

VILLAGE OF MONROE
Special Meeting Minutes
December 15, 2025

Present: Chairman Boucher; Members Iannucci, Umberto, Kelly, Karlich, and Hafenecker. Member Allen arrived late. Attorney Cassidy and Engineers Higgins

Late: Member Allen

Pledge of Allegiance.

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

Aye: 5 **Nay:** 0 **Absent:** 2

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

Aye: 5 **Nay:** 0 **Absent:** 2

There was no one present for the Public Hearing.

Engineer Higgins noted that revised plans were received and went over the new comments from his memo (attached) as follows:

- Items 5 & 6 – there are still some concerns about the curb that will need to be addressed
- Item 8 – Attorney Cassidy has a call into the Village Traffic consultant to confirm the status
- Item 9E – the Planning Board should consider a Maintenance Bond
- Item 10 – the applicant has adequately addressed all of the OC Department of Planning comments
- Item 11 – The Planning Board must complete the Architectural Review
- Item 12 – The Planning Board has not made a determination of significance on the Environmental review

Chairman Boucher asked about the SPDES permit and Engineer Higgins noted this is in comment 9A and will be a condition of approval.

Attorney Cassidy said that the Public Hearing was left open to give Engineer Canning, the Village Traffic Consultant time to opine on the email chain in regards to the left turn lane analysis. He concurred with what was submitted by the applicants engineer. Attorney Cassidy believes that we can now close the Public Hearing and the Planning Board Secretary stated that no written public comment was received. Member Umberto asked if the site was approved by the Fire Chief. Engineer Higgins replied that the Chief reviewed the site and confirmed there was adequate room and Attorney Cassidy said a parking space was removed at his suggestion. She will add that the removed spot be striped to prevent anyone from parking there. Mr. Umberto also asked about the DEC certification and Attorney Cassidy replied that it was received on 3/19 and validated from the DEC. She noted that a wetlands permit must still be obtained and their approval will be subject to that permit. Member Umberto asked about if the Village really needed more office space and Mr. Morgante noted that this is a permitted use.

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

Aye: 5 Nay: 0 Absent: 2

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

Aye: 5 Nay: 0 Absent: 2

Member Allen Arrived

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: Mike Morgante from Arden Consulting Engineers

Chairman Boucher asked if Engineer Higgins had anything else to add. He said regarding the Stormwater Maintenance Agreement a Metes and Bound description is required and it will be filed in the County Clerks office. Regarding a Maintenance Bond, Chairman Boucher asked who determines the dollar value. Engineer Higgins said that the site improvement estimate would be made to the Village Board but a separate question is the maintenance of the storm water. He stated as he understood the maintenance agreement acknowledges the Village's right to maintain the facilities should the applicant/owner not do so properly. The applicant/owner would then be back charged by way of taxes and if it is an issue the Village could then require the owner post a bond for future maintenance. He asked if this is sufficient or if a maintenance bond should be required upfront. Chairman Boucher believes that a bond should be included. He asked if there was a cost estimate done and Mr. Morgante replied it was done for the construction but not for the operation and maintenance of the stormwater system. He believes a value could be determined working with Engineer Higgins and would be submitted to the Village Board. Attorney Cassidy noted that her outstanding items are Architectural Review, signage, and the Board's comfort on the landscaping plan. Subject to these discussions, we are in a position to authorize her to prepare a Negative Declaration Draft for the Board's consideration at the next meeting. The Board reviewed the Landscaping Plan and had no comments and Chairman Boucher asked Attorney Cassidy to draft the Negative Declaration. Chairman Boucher asked that materials samples be submitted before the next meeting and Mr. Morgante agreed to supply.

Site Plan Review – Proposed Accessory Apartment

105 Ramapo Street – (220-5-13)

Proposed 961 SF addition for apartment

Present representing the applicant: Vincent Fini, Contractor and Son of Applicant

Engineer Higgins went over the high points of his comment memo (attached). A discussion ensued about the floor area ratio and if the basement is finished and included in the square footage and if it is habitable space. Mr. Fini noted that they do not use the basement for anything but storage but it appears that previous owners may have used it for other purposes. Attorney Cassidy believes this would be considered habitable space but changes could be made to make it not habitable. She stated the applicant must get together with their architect to confirm the numbers and the Board can then decide if they are conforming to code, if not they will need to go to the Zoning Board of Appeals to request a variance.

Engineer Higgins also pointed out that the maximum gross floor area based on the floor area ratio is 3,379 which is important and different than the habitable space. The habitable space issue is that you cannot increase it by 800 SF, however, the floor area ratio based on the lot size cannot exceed 3,379. He suggests having the architect and building inspector to go over the totals to see if a variance can be avoided. Attorney Cassidy noted that on both hers and Engineer Higgins memos (both attached) the applicant largely compiles and the floor area ratio will be the biggest issue. Mr. Fini believes that the numbers are not accurate and Attorney Cassidy said it was a good time to get with the Building Department to make this determination.

Site Plan Review – Proposed addition / Condos

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

Proposed 14,370SF 2 story office addition – condominiums

Present representing the applicant: Avi Weinberg, WeinbergLim Engineering

Engineer Higgins went over the new items from his comment memo (attached) and any discussions are as follows:

Item 1 The applicant will go for an area variance since there is no better location on the site for the dumpster

Item 2 The asphalt ramp that was missed and will be removed

Item 4 This adjustment will be made

Member Kelly opined that the addition should be put in the front of the site with the parking in the back. It was agreed by the board that this would not be optimal.

Member Iannucci wanted it confirmed that the condos are just for offices. Per Attorney Cassidy they have made this abundantly clear and they will be commercial only. Member Iannucci also asked if it would be repaved and Mr. Weinberg said it would be significantly improved but not necessarily all repaved.

Item 7 there is a new row of shrubs added that are on the neighbor's property and will enhance the buffer

Mr. Weinberg asked if regarding the site plan, is the Board comfortable with the overall site? Member Umberto asked if the Board is comfortable with the hallway "tunnel" to access the rear addition from the front of the site. This was added so people would not have to walk around the outside of the old building to access the new addition. The Board was generally happy with the overall site.

The remaining comments deal with the subdivision and Mr. Weinberg took no issue with Engineer Higgins comments 12-15.

Chairman Boucher asked if Mr. Weinberg has all the information regarding building management. He replied that the bylaws were submitted and Chairman Boucher said we will need all the contact information for all the managers. Mr. Weinberg said that his is not known yet they are not sold. Attorney Cassidy said that it can be made a condition that the developer is the primary contact and responsible for the site until the development reached a certain percentage of sales at that time it is turned over the association. There is a property manager and that person would be the contact. This will be incorporated as a condition of approval.

Attorney Cassidy pointed out inconsistencies in architectural drawings that need to be cleaned up. Mr. Weinberg understands these issues and they will be worked out and resubmitted. Attorney Cassidy also asked that all references to residential occupancy should all come out because this is a commercial condo. Mr. Weinberg asked if we were ready for a Public Hearing and Attorney Cassidy said that a Negative Declaration has to be done first and subject to the receipt of discussed items, she will draft the document for discussion at the next meeting. Per Attorney Cassidy if everything was received by December 29th and the Negative Declaration would be discussed at the January 12th meeting and potentially adopt Neg Dec at the January 27th meeting and schedule the Public Hearing. At this point the applicant could go to the ZBA for the dumpster variance and the Negative Declaration will include a statement from the Planning Board that they're in favor of the location of the dumpster and recommend the variance.

Amended Site Plan Review & Special Use Permit – Daycare

330 Stage Road – (213-1-30)

Located at the corner of Stage Rd and Route 17M

Additional tenant space for Daycare

Present representing the applicant: David Niemotko from David Niemotko Architects

Mr. Niemotko stated that they went to the zoning board and a decision was made (attached). They received the final letter regarding traffic from the Village Traffic consultant Kimley Horn (attached) and they have noted their conditions and incorporated it into their site plan and traffic maneuverability plan. Chairman Boucher stated that this is a Special Permit project and the Board has to evaluate if the project meets the standards in the code. Chairman Boucher said that he does not feel that this project meets the objectives of the Special Permit particularly with respect to the interaction of traffic on the site and loading in the front of the site. Loading at the front of the site restricts access particularly to emergency vehicles. If a truck was loading an emergency vehicle could not get through because the truck would be in the way. He said the site could accommodate either of the 2 uses: retail or daycare. However, when they are combined they are in direct conflict with regards to traffic and he is not comfortable that the site could operate safely. Without any alterations to the current plan the Special Permit is likely to be denied. He read section 200-48.2 a, b, and d from the Village code (see attached) and explained how this application as it stands with both uses do not conform to these specific items. Regardless of the variance granted from the Zoning Board, but it is still the responsibility of the applicant to satisfy SEQRA and the Special Use Permit. He would encourage the applicant to either do all retail or all childcare but not both together. He feels that safety would be especially impacted. He asked how could you stagger the bus route or enforce no deliveries while school was in session, which he feels is unenforceable. Member Iannucci agrees that loading of trucks in the front of the building would not work. Member Allen mentioned unforeseen circumstances that are bound to arise such as snow storms, flat tires, parents running late and dropping children off outside of the drop off time, etc. Mr. Niemotko asked that even if the applicant can satisfy all the technical comments, the board could still not go ahead due to not satisfying the Special Use Permit requirements? Attorney Cassidy said that she reviewed the ZBA meeting regarding this variance and it was not determined by them that the proposed use of the loading zone does not create an adverse impact on on-site or off-site traffic for the purpose of SEQRA or that it meets the conditions for granting a Special Use Permit. She discussed item 7 on her comment memo regarding loading (see attached). She noted that the issue is not the loading zone itself but the proposed mixed use and she stated she reached out to the Village Traffic Consultant to discuss the interaction between the school busses and loading zone but has not spoken with him yet. Chairman Boucher again stressed the issues that could arise from the mixed use of the building. Mr. Niemotko mentioned the history of the building utilizing the front of the building for loading. Attorney Cassidy said that we were not contesting the use of the front-loading zone but rather the interaction of the 2 proposed uses. Mr. Niemotko stated that he would like to get the comments from the Traffic Consultant and Attorney Cassidy to review. He

appreciated that the ZBA's comments were being considered and Chairman Boucher confirmed that the ZBA made no determination. Attorney Cassidy added that in the hearing ZBA Chairman Baum specifically said it is incumbent upon the applicant to address SEQRA. Mr. Niemotko asked about the SEQRA type and Attorney Cassidy said that for the Planning Board it is Unlisted and the ZBA was Type II and did not do a SEQRA review. Based on the fact that the board is feeling this strongly about the Special Use Permit, Mr. Niemotko will meet with the applicant and discuss the future of the application to see what can be done.

Meeting Minutes

On a motion made by Member Iannucci and seconded by Member Karlich it was resolved to:
Approve the minutes from 05/27/25

Aye: 4 Nay: 0 Absent: 0 Abstain: 3

On a motion made by Member Kelly and seconded by Member Allen it was resolved to:
Approve the minutes from 08/11/25

Aye: 5 Nay: 0 Absent: 0 Abstain: 2

On a motion made by Member Karlich and seconded by Member Allen it was resolved to:
Approve the minutes from 09/08/25

Aye: 4 Nay: 0 Absent: 0 Abstain: 3

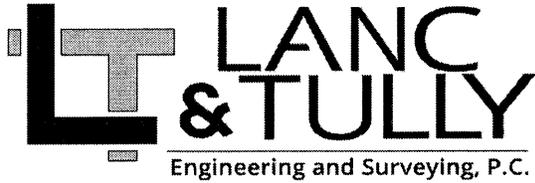
On a motion made by Member Kelly and seconded by Member Iannucci it was resolved to:
Approve the minutes from 10/06/25

Aye: 7 Nay: 0 Absent: 0 Abstain: 0

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

Aye: 7 Nay: 0 Absent: 0

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



Village of Monroe Planning Board Review

Project: 573 Route 17M
Tax Lot No. 220-5-19
Reviewed by: David Higgins
Date of Review: December 12, 2025

Materials Reviewed: Cover Letter prepared by Brach & Mann Associates dated December 2, 2025; Transmittal Letter prepared by Arden Consulting Engineers, PLLC dated December 2, 2025; Response Letter prepared by Arden Consulting Engineers, PLLC dated December 1, 2025; Site Plan Cost Estimate dated December 1, 2025; Stormwater Management Facility Easement and Maintenance Agreement; Site Plan set entitled, "Amended Site Plan for 573 Route 17M", last revised November 18, 2025 consisting of 23 sheets as prepared by Arden Consulting Engineers, PLLC; Stormwater Pollution Prevention Plan entitled "Stormwater Pollution Prevention Plan Prepared for: 573 17M LLC" last revised December 1, 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. 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 a Stage 2 Perm 33 application has been submitted to the NYSDOT. **(Informational)**.

2. 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)**.
3. The proposed sewer connection shall be subject to review and approval by Orange County Department of Environmental Facilities. Applicant has noted that an application has been submitted.
(Informational).
4. The applicant has indicated in their comment response letter that the proposed 4" dia. Ductile iron water service will connect directly into the existing watermain on NYS Route 17M, however the applicant has also indicated in their comment response letter that the existing water service line may continue to be used once it is located and mapped. If applicant intends to continue use of the existing water service then the size, material, and location of the existing water service line should be shown on the plans. If the applicant intends to connect directly to the watermain on NYS Route 17M, then we recommend noting as such on the grading and utility plan.
5. The proposed structural curb is shown to have areas with a 30" drop over 18", this will likely be too steep for slope stabilization. Plans should address areas of structural curb with steep slopes.
6. The structural curb detail should include the timber guide rail as proposed.
7. Backflow prevention will need to be approved by the Orange County Department of Health prior to issuance of a building permit.
(Informational).
8. 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. We defer to John Canning for review and comment. Any approval should be conditioned upon whatever requirements NYSDOT may place on the applicant for its permit to make changes to the driveway. **(Repeat Comment)**
9. 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 and the results of other soil tests should be discussed in the SWPP Report. **(Repeat Comment)**
 - c. Appendix B of the SWPPP report under the WQv calculations for the Underground Infiltration (I-4) the RRv provided is identified to be 0 cf. We recommend revising the calculations to indicate the RRv provided by the practice.
 - d. Appendix G of the SWPPP contains a Stormwater Management Facility Easement and Maintenance Agreement. This should be reviewed by the Planning Board Attorney. We note that a map was included as Schedule A of the maintenance agreement. We defer to Attorney Cassidy as to whether a metes and bound description is also required.
 - e. Per Village Code §168-7(B) the Village of Monroe is authorized to require a bond for the operation and maintenance of all stormwater management and erosions control facilities. The Planning Board should consider if a maintenance bond should be required for this project. We note that the stormwater management facility maintenance agreement does not provide a maintenance bond unless there is a violation of the maintenance agreement.
10. Plans have been referred to Orange County Department of Planning under GML 239. The Orange County Department of Planning has determined that there will be no significant intermunicipal or countywide impacts from this project's approval. They have also provided several advisory comments summarized below:
- a. Environmental Constraints: The project is in an area known to contain habitat suitable for Northern Long-Eared Bats.
 - b. Traffic Impact Analysis: The project is likely to result in an increase in traffic during peak weekday hours. The project will also require an encroachment permit from the NYSDOT. The applicant and the Village should coordinate with the NYSDOT on the traffic impact analysis and on any necessary mitigation measures.
 - c. Stormwater Pollution Prevention Plan: Due to the area of disturbance exceeding 1 acre, preparation of a SWPPP will be required. Proposed tree removal and increase in impervious surfaces is likely to result in a significant increase in stormwater runoff on site. The applicant has proposed the use of Stormtech subsurface stormwater storage chambers which the County supports as the proposed stormwater management for the project site.
 - d. Wetland Survey: The project will impact approximately 1,645 square feet of land within the wetlands and the 100-foot wide buffer area. The applicant should conduct a wetland survey with a qualified wetland biologist and the wetland boundaries resulting from this survey should be provided on the plan.
 - e. Lighting: The applicant has proposed ten building-mounted light fixtures at 18 feet high. The lighting plan at construction should include the following measures:

fixtures located only where needed, with energy-efficient LED bulbs; fixtures that comply with International Dark Sky Association (IDA) guidelines for shielding; a lighting curfew that reduces lighting levels for areas that are not in use at a particular time; and lighting fixture height that is scaled to pedestrians and appropriately sized for the specific location.

- f. **Sewer Capacity**: The Village should ensure that capacity existing in the wastewater treatment system to adequately treat the proposed wastewater flows. A capacity audit, a statement from the Orange County Department of Public Works, or other similar assurances should be obtained before this project is allowed to proceed.

We believe that the applicant has adequately addressed all of the Orange County Department of Plannings comments.

11. Application is subject to Architectural Review. Applicant has previously provided renderings and material samples.
12. 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. **(Repeat Comment)**
13. A public hearing was opened and held on October 28, 2025 and extended until December 15, 2025 at which time the public hearing will be continued. **(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.

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November 21, 2024
Revised February 4, 2025
Revised June 9, 2025
Revised July 7, 2025
Revised September 8, 2025
Revised December 15, 2025

MEMO

TO: Village of Monroe, Planning Board
Applicant

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

FROM: Elizabeth K. Cassidy, Esq.

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

I have reviewed the latest submission of 573 Route 17M, LLC seeking site plan approval to authorize the demolition of the existing veterinary office and kennel and for the construction of a two-story 19,789 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 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
9-8-2025 – Response from OCPD dated July 15, 2025. Applicant to address the comments set forth in that letter.	
12-15-2025 – Applicant has provided response to OCPD comments as part of its response to comments.	

4. Application is subject to a public hearing.	For Information
5. I have reviewed the memorandum of David Higgins, dated December 12, 2025 and concur with the same	For Information
<p>6. <u>SEQR:</u></p> <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. Applicant to address yes answer in question 12a. Referral to SHPO is recommended. Applicant to address yes answer to question 13 a. Applicant to address yes answer to question 17.</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>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.</p>	Comment Satisfied.
<p>7. 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>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.</p> <p>Engineer Canning noted (Comment 4 and 10) the traffic differences between traditional office vs. medical office and that the presented traffic analysis</p>	Pending

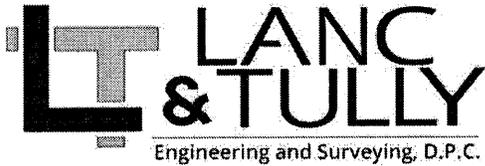
<p>accounts for traditional offices, not medical offices. This should be incorporated into any approval.</p> <p>9-8-2025 – Applicant consented to condition of traditional offices, no medical offices</p> <p>12-15-2025 – Per the email of John Canning, PE, of Kimley Horn, the applicant has submitted the proposed driveway to NYS DOT for approval. It appears from the comments that NYSDOT will not require a left turn lane from 17M. Any approval shall be specifically conditioned that if NYS DOT does not issue a permit for the driveway as shown on the approved site plan, the applicant will need to return for amended site plan approval.</p>	
<p>8. Wetlands/Stream. SEAF and site analysis identify presence of water courses both on and in the vicinity of the project site. Applicant to address impacts of the proposed project on said water courses. Hudson Valley Natural Resource Mapper indicates potential wetlands on site. Recommend a study confirming the location of wetlands. Presence of wetlands may require deductions pursuant to § 200-20.1</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>12-15-2025 – Proposed project will be contingent upon obtaining a wetland disturbance permit from NYS DEC. The location of the wetlands has been flagged and validated by the NYS DEC as of March 19, 2025.</p>	<i>Pending</i>
<p>9. 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>9-8-2025 – Applicant to address July 14, 2025 email of Chief Rich Lenahan, Monroe Joint Fire District.</p> <p>12-15-2025 – Applicant has removed the last parallel parking space to address the concerns of the Fire District with respect to turning radii. I recommend the area be striped.</p>	<i>Pending</i>
<p>10. 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-</p>	<i>Pending</i>

<p>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>	
<p>11. Architectural Review. Application is subject to Architectural Review pursuant to § 200-73 of the Village Code. See § 200-73©.</p> <p>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</p> <p>12-15-2025 – Applicant has provided material samples; Planning Board to evaluate.</p>	<p>Comment outstanding</p>
<p>12. 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>	<p>Comment Satisfied</p>
<p>13. Applicant to address waste removal and dumpster enclosure.</p> <p>6-9-2025 – Detail has been provided</p>	<p>Comment Satisfied</p>
<p>14. Applicant to address signage.</p> <p>6-9-2025 – Detail has been provided</p>	<p><i>Pending</i></p>
<p>15. 6-9-2025 – Stormwater maintenance agreement to be provided for review and approval prior to signing of the site plan.</p> <p>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:</p> <ul style="list-style-type: none"> • Applicant to provide a Schedule A to be reviewed and approved by Planning Board Attorney • Applicant to correct typo (loose “n”) in paragraph 9. <p>12-15-2025 – revised Stormwater Maintenance Agreement has been submitted. Metes and bounds to be added. Applicant to prepare TP-584 upon submission to Village Clerk. Planning Board to evaluate whether</p>	<p>Comment Satisfied.</p>

maintenance bond is to be required per 168-7(B). See paragraph 8 of Agreement. It remains subject to acceptance by the Village Board.	
<p>16. 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.</p> <p>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</p>	<i>Comment Satisfied.</i>
17. Cost estimates have been submitted. I defer to Engineer Higgins as to there appropriateness.	

Our office reserves the right to provide additional comments upon further submission by the applicant.

Recommended Action – Complete Public Hearing. Authorize Attorney to draft a negative declaration and approval resolution.



Village of Monroe Planning Board Review

Project: 105 Ramapo Street
Tax Lot No. 220-5-13
Reviewed by: David Higgins, P.E.
Date of Review: 12/12/2025
Materials Reviewed: Planning Board Application with Owner's Endorsement and Authorization to Inspect Property; short Environmental Assessment Form (EAF) dated November 3, 2025; Site Plan and Survey consisting of a single sheet entitled, "Survey of Property for Vincenzo Fini & Fiorella Fini", dated October 8, 2025, prepared by John A McGloin, PLS; and architectural plans consisting of 9 sheets entitled "Addition to the Fini Residence" prepared by Turner Architecture, PLLC, dated October 14, 2025

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

Project Description:

Project involves the construction of a 961 square foot addition onto an existing single family residence to serve as an accessory apartment. The existing single family residence is located on a 0.862± acre lot located in the Suburban Residential (SR-10) zoning district where accessory apartments are permitted subject to a Special Use from the Village Planning Board. Accessory apartments are also regulated under §210-49 of the Village Code.

We have the following comments on the plans provided:

1. The application has included a Land Use Determination Form however it appears that a determination is still forthcoming from the Building Department.
(Informational)
2. §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 a 31.6 foot side yard which is greater than the 15 feet required. The proposed addition will decrease this side yard to 22.4 feet which is still greater than the required side yard setback.)
(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.)
- 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 the land use determination form, the accessory apartment will be 961 square feet which is less than the 1,000 square foot maximum area required by the code and less than the 4,376 square foot area of the existing single family dwelling. The submitted floor plan proposes a single bedroom, a den, a living room, a kitchen, and a bathroom)* **(Informational)**
- 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. From the provided plans, it is unclear if the structure will meet this requirement. We recommend providing a plan showing the location all entrances existing and proposed.)*
- 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 plan should provide a calculation for habitable space to confirm compliance.)*

- 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 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.)*
3. 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.)*
 4. The Land Use Determination Form indicates that the existing lot has an area of 37,548.72 square feet. Per Village Code §200-24.1, this size of the lot would permit a maximum floor area ratio of 0.0900 which would permit a maximum gross floor area of 3379.38 square feet. The Land Use Determination Form indicates the floor area of the building to be 4,376 square feet. Any expansion will require an area variance from the Zoning Board of Appeals.
 5. Pursuant to Village Code §200-72(l)(1)(a) a location map should be provided showing the relation of the site to existing community facilities, public roads, adjacent parcels, as well as stream, drainage, and watercourses.
 6. Pursuant to Village Code §200-72(l)(1)(b) the following will need to be provided on or along with the site plan:
 - Existing school, zoning, and special district boundaries within 100 feet of the tract
 - Location of all driveways and off-street parking areas

- Existing and proposed landscaping
 - Existing and proposed contours with intervals of two feet.
 - Boundaries and identification of existing soil types as may be found in the Soil Survey of Orange County, New York.
 - A separate landscape plan showing both existing and proposed landscaping, retaining walls and tree plantings, including a note on the plan indicating that all approved landscaping will be maintained in perpetuity.
 - Parking calculations for the intended use pursuant to Village of Monroe Zoning Code.
 - A table of District Uses and Bulk Requirements for the property.
7. The plans should be signed and sealed by the licensed professional that prepared them.
 8. A short EAF has been submitted. Unless Attorney Cassidy advises otherwise, we believe this to be a type II action.
 9. In accordance with Village Code §200-72(E)(4) a public hearing is required.
 10. Due to the projects proximity to NYS Route 17M referral under GML-239m will be required.

Future submissions should include a written response addressing each comment. Our office shall continue with a review of the plans as more information is provided. If you have any questions please contact our office.

LAW OFFICE OF ELIZABETH K. CASSIDY, PLLC
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December 15, 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 105 Ramapo Street, Monroe, NY SBL 220-5-13

I have reviewed the application of Fiorella Fini for special permit to authorize a dwelling unit accessory to an existing single-family home located at 105 Ramapo Street, Monroe, NY pursuant to § 200-49. I offer the following comments:

Comment	Status
1. The Property is located in the SR-10 zoning district.	For Information
2. The proposed accessory apartment 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 NYS Route 17M. Page 8 of the application to be updated accordingly.	For Information
4. I have reviewed the memorandum of David Higgins, dated December 12, 2025 and concur with the same	For Information
5. A public hearing is required.	For Information

<p>6. Application is a Type II action pursuant to SEQ. 6 NYCRR 617.5(c)(11)</p>	<p>For Information</p>
<p>7. SEAF Comments:</p> <p>This is a Type II action so an Short Environmental Assessment Form is not necessary.</p>	<p>For Information</p>
<p>8. §200-49 requires that</p> <p>A. <u>“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.”</u> The site plan to be updated to include a zoning table. Per the bulk table: Lot area – 10,000 square feet (complies) Lot Width – 100 feet (complies) Front Setback – 30 feet (complies) Rear Setback – 35 feet (complies) Side yard setback – 15 feet (complies) Lot coverage (max) - 25% (compliance to be confirmed) Building Height (max) – 30 feet/2 stories (compliance to be confirmed)</p> <p>Applicant to demonstrate compliance with Floor Area Ratio as per § 200-24.1. It appears that a variance may be required.</p> <p>B. <u>“There shall be no more than one accessory apartment per existing single-family detached dwelling on a lot”</u>. (complies)</p> <p>C. <u>“Off-street parking spaces shall be provided for each dwelling unit in accordance with § 200-46.”</u> Parking to be confirmed by applicant; parking to be marked on the site plan.</p> <p>D. <u>“Proof that adequate water supply and sewage disposal facilities are available.”</u> The site is already served by existing sewer and water with a minimal increase as a</p>	

result of this project. Engineer Higgins to confirm adequacy of supply.

- 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.” The proposed addition is listed as a 961 square feet which complies with this provision. The existing house is listed as 2232 square feet on property records. Applicant’s architect to verify.
- F. “The owner of the property shall reside on the premises (either in the main portion of the house or in the accessory apartment).” This will be listed as a condition of approval.
- 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 proposed architectural floor plans comply with this requirement.
- H. The accessory apartment shall be designed so that the appearance of the building remains that of a single-family detached dwelling. Any new entrances shall be located on the side or in the rear of the building, and any additions shall not increase the habitable space of the original house by more than 800 square feet beyond its size on the

effective date of this section. Accessory apartments shall be clearly incidental and subordinate to the principal structure and shall not change the single-family residential character of the neighborhood. Applicant to provide a calculation of habitable space to determine compliance. If the proposed addition is in excess of the 800 habitable square feet, the Applicant to seek an area variance.

- 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.” – This provision is not applicable.
- 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.” The applicant has submitted a detailed floor plan prepared by Turner Architecture, PLLC
- 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 shall be a condition of 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 shall be a condition of approval.

<p>M. <u>Upon approval from the Planning Board, full compliance with Chapter 158, Rental Property, shall be completed prior to occupancy of the new accessory apartment.</u> This shall be a condition of approval.</p>	
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This memorandum is based upon a preliminary review of the application. Additional submissions may generate further comment.



Village of Monroe Planning Board Review

Project: 581 Route 17M
Tax Lot No. 220-5-16.312
Reviewed by: David Higgins
Date of Review: December 12, 2025

Materials Reviewed: Amended Site Plan titled “581 Route 17M”, as prepared by Weinberg-Lim Engineering. Revisions dates of plan sheets 1, 2, 4, 6, and 7 being November 10, 2025; Minor Subdivision Plat prepared by Weinberg-Lim Engineering last revised December 1, 2025; three comment response letters from Weinberg Lim Engineering dated November 24, 2025; Proposed building plans prepared by Hartman Design dated July 16, 2025; Declaration of Condominium prepared by Kunstlinger Law Firm LLC;

The following items are listed to assist you in completing your submission to the Planning Board. This is only a guide and other items may be listed at future meetings. Please complete all items and supply the Planning Board with revised plans fourteen days prior to the next regularly scheduled meeting. If you need further assistance please contact this office.

Project Description

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

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

We have the following comments on the plan:

1. The proposed dumpster enclosure is shown to be located 5 feet away from both the rear and side lot line. Village Code §200-34(H)(3)(h) prohibits locating dumpster enclosures within any required setbacks. Either the proposed dumpster location should be changed to be within the setbacks or a determination should be made as to whether this requirement is not applicable due to the location of the existing dumpster enclosure which is to be removed being within 5 feet from the property line. At the August 11th Planning Board meeting, Attorney Cassidy indicated they would request an interpretation from the Building Department regarding relocating an existing dumpster from a location within a required setback to another location within a required setback.
2. All existing non-compliant asphalt ramps shall be removed. The plans have been revised to remove the ADA accessible parking spaces and loading area along the side of the building nearest to NYS Route 17M. The existing asphalt ramp should be noted to be removed just as the other two existing asphalt ramps are.
3. The proposed area to be disturbed is 13,915 square feet(0.319 acres). Because the area of disturbance is less than 1 acre, filing is not required under the NYSDEC General Permit GP-0-25-001; and because the area of disturbance is less than 0.5 acres preparation of a SWPPP is not required in accordance with specifications in Article I and Article II of Village Code chapter 168. **(Informational)**
4. The plan shows maneuvering lane widths of 25.7 feet, 24.7 feet and 24.1 feet adjacent to perpendicular parking spaces. Village Code requires a minimum maneuvering lane width of 26 feet around perpendicular parking spaces regardless of directional flow [§200-45(E)]. We recommend shifting the group of 14 parking spaces shown in the front of the building as this would only decrease the 31 foot maneuvering lane and bring the 25.7 foot maneuvering lane into compliance. Of the group of three space located near the 24.1 foot wide maneuvering lane, we recommend moving the outermost one to the end of row of 7 spaces adjacent to the group of three and shifting the landscaping island to provide the minimum 26 feet. We recommend reducing or eliminating the three foot wide strip of grass shown opposite the 6 spaces along the West side of the proposed addition to provide a 26 foot wide maneuvering lane.
5. The plan shows 9 feet wide parallel parking along the rear of the proposed addition. Village Code requires parallel parking spaces to provide a minimum width of 10 feet [§200-45(C)].
6. The plans do not appear to propose any change in grade to the existing paved areas that are to remain. This would appear to create a low point in front of the proposed sidewalk

along the West side of the proposed addition. We recommend applicant address the drainage in this area.

7. Landscaping calculations have been shown on sheet 2 and demonstrate compliance with Village Code §200-45 J. At the August 11th Planning Board meeting, the Board discussed landscaping to which the design engineer indicated he would review the possibility of adding landscaping along the rear of the proposed building. Landscaping has been added along the rear of the proposed addition and the rear property line. The Planning Board should review the updated landscaping plan for adequacy.
8. The landscaping plan notes 30 panicum vigatum 'Northwind' (switch grass) plantings however the plans appear to graphically show 28 plantings. The landscaping plan should be revised for consistency.
9. A revised lighting plan has been submitted and shall be revised to comply with Village Code §200-34 A.(5). House-side shields or similar light-directing fixtures shall be modeled with lighting direction and foot-candle values provided.
Code §200-34 A.(5) is as follows:
 - a. Light sources, including bulbs and LED arrays, must not be visible from public rights-of-way or neighboring residential properties.
 - b. All outdoor lighting must be fully shielded to prevent any light from being emitted above the horizontal plane, with no more than 10% of the lamp's lumens allowed at or above an 80° angle.
 - c. LED lights must have a color temperature of 3,000 Kelvin or lower (This has been addressed.)
 - d. Light levels measured along any property line adjacent to a vacant or residential lot must not exceed 0.2 footcandles.
 - e. Individual lighting fixtures shall not emit more than 3,000 lumens.

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

10. Plans should include a porous pavers detail.
11. The project is subject to architectural review by the Planning Board. Renderings showing the general appearance of the proposed building addition were previously provided by the applicant. Board should consider the proposed building addition appearance and applicant shall provide colors and materials of construction. **(Repeat Comment)**

12. Submitted documents include plans for dividing the buildings into individual condominiums. Approval of condominium projects is subject to Chapter 175 of the Village Code (Subdivision of Land). I defer to the Board's legal counsel with regards to procedure for review and approval of the condominium plan, maintenance agreements, etc... The following comments are offered relative to the submitted Subdivision Plat:
 - a. Map should include the seal and signature of a licensed surveyor. **(Repeat Comment)**
 - b. Metes and bounds must be provided for the perimeter of common area. **(Repeat Comment)**
 - c. As the map will require filing in the Orange County Clerk's Office, it is recommended that the applicant submit the plan to the County for preliminary review and comment so that any required notes or other information needed may be shown. **(Repeat Comment)**
 - d. Hallway location shown on the Site Plan does not align with that shown on the interior layouts provided on the Minor Subdivision Plat. The door shown on the Subdivision Plat that is to be used for the corridor on the Site Plan opens directly into the wall between units S11 and S12. **(Repeat Comment)**
13. The Board adopted a resolution to declare Intent for Lead Agency on February 25, 2025. Board to consider SEQOR determination. **(Repeat Comment)**
14. During the August 11th Planning Board meeting, the applicant discussed making a formal request to the State Historic Preservation Office (SHPO); we are not in receipt of any letter from SHPO.
15. A public hearing is required. **(Repeat Comment)**

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.

November 21, 2024
Revised 1-9-2025
Revised 2-6-2025
Revised 5-6-2025
Revised 6-9-2025
Revised 7-7-2025
Revised 8-8-2025
Revised 12-15-2025

MEMO

TO: Village of Monroe, Planning Board
Applicant

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

FROM: Elizabeth K. Cassidy, Esq.

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

I have reviewed the application of Yoel Weisz/BSD Y&U Realty LLC seeking amended site plan approval to construct a 14,370 square foot 2 story office addition with unfinished basement storage attached to an existing 2 story office retail and further seeks subdivision approval to convert the property into commercial condominiums. New materials since our last comment memorandum is in bold.

I offer the following comments:

Comment	Status
1. Building Inspector Cocks issued a Land Use Determination dated February 7, 2024 that the proposed use is classified as an “Office” use as defined by the Village of Monroe Zoning Code.	For Information
2. Application is subject to site plan review subject to § 200-72.	For Information
3. Application is subject to GML 239 et seq. review due to its proximity to NYS Route 17M	For Information

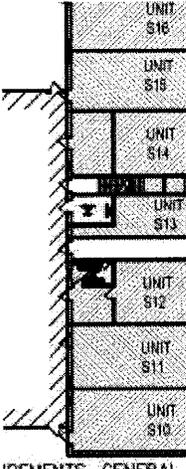
5-6-2025 – Local determination by letter dated February 27, 2025	
4. Application is subject to a public hearing.	For Information
5. I note the comments of Building Inspector Cocks, dated February 20, 2024 and the comments of Engineer David Higgins, dated February 12, 2024. I join in those comments.	For Information
6. Application materials to be updated and resubmitted to identify the property owner BSD Y&U Realty LLC as applicant. 2-6-2025 – repeat previous comment: 1-9-2025 – Although a revised application was submitted to reflect the subdivision, this comment has yet to be addressed. 5-6-2025 – Application still reflects Usher Weiss as applicant. In some areas the application has been updated using PDF software. Any revisions should be reflected by a new signature and notary of an individual with authority.	Comment Satisfied 6-9-2025
7. <u>SEQR</u> : Applicant submitted a short form environmental assessment form dated March 8, 2024. The proposed action is an unlisted action pursuant to SEQR. Interested and involved agencies include: NYS DOT (curb cut onto NYS Route 17M); NYS DEC (wetlands), SHPO Applicant to address no answer to question 9. Applicant to address yes answer in question 12a. Referral to SHPO is recommended. Applicant to address yes answer to question 13 a. 2-6-2025 – Revised EAF submitted. Engineer’s response to comment indicates “no items of historical significant value are located on the project site” but does not provide citation. Given the proximity to various know historically significant sites, referral to SHPO is recommended. No response was received in connection with question 13a. 2-25-2025 – Applicant has submitted a revised EAF. Although the applicant has provided a discussion of historical sites, referral to SHPO is recommended. Board has declared lead agency at its February 25, 2025 meeting. 8-8-2025 – Applicant indicates SHPO response to be provided under future submission. 12-15-2025 – Per letter dated December 10, 2025, SHPO indicated no adverse impact.	Comment Satisfied.

<p>8. Applicant to address parking and its request for fewer spaces than set forth in the code. Applicant to traffic impacts of the proposed action. Response to comment letter indicates 87 parking spaces while plan set indicates 96. Applicant to correct for consistency.</p> <p>1-9-2025 – Planning Board discussed reduced parking based upon the ITE calculations provided by Colliers Engineering. While the Board generally accepted the calculations as presented by Colliers pursuant to its authority found in § 200-46, applicant must update plans for consistency and provide appropriate landscaping (See comment 12). I note Engineer Higgins’ comments regarding parking in his most recent memorandum.</p> <p>2-6-2025 David Higgins to confirm plans have been made consistent I note the parallel spaces on the west side of the property appear to show only 4 spaces instead of the 5 noted.</p>	<p>Comment Satisfied</p>
<p>9. Applicant to correct bulk table (Lot Width, side yard setback)</p>	<p>Comment Satisfied</p>
<p>10. Wetlands/Stream. SEAF identify presence of water courses both on and in the vicinity of the project site. Applicant to address impacts of the proposed project on said water courses. Hudson Valley Natural Resource Mapper indicates potential wetlands on site. Recommend a study confirming the location of wetlands. Presence of wetlands may require deductions pursuant to § 200-20.1</p> <p>2-6-2025 – Response to comments indicates a study by EcolSciences, Inc. on December 19, 2024 shows no wetlands on site but that study is not found in the file. Applicant to submit the study.</p> <p>2-25-2025 – Study has been submitted.</p>	<p>Comment Satisfied</p>
<p>11. Site Maneuverability. Applicant has included turning radii for emergency vehicles. Engineer to evaluate. It appears the turning radii jump the curb in the southwest corner of the proposed addition.</p> <p>2-6-2025 – revised plans show revised turning movements. Engineer to evaluate for sufficiency.</p>	
<p>12. Lot coverage/landscaping. The initial plan does not identify any landscaping or trees anywhere on site. The applicant is referred to requirements of § 200-32 including but not limited to F(1) which requires trees to be planted around the perimeter of the parking area where there are more than five vehicles. Parking lots shall devote 10% of the total required parking area to landscaping. See 200-45(J). See also 200-44(J).</p>	

2-6-2025 – A landscaping plan has been submitted. Planning Board to evaluate.	
13. Architectural Review. Application is subject to Architectural Review pursuant to § 200-73 of the Village Code. See § 200-73(C). 2-6-2025 – Renderings of the addition have been provided. The applicant does not address any architectural changes to the front of the building. Planning Board to evaluate.	
14. Applicant to address any changes to signage. 2-6-2025 – applicant indicates no alteration to existing site signage. Any approval shall incorporate sign review for future alterations of signage.	Comment Satisfied
15. Applicant indicates a lighting plan and stormwater plan will be submitted. Such plans are not included in this submission. 2-6-2025 – Lighting Plan has been submitted. Dave Higgins to advise as to sufficiency	Remains Outstanding
16. The dumpster enclosure has been relocated to the northwest corner of the lot. The proposed dumpster enclosure is shown to be located 5 feet away from both the rear and side lot line. Village Code §200-34(H)(3)(h) prohibits locating dumpster enclosures within any required setbacks. Engineer Higgins recommended “Either the proposed dumpster location should be changed to be within the setbacks or a determination should be made as to whether this requirement is not applicable due to the location of the existing dumpster enclosure which is to be removed being within 5 feet from the property line.” The Building Department issued an interpretation dated August 16, 2025 indicated that a variance would be required.	

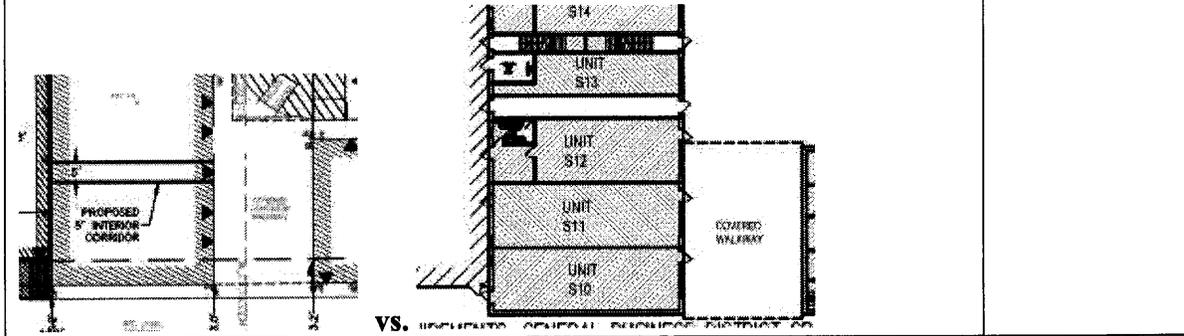
Subdivision Comments:	
17. Subdivision is governed by Chapter 175 of the Village Code which defines subdivision as “The division or any parcel of land or structure into two or more lots, blocks, sites or units , with or without streets or highways. Such divisions shall include resubdivision of parcels of land for which an approved plat has already been filed in the office of the County Clerk and which is entirely or partially undeveloped.”	For Information
18. The applicant is to submit a sketch plan in accordance with § 175-3. The required elements are identified in subsection “C.”	For Information

<p>19. The subdivision as proposed appears to be a major subdivision as defined by your code: “Any subdivision not classified as a minor subdivision, including, but not limited to, subdivision of five or more lots, or any size subdivision requiring any new street or extension of Village facilities.” The Planning Board should adopt a resolution to classify as a major subdivision and follow the procedure as set forth in § 175-6 of the Village Code.</p> <p>5-6-2025 – Building Inspector issued a determination that the project is to be classified as a minor subdivision. Planning Board is awaiting submission of a sketch plan.</p> <p>6-9-2025 – The applicant has submitted a proposed minor subdivision plat. Please refer to comments 22- 29 below.</p>	<p>Comment Satisfied.</p>
<p>20. Applicant to address the maintenance and management of common area elements such as the parking lot and provide a declaration setting forth the same.</p> <p>6-9-2025 – Applicant indicates that “maintenance and management of common areas will be unchanged from the current maintenance setup.” At present, the property is owned by one entity responsible for maintenance. Upon conversion to condominium, there will be several owners. The applicant to provide a declaration setting forth the responsibility of those owners and whether there will be an association to operate the common areas.</p> <p>8-8-2025 – Applicant has submitted a draft Declaration and By-Laws. Comments may be found below.</p>	<p>Pending</p>
<p>21. Condominiums are subject to the Martin Act. Applicant to obtain required approvals from the New York State Attorney General.</p> <p>8-8-2025 – Offering Plan was accepted by AG’s office on July 11, 2025. Applicant to provide written confirmation of the same. Subject to recording of declaration.</p> <p>12-15-2025 – Per applicant response to comments, revised offering plan matching the approved subdivision plan will be submitted to the AG’s office upon subdivision approval.</p>	<p>Pending</p>
<p>22. Applicant to address whether proposed conversion to condominiums will result in any building alterations not shown on the site plan.</p> <p>6-9-2025 – Applicant indicates that no interior construction is proposed.</p>	<p>Comment Satisfied.</p>
<p>23. The units and existing interior walls appear to be defined utilizing the same line style making it challenging to see where each individual unit is included. It appears that areas of the building including</p>	<p>Comment Satisfied.</p>

<p>potentially shared bathrooms are to be common areas. Applicant to clearly define interior and exterior common areas.</p> <p>8-8-2025 – lines have been made more clear.</p>	
<p>24. Condominium Plan and subdivision plat shows windows and doors where the proposed addition is to be constructed. Applicant to confirm that is the intent. Applicant to further address the treatment of interior staircases terminating at proposed addition.</p> <p>8-8-2025 – The comment regarding the stairs has been satisfied. The revised drawings continue to show unit exits into another unit verses entering into a common space.</p> <p>12-15-2025 – Response to comments indicate that plans have been revised to show unit exit doors to common areas. However, doors still appear to be entering into private unit. Applicant to confirm if that is the intent.</p> 	<p>Comment Satisfied.</p>
<p>25. 5' proposed interior corridor shown on the site plan is not carried over into the subdivision of units. Is such corridor to be a common area or part of a defined unit.</p> <p>8-8-2025 – Comment Addressed</p>	<p>Satisfied</p>
<p>26. Recommend that the orientation of condominium plan be oriented so that North arrows match to facilitate review and coordinate of condominium plan and site plan.</p>	<p>Comment Satisfied</p>
<p>27. Condominium floor plan appears to show portions of stairs within individual condominium areas. Is this an under-stair space or actual stairway?</p> <p>12-15-2025 – Plans have been revised to show stairs as common area.</p>	<p>Comment Satisfied</p>
<p>28. Condo Unit S13 has an area identified as both common space and as a commercial unit. Applicant to clarify designation.</p> <p>12-15-2025 – Plans have been revised.</p>	<p>Remains outstanding</p>

29. Applicant to add measurements to units S15 and S16 as well as clarify linework to make condo consistent with the rest of the plan set.	Remains outstanding
30. Unit N 20 to be added to subdivision plat.	Comment Satisfied
Declaration Comments	
1. Cover page to be updated to reflect correct address including the correct Village and Town.	Comment Satisfied
2. Page F-1, #4 – the description of 17 retail units and 2 office units does not match the floor plans which are 13 retail units and 4 office units. The description further describes 1 “land unit” which appears to be the area for the proposed 2 story office building addition. The land unit appears to be treated as a limited common element for Unit S 16 elsewhere in the document. Unit L or Land Unit is not listed as a unit in Exhibit “B”. Applicant to discuss the treatment of the proposed office addition once constructed under the condominium documents. Condominium documents and planning documents to be made consistent.	Remains Outstanding
12-15-2025 – While the units were corrected, the treatment of unit L remains unchanged. See Exhibit B.	
3. Page F-3 # 8(a) – Declaration references yard assigned to Unit S16 with reference to floor plans but no “yard” is shown on the floor plans. Applicant to clarify.	Remains outstanding
4. Page F-4 - # 10(3) – Declaration makes reference to treatment of unit if subdivided. Declaration shall be revised to reflect that subdivision is subject to further review by the Village of Monroe Planning Board.	Comment Satisfied.
5. Page F-5 # 15(a) – I note that the proposed floor plan requires potential access through various units. The declaration provides for an easement in that regard. While not necessarily a planning issue, I question the marketability of such approach.	Comment Satisfied
6. Page F-6, # 17, remove reference to resident Superintendent.	Comment Satisfied
7. Page G-5 – there appears to be a number issue. Applicant to confirm.	
8. Page G-5 (B)(i) – change “time or recording” to “time of recording”	Comment Satisfied
9. Page G-16, 5.2 – Further subdivision of units to be subject to Village of Monroe Planning Board review.	Comment Satisfied
10. Page G-20 – 5.6 – remove references to residents. This is a strictly commercial property. See also 5.7 (B), eliminate references indicating or implying residential occupancy; See also Page G-39, #7	Comment Satisfied
11. Page G-22, 5.11 City Collector to be amended to Receiver of Taxes.	Comment Satisfied
12. Revised floor plans have been submitted. However the unit designations have been removed and it difficult to identify whether requested changes have been made.	

13. Site plan and subdivision layout are different with respect to the five foot corridor.



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

VILLAGE OF MONROE
ZONING BOARD OF APPEALS
NOTICE OF DETERMINATION

Date of Meeting: October 14, 2025

Applicant: Stage Development LLC

Address of Subject Property: 330 Stage Road

S/B/L: 213-1-30

Zoning District: GB

Relief Requested: Interpretation that no variance is required for the loading area being less than 200 feet from a residential zone or in the alternative a variance to permit the loading dock to be within 200 feet of a residential district boundary.

DETERMINATION:

The Zoning Board of Appeals made a determination to uphold the prior determination of Building Inspector James Cock dated February 10, 2025 that the loading dock is a considered preexisting nonconforming and is permitted to remain and be used without meeting the 200 foot setback requirement.



Paul S. Baum
Chairman
Zoning Board of Appeals

11/10/25

Date

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: July 31, 2025

Subject: 330 Stage Road
Review of Proposed Daycare Tenant Response to Traffic Comments

Kimley-Horn Engineering and Landscape Architecture of New York, P.C. ("Kimley-Horn") has reviewed the Traffic Impact Study and Site Plans for the proposed development to be located at 330 Stage Road, Village of Monroe, New York (the "Project"):

- Response to Village Comments letter dated June 25, 2025, prepared by Creighton Manning.

Project Understanding

The existing property is a two-floor building, with one of the floors occupied by an appliance and furniture store and the bottom (lower level) is proposed as a day care facility. Forty (40) parking spaces are proposed, and access will be via the existing driveway on Stage Road. This is a Special Use Permit with an annual renewal.

Project Operations

The Applicant's traffic consultant's letter has detailed the proposed transportation operations of the proposed day care center (simultaneously with the current operation of the existing furniture store). In sum, the letter indicates that:

- The existing furniture store is open 6 days per week (Sunday through Friday) from 11:00 a.m. to 6:30 p.m. each day except Fridays (when the hours are 10:00 a.m. to 1:00 p.m.)
- Traffic activity at the furniture store occurs between 9:00 a.m. and 7:00 p.m., peaking between 10:00 a.m. and 5:00 p.m., with generally between 9 and 13 trips in or out per hour.
- Truck deliveries for the furniture store typically occur during the week between 9:00 a.m. and 6:00 p.m., with one delivery every three weeks. Trucks typically load in front of the appliance/furniture store.
- The daycare will operate Mondays through Fridays from about 9:30 a.m. to 5:00 p.m.
- The facility will have a maximum of 122 children and 26 teachers at full capacity.
- Children will generally be picked up and dropped off by bus daily. The exception being when a child has a doctor's/dentist appointment or needs to be picked up early due to illness, etc.
- Busing of children to and from the school is governed by New York Codes Rules and Regulations (NYCRR) Part 418-1.6.

- Up to six buses (30-seat capacity) will be necessary when the day-care is at maximum capacity.
- Children will typically range in age from 6 months to 3 years old, which requires staff to escort children on/off the bus and attend to them during transportation.
- The driver is not counted as part of the mandatory supervision ratio for children below the kindergarten level.
- An estimated 24 children could fit on the bus with space for 6 staff members equating to 4 buses.
- Staff will need to help load and unload the buses, which could take 5 to 10 minutes per bus.
- Since there is no "bell" like a school, bus arrivals will be staggered over the course of approximately 1 hour to avoid them arriving or departing simultaneously.
- Only one or two buses will load or unload at a time, without additional buses waiting in line.
- Staff riding the bus routes will be picked up and dropped off at the bus garage or at their homes (they will not drive to or from the school).
- Some staff will travel directly to the day care center to open the building and begin operations, and then drive home at the end of the day after tidying and locking up.
- Bus pick-up and drop-off times will be determined by the bus company but are expected to begin around 8:30 a.m. and conclude between 5:00 and 5:30 pm.
- Buses will drop-off/pick-up along the curb adjacent to the front door as required by State Regulations.
- When departing, the buses will use the U-turn circle.
- With its proposed use of busing, the daycare is projected to add 20 trips to the surrounding roads during the AM and PM peak hours – 10 bus trips and 10 cars trips.
- The number of trips projected will not be significant in comparison to the existing volumes on Route 17M (1,000 to 1,250 vehicles per hour AM or PM)
- Deliveries to the appliance/furniture store will continue to occur while the daycare is in operation.
- These deliveries will occur between the day care's morning drop-off and afternoon pick-up peak times, or after the pick-up peak time.
- Because of busing, parking at the site for both the day care and the furniture store will peak between 8:00 a.m. and 6:00 p.m. with as many as 10 vehicles parked (total) in the 40 proposed parking spaces.

As indicated above, because of busing (and because there will not be a fixed start or finish time to the day), operations at 330 Stage Road are not expected to generate traffic that would exceed the capacity of the site or adjacent intersections.

Conditions of Approval

The Applicant has offered the following conditions to include if the Applicant's Special Use Permit is approved:

- Maximum student capacity of 122 children;
- Staffing to follow NYS regulations;
- Busing, using smaller school buses, will be the primary mode of transportation, although incidental parent pick up/drop offs will be permitted;
- Furniture deliveries to occur outside the 60 minutes centered around the daycare arrival and dismissal periods;

- Between 6 and 9 months after opening, the Applicant will submit a traffic monitoring study to the Planning Board in preparation for Special Use Permit renewal documenting:
 - Student enrollment and staffing levels of an average day;
 - The number of trips generated (cars, buses, deliveries, etc.) to the site and the on-site parking levels;
 - Continued annual monitoring of operations up to 90% of full occupancy, with discontinuation of the monitoring condition thereafter (with any further monitoring handled through the office of code enforcement).

The Applicant also proffers, as a condition of approval, that changes to the facility's operations, specifically the use of parent drop off instead of busing, would be subject to the approval of the Planning Board and require the submission of a traffic study demonstrating that there would be no significant unmitigable impacts.

Findings and Recommendations

The Applicant has provided a detailed breakdown of how the facility is proposed to be operated. It was noted that the prospective tenant also operates the Simcha Tots Daycare on Myrtle Avenue in Brooklyn that uses busing for students. The proposed operations plan supports the Applicant's contention that the project, as proposed, does not generate traffic that would exceed the capacity of the site or adjacent intersections.

The Applicant has offered a series of voluntary measures that the prospective operator has agreed to abide by (most notably, the almost exclusive busing of children in smaller school buses, and prohibition of appliance/furniture store loading from occurring during the peak arrival and dismissal hours). It is noted that Kimley-Horn is unaware of any commitment on the part of the appliance/furniture store to abide by this condition.

This is a Special Use Permit which requires annual renewal and the Applicant has volunteered to submit an annual monitoring report (up until enrollment reached 90% of capacity) as part of the Special Use Permit Renewal process. Kimley-Horn finds this arrangement to be reasonable, so long as the following potential concerns are satisfied:

- The Applicant and prospective operator acknowledge that significant non-compliance with the above-volunteered conditions, which cannot be rectified by the operator within a reasonable time of notification, could result in the denial of the Special Use Permit renewal;
- The Applicant provide a suitable commitment from the appliance/furniture store operator that it will direct all deliveries and removals (including trash, and also trash removal for the daycare facility) to take place outside of the peak arrival and dismissal times;
- That the potential changes in traffic or parking associated with any change of use of the appliance/furniture store space in the building will be evaluated in the subsequent annual Special Use Permit renewal for the day care operator and that any significant safety concerns identified, which cannot immediately be rectified by the operators of the property, could result in the denial of the Special Use Permit renewal.

If you have any questions, Kimley-Horn would be happy to provide further clarification.

Chapter 200. Zoning

Article XII. Special Use Permit Procedures and Regulations

§ 200-48.2. Required findings for special permits.

[Added 6-13-2017 by L.L. No. 5-2017]

The Planning Board may approve the special use permit application, provided that it finds that all of the following conditions and standards have been met:

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

§ 200-51. Motor vehicle/car wash regulations.

The purpose of this section is to permit automotive- and vehicle-oriented uses, including appropriate associated uses, in a manner consistent with reasonable standards, innovative site layouts and architecture and in a way that will not adversely affect the neighborhood or nearby area.

- A. Definitions; special use permits.

[Added 6-13-2017 by L.L. No. 5-2017^[2]]

- (1) Definitions. As used in this section, the following terms shall have the meaning indicated:

CAR WASH

A facility for washing standard passenger vehicles. Such facility may include related services, including vending machines, pet wash facilities and vacuum and carpet-shampooing kiosks.

March 11, 2024
Revised May 9, 2024
Revised 7-8-2024
Revised 9-9-2024
Revised 10-7-2024
Revised 11-26-2024
Revised 1-9-2025
Revised 2-6-2025
Revised 3-10-2025
Revised 4-1-2025
Revised May 6, 2025
Revised December 15, 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
330 Stage Road (213-1-30, 32.1)

This application seeks site plan and special use permit to allow for retail and daycare use at 330 Stage Road. In December 2024, the applicant revised the proposed use from retail/auto shop to retail/daycare. Comments regarding the autobody were removed from my running comments. The applicant has made a new submission consisting of the following:

1. Notice of Determination of the Zoning Board of Appeals, October 14, 2025
2. Site Plan, prepared by David Niemotko Architects, last revised December 1, 2025, consisting of 7 sheets.

. New material can be found in bold. I offer the following comments:

Comment	Status
1. I note the memorandums of David Higgins.	For Information

<p>2. The project site is located in the GB zoning district.</p>	<p>For Information</p>
<p>3. The application is subject to 239 Review due to its location in relation to Route 17M and the Heritage Trail.</p> <p>2-10-2025 – GML returned, local determination.</p>	<p>239 review returned. Applicant to address OCDP comments including traffic analysis.</p>
<p>4. The current iteration of the project, namely a day care facility and retail use is a special permit use requiring a public hearing. The project must meet the standards as set forth in § 200-58 as well as the general special use permit requirements found in § 200-72</p>	<p>For Information</p>
<p>5. Project requires consolidation of tax lots 213-1-30, 213-1-32.1 and 213-1-51. Shall be made a condition of approval.</p>	<p>For Information</p>
<p>6. SEQR: Applicant submitted a revised long for EAF dated December 26, 2024. Given the change, recirculating the EAF to interested and involved agencies is recommended.</p> <p>2-6-2025 – an amended notice of intent was circulated on January 28, 2025</p>	<p>EAF complete</p> <p>Planning Board declared intent to be lead agency and circulated a revised FEAF on 10-22-2024</p> <p>Flood mitigation to be addressed to satisfaction of Village Engineer.</p>
<p>7. Applicant to address loading.</p> <p>The revised plan appears to eliminate the existing loading bay door. The applicant to address loading for the furniture store and its potential impact on site circulation. Per 200-44 (I) loading spaces are to be located more than 200 feet from residential district boundary.</p> <p>2-6-2025 – The revised traffic flows do not address loading by the retail store.</p> <p>3-10-2025 I refer the applicant to the memorandum of Kimley Horn dated February 21, 2025. I note that the revised submission still does not address the loading for the furniture store and how that will relate to the bus traffic into and over the site.</p>	

4-1-2025 Applicant has submitted a turning diagram for a truck which appears to stop in the middle of the parking lot and does not lead to any identified entrance and requires the truck to block the designated handicapped parking.

5-6-2025 – By email dated April 24, 2025, the Building Inspector has indicated that the proposed loading area is not a pre-existing non-conformity and must comply with the spacing requirements of 200-44. The applicant will likely need to apply to the ZBA for a variance.

12-15-2025 – By decision and order dated October 14, 2025, the ZBA issued an interpretation upholding the February 10, 2025 determination of Jim Cocks that the loading area (unidentified) was pre-existed and did not need to comply with the 200-foot setback from residential zones. The ZBA did not issue any approval but rather treated the matter as an interpretation and as a Type II action. Contrary to the cover letter of David Neimatko, the ZBA did not approve a specific location for the loading area or grant a variance. Neither the determination of Jim Cocks or the determination of the ZBA constitute a determination (1) that the use of the loading zone as proposed does not create an adverse impact on traffic both on or off site for purposes of SEQR or (2) that the proposed traffic patterns for both proposed uses on site meet the conditions for granting a special permit pursuant to § 200-48.2 and § 200-58.

Specifically, I note, the site plan provides no notation of a loading zone and the turning diagrams for the delivery trucks further fail to identify where the truck will actually stop and unload. The applicant’s consultants are in conflict as to the location of the loading zone. Creighton Manning, in its correspondence of June 25, 2025, identified a potential unloading in front of the building which is now listed as “no parking” while the correspondence of David Niemotko Architects dated April 28, 2025 indicates, *The trucking loading area is proposed along the northerly edge of the parking lot by the existing retaining wall. The building department’s memo regarding the loading area for the building has been included in this submission along with the email string identifying the specific condition. We acknowledge that a truck would need to*

<p><i>temporarily back/pull into the front parking area to maneuver into the loading area or exit the site. The northerly edge of the parking lot is currently parking as per the applicant's own existing conditions plan so this is not a pre-existing loading zone. Screenshots of the two plans are found below.</i></p> <p>The applicant acknowledges that loading will block the use of some on-site parking. Engineer Higgin's comment as to required fire lanes and comments from the Monroe Joint Fire District remains unaddressed.</p>	
<p>8. Parking and loading areas to be screened from adjoining lots. See § 200-44 (J). Parking lots to be landscaped pursuant to § 200-45.J.</p> <p>12-15-2025 – landscaping plan to be evaluated by the Planning Board.</p>	
<p>9. Project is subject to Architectural Review</p> <p>3-10-2025 – Applicant submitted renderings together with proposed samples depicted on rendering. Physical samples to be provided. I note that the renderings identify various elements that are not depicted on the site plan including playground equipment. Discussion was held regarding closure of the southerly stairs as they are stairs to “nowhere”. Renderings further show none of the sidewalks identified on the site plan as serving the daycare. Fence on rendering and site plan detail to be made consistent.</p> <p>4-1-2025 – comments as to inconsistencies between renderings and site plan remain outstanding.</p> <p>5-6-2025 – revised renderings have been submitted. Request to conform fence detail to rendering remains outstanding.</p> <p>12-15-2025 – Comment remains outstanding</p>	
<p>10. Planning Board to evaluate thresholds in the event of a change in use that would trigger amended site plan review.</p>	
<p>11. The prior application relied on flood barriers and floodplain mitigation. Applicant's Engineer advises by letter dated, January 8, 2024, that the “applicant no longer wishes to have</p>	

<p>the barriers installed and is pursuing modifications to the building only to flood proof the building.”</p> <p>Applicant to address impacts of improvements including proposed turn around, dumpster enclosure and playground to be located within the flood zone.</p> <p>2-6-2025 – At the January 13, 2025, worksession, the applicant’s architect indicated that the applicant intended to “flood proof” the building by raising window sills, removing doors and parging the building on the south side of the building. Engineer Higgins/Building Inspector to advise on the acceptability of such plan.</p>	
<p>12. Traffic – The applicant has been asked to provide a traffic analysis as recommended by the Orange County Department of Planning. The applicant may wish to consider developing a scope for such study for confirmation by the Village’s Traffic Engineer prior to undertaking such work.</p> <p>As noted by Engineer Higgins, Applicant to address the timing and number of bus trips so that a traffic study can appropriately evaluate the impact particularly at the Stage Road and Route 17M traffic light.</p> <p>2-6-2025 Applicant has submitted a Trip Generation Assessment prepared by Creighton Manning dated January 30, 2025. Assessment to be referred to Kimley Horn for review and comment. I note that the plan relies on bussing of both student and staff to mitigate traffic impacts. Any such mitigations, if accepted by the Board, it should be put into approval resolutions.</p> <p>3-10-2025 – See memorandum of Kimley Horn dated 2-21-2025</p> <p>4-1-2025 – Applicant has submitted a response to comments prepared by Creighton Manning, dated March 17, 2025. I defer to John Canning as to the sufficiency of the response. Applicant continues to rely on bussing of the entire pre-school population but does not cite other similar facilities.</p>	
<p>13. Site Maneuverability – The applicant shows turning radii for a NCHRP 659, Mini-Bus. It is noted that the proposed flow shows travel on the opposite side of the lane from what is</p>	

<p>typically driven in the United States and does not demonstrate how buses would drop off children. The movement also does not account for buses coming south on Stage Road or for truck vehicles used in connection with the furniture retail store.</p> <p>2-6-2025 – Site Maneuvering diagrams have been modified. No diagrams are provided for truck movements related to retail use. I defer to Kimley Horn as to suitability.</p> <p>3-10-2025 – comment remains outstanding</p> <p>4-1-2025 – revised turning diagrams have been submitted. I defer to Engineer Canning as to its sufficiency.</p> <p>12-15-2025 – Board to evaluate whether the site can safely accommodate bus traffic and the loading requirements of the retail use.</p>	
<p>14. Planning Board to evaluate the adequacy of proposed landscaping.</p>	<p>For Information</p>
<p>15. Limit of disturbance excludes playground area.</p> <p>2-6-2025 – Revised plans continue to exclude playground from limit of disturbance. See Sheet C-2.</p> <p>4-1-2025 – Applicant to address whether playground equipment will be installed as per rendering and the need to disturb the area.</p> <p>5-6-2025 – Applicant has removed playground from rendering.</p>	<p>Comment Satisfied</p>
<p>16. Parking – I note Engineer’s comment re parking calculation (Comment # 5) and repeat the same.</p> <p>2-6-2025 – Applicant has provided an ITE calculation for day care. I defer to Engineer Canning as to its acceptability.</p>	

These comments reflect an initial review. Our office reserves the right to provide additional comments upon receipt of further submissions.

APPENDIX

Diagram as shown on site plan:

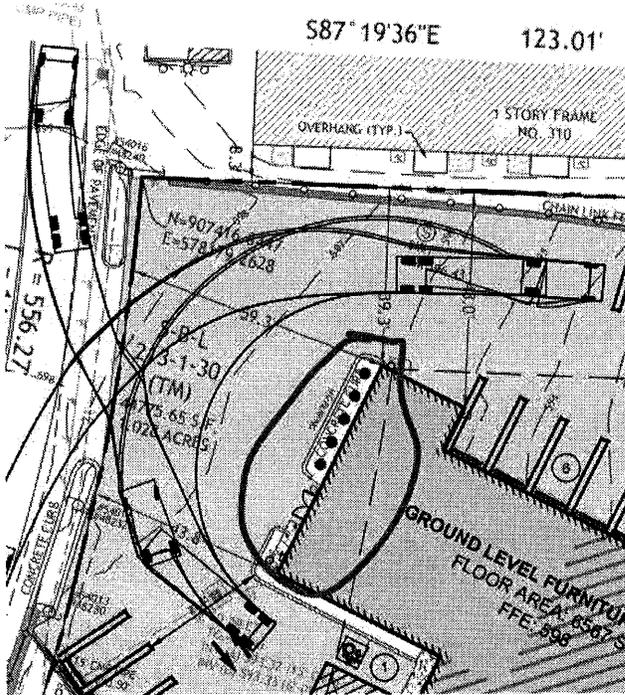
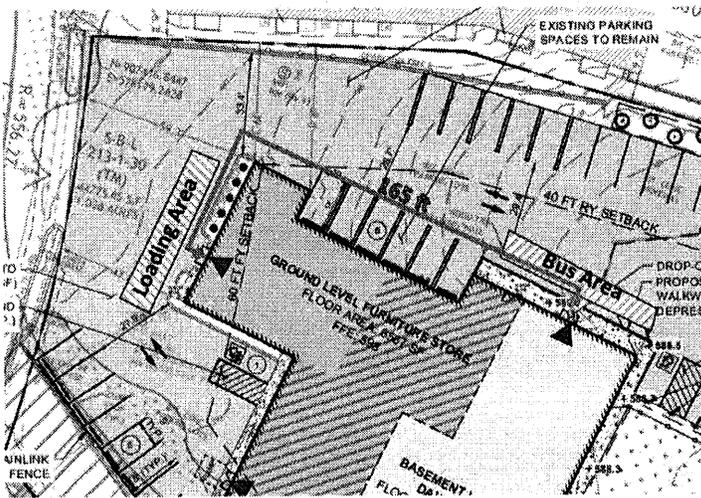
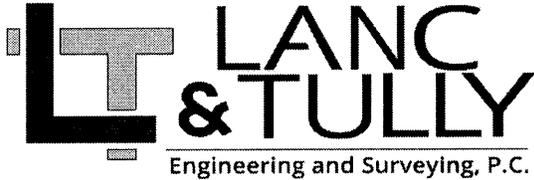


Diagram as shown on memorandum of Creighton Manning dated June 25, 2025





Village of Monroe Planning Board Review

Project:	330 Stage Road
Tax Lot No.	213-1-30, 213-1-32.1 & 220-4-1
Reviewed by:	David Higgins, P.E.
Date of Review:	December 12, 2025
Materials Reviewed:	Cover letter dated December 1, 2025 and Site Plan consisting of Sheets 1 through 7 of 7 sheets dated January 24, 2024, last revised December 1, 2025, all as prepared by David Niemoćko Architect; Notice of Determination by the Village of Monroe Zoning Board of Appeals dated November 10, 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:

The project involves the merging of two lots and a change in use of the existing one story mixed-use commercial building located at the intersection of NYS Route 17M and Stage Road. Plans previously submitted proposed variations of uses including the use of the building for a furniture store, retail, fitness gym and autobody repair. The applicant is now seeking to divide the existing building into two uses with the upper floor being wholesale retail furniture store, and the lower level being used for a daycare.

We have the following comments on the plans provided:

1. The Land Use Determination indicates that the proposed Day Care use is permitted in the GB District and subject to a Special Use Permit following §200-58. The Day Care minimum lot size is 20,000 sq.ft. and the retail minimum lot size is also 20,000 sq.ft., meaning the combined minimum lot area is 40,000. The existing lot is 45,398 sq.ft. and is compliant. The applicant is proposed to combine two lots to create a single parcel with an area of 6.089 acres. **(Informational)**
2. As noted in the MHE letter dated January 8, 2025 and the memo from Building Inspector Cocks dated January 9, 2025, the applicant no longer wishes to have the barriers installed

- in the floodplain and there is no proposed grade changes within the floodplain. The applicant is proposing to flood proof the building and install fencing around the playground area which will require a flood permit but will be handled with the Building Department under the permitting process. **(Informational)**
3. The applicant has indicated in their cover letter that they have addressed all the comments of the Village's traffic consultant and incorporated them into the site plan. We defer to the Village's traffic consultant for review and confirmation.
 4. Project proposes the consolidation of Tax Lots 213-1-30, 213-1-32.1 and 213-1-51 into a single lot. Consolidation of the lots shall be a condition of any Site Plan approval to be issued by the Planning Board. **(Repeat Comment)**
 5. Per §200-44.J, parking lots and loading spaces shall be screened visually from adjoining properties. The plan has been revised to provide for three additional trees along the northern property line to provide screening between the parking area and the residential use on the north side of the property. In that area, a total of ten (10) white cedar trees are proposed. The mature size of white cedar trees is generally 10 to 15 foot diameter and 40 to 60 feet tall. The screening along the north property line should be reviewed by the Planning Board for adequacy. **(Repeat Comment)**
 6. A landscaping plan has been provided consisting of 38 boxwood shrubs, 13 white cedar trees and 6 dogwood trees. Planning Board should review the plan for adequacy. (repeat comment)
 7. The luminaire schedule indicates that the ALDS4TYAB will have a mounting height of 15 feet and 18 feet. The plans should note which fixtures are mounted at 15 feet and which fixtures are mounted at 18 feet.
 8. The lighting plan proposes two wall mounted ALED18Y/PC the lighting specifications shown on the plans shows a pole mounted configuration. The applicant should advise and the plans should note if this fixture allows wall mounting.
 9. The design consultant's previous comment response letter indicates that the loading area for the furniture store will be along the existing retaining wall on the northerly edge of the parking lot. The submitted Site Plan does not depict the loading area. Plans should provide a designated area for loading and unloading that complies with Village Code §200-45(D) which requires loading spaces to be located more than 200 feet from residential district boundaries. Based upon the nature of the Notice of Determination by the Zoning Board of Appeals dated 11/10/2025, it is unclear as to whether the determination allows the owner to relocate the loading area.
 10. Per Village Code §200-34(D) All nonresidential uses shall provide a fire lane to allow for access by emergency vehicles at all times. Plans are subject to review by fire chief for approval of fire lane. If applicant determines a fire lane is not feasible, the plans shall still be submitted to the fire chief along for review along with written materials detailing why such a fire lane cannot be provided. The previously submitted cover letter indicates that the plans have been submitted to Monroe Joint Fire District for review, we recommend the applicant provide correspondence with any comments. **(Repeat Comment)**
 11. The Orange County Department of Planning has completed their review under GML 239 and has recommended the project as a local determination. **(Informational)**

12. Project is subject to Architectural Review Board review and approval.
13. The submitted EAF form indicates the presence of potential endangered species habitat (Northern Long-Eared Bat) as well as archeological sites. A letter dated October 16, 2024 was received from NYS Parks, Recreation and Historic Preservation indicating that in their opinion no properties including archeological and/or historic resources listed in or eligible for the New York State and National Register of Historic Places will be impacted by the project. The letter states that it does not address potential environmental impacts. It appears that all site improvements are located in existing paved or gravel areas.
(Informational)
14. A public hearing will be required in accordance with § 200-72.E(4). **(repeat comment)**

Responses to the above comments should be provided in writing by the applicant's design professional(s). Our office will continue review of submitted materials as they are received. If you have any questions, please contact our office.