

VILLAGE OF MONROE
Regular Meeting Minutes
October 28 2025

Present: Chairman Boucher; Members Umberto, Iannucci, Kelly and Hafenecker. Attorney Cassidy and Engineers Higgins

Absent: Members Allen and Karlich

Pledge of Allegiance.

On a motion made by Member Umberto and seconded by Member Kelly it was resolved to:
Open the Public Hearing for 573 Route 17M.

Aye: 5 Nay: 0 Absent: 2

The Planning Board Secretary confirmed proof of receipt of mailings and publication and read the notice (attached) into the record. No one was present from the public to comment and no written comments were received. Attorney Cassidy said that due to the addition of 2 fire hydrants the OC Department of Health in an involved agency for SEQRA circulation and the Public Hearing would be kept open pending recirculation.

On a motion made by Member Kelly and seconded by Member Hafenecker it was resolved to:
Continue the Public Hearing for 573 Route 17M to 11/25/2025.

Aye: 5 Nay: 0 Absent: 2

Attorney Cassidy will send an updated notice to be circulated ASAP.

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

Aye: 5 Nay: 0 Absent: 2

Site Plan Review – Proposed 2 Story Office Building

573 Route 17M (220-5-19)

Lakeside Pet Lounge between Monroe Pharmacy & Orange Collision autobody

Proposed new 23,342 SF 2 story office building

Present representing the applicant: Joel Mann from Brach & Mann Associates

Engineer Higgins noted that there was an additional fire hydrant added per the Fire Chief and would require OC Department of Health approval as a water main extension. Also, we need confirmation from the Fire Chief that they are satisfied with fire access around the building. This site requires NYS DOT approval. It would be good to have Phase I approval so the board can be assured that the NYS DOT has reviewed this and they find the driveway entrance acceptable. He also noted that Engineer Canning, the

Planning Board traffic consultant, has noted that the DOT may want a left turn lane on RT17. Lastly, he said that other permits are required from the Army Corps of Engineers and NYS DEC for wetland disturbance. Chairman Boucher asked Mr. Mann if he was in contact with NYS DOT. He replied that they are in contact with the DOT and had received some comments. Their traffic consultant is working on responding to the comments. Chairman Boucher asked if they confirmed a left turn lane and Mr. Mann replied that they discussed it but they wanted more information to determine. Attorney Cassidy said that we are going on an expanded EAF and before the environmental determination we would need to have some comfort level that the DOT will sign off on what is presented. Member Umberto asked if there was enough space for a left turn lane and Attorney Cassidy said that is up to the applicant. He also mentioned wanting to see a fire truck set up as that requires a lot of room. Chairman Boucher said we are waiting for a final answer from the Fire Chief on this matter. Mr. Mann also said that there are comments from the Village traffic consultant (review attached) that required their traffic consultant to get collision analysis from the state which takes some time but they are working on it. Member Umberto asked if we got the certifications regarding sewer capacity. We have not received anything yet but Mr. Mann said this was sent to the OC Sewer District and they will review and based on the calculations there is capacity. The Sewer District will review and advise in writing. Mr. Mann noted that the SWPPP was submitted and Engineer Higgins agreed and also said that soils testing was completed with Mr. Morgante's office. The Planning Board confirmed that architectural materials samples were received. Attorney Cassidy said the biggest concern is that the traffic and DOT is in order before we issue a negative declaration and that the immediate concern is recirculating for SEQRA including the OC Department of Health. Member Umberto asked if we got DEC certification that there are not wetlands. Engineer Higgins replied that they have confirmation of the boundaries and they need to get a permit for disturbance within the buffer. Mr. Mann noted that there is a very small portion of wetland disturbance and that is being worked on now with the DEC. Attorney Cassidy said that our approval is subject to the approval from the DEC and Mr. Mann noted that it should not be a problem since it is in the buffer. Member Umberto asked what is the buffer to the wetlands and Engineer Higgins said the DEC regulates the wetland and everything within 100'. Mr. Mann asked about the architectural review and Chairman Boucher said that would be reviewed in the future. It was noted that Mr. Morgante had an onsite meeting with the Fire Chief and the written outcome will be forthcoming.

Site Plan Review – Proposed 3 Story Medical Office Building

110-114 Stage Rd (212-6-17.1 & 17.2)

Present representing the applicant: David Niemotko from David Niemotko Architects

Engineer Higgins and Attorney Cassidy went over their review memos (attached). Attorney Cassidy noted that there were prior submissions for this property and wanted clarification on if any of the old plans would be used. Per Mr. Niemotko, any of the old plans and application documents should be disregarded. He also stated that he agrees with everything from Engineer Higgins' and Attorney Cassidy's comment memos. The difference in this plan versus the prior application is they relocated the driveway entrance and dumpster to satisfy the zoning code and make the access easier. They also delineated the parking spaces per the zoning code and further define the square footage of the building. They would like to proceed with this plan and develop it further if the design seems acceptable to the Planning Board. Member, Iannucci asked if the building was three stories and Mr. Niemotko answered that they are proposing three stories, but it does not necessarily have to be 35 feet. Mr. Niemotko stated that they did find a stormwater connection on Smithfield Court near the library that is not on the street and has an 8-inch pipe that travels toward this site. If this connection were to be used they would have to traverse two or three properties to dig it out and manage the stormwater or dig up the street to connect. Another option would be to perk the ground on site and keep the stormwater on site. Engineer Higgins noted that this stormwater prevention program is dependent upon if greater than ½ an acre is disturbed and we don't have a plan yet. Mr. Niemotko was asking for the board's thoughts, since this would entail digging up 500 linear feet of street. Engineer Higgins said this would not be ideal, but we would need more information regarding the area of disturbance on site and the Village regulations. Engineer Higgins noted

that if it was over half an acre of disturbance a SWPPP is required. Chairman Boucher noted that it looks like 65% of the parking was on site and they would need 18 to 20 spaces on the street and asked where Mr. Niemotko thought that those spaces would be? Mr. Niemotko replied that they would be on Mill Pond Parkway and Member Iannucci said that she didn't believe that patrons would go on that street and instead would park directly on Stage Road which would interfere with all of the other businesses on that road. She also noted that 18 on street parking spots is a lot. Chairman Boucher added that since some of the building would be for medical uses those patrons would not be parking far away, especially if there were ambulatory issues. Mr. Niemotko suggested that they could designate parking spots on site for the medical suites to be differentiated from general business. Attorney Cassidy noted that the board could ask the applicant to provide a traffic study that would address traffic impacts as well as parking. Member Iannucci asked if they brought the building down to 2 stories if they would have more adequate parking, and Mr. Niemotko replied that it would take the parking down and would only require 1 on street parking spot. Engineer Higgins said that the medical office space is driving up the number of spaces required because by code it is almost twice the amount of general office space. Attorney Cassidy does not think that we are ready to start the Lead Agency process and the application needs to be more fully flushed out before we can make that determination. Mr. Niemotko said that they are waiting for the surveyor to certify the survey so that it can be officially submitted and said that the existing grades and storm water location will be submitted before the next meeting. Chairman Boucher noted that patrons could utilize parking on Lake Street, but that is pay to park. Mr. Niemotko brought up the option of parking on Smithfield court but Member Iannucci added that part of that road is dedicated for the police department but there would be a handful of spots available for this use.

Application – Resolution Extension

Monroe-Woodbury Islamic Center – (231-3.42-1)

Located at 1431 Orange Tpk not far from the intersection of Orange Tpk and Reynolds Rd.

Seeking development of a 20,400 sq. ft. building for religious assembly

Chairman Boucher noted that the Monroe Woodbury Islamic Center has requested an extension (attached). Attorney Cassidy said that they have been actively working on the project and finalizing outside agency approvals and have been in consistent communication with the Village. Engineer Higgins asked about the status of the performance bond and Attorney Cassidy replied that she had spoken to Mr. Nasher and noted that the owner does not have enough collateral to get a bond of that size since the site is vacant land. They are hoping to rely on the resources of their contractor for bonding. Attorney Cassidy did remind them of the phased bonding possibility and stated that she has no objection to granting the extension. Member Kelly asked why we denied the last extension at 37 Still Rd. but not this one and Chairman Boucher noted that 37 Still Road was significantly later. Member Iannucci also noted that the project on 37 Still Road was stagnant and not worked on at all whereas the Islamic center is currently moving forward. Attorney Cassidy also noted that there is no change in our zoning that would make this extension unable to be approved.

On a motion made by Member Umberto and second Member Iannucci it was resolved to:
approve the extension request for the Monroe Woodbury Islamic Center.

Aye: 5

Nay: 0

Absent: 2

Chairman Boucher asked Attorney Cassidy to briefly describe the phased bonding that was adopted by the Village Board. Per Attorney Cassidy an applicant would provide a phasing plan of the project and assign a cost estimate for each phase. Each phase would be bonded separately and one and then bond phase 2 after phase one was complete. You would be able to roll over the bond from phase one into phase 2 and phase 2 into phase 3 etc. etc. Attorney Cassidy noted that the Monroe Woodbury Islamic Center has not asked for phased bonding at this point. Chairman Boucher asked who comes up with the phasing stages and Engineer Higgins replied that the applicant proposes how they would want to phase

the project and that would have to be reviewed and approved by the board and they would have to come back at the completion of every stage to move forward. This makes it more feasible, but it is more work for the applicant. Member Umberto said that he believes the Islamic center should be giving a schedule and Attorney Cassidy believes this would be hard to do now since they are just looking for contractors and will not be able to come up with the schedule at this point. Attorney Cassidy said that she would speak to the applicant's engineer and advise them that if they need another extension past February that we would require a construction schedule.

Meeting Minutes

On a motion made by Member Kelly and seconded by Member Iannucci it was resolved to:
Approve the minutes from 05/12/25

Aye: 5 Nay: 0 Absent: 2

On a motion made by Member Hafenecker and seconded by Member Iannucci it was resolved to:
Approve the minutes from 06/09/25

Aye: 4 Nay: 0 Absent: 2 Abstain: 1

On a motion made by Member Hafenecker and seconded by Member Kelly it was resolved to:
Approve the minutes from 07/07/25

Aye: 4 Nay: 0 Absent: 2 Abstain: 1

On a motion made by Member Kelly and seconded by Member Hafenecker it was resolved to:
Adjourn the meeting.

Aye: 5 Nay: 0 Absent: 2



MEMORANDUM

To: Jeff Boucher, Chairperson
And Members of the Village of Monroe Planning Board

From: John Canning, P.E.
Kimley-Horn Engineering and Landscape Architecture of New York, P.C.

Date: September 22, 2025

Subject: Proposed Office Building, 573 Route 17M, Village of Monroe
Traffic Review

Kimley-Horn Engineering and Landscape Architecture of New York, P.C. ("Kimley-Horn") has reviewed the following traffic analysis and Site Plans for the development proposed for the property at, 573 Route 17M in the Village of Monroe, NY (the "Project"):

- *"Revised Traffic Impact Study for Proposed Office Building"*, prepared by LaBella, dated, August 7, 2025.
- *"Site Plans"* prepared by Arden Consulting Engineers, dated August 1, 2025
- *Response letter* prepared by LaBella, dated, August 11, 2025.

Project Understanding

In April 2025, the Village of Monroe, New York, received a Traffic Impact Study and Site Plans from the Applicant. The existing property is currently developed with a one-story building, which was the former home of the Village Lakes Veterinary Hospital. It is proposed to redevelop the property with a two-story 19,789-square-foot office building.

Kimley-Horn's review of the Applicant's most recent submissions is completed, and we offer the following comments.

Comment 1: The trips from the proposed 330 Stage Road day care facility have been included in the traffic study.

Comment 2: The analysis indicates that the site driveway will have adequate capacity to accommodate projected traffic volumes and that generally acceptable operating conditions currently prevail in the study area. Delays are calculated to increase by 1.8 seconds or less on any movement. This indicates that the Project will not have a significant adverse impact on area traffic operating conditions, and that the extent of the study area was sufficient.

Comment 3: An analysis of the driveway's sight distances was conducted, it was determined that adequate sight distances will be provided, and sight distance triangles were provided on SD-100.

Comment 4: The crash analysis was provided and indicated that there was an average of 13 crashes per year at the intersection of NYS 17M with Still Road/Freeland Street, a relatively high number. Twenty of the collisions resulted in an injury (there were no fatalities). The majority (40%) of collisions were rear end collisions, which is not uncommon. Back plates or a poorly-timed signal clearance interval may be contributing to rear end crashes. Twenty-three percent of the crashes were right-angle crashes, which signalization is supposed to reduce. Poorly signal clearance timing may be contributing to rear end crashes. Eleven percent of the crashes were either sideswipe or head-on crashes, which is somewhat elevated. There was one collision involving a pedestrian and two collisions involving a cyclist, which is always something to be concerned about, considering the vulnerability of these road users.

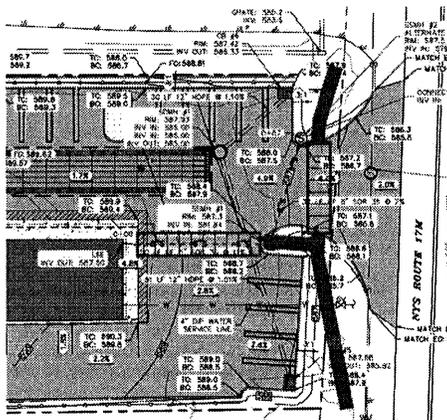
As the Applicant's contribution to addressing traffic safety at this intersection, it is recommended that a detailed analysis of the crashes be conducted to determine which approaches they occurred on, what the contributing factors were and whether there might be something the NYSDOT could do to improve traffic safety at this intersection. It is also recommended that the Applicant evaluate the signal clearance intervals in this regard.

There was an average of 3.5 crashes per year at the intersection of NYS 17M with Stage Road, a significantly lower number than at the intersection of NYS 17M with Still Road/Freeland Street. It is noted that 21 of the 34 crashes (62%) were rear-end crashes. It is noted that the signal heads do not have backplates and the yellow and green indications are only 8-inch lenses, as opposed to 12 inches. There was also one pedestrian crash at this intersection in the 10 years studied.

There was an average of one (1) crash per year on NYS 17M at the existing side driveway over the past 10 years, with 3 right-angle crashes and two rear-end crashes.

Comment 5: It is likely that NYSDOT will request the installation of a left-turn lane when an application is submitted for a permit to consolidate the 2 driveways.

Comment 6: A sidewalk is proposed along the property frontage. It would make sense if it could be connected to the sidewalk in front of the building. If grade (ADA access is an issue, it may be possible to accomplish ADA access by sliding the sidewalk in toward the driveway as shown below. The Applicant should provide justification for not doing so, if that is what they propose.



March 11, 2024
Revised October 6, 2025

MEMO

TO: Village of Monroe, Planning Board
Applicant

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

FROM: Elizabeth K. Cassidy, Esq.

RE: Attorney comments on application regarding 110-114 Stage Road.

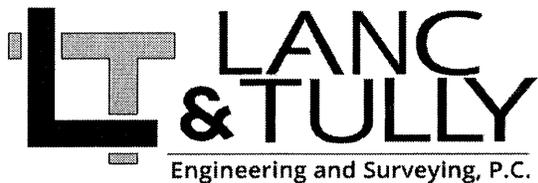
This application was last before you in March of 2024. This memorandum is intended to be continuing with new matters in bold. I have reviewed the application of Avrohom Flohr on behalf of 110-114 Stage Road LLC for approval to consolidate lots 212-1-17.1 and 17.2, demolish the existing structure and construct a 3 story, 35 foot tall, 15,900 SF office/medical office building. I offer the following comments:

Comment	Status
1. The subject property is located in the CB zoning district. An office building is a permitted use in the CB district subject to site plan approval.	For Information
2. The project file contains several submissions from as early as 2019. An application form dated March 14, 2022 is on file and contains all of the required endorsements and disclosures.	For Information
3. SEQR Review - A SEAF signed March 22, 2019 should be updated and included in the next submission. Upon review of the updated SEAF, the Planning Board can declare lead agency and type the action.	

<p>10-6-2025 – updated SEAF Part 1 dated 9/25/2025 submitted. See Comment # 10 for substantive comments.</p>	
<p>4. Merger – Application proposes to merge SBL 212-1-17.1 and 17.2. Prior to the site plan being signed the applicant shall cause the lots to be merged with the Assessor.</p>	<p>For information</p>
<p>5. Public Hearing. A public hearing is not specifically required, however, should a public hearing be required by the Planning Board the procedure set forth in § 200-72(E)(4) shall be filed. Given the scale of the proposal, a public hearing is recommended.</p>	
<p>6. 239 Review. Application to be referred to the Orange County Department of Planning as site is within 500 feet of Orange County Heritage Trail.</p>	
<p>7. Traffic/Parking</p> <ul style="list-style-type: none"> • Applicant to obtain approval for payment in lieu of parking. I defer to Engineer Higgins as to the correct parking calculation. • Memo of Jim Cocks (3-8-2024) indicates that parking spaces need to be removed on Stage Road to provide a fire access lane. Such removal is subject to the approval of the Village Board. Payment in lieu should account for the number of spaces lost if approved. • Applicant to address sufficiency of parking from a maneuverability standpoint. I question how the two most eastern parking spaces can effectively be used in the absence of a turnaround and the installation of a dumpster enclosure. The prior iteration of the project had the dumpster enclosure behind the building. I also question the functionality of the parallel parking spaces and the ability of those cars to turn around. • The Planning Board should consider whether the scale of the project warrants a traffic study. Such determination to be made upon submission of a revised EAF. <p>10-6-2025 – Applicant’s response to comments dated September 25, 2025 indicates that the applicant is seeking 18</p>	

<p>off-site parking spaces through payment in lieu of parking. Applicant to confirm that this accounts for the removal of the spaces as set forth in the memo of Jim Cocks described above. Planning Board to evaluate adequacy of parking in light of other area uses.</p> <p>Applicant to address the requirements of 200-44 (J); 200-45 (H), (I), (J)</p>	
<p>8. Plan Comments</p> <ul style="list-style-type: none"> • Applicant to address setback/buffering from adjoining residential property. See 200-44(J), 200-45 (J) • Notations on site appear to show encroachment of chain link fence on the southern property line, applicant to address 	
<p>9. The project is subject to architectural review by the Planning Board. The Applicant had previously submitted renderings. Applicant to verify whether these are the renderings to be reviewed. Applicant to provide materials specifications and colors for review.</p>	
<p>10. Applicant to establish conformity with § 200-34 (H) as it relates to dumpsters and provide a detail on the site plan.</p> <p>10-6-2025 – Dumpster to be screened in accordance with 200-34(H) so that it is not visible from village right of way.</p>	
<p>11. SEQR Comments</p> <p>Applicant to address Yes answer for question 12(a) I note the presence of Long-Eared Bats, no tree clearing to be conducted on site</p>	
<p>12. Prior submissions had included the following plans submitted by Civil Tec Engineering & Surveying PC:</p> <p>Grading & Utilities Lighting Plan Planting Plan Soil Erosion and Sediment Control Plan Details (3 sheets).</p>	

<p>These plans have not been updated to reflect the revised plan. Plans to be updated for consistency. The applicant indicates grading, utility, landscaping and lighting plans will be provided once site layout is determined.</p>	
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Village of Monroe Planning Board Review

Project:	110-114 Stage Road
Tax Lot No.	212-6-17.1 & 17.2
Reviewed by:	David Higgins, P.E.
Date of Review:	October 3, 2025
Materials Reviewed:	Cover letter dated September 25, 2025, short Environmental Assessment Form (EAF) dated September 25, 2025, and Site Plan consisting of Sheets 1 through 2 of 2 sheets dated January 17, 2024, last revised September 25, 2025

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

Project Description:

Project involves the demolition of an existing structure and construction of a new three-story office building. Prior submissions for this project were made in 2022 at which time the project was suspended due to a moratorium. Based upon the submitted materials, the building will have a total square footage of 15,900 square feet, with 2,650 square feet being for medical office and the remaining 13,250 square feet being general office.

We have the following comments on the plans provided:

1. The Land Use Determination indicates that the proposed 35' high 3 story office building use is permitted in the CB District and subject to Site Plan review following §200-72. The applicant is proposed to combine two lots to create a single parcel with an area of 26,241 square feet (0.602 acres). (Informational)
2. Project involves the consolidation of two lots into a single lot. Applicant shall provide a Lot Line Change Map for review and acceptance under Chapter 175 of the Village Code (Subdivision of Land) for filing in the Orange County Clerk's Office. Said map will need to be signed and sealed by a New York State Licensed Land Surveyor. Applicant shall file with the Village the required application form and fee for the Lot Line Change per §175-5. We recommend the consolidation of the two lots be a condition of any approval by the Planning Board (Repeat Comment).

3. Plan Sheet C-1 of the submitted plan set indicates that the boundary and topographic information shown is taken from a survey prepared by AFR Engineering dated August 25, 2025. A copy of the signed and sealed survey map should be provided. (Repeat Comment)
4. The location of all existing utilities should be shown on the existing conditions and demolition plans. (Repeat Comment)
5. A total of 33 parking spaces are proposed, including two ADA accessible spaces. The parking calculations provided indicate that a total of 50.22 parking spaces are required. In accordance with 200-35.B(3), the developer is proposing to pay to the Village a one-time fee for any shortfall in the number of parking spaces provided as compared to the number required. The Planning Board's schedule of fees lists a fee of \$625 per parking space, which would require a total fee of \$11,250 in this instance. The Planning Board should consider this in reviewing the adequacy of the parking proposed.
6. Per §200-34.B, a fire lane should be provided on the plan. If a fire lane is not possible, the plan shall be presented to the Fire Chief for review and acceptance. (Repeat Comment)
7. The plan indicates a proposed building height of 35 feet. Per the 2020 Fire Code of New York State Section D104, buildings exceeding three stories or 30 feet in height shall have not fewer than two means of fire apparatus access. (Fire Code defines building height as the vertical distance from the grade plan to the average height of the highest roof surface.) Design engineer or architect shall confirm the height of the building. (Repeat Comment)
8. The limit of disturbance should be shown on the plans.
9. The EAF indicates that 0.5 acres are to be physically disturbed. Village Code requires construction activities that disturb 0.5 acres or more to prepare a Stormwater Pollution Prevention Plan in accordance with specifications of Article I and II of Village Code chapter 168.
10. The EAF has indicated that the project is in the vicinity of Northern Long Eared Bats. A note should be added to the plan limiting tree clearing to November 1 to March 31.
11. The applicant has submitted an existing conditions and demolition plan, and a site plan. The applicant has indicated in their comment response letter that a grading, utility, landscaping, and light plan shall be provided as the site layout is deemed acceptable to the planning board. We anticipate having more comments as more information is provided.
12. A Public Hearing is required in accordance with Village Code §200-72(E)(4).
13. Once the general layout/configuration is made acceptable to the Planning Board the application should be reviewed with emergency services.
14. This application requires referral to the Orange County Department of Planning based on its proximity to the Orange County Heritage Trail.

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.



ATZL, NASHER & ZIGLER P.C.

ENGINEERS - SURVEYORS - PLANNERS

Web: www.anzny.com

October 28, 2025

To: Jeff Boucher
Village of Monroe, Planning Board Chairman

Re: A request for a six-month extension
Monroe Woodbury Islamic Center
1431 Orange Turnpike, Village of Monroe
TL: 231-1-3.42

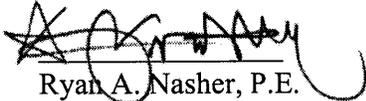
Dear Mr. Boucher,

This letter is to request you to kindly grant a six-month extension in time for the above referenced project. The applicant has been working on finalizing the required bond prior to apply for a building permit.

The final resolution was approved by the planning board on August 28, 2024, and the approval was expired on August 28, 2025. If the Planning Board grants the above requested extension, this expiration date would be extended to February 28, 2026.

Please let us know if you need any further information to process our request. Thank you for your cooperation regarding this matter.

Very Truly Yours,


Ryan A. Nasher, P.E.
Project Engineer