

VILLAGE OF MONROE

Workshop
March 9, 2026

DRAFT – Subject to Change

Present: Chairman Boucher; Members Allen, Iannucci, and Kelly, and Engineer Higgins

Absent: Members Umberto, Karlich, Hafenecker.

Pledge of Allegiance.

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

Open the Meeting

Aye: 4 Nay: 0 Absent: 3

Site Plan Review – Minor Subdivision

105 High Street – (206-3-10)

Two lot minor subdivision

Present representing the applicant: Isaac Stein, Ideal Design

Engineer Higgins went over his comment memo (attached). Mr. Stein took no exception and items discussed were as follows:

1 - Mr. Stein asked regarding the site plan and subdivision plan which one they need. Engineer Higgins replied that when the subdivision is filed the county will require that it includes certain things such as water and sewer. He suggests combining them and file the subdivision plan showing the house and driveway for the lot. Typically, when a subdivision is filed it is multiple pages. There would be a sheet with a survey signed by a surveyor and a subdivision plat also signed by the surveyor. The other sheets can be signed by just the Engineer.

3 - As discussed this will be done

9 - Mr. Stein would rather redo the calculations so that they fall within the FAR and won't need to go to the Zoning Board of Appeals if possible. His recollection of previous meetings was that the existing lot was ok, however, Engineer Higgins said that the numbers shown were not calculated properly and would need to be redone. It is possible that once it is recalculated using the correct information, a variance may not be needed.

10 & 11 – Mr. Stein assumes that they will keep the existing driveway and he will look into this

Engineer Higgins told Mr. Stein to have the applicant's engineer contact him if there are any questions.

Site Plan Review – Country Inn

236 High Street (Rest Haven)

Country Inn with a restaurant on the 1st floor, lodging on the 2nd, and private offices on the 3rd

Present representing the applicant: Tim Mitts, owner and Bill Johnson from Sparaco & Youngblood, PLLC

Engineer Higgins went over his comment memo (attached) and there were no exceptions taken. Discussions for specific items ensued as follows:

1 - Per Mr. Mitts this is incorrect. There is no electrical permit open he will work with the Building Department to resolve. Re the ADA Ramp wasn't completed until it was to be used. Re the fire escape it was approved for what is in the ground and it just needs to be erected.

2 - Mr. Mitts will do this

3 - Mr. Mitts asked if the fire escape has to be considered. Engineer Higgins spoke to the Building Inspector and it was determined that it is not part of the building and does not change the setbacks. Mr. Johnson will remove the bulk table and add the note.

5 - Regarding this Chairman Boucher asked for documentation from SHPO to be provided to the Planning Board. Mr. Mitts gave a copy to the board and he will send an electronic copy.

6 - Mr. Mitts explained that the parking is in the rear of the property and non-intrusive and will have fencing around it. They plan 54 parking spaces with 3 handicap spots. Chairman Boucher asked if the parking will be gravel or paved and Mr. Mitts said it will probably be paved. Engineer Higgins suggested that when the narrative is submitted they include a basis and calculation for the parking spaces planned.

9 - Mr. Johnson said this is compliant on the plans and Engineer Higgins will check it.

10 - Per Mr. Mitts Chief Lenahan has no issues with the plan and he will forward the email to the Planning Board

11 - Will be put on the plan

12 – Typo will be changed to 20,984 SF

14 – Mr. Johnson agrees to make the suggested changes to get the run off to the road and away from the neighbor's property

15 – Will be taken care of and the Health Department will require anyway

16 – Per Mr. Mitts there is a 6" water line coming into the building dedicated to the fire system in the house that has already been approved by SHPO and the Building Department. Sprinklers are in the entire basement and the staircase up to the kitchen. The house is monitored 24/7 by a fire system. There are no sprinklers in the bedrooms or living quarters and it is considered a preexisting condition.

18 – Currently there is only one person using the water and sewer. They will use the proposed use and current use in the narrative.

19 – They have a company working on a lighting plan and the lights will be put on a timer. Chairman Boucher asked about neighboring homes and Mr. Mitts replied that lighting will be screened by the fencing.

20 – Per Mr. Johnson they have tried to minimize tree removal. Per Mr. Mitts they are removing 9 trees and planting 12 trees and 4 will be at maturity.

21 – The new trees will reach a minimum of 20' at maturity

22 – The will remove the No Trespassing sign

23 – Per Mr. Mitts this is a pre-existing old well that is disconnected from the building. If they were to use it in the future it would be for watering the yard.

26 – Per Mr. Mitts this was addressed with the Building Department and what is on the site plan is not drawn to scale. He will confirm with the building department that it meets the code.

27 – Per Mr. Mitts producing a bond will be a problem. The property is a not for profit organization. Chairman Boucher asked if this would fall under the new phased bonding. Engineer Higgins seems to think that it will. Mr. Mitts doesn't think a bond should be necessary but Engineer Higgins said it is how the code is written. They could also submit a letter of credit. Chairman Boucher suggested that they could go to the Village Board and ask for relief.

29 – Per Engineer Higgins the code requires that Special Use Permit have to be referred to SHPO and the board cannot rely on any prior approvals. Chairman Boucher stated that any documents or approvals they intend to use have to be submitted to the board. Engineer Higgins suggests waiting until we receive the narrative to forward to SHPO for review and comment. Mr. Mitts asks if the Board would work with him when sending to SHPO as he has a contact that is familiar with the project.

36 – The revised EAF was distributed to the Board.

Chairman Boucher explained that this is the first county inn application we have had and thinks it would be beneficial for Mr. Mitts to provide a robust narrative to set the tone going forward. It should address the general and specific standards for a country inn as detailed in the Village code. He also asked about the fence shown on the plans that is chain link but the plans show vinyl. Mr. Mitts said this goes back to a previous public hearing where a neighbor complained about too many lights shining in her backyard so they agreed to put vinyl fencing to shield from the lights. Mr. Mitts explained that the chain link is on the property line and they will need to ask the property owners if it is ok for them to remove it. Chairman Boucher believes the fence must be on the applicant's property since it spans numerous properties. Mr. Mitts believes that replacing the chain link with a vinyl stockade fence will be an upgrade and the neighbors should not take issue. Engineer Higgins also mentioned that Attorney Cassidy asked about a fence that runs through an easement. Mr. Mitts explained that his property line does not go to the fence due to a village easement from the back corner down to the catch basin that is maintained by the Village. Engineer Higgins confirmed that it was a drainage easement not sewer. Chairman Boucher informed Mr. Mitts of the next deadline where he could submit documentation for review. He also said for a Special Permit, SEQRA must be closed prior to a public hearing. The applicant was in receipt of Attorney Cassidy's review memo which largely mirrored Engineer Higgins's review and Chairman Boucher didn't think there was anything substantial to be reviewed. He suggested if they had any questions regarding Attorney Cassidy's memo they contact her directly. Member Iannucci asked if the new fencing will be put on the property line and Mr. Mitts explained that it will be put on his property so that he could maintain it.

Site Plan Review – Proposed 72 rental apartments

The Q 41 Still Road (222-1-13,14,15)

Construction of 72 two-bedroom open market rental apartments. Parking, recreation, utilities, site lighting, landscaping. 2 story units with municipal water & sewer

Present representing the applicant: Aron Goldklang, applicant, and Stephen Esposito from Engineering and Surveying Properties, PC

Mr. Esposito gave a brief project status. The applicant was granted site plan approval and a permit to clear the trees back in 2022. The site plan approval has lapsed. The plans have not changed and he believes they have fulfilled all of the approval conditions with the exception of the posting of the performance bond. They have gotten their wetlands recertified back in December 2025 and there were

no encroachments were anticipated to either the wetlands or adjacent area. The constraints analysis permitted up to 122 units and they are only proposing 72, 2-bedroom 2 bath units. They are proposing 119 parking spaces and code requires 88. Of the 119, 16 are handicap spread out throughout the facility.

Engineer Higgins went over his comment memo (attached) no exceptions were taken and the following items were discussed/clarified.

1 - Regarding the wetlands they were recertified on 12/12/2025. Mr. Esposito will resubmit with this information.

7 - Regarding the 10' retaining walls with no fencing Mr. Esposito agrees and it will be revised.

9 - They have gone thru architectural review and nothing has changed.

13 - Mr. Esposito noted that the conservation easement was recorded in June 2022.

17 - RE 239 referral, Still Rd. is no longer a county road and it will not be needed.

20 - The bond estimate will be resubmitted for approval.

Chairman Boucher went over Planner Fink's comment memo (attached) no exceptions were taken and the following items were discussed/clarified.

1 - Mr. Esposito will take a look at the recreation area differences that were noted.

2 - Regarding the utilities on Stevens Lane, per Mr. Esposito they are existing conditions and they will go underground when they reach the end of that route. He will clarify.

3 - Mr. Esposito is confident that the retaining walls can be installed with no impact to the wetlands.

4 - The conservation easement will be submitted and has been filed.

6 - They will review what Planner Fink sent about tree clearing with regard to the long-eared bat also noted that the lot has already been cleared.

The applicant would like to schedule the Public Hearing as soon as possible considering the comments are minor. It was decided if the applicant resubmits early they can come back before the Planning Board on 3/24/26 so that the Public Hearing can be scheduled on 4/28/26. Mr. Esposito said that after the original Public Hearing they responded in writing to all comments and he would include an updated narrative in the next submission. Mr. Goldklang noted that nothing has changed and asked that the public hearing be set in April and held open if necessary. Engineer Higgins asked for all approvals and permits obtained and Mr. Esposito replied they would give the status of the conditions of the resolution as well as responding to all comment memos and all approvals and permits will be included.

Site Plan Review – Proposed 2,000 SF addition

123-125 Elm Street – (207-1-2&3)

Proposed 2,000 SF addition & 4,000 SF addition above. Office space and to support the existing auto body repair shop

Present representing the applicant: Michael Morgante from Arden Consulting Engineers and Mr. Lipa Deutsch

Engineer Higgins noted that nothing was received since the last submission and a draft resolution was provided by Attorney Cassidy. Mr. Morgante noted that the remaining items are minor and they didn't think it was necessary to do a new submittal for them and they will be addressed when the final plan set is submitted.

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

Enter a Regular Meeting

Aye: 4 Nay: 0 Absent: 3

The draft resolution and special use permit were read into the record (both attached).

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

Approve the Resolution and Special Use Permit

Aye: 4 Nay: 0 Absent: 3

Mr. Morgante said that it would take a very long time to get a TP584 from Frontier to file the plans regarding the parking lot lease with the County. He recalls that a prior discussion took place and Attorney Cassidy said the burden could be on the applicant to work something out with the Village instead of filing with the County. Per Chairman Boucher he will discuss this with Attorney Cassidy and the resolution will be amended if necessary.

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

Adjourn the Meeting

Aye: 3 Nay: 0 Absent: 4

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: 105 High Street Subdivision
Tax Lot No. 206-3-10
Reviewed by: David Higgins
Date of Review: March 6, 2026

Materials Reviewed: Plans entitled, “Preliminary Proposed 2-Lot Subdivision”, dated January 26, 2026 and last revised February 25, 2026 as prepared by Heritage Land Surveying P.C.; and Plans entitled, “Family Friedman 2-Lot Minor Subdivision”, dated February 26, 2026 as prepared by C&J Consulting Engineers D.P.C.

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

Project Description

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

We have the following comments on the submission:

1. There appear to be inconsistencies between the Bulk Table on the Subdivision Plan and the Bulk table on the subdivision plan. We recommend verifying the provided Bulk and revising both the Subdivision Plan and Site Plan for consistency.
2. We note that the bearing, along with several distances, of the property boundaries do not appear to be consistent between the Subdivision Plan and the Site Plan. We recommend the plans be revised accordingly.

3. We note that water and sewer service is required to be shown on the subdivision map to be filed with the County along with an engineers certification. We recommend the applicant advise whether the Subdivision Plan and Site Plan will be combined and submitted to the County for Subdivision Map Filing.
4. Site Specific Note 7 on the Site Plan does not reference a Survey as a source for the boundaries and topography shown. If the Site Plan is only intended for Planning Board Approval, then we recommend revising the note to contain the appropriate reference; if the applicant intends to include the Site Plan in the submission to the County for Subdivision Approval, then we recommend removing Site Specific Note 7, and have the plans signed and sealed by the surveyor instead.
5. The Bulk Table on the Site Plan notes a rear yard of 63' for proposed Lot B, however the plans appear to show a rear yard of 53'. The bulk table should be revised for consistency.
6. The Bulk Table on the Site Plan notes a lot area of 18,044 square feet for proposed Lot A, however the plans appear to show a lot area of 15,541 square feet. The bulk table should be revised for consistency.
7. The Bulk Table on the Subdivision Plan notes a lot coverage of 24% for proposed Lot A and 22% for proposed Lot B. The plans appear to show a coverage of 11% for proposed Lot A, and a lot coverage of 11% for proposed Lot B.
8. The Bulk Table of the Subdivision Plan indicates the maximum allowable floor area for each lot (2,720 sqft for Lot A and 2,520 sqft for Lot B). However, the values shown do not appear to be consistent with the FAR values and the applicable lot areas.
9. The Subdivision Plan has identified that a variance is required from the FAR for each proposed Lot. We recommend providing floor plans showing the livable floor area of each building and a calculation of the FAR for submission to the Zoning Board of Appeals.
10. The plans appear to show an existing chain link fence along the boundary abutting Lot 209-3-9. We recommend the plans identify whether the existing fence is to be removed or remain as it may interfere with grading of the proposed driveway.
11. The grading and utility plan appears to show a small amount of grading across the property line onto Lot 209-3-9. We recommend revising the grading plan.

12. The grading and utility plan shows a driveway slope of 12% for proposed Lot A. The Code limits the portion of driveway between the driveway and the building setback line to a maximum of 10% [§175-17D]. Furthermore, the area for parking shows a slope of 12% which is much greater than the recommended maximum slope of 5% for parking areas. We recommend the applicant consider preserving a portion of the existing driveway and providing parking in the relatively flat area to the east of the existing 2-story dwelling.
13. The parking area for proposed Lot B, appears to show slopes of approximately 7.5% which is greater than the recommended maximum slope of 5% for parking areas. We recommend revising the grading where possible to provide lower grades.
14. It is our understanding that NYS Residential Code [§401.3] requires a minimum grade of 5% away from the foundation of residential buildings within 10 feet of the foundation. We recommend the plans be revised to show grading away from the building foundation for the proposed dwelling.
15. We recommend the water and sewer service for the existing dwelling be shown on the plans.
16. The demolition of the existing driveway and existing garage should be included as part of the area of disturbance.
17. Runoff from the site appears to generally flow to the East. Silt fencing should be provided on the downstream side of the site.
18. The plans include a concrete curb detail and a drop curb detail, however there does not appear to be any curbs proposed on the plan.
19. General Note 12 on the Subdivision Plan and on the Site Plan reference the Village of New Square; the Note should be revised to reference the Village of Monroe.
20. The Sheet 5 indicates the total disturbance area is 4,546 sq.ft. which is less than the ½ acre threshold for requiring preparation of a full SWPPP. **(Informational)**
21. Regarding the submitted Short EAF form:
 - a. Question 12 indicates that the project contains or is substantially contiguous to a building, archeological site, or district which is listed on the National or State Register of Historic Places or has been determined as eligible for listing on the State Register of Historic Places. Applicant has provided correspondence from SHPO indicating no potential impact on historic resources. **(Informational)**

22. Connection of the sanitary sewer is subject to review and approval by Orange County Environmental Facilities. **(Informational)**
23. Property is within 500 feet of a State Highway and was referred to the Orange County Department of Planning under GML 239. A letter was received from the County dated November 12, 2025 which had no comments other than to indicate that the matter is a local determination. **(Informational)**
24. A public hearing will be required for the subdivision. **(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.



Village of Monroe Planning Board Review

Project: 236 High Street (Rest Haven)
Tax Lot No. 206-5-4.12
Reviewed by: David Higgins
Date of Review: March 6, 2026

Materials Reviewed: Village of Monroe Planning Board Application with signed Owner's Endorsement dated February 24, 2026; Short Environmental Assessment Form (EAF) Part 1 dated February 25, 2026; 236 High Street LLC Land Use Determination Country Inn; and Plans entitled "236 High Street" dated 2/22/2026 as prepared by Sparaco & Youngblood P.L.L.C.

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

Project Description

The project is the proposed renovation and conversion of an existing single family dwelling into a Country Inn. The property is located in the SR-10 District and is identified as a historic property on the Village of Monroe Zoning Map. Adaptive reuse of National Register historic buildings as Country Inns is permitted by Special Permit subject to Local Law No. 6-2025. Adaptive reuse of a historic building requires a special permit, architectural review, and site plan approval issued by the Planning Board [§200-61.1D].

We have the following comments on the submission:

1. Per the provided Land Use Determination Form, the applicant currently has three open building permits (electrical upgrades, decks & ADA ramp construction, and fire escape construction for 2nd & 3rd floors) that will need to be "closed-out" prior to issuance of a Special Permit. Applicant should provide written confirmation that these open building permits have been "closed-out" with the building department.
2. The proposed adaptive reuse of a historic building is subject to Special Permit approval. As outlined in §200-48.2 of the Code, certain criteria (e.g. traffic, noise, landscaping, etc.) must be addressed before a special permit may be issued. We recommend the applicant

provide a project narrative specifically demonstrating compliance with the standards and conditions for special permit approval.

3. A Bulk Table has been included on the Plan (see Sheet 2). The bulk requirements provided on the plan are applicable to single family dwellings. It is our understanding that the only bulk requirement found in the Code for a Country Inn is a minimum lot area of 45,000 square feet (See Local Law No. 6-2025). As stated in §200-61.1F(4) of the Code,

“Where an existing building is to be converted for a use allowed herein without any alteration to the building's size, height or footprint, the dimensional requirements of said historic building shall be deemed conforming as to the bulk requirements of the zoning district within which the building is located, except where specific bulk regulations are set forth herein, which shall be met. Any change required to comply with the Americans with Disabilities Act shall be deemed conforming.”

So long as no such additions or alterations are proposed, we recommend the bulk table be removed and a note be added to the plan to the effect of the following:

No alterations to the existing buildings size, height, or footprint except for those required to comply with the Americans with Disabilities Act are proposed at this time. Pursuant to Village Code §200-61.1F(4) and Local Law No. 6-2025 the dimensional requirements of said historic building shall be deemed to be in conformance with the bulk requirements of the zoning district in which said building is located, with the exception of the required lot area of 45,000 square feet.

4. The plans show a proposed ADA accessible ramp and a proposed fire escape. The bulk table appears to show the provided rear and side yard decreasing as a result of these improvements. These do not appear to be included as part of the building under the Code and should not be used for measurement of the setbacks.
5. Although, the lot coverage calculations have been provided on Sheet 2 of the plans, the adaptive reuse of a historic building is not subject to any bulk requirements not specifically set for in §200-61.1 of the Code. We recommend the calculations be removed from the plan.
6. The plans show a calculation for the Floor Area Ratio (FAR). It is our understanding that FAR requirements are only applicable to one- and two-family dwellings. We recommend the calculations be removed from the plan.
7. Village Code does not prescribe a parking rate for the Adaptive reuse of National Register Historic Buildings, and instead authorized the Planning Board to determine appropriate parking requirements [§200-61.1C]. The plan proposes 54 parking spaces, inclusive of 3

ADA accessible spaces. The applicant should discuss the required parking rate with the Planning Board and confirm the provided parking is appropriate.

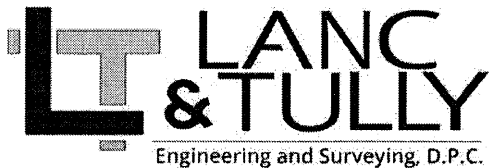
8. The plans show three ADA parking spaces with adjacent access aisles. We recommend providing spot elevations for the space and access aisle closest to the building to confirm compliance with maximum slope requirements.
9. The Code requires 26-feet of maneuvering lane for perpendicular parking [§200-45E]. The plans appear to show 23-feet of maneuvering lane between the two ADA spaces on the north side of the parking area and existing deck.
10. The Code requires all nonresidential uses to provide a fire lane to allow for access by emergency vehicles at all times, and the plans for the fire lane to be approved by the Fire Chief. If a fire lane is not feasible, the Code requires the site plan to be submitted to the Fire Chief, for review, with written materials explaining why such a fire lane cannot, in the opinion of the applicant, be provided [§200-34D].
11. The proposed fire escape as shown on the plans goes over and across the existing driveway. The clearance of the fire escape, which is higher than the existing carport, is shown to be 12 feet. The applicant should advise to the clearance height of the existing carport. The clearance should be noted on the plans provided to the fire chief.
12. The Grading & Utility and Erosion & Sediment Control Plan (Sheet 3) indicates the total disturbance area is 120,984 square feet or 0.4817 acres. This does not appear to be correct, 120,984 square feet is equivalent to approximately 2.78 acres. Applicant should confirm the area of disturbance and revise the plans accordingly.
13. The Grading & Utility and Erosion & Sediment Control Plan (Sheet 3) indicates the total disturbance area is 0.4817 acres which is less than the ½ acre threshold for requiring preparation of a full SWPPP. **(Informational)**
14. The grading and utility plan appears to propose a swale along the southern property line to collect runoff from the proposed parking area. This proposed swale would result in a new concentrated point of discharge near the front of the property and may result in impacts to the adjacent property. We recommend the applicant consider alternative means of collection/treating runoff such as a gravel diaphragm along the southern side of the parking area to promote infiltration, or a direct connection to the drainage system within the Village right-of-way.

15. It is our understanding that the applicant proposes a restaurant that is to be open to the public. Unless one is currently in place, a grease trap should be provided to serve the kitchen sewer line.
16. We recommend the applicant confirm with the building department whether any sprinkler systems are required and advise as to whether any sprinkler systems are currently in place. If there are any existing or proposed sprinkler systems, we recommend the applicant provide the size and material of the existing water service and confirm that it has capacity to service the sprinkler system.
17. The location of the existing water and sewer service should be shown on the plans.
18. The applicant should provide the existing and proposed water use and sewer flows.
19. The plans do not appear to propose any lighting. The Code requires parking lots to be used at night to be illuminated with lights so shaded and directed as to prevent glare on adjoining residential properties [§200-45H]. Furthermore, we note the Code prohibits exterior illumination between the hours of 11:00pm and 6:00am, except when the Planning Board finds that said illumination would not impact an adjoining use.
20. The Code requires landscaping to be provided equal to 10% of the total required parking area [§200-45J]. Landscaping areas should be shown on the plans and a calculation for the required landscaping area should be provided.
21. The Code requires one shade tree, designed to reach a mature height of at least 20 feet, be planted for every 14 parking spaces [§200-34A(3)].
22. The plans show an existing no trespassing sign near the entrance to the property. It is our understanding that the property will be open to the public following construction; we recommend the no trespassing sign be removed.
23. The Survey shows an existing concrete tank near the parking area. The applicant should advise to the nature/function of this tank and note such on the plans.
24. We recommend the applicant review the site notes on Sheet 1 for applicability.
25. The plans should include details for striping and signage.

26. The architectural plans appear to show a 12-foot increase in height over 11'-1" of stairway length for the proposed fire escape. We recommend the applicant confirm with the building department that this meets Building and Fire Code.
27. Village Code requires a performance bond to be filed with the Village Board, concurrent with site plan approval. We recommend cost estimate of all site plan improvements be submitted for review.
28. The applicant should confirm if any exterior alteration of the structure's façade are proposed. Any alterations shall be consistent with the building or property's original historic character [§200-61.1G]. Any exterior alterations are subject to architectural review by the Planning Board [§200-73].
29. The Code requires special use permit applications to be forwarded to the NYS SHPO for review and comment. The Code authorizes the Planning Board, in its discretion, to retain a qualified historian to assist in the review of any application. The Code requires comments from NYS SHPO to be received and reviewed before acting on any action [§200-61.1F(3)]
30. The Code requires the continuing maintenance of the building exterior to protect its historic character to be a condition for the issuance of any special use permit [§200-61.1G]. We recommend a note be added to Page 1 of the plans stating that the building's exterior will be maintained to protect its historic character.
31. The Code requires continuous listing on the National Register of Historic Places and State Register of Historic Places to be a condition of any approval [§200-61.1G]. We recommend a note be added to Page 1 of the plans stating that the building will be continuously listed on the National Register of Historic Places and State Register of Historic Places.
32. Local Law No. 6-2025 limits the length of stay within a Country Inn to a maximum of seven (7) consecutive days in any one-month period and documentation verifying the length of stay of each guest, such as a registration ledger or receipts, will be made available to the Code Enforcement Office or the Building Department upon request. We recommend this be noted on Page 1 of the plans.
33. The applicant intends to utilize the first floor as a restaurant. Local Law No. 6-2025 requires Country Inns containing a restaurant use to conform to all applicable state and county laws governing such use and obtain all necessary permits. We recommend noting on Page 1 of the plans that all necessary permits for the restaurant use will be obtained.

34. Local Law No. 6-2025 requires Country Inns located in residential districts to be subject to all Village of Monroe noise and nuisance regulations. We recommend this be noted on Page 1 of the plans.
35. Approval from Orange County Sewer District No. 1 will be required for increased sewer flows.
36. Regarding the submitted Short EAF form:
 - a. The included EAF Mapper Summary Report appears to indicate that the submitted EAF was generated for a parcel in Ramapo and not parcel 206-5-4.12 in the Village of Monroe. The applicant should resubmit the EAF for the appropriate tax parcel.
 - b. Question 13 of the EAF has not been answered. The applicant should resubmit the EAF and indicate whether there are wetlands present on the site and whether any wetlands will be altered as a result of the proposed action.
37. In accordance with Village Code §200-72E(4) a public hearing is required.

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



Village of Monroe Planning Board Review

Project:	The Q Multi-Family Development
Tax Lot No.	222-1-13, 14 and 15
Reviewed by:	David Higgins, PE
Date of Review:	March 6, 2026
Materials Reviewed:	Village of Monroe Planning Board Application with Owner's Endorsement and Site Inspection Authorization; Letter of Continued Coverage dated February 27, 2025; Site Plans, consisting of 19 sheets prepared by Engineering & Surveying Properties, last revised date of February 13, 2023

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 includes the merger of 3 tax lots for the construction of a 72 unit, maximum 144 bedroom multi-family development on a single 10 acre property at the terminus of Stephen Lane in the UR-M Zone. Units will be 2-bedroom rental units contained in 4, two-story buildings. This project was originally approved in 2022 however the approval lapsed and no work was completed. The applicant is submitting once more with plans that we understand to be substantially similar to the originally approved plans. We offer the following comments:

1. General Note #7 on Sheet EX-1 indicates that the DEC validated the boundary of the wetlands on March 11, 2020. Unless the applicant can confirm that the validation has not expired, the applicant shall have the boundaries revalidated by the New York State Department of Environmental Conservation. Applicant shall also confirm no disturbance to any federal jurisdictional wetlands are proposed.
2. The plan does not provide information on the adjacent tax lots and their respective property owners. These should be added to the plans.

3. The parking space detail on Sheet C-301 shows single striped parking spaces. Village Code requires double-striped parking spaces [§200-45C].
4. The handicap ramp detail on Sheet C-301 shows a slope of 1:12 in what appears to be the ramp's landing. The detail should be revised to provide a maximum cross slope of 1.5% on the landing.
5. The plans show a note indicating a 20-foot wide water easement (see sheet C-103), however the easement does not appear to be shown on the plans.
6. All proposed retaining walls appear to be 4-feet or greater in height. As indicated in Note 10 on Sheet EX-1, all retaining walls over 4 feet in height shall be designed by a New York State licensed professional engineer and certified that they are constructed in accordance with the approved design plans. Retaining walls greater than 4 feet in height require a separate building permit.
7. Safety fences should be included with all retaining walls.
8. Our office previously determined that all SWPPP related comments had been satisfactorily addressed, and found the report and design acceptable. The applicant has also provided a letter of continued coverage for coverage under GP-0-25-001. **(Informational)**
9. This application is subject to Architectural Review by the Planning Board [§200-73].
10. It is our understanding that the proposed sewer system is considered a sewer extension and will require review and approval by the New York State Department of Environmental Conservation.
11. Review and approval by Orange County Sewer District #1 is required.
12. Project requires approval from the Orange County Department of Health for extension of the water supply system.
13. The prior Resolution of Approval required filing of a conservation easement as approved by the Planning Board Attorney to be recorded in the Orange County Clerk's Office. The recording information shall be included as a map note on the final Site Plan.
14. Applicant to cause the tax lots to be merge with the Tax Assessor and provide proof of same to the Village Planning Board.
15. The Planning Board should consider any environmental conditions or impacts that may have changed since the prior approval and consult with the Planning Board Attorney as to the appropriate action regarding SEQRA.

16. Unless the Planning Board Attorney advises otherwise, we believe a public hearing will be required [§200-72E(4)].
17. The project area abuts County Route 19 (Still Road). Unless the Planning Board Attorney advises otherwise, we believe referral to the Orange County Department of Planning under GML 239 will be required.
18. Approval from the Orange County Department of Health is required for the proposed water supply system extension.
19. Approval from the New York State Department of Environmental Conservation is required.
20. A bond estimate in the amount of \$985,300 was accepted in January 2022. An updated construction cost estimate should be provided for review and acceptance.

This concludes our review at this time. We have attempted to make this review as complete as possible, however, the applicant is advised that once additional materials or plan changes are provided, our office may have additional comments.

GREENPLAN

MEMORANDUM

To: Jeff Boucher, Chairman
Village of Monroe Planning Board

From: J. Theodore Fink, AICP

Date: March 6, 2026

Subject: The Q Final Site Plan Approval Review

GREENPLAN INC.
Environmental Planners
302 Pells Road
Rhinebeck, NY 12572-3354
T 845.876.5775
JTFink@greenplan.org

The application for Site Plan and Special Use Permit approval by 41 Still Road LLC and dated as first prepared on 03/25/2019, and as revised through 02/13/2023, has been reviewed. Documentation reviewed for this Memo is primarily limited to the SEQR Negative Declaration, adopted on January 25, 2022. A 19 sheet Plan set prepared by Engineering & Surveying Properties and four others include the following:

- Existing Conditions Plan (EX-1)
- Site Plan (C-101 to C-108)
- Profiles (C-201 to C-103)
- Details (C-301 to C-307)
- Landscape and Lighting Plan (L-1 to L-3 stamped by Steven Esposito)
- Elevations (A-1 prepared by John E. Till)

I offer the following comments on the compliance of the proposed Final Site Plans with the Negative Declaration for the Planning Board's consideration. These comments should not be considered all inclusive. I may have additional comments as further information is provided for review. The Planning Board members, Planning Board's Engineers, and Planning Board Attorney may also have comments that pertain to compliance with the Negative Declaration as well.

1. An 11,656 square foot recreation space that was to include a children's play area and structures, picnic and barbecue areas, and a hardscape area for other recreational activities has been removed. There is now one open area labeled as "Recreational Area" on Sheet C-101 along with a four foot wide walking trail. The applicant should discuss what "active" recreational facilities will be provided in the 13,500 square foot area in addition to the 182,820 square foot "passive" recreation.
2. Electric and other wired utilities were to be installed underground. The Stephen Lane improvements indicate such utilities will be above ground (see references to OHW on plan) at

least in this section of the applicant's parcel. There does not appear to be a utility vault where above ground wired utilities will be routed underground. In any case, Stephen Lane: "Will be owned and maintained by the developer/owner and its successors and or assigns in perpetuity." (see Sheet EX-1 note 9). The applicant should discuss the discrepancy and should confirm that all wired utilities will be underground on the site. No details were provided for such utilities.

3. The proposed retaining wall at the western portion of the site are shown two (2) feet from the New York State Freshwater Wetland 100 foot adjacent area. The Negative Declaration states that the 100 foot adjacent area will be avoided. However, it does not appear practical to construct the retaining wall without some disturbance to the adjacent area. The applicant should provide a copy of the Freshwater Wetlands Permit to the Planning Board outlining the measures that will be in place to avoid impacts on the wetland and its adjacent area.
4. The applicant had proposed the use of a conservation easement to protect the wetland areas on the site. I was unable to locate a copy of a draft or other conservation easement document in the OneDrive files. The Negative Declaration required that this document would be submitted prior to Final Site Plan review. Further information should also be provided as to what entity will hold the easement.
5. References in the adopted Negative Declaration for water, sewer, and stormwater requirements will be deferred to the Planning Board's engineers for comment.
6. Sheet EX-1 contains a Note 8 stating that potential summer bat habitats will be protected on the site through restrictions on tree removal between October 15 to March 31st. Since the Negative Declaration was adopted, some of the State guidance has changed.¹ The applicant should provide a complete description of the protocol to be used.
7. The Stephen Lane improvements shown on Sheet C-104. These include the addition of a proposed sidewalk and crosswalks on Still Road. A Village sidewalk detail is provided on Sheet C-305. Crosswalk and signage details also need to be provided along with NY State Department of Transportation Highway Work permits that have been or will be obtained to accomplish this work.
8. The proposed lighting fixtures identified on Sheet L-3 indicate a color temperature of 4000 Kelvin. The Negative Declaration also referenced that such light fixtures will be "Dark Sky Compliant and will meet IDA, LEED or Green Globes Criteria." Color temperatures of 2700 Kelvin to 3000 Kelvin are preferred to avoid blue light emissions.
9. The proposed days and times when construction activity will occur on the site needs to be provided on the plans.

¹ See <https://dec.ny.gov/nature/animals-fish-plants/biodiversity-species-conservation/endangered-species/northern-long-eared-bats-protection>

VILLAGE OF MONROE
PLANNING BOARD
RESOLUTION TO APPROVE THE SPECIAL USE PERMIT AND SITE PLAN
APPLICATION
123 ELM STREET, LLC
125 ELM STREET, LLC
123-125 ELM STREET
SBL 207-1-2, 207-1-3, and 207-2-9

WHEREAS, the Village of Monroe Planning Board is in receipt of an application for the expansion of an existing motor vehicle repair and paint shop together with related improvements to be located at 123-125 Elm Street which consists of the merger of two tax lots (207-1-2 and 207-1-3) for the construction of a two story, 8,000 square foot addition (4,000 sq ft foot print) with accessory parking located both on site and off site (SBL 207-2-9).

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

1. Application dated, January 26, 2022.
2. Environmental Assessment Form dated May 21, 2024 together with expanded narrative dated September 25, 2024
3. Comments from the Village of Monroe Department of Public Works
4. Comments from the Monroe Joint Fire District
5. Comments of the Planning Board Attorney, Planning Board Engineer and responses thereto.
6. Comments and interpretations of the Building Inspector
7. License Agreement between property owners and Orange County in connection with encroachment onto County owned lands
8. Site Plan prepared by Arden Consulting Engineers, PLLC, dated January 3, 2024, last revised February 10, 2026 consisting of 6 sheets:

- 01 of 10 – Title Sheet
- 02 of 10 – Existing Conditions Map
- 03 of 10 – Site Plan
- 04 of 10 – Erosion and Sediment Control Plan
- 05 of 10 (L1) - Landscape Master Plan
- 06 of 10 – Garbage Truck Turning Diagrams
- 07 of 10 (A103) – First Floor Plan
- 08 of 10 (A-104) – Second Floor Plan
- 09 of 10 (A-201) – Front and Left Elevation

10 of 10 (A-202) – Right and Rear Elevation

9. SHPO finding of no impact dated January 31, 2025

10. Lighting Specifications – CALIBER LED Outdoor Sconce, WS-W36610, WS-W36614

WHEREAS, the Planning Board declared itself to be lead agency on June 10, 2024 and has determined that this is an Unlisted action pursuant to the State Environmental Quality Review Act (“SEQR”) and elected to conduct a coordinated review; and

WHEREAS, the application was referred to the Village of Monroe Zoning Board of Appeals on June 10, 2025; and

WHEREAS, the Planning Board held a duly noticed public hearing on February 25, 2025, and closed the public hearing that same evening; and

WHEREAS after consideration of all of the materials and comment before it, the Planning Board declared that this action will not have an adverse environmental impact for the reasons set forth in the written Negative Declaration dated February 25, 2025 incorporated herein as if set forth at length.

WHEREAS, the Zoning Board of Appeals granted affirmative relief by resolution on October 14, 2025 which is reflected in a notice of determination dated November 10, 2025 and written decision dated _____.

WHEREAS, the application was referred to the Orange County Department of Planning (OCDP) in accordance with General Municipal Law § 239-m, and by letter dated July 2, 2024, the OCDP indicated a local determination with comments.

NOW THEREFORE BE IT RESOLVED, that the Planning Board hereby makes the following findings:

1. The subject site is located in the GB zoning district where motor vehicle repair and paint shop is permitted with a special use permit and site plan approval.
2. The proposed landscaping plan will work to buffer the proposed use from area residential properties and the Heritage Trail. The plan relies on both natural plantings and manmade fences to screen adjoining properties. The

Department of Public Works has provided comment as to the location of fencing along Elm Street so as to prevent damage from snow removal.

3. The applicant proposes both on-site and off-site parking as permitted by the Village Code. The proposed parking meets the Village Code for the required number of parking spaces. The proposed parking lot has been designed to accommodate emergency vehicles and garbage collection to and from the sight.

BE IT FURTHER RESOLVED that the Planning Board hereby grants site plan approval, special use permit and architectural review approval subject to the following terms and conditions:

1. The terms of the special permit shall be incorporated as if fully set forth herein at length.
2. Prior to signing the site plan, the following conditions must be met:
 - a. Receipt of signed ZBA decision substantially similar to the draft presented to the Planning Board.
 - b. Parking License and Landscaping Easement to be approved as to form by the Planning Board Attorney and recorded in the Orange County Clerk's Office
 - c. Applicant to address any and all outstanding comments as set forth in the February 20, 2026 memorandum of David Higgins, Lanc & Tully Engineering and February 9, 2026 memorandum of Elizabeth Cassidy, Planning Board Attorney
 - d. Upon acceptance of cost estimate pursuant to § 200-72(E)(4)(d-e), applicant to submit bond and inspection fees in accordance therewith prior to signing of the plan. Cost estimates and proposed performance bond is subject to review and approval by the Village Board of Trustees.
 - e. Applicant to pay all fees and escrows.
 - f. Prior to the Chairman signing the site plan, there shall be written confirmation by the Village Engineer and Planning Board Attorney that the final site plan conforms to the terms of this approval resolution.

3. Prior to building permit, the following conditions shall be met:
 - a. Applicant to obtain all permits.
 - b. Applicant to cause lots 207-1-2 and 207-1-3 to be merged by the Assessor's office and provide proof of the same to the Planning Board Secretary.
4. Certificate of Occupancy:
 - a. Exterior finishes to be installed as per sheet A-201 and A-202, last revised 2-10-2026. The following finishes are approved:
 - i. Horizontal siding – Style Encore in Sterling Gray by Certainteed.
 - ii. Vertical siding – Style Board and Batten in Sterling Gray by Certainteed (above and below 2nd floor windows)
 - iii. Accent vertical siding – style board and batten, in eclipse by Royal Building Products
 - iv. Paint to be PPG – Precipitation (R 171, G 172, B 167)
5. General Conditions:
 - a. This approval is expressly subject to the terms and conditions of the license agreement by and between the property owners and the County of Orange to maintain a fence which encroaches upon County property. In the event such license is terminated or revoked, the Applicant shall return to the Planning Board for approval of alternate screening along Heritage Trail.
 - b. This approval is subject to the terms and conditions of the decision of the Zoning Board of Appeals signed _____.
 - c. All landscaping shown on landscaping plan shall be maintained in perpetuity.
 - d. Signage to be installed in accordance with sheet A-201.
 - e. Discarded oil cans, tires, parts, etc., shall not be stored on any section of the site, except within the enclosed building.
 - f. This approval does not authorize operations outside the building such dispensing of gasoline, oil, water and tires; waxing; polishing; vacuuming; and the sale of minor items or parts
 - g. The premises shall be maintained at all times in a clean and orderly condition. The responsibility for compliance shall lie with all parties having a lease or ownership interest in such use.

- h. All vehicles, except one tow truck, shall be stored within a building when the facilities are not open for business. However, not more than five licensed vehicles requiring minor repairs may be left outside for a period not to exceed 48 hours, and these shall be effectively screened from all property lines; except as to the holding of a vehicle for not more than 60 days for insurance appraisal purposes covering property damage claims; and except as to the holding of a vehicle for the required period to perfect or protect a garageman's lien pursuant to statute; and except as to the holding of vehicles impounded by the State of New York. At no time shall any unlicensed or dismantled vehicles be outside a building. The applicant shall tag each vehicle with the date storage commences. Said tag shall be readily visible from the exterior of the vehicle.
- i. Any repair vehicle, vehicles being held for appraisal purposes, vehicles being held for purposes of a garagemen's lien and any vehicle impounded by the State of New York shall be stored within the fenced enclosures shown on the site plan.
- j. Vehicles shall not be parked on Elm Street, nor shall Elm Street be utilized for purposes of shifting vehicles.
- k. Vehicles shall not be parked between the vehicle storage fence and Elm Street.
- l. The supplemental parking lot located on SBL 207-2-9 shall be used for daily overflow parking (i.e. parking for employees) and shall not be used to store vehicles undergoing repair, rental vehicles or U-Haul (or similar) vehicles. In the event the license agreement for SBL 207-2-9 is terminated, the Applicant shall return to the Planning Board to address parking.
- m. The applicant has represented that it maintains a number of vehicles to be rented to customers as "loaner vehicles" and maintains a "U-Haul" rental operation. These operations are accessory and shall be incidental and subordinate to the motor vehicle repair operation. In no event shall more than 15 number of U-Haul or loaner vehicles be stored on site. Such vehicles shall not be stored on SBL 207-2-9.
 - i. Rental Cars – 10.
 - ii. U-Haul (max 15' box truck). – 5Planning Board may reevaluate whether the site has effectively accommodated this accessory vehicle storage as part of the special permit renewal and reserves the right to further limit the number of vehicles in the event it is demonstrated that operations cannot be maintained.

- n. Lighting – Twenty (20) wall-mounted light fixtures to be installed as shown on Sheet 3 of 10. Fixtures shall be mounted with light being directed downward so as to prevent glare upon the street and/or adjacent properties.
- o. The Applicant currently uses, and shall continue to use Oil Dri cleanup kits for oil spills within the building. This product is used by the Thruway Authority for accident cleanups and is highly effective. All vehicular work currently is and will continue to be performed within the building. Oil & fuel is stored within the existing building and will continue to be stored within the proposed building (see note 1. on the site plan sheet 3 of 10).
- p. Bulk Storage shall be prohibited.

Motion by Member _____, Second by Member Allen

Date:

- Member Keith Allen
- Member Jeff Boucher
- Member Paul Hafenecker
- Member Marilyn Karlich
- Member Fred Kelly
- Member Barbara Iannucci
- One Vacancy

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.

AT

VILLAGE OF MONROE
PLANNING BOARD
SPECIAL PERMIT
123-125 Elm Street

This special permit is issued to 123-125 Elm Street for the expansion of a motor vehicle repair and paint shop 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. and § 200-51,

FINDINGS

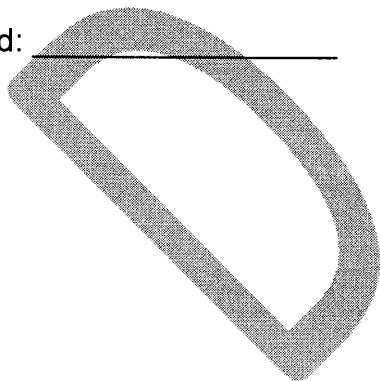
The board determines, after review of all the application materials, consultant comments and public comments, that the applicant/owner has satisfied the findings required by the Village Code § 200-48.2, in particular:

1. The Findings as set forth in the approval resolution are incorporated herein as if set forth at length.
2. 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.
3. 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.
4. 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.
5. Parking areas will be of adequate size for the particular use, properly located and suitably screened from adjoining residential uses, and the entrance and exit drives are laid out so as to achieve maximum safety.
6. Existing municipal facilities are adequate for the proposed use.
7. The property will be suitably landscaped to protect the neighborhood and adjacent property in perpetuity.

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

1. The terms and conditions of the site plan approval are incorporated as if fully set forth at length.
2. All landscaping as shown on the landscaping plan shall be maintained in perpetuity.
3. Applicant to comply with Chapter 145 of the Village of Monroe Code, "Noise." The Village reserves the right to revoke or not renew this special use permit in the event of violations.
4. A special use permit shall expire if work is not initiated pursuant thereto within one year of issuance pursuant to §200-48.4 of the Village of Monroe Code.
5. In the event the parking license for 207-2-9 is revoked, the applicant shall return to the Planning Board to evaluate whether parking is adequate for the operations.
6. This special permit shall expire one year following the issuance of the Certificate of Occupancy subject to renewal pursuant to § 200-48.3 of the Village of Monroe Code.

Dated: _____



VILLAGE OF MONROE PLANNING BOARD

BY: _____

Jeff Boucher, Chairman