

VILLAGE OF MONROE
Public Hearing and Regular Meeting
January 27, 2026

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

Absent: Members Umberto, Allen, and Karlich

Pledge of Allegiance.

On a motion made by Member Iannucci and seconded by Member Kelly it was resolved to:

Open the Regular Meeting

Aye: 4 Nay: 0 Absent: 3

On a motion made by Member Kelly and seconded by Member Iannucci it was resolved to:

Exit the Regular Meeting and Open the Public Hearing for 105 Ramapo Street.

Aye: 4 Nay: 0 Absent: 3

Site Plan Review – Proposed Accessory Apartment

105 Ramapo Street – (220-5-13)

Proposed 961 SF addition for apartment

Present representing the applicant: Sandy Fini, Daughter of Applicant

The Planning Board Secretary confirmed receipt of proof of mailing and publication and read the public notice into the record and confirmed that no written comments were received. There was no one from the public in attendance.

On a motion made by Member Kelly and seconded by Member Iannucci it was resolved to:

Close the Public Hearing

Aye: 4 Nay: 0 Absent: 3

On a motion made by Member Kelly and seconded by Member Iannucci it was resolved to:

Re-enter the Regular Hearing

Aye: 4 Nay: 0 Absent: 3

Site Plan Review – Proposed Accessory Apartment

105 Ramapo Street – (220-5-13)

Proposed 961 SF addition for apartment

Present representing the applicant: Sandy Fini, Daughter of Applicant

Engineer Higgins stated that his review memo (attached) was mostly informational or conditional. He noted that regarding comment 4 there is enough room in the driveway and the plan is acceptable as submitted. Attorney Cassidy is generally happy with the plans and read the resolution and special permit

into the record (both attached). She clarified with the applicant that a covenant will need to be filed but they do not have to comply with the rental laws until they rent to a 3rd party.

On a motion made by Member Iannucci and seconded by Member Kelly it was resolved to:

Approve the Resolution and Special Permit as read

Aye: 4 Nay: 0 Absent: 3

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

Engineer Higgins noted that he had no new concerns since the last meeting. Mr. Morgante said that sufficient information was provided and most of the outstanding comments are ministerial and if they had a Negative Declaration they could pursue the permit with the DEC. He added that they are resubmitting again to the DOT and will continue with outside agencies and make revisions and resubmit. The next set of plans will be updated accordingly. Regarding the Negative Declaration (attached) Attorney Cassidy will add language regarding a SPDES permit. She also asked Mr. Morgante to clarify the anticipated water usage. He replied that they submitted an anticipated 800 gallons per day to the Orange County Department of Environmental Facilities, this is based on 53 employees at 15 gal per person per day. Attorney Cassidy said that the Village code has a target of 1:1 replacement for trees cleared and we don't have a specific plan identifying the number of trees. Mr. Morgante said appx 20 trees were cleared and 8 trees and various other shrubs and other landscaping being planted. She said that the board could authorize the plan. Chairman Boucher asked if the trees cleared were on the plans and per Mr. Morgante they are not but it could be added. Chairman Boucher asked for this to be included and asked if there was a list of trees to replace what was cleared. There is a landscaping plan but some of the trees may be misclassified on it. Mr. Morgante said that they are currently permitted for 800 gallons of water per day and that is what they are asking for going forward. Attorney Cassidy also said that the DOT has requested a consolidated driveway onto Route 17M, however, the neighboring property owner is not willing to consolidate. She added that there is a reduction of driveways from 3 to 2 with this plan. Parking was discussed and deemed to be adequate. Attorney Cassidy asked if the board was OK with the landscape plan. Mr. Morgante said that there is not much room on the site for additional trees but agreed to do a tree survey as a condition of final approval so the board will feel comfortable going forward and depending on what the survey shows more landscaping can be added if necessary. Mr. Morgante also suggested putting an orange construction fence up along the border. Chairman Boucher asked about the lighting plans and Mr. Morgante answered the lighting was well shielded but would have no problem with a note on the plan about the potential need for lighting to be modified in necessary. Member Iannucci asked if taking down 20 trees and only planting 8 new ones seemed like a large difference. Attorney Cassidy said this is on a case by case basis and sometimes it is not appropriate for a 1:1 ratio. Mr. Morgante said the 20 number is an estimate and we will know more once the tree survey is done and he will work with the board to make a decision based on accurate information. Attorney Cassidy summarized the changes she was making to the Negative Declaration.

On a motion made by Member Iannucci and seconded by Member Kelly it was resolved to:

Approve the Negative Declaration as modified by the Board's discussion for 573 Route 17M

Aye: 4 Nay: 0 Absent: 3

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

Mr. Weinberg asked for a Negative Declaration and also wanted to know if the Board required actual material samples. Chairman Boucher replied that we will need samples including serial numbers and color palette of all building materials prior to the signing of the plans. Engineer Higgins noted that nothing new was received since the last meeting so a new review was not done. Mr. Weinberg agreed that they are working on making all the necessary changes and there is nothing new to discuss. The one thing that is up in the air is the variance they will have to go to the ZBA for. Attorney Cassidy asked about water usage for the addition. Mr. Weinberg only knows the square footage and not the number of employees but he guesstimated at 1,120 gallons per day based on the information he has. Attonrey Cassidy asked that if the number were to change that the applicant let her know and verify the number of employees so that we could revise SEQRA. 1,120 gallons equates to 93 employees which is probably more than enough. Mr. Weinberg asked how he should go about getting the architectural samples to the Board and Chairman Boucher said that the applicant could just bring them with him to the Public Hearing. Attorney Cassidy went over the changes to the Negative Declaration (attached). Mr. Weinberg asked how the County is notified about the water usage and Attorney Cassidy replied that the applicant will have to make the application. She also noted that due to the subdivision rules, we are making a determination without the public and if someone brings a legitimate issue forward we reserve the right to re-open SEQRA. Chairman Boucher confirmed that the applicant will go to the ZBA to get a variance for the dumpster location.

On a motion made by Member Hafenecker and seconded by Member Iannucci it was resolved to:

Approve the Negative Declaration for 581 Route 17M as discussed

Aye: 4 Nay: 0 Absent: 3

On a motion made by Member Hafenecker and seconded by Member Kelly it was resolved to:

Refer the applicant to the ZBA for the area variance for the dumpster

Aye: 4 Nay: 0 Absent: 3

On a motion made by Member Kelly and seconded by Member Hafenecker it was resolved to:

Schedule the public hearing for 581 Route 17M on February 24, 2026

Aye: 4 Nay: 0 Absent: 3

Mr. Weinberg confirmed that he would not have to come to the February 9th workshop. The procedure for the mailings required for the public hearing was discussed. The Planning Board Secretary noted that she would publish the notice in the Newspaper and would forward the list of neighboring addresses to Mr. Weinberg for certified mailings.

In Memoriam

It was with great sadness that Chairman Boucher announced the passing of Planning Board Member Joseph Umberto. The Village Board remembered Member Umberto and expressed their thanks to him for his years long dedication to the Village of Monroe.

Miscellaneous

Chairman Boucher notified the Board that Member Allen will be stepping down since he is moving and will not be residing in the Village. He noted that he mentioned to Mayor Dwyer that we will need to find someone to fill the vacancy.

Minutes

On a motion made by Member Kelly and seconded by Member Hafenecker it was resolved to:
Approve the minutes from 10/28/25

Aye: 4 Nay: 0 Absent: 3

On a motion made by Member Kelly and seconded by Member Hafenecker it was resolved to:
Approve the minutes from 11/10/25 as amended

Aye: 4 Nay: 0 Absent: 3

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

Aye: 4 Nay: 0 Absent: 3

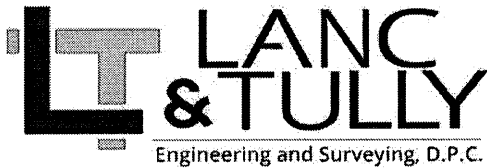
On a motion made by Member Hafenecker and seconded by Member Kelly it was resolved to:
Approve the minutes from 12/15/25

Aye: 4 Nay: 0 Absent: 3

Adjournment

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

Aye: 4 Nay: 0 Absent: 3



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:	1/9/2026
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 consisting of a single sheet entitled, "Site Plan for Vincenzo Fini & Fiorella Fini", dated December 29, 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 24, 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 Land Use Determination from the Building Department previously indicated that the proposed accessory apartment could not be approved as submitted due to the fact that the proposal exceeds the maximum permitted Floor Area Ratio (FAR) and increases an existing non-conformity. The applicant has provided an updated determination from the Building Department finding that the existing unfinished basement is not to be included as habitable space for the FAR calculation and that the existing residence and the proposed accessory apartment will comply with the maximum FAR. **(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**. (Plans have been revised to depict a single parking space. See comment 4 below.)
 - 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 meets the Code requirements. 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 property owner has advised that the proposed addition is for a family member serving as a live in caretaker which would meet this requirement.)* **(Informational)**
 - G. Each dwelling unit in the structure shall contain its own separate and private bathroom and kitchen wholly within each dwelling unit. The structure in which the accessory apartment is located shall have only one front entrance and only one entrance from any other façade of the structure. An entrance leading to a foyer with entrances leading from the foyer to the two dwelling units will be acceptable. *(The plan indicates a proposed egress door on the rear side of the building and one main entrance on the front face which appears to meet these requirements.)* **(Informational)**
 - H. The accessory apartment shall be designed so that the appearance of the building remains that of a single-family detached dwelling. Any new entrances

shall be located on the side or in the rear of the building, and any additions shall not increase the habitable space of the original house by more than 800 square feet beyond its size on the effective date of this section. Accessory apartments shall be clearly incidental and subordinate to the principal structure and shall not change the single-family residential character of the neighborhood. *(The architectural plans provide a calculation for habitable space indicating the proposed accessory apartment will increase the habitable space by 743 SF which meets these requirements.)* **(Informational)**

- I. If the accessory apartment is located above a garage, an air-to-air heat exchanger and a carbon monoxide detector shall be installed to reduce the risk of carbon monoxide poisoning. In the event the apartment is proposed for an accessory structure, the apartment must be wholly contained in the existing structure. Such structure shall have a dedicated water line and sewer line that are separate from the primary residence. *(The proposed apartment is 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 site plan shows an existing two car garage and a single parking space for the proposed accessory apartment. It should be noted that a parking rate is not specifically listed in the code for single family dwellings nor for accessory apartments. In cases where parking rates are not specifically listed in the code, the parking generation rate is to be determined by the Planning Board [§200-46(A)]. In our opinion, a rate of two parking spaces for the existing single family residence and an additional parking space for the proposed accessory apartment should be sufficient. However, the Code also requires that all parking areas and driveways be designed in such a manner that vehicles can safely turn around and enter the street front first [§200-44(L)]. We note that the addition of a third vehicle will impede compliance with this requirement. We recommend the applicant consider expansion

of the driveway to provide adequate maneuvering space. Any proposed expansion should take into consideration §200-44(M) which limits the driveway width to a maximum of 20 feet within the required front yard.

5. A Short EAF has been submitted. Unless Attorney Cassidy advises otherwise, we believe this to be a Type II action.
6. In accordance with Village Code §200-72(E)(4), a public hearing is required.
7. 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.

VILLAGE OF MONROE
PLANNING BOARD
RESOLUTION TO APPROVE THE APPLICATION OF FIORELLA FINI FOR AMENDED
SITE PLAN AND SPECIAL USE PERMIT APPROVAL
SBL 220-5-13

WHEREAS, the Village of Monroe Planning Board is considering action on a proposed amended site plan/special use permit application by Fiorella Fini to authorize construction of an accessory apartment to an existing single-family home located at 105 Ramapo Street, Village of Monroe; and

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

1. Application, dated November 8, 2025
2. Site Plan prepared by John McGloin, PLS, dated December 29, 2025
3. Letter from Bryan Berberena, Assistant Building Inspector, dated December 19, 2025 re interpretation as to Floor Area Ratio
4. Architectural Drawings prepared by Turner Architecture PLLC, last revised December 22, 2025
5. Comments of the Village Planning Board Attorney and Village Engineer

WHEREAS, the Planning Board has determined that this is a Type II action pursuant to the State Environmental Quality Review Act (“SEQR”) and no further environmental review is required; and

WHEREAS, this action is exempt from referral to the Orange County Department of Planning pursuant to the Intermunicipal Agreement between the County of Orange and the Village of Monroe;

WHEREAS, the Planning Board held a duly noticed public hearing on January 27, 2026;

NOW THEREFORE BE IT RESOLVED, that after consideration of the application materials, the consultant comments and public comments, the Planning Board hereby grants site plan and special permit subject to the following conditions:

1. The findings and conditions of the Planning Board as set forth in the special permit annexed hereto and made a part hereof are adopted as if set forth at length.

Prior to Site Plan Signature:

2. Applicant to address the comments as set forth in the memos of David Higgins, P.E. of Lanc & Tully Engineering, dated December 12, 2025 and Elizabeth Cassidy, dated December 15, 2025
3. 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. Applicant to provide draft covenant to Planning Board attorney for review and approval prior to filing. See (§ 200-49(k))

4. Applicant to submit final site plan to be signed by the chairman. Chairman shall be authorized to sign the plan upon confirmation from the Village Engineer and Planning Board Attorney that all outstanding conditions have been satisfied.
5. Applicant to pay all fees
6. Applicant to obtain all permits.
7. Applicant to commence construction within one (1) year pursuant to § 200-48.4 and 200-72 of the Village of Monroe Village Code. Applicant may request an extension.
8. Any special use permit issued hereunder shall be to the applicant and shall be terminated upon the sale, expiration of a leasehold interest of the applicant, a change to a permitted use that does not require a special permit, or abandonment of the site, unless otherwise authorized by the Planning Board. If there is noncompliance with the conditions of the resolution of special use permit, the certificate of occupancy shall be revoked.

Motion by Member Ianunci, Second by Member Kelly – Dated January 27, 2026

Member Keith Allen	Absent
Member Jeff Boucher	Aye
Member Paul Hafenecker	Aye
Member Barbara Ianunci	Aye
Member Marilyn Karlich	Absent
Member Fred Kelly	Aye
1 Seat Vacant	

Filed in the Office of the Planning Board Clerk on this _____ day of _____ 2026.

Terri Brink
Planning Board Clerk

I, Kim Zahra, Clerk of the Village of Monroe, does hereby certified that the foregoing resolution was filed in the Office of the Village Clerk on _____.

Kim Zahra, Clerk
Village of Monroe.

VILLAGE OF MONROE
PLANNING BOARD
SPECIAL PERMIT

105 Ramapo Street

SBL 220-5-13

This special permit is issued to Fiorella Fini, owner of property located at 105 Ramapo Street, Village of Monroe, New York for the addition of an accessory apartment pursuant to § 200-49 of the Village of Monroe Village Code subject to the Planning Board's special permit procedures and regulations as set forth in the Village of Monroe Code Article XII § 200-48, et seq.

FINDINGS

The board determines, after review of all the application materials, consultant comments and public comments, that the applicant/owner has satisfied the findings required by the Village Code § 200-48, in particular:

1. The location and size of the use, the nature and intensity of the operations and traffic involved in or conducted in connection with it, the size of the site in relation to it and the location of the site with respect to streets giving access to it are such that it will be in harmony with the appropriate and orderly development of the district in which it is located.
2. The location, nature and height of buildings, walls and fences and the nature and extent of the landscaping on the site are such that the use will not hinder or discourage the appropriate development and use of adjacent land and buildings.
3. Operations in connection with any special use will not be more objectionable to nearby properties by reason of noise, fumes, vibration or other characteristics than would be the operations of any permitted use not requiring a special use permit.
4. Parking areas will be of adequate size for the particular use, properly located and suitably screened from adjoining residential uses, and the entrance and exit drives shall be laid out so as to achieve maximum safety.
5. Existing municipal facilities are adequate for the proposed use.
6. The property will be suitably landscaped to protect the neighborhood and adjacent property in perpetuity.
7. The Planning Board finds that the application satisfies the requirements of accessory apartments set forth in 200-49 of the Village of Monroe Village Code.

Based upon these findings, the Planning Board approves the Special Permit subject to the following conditions:

1. The basement may not be occupied as habitable space in conformance with zoning as per the interpretation of the Assistant Building Inspector, dated December 19, 2025.
2. Applicant must comply with all requirements of § 200-49
3. The Applicant has represented to the Planning Board that the accessory apartment is to be occupied by a family member and may not be occupied by a rental tenant until such time as the applicant complies with § 200-49 including but not limited to:
 - a. 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 prior to signing of the site plan. 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. Applicant to provide draft covenant to Planning Board attorney for review and approval prior to filing.
 - b. Purchasers of homes that have special use authorization for accessory apartments who want to continue renting those apartments must reapply for special use authorization.
 - c. Full compliance with Chapter 158, Rental Property shall be completed prior to occupancy of the new accessory apartment as a rental.

Dated: _____

VILLAGE OF MONROE PLANNING BOARD

BY: _____

Jeff Boucher, Chairman

617.7
State Environmental Quality Review (SEQR)
Negative Declaration
Notice of Determination of Non-Significance

Date of Adoption: January 27, 2026

This notice is issued pursuant to Part 617 of the implementing regulations pertaining to Article 8 (State Environmental Quality Review Act) of the Environmental Conservation Law.

The Village of Monroe Planning Board, as Lead Agency, has determined that the proposed action described below will not have a significant effect on the environment and a Draft Environmental Impact Statement will not be prepared.

Name of Action: 573 Route 17M Site Plan Approval

SEQR Status: Unlisted

Conditioned Negative Declaration No

Description of Action: The action consists of the demolition of an existing veterinary office and kennel and for the construction of a two-story 19,789 sq. foot office building together with related site improvements including 55 parking spaces

Location: 573 Route 17M, Monroe, NY 220-5-19

Reasons Supporting This Determination:

1. The Village of Monroe Planning Board has given due consideration to the subject action as defined in 6 NYCRR 617.2(b) and 617.3(g).

2. After reviewing the Environmental Assessment Form (EAF) for the project dated October 15, 2024 revised June 17, 2025, the Planning Board has concluded that environmental effects of the proposed project will not exceed any of the Criteria for Determining Significance found in 6 NYCRR 617.7(c).

3. The proposed action will require connection with community water and sewer services. Water and sewer use are expected to be approximately 800 per day (gpd) of water assuming 15 gpd per employee with a maximum of 53 employees using standard fixtures which is consistent with the current use. Similarly, there will 800 gpd of sewer use. The Village Engineer has reviewed the proposed water service connections and the proposed sanitary sewer connections and determined that both can be safely accommodated. The applicant proposes to connect to existing infrastructure located in Route 17m. Any approval will be subject to capacity at the Harriman Sewage Treatment Plant. The proposed connection is subject to review by Orange County Department of Environmental Facilities.

4. A Stormwater Pollution Prevention Plan (SWPPP) has been prepared in accordance with the New York State Department of Environmental Conservation (DEC) issued SPDES General Permit for Stormwater Discharges from Construction Activity (GP-0-25-001, January 2025). The proposed stormwater management system consists of an underground detention and infiltration system, drainage pipes and catch basins. The SWPPP provides for attenuation of peak rates of runoff, water quality treatment and means and methods for erosion and sediment control. The Planning Board finds that the proposed stormwater improvements will mitigate current drainage conditions. Prior to signing of the Site Plan map, the applicant shall obtain coverage under the General SPDES Permit. Maintenance of the stormwater facilities shall be the responsibility of the property owner who will provide a Stormwater Maintenance Facility Easement and Maintenance Agreement prior to final Site Plan approval.

5. Landscaping/Tree preservation –.

Applicant has presented a landscaping plan that provides for planting of 2 honey locust trees, 3 red map trees and 3 pin oaks together with 53 boxwood and winterberry shrubs and 28 creeping juniper and beebalm plants. As a condition prior to construction, applicant to provide a tree survey to ensure finally approved landscaping plan adequately mitigates any adverse environmental impacts associated with tree clearing. Area of the property outside the limit of disturbance shall be marked with fencing to ensure there is no inadvertent disturbance.

The Planning Board requires all applicants to maintain landscaping buffers in perpetuity as a condition of the site plan approval.

6. Endangered species. The site area generally is known to provide habitat for a State listed Threatened species, the Northern long-eared bat. The site contains mature trees that will need to be removed prior to or during construction activities. If any of these trees do need to be removed, they will be removed in accordance with State recommended restrictions on ground disturbance activities to protect bats between the period from April 1 to October 31. This means that tree removal and the felling of trees that may be habitat for listed bat species will be avoided during the growing season by restricting the felling of trees to the period from November 1 to March 31. If this is not possible, the trees will be field checked by a qualified biologist prior to felling to ensure they do not provide suitable habitat for the State listed species. If they do, further consultation may be necessary with the DEC prior to any trees identified as habitat.

7. Historical Preservation – The site is located across Route 17M from the Monroe Cemetery which is part of the listed Monroe Village Historic District. The application was referred to the New York State Parks, Recreation and Historic Preservation (SHPO) for review and comment. Per correspondence from SHPO, dated July 29, 2025, given the site is located more than 90 feet from this cemetery a construction protection plan is not required.

8. Traffic – The applicant presented a Traffic Impact Study dated April 4, 2025, as revised August 7, 2025 prepared by LaBella PC (hereinafter “Study”) which was reviewed by Kimley Horn on behalf of the Village of Monroe. The Study identified existing traffic patterns in the area surrounding the site, calculated the traffic generation expected from the proposed office and then analyzed the impacts of increased traffic on the identified intersections and streets. The proposed site improvements include reducing the driveway entrances from two entrances to one. The study indicated that the site will operate at acceptable levels of service following construction with a stop-control on the driveway approach. The site distance exceeds the recommendations of AASHTO’s A Policy on Geometric Design of Highways and Streets, 2018. In addition, the Applicant’s consultants evaluated whether a left turn lane on Route 17M was warranted. Although the proposed project meets the warrant for a left turn lane, there are other considerations such as consistency with the corridor, operations, and sight distance that should be taken into account when determining if a mainline left turn lane is needed at the intersection. Along the NYS Route 17M corridor, exclusive left-turn lanes for unsignalized driveways are not provided. The level of service analysis for the intersection indicates that the westbound approach will operate at a LOS A during both study peak hours. Furthermore, the queuing will be minimal (0.1 vehicles) for the westbound left-turn movement, which indicates that the westbound through movement will not be impeded by left-turning vehicles. Finally, the available westbound stopping sight distance exceeds the recommended stopping sight distance based on the observed operating speed, which indicates that westbound vehicles will have adequate time to observe and respond to a vehicle stopped performing a left-turn into the Site Driveway. Based on these other considerations, a westbound left-turn lane is not needed for this project.

The traffic analysis specifically assumes that the project is offices and not medical offices which tend to generate greater traffic impacts. The project will be specifically limited to offices. Should the applicant wish to develop medical offices further review is required. In addition, given the site’s location on NYS Route 17M, alterations to the driveway require approval from New York State Department of Transportation. This approval is expressly conditioned on such approval. In the event, NYSDOT as a condition of approval require alterations to the site, including but not limited to the installation of a left turn lane, the Applicant shall return to the Planning Board for further review.

The NYSDOT requested that consideration be given to consolidation of driveways onto Route 17M. The proposed access however is not within the legal control of the applicant and the property owner is unwilling to such consolidation.

The project site is currently accessed via two full-movement driveways on NYS Route 17M. Vehicular access to the subject site will be improved by consolidating the two existing full-movement driveways to one full-movement driveway that will be designed and constructed in compliance with NYSDOT standards. The predominant circulation pattern of the site is counterclockwise with a two-way circulation on the western drive aisle and one-way circulation on the eastern drive aisle. The subject site is required to provide 2.79 off-street parking spaces for each 1,000 square feet of floor area. Therefore, the proposed project is required to provide 55 parking spaces and proposes 55 parking spaces, inclusive of three ADA-accessible spots; thus, the number of proposed parking spaces meets the Village's parking requirements.

The Application analyzed turning radius based upon a 100' spartan/smeal mid-mount tower ladder with an overall length of 44.5 feet and was further referred to emergency services including the Monroe Joint Fire District for review and comment. Based upon their review, the site provides sufficient access for emergency response.

9. Lighting. The applicant has proposed ten-building-mounted light fixtures at 18 feet high and has submitted a lighting plan showing that light will not create any glare onto offsite properties. As a condition of approval, the applicant will be required to utilize fixtures which comply with International Dark Sky Association guidelines for shielding.

10. Wetland Disturbance – NYSDEC Freshwater wetlands were delineated by Michael Fraatz, NYSDEC on March 19, 2025, mapped by Edward T. Gannon, PLS on March 20, 2025. Said map has been validated by NYSDEC effective March 19, 2025 through March 19, 2030. A total of 234 square feet of disturbance is proposed within the wetland and 1,411 square feet in the adjacent area for stormwater improvements and a dumpster enclosure. Site plan approval is subject to the issuance of the requisite permits from the NYS DEC and the US ACOE which are required prior to signing of the Site Plan Map.

Based upon the above, the Planning Board finds that the proposed project does not result in an adverse environmental impact as defined by SEQR.

For Further Information:

Contact Person: Terri Brink, Secretary
Address: Village of Monroe Planning Board
7 Stage Road
Monroe, NY 10950
845.782.8341

A Copy of this Notice Filed With:

Village of Monroe Planning Board
7 Stage Road
Monroe, NY 10950

NYS Department of Environmental Conservation
Army Corps of Engineers
NYS Historic Preservation Office
NYS Department of Transportation
Village of Monroe Department of Public Works
Orange County Environmental Facilities/Orange County Sewer District #1
Orange County Department of Planning
Monroe Joint Fire District

Monroe Department of Public Works
Monroe Police Department

NY State Environmental Notice Bulletin (ENB@dec.ny.gov) for Notice

617.7
State Environmental Quality Review (SEQR)
Negative Declaration
Notice of Determination of Non-Significance

Date of Adoption: January 27, 2026

This notice is issued pursuant to Part 617 of the implementing regulations pertaining to Article 8 (State Environmental Quality Review Act) of the Environmental Conservation Law.

The Village of Monroe Planning Board, as Lead Agency, has determined that the proposed action described below will not have a significant effect on the environment and a Draft Environmental Impact Statement will not be prepared.

Name of Action: Site Plan Approval and Minor Subdivision of 581 Route 17M

SEQR Status: Unlisted

Conditioned Negative Declaration YES
 NO

Description of Action: The action consists of an amended site plan application and special use permit application submitted by YOEL WEISZ/BSD Y&U REALTY LLC for the construction of a 14,370 square foot 2 story office addition with unfinished basement storage attached to an existing 2 story office retail together with related site improvements. The applicant further seeks minor subdivision approval for purposes of converting the existing building into condominium ownership.

Location: 581 Route 17M (SBL 220-5-16.312)

Reasons Supporting This Determination:

1. The Village of Monroe Planning Board has given due consideration to the subject action as defined in 6 NYCRR 617.2(b) and 617.3(g).
2. After reviewing the Environmental Assessment Form (EAF) for the project dated March 8, 2024, revised February 6, 2025, the Planning Board has concluded that environmental effects of the proposed project will not exceed any of the Criteria for Determining Significance found in 6 NYCRR 617.7(c).
3. Parking – The Applicant submitted a memorandum prepared by Colliers Engineering & Design seeking a reduction in required parking as set forth in the code. That memorandum discussed the Institute of Transportation Engineers (ITE) Parking Generation Manual, 6th Edition recommended parking rates together with the fact that the spaces are shared, that the proposed 95 parking spaces would be adequate to serve the proposed development. Colliers indicated that at the highest peak time of 2 p.m. the site would likely use 66 spaces. The project will be used for general business offices as opposed to medical offices which generate more traffic.

The existing parking lot will be reconfigured to (1) allow traffic to circumnavigate the building, provide buffering and provide for better spacing of parking aisles. No change is proposed to the entrance on NYS Route 17M. The applicant has provided turning diagrams to demonstrate that

fire equipment (Smeal Mid Mount 100' Tower and Pumper Truck) can adequately traverse the site. The application was also reviewed by the Monroe Joint Fire District and found to be acceptable.

4. Dumpster – The site is presently served by an enclosed dumpster located at Southeast corner of the site. The dumpster location does not comply with § 200-34(H)(3)(h) which prohibits locating a dumpster in a required setback. The current location which is in the side yard set back is permitted as a preexisting. The applicant proposes to relocate the dumpster enclosure to the southwestern corner of the site. This location permits greater opportunity for landscaping and a more direct access for dump trucks to service the dumpster. The new location requires a variance from the Zoning Board of Appeals. The Planning Board believes the proposed location is a more suitable location. Should the Zoning Board of Appeals deny the variance, this topic will need to be reevaluated.

5. Historic District – The EAF identified a potential impact on historic resources (Question # 12a). The application was referred to SHPO, who by letter dated December 10, 2025 indicated that the project would not have an adverse impact.

6. Lighting – The Applicant has prepared a lighting plan. Although the lighting plan identifies light levels greater than 0.2 footcandles at the property lines, the applicant is proposing custom house side shields to provide a total cut off at the property lines. Because these shields cannot be accurately modeled, the applicant has agreed to an inspection prior to the issuance of a certificate of occupancy of the shields. In the event the shields do not achieve a light level of 0.2 foot candles at the property line, the applicant shall install alternative lighting. Lighting shall be in conformance with § 200-34A(5) of the Village of Monroe Code.

7. Wetlands – The SEAF indicated the potential for impacts to state or federal wetlands or waterbodies. EcoSciences, Inc, conducted a field evaluation on December 19, 2024 and determined that no wetlands or other regulated waterbodies are present within the property. By virtue of the foregoing, the Planning Board finds that the project will have no adverse environmental impact on wetlands.

8. Endangered Species – The EAF identified the potential presence of the Northern Long-eared Bat. Given the site's existing development, tree clearing is anticipated to be extremely limited if at all. As a condition of approval, tree clearing shall be conducted from November 1st through March 31st when the bats will be hibernating. As such, the project will have no adverse environmental impact on endangered species.

9. Stormwater - The proposed area to be disturbed is 14,519 square feet (0.333 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

10. Sewer/water – Applicant to use water saving fixtures. The Planning Board conservatively estimated that the site will use 1,120 gallons per day of water above and beyond the existing development of the site which can be safely handled. Approval is further subject to review and approval by OCSD #1.

The Planning Board reserves the right to reopen SEQR in the event new information is presented that identifies an adverse environmental impact not previously considered by the Planning Board.

For Further Information:

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A Copy of this Notice Filed With:

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