

VILLAGE OF MONROE
PLANNING BOARD
Workshop
Tuesday, May 27, 2025 @ 7:00 P.M.

Present: Chairman Boucher, Members Umberto, Iannucci, and Karlich. Attorney Cassidy, and Engineer Higgins

Absent: Members Kelly, Allen, and Hafenecker

Pledge of Allegiance.

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

Aye: 4 Nay: 0 Absent: 3

Amended Site Plan Review – Gray Barn Farm
401 Route 17M – (223-1-501)

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

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

Engineer Higgins has nothing new from his comment memo and noted that the applicant just needs some painting for a striped island on the north side of the building and something as a measure to protect anyone walking out the door on that side of the building. Mr. Morgante had agreed to do this as a condition of approval. Attorney Cassidy asked if we've received mailings and the publication for the newspaper? They were received per Planning Board Secretary. Member Umberto asked Engineer Morgante if the wetland issue has been resolved and Engineer Higgins confirmed that this was from the county review response. Per Mr. Morgante they went to the site and any wetland areas are well off the edge of the property. An inquiry was not sent to the DEC because it didn't meet the criteria to do so. Mr. Morgante believes that many years ago there may have been something that encroached on the property, but a head wall or a catch basin was installed which mitigated the issue. Per Engineer Higgins any improvements are all in areas that were previously developed. The Planning Board Secretary read the Public Notice into the record (attached). There was nobody from the public there to comment.

On a motion made by Member Umberto and seconded by Member Iannucci it was resolved to:
Close the Public Hearing and Open the Regular Meeting.

Aye: 4 Nay: 0 Absent: 3

Chairman Boucher asked if there was anything else that Engineer Higgins had that was still open and he has nothing but was already mentioned which are a condition of approval. Attorney Cassidy read the draft approval resolution and special use permit into the record (final documents attached).

On a motion made by Member Umberto and seconded by Member Karlich it was resolved to:
Approve the Resolution and Special Use Permit.

Aye: 4 Nay: 0 Absent: 3

Attorney Cassidy mentioned that there were a few items that need to be cleaned up. Once this is done Mr. Morgante will submit plans for review and once everything is approved, plans will be signed and they can get their building permits from the Building Department.

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

Old Javajoe's site proposed Pilates studio
No one was present representing the applicant.

Ms. Gluck was instructed that she didn't need to be at the meeting so she was not in attendance. Engineer Higgins mentioned that he did a review of the plans that were distributed at the last meeting and there were some items in the latest submission that he was not aware of. Chairman Boucher asked to go over Engineer Higgins memo (attached). The jewelry store downstairs was discussed as was the potential need for more parking noting that there is an option to pay for additional street parking. The existing outbuilding was also discussed and viewed on the plan and access to this building was questioned and is unclear. The overall parking requirements and codes were also discussed given the retail store, Pilates studio and apartments on the top floor. Attorney Cassidy said that the board could still set the public hearing and Chairman Boucher agreed. The last set of approved plans was looked at and compared to the current plan submitted. Attorney Cassidy mentioned that due to the code, the parking requirements are less and the Pilates studio needs fewer spaces than the restaurant and she recommends that we set the public hearing. Attorney Cassidy read into the record her draft resolution to set the public hearing (final document is attached). It was noted that the meeting scheduled for June 24 could not be held at Village Hall due to primary elections. The Board decided that the July 7 Work-session would be changed to a Special Meeting and the Public Hearing would be done at that time.

On a motion made by Member Iannucci and seconded by Member Karlich it was resolved to:
Set the Public Hearing for July 7, 2025.

Aye: 4 Nay: 0 Absent: 3

On a motion made by Member Umberto and seconded by Member Iannucci it was resolved to:
Cancel the June 24, 2025 meeting.

Aye: 4 Nay: 0 Absent: 3

On a motion made by Member Umberto and seconded by Member Iannucci it was resolved to:
Change the July 7, 2025 workshop to a Special meeting.

Aye: 4 Nay: 0 Absent: 3

30 Carpenter Place

Attorney Cassidy mentioned that 30 Carpenter Place had submitted their final plans months ago. Due to an issue with their escrow fees the plans were never reviewed and they were a few outstanding items to be addressed. Attorney Cassidy requested an extension for this application by 6 months to avoid expiration.

On a motion made by Member Umberto and seconded by Member Iannucci it was resolved to:
Extend the 30 Carpenter Place application for 6 months.

Aye: 4 Nay: 0 Absent: 3

Chairman Boucher noted that the Planning Board wants to send a letter to the Village Board to revisit the thousand-pound use code due to the potential for unintended consequences. People putting in pools or other smaller projects are now requiring surveys due to equipment size. He mentioned one project where they were trying to clean up their yard and just move some rocks around but was requiring of application at the Planning Board attorney. Attorney Cassidy will draft a letter to the Village Board regarding the thousand-pound rule. Chairman Boucher noted that the rule was put in place to try to keep homeowners from putting a third story on their house that would be only considered the second story due to pushing dirt up to the foundation to try and circumvent the village code. The unintended consequences were not realized. Chairman Boucher believes they can keep the law but maybe have some exceptions to it as it is taking up the time of the Planning Board and is unfair to applicants with an extra step that creates extra cost. Attorney Cassidy said maybe just remove the weight limit and that would fix the problem. Engineer Higgins believes that the code should be more related to the activity and not the weight of the equipment. Regarding code 260-68 D (below) it was agreed to suggest that item 1 be removed and item 3 be changed to 200 feet. Attorney Cassidy will send a letter to the Village Board.

§200-68

- D. Earthwork or earthmoving activities. When application is made for any building permit that involves earthwork or earthmoving activities, such as excavation, clearing, stripping, filling, grading or removal such that one or more of the following thresholds are met, site plan review and approval shall be required in accordance with Article XV of this zoning chapter before any building permit is issued: [Amended 9-14-2023 by L.L. No. 11-2023]

(1) A change in proposed grade that involves the use of any tracked construction equipment or equipment in excess of 1,000 pounds.

(2) A change in the finished grade by more than three vertical feet at any single point on the lot.

(3) A change in the average finished grade by more than one vertical foot of any horizontal area exceeding **100 square feet**.

(4) A change in the average finished grade adjoining the foundation of a principal structure by more than one vertical foot.

(5) A change in the grade plane as defined in § 200-5 of a principal building or use by more than one vertical foot

Meeting minutes could not be voted on due to absences.

On a motion made by Member Iannucci and seconded by Member Karlich it was resolved to:
Adjourn the Meeting.

Aye: 4 Nay: 0 Absent: 3

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

PLEASE TAKE NOTICE that the Village Planning Board of the Village of Monroe will hold a public hearing at Village Hall, 7 Stage Road, Monroe, NY 10950 on May 27, 2025, at 7:00 p.m. or as soon thereafter as possible on the amended Site Plan and Special Use Permit application of Grey Barn Holdings LLC to operate a nursery, full-service restaurant, greenhouse display, and outdoor beer garden and to increase existing site parking at 401 Route 17M (223-1-5.1). A copy of the application is available for review in the Building/Planning Department located at 7 Stage Road, Monroe, NY 10950 from 8 a.m. to 4 p.m.

By order of the Planning Board of the Village of Monroe.

Jeff Boucher

Chairman

VILLAGE OF MONROE
PLANNING BOARD
RESOLUTION TO APPROVE THE AMENDED SITE PLAN and SPECIAL USE PERMIT
OF
401 Route 17M (Grey Barn Holdings)
SBL: 220-4-5

WHEREAS, the Village of Monroe Planning Board is in receipt of an amended site plan and special use permit application to operate a full-service restaurant, greenhouse display, and outdoor beer garden and to increase site parking with attendant site plan modifications for an existing garden center located at 401 Route 17M, formerly known as Laura Ann Farms; and

WHEREAS, the project is located on a 2.188 acre lot in the General Business (GB) zoning district; and

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

1. Application, dated February 24, 2025
2. Short Form Environmental Assessment Form dated, February 24, 2025
3. Site Plan, prepared by Arden Consulting Engineers, PLLC, dated February 25, 2025, last revised April 22, 2025, consisting of five (5) sheets:
 - a. Title Sheet
 - b. Existing Conditions Map
 - c. Site Plan
 - d. Fire Truck Turning Diagram
 - e. Construction Details
4. Comments of the Village Building Inspector, Village Engineer, and Planning Board Attorney
5. Orange County Department of Planning 239 review dated May 7, 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) (9)); and;

WHEREAS, the Orange County Department of Planning issued a letter dated May 7, 2025 indicating local determination, pursuant to GML 239 et seq.

WHEREAS, the Planning Board held a duly noticed public hearing on May 27, 2025; and

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

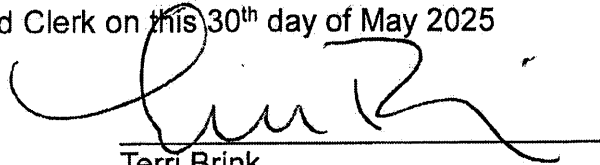
1. The Planning Board Chairman is hereby authorized to sign the site plan after the following have occurred:

- a. Applicant to address all comments as set forth in the memorandum of David Higgins dated, May 8, 2025
 - b. Applicant to pay all fees
 - c. Confirmation by the Village Engineer and Planning Board Attorney that the final site plan conforms to the terms of this approval resolution.
2. Applicant to obtain all permits.
3. Landscaping to be maintained in perpetuity.
4. Pursuant to § 200-72.4(d), Applicant to provide a bond for site improvements and inspection fees. Applicant's design consultant to prepare and submit a construction cost estimate for review by the Village Engineer.
5. Pursuant to § 200-72 (F), this approval shall expire within one year if work is not commenced.

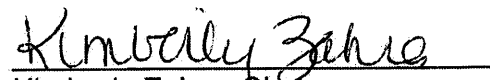
Motion by Member Umberto, Second by Member Karlich

Member Keith Allen	Absent
Member Jeff Boucher	Aye
Member Paul Hafenecker	Absent
Member Barbara Iannucci	Aye
Member Marilyn Karlich	Aye
Member Fred Kelly	Absent
Member Joseph Umberto	Aye

Filed in the Office of the Planning Board Clerk on this 30th day of May 2025


Terri Brink
Planning Board Clerk

I, Kimberly Zahra of the Village of Monroe, does hereby certified that the foregoing resolution was filed in the Office of the Village Clerk on May 30, 2025.


Kimberly Zahra, Clerk
Village of Monroe.

VILLAGE OF MONROE
PLANNING BOARD
SPECIAL PERMIT

This special permit is issued to Grey Barn Holdings LLC to operate a full-service restaurant, greenhouse display, and outdoor beer garden pursuant to § 200-48 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 § 200-48.2, 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 are 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. All landscaping as shown on the plan shall be maintained in perpetuity.

Dated: 6/9/2025

VILLAGE OF MONROE PLANNING BOARD

BY: 
Jeff Boucher, Chairman



Village of Monroe Planning Board Review

Project: 30 Millpond Pilates
Tax Lot No. 212-7-4
Reviewed by: David Higgins
Date of Review: May 27, 2025

Materials Reviewed: Site Plan prepared by MJS Engineering, dated May 12, 2025 consisting of one (1) sheet; Planning Board Application & related paperwork

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

Project Description

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

We have the following comments on the submission:

1. A completed application with all applicable pages completed should be provided.
2. A project narrative should be included with the next submission which should encompass a brief description of the project, the number of dwelling units in each residence, expected number of members and staff expected for the pilates studio, number of classes, class schedule and parking count.

3. General Note #5 on the Site Plan indicates that the intended use is Recreational Facility (Use Group H) with a Customary Residential Accessory Use. This is consistent with §200-35 (Stated Policy Relative to the Central Business District) which encourages the use of multi-story, multi-use properties and allows residential use as accessory residential use. (Informational)
4. 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)
5. Regarding the parking calculations provided on the plan:
 - a. The parking rate for retail is 3.97 spaces per 1,000 sq.ft. gross leasable area. Calculations for the retail use should be corrected.
 - b. The calculations should indicate the number of dwelling units in each residence. (Per §200-35.B(2), the required off street parking for accessory residential uses shall be calculated at one space per dwelling unit.
6. The driveway serving the adjacent lot (Tax Lot 212-7-3) extends behind the house on that lot and into the parking lot shown on the Site Plan where four parking spaces are shown. There is also a 6' board fence shown on the plan separating these spaces from the entrances to the three-story building. It is unclear if these parking spaces are used by the owner of the adjacent lot or reserved for the existing one-story block residential building. Applicant to advise if there is an agreement for shared parking with the owner of this lot.
7. The Bulk Requirements Table includes a note referencing a "Proposed Patio". It is unclear where a patio is to be proposed as none is shown on the plan.
8. Parking striping details should be revised to show double striping per Village Code §200-45.C.
9. The plans should be signed and sealed by a licensed land surveyor or provide a signed and sealed survey of the property.
10. A completed SEQRA Short form EAF must be provided with next submission.
11. Upon receipt of the completed Site Plan, the Planning Board should consider the required findings for issuance of Special Permits as outlined in §200-48.2, including the location, nature and size of the proposed use, the potential for noise, adequacy of parking and access driveways, landscaping, etc...
12. The subject property is within 500 feet of NYS Route 17M (State Highway) and the project will require referral to the Orange County Department of Planning for a GML 239 Review.
13. Special permit procedures (§200-72-G) require a public hearing.

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

VILLAGE OF MONROE

PLANNING BOARD

RESOLUTION TO SET THE PUBLIC HEARING AND REFER PURSUANT TO GML 239

30 MILLPOND PARKWAY SITE PLAN/SPECIAL USE PERMIT

SBL 212-7-4

WHEREAS, the Village of Monroe Planning Board is in receipt of an application by Bracha Gluck, as Tenant, and 30 Millpond LLC, as property owner for a site plan amendment and special use permit to allow the operation of a Pilates studio at 30 Millpond Parkway

NOW THEREFORE BE IT RESOLVED that a public hearing shall be held on July 7, 2025 at 7 p.m. or as soon thereafter as may be heard.

BE IT FURTHER RESOLVED that the application shall be referred to the Orange County Department of Planning pursuant to General Municipal Law § 239 et seq. and to the Monroe Fire District.

Motion by Member _____, Second by Member _____

Date: May 27, 2025

Member Keith Allen	absent
Member Jeff Boucher	y
Member Paul Hafenecker	absent
Member Marilyn Karlich	y
Member Fred Kelly	absent
Member Joseph Umberto	y
Member Barbara Ianucci	Y