins. Engineer Higgins went over his memo dated 08-08-2025 (attached) any discussions are as follows:

1. Attorney Cassidy will ask the Building Department for an interpretation regarding the dumpster that is on the property line. Per Mr. Lim the dumpster was moved to the best location they could to keep the site functioning which created a landscaping opportunity. It will be very difficult if not impossible to comply with setbacks.
6. Landscaping. At the June 9, 2025 Planning Board meeting possibly putting some landscaping at the rear of the building was discussed but this has not been added. Per Mr. Lim there is a sidewalk that is nonfunctional and they will remove it and add landscaping and along the Southern perimeter they may add more and along the dumpster enclosure to the North. The plan will be revised.
7. Lighting. There has been much discussion about the shields. Per Mr. Lim the shield can be simulated but the best way to handle is to install the light and set up the shields and get an accurate reading. Once the shields are in place they are very secure and much improved from the older clips that were used.
8. Response was received from emergency services.
9. The software used comes with a template of a garbage truck but there is no option for a front-loading truck. The size of the truck and the wheel base are part of the equation and what counts when showing the maneuverability on the site. Either way the size of the truck is the same. Engineer Higgins believes the turning radius will be very similar. He just needed an explanation as to why what is shown on the plan is a front-loading

truck and the analysis was different. Ms. Klein who was also in attendance from Weinberg Lim Engineering stated that a note was put on the plan and will be part of the next submission.

Attorney Cassidy went over her memo dated 08-08-2025 (attached) and noted that her focus was document labeled "Declaration" which is the document that governs the ground rules and defines the condo unit. She reviewed the items noted as "Subdivision Comments" and "Declaration Comments" on her memo. She feels that some of these issues would be addressed by having the June 2025 floor plan that was submitted to the A.G. submitted to our office as well. This is mainly a consistency issue as the 2 things do not match. She asked about the SHPO status. Mr. Lim replied that the reason SHPO was triggered was due to the cemetery across the street. Attorney Cassidy mentioned that in a previous memo the applicant stated that a SHPO response will be in a future submission as we had asked for it to be referred. Mr. Lim said he could not speak much on the sub-division items and going forward suggests that their condo attorney contact the Planning Board. Attorney Cassidy explained that we have to get through the subdivision and get it right. Consistency between what is submitted to the A.G. and the Village must match and there are a lot of consistency issues to be addressed. Engineer Higgins noted that this has to also be filed with the county for preliminary review. He suggests they do this for review and comment which will help get the map ready to be filed. Attorney Cassidy said the description from the deed, that was clearly a carryover from the 80's, refers to a drainage easement and right of way that must be shown on the map. Engineer Higgins also noted that the map must be signed by a surveyor. Acting Chairman Kelly mentioned Planner Fink's memo dated 08/08/2025 (attached) where he suggests the site of the addition is all wrong and the addition should be in the front of the property. Member Umberto referenced the new Village Board code that the structure is in the front of the site and parking in the rear. Attorney Cassidy commented that in this particular case the parking lot and structure are existing and any drainage issues can be discussed with the applicant and they can be asked to address them. She suggested that the applicant review Planner Fink's memo and respond to it in their next submission. Acting Chairman Kelly also mentioned that Planner Fink thought a long form EAF could be considered. Attorney Cassidy said it could be requested however we have been working off of the Short EAF and this is not a Type 1 action. We could ask for a Long EAF but she does not know that we need it and would be asking the applicant to complete it just for the sake of completing it. This is especially relevant since it is on a previously disturbed site. Engineer Higgins also noted that back of the property is already paved. Mr. Lim addressed putting the addition on the front of the building and explained that the current front of the building is retail storefronts that have existed for years and logically would be killed by this change. Acting Chairman Kelly noted there are other ways to draw attention to the businesses. Member Karlich thought moving the additional to the front was not feasible but agreed that the basement areas could be addressed regarding flooding. Member Allen thought moving the addition to the front would look cramped and not aesthetically pleasing but it could be looked at. Attorney Cassidy asked that the applicant address Planner Fink's memo and is unsure if an addition triggers the new code. Engineer Higgins noted in terms of flooding due to the elevation, you would gain nothing by putting the addition upfront.

New Local Laws

A discussion ensued about the below listed proposed new local laws:

- **Amendment to Adaptive Reuse of National Register Historic Buildings**
- **Amendment to Chapter 200, Zoning, Site Plan and Special Permit Review and Approval**

A draft of the discussion as well as the laws as passed are attached.

Scheduling

On a motion made by Member Iannucci and seconded by Member Allen it was resolved to:
Cancel the August 26th Planning Board meeting.

Aye: 5 Nay: 0 Absent: 2

Village of Monroe Planning Board meetings may be viewed in their entirety at:
<http://www.youtube.com/@monroevillagehall2935>

GREENPLAN

MEMORANDUM

To: Jeff Boucher, Chairman
Village of Monroe Planning Board

From: J. Theodore Fink, AICP

Date: August 8, 2025

Subject: 581 State Route 17M Site Plan Review

GREENPLAN INC.
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The above application requiring Site Plan approval has been reviewed and comments prepared below. The applicant seeks to redevelop an existing developed site consisting of $\pm$ 1.68 acres, located at 581 Route 17M. The documents below have been reviewed:

- Village of Monroe Planning Board Site Plan Application dated 3/10/2024 updated to include the Notary Public correction by Annie Mann on March 24, 2024.
- Village Building Inspector Land Use Determination dated February 7, 2024
- Site Plan nine sheet drawing set prepared by WeinbergLim Engineering DPC dated 1/14/24, updated to 5/29/25.
- Minor Subdivision Plat (for interior condos and association) prepared by WeinbergLim Engineering DPC dated July 28, 2025.
- "Outboard & Topographic Survey Prepared for 581 State Route 17M" prepared by Clearpoint Surveying, DPC dated 6/6/23.
- Short Environmental Assessment Form (SEAF) dated 3/8/24 updated to 1/28/25. Please note the applicant will need to re-certify the SEAF with the new date.
- Memorandum from Colliers Engineering & Design dated July 8, 2024 in re: Parking Evaluation
- Comments from the Planning Board's Attorney and Engineer. I am in agreement with their comments.
- Correspondence from the applicant's engineers dated April 28, 2025, June 10, 2025, July 28, 2025.
- Correspondence from the applicant's environmental professionals regarding the presence/absence of wetlands, EcolSciences, Inc. dated December 19, 2024.

This review is provided for the Planning Board's workshop meeting on August 11, 2025. I may have additional comments as further information is provided.

1. **Site Development.** The proposed project is located in the Village's GB Zoning District and includes renovation of two existing two-story retail and office buildings (formerly the Monroe Plaza), construction of a new two-story office building connected to the southernmost existing building for a total of three buildings, improvements to the existing parking lots, conversion of the

prior use exclusively to offices, and organization of ownership as a condominium development, which requires Subdivision approval from the Planning Board. According to Clearpoint's Survey, virtually the entire site is covered with impervious surfaces consisting of asphalt and structures. It appears as if at least 93 parking spaces exist on the site.

2. **SEQR.** The Planning Board was designated as the SEQR Lead Agency for the review of the project on February 25, 2025 based upon a Short EAF. I recommend the applicant provide a Long EAF to provide information that is needed to assess the potential for environmental impacts on water resources (both surface waters like wetlands and streams and groundwater for the Ramapo Sole Source Aquifer), historic resources (the contiguous local, State, and National Historic districts), community plans (consistency with the Village Comprehensive Plan Update), and community character as discussed further below in my comments.
3. **FEMA Flood Designation.** The project site is not within a FEMA mapped 100 year floodplain and is not regulated under Chapter 107 of the Village Code, Flood Damage Prevention. However, a considerable portion of the site is located within a designated 500 year floodplain as shown on the attached FEMA "National Flood Hazard Layer FIRMette" map. The proposed third building has been sited entirely within the designated 500 year floodplain. I recommend that the proposed location of the third new office building be "flipped" from attachment to the existing southernmost building to attachment to the existing northernmost building facing the street. If placed in this area, a portion of this new proposed building would still be partially located within the 500 year floodplain but much of it could be located outside of this area. It should be noted that both of the existing buildings are within the designated 500 year floodplain. If relocated on the site, the proposed new building's dimensions could substantially match the size and configuration of the proposed third building in its present proposed location while still complying with the minimum 60 foot front yard and side yard setback requirements found in the Zoning Law's Table of District Uses and Bulk Regulations for the GB District. There are a number of benefits to revising the Site Plan in this manner as follows:
 - a. **Storm Frequency.** The frequency of 500 year flood events has been increasing. According to CBS News, there have been 24 or more 500 year flood events in the US since 2010. Accompanying this increase has been an increase in large storms between 1980 and 2024 causing an increase in the costs of damage attributed such events, as documented on the attached graphic from the National Oceanic and Atmospheric Administration's (NOAA) National Centers for Environmental Information. Locally, in Highland Falls (and nearby Cold Spring), a flash flood occurred in July 2023 that was only the second flash flood event ever recorded in Orange County. Governor Hochul and others stated that the Highland Falls flood was a 1,000 year flood event. The first flash flood event was the result of Hurricane Ida in 2021, which caused 18 deaths in New York State, according to the New York Times. The third new building is proposed to have a basement, which would likely flood in a severe storm event.
 - b. **Zoning.** An established purpose of the Village Zoning is: "*Providing adequate privacy, light and air and securing safety from fire, panic, flood and other dangers.*" [emphasis added, see Village Zoning § 200-2.D]. Section 200-72.1.(1)(b)[24] also requires that site plans "*shall contain...Designation, location and elevation of lands in a floodway or subject to periodic flooding*" [emphasis added] without regard to whether such lands are subject to designated 100 year or 500 year floods. Designation as a 500 year floodplain means the project site is subject to periodic flooding.

- c. Village Comprehensive Plan. The Village's 2023 Comprehensive Plan Update discusses in a Vision Statement the community's vision for its future: *"Against which all policies and proposals can easily be tested."* [see Village of Monroe Comprehensive Plan Update page 28]. It states: *"The Village of Monroe will remain a complete place providing...opportunities for businesses and employment, particularly in downtown, but also along the Route 17M corridor in structures that are respectful of Monroe's traditional Village architecture."*

Additional Village policies that may be relevant to the project include the following:

- i. The Village Plan Update has set an overall goal E.2 to: *"Transform the NYS Route 17M Strip-Commercial corridor to better address the evolving commercial market and to provide a sustainable balance of uses."* Objective 3 is to: *"Promote a building-on-street appearance, relegating parking to rear yards where possible."* Providing parking in the rear of the buildings and primarily in the 500 year floodplain takes the proposed permanent new structure largely out of the floodplain and replaces it with vehicle parking, which is a more suitable temporary occupation of the floodplain area. The Plan Update's Recommendation E.2.3.1 to achieve this goal is to: *"Promote a more traditional building-on-street appearance. The Village should promote an aesthetic that places buildings and structures on the road, and relegates parking to the rear or sides of structures. Not only is such design more aesthetically pleasing, but it also allows signage and architecture to be more visible from the street without requiring additional pylon signage."* [see Plan Update page 83].

Moving the proposed new third building from the rear of the other two existing buildings towards the street will provide consistency and conformance with this Plan Update policy and moving the building would also mean that parking could be largely provided on-site to the rear of the proposed three-building complex as recommended. For the SEQR review process, an important environmental threshold for determining the significance of an action is the consistency with community plans and consistency with community character. Both of these "Potential Project Impacts" should be further evaluated on a Full Environmental Assessment Form, Part 2 and under 6 NYCRR Part 617.7(c)(1)(iv) and (v) which state: *"These criteria are considered indicators of significant adverse impacts on the environment:... (iv) the creation of a material conflict with a community's current plans or goals as officially approved or adopted; (v) the impairment of the character or quality of important historical, archeological, architectural, or aesthetic resources or of existing community or neighborhood character."*

- ii. The site is sandwiched between two State and Federal wetland complexes that are part of the Ramapo River watershed and the site is also sited over the US Environmental Protection Agency's (EPA) designated Ramapo River Sole Source Aquifer [see Village Plan Update Map 7.2]. According to the Village Plan Update: *"The Ramapo River is listed by NYS Department of Environmental Protection [sic] as an impaired waterbody due to nutrient loading from phosphorus, low dissolved oxygen, and silt and sedimentation. The source of pollutants is urban runoff."* [see Plan page 50]. As stated above, the parcel is almost entirely covered with impervious surfaces consisting the two existing buildings and asphalt parking. Redevelopment of the site provides an opportunity to reduce urban runoff by introducing new areas of landscaping and natural vegetation that can assist in the removal of pollutants from impervious surfaces and vehicles using the site to mitigate the impacts of impervious

surfaces on surface and ground waters. The New York State Department of Environmental Conservation has designated the tributary to the Ramapo that runs along State Route 17M as "Impaired" and both the tributary and Federal wetland areas are both located within about 50 feet of the site. The impacts of drainage water quality from the site to nearby water resources should be carefully examined to ensure the impaired tributary is not further degraded.

- iii. The site is contiguous with the Village Historic District and State and National Historic districts located across State Route 17M from the site. I agree with previous comments that the proposed project should be forwarded for comments to the New York State Historic Preservation Officer due to this proximity, the potential for adverse visual effects on the District, and as recommended in the Village Plan Update, which states in part: *"The Landmarks Preservation Committee should work closely with the local historian, its advisors, and the NYS Office of Parks, Recreation, and Historic Preservation for input on properties within the Historic District and those that may have impacts on this district. Architecture and site design should be such that it does not detract from the historic or architectural integrity of the district."* [see Recommendation P.1.2.2. on page 58].
- iv. The Planning Board is designated as the Village Architectural Review Board (ARB). Section 200-73.G provides the ARB with the authority to review where buildings are sited in relationship to streets, lot lines and street lines. Placing the proposed new third building on the site on the northern portion of the site will allow the new structure to be better aligned with the prevailing setback pattern for most other existing buildings along State Route 17M. Section 200-15A of the Zoning Law states that: *"Wherever there is an established building line which is greater or less than the minimum setback lines called for in any district in this chapter, all buildings newly erected or reconstructed shall be set back so that the front of said buildings shall be in line with the setback lines of the existing buildings on the street in the block."* Most other existing buildings along the street frontage of 17M are setback less than the existing two buildings. The proposed third new building should be relocated, as discussed above, to comply with this Zoning provision.
5. The Village Plan Update provides a Recommendation P.2.2.1 for Dark Sky Lighting [see Plan Update page 59] because: *"The Village finds that a starry nighttime sky is of significant importance to the character of the community."* The applicant should provide further information on the proposed "Luminaire Schedule" on Sheet 4 of the Site Plans so that the proposed lighting fixtures can be compared with Dark Sky and Illumination Engineering Society lighting guidelines to ensure they are compliant. The lighting fixtures proposed are indicated as 4000K, whereas § 200-34.A(5)(c) requires that: *"LED lighting shall have a color of 3,000 Kelvin or less."* Also noted that the off-site footcandles shown exceeds the requirement that: *"The maximum footcandles shall not exceed 0.2 footcandles measured along any property line adjoining a vacant or residential lot."*
6. Section 200-32 of the Zoning Law provides requirements for a tree and landscaping plan including planting requirements at 200-32F. The landscape planting requirements are most applicable since the site has little if any existing vegetation. Sheets 4 and 5 provide for "Landscaping and Lighting Plan" and for "Landscape rendering" respectively. Both sheets should be updated to comply with the requirements of Subsection F. In addition, Sheet 4 shows a Plant List that includes 4 Red Maple and 3 Honeylocust. I was unable to locate anywhere on the site where these seven trees were

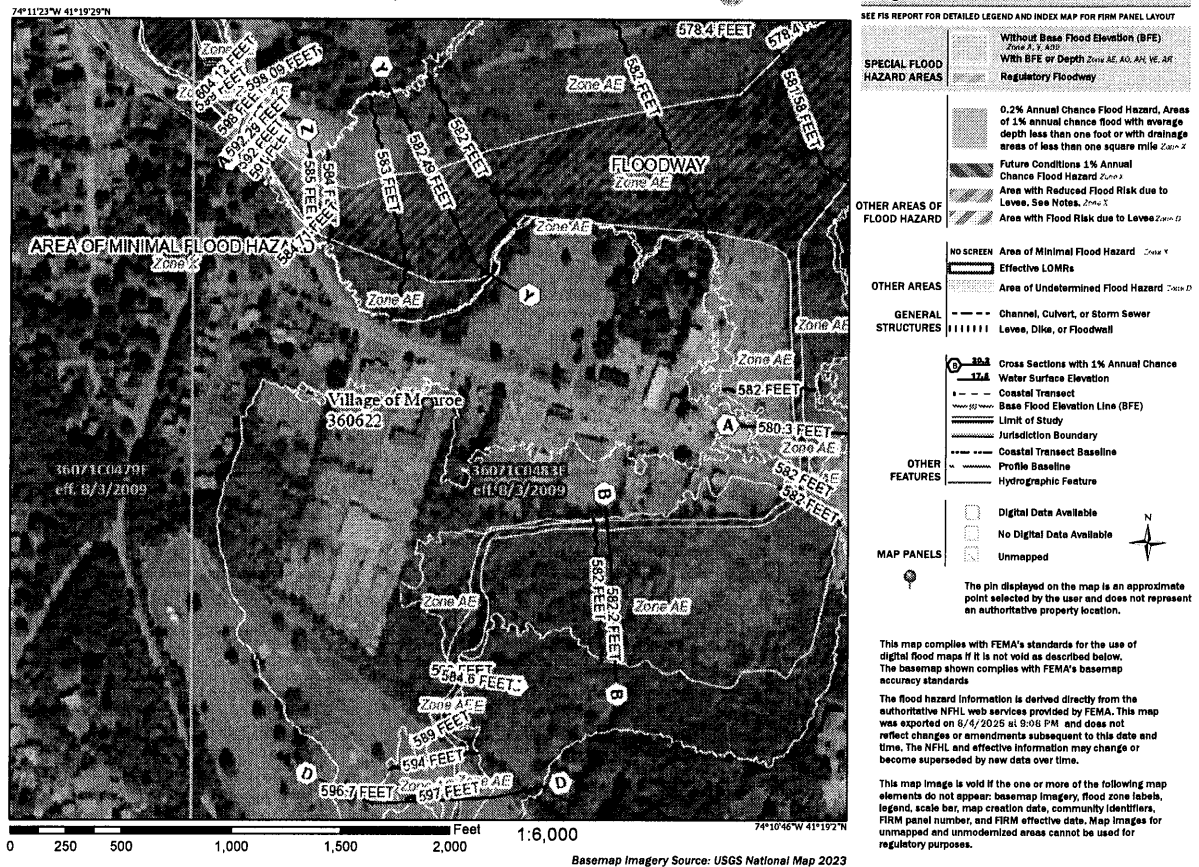
proposed for planting.

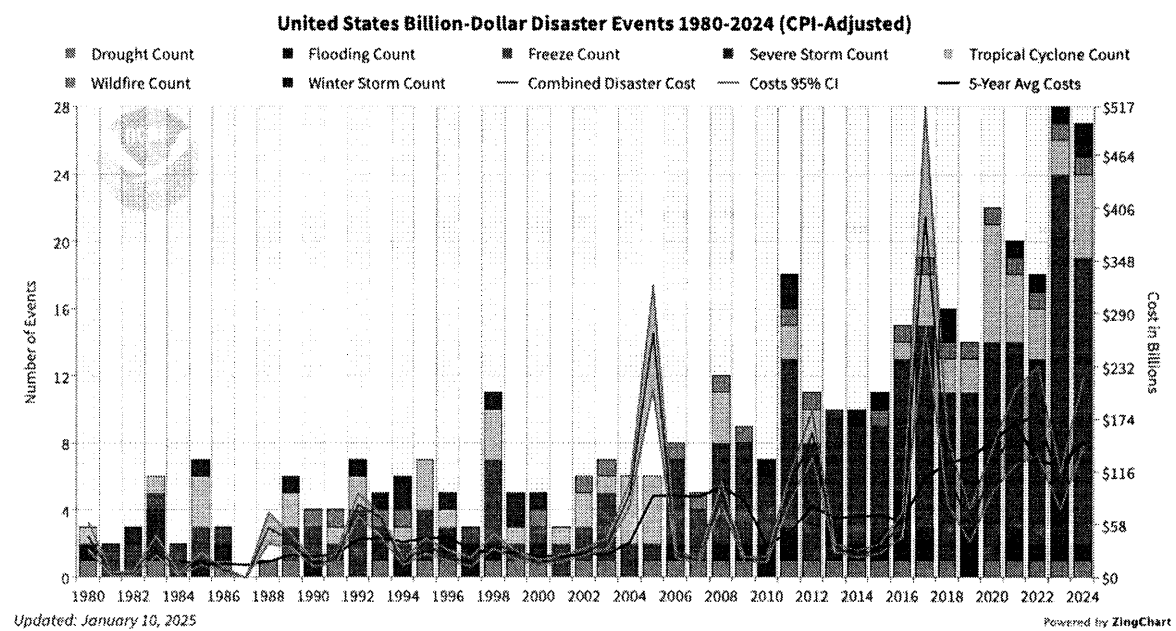
Parking adjoining residential properties must provide a living screen of double rows of evergreens staggered eight feet on center with six feet between rows and at least six feet in height at planting and capable of reaching ten feet within three years are required by § 200-34.F(1). The site abuts the Village's Urban Residential Multi-family (UR-M) Zoning District to the south. Although the site located south of the site does not appear to currently be used for residential purposes, it is located in an adjoining residential district where a variety of residential and compatible uses are permitted; the use appears to be a pre-existing non-conforming use. The Planning Board is empowered by § 200-34.A(8) to: *"Impose such additional restrictions and conditions on the location of parking spaces, outdoor lighting, landscaping and/or fencing to screen the nonresidential use from adjacent residential properties, and other conditions as, in the judgment of the Board, are necessary for the nonresidential use to be able to operate in a manner that is consistent with public safety and neighborhood character."*

There are special setback and screening requirements in § 200-44.I and J that affect the proposed locations of parking spaces as shown on the Site Plans. Changes will be required. Subsection I states that: *"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."* Subsection J states that: *"Parking lots and loading spaces shall be screened visually from adjoining properties. The screening plan shall be approved by the Planning Board."* Additional landscaping will be required to comply with these requirements, since the adjoining property may eventually be used for permitted residential purposes. The Planning Board is empowered by § 200-72.D(5) to: *"Require such other landscaping and screening as may be required to protect the aesthetic environment of the surrounding properties and neighborhood."*

cc: Elizabeth Cassidy, Esq.
David Higgins, PE
Jim Cocks, Building Inspector

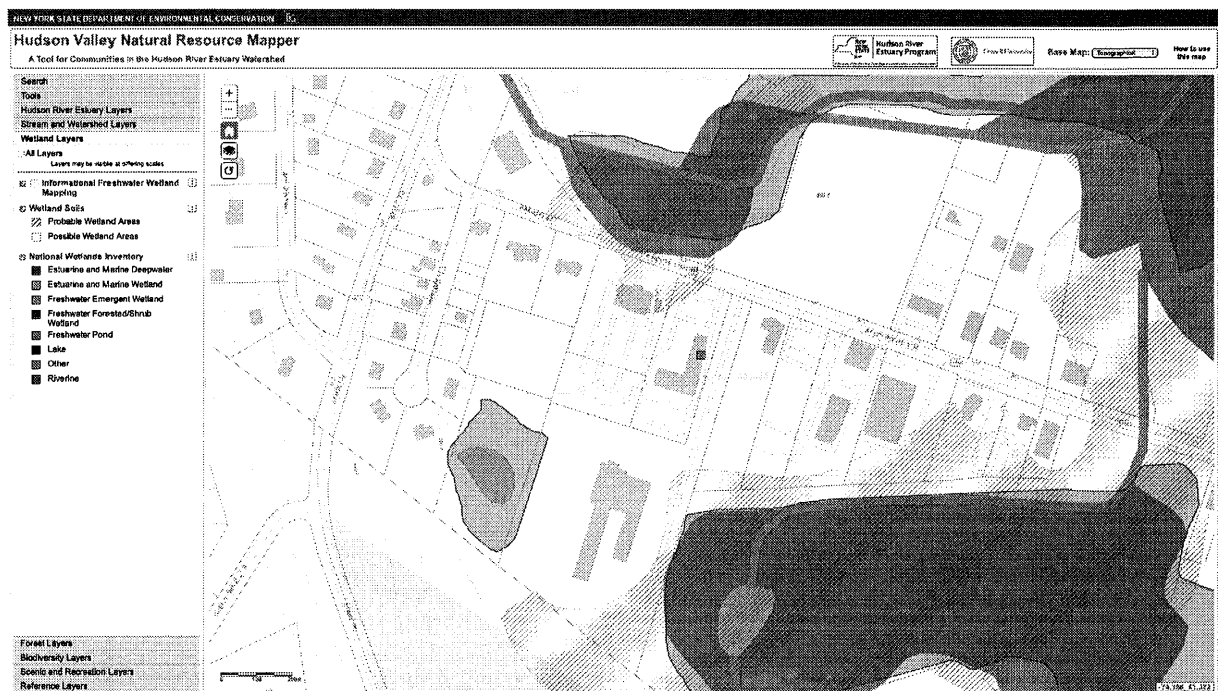
National Flood Hazard Layer FIRMette





Disaster Event Increases from 1980 to 2024

Source: <https://www.ncei.noaa.gov/access/billions/state-summary/US>



New York State Mapping of State and Federal Wetlands in Site Vicinity

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Revised 1-9-2025
Revised 2-6-2025
Revised 5-6-2025
Revised 6-9-2025
Revised 7-7-2025
Revised 8-8-2025

MEMO

TO: Village of Monroe, Planning Board
Applicant

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

FROM: Elizabeth K. Cassidy, Esq.

RE: Attorney comments on application of
Yoel Weisz/BSD Y&U Realty LLC – 581 Route 17M

I have reviewed the application of Yoel Weisz/BSD Y&U Realty LLC seeking amended site plan approval to construct a 14,370 square foot 2 story office addition with unfinished basement storage attached to an existing 2 story office retail. The most recent submission contains a revised application to further seek subdivision approvals of the existing structure and proposed edition to subdivide the property in 18 commercial condominium units together with common space. New materials since our last comment memorandum is in bold.

I offer the following comments:

Comment	Status
1. Building Inspector Cocks issued a Land Use Determination dated February 7, 2024 that the proposed use is 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

5-6-2025 – Local determination by letter dated February 27, 2025	
4. Application is subject to a public hearing.	For Information
5. I note the comments of Building Inspector Cocks, dated February 20, 2024 and the comments of Engineer David Higgins, dated February 12, 2024. I join in those comments.	For Information
6. Application materials to be updated and resubmitted to identify the property owner BSD Y&U Realty LLC as applicant. 2-6-2025 – repeat previous comment: 1-9-2025 – Although a revised application was submitted to reflect the subdivision, this comment has yet to be addressed. 5-6-2025 – Application still reflects Usher Weiss as applicant. In some areas the application has been updated using PDF software. Any revisions should be reflected by a new signature and notary of an individual with authority.	Comment Satisfied 6-9-2025
7. <u>SEQR</u>: Applicant submitted a short form environmental assessment form dated March 8, 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 address no answer to question 9. Applicant to address yes answer in question 12a. Referral to SHPO is recommended. Applicant to address yes answer to question 13 a. 2-6-2025 – Revised EAF submitted. Engineer’s response to comment indicates “no items of historical significant value are located on the project site” but does not provide citation. Given the proximity to various know historically significant sites, referral to SHPO is recommended. No response was received in connection with question 13a. 2-25-2025 – Applicant has submitted a revised EAF. Although the applicant has provided a discussion of historical sites, referral to SHPO is recommended. Board has declared lead agency at its February 25, 2025 meeting. 8-8-2025 – Applicant indicates SHPO response to be provided under future submission.	
8. Applicant to address parking and its request for fewer spaces than set forth in the code. Applicant to traffic impacts of the proposed action.	Comment Satisfied

Response to comment letter indicates 87 parking spaces while plan set indicates 96. Applicant to correct for consistency. 1-9-2025 – Planning Board discussed reduced parking based upon the ITE calculations provided by Colliers Engineering. While the Board generally accepted the calculations as presented by Colliers pursuant to its authority found in § 200-46, applicant must update plans for consistency and provide appropriate landscaping (See comment 12). I note Engineer Higgins' comments regarding parking in his most recent memorandum. 2-6-2025 David Higgins to confirm plans have been made consistent I note the parallel spaces on the west side of the property appear to show only 4 spaces instead of the 5 noted.	
9. Applicant to correct bulk table (Lot Width, side yard setback)	Comment Satisfied
10. Wetlands/Stream. SEAF 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 2-6-2025 – Response to comments indicates a study by EcolSciences, Inc. on December 19, 2024 shows no wetlands on site but that study is not found in the file. Applicant to submit the study. 2-25-2025 – Study has been submitted.	Comment Satisfied
11. Site Maneuverability. Applicant has included turning radii for emergency vehicles. Engineer to evaluate. It appears the turning radii jump the curb in the southwest corner of the proposed addition. 2-6-2025 – revised plans show revised turning movements. Engineer to evaluate for sufficiency.	
12. Lot coverage/landscaping. 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). See also 200-44(J). 2-6-2025 – A landscaping plan has been submitted. Planning Board to evaluate.	Remains Outstanding

13. Architectural Review. Application is subject to Architectural Review pursuant to § 200-73 of the Village Code. See § 200-73(C). 2-6-2025 – Renderings of the addition have been provided. The applicant does not address any architectural changes to the front of the building. Planning Board to evaluate.	Remains Outstanding
14. Applicant to address any changes to signage. 2-6-2025 – applicant indicates no alteration to existing site signage. Any approval shall incorporate sign review for future alterations of signage.	Comment Satisfied
15. Applicant indicates a lighting plan and stormwater plan will be submitted. Such plans are not included in this submission. 2-6-2025 – Lighting Plan has been submitted. Dave Higgins to advise as to sufficiency	Remains Outstanding

Subdivision Comments:	
16. Subdivision is governed by Chapter 175 of the Village Code which defines subdivision as “The division or any parcel of land or structure into two or more lots, blocks, sites or units, with or without streets or highways. Such divisions shall include resubdivision of parcels of land for which an approved plat has already been filed in the office of the County Clerk and which is entirely or partially undeveloped.”	For Information
17. The applicant is to submit a sketch plan in accordance with § 175-3. The required elements are identified in subsection “C.”	For Information
18. The subdivision as proposed appears to be a major subdivision as defined by your code: “Any subdivision not classified as a minor subdivision, including, but not limited to, subdivision of five or more lots, or any size subdivision requiring any new street or extension of Village facilities.” The Planning Board should adopt a resolution to classify as a major subdivision and follow the procedure as set forth in § 175-6 of the Village Code. 5-6-2025 – Building Inspector issued a determination that the project is to be classified as a minor subdivision. Planning Board is awaiting submission of a sketch plan. 6-9-2025 – The applicant has submitted a proposed minor subdivision plat. Please refer to comments 22- 29 below.	

19. Applicant to address the maintenance and management of common area elements such as the parking lot and provide a declaration setting forth the same. 6-9-2025 – Applicant indicates that “maintenance and management of common areas will be unchanged from the current maintenance setup.” At present, the property is owned by one entity responsible for maintenance. Upon conversion to condominium, there will be several owners. The applicant to provide a declaration setting forth the responsibility of those owners and whether there will be an association to operate the common areas. 8-8-2025 – Applicant has submitted a draft Declaration and By-Laws. Comments may be found below.	Remains Outstanding
20. Condominiums are subject to the Martin Act. Applicant to obtain required approvals from the New York State Attorney General. 8-8-2025 – Offering Plan was accepted by AG’s office on July 11, 2025. Applicant to provide written confirmation of the same. Subject to recording of declaration.	
21. Applicant to address whether proposed conversion to condominiums will result in any building alterations not shown on the site plan. 6-9-2025 – Applicant indicates that no interior construction is proposed.	
22. The units and existing interior walls appear to be defined utilizing the same line style making it challenging to see where each individual unit is included. It appears that areas of the building including potentially shared bathrooms are to be common areas. Applicant to clearly define interior and exterior common areas. 8-8-2025 – lines have been made more clear.	
23. Condominium Plan and subdivision plat shows windows and doors where the proposed addition is to be constructed. Applicant to confirm that is the intent. Applicant to further address the treatment of interior staircases terminating at proposed addition. 8-8-2025 – The comment regarding the stairs has been satisfied. The revised drawings continue to show unit exits into another unit verses entering into a common space.	Remains outstanding
24. 5’ proposed interior corridor shown on the site plan is not carried over into the subdivision of units. Is such corridor to be a common area or part of a defined unit. 8-8-2025 – Comment Addressed	Satisfied

25. Recommend that the orientation of condominium plan be oriented so that North arrows match to facilitate review and coordinate of condominium plan and site plan.	
26. Condominium floor plan appears to show portions of stairs within individual condominium areas. Is this an under stair space or actual stairway?	Remains outstanding
27. Condo Unit S13 has an area identified as both common space and as a commercial unit. Applicant to clarify designation.	Remains outstanding
28. Applicant to add measurements to units S15 and S16 as well as clarify linework to make condo consistent with the rest of the plan set.	Remains outstanding
29. Unit N 20 to be added to subdivision plat.	Comment Satisfied
Declaration Comments	
1. Cover page to be updated to reflect correct address including the correct Village and Town.	
2. The Description contained in the declaration references two easements. These easements to be identified on the site/subdivision plan.	
3. Page F-1, #4 – the description of 17 retail units and 2 office units does not match the floor plans which are 13 retail units and 4 office units. The description further describes 1 “land unit” which appears to be the area for the proposed 2 story office building addition. The land unit appears to be treated as a limited common element for Unit S 16 elsewhere in the document. Unit L or Land Unit is not listed as a unit in Exhibit “B”. Applicant to discuss the treatment of the proposed office addition once constructed under the condominium documents. Condominium documents and planning documents to be made consistent.	
4. Page F-3 # 8(a) – Declaration references yard assigned to Unit S16 with reference to floor plans but no “yard” is shown on the floor plans. Applicant to clarify. See	
5. Page F-4 - # 10(3) – Declaration makes reference to treatment of unit if subdivided. Declaration shall be revised to reflect that subdivision is subject to further review by the Village of Monroe Planning Board.	
6. Page F-5 # 15(a) – I note that the proposed floor plan requires potential access through various units. The declaration provides for an easement in that regard. While not necessarily a planning issue, I question the marketability of such approach.	
7. Page F-6, # 17, remove reference to resident Superintendent.	
8. Page G-5 – there appears to be a number issue. Applicant to confirm.	
9. Page G-5 (B)(i) – change “time or recording” to “time of recording”	
10. Page G-16, 5.2 – Further subdivision of units to be subject to Village of Monroe Planning Board review.	
11. Page G-20 – 5.6 – remove references to residents. This is a strictly commercial property. See also 5.7 (B), eliminate references indicating or implying residential occupancy; See also Page G-39, #7	

12. Page G-22, 5.11 City Collector to be amended to Receiver of Taxes.	
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These comments are preliminary in nature and our office reserves the right to provide additional comments upon further submission by the applicant.



Village of Monroe Planning Board Review

Project: 581 Route 17M
Tax Lot No. 220-5-16.312
Reviewed by: David Higgins
Date of Review: 8/8/2025

Materials Reviewed: Amended Site Plan titled “581 Route 17M”, as prepared by Weinberg-Lim Engineering. Revisions dates of plan sheets 1, 2, 4 and 7 being May 29, 2025; Minor Subdivision Plat prepared by Weinberg-Lim Engineering last revised July 28, 2025; Comment response letter from Weinberg Lim Engineering dated June 10, 2025; Comment response letter from Weinberg Lim Engineering dated July 28, 2025; Floor plans prepared by Avion; Declaration of Condominium prepared by Kunstlinger Law Firm LLC;

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

Project involves the construction of a new 7,185 square foot two-story office building (14,370 total floor area with basement for storage only) on a (1.63 acre parcel in the GB Zoning District. The property is currently developed with a retail shopping center with parking and access off Route 17M. The area being developed for the proposed building is currently a paved parking lot.

The Land Use Determination Letter provided by the Village Building Inspector indicates that the proposed building meets all setback requirements and number of stories with basement storage only and that the application requires an amended Site Plan approval with the plan showing the addition of a drive-thru for the pharmacy dated 2/12/2018.

We have the following comments on the plan:

1. The proposed dumpster enclosure is shown to be located 5 feet away from both the rear and side lot line. Village Code §200-34(H)(3)(h) prohibits locating dumpster enclosures within any required setbacks. Either the proposed dumpster location should be changed to be within the setbacks or a determination should be made as to whether this requirement is not applicable due to the location of the existing dumpster enclosure which is to be removed being within 5 feet from the property line.
2. All existing non-compliant asphalt ramps shall be removed. The design engineer recently provided photographs and measurement of the existing asphalt ramp near the inside corner of the parking lot. Based upon the information provided, we agree that the existing asphalt ramp with handrails located in this area is in compliance with ADA standards. All other asphalt ramps shown on the plans are not ADA compliant. In order to best facilitate ADA parking, we recommend that the applicant use the existing compliant ramp to provide ADA access for the two existing buildings; and utilize a new ramp to provide access for the proposed building as currently shown on the plans. We have provided a recommendation to the design engineer to provide yellow striping in the area adjacent to the asphalt ramp. Based on parking calculations, only two accessible spaces are required for the two existing buildings. We recommend relocating the existing ADA space from its location near the drive thru lane, and position it adjacent to the existing compliant ramp. Since the ADA spaces closest to Route 17M do not have ADA accessible ramps but are not needed to meet the accessible space count, we recommend removing them in favor of standard parking. If the applicant were to retain these two ADA spaces, they must be provided with a concrete curb ramp in compliance with ADA design standards.
3. We recommend that the limits of disturbance be graphically shown on the plans and that the total area of disturbance be noted on the plan.
4. Based on previously submitted SEAF dated March 8, 2024 the proposed area to be disturbed is 0.165 acres. Because the area of disturbance is less than 1 acre, filing is not required under the NYSDEC General Permit GP-0-25-001; and because the area of disturbance is less than 0.5 acres preparation of a SWPPP is not required in accordance with specifications in Article I and Article II of Village Code chapter 168.
[Informational]
5. A landscaping plan has been submitted proposing Flowering Dogwoods as replacements for previously specified Red Maple and Honeylocust trees. These changes were made due to potential conflicts with adjacent structures caused by the mature tree spread (40–50 feet) of the Red Maple and Honeylocust. The planting table and legend must be updated

to reflect the revised species and quantities. All plant labeling on the plan shall clearly indicate the species abbreviation and quantity.

6. Landscaping calculations have been shown on sheet 2 and demonstrate compliance with Village Code §200-45 J. At the June 9th Planning Board meeting, the Board discussed landscaping to which the design engineer indicated he would review the possibility of adding landscaping along the rear of the proposed building. No changes have been made to the landscaping in the rear of the property since. The Planning Board should review the updated landscaping plan for adequacy.

7. A revised lighting plan has been submitted and shall be revised to comply with Village Code §200-34 A.(5). House-side shields or similar light-directing fixtures shall be modeled with lighting direction and foot-candle values provided.

Code §200-34 A.(5) is as follows:

- a. Light sources, including bulbs and LED arrays, must not be visible from public rights-of-way or neighboring residential properties.
- b. All outdoor lighting must be fully shielded to prevent any light from being emitted above the horizontal plane, with no more than 10% of the lamp's lumens allowed at or above an 80° angle.
- c. LED lights must have a color temperature of 3,000 Kelvin or lower (This has been addressed.)
- d. Light levels measured along any property line adjacent to a vacant or residential lot must not exceed 0.2 footcandles.
- e. Individual lighting fixtures shall not emit more than 3,000 lumens.

The plans provided show light levels greater than 0.2 footcandles at the property lines. Applicant has indicated that all lighting will be provided with custom made house side shields to provide total cutoff of light at property lines. If this is acceptable to the Planning Board, we would recommend making this a condition of any action.

8. Plans were previously referred to emergency services for review and comment. Comments were received from Monroe Fire Department via email on July 16, 2024. The plans have since been revised. We recommend the plans be re-sent to the Fire Department for further review.
9. On sheet 9, it appears that the vehicle used to model truck turning path is a rear loading garbage truck which is inconsistent with the ability to pick up the proposed dumpster in the proposed location. The cover letter indicates that while the vehicle modeled was rear-loading, the front-loading truck would have the same dimensions and turning radius. Assuming that the rationale for the inconsistency is that the design engineer's software does not have the front-loading truck available for analysis, the plan should note that

while the turning motion shown is for a rear-loading truck, removal of refuse will require a front-loading truck which is not shown due to software limitations.

10. The project is subject to architectural review by the Planning Board. Renderings showing the general appearance of the proposed building addition were previously provided by the applicant. Board should consider the proposed building addition appearance and applicant shall provide colors and materials of construction.

11. Submitted documents include plans for dividing the buildings into individual condominiums. Approval of condominium projects is subject to Chapter 175 of the Village Code (Subdivision of Land). I defer to the Board's legal counsel with regards to procedure for review and approval of the condominium plan, maintenance agreements, etc... The following comments are offered relative to the submitted Subdivision Plat:

- a. Name and address of Record Owner and subdivider should be noted on the plat.
- b. Map should include the seal and signature of a licensed surveyor.
- c. Metes and bounds must be provided with closure of perimeter of common area..
- d. As the map will require filing in the Orange County Clerk's Office, it is recommended that the applicant submit the plan to the County for preliminary review and comment so that any required notes or other information needed may be shown.
- e. The subdivision plat should contain a note stating that "All on-site sanitation, stormwater controls and water supply facilities shall be designated to meet the minimum specification of State Department of Health or New York State Department of Environmental Conservation"
- f. Hallway location shown on the Site Plan does not align with that shown on the interior layouts provided on the Minor Subdivision Plat. The door shown on the Subdivision Plat that is to be used for the corridor on the Site Plan opens directly into the wall between units S11 and S12.
- g. The Minor Subdivision Plat identifies the building closest to NYS Route 17M as the North Building on the 1st floor key plan, and the South Building on the second floor key plan. We recommend revising for consistency.

12. The board adopted a resolution to declare intent for lead agency on February 25, 2025.
Board to consider SEQR determination.

13. 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.

Introductory Local Law __ of 2025, Amendment to Chapter 200, Zoning, Site Plan and Special Permit Review and Approval.

Whether the change is consistent with the aims and principles embodied in the chapter as to the particular districts concerned.

The proposed local law establishes a phased procedure for posting financial security instruments, such as bonds. Under the current regulations, applicants must post the full bond amount for all required improvements, whether privately owned or intended for dedication to the village, prior to receiving a building permit or site plan approval. For some applicants such as individuals and “mom and pop” businesses, this requirement may impose an excessive financial burden, potentially hindering development that is otherwise encouraged by the zoning code.

Which areas, land uses, buildings and establishments in the Village will be directly affected by such change and in what way they will be affected.

The proposed local law will impact any project that proposes the subdivision of land or requires a site plan. The new mechanism allows for the phased posting of financial security instruments, with each phase corresponding to specific improvements like drainage and utilities. This change requires applicants to provide detailed plan sheets for each bonding phase, with the completion of one phase being a prerequisite for the next. The phases should be identified early so they can be incorporated into the SEQR review process.

The indirect implications of such change in its effect on other regulations.

Multiple approval points for each phase could potentially lengthen project timelines. In addition, phases need to be developed so that the proposed security adequately protects the Village during each of the individual phases.

Whether such proposed amendment is consistent with the aims of the comprehensive plan?

The proposed local law revises the payment process for financial security instruments. It does not alter the goals of the comprehensive plan, but rather the procedural steps. Any application impacted by the proposed law will still be required to comply with the aims of comprehensive plan.

Additional Comments:

One member suggested a 10 percent retention until the entirety of the project is completed.

VILLAGE OF MONROE LOCAL LAW 5 of 2025
AMENDMENT TO CHAPTER 200, ZONING, SITE PLAN AND SPECIAL PERMIT
REVIEW AND APPROVAL

BE IT ENACTED by the Village Board of the Village of Monroe, Orange County, New York, as follows:

Section 1. Title.

This Local Law shall be known and may be cited as the Amendment Chapter 200, Zoning, Site Plan and Special Permit Review and Approval.

Section 2. Legislative Purpose.

The Board of Trustees finds and determines that the requirement to post a financial security instrument to cover the full cost of site plan improvements prior to signing an approved site plan limits the authority of the Planning Board to accommodate reasonable requests by applicants to phase the posting of financial securities in the form of bonds, letters of credit or cash to ensure the completion of infrastructure improvements, thereby jeopardizing projects that will benefit the community.

Section 3. Enabling Authority.

This Local Law is enacted pursuant to the authority of Municipal Home Rule Law § 10 and in accordance with Chapter 235, Article XVII (Amendments) of the Code of the Village of Monroe.

Section 4. Amendments to Chapter 200, Zoning.

Chapter 200, “Zoning,” Article XV, “Site Plan and Special Permit Review and Approval,” Section 200-72E, “Procedure,” is hereby amended as follows:

Paragraph (d) is modified by adding “The applicant shall provide financial security to guarantee the successful completion of required improvements” to the beginning of the paragraph, insert “a financial security instrument in the form of” after “Village Board: in the second sentence and adding a new paragraph as shown below (additional text is underlined):

(d) The applicant shall provide financial security to guarantee the successful completion of required improvements. Concurrent with site plan approval, the applicant shall be required to file with the Village Board a financial security instrument in the form of a performance bond, letter of credit or cash deposit, sufficient to cover the full cost of all improvements and treatment, whether to be dedicated or maintained

by the Village or not, as outlined on the site plan. The sufficiency of such bond, letter of credit or deposit shall meet the requirements of the Village Engineer's cost estimate.

Alternatively, the Planning Board may, in its sole discretion and for good cause shown, permit the applicant to phase the posting of said financial security instruments to correspond with specific improvements such as drainage, utilities, interior roads and driveways, parking areas, landscaping, and so forth.

Paragraph (f) is modified by replacing “bonding” in the second sentence with “financial security instruments” and adding a new sentence: “Where the Planning Board has permitted the phased posting of financial security instruments, the site plan shall include specific sheets aligned with said phasing and those individual sheets shall not be signed by the Chairman until the financial security has been posted” to the end of the paragraph as shown below (deleted text is struck, additional text is underlined):

- (f) Upon submission of the approved site plan, and upon satisfaction of any conditions imposed in such approval, and after review by the appropriate Village departments, agencies and consultants, the Chairman of the Planning Board shall sign the approved site plan and file one copy with the Planning Board Secretary and one copy with the Building Department. No site plan shall be signed, however, until all fees, ~~bonding~~, financial security instruments and administrative actions are paid, and the final site plan is reviewed and approved by the Village Engineer. Where the Planning Board has permitted the phased posting of financial security instruments, the site plan shall include specific sheets aligned with said phasing and those individual sheets shall not be signed by the Chairman until the financial security has been posted.

Section 5. Severability.

If any section, part or provision of this local law or the application thereof to any person, property or circumstance is adjudged invalid by any court of competent jurisdiction, such judgment shall be confined in its operation to the section, part, provision or application directly and expressly adjudged invalid and shall not affect or impair the validity of the remainder of this local law or the application thereof.

Section 6. Effective Date.

This Local Law shall take effect immediately upon filing with the Secretary of State

Introductory Local Law ____ of 2025 Amendment to Adaptive Reuse of National Register Historic Buildings.

Country Inn Definition and Parameters

Whether the change is consistent with the aims and principles embodied in the chapter as to the particular districts concerned.

The proposed local law is a limited revision of the provisions addressing the adaptive reuse of existing historic buildings, creating an additional permitted use of a Country Inn. The existing provisions identify the allowed uses all of which require a special use permit, architectural review and site plan approval issued by the Planning Board. The change identifies a Country Inn as an additional permitted use. This is consistent with the aim of preserving the Village of Monroe's historic resources and character in all the districts.

Which areas, land uses, buildings and establishments in the Village will be directly affected by such change and in what way they will be affected.

The proposed local law shall be permitted by special use permit in all zoning districts. It establishes an additional permitted use for the adaptive reuse of existing historic buildings, which could lead to the preservation of more historic buildings. Its application is likely to be limited in that it is restricted to historic buildings as defined by the code.

The indirect implications of such change in its effect on other regulations.

No indirect implications were identified.

Whether such proposed amendment is consistent with the aims of the comprehensive plan?

The comprehensive plan seeks to prevent the loss of historic structures. The proposed local law is in furtherance of that effort and is therefore consistent with the Comprehensive Plan.

Additional Comments:

**VILLAGE OF MONROE
INTRODUCTORY LOCAL LAW 6 of 2025
AMENDMENT TO CHAPTER 200, ZONING, ADAPTIVE REUSE OF NATIONAL
REGISTER HISTORIC BUILDINGS**

BE IT ENACTED by the Village Board of the Village of Monroe, Orange County, New York, as follows:

Section 1. Title.

This Local Law shall be known and may be cited as the “Amendment to Chapter 200, Zoning, Adaptive Reuse of National Register Historic Buildings.”

Section 2. Legislative Purpose.

The Board of Trustees finds and determines that uses permitted in buildings listed on the National and State Register of Historic Places should be expanded to provide additional sources of revenue to further assist owners in the preservation of such buildings. The Board further finds that the addition of a “country inn” use is consistent with the intent of the historic reuse local law.

Section 3. Enabling Authority.

This Local Law is enacted pursuant to the authority of Municipal Home Rule Law § 10 and in accordance with Chapter 235, Article XVII (Amendments) of the Code of the Village of Monroe.

Section 4. Amendments to Chapter 200, Zoning.

Section § 200-61.1, “Adaptive reuse of National Register historic buildings,” of Chapter 200, “Zoning,” is hereby amended by adding a new subparagraph (d) to § 200-61.1F(5), titled, “Country Inn,” and re-alphabetizing the remaining subparagraphs accordingly as follows:

- (d) Country Inn - A commercial establishment, managed by the property owner, or a management company under a lease from the property owner, where overnight lodging is provided to transient lodgers in one or more guest units, for compensation. Country inns have common sitting and dining areas and may have a restaurant in the principal or other buildings which may be open to the general public. Country inns may have limited accessory recreation facilities for the sole use of overnight guests (for which no additional parking facilities shall be required). Country inns may also be used for social events or gatherings, e.g., weddings. This term does not include boarding houses, which

are prohibited by this zoning law. The combination of uses is to be designed to operate as a single, integrated entity to create a desirable destination. Such integration is to be achieved by means of complementary architectural styles, internal circulation for pedestrians and vehicles, and cohesive landscaping. The following standards shall apply:

- [1] The minimum lot size shall be 45,000 square feet.
- [2] The subject property shall have frontage on, and direct vehicular access to, an existing street with sufficient capacity to accommodate any traffic generated by the inn.
- [3] A site plan and detailed floor plan shall be required as a condition of this special use permit.
- [4] The application shall indicate the type of inn proposed (lodging, food service, or both) and any proposed accessory use.
 - a. Accessory uses incidental to the country inn may include a gift shop, antique shop, museum displaying artifacts and historical items related to the historic house and/or the Village of Monroe. The Planning Board may permit other accessory uses incidental to and in keeping with the purpose of the country inn.
- [5] The length of stay within a Country Inn shall be a maximum of seven (7) consecutive days in any one-month period and documentation verifying the length of stay of each guest, such as a registration ledger or receipts, will be made available to the Code Enforcement Officer or the Building Department upon request.
- [6] Cooking facilities are prohibited in guest bedrooms.
- [7] Guest rooms may not be used as legal residences in order to enroll children in a school district.
- [8] All guest rooms must conform to the New York State Uniform Fire Prevention and Building Code requirements for habitable space.
- [9] Restaurant use shall conform to all applicable state and county laws governing such use and obtain all necessary permits.
- [10] Country inns located in residential districts shall be subject to all Village of Monroe noise and nuisance regulations.
- [11] A letter of approval from the New York State Office of Parks, Recreation and Historic Preservation shall be required as a condition of this special use permit.

Section 5. Severability.

If any section, part or provision of this local law or the application thereof to any person, property or circumstance is adjudged invalid by any court of competent jurisdiction, such judgment shall be confined in its operation to the section, part, provision or application directly and expressly adjudged invalid and shall not affect or impair the validity of the remainder of this local law or the application thereof.

Section 6. Effective Date.

This Local Law shall take effect immediately upon filing with the Secretary of State