

# VILLAGE OF MONROE

## Workshop Minutes

September 8, 2025

**Present:** Chairman Boucher; Members Allen, Umberto, and Karlich. Attorney Cassidy and Engineer Higgins

**Absent:** Members Hafenecker, Iannucci, Kelly

Pledge of Allegiance.

### 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

Engineer Higgins went over his comment memo dated September 4, 2025 (attached) noting that they did not submit a revised site plan but did submit a revised floor plan. The square footage was discussed and Mr. Niemotko mentioned that they failed to note that they were eliminating the storage closet because it's part of the den area has no access to the apartment which equals 40 ft.<sup>2</sup> bringing the total down to 1041 ft.<sup>2</sup>. They are also eliminating the mechanical room since it is inhabitable space which eliminates another 50 ft.<sup>2</sup> bringing the total square footage to 990 ft.<sup>2</sup> for the accessory apartment. Per Engineer Higgins the square footage is 960 ft.<sup>2</sup> if you exclude the stairwell, storage closet, and include the mechanical room. Per Mr. Niemotko excluding the mechanical room brings the square footage to 910 and said that they will produce a plan that shows the proper square footage and hatch the excluded areas. Regarding item #2, they acknowledge that the survey provided didn't have the improvements to the site, but they provided a plot plan which was signed and sealed that shows them. That plot plan was used to satisfy a pool and surround permit a few years ago and was accepted by the Building Department at that time and their office field verified the improvements on the site. Mr. Niemotko asked for that to be accepted and for it to be a condition of final approval that the survey which was included didn't show the improvements. Engineer Higgins asked if there was a building permit issued for the pool patio and pavilions? Mr. Niemotko answered it was his understanding that there was and a CO was issued. Chairman Boucher said that the Building Department shows one of the gazebos on their plans, but on the submitted plans it shows two gazebos and noted that he would like the site to be brought up to code. Attorney Cassidy mentioned it can be a condition of approval and noted that the bigger issue is having the survey matching the existing conditions. Engineer Higgins said the survey that he has is signed, but not sealed. Mr. Niemotko responded that he was having some difficulty getting information from the company that did that survey and he is asking that the Board accepts the signed and sealed plot plan that was done and memorialized with a pool and surround permit in the past.

Chairman Boucher's issue is that it doesn't match the current status of the site and the Planning Board is asking that the survey is updated to match the plot plan. Mr. Niemotko understands this, but he was asking for the owner to save them some efforts and money. Engineer Higgins noted that it is a concern having a site plan showing features on the site that aren't showed on the survey of record that is presented. Someone could conclude that the Planning Board is endorsing the features without knowing where they are. Also, if they need to close out a building permit for the additional gazebo, they would need to have a map showing the location of the gazebo. Mr. Niemotko stated that he did not know about the second gazebo and asked if it could be excluded from the Planning Board resolution since the project is confined to the footprint of the building and does not address anything else on the site. Chairman Boucher responded that anytime a project comes before the Planning Board and there were other things on the site that are not in alignment, that is our chance to rectify any issues. Mr. Niemotko asked if we could schedule the public hearing and Attorney Cassidy said that she would be OK with scheduling that for the October 6 Special Meeting.

On a motion made by Member Allen and seconded by Member Umberto it was resolved to:  
Set the Public Hearing for October 6, 2025 with the condition that we receive an updated survey before granting approval.

Aye: 4                    Nay: 0                    Absent: 3

#### **Site Plan Review – Minor Subdivision**

105 High Street – (206-3-10)  
Two lot minor subdivision

**Present representing the owner:** Isaac Stein, Ideal Design

Engineer Higgins went over his comment memo dated 09/05/2025 (attached) and comments are as follows:

- 3: Per Mr. Stein they have the survey and will send over
- 4: Engineer Higgins asked if they know the disposition of the lot line? Mr. Stein has the survey showing the lot line. Per Attorney Cassidy the issue is that the map shows the property line to the center of the street but it also has a second line showing a more interior lot line and she is concerned with the accuracy of the setbacks and calculations. Mr. Stein contacted the surveyor and they will check and confirm. Attorney Cassidy suggested the owner contact their title company and provide us with something showing the correct property line. Mr. Stein asked if due to the property line it will affect his FAR. Attorney Cassidy said the existing house would be considered pre-existing non-conforming and feels based on what has been submitted thus far it would not have any effect on the lot in the rear but would like to see what the title company's response is.

Attorney Cassidy went over her memo revised on 11/6/2025 (attached) and requested a motion to deem this project a minor subdivision.

On a motion made by member Umberto and seconded by member Allen it was resolved that:  
**The 105 High Street is a minor subdivision.**

Aye: 4      Nay: 0      Absent: 3

She noted that this is an Unlisted action pursuant to SEQRA and per the NYS Village Law SEQRA must be complete prior to a public hearing. She also recommends switching the proposed rear and side yard and Mr. Stein agreed. Once these changes are made Attorney Cassidy recommends referral out for 239GML review.

**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

Engineer Higgins went over his memo dated 09/05/2025 (attached) and the following items were discussed:

- 1: DEC & Army Corps - Certified DEC map was provided which is valid until 2030.
- 4: Northern property line curb - Per Mr. Morgante, this detail was received the day of submission. The plan makes sense and he will tighten it up for the next submission.
- 5: Emergency services – Reply was received from Emergency Services (attached). Mr. Morgante will address all issues and meet with the Fire Chief to discuss his concerns. Attorney Cassidy and Chairman Boucher feel that a site visit with the Chief is warranted.
- 9: Traffic - Chairman Boucher noted that this approval will be conditioned on General Office space NOT Medical. Mr. Morgante noted that if there are any plans for medical offices the applicant will have to come back before the Planning board.
- 11: 239GML - Was submitted and response received.
- 12: Retaining wall - This is an oversite and should be removed from the plan per Mr. Morgante and there will be no retaining wall
- 13: Renderings and Material Samples – Mr. Morgante will forward

Attorney Cassidy went over her memo dated 09/08/2025 (attached) and noted that the County comment regarding the sewer was that we are at capacity. Mr. Morgante stated that they will submit to them next. He also feels that the plans are in place now to also submit to the DEC.

10: The renderings were received and reviewed and Attorney Cassidy said that whomever prepared them should make them more accurate to what is planned and remove backyard benches and landscaping that is not planned. She also noted that we need specifications and samples of all siding, paint, stucco, etc. that is proposed and all will be added to the file.

14: Mr. Morgante will submit the Schedule A

Member Umberto asked about why we need more office space in Monroe. Per Mr. Morgante, the applicant feels that there is a need and it is permitted under our code.

+ A side conversation ensued about how long an approval is good for since Choco Cheese has not begun the exterior alterations that were approved. Per Attorney Cassidy the approval is good for one year and they still have time. If this expires before they obtain a Building Permit they need to come back before the Planning Board. Typically, when the applicant goes for a building permit they submit the signed site plan. Attorney Cassidy also noted that the Planning Board's purview is based on the relationship of the approval on the site. If the interior affects parking Planning is involved. If not, the interior is not part of the Planning Board review so long as there is no change of use.

On a motion made by Member Allen and seconded by Member Umberto it was resolved for the Planning Board to:

**Assume Lead Agency on the 573 Route 17M application**

**Aye: 4      Nay: 0      Absent: 3**

Chairman Boucher asked if Planner Fink's memo needed to be discussed. Attorney Cassidy responded that any concerns from Planning Fink's memo are being addressed. He also asked about SHPO and that has been taken care of and received from Mr. Morgante.

Mr. Morgante asked if the Public Hearing could be scheduled at this point. Mr. Morgante agrees that his meeting with the Fire Chief will be complete and he will also work on the comments from the DEC. The board agreed that a Public Hearing could be scheduled. Member Umberto asked about the wet lands study and Mr. Morgante answered that the DEC came out and approved the map and now that he knows the plans and limits of disturbance are not changing it makes sense to make his submittals to the DEC and County Sewer district.

On a motion made by Member Umberto and seconded by Member Allen it was resolved to:  
**Schedule the Public Hearing for 573 Route 17M application on October 28, 2025**

**Aye: 4      Nay: 0      Absent: 3**

#### **New Local Laws**

A discussion ensued about the below listed proposed new local laws. Attached are the Planning Board analysis applying the statutory considerations from the Village of Monroe Zoning Code §200-77 and laws as adopted.

- Amendment to Chapter 200, Zoning, Site Plan and Special Permit Review and Approval (Phased Security)
- Amendment to Chapter 200, Zoning, Adaptive Reuse of National Register Historic Buildings. (Country Inn as adaptive reuse in historic buildings)
- Local Law 4 of 2025 – Amendment to Chapter 200, Zoning, Unsafe Buildings

On a motion made by Member Allen and seconded by Member Umberto it was resolved to:  
**Approve the analysis applying the statutory considerations for the Amendment to Chapter 200, Zoning, Site Plan and Special Permit Review and Approval (Phased Security)**

**Aye: 4      Nay: 0      Absent: 3**

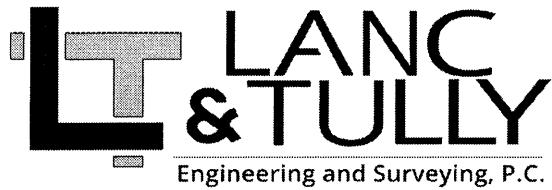
On a motion made by Member Allen and seconded by Member Umberto it was resolved to:  
**Approve the analysis applying the statutory considerations for the Amendment to Chapter 200, Zoning, Adaptive Reuse of National Register Historic Buildings. (Country Inn as adaptive reuse in historic buildings)**

**Aye: 4      Nay: 0      Absent: 3**

On a motion made by Member Allen and seconded by Member Karlich it was resolved to:  
**Approve the analysis applying the statutory considerations for the Local Law 4 of 2025 – Amendment to Chapter 200, Zoning, Unsafe Buildings**

**Aye: 4      Nay: 0      Absent: 3**

On a motion made by Member Karlich and seconded by Member Allen it was resolved to:  
**Adjourn the meeting.**



## Village of Monroe Planning Board Review

|                            |  |
|----------------------------|--|
| <b>Project:</b>            | Rhone- 1 Alex Smith Ave.   |
| <b>Tax Lot No.</b>         | 230 – 1 – 1.232  |
| <b>Reviewed by:</b>        | David Higgins, P.E.  |
| <b>Date of Review:</b>     | September 4, 2025  |
| <b>Materials Reviewed:</b> | Map entitled, "Plans, Details, Notes, As-Built Conditions Plan", last revised June 25, 2025 as prepared by David Niemotko Architect; Survey Map entitled, "Map of Survey Lot 2, Louisa Smth Subdivision Prepared for Monroe Contracting, Inc.", dated February 24, 2014, as prepared by AFR Engineering and Land Surveying, P.C. |

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.) [INFORMATIONAL]*

- 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.*) **[INFORMATIONAL]**
- 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.) **[REPEAT COMMENT TO BE ADDRESSED]**
- 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.*) **[INFORMATIONAL]**
- 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.*) **[REPEAT COMMENT]** The cover letter indicates that the comment has been addressed with the submission of the floor plan. The floor plan indicates that the den is part of the first floor residence and totals 142 sq.ft. The floor area of the basement plan measures 1,223 square feet, which would still be 1,081 sq.ft. with the deduction of the den. Plan Note #3 on the floor plan indicates that the accessory apartment area is 890 +/- square feet. Plan should clearly indicate which portions of the floor plan are part of the apartment.
- 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.*) **[INFORMATIONAL]**
- 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.*) **[INFORMATIONAL]**
- 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.*) **[INFORMATIONAL]**

- 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.*) **[INFORMATIONAL]**
- 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.*) **[INFORMATIONAL]**
- 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 copy of the survey has been provided, however the map does not bear the stamp of the surveyor of record. A copy of a signed and sealed map should be provided. The survey also does not depict the in-ground pool, pavilions, pavers and stone retaining wall shown on the previously submitted plot plan. The absence of these features is noted on the plot plan which states that these features are not certified. Although it is understood that the application does not involve any modifications to the existing pool or pavilions, it is recommended that any resolution of the Planning Board clearly state that any approval for the apartment does not involve the in-ground pool or pavilions which were existing at the time of application.
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  
Revised September 8, 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

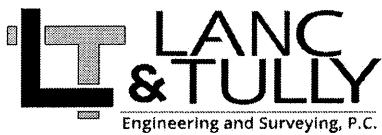
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I have reviewed the application of Marcia Rhone for special permit to authorize a dwelling unit accessory to an existing single family home located at 1 Alex Smith Avenue, Monroe, NY pursuant to § 200-49. I offer the following comments:

| 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:  |                 |

|  |  |
|--|--|
| <ul style="list-style-type: none"> <li>a. Description of the project to reflect application is for special permit for accessory dwelling unit.</li> <li>b. Applicant to explain yes answer for 13a.</li> </ul>   |  |
| <b>9-8-2025 – Comment remains outstanding.</b>   |  |
| 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. |  |
| <b>9-8-2025 – Comment remains outstanding. See also Higgins Comment 1(E) dated September 4, 2025</b>   |  |
| 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: 105 High Street Subdivision

Tax Lot No. 206-3-10

Reviewed by: David Higgins

Date of Review: September 5, 2025

**Materials Reviewed:** Plans entitled, "2-Lot Minor Subdivision Prepared for Family Friedman", dated July 16, 2025 and revised August 27, 2025, as prepared by C&J Consulting Engineers, D.P.C.;

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**

The project is the proposed subdivision of an existing 0.67+/- acre parcel into two lots. The property is currently occupied by an existing 2-story dwelling and a garage. It appears that the dwelling is to remain, and the existing garage will be demolished and replaced with a new proposed 2-story dwelling. The subdivision is proposed in the SR-10 District where one-family detached dwellings are permitted.

We have the following comments on the submission:

1. Site Specific Note #1 on Sheet 1 indicates that the plan is a Site Plan. This should be changed to indicate that it is a Subdivision Plan.
2. The Bulk Table on Sheet 1 and the lot labels shown refer to Lot A (Existing) and Lot B. It is recommended that the labels be changed to indicate "Proposed Lot 1" and "Proposed Lot 2".
3. Note 7 on Sheet 1 has a line item for a survey reference to boundary and topography. Subdivision map will need to be signed and sealed by a licensed surveyor.

4. Sheet 2 includes a line located approximately 25 feet offset from the centerline of High Street with a label indicating the line is a lot line as per unrecorded survey. Applicant's design consultant should clarify. If the property deed does not reflect the property line being 25 feet from the center line of High Street, it is recommended that the area within 25 feet be offered for dedication by the Village of Monroe for ownership and maintenance of the roadway. Lot areas will need to be updated to reflect the reduced lot area.
5. Proposed Lot 1 is considered a corner lot and is subject to §200-18. On corner lots, front yards are required on both street frontages and one yard other than the front yard shall be deemed to be a rear yard, and the other a side yard.
6. On Sheet 2 (Existing Plan), there appears to be dashed lines (see area just above the "MDC" label). It is unclear what these lines are intended for.
7. Sheet 5 indicates the total disturbance area is 5,161 sq.ft. which is less than the  $\frac{1}{2}$  acre which requires preparation of a full SWPPP. (Informational)
8. Regarding the submitted Short EAF form:
  - a. Question 3.b. should be answered to indicate the total acreage to be disturbed
  - b. Question 9- project should meet or exceed the state energy code requirements.
  - c. Question 12 indicates that the project contains or is substantially contiguous to a building, archeological site, or district which is listed on the National or State Register of Historic Places, or has been determined as eligible for listing on the State Register of Historic Places. Applicant shall provide correspondence with SHPO regarding the project to determine the potential impact on historic resources.
  - d. Question 13 indicates that there may be wetlands on or on lands adjoining the subject property. Applicant shall confirm that no wetlands are to be disturbed as part of the proposed action and if so, a note to this effect shall be provided on the plan.
  - e. Question 15 indicates the potential presence of endangered habitat (Northern long-eared bat) on or near the subject property. Applicant should provide mitigation by way of limiting tree clearing to be between the dates of November 1<sup>st</sup> and March 31<sup>st</sup>.
9. Plans should include construction details for pavement, utilities (water & sewer connections) and erosion control measures.
10. Connection of the sanitary sewer is subject to review and approval by Orange County Environmental Facilities.
11. Property is within 500 feet of a State Highway and is subject to referral to the Orange County Department of Planning under GML 239.
12. A public hearing will be required for the subdivision.

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 6, 2025

**MEMO**

TO: Village of Monroe, Planning Board  
Applicant

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

FROM: Elizabeth K. Cassidy, Esq.

RE: Attorney comments on application of Yoel Friedman for a two-lot minor subdivision located at 105 High Street  
SBL 206-3-10

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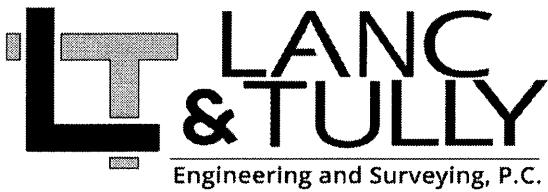
I have reviewed the application of Yoel Friedman for a two lot minor subdivision located at 105 High Street. The existing lot is 29,249 square feet. I offer the following comments:

| Comment  | Status          |
|--|-----------------|
| 1. The Property is located in the SR-10 zoning district  | For Information |
| 2. The applicant seeks a two-lot residential subdivision, with direct access to Knight Street. The Planning Board to classify as a minor subdivision which is defined as "Any subdivision containing not more than four lots fronting on an existing street not involving any new street or road or the extension of Village facilities and not adversely affecting the development of the remainder of the parcel or adjoining property and not in conflict with any provision or portion of the master plan, Official Map, if such exists, or Chapter <u>200</u> , Zoning, or this chapter." See § 175-1. The process for approving a minor subdivision is set forth in § 175-4. | For Information |

|  |                 |
|--|-----------------|
| 3. Application is subject to GML 239 due to its proximity to NYS Route 17M   | For Information |
| 4. A public hearing is required. See § 175-4 (I). Public Notice to be in accordance with § 200-72E(4)(b)   | For Information |
| 5. Application is an Unlisted action pursuant to SEQR. The Board is reminded that unlike site plans, SEQR must be complete prior to holding the public hearing.  | For Information |
| 6. SEAF Comments: <ul style="list-style-type: none"> <li>a. SEAF to be updated to reflect Yoel Friedman as applicant.</li> <li>b. #2 to be corrected to Village of Monroe Planning Board.</li> <li>c. # 12 – Applicant to address Yes answers in connection with archaeological and historic sites.</li> <li>d. # 15 – note the yes answer; consideration of Northern Long Eared bats to be included in any approval.</li> </ul> |                 |
| 7. The bulk table is somewhat confusing. I recommend that the table be updated to include (1) actual dimensions; (2) to clarify that existing means existing dwelling and not existing lot; (3) to clarify footnote; (4) identify any pre-existing non-conforming dimensions.  |                 |
| 8. Lot A is a corner lot and must comply with 200-18 as it relates to yards and site lines. Bulk table to include front yard setbacks for both High Street and Knight Street. High Street yard to be treated as a front yard with a 30' front yard setback.<br><br>I would recommend switching proposed rear yard (northern yard) and side yard (eastern yard) to be in greater conformity with the code.                        |                 |
| 9. The “Existing Plan” identifies two different lot lines based upon an apparent unrecorded survey. The plan further notes pins located along that same line. Per 200-16, “All   |                 |

|   |  |
|---|--|
| <p>required front setback depths shall be measured from the designated street line, front lot line or existing street line, whichever is a greater distance from the center line on the public street abutting the lot in question.” Applicant to demonstrate that it has legal title to the street line for purposes of measuring setbacks. Applicant to provide title insurance policy for review by Planning Board Attorney.</p> |  |
| <p>10. Application and SEQR materials to reflect demolition of existing garage.</p>   |  |

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: 9/5/2025

**Materials Reviewed:** Response Letter dated August 26, 2025; Site Plan set entitled, "Amended Site Plan for 573 Route 17M", last revised August 26, 2025 consisting of 23 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" last revised August 26, 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. 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.  
**The need for the permits is noted on Sheet 4. This note should also be included in the General Notes on Sheet 1.**
2. 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. (Informational).

3. 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. (Informational).
4. 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 have been added on Sheet 20. However, no detail appears to show a drainage channel between the curb and it is unclear what the maximum height difference between the two curbs will be. Also, the T/W and B/W elevations on Sheet 5 are the same in some locations. Plan should be revised to clarify.
5. §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. (Informational).
6. The proposed sewer connection shall be subject to review and approval by Orange County Department of Environmental Facilities. (Informational).
7. 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. (Informational).
8. Backflow prevention will need to be approved by the Orange County Department of Health prior to issuance of a building permit. (Informational).
9. 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 including a request for a crash analysis which has been submitted for review. Also, the plans now include proposed sidewalks along the property frontage. Any approval should be conditioned upon whatever requirements NYSDOT may place on the applicant for its permit to make changes to the driveway.

10. 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. **(Informational)**.
  - b. Personnel from Lanc & Tully office witnessed infiltration tests on July 29, 2025. These results should be included in the SWPP Report.
  - c. Completed MS4 SWPP Acceptance Form should be provided.
  - d. Appendix G of the SWPPP contains a Stormwater Management Facility Easement and Maintenance Agreement. This should be reviewed by the Planning Board Attorney. **(Informational)**.
11. Plans should be referred to Orange County Department of Planning under GML 239. **(Informational)**.
12. Sheet 20 includes details for a terra-crete retaining wall. It is unclear where this retaining wall is located on site plan. Retaining walls are subject to §200-65.
13. Application is subject to Architectural Review. Applicant to provide renderings and material samples.
14. A short EAF was previously provided and intent for Lead Agency was circulated. Upon satisfaction of complete application, the Board should consider making a determination of significance.
15. A public hearing is required. **(Informational)**.

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.§

## Planning Board Secretary

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**From:** Chief <chief@monroejointfireristrict.com>  
**Sent:** Monday, July 14, 2025 8:18 AM  
**To:** Planning Board Secretary; Chief Darwin Guzman; Timothy Young; Kathy Aherne; Wayne Chan (wchan@monroeems.org); Nancy Peifer  
**Subject:** Re: 573 RT17M Emergency Services

**Caution:** This is an external email and may be malicious. Please take care when clicking links or opening attachments.

Several things pop out looking at the plans.

Although the truck fits on paper, setting it up is another story. There are outriggers that need to be placed prior to the ladders operation ths leaving the fire attack from front the street,

We would like to see a hydrant placed on the street in front of the building, the closest hydrants are around 300 ft away so to make an attack from the street we need a closer hydrant.

I did not see and sprinkler system, if there is where is it fed from. I would also like to see the actual building schematics so we know the interior lay out with doors and windows to make a better assessment.

Rich Lenahan  
Chief  
Monroe Joint Fire District



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**From:** Planning Board Secretary <pbsecretary@villageofmonroe.org>  
**Sent:** Tuesday, July 8, 2025 2:43 PM  
**To:** Chief Darwin Guzman <d.guzman@monroepd.org>; Timothy Young <t.young@monroepd.org>; Kathy Aherne <secretary@monroejointfireristrict.com>; Chief <chief@monroejointfireristrict.com>; Wayne Chan (wchan@monroeems.org) <wchan@monroeems.org>; Nancy Peifer <npeifer@monroeems.org>  
**Subject:** 573 RT17M Emergency Services

Good afternoon,

Currently there is an application before the Village of Monroe Planning Board for the construction of a new office building located at 573 Route 17M.

Please review the site plan in the link below and advise the Planning Board of any comments or concerns.

[573 NYS Route 17M.pdf](#)

Thank you,

**Terri Brink** | Planning Board Secretary | Village of Monroe  
7 Stage Road Monroe, NY 10950  
(P) 845-782-8341 ext. 145  
[www.villageofmonroe.org](http://www.villageofmonroe.org)



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November 21, 2024  
Revised February 4, 2025  
Revised June 9, 2025  
Revised July 7, 2025  
Revised September 8, 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

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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 |
| <b>9-8-2025 – Response from OCPD dated July 15, 2025. Applicant to address the comments set forth in that letter.</b>  |                 |
| 4. Application is subject to a public hearing.   | For Information |
| 5. <u>SEQR:</u>  |                 |

|  |                |
|--|----------------|
| <p>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</p> <p>Applicant to complete question 8 b and 8 c.</p> <p>Applicant to address yes answer in question 12a. Referral to SHPO is recommended.</p> <p>Applicant to address yes answer to question 13 a.</p> <p>Applicant to address yes answer to question 17.</p> <p>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.</p> <p>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.</p> <p><b>9-8-2025 – Notice of intent to be lead agency has been circulated and no objection has been received. Planning Board to assume lead agency.</b></p> |                |
| <p>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.</p> <p>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.</p> <p><b>9-8-2025 – By memorandum dated July 13, 2025, Kimley Horn provided its review and comment. The applicant made revisions to the traffic study dated August 7, 2025 and provided a response to comments dated August 11, 2025. I defer to Kimley Horn as to the adequacy of the proffered response.</b></p> <p><b>Engineer Canning noted (Comment 4 and 10) the traffic differences between traditional office vs. medical office and that the presented traffic analysis accounts for traditional offices, not medical offices. This should be incorporated into any approval.</b></p>   | <b>Pending</b> |
| <p>7. Wetlands/Stream. SEAF and site analysis identify presence of water courses both on and in the vicinity of the project site. Applicant to</p>   | <b>Pending</b> |

|  |                            |
|--|----------------------------|
| <p>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</p> <p>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.</p>  |                            |
| <p>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.</p> <p>6-9-2025 – Maneuvering plan has been submitted. Planning Board and Village Traffic Engineer to evaluate.</p> <p><b>9-8-2025 – Applicant to address July 14, 2025 email of Chief Rich Lenahan, Monroe Joint Fire District.</b></p>  | <i>Pending</i>             |
| <p>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).</p> <p>6-9-2025 – A landscaping plan has been submitted. Planning Board to review and evaluate for sufficiency.</p> | <i>Pending</i>             |
| <p>10. Architectural Review. Application is subject to Architectural Review pursuant to § 200-73 of the Village Code. See § 200-73C.</p> <p><b>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</b></p>   | <i>Comment outstanding</i> |
| <p>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.</p> <p>Per response letter dated January 27, 2025, the applicant indicates the wall is a rock wall and not a retaining wall.</p>   | <i>Comment Satisfied</i>   |
| <p>12. Applicant to address waste removal and dumpster enclosure.</p>  | <i>Pending</i>             |

|   |                           |
|---|---------------------------|
| 6-9-2025 – Detail has been provided   |                           |
| 13. Applicant to address signage.   | <i>Pending</i>            |
| 6-9-2025 – Detail has been provided   |                           |
| 14. 6-9-2025 – Stormwater maintenance agreement to be provided for review and approval prior to signing of the site plan.   |                           |
| <b>9-8-2025 – Stormwater maintenance Plan has been provided. I defer to David Higgins as to adequacy. The Stormwater Management Facility Easement and Maintenance Agreement (Exhibit G) is acceptable as to form, subject to the following:</b> |                           |
| <ul style="list-style-type: none"> <li>• <b>Applicant to provide a Schedule A to be reviewed and approved by Planning Board Attorney</b></li> <li>• <b>Applicant to correct typo (loose “n”) in paragraph 9.</b></li> </ul>                     |                           |
| 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.        | <b>Comment Satisfied.</b> |
| <b>9-8-2025 – conformation email on file from Ashley Barrett dated July 29, 2025 indicating if no construction within 90 feet of cemetery, no construction plan is required</b>   |                           |

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

**Recommended Action – Assume lead agency**

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 aim 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.

The Board questioned whether this alternate procedure would be used regularly given the additional work necessary to create a phasing plan.

**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

Amendment to Chapter 200, Zoning, Adaptive Reuse of National Register Historic Buildings.

**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.**

There are concerns that converting the building to accommodate appropriate and code compliant kitchens or other infrastructure may negatively impact the historic character of the site.

**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.

**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

**Local Law 4 of 2025 – AMENDMENT TO CHAPTER 200, ZONING, UNSAFE BUILDINGS**

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

The overriding principle of the zoning code is to promote the health safety and welfare of the community which includes the appropriate maintenance of structures within the Village. The proposed amendment will facilitate code enforcement and elimination/remediation of unsafe buildings which furthers this principle.

**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.**

This revision will affect only those buildings declared unsafe

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

None identified.

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

The Comprehensive Plan specifically identifies enhanced code enforcement as a desired objective of the plan. See Recommendation H.2.3.1: "Increase capacity of village to prosecute scofflaws and repeat offenders." The proposed amendment streamlines the enforcement process.

**VILLAGE OF MONROE  
INTRODUCTORY LOCAL LAW 4 of 2025  
TITLED, "AMENDMENT TO CHAPTER 200, ZONING, UNSAFE 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, Unsafe Buildings.

**Section 2. Legislative Purpose.**

The Village Board of Trustees hereby finds that abandoned, unsafe and dilapidated buildings and structures pose a danger to the public health and safety and inflicts blight upon the neighborhoods they are in and depresses the housing and property values of the entire community. The Board further finds that the ability to remedy such conditions expeditiously, including securing or demolishing unsafe buildings, is necessary to protect the public.

**Section 3. Enabling Authority.**

This Local Law is enacted pursuant to the authority of Municipal Home Rule Law § 10.

**Section 4. Amendments to Chapter 200, Zoning.**

Chapter 200, Zoning, Subsection B, "Unsafe Buildings," of Section 200-67, "Repairs and maintenance; unsafe buildings," is hereby amended by deleting paragraph 5 in its entirety and renumbering the remaining paragraphs sequentially.

**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.