

# VILLAGE OF MONROE

Workshop

May 11, 2026

**Present:** Chairman Parise; Members Karlich, Hafenecker and Kelly. Engineer Higgins and Attorney MacCartney

**Absent:** Member Iannucci and 2 Planning Board Vacancies

**Pledge of Allegiance.**

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

**Aye: 3                  Nay: 0                  Absent: 3                  Late: 1**

## Site Plan Review & Special Use Permit – Project Supply Gravel Lot

Project Supply Rt 17M - (214-1-56.22)

Gravel Lot to be used for Storage and Sale of equipment and building materials

**Present representing the applicant:** Avi Weinberg, WeinbergLim Engineering

Mr. Weinberg stated they are seeking a Special Use Permit for this property. It is the same owner as the next-door business Pro Sitework and they need more space for storage. There is an existing curb cut that opens to the fire house that is the owner's property and there is an easement for the firehouse. Adjacent to the paved area the fire house uses there is a vacant lot that they would like to use to store materials such as piping, Belgium block, curb materials, etc. It is not open to the public and is not the main storage area so there will not be a lot of traffic or movement. Engineer Higgins went over his comment memo (attached) noting that he has added a SEQRA status including some referrals and requirements that will be used going forward to keep track of the process on applications. Responses from Mr. Weinberg are as follows:

1. Engineer Higgins clarified that L&T was contracted by the applicant roughly 6 years ago to provide a survey map but they are not representing the applicant.
2. This is resolved and they will provide a new survey. Member Kelly asked what the dispute was and Mr. Weinberg replied that he did not know and was told that it has been resolved.
3. The blocks were placed by the applicant to demarcate and it is Mr. Weinberg's understanding that it's the applicant's driveway with an easement that the survey will clarify. Chairman Parise noted that the fire company is using that also and Mr. Weinberg said the owner gifted it to them. Chairman Parise would want this put on the plan and Attorney MacCartney noted he would like to see the easement. Mr. Weinberg said they would get a survey and include the Title Report
4. This is just for overflow materials and there will be no customer pick-ups.
5. There will be an occasional truck delivery but will most be transferred between the 2 sites.
6. The narrative will be revised
7. Noted
8. There will be no structures and only used for storage
9. Additionally, Engineer Higgins asked if the storage area is limited to the existing gravel area and not being expanded. Mr. Weinberg said that it will not be expanded. Member Hafenecker asked

if there was any intention to bridge the gap between the creek and the 2 sites. Mr. Weinberg said this was discussed with the applicant and one of the big constraints was the DEC taking over the wetlands and now having a 100' buffer. He noted this is complicated since it is a FEMA floodway and would have to comply. Right now, the owner wants the most basic cheapest way to in and out and that would be to keep the existing entrance.

10. That will be on the map that they are not in the floodway and in a floodplain, you are allowed to store materials but noted they are not proposing anything. Engineer Higgins asked if they will fill anything and Mr. Weinberg replied that they are not.
11. They are not clearing any trees.
12. Noted
13. Noted

Mr. Weinberg summarized that they will need to update the narrative and do a new survey and submit a formal response to these comments. He asked if we could open SEQRA now and Chairman Parise said that is not done at a workshop. Engineer Higgins said that we don't know if they need any permits from the DOT and the EAF is complete so it would make sense to circulate an Intent to Declare Lead Agency. However, he does not know how different the plan might be since the survey does not reflect current conditions so it may be best to wait. Mr. Weinberg asked regarding wetlands delineation, if they are keeping it as is could they leave it out or just get a letter: Engineer Higgins said that if they confirm that there are no wetlands being impacted and if they could show on the plan the limits of where the storage would be. Mr. Weinberg showed that the area is outlined on the plans and limited to that and he would get letters. Chairman Parise asked about how many owners there were for these 3 parcels? And Mr. Weinberg replied that they are all owned by this applicant and it is 3 parcels. Chairman Parise asked if it was all the same owner why not do a lot line change and make it one big parcel. Engineer Higgins noted that they are expanding on a use that is permitted on another property. Member Hafenecker noted that there are 2 businesses and Mr. Weinberg said they are sister businesses with the same owner. Engineer Higgins said even if it was made to be one large parcel a special Use Permit would still be required. Chairman Parise asked if the 2 residences accessed by an easement are also part of this property. Mr. Weinberg replied that he believes the owner owns the property around these building and a new survey would clarify all of this. Member Hafenecker asked if it would be building equipment or just materials and Mr. Weinberg replied that it is just materials for storage. Member Hafenecker asked if there were any plans for screening and Mr. Weinberg said they have a good relationship with the fire department and if anything comes up they will work together. He will speak to the applicant about screening for 17M. Member karlich said that she saw a large piece of equipment in the back and wanted reassurance that this would only be for materials storage. Mr. Weinberg replied that the owner told him this would be strictly for materials storage but noted that they do have a business on the neighboring lot that includes machinery. He will clarify that equipment will not be stored on this lot.

### 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 3<sup>rd</sup>

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

Chairman Parise reviewed the procedures and processes of the Planning Board, explaining that all materials must be submitted by the published submission date. When the forthcoming Engineer's review is received, the applicant must not send responses prior to the Planning Board meeting. All submissions must be sent to the Planning Board secretary, and not the Board Members, Attorney or Engineer. According to Planning Board procedures, whatever is submitted by the submission cut off date will be discussed at the corresponding Planning Board meeting, not beforehand. Chairman Parise thanked Mr. Mitts for his acknowledgement of the process and agreement to adhere to it in the future.

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

2: Per Mr. Mitts the 3,686 is the entire floor footage and does reduce the area for the square footage of the kitchen. The calculation that they used was based on the square footage that was being used and they will restrict the number of occupants to what is allowed by code. He will restrict the occupancy to 200. They are also focusing more on the bar area than sit down area. Due to the age of the house, they want to start small with the dining area and make it more of a bar area and will add food as it develops. He would like to take this slow and if they need to add additional parking in the future he will come back before the Planning Board. Chairman Parise, noted that the Board was unaware of these plans and was under the impression that it would be a restaurant. Mr. Mitts said their numbers are based on 72 people in the bar area and 75 people for sit down in the restaurant. Chairman Parise asked to see the table layout and Mr. Mitts stressed that he will limit the occupancy to the parking and they will not exceed 200 people. Engineer Higgins explained that there is a difference between occupancy and how parking is determined. Parking is determined 1 of 2 ways in ITE based on square footage of the restaurant or the number of seats in the restaurant. When they did their calculation, it was based on it being a sit-down restaurant not a tavern which will have a different parking generation rate. This rate will be based on the square footage, which will include the kitchen which is a necessary part of a restaurant. The number of seats is also needed so that the Planning Board could have some comfort that the parking is adequate. Chairman Parise again asked for a plan showing the tables in the dining room. Engineer Higgins said it would be helpful to have a sketch on the plan of the tables so that could be used as a standard for the parking. Mr. Mitts will show a table layout. He also noted that he will limit the occupancy and Engineer Higgins replied that there is a difference between occupancy and the building code and what they determine as opposed to ITE and how they would calculate the required number of parking spaces for the use and his engineer should be mindful of that.

4: Per Mr. Mitts and Mr. Johnson this was noted on the plan on the latest revision that was not part of the submission. Chairman Parise said that we must ensure this note is on the plans.

7: Mr. Mitts said that he had spoken to Chief Guzman who stated that the request to review the plans should come from the Planning Department.

8: Engineer Higgins will visit the site and see about the topography and drainage.

11: Mr. Mitts has spoken to the involved parties and they don't think that there will need to be any changes. He has the information including the application.

12: Per Mr. Mitts, the Building Department has not issued any request to him. The Building Department was told by the state that they have to follow Chapter 13. They submitted an updated plan to the Building Inspector and per the State they will get the same approval because they don't want the house touched. He also expressed his desire to speak to the Building Inspector and asked for something in writing. He has not received a reply. He said the Building Inspector did not know about this. Chairman Parise said that he will speak to the Building Inspector. Mr. Mitts stated that he would rather not have to go back to Albany for approval and waste time since they have already said the outcome will be the same as his previous reply. Chairman Parise noted that the main concern of the Village is fire safety and the lives of the people on the property and this is why we have to work together on this issue. Engineer Higgins asked if the floor plan is the same since the plan he sees still says "Adult Home Care Facility". Mr. Mitts said it is the exact same house and it doesn't matter what the label says. Engineer Higgins said that the Building Inspector has to review it against the proposed use and the plans show the old use. Mr. Mitts said he can come to the site and see that it is the same plans and he does not want to spend an additional \$12,000.00. Engineer Higgins will leave the comment that the sprinkler system is required until we are advised otherwise from the Building Department.

15: Application for Food Service establishment from OC was submitted for review.

17: There is a rendering submitted and Engineer Higgins replied that the board as part of the architectural review will want what the fence will look like including the color and materials. Mr. Mitts said that he already submitted this to the Building Department for the fence for a permit and it is the exact same fence that is there now. Chairman Parise noted that this is in entirely new site plan application and the Planning Board needs the information.

Chairman Parise asked if the EAF had to be updated for the outside agencies and noted that there were some agencies missing. He asked for the applicant to update it and they agreed.

Mr. Mitts asked how many more workshops are needed before moving forward. Chairman Parise replied that that is up to the applicant supplying all the requested information. Mr. Mitts said things were changing and Chairman Parise stated there are no changes and we must go through the SEQRA process and we are not trying to make extra work and are following the law.

### Application Site Plan and Special Permit

**386 Rt 17M - (217-3-12)**

For sale and storage of lumber and building materials

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

Mr. Mann gave an overview of this history of the site and noted that there was some confusion and miscommunication dealing with the personnel changes in the Village Building Department and the owners want to comply and did not intentionally violate any codes. They are working with him and the courts and building department to finish this as required by the Village zoning law. A core issue is the lot being mixed residential and commercial that the board had an issue with. On the last submittal they made some changes to the plans removing the smaller rental, however, the owner would like to keep the larger residential rental for income as it helps pay their mortgage. The long-term plan is to remove the larger rental once they are settled financially. They have fenced around the residential area, added sidewalks, and have dedicated parking spaces. This is the last proposal they can try and if it is not acceptable they will have to go with an entirely new site with one large building which is the long-term plan and being a small business did not want to go that route at this time. There are some comments about the bins that can be worked out and they are here to comply and work with the board and hope to move forward or if the decision is no residential. Engineer Higgins went over his comment memo (attached). The following items were discussed as follows:

4 - Member Kelly asked if Mr. Higgins could expand on this comment. Mr. Higgins noted the side yard requirement is 20' and if they propose the building to be 20' from the property line if the building is slightly off they will need a variance. Mr. Mann said this is fine and it is not that tight in that area. Engineer Higgins said he wanted to help the applicant avoid any potential problems.

5 - Mr. Mann said the reason the bins were in the front is so they would be away from the neighbors and they would find a location. Engineer Higgins suggested speaking to the Building Department.

Chairman Parise asked if the Board is satisfied with the layout of the site. Member Kelly asked if all of the outstanding violations were addressed. Per Mr. Mann almost everything was addressed except what they require Planning Board approval for. Member Kelly asked about the tree removal and Mr. Mann said that cannot be handled through the Building Department and will be addressed with Planning. Chairman Parise stated that they have to go back to the state of the site prior to the clearing. Engineer Higgins noted that is part of the Tree Survey and areas of disturbance and the SWPPP report will address the trees that were there before clearing. Mr. Mann said that they would count all areas of disturbance from scratch. He also noted that since both the residential and commercial portions are owned by the same person there would be no complaints since the renters have agreed to the situation. Chairman Parise noted that he has not seen a residence in the middle of a commercial site in the Village of Monroe. Member Kelly asked if this was a safe situation and weren't chemicals used in landscaping that could be

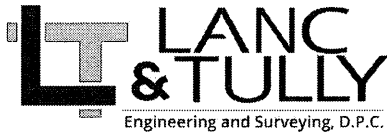
problematic. Mr. Mann said that the residence is fenced off and there is a buffer to not disturb other neighboring properties. Chairman Parise is concerned for the safety of people, especially children, living in the residence and asked why they want to do this. Mr. Mann explained that they want to keep the residential property for financial purposes and they have a mortgage with 4 tenants paying rent that help pay the mortgage and that is part of the value of the property. To rebuild now would be more expensive than purchasing the property. Chairman Parise understands this but his first concern is the health welfare and safety of people. Mr. Mann asked if there were conditions that could keep people safe and he noted that there are other commercial businesses next door. Member Kelly said that next door is a hotel which is completely different and Chairman Parise noted that there are other neighboring businesses but there were not residential buildings in the center of those sites. Mr. Mann suggested another option of trying to isolate the residence from the business. The possibility of renting to another business rather than to families was discussed and the board agreed that this would be a better option. The owner asked if they could put up construction fence for now to separate the residential from the business. Mr. Mann explained that everything that the applicant tries to do is a violation and maneuvering is difficult. Chairman Parise suggested they go to the Building Department but the building Department has sent them to the Planning board for approval. Mr. Mann will take the existing survey and show where they would like to put a temporary fence. The applicant will advise Attorney MacCartney of the status of the litigation and whom he could contact to be brought up to date on the case.

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

**Aye: 4**

**Nay: 0**

**Absent: 3**



## Village of Monroe Planning Board Review

Project: St. Rt 17M Project Supply (Gravel Lot)  
Tax Lot No. 214-1-56.22  
Reviewed by: David Higgins  
Date of Review: May 8, 2026

**Materials Reviewed:** Completed application package; Project Narrative by WeinbergLim Engineering dated April 20, 2026; Short Environmental Assessment Form dated April 20, 2026; Map entitled, "Layout Plan", dated November 26, 2025 as prepared by WeinbergLim Engineering; Map entitled, "Survey Prepared for Route 17M Development LLC", dated December 16, 2020 and revised March 1, 2021 as prepared by Lanc & Tully Engineering and Surveying, P.C.; Letter dated April 10, 2026 as prepared by Assistant Building Inspector Bryan Berberena and accompanying Land Use Determination Form

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 located on a vacant lot on State Route 17M and is just west of the Mombasha Fire Company. The applicant is seeking to use the site for the storage and sale of equipment and building materials. The submitted narrative indicates that access to the site is from an existing shared driveway with the Mombasha Fire Company and that no new structures are proposed. The property totals 17.8± acres and is located in the GB District and is permitted subject to issuance of a Special Permit from the Planning Board.

### SEQRA STATUS

Type 1      Type 2      Unlisted

EAF Form Submitted? Short EAF Submitted dated April 20, 2026

Lead Agency Status? Pending

Referral to Orange County Department of Planning required? Yes

Date referred? Pending

Response letter received? Pending

Local determination or mandatory comments? Pending

Public Hearing Required? Yes

Date of Public Hearing Opened: Pending

Date Public Hearing Closed: Pending

We have the following comments on the submission:

1. The applicant has provided a copy of a survey map prepared by Lanc & Tully Engineering and Surveying, P.C., dated March 1, 2021 and has listed Lanc & Tully as the Project Surveyor on the Application. Although the applicant may provide prior maps as reference materials for the project, Lanc & Tully is not acting on behalf of the applicant and the application should be revised to remove Lanc & Tully from the form and resubmitted for the Village file.
2. The submitted survey map does not bear the signature or seal of a licensed surveyor and is approximately 6 years old. The survey map includes Note #3 indicating that the property line was subject to pending litigation between Rt 17M, LLC and Mombasha Fire Company. Applicant should advise of the status of any such litigation and provide an updated survey signed and sealed by a licensed surveyor.
3. Based upon recent aerial imagery (April 2026), there appears to be concrete barriers placed along the edge of the existing paved driveway. (See below)



Additionally, the parking lot serving the fire company appears to be located within the subject parcel. The survey map and Site Plan map should be updated to reflect current site conditions and applicant to clarify ownership of driveway/parking areas.

4. Applicant should outline in the narrative and the plan how the property is intended to be used for storage and sale of equipment and materials. What type of equipment and materials will be stored and sold? Will customers be visiting the site to pick up equipment and materials or will all materials be delivered to the customer?
5. There are no parking spaces shown as existing or proposed. The narrative indicates that the paved access drive is shared between the property owner and the Mombasha Fire Company. Will there be heavy equipment regularly coming in and out of the driveway?
6. The proposed use is subject to a Special Permit which requires specific findings as outlined in §200-48.2 (Required Findings for Special Permits). Applicant should provide sufficient information demonstrating conformance with the requirements outlined in this section.
7. As the use of the existing driveway is to change, referral to the New York State Department of Transportation should be made to determine if the change in use requires any modifications to the driveway entrance.
8. Applicant should advise how the facility will be used, how many employees will be using the property and for what duration. There are no sanitary facilities shown for the property and the potential need for sanitary facilities should be determined.

9. According to the submitted EAF, the property contains wetlands. The Site Plan map should identify the boundaries of any wetlands within or near the proposed storage areas.
10. According to the submitted EAF, portions of the property are within the 100-year floodplain. The Site Plan map should be revised to include the location of the 100-year floodplain. Any construction or development within any areas of special flood hazard would be subject to a Floodplain Development Permit as outlined in §107 of the Village Code.
11. According to the submitted EAF, the property may contain threatened or endangered species (Northern Long-Eared Bat). Applicant should advise if any trees are to be removed as part of the project.
12. As the project is located within 500 feet of a State Highway, referral to the Orange County Department of Planning is required per GML 239.
13. A public hearing is required for the Special Permit.

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: May 8, 2026

**Materials Reviewed:** Response to Land & Tully Report prepared by Timothy Jon Mitts dated April 10, 2026; Sanitary Sewage Flow Calculations prepared by Teed Engineering, PLLC dated April 29, 2026; Water consumption history for 236 High Street, 547 State Route 17M, 43 Hillside Terrace, 63 Still Road, and 475 State Route 17M; email correspondence with Orange County Department of Health dated April 15, 2026; Short Environmental Assessment Form (EAF) dated April 20, 2026; Project Description and Questions Answered prepared by Timothy Jon Mitts; Occupancy and Parking Calculations prepared by Leed Engineering PLLC dated April 29, 2026; email correspondence regarding water service dated April 29, 2026; Fire Escape plans entitled “Proposed Renovation: Fire Escape” prepared by Art + Architecture, LLC dated August 5, 2020; and Site Plan set entitled “236 High Street” prepared by Sparaco & Young Blood P.L.L.C. dated February 22, 2026 and last revised April 29, 2026

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 the requirements in §200-61.1F(5)(d) of the Code. Adaptive reuse of a historic building requires a special permit, architectural review, and site plan approval issued by the Planning Board [§200-61.1D]. The property previously received Special Permit and Site Plan approval from the Village Planning Board in 2020 for use of the property as an adult care facility.

## SEQRA STATUS

Type 1          Type 2          Unlisted

EAF Form Submitted? Yes, Short EAF dated April 20, 2026

Lead Agency Notice Sent?

Referral to Orange County Department of Planning required? No

Date referred?

Response letter received?

Local determination or mandatory comments?

Public Hearing Required? Yes

Date of Public Hearing Opened:

Date Public Hearing Closed:

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 2<sup>nd</sup> & 3<sup>rd</sup> floors) that will need to be “closed-out” prior to issuance of a Special Permit. Any approval by the Planning Board should include a condition that any/all open building permits be closed out or otherwise resolved to the satisfaction of the Building Department. **(Repeat comment)**
2. Village Code does not prescribe a parking rate for the Adaptive reuse of National Register Historic Buildings or for a Country Inn and instead authorizes the Planning Board to determine appropriate parking requirements [§200-61.1C]. The plan proposes 54 parking spaces, inclusive of 3 ADA accessible spaces. Parking calculations performed by Teed Engineering, PLLC have been provided demonstrating that 44 parking spaces are required for the restaurant, 6 parking spaces are required for the lodging, and 4 parking spaces are required for the office space for a total of 54 required parking spaces. The parking calculations indicate that they are calculated based on ITE trip generation, and have been calculated based on the building square footage. However, the ITE Parking Generation Manual 6<sup>th</sup> Edition 2023 appears to show different parking rates than those utilized in the

parking calculations. Based on the ITE Parking Generation Manual, a fine dining restaurant in a general urban/suburban setting would require 18.12 parking spaces per 1,000 square feet on a Friday night. A square footage of 3,686 for the restaurant would require 67.2 parking spaces. The plan proposes a total of 54 parking spaces. Excluding the 6 parking spaces for the lodging and counting the third floor office space as part of the restaurant, this would provide 48 parking spaces for the restaurant which is less than the number required by ITE when calculated based on floor area. ITE also allows parking generation based on number of seats at a rate 0.63 parking spaces per seat. With 48 parking spaces for the restaurant this would allow up to 76 seats. Applicant to discuss this with the Planning Board.

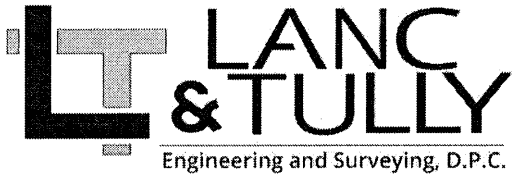
3. At the April 13, 2026 Planning Board meeting, the Planning Board requested a proposed floor plan for the building. We recommend the applicant provide a floor plan showing the proposed number of seats.
4. The Grading & Utility and Erosion & Sediment Control Plan (Sheet 3) indicates the total disturbance area is 0.4988 acres which is just slightly less than the ½ acre threshold for requiring preparation of a full SWPPP. Our office recommends that a note be added to the plans that prior to construction the limits of disturbance be staked out in the field to ensure that actual disturbance is kept within the proposed limits.
5. 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. The applicant has previously indicated this will be coordinated with the Health Department. **(Repeat Comment)**
6. 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 [§200-61.11]. We recommend noting the hours of illumination on the plan or adding a note prohibiting exterior illumination between 11:00pm and 6:00am. The use of motion detectors was discussed at the prior Planning Board meeting **(Repeat comment)**
7. At the April 13, 2026 Planning Board meeting, the Planning Board requested the plans be forwarded to the police department for review of the security lighting. We recommend noting the hours of illumination of the plans prior to being sent to the police department.
8. The plan has been modified to include a gravel curtain drain at the edge of the proposed parking lot as was previously discussed. The proposed swale and berm appear to direct a concentrated discharge in the area of the proposed driveway. A site visit will be conducted

to review the topography in this area to determine if stormwater runoff will be discharged to the roadway or to the neighboring property. **(Repeat comment)**

9. Village Code requires a performance bond to be filed with the Village Board, concurrent with site plan approval. The applicant shall provide a construction cost estimate of all site plan improvements for review. **(Repeat comment)**
10. The Code requires special use permit applications for the adaptive reuse of National Register historic buildings 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 applicant previously provided an e-mail letter from SHPO dated March 9, 2026 indicating they previously issued approvals for the ADA upgrades, the fire escape and commercial hood for the kitchen. I have spoken with Sara McIvor of the SHPO who indicated that plans for the project have been accepted by their office. It was agreed during that call that prior to making a SEQRA finding, the Planning Board will send a written request to SHPO asking for confirmation of the acceptability of the revised plan. **(Repeat comment)**
11. The applicant has provided sanitary sewage flow calculations, prepared by Teed Engineering, PLLC, showing an anticipated sewage flow of 3,996 gallons per day (GPD). The applicant has also provided the property's previous water consumption, per quarter, for the past 19 quarters. The most recent quarter (2026 Q1) had a consumption of 7,397 gallons or 82 GPD. The highest quarter provided was 2021 Q3 with a consumption of 45,106 gallons or 501 gallons per day. Approval from Orange County Sewer District No. 1 will be required for increased sewer flows. **(Repeat comment)**
12. The applicant should confirm with the building inspector whether or not a sprinkler system is required. We understand that the applicant still needs to complete a Chapter 14 performance compliance sheet. We are aware that the applicant was previously granted relief from the requirement for sprinklers by the Department of State in 2020. However, as can be found in that decision, the decision "is limited to that specific building and application before it (The Department of State), and should not be interpreted to give implied approval of any general plans or specifications presented in support of this application." That decision was made in the matter of the Rest Haven Adult Care Facility, and is not applicable to this new application. Applicant should provide the Village Building Department with an updated performance compliance sheet for review. **(Repeat comment)**

13. The plans were referred to the Chief of the Monroe Joint Fire District who provided a letter indicating that the plans were acceptable and that there would be no issues maneuvering in the parking area or around the building. **(Informational)**
14. The previously submitted narrative indicated that the existing well is within a concrete tank that is roughly 19 feet deep and 3 feet round with tile walls and that it is to be used solely for irrigation. As stated in the provided correspondence from the Orange County Department of Health, the Health Department does not permit any interconnection between an individual irrigation well with the potable water system. We recommend confirming that there is no connection between the individual well and any potable water system and confirm this during a site visit. If no connection is found, we recommend a note be added to the plans stating that the onsite well is only to be used for irrigation purposes, and that any connection to the potable water system will require approval from the Orange County Department of Health.
15. The proposed restaurant is subject to a food service establishment permit from the Orange County Department of Health. **(Repeat comment)**
16. Regarding the submitted Short EAF:
  - a. Questions # 13 & 14 should be completed by the applicant
  - b. As advised by prior Planning Board Attorney Cassidy, this should be considered an Unlisted Action.
17. The plan proposes a 6-foot high vinyl fence along the rear property line. We recommend that the applicant provide a rendering or photo image of the decorative fence for the Board's review.
18. In accordance with Village Code §200-72E(4) a public hearing is required. **(Repeat comment)**

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



# Village of Monroe Planning Board Review

**Project:** 386 Rt 17M  
**Tax Lot No.:** 217-3-12  
**Reviewed by:** Dave Higgins, PE  
**Date of Review:** 5/8/26  
**Materials Reviewed:** Cover Letter prepared by Arden Consulting Engineers, PLLC dated April 30, 2026; Site Plan titled "386 New York State Route 17M" consisting of three sheets prepared by Arden Consulting Engineers, PLLC dated 1/25/2026 and last revised April 28, 2026; E-mail correspondence from Assistant Building Inspector Berberina dated May 7, 2026

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

## **Project Description**

This application involves construction of a 50'x100' building to be used for the sale and storage of lumber and building materials, as well as a 30'x40' expansion of an existing office building for a landscaping business, outdoor material storage bins, new fencing and parking areas. The Project Site consists of 2.5 acres with a single access drive from Route 17M in the General Business (GB) District. As the plan submitted is only conceptual, the comments below should be considered preliminary and we note multiple comments are repeated from our last review. A land use determination was made by the Building Inspector on September 25, 2025 indicating that the proposed "Sale & Storage of Lumber and Building Materials" use is permitted under a Special Permit following §200-48. The 2 remaining buildings used for residential rental units may remain as pre-existing non-conforming so long as no changes are proposed to the buildings.

## SEQRA STATUS

Type-1      Type-2      Unlisted

EAF Form Submitted? Yes, Short EAF

Lead Agency Notice Sent?

Referral to Orange County Department of Planning required? Yes

Date referred?

Response letter received?

Local determination or mandatory comments?

Public Hearing Required? Yes

Date of Public Hearing Opened:

Date Public Hearing Closed:

**Preliminary Comments:**

1. As noted in the Land Use Determination Form provided by the Building Department, Sale and Storage of Lumber and Building Materials is permitted under a Special Permit following §200-48. Accordingly, the Planning Board may approve the special use permit application, provided that it finds that all of the following conditions and standards have been met [§200-48.2]:
  - A. The location and size of the use, the nature and intensity of the operations and traffic involved in or conducted in connection with it, the size of the site in relation to it and the location of the site with respect to streets giving access to it are such that it will be in harmony with the appropriate and orderly development of the district in which it is located.
  - B. The location, nature and height of buildings, walls and fences and the nature and extent of the landscaping on the site are such that the use will not hinder or discourage the appropriate development and use of adjacent land and buildings.
  - C. Operations in connection with any special use will not be more objectionable to nearby properties by reason of noise, fumes, vibration or other characteristics than would be the operations of any permitted use not requiring a special use permit.
  - D. Parking areas will be of adequate size for the particular use, properly located and suitably screened from adjoining residential uses, and the entrance and exit drives shall be laid out so as to achieve maximum safety.
  - E. Existing municipal facilities are adequate for the proposed use, or plans for the immediate or reasonably near-term expansion of such facilities are adequate to provide for such use.
  - F. The property will be suitably landscaped to protect the neighborhood and adjacent property.

The applicant should provide a narrative describing the existing and proposed uses, and sufficient information to address the criteria for issuance of a special permit. **(Repeated comment)**

2. During the February 9, 2026 Planning Board meeting, the applicant stated that the residential building is a multi-family apartment building with 4 units. We recommend identifying the residential building as a multifamily apartment on the plans and recommend including the number of units and the number of bedrooms.
3. The bulk table notes the proposed rear yard as 51.6-feet. Since the existing 1 ½ story dwelling is proposed to be removed, the proposed rear yard should be 54.1-feet. We recommend the bulk table be revised for consistency. **(Repeated comment)**
4. The proposed side yard for the 50'x100' storage building is shown as being exactly 20.0 feet, which meets the requirements. However, it would provide zero tolerance for construction of the building. It is recommended that the building side yard be increased somewhat to allow for construction tolerances and avoid any need for a variance. **(Repeated comment)**
5. At the February 9, 2026 Planning Board meeting, the Planning Board suggested requesting a determination from the Building Department as to whether the proposed landscape material storage bins are accessory structures and if they need to be relocated. A request was been made by my office to the Building Department for a determination. On May 7, 2026, Assistant Building Inspector Bryan Berberena determined that the proposed bins are to be considered accessory structures and must therefore meet the requirements of §200-26.2 which restricts accessory structures from being located in the front yard (except for limited listed exceptions). Applicant to revise plan so that storage bins comply with §200-26.2.
6. Village Code §200-34(D) requires nonresidential uses to provide a fire lane, approved by the Fire Chief, for access by emergency vehicles at all times. In cases where fire lanes cannot be provided, the site plan shall be presented to the Fire Chief with a written explanation from the applicant for why a fire lane cannot feasibly be provided in the opinion of the applicant. We recommend the proposed location of a fire lane be provided on the plans and for the plans to be presented to the Fire Chief for comment. **(Repeated comment)**
7. It is our understanding that portions of the property were filled in without a permit or approval. As discussed during the February 9, 2026 Planning Board meeting, we recommend providing the source of the utilized fill and for the areas of fill to be tested. We also recommend identifying the areas where fill was previously placed.

8. The limits of the floodplain should be shown on the existing conditions plan. **(Repeated comment)**
9. Disturbance within the floodplain will be subject to a Floodplain Development Permit to be obtained from the Village Building Department in accordance with Chapter 107 of the Village Code. **(Repeated comment)**
10. Plans should note who delineated the on-site wetlands and when the delineation was performed. Applicant should confirm the jurisdiction of the wetlands by U.S. Army Corps of Engineer and New York State Department of Environmental Conservation. Disturbance of wetlands will be subject to permitting requirements by the U.S. Army Corps of Engineers and/or New York State Department of Environmental Conservation. **(Repeated comment)**
11. Village Code §200-44(l) prohibits loading spaces from being located within 200 feet of any residential district boundary. A 200' offset from the SR-10 zoning district has been provided on the plans. A loading dock has been provided on the plan that appears to have been shown within the 200-foot offset. Unless the loading areas are relocated, a variance will be required. **(Repeated comment)**
12. The plan proposes perpendicular parking with two directional flow with 24-foot wide maneuvering lanes. Village Code requires a minimum maneuvering lane width of 26 feet (§200-45.E). **(Repeated comment)**
13. The parking calculations indicate 10 parking spaces required for the residential use and 5 parking spaces for the lumber yard use for a total of 15 spaces. Although the parking calculations table indicates a total of 27 parking spaces are provided, a total of 48 spaces are shown, inclusive of the trailer and truck parking. Table should be revised for consistency. **(Repeated comment)**
14. Two dumpster enclosures have been shown on the plan in the vicinity of the commercial buildings. The proposed dumpster enclosures must be located outside of the required building setback per §200-34.H. The applicant should address refuse collection for the residential dwelling that is to remain. **(Repeated comment)**
15. Existing and proposed utilities shall be shown on the plans. **(Repeated comment)**
16. From the EAF dated 10/9/2024, it is stated that 0.92 acres will be disturbed by the project. In that case, based on Village Code §168-11, any proposed action with more than 0.5 acres of disturbance is classified as a land development activity. §168-12(A) states that: "No application for approval of a land development activity shall be reviewed until the appropriate board has received a stormwater pollution prevention plan (SWPPP) prepared in accordance with the specifications in this article and Article I of

- this chapter." Therefore, a SWPPP will be required. **(Repeated comment)**
17. A turning analysis should be provided. **(Repeated comment)**
18. Sight distances for the driveway shall be provided. **(Repeated comment)**
19. Pursuant to Village Code §200-72(l)(1)(b) the following will need to be provided on or along with the site plan unless waived by the Planning Board: **(Repeated comment)**
- a. Existing school, zoning and special district boundaries within 100 feet of the tract.
  - b. Location of all existing and proposed waterlines, valves and hydrants, all sewer lines and other utilities.
  - c. A detailed lighting plan showing proposed location, direction and type of outdoor lighting.
  - d. Proposed contours with intervals of two feet.
  - e. Boundaries and identification of existing soil types as may be found in the Soil Survey of Orange County, New York.
  - f. A separate landscape plan showing both existing and proposed landscaping, retaining walls and tree plantings, including a note on the plan indicating that all approved landscaping will be maintained in perpetuity.
  - g. Details of dumpster enclosure(s).
  - h. A note specifying hours of operation
20. The plans do not identify the existing pipe racks and covered storage as to be removed. The applicant should advise if these are to remain, as the proposed landscape buffer will likely impair their use. **(Repeated comment)**
21. Village Code §200-32(C) requires a landscaping plan for all uses aside from a single family detached dwelling, a two family residence, or an agricultural use. Landscaping is also subject to §200-44.J and §200-45.J. **(Repeated comment)**
22. Pursuant to Village Code §200-32(E) a tree plan shall be submitted. Any trees greater than 8" in diameter should be marked on the plan. The plan shall indicate whether existing trees shall be removed or preserved, and the plans shall make provisions to preserve existing trees to the greatest extent possible. Other natural features should also be marked on the tree plan including ground cover, shrubs, vines, flowers, lawns, and similar natural plant formations. It is our understanding that significant tree clearing has already been done by the applicant without a permit or approval. **(Repeated comment)**
23. The limit of disturbance should be shown on the plan. **(Repeated comment)**
24. Details shall be provided. **(Repeated comment)**

25. At the February 9, 2026 Planning Board meeting, the Board discussed coordinating a site visit when the snow melted.
26. An EAF was previously provided indicating the potential presence of endangered species/habitat (northern long eared bats). Plan should include appropriate mitigation measures (eg. Limiting tree clearing between April 1<sup>st</sup> and October 31<sup>st</sup>). **(Repeated comment)**
27. The previously submitted EAF form should be resubmitted for consistency with the current plan. Any agencies from which permits or approval are required should be identified in question 2 of the EAF. **(Repeated comment)**
28. The project is subject to Architectural Review per §200-73. **(Repeated comment)**
29. Modifications to the driveway along with any other work within the NYS Route 17M right-of-way will require a permit from the NYSDOT.
30. This application will require referral to the Orange County Planning Department for a review pursuant to GML 239 based on proximity to a state highway. Plans should be more developed prior to this referral. **(Repeated comment)**
31. A public hearing will be required. **(Repeated comment)**

This review should be considered preliminary in nature. Further comments will be provided pending receipt of additional information. 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.