

VILLAGE OF MONROE

Workshop

June 8, 2026

Present: Chairman Parise; Members Iannucci, Karlich, Hafenecker and Kelly. Engineer Higgins and Attorney Bonet

Absent: 2 Planning Board Vacancies

Pledge of Allegiance.

Site Plan Review – Proposed addition / Condos

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

Proposed 14,370 SF 2 story office addition – condominiums

Present representing the applicant: Avi Weinberg, WeinbergLim Engineering

Mr. Weinberg noted that the Zoning Board did not have the resolution ready yet but it will be adopted at the Zoning Board meeting scheduled for the next day. He has received Engineer Higgins' memo (attached) and said that the one big outstanding item regarding lighting has been addressed and Engineer Higgins is satisfied. Regarding the cost estimate, he sent a revision to Engineer Higgins earlier that day. He noted that there seemed to be a Catch 22 situation with the subdivision and survey and said that the subdivision does not need to be filed in the Clerks office and they don't require a signed plan from the Chairman. He stated that they are here seeking approval. Engineer Higgins also went over his memo highlighting any new or outstanding items and were discussed as follows:

4. Mr. Weinberg said that the materials samples were shipped out today and the architect will appear at the next meeting with the samples.

5. Regarding the condominium and subdivision of land, Mr. Weinberg had reached out to the County and Engineer Higgins followed up with Ms. Maryanne Westbrook from the County filing office and she clarified that in their view this is not a subdivision of land so the country does not require a subdivision map signed by the Chairman. There is some paperwork to be filed and Mr. Weinberg noted that this paperwork is handled by the condominium attorney and architect. Engineer Higgins said that the County does not require this filing since it is wholly interior and there is no land that is involved however, they still require a survey map, floorplan, and State Attorney General's approval. Mr. Weinberg noted that this is handled by the condo attorney and architect attorney and when they go through the filings with the State Attorney General's office they will provide the County with the required documents. Engineer Higgins noted that the prior Planning Board Attorney determined that this meets requirement of a subdivision based on the Village's definition, however there is no map to be filed.

Chairman Parise added that if the applicant receives and forwards the ZBA resolution and could supply the materials samples for the next meeting the application seems complete and the board members agreed.

Special Use Permit – Accessory Apartment

1 Alex Smith Ave. (230-1-1.232)

New kitchen in existing basement of single-family home

Present representing the Applicant: Jesse Shih, David Niemotko Architects

Engineer Higgins went over his comment memo (attached). Chairman Parise noted that there is nothing outstanding and everything is in order and we can move forward. The Board had no comments, questions, or anything to add. The approval resolution vote will be at the next Regular meeting scheduled for 6/25/26.

Site Plan Review – Proposed 2 Story Office Building

573 Route 17M (220-5-19)

Lakeside Pet Lounge between Monroe Pharmacy & Orange Collision autobody

Proposed new 23,342 SF 2 story office building

Present representing the applicant: Mike Morgante from Arden Consulting Engineers

Mr. Morgante gave a status update and said that they just received the notice of complete application from the DEC which was published in the paper and a copy sent to the Planning Board Secretary. They also just recently got a comment letter from NYS DOT and he needs to correct some pay item numbers on the plans and stated they are essentially done as well. He noted that they are 95-100% complete with the outside agencies. As soon as they are done with the DOT they will be ready to come back before the Planning Board for finalizing minute items and preparing final plans for signature. Mr. Morgante asked if any extensions were required and Chairman Parise asked if the applicant wanted to waive the 62 Day after Public Hearing closure time period. Mr. Morgante wants to do this and will forward a letter to the Planning Board Secretary. Chairman Parise noted that this would be voted on at the 6/25/26 meeting and it was not necessary for Mr. Morgante to attend.

Site Plan Review – 72,500 SF Commercial Building / Office & Retail

208 Business Center (201-3-3, 4, -7 and -8)

Located at the intersection of NYS Route 208 and Gilbert Street Extension, near the YMCA

Application for Site Plan Approval for the development of a 72,500 square foot commercial building with office and retail uses. The development is located in the GB Zone along NYS Route 208. Two additional traffic lights are proposed, one at Schunemunk St & NYS Route 208 and one at N Main St and Schunemunk St

Present representing the applicant: Senior Geologist Jon Dahlgren from Tim Miller Associates

Mr. Dahlgren noted that they were last before the Board in October when they submitted a revised FEIS. Since then they have been discussing with the Planning Board and Village Board a construction management plan showing how the building and off-site traffic improvements could be done simultaneously. Their traffic consultant, Creighton Manning, prepared a construction management plan that laid out a schedule and details that was reviewed by the Planning Board's consultant, John Canning from Kimley Horn. Engineer Canning had some minor suggestions but basically agreed. This was taken up by the Village Board in February and they also agree with the phasing of the plan. They need to finalize that plan and the FEIS which is the last piece of the environmental impact. Chairman Parise asked why the Village Board is involved as it is a Planning Board issue. Mr. Dahlgren replied that he believes this is due to the financial commitments by the applicant and because it is such an impactful project in the village they were very concerned about the traffic. Chairman Parise asked if there was any resolution from the Village Board and Mr. Dahlgren replied that there was no formal resolution. Chairman Parise said the Village Board needs to give the Planning Board their opinion and the Planning

Board would take it into consideration with their engineer. He also said that it should have been done first at the Planning Board then to the Village Board for approval. Mr. Dahlgren said that was left off that the Planning Board had some concern with the phasing plan and if it would work. There was a lot of discussion with the Planning Board's traffic consultant that he was satisfied it would work as well as with the Planning Board Attorney regarding the financial assurances that the off-site traffic improvements could be financed. His understanding is that the language for the financial commitment and construction sequencing were the last things to be agreed upon. Chairman Parise asked if our engineer was aware of this and Mr. Dahlgren said that he believes so as they were part of the discussions. Chairman Parise also noted that he spoke with Engineer Brauer who said that there are some outstanding items to be addressed. Mr. Dahlgren agreed and noted that the ball is in their court and they will send the Planning Board a complete construction management plan and the FEIS addressing all concerns and that the Planning Board and all their consultants are satisfied. Chairman Parise told Mr. Dahlgren that the Village has a new Mayor and 2 new trustees. He thinks that going forward they should submit what they have to the Planning Board first and we will then pass it along to the Village Board. He said with a new set of people we will need to go back to the Village Board again. Mr. Dahlgren said that the key issues about sequencing is that the applicant needs to provide assurance to the Planning Board & to the Village that the traffic improvements offsite can be done and that there will be no certificate of occupancy and the building cannot open until all the construction work is done and the DOT has signed off on the offsite improvement. All lights will be working and everything is moving. Chairman Parise said that he was not around when this was all discussed and asked if the Board had seen a phasing plan. Member Iannucci replied that nothing was received and it was supposed to be presented to the Planning Board. She also said that the Board has not made any decision regarding the phasing plan. Member Kelly stated that regarding the traffic concerns, there have been several missteps along the way and getting onto 208 is a nightmare. He continued that we will need to take a hard look at it, noting he was surprised that our traffic consultant believed that phased construction was a possibility. He feels we need to be more skeptical of the traffic impacts going forward because in the past it seems we did not have enough scrutiny. Member Hafenecker said that it was his belief that nothing was to be done until the traffic improvements were completed. Member Iannucci said that was the initial promise and Member Kelly agreed that the Board's position was that there would not be a shovel in the ground until the traffic improvements were done. He noted that our traffic consultant, Engineer Canning, indicated that a phased construction plan may work and now they are looking at that possibility. Mr. Dahlgren said they are proposing a phased construction and that the Planning Board and the applicant's traffic consultants should probably present this issue to the board again to make sure everyone is comfortable with it. Chairman Parise said that the Planning Board should look at it first and any changes can be made before it is moved to the Village Board. Mr. Dahlgren showed a rough construction schedule to the Board explaining the phasing timeline noting that the traffic consultants could explain it better. Mr. Dahlgren said that he wanted the opportunity to get the Board up to speed and that they would submit additional material in the future. Chairman Parise asked why there was a gap since the last time they were here in October? Mr. Dahlgren replied that there were some details to work out with all the attorneys involved regarding the management plan and funding for the traffic improvements. Chairman Parise asked if there was any conclusion and Mr. Dahlgren said that the applicant has all that information but it has not been submitted yet. Chairman Parise said that the applicant needs to get all the updated information to the Planning Board and its consultants so they can evaluate. Mr. Dahlgren said that they would update all the information and make a new submittal for the Planning Board.

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

Engineer Higgins noted that the lead agency notice had not gone out yet as we were waiting for the plans to be more complete and that a public hearing will be required. Engineer Higgins went over his review memo (attached), and the following items were discussed:

1. Regarding the open building permits, Mr. Mitts stated that he was told by the Building Department that they were instructed to not process any building permits per Chairman Parise. Chairman Parise vehemently denied this allegation and the record will show that per Chairman Parise he never gave those instructions to the Building Inspector. Per Mr. Mitts he has a building permit to replace the fence because a tree fell on it. He said it's an old building permit and he was told that they would not process any permits until they hear from the Planning Department. He also stated that he spoke to the Police Department and asked if he could go over the lighting plan with them and again he was told that he has to go through the Planning Board and the Chairman in order to have the review completed. Mr. Mitts said that per Engineer Higgins' review memo the lighting plan needed to go to the Chief of Police and that had not been done yet. Chairman Parise said that he spoke to the chief since the time that Mr. Mitts went directly to Chief Guzman to have the lighting plan reviewed. Chief Guzman told Mr. Mitts that everything needs to go through the Planning Board. Mr. Mitts said that Chief Guzman was conversing with him prior to speaking with Chairman Parise but once Chief Guzman spoke to Chairman Parise he would no longer speak with him directly. Mr. Mitts suggested in order to resolve the issue, could the plans be sent immediately to Chief Guzman since the Planning Board has had them for months. Engineer Higgins said that the issue is if the board is satisfied with the layout before the plans are sent out to other agencies for a review. Chairman Parise said that as far as the fence goes, he's currently under SEQRA review. Engineer Higgins explained under SEQRA regulations there are not supposed to be any changes to the site unless they're related to testing or evaluations required by the board. Mr. Mitts said he was just replacing a fence that is already there. Mr. Mitts also said that there are no permits for the fences that are there. Engineer Higgins explained that there is a fence shown on the site plan that is currently under review by the board. If he were to go and replace that fence and, for whatever reason, possibly under architectural review the board decided that the new fence was not what they want to see - would he be willing to take that chance? Mr. Mitts said that it's identical to the fence that is already there that is not his fence. Technically he cannot remove that fence without the neighbor's approval because they put their fence right on the property line. He added that he just wants to repair what was broken because a tree fell on it and said a fence is a fence and regardless of what it says on the survey and if a tree falls down, should he just leave it that way? Engineer Higgins asked if it was chain-link fence or vinyl fence and Mr. Mitts replied that it was a chain-link fence. Engineer Higgins said he was under the impression that he was looking for a permit for vinyl fence. Mr. Mitts said that he went to the building inspector and showed them pictures and he was just trying to protect his property line. Engineer Higgins wasn't aware there was a building permit to just repair a damaged fence he was under the impression was for a new vinyl fence. Mr. Mitts replied - what is the difference between a chain-link or a vinyl fence. Engineer Higgins countered that there is a difference between a vinyl and chain-link fence and they look different. Mr. Mitts said that the vinyl fence that he wants to install matches the vinyl fencing on the side of the property. Engineer Higgins noted that it is up to the building department to issue whichever permits are necessary. Mr. Mitts said that after the Building Department spoke to the Planning Board there was no reason to allow him to fix his fence. Engineer Higgins stated that the building department spoke to him. Chairman Parise said that the building department did not speak to him they spoke to Engineer Higgins and he should get his facts straight because he is blaming the Chairman for something that he did not do. Mr. Mitts said that he just wants to fix the property and keep it clean. He asked Chairman Parise when a tree falls on one of his cars because he's not allowed to cut the trees he's going to tell him that he objects to cutting the trees? Chairman Parise reiterated that the decisions are not made personally by him. The decisions are made by the Board. Engineer Higgins said it is Building Inspector Berberena's decision whether to issue a permit or not. Member Iannucci asked Mr. Mitts to clarify what fencing he is replacing because he is speaking about vinyl and chain-link interchangeably. Mr. Mitts stated that he wanted to replace the chain-link fence with the vinyl that matches the fencing on the side. He noted that he had asked a prior Building Department Clerk to give him building permits for the

chain-link fence and she did not have them. Mr. Mitts agreed that he is going to replace the chain-link with solid vinyl and Member Iannucci countered that Mr. Mitts was not being clear and saying that he is replacing in-kind fence for fence. Member Iannucci clarified that he is replacing chain-link for vinyl. Engineer Higgins said from our vantage point according to SEQRA there are not supposed to be any changes to the site when the site is under review unless they pertain to the environmental review and stressed that the fence is shown on the site plan, which is currently under reviewed by the Planning Board. He also said if he was to go ahead and put in the fence before the approval, the Planning Board would have the purview to tell him to take the fence down if it did not meet any of their requirements. Chairman Parise stated that it is up to the Planning Board what they want to do regarding the fence.

2. Mr. Mitts said under 261.1 D4 in the code it allows for museum, displays artifacts, and historical items related to the home and he believes that the sitting room should be relabeled as a museum area and he would put all the glass cases in there and it would not require additional parking. Engineer Higgins assumed that this would be the case, but did note that he should include the kitchen and the managerial office. Mr. Mitts replied that there is no managerial office and the third floor is not a private office. Engineer Higgins says there's an office noted on the floor plan on the first floor and Mr. Mitts said that that is on the floor plan erroneously and that should just be part of the kitchen. Engineer Higgins also noted that he did not include the 3rd floor office as an office and said it was noted as ancillary storage. Chairman Parise clarified that there is a mistake on his plan showing an office that is actually part of the kitchen and Mr. Mitts agreed and said it will be corrected. Mr. Mitts would like to direct the Planning Board to section 1205.2 from chapter 12 of the New York State building code for historical buildings which says that the allowable floor space for historical buildings undergoing a change of occupancy shall be permitted to exceed by 20% the allowable areas specified in Chapter 5 of the International Building code. He continued, they are allowed to exceed by 20% and what he would like to understand from Engineer Higgins is what is the occupancy and parking? Engineer Higgins explained that there were 2 different methods to calculate the required number of parking spaces. One is based on square footage and one is based on number of seats. He does not feel that they are too far off based on the square footage, however, he noted that according to the floor plan showing the seating of 168 based on ITE they would need 106 parking spaces which is out of the range of the parking that is provided. Member Kelly stated that those were two very different figures. Engineer Higgins said that the floor plan is to scale, however, the tables on the floor plan were not. He also noted that there was no seating per table or access aisles needed for serving. Mr. Mitts said he was willing to adjust the tables to fit the parking not to have the parking fit the tables. Based 52 parking spaces however many tables can he have is what he will do. Chairman Parise asked if they could have the floor plan drawn to scale so that we can get a better idea of how the dining room would flow. He also asked if the tables that were shown on the plan would actually fit since they are not to scale. He noted that the Board needs to see an accurate floor plan drawn to scale. Member Hafenecker said that the Board really needs a floor plan to scale. Mr. Mitts asked the board if they agreed to treat the sitting room as part of the museum area and he needs to know if we are going to go with 52 parking spaces. Engineer Higgins said this would leave 46 for the restaurant and six for the lodging. Member Iannucci asked if there was going to be a bar and Mr. Mitts replied that there was. She said that they would have to account for the parking for the bar as well and that the Board would like to see a calculation showing all of these areas numbers and how they relate to the parking spaces. Mr. Mitts proposed removing two parking spaces to save a tree and extend the trench to the end of the driveway so that it would never impact the neighbor. He also said that when he plows he plows to the back of the property because it is a Village right away and the water would run away from the property. Chairman Parise asked if there was a detention pond back there and Mr. Mitts replied that there is one over there and the side property runs to it. Member Hafenecker asked Mr. Mitts to show the board where the fencing is on the plan. Mr. Mitts reiterated that the fencing is not his, and there are no building permits associated with this property for the fencing. He noted that since the existing chain-link fence is on the neighbor's property, he would be putting a new vinyl fencing in front of that fencing. It was mentioned by Member Kelly and Member Iannucci that prior he said he was replacing chain-link with vinyl and now he's talking about putting vinyl in front of existing chain-link instead of replacing it. Mr.

Mitts replied he just thinks a fence is a fence. Member Kelly countered that 2 fences is 2 fences. Member Iannucci stated she and the Board wishes for Mr. Mitts to be more clear about what he intends to do. Member Hafenecker said that he should just get a building permit for the vinyl fence but Chairman Parise said that since the plans were under review by SEQRA they could not make any changes to the site. Member Iannucci noted that this fencing could have been done prior to this application before the Planning Board however, now that it is before the Planning Board and under SEQRA review, nothing can happen now. Chairman Parise said the job of the Planning Board is to guide the applicants and help with their application process because we have to follow the SEQRA law.

3. Engineer Higgins brought up the drainage issue again and Mr. Mitts showed the board on the site plan how he plans to direct the flow of water. Engineer Higgins said the concern is that there would be an increase in runoff due to additional asphalt from the parking lot. What we do not want to happen is for this to flood out the neighbor's property or have excessive runoff and icing at the driveway entrance or exit. Mr. Mitts understands this and stated that he would like a definitive answer on the parking spots required. He said that he does not want to pay someone to redo the survey as he has been doing for four months. Engineer Higgins said that what has been submitted to the Board largely is not the result of professionals being hired to make changes but instead was hand-drawn changes. Mr. Mitts noted that he is trying to keep the area of disturbance under a half an acre and will adjust the occupancy to that. He also expressed frustrations and not being able to sit down, not at a board meeting, with someone to hash out this project and figure out what will work. Chairman Parise said that Planning Board discussions have to be done in public. Mr. Mitts replied that he would like to speak to the professionals and Chairman Parise said Mr. Mitts' engineers and architect could certainly meet with Engineer Higgins. Mr. Mitts said that he just wanted to get this done and implied that it is taking too long and he feels that it should've been done already. Chairman Parise countered that there is no time limit for the Planning Board and we take the time that we need to take. Regarding the runoff Chairman Parise said that he is concerned that runoff would cause an ice problem during the winter months. Engineer Higgins said he is suggesting a swale that goes out to a catch basin that drains to the system drainage system under the road or have your engineer provide a report that says that he's looked at the drainage and done the calculations and this is the increase that could potentially be created. Engineer Higgins and Chairman Parise said that this seems very fair and the board agreed. Mr. Mitts replied that the board does not operate the property he does and he pays the money out. Member Iannucci replied that it is the Planning Board that keeps his property safe for other people.

4. There is already a grease trap there and it will be noted on the plans

5. It was decided that the plans would be sent to the Police Department for review but noted with Mr. Mitts that if there were any changes to the plans, they would have to be sent again. Mr. Mitts gave a brief overview of the lighting plan to the Planning Board. Engineer Higgins noted that if we are sending the plans out to the police department for review, we should also send them to the Orange County Planning Department declaring Lead Agency. Chairman Parise noted that we must declare lead agency which we will do at the next meeting.

7. Regarding the construction cost estimate Engineer Higgins said that they would be required to itemize everything such as square yardage of asphalt, cost per tree, etc. Mr. Mitts said that everything that was submitted was based on a quote that he received and he will provide those quotes Engineer Higgins. Engineer Higgins will provide a form for Mr. Mitts to fill out in greater detail.

8. Engineer Higgins explained that SHPO was not reviewing the parking or lighting and other parts of the project. Chairman Parise asked if this board had sent the plans to SHPO yet and we have not. Mr. Mitts stated that he sent the plans to SHPO but Chairman Parise said that the Planning Board will send the completed plans to SHPO.

9. Mr. Mitts has spoken to them and he just needs the occupancy level to submit the application according to Mr. Teed there are no changes that need to be made on what is existing.

10 Mr. Mitts said the issue is that the Village does not have a Building Inspector qualified to approve this plan and Chairman Parise suggested that Mr. Mitts speak to the Village Building Inspector

12. Per Mr. Mitts the Orange County Department of Health is not involved with this and Engineer Higgins said any connection to the potable water system requires approval from the Orange County Department of Health. Mr. Mitts said that the Village has the jurisdiction to come inside the house to make sure that this old well is not hooked up to the potable water system. The health department has no issue with this as long as it is just used for irrigation and not connected in any way to any part of the water system in the building.

15. Mr. Mitts thought that he may have submitted the details on the fence to the Planning Board however, this was never received. He will forward that to the Planning Board Secretary and noted it is the same vinyl fence that is along the side of the property. Engineer Higgins suggested sending a photo of the fence that exists.

Member Iannucci asked how they tap into the well to irrigate and asked if there was any above ground tap to the well. She wanted to confirm that the old well was not connected to the house in anyway. Per Mr. Mitts it was eliminated in the 1960s and is not attached to the house at all or tapped. Chairman Parise asked how the restaurant deliveries will work and if large trucks will be coming into the site and how will they load and unload. Mr. Mitts said that deliveries would have to come in via new section since they can't fit under the carport on the entrance side and there is an 8,000 SF turnaround area. He noted that this would be done on off hours only and added that they would be using the ADA ramp to unload into the kitchen level or if it would go into the box they'd be going down the stairs into the basement. Mr. Mitts noted that he intends to start small and he does not want to overbuild and he does not want to put any more parking in the front of the building. Chairman Parise asked about hosting events or weddings in the restaurant. Mr. Mitts said everything would be dictated by the occupancy number. Member Iannucci that events would be based on the parking spaces and occupancy, and he would be married to that. That is not a flexible figure he would not be able to get more people in for special events. The number would be a set number. Mr. Mitts said if there was a situation where they wanted to increase the number that he would come back to the Planning Board. Chairman Parise noted that what they would like to avoid are situations that have happened in the past where many people showed up for prom pictures. Mr. Mitts said he did not realize how many people would show up to take prom pictures and he learned from that mistake. Everything that he has done since has not been a problem. He knows where his occupancy level sits. He would like to have more people in the restaurant, but he doesn't want to tear up the site for parking. A discussion ensued about special events and occupancy and Member Iannucci said that regardless of the event the occupancy will be capped. Mr. Mitts asked what the occupancy would be and Member Iannucci replied that he had his 52 parking spaces and would have to go from there. Mr. Mitts will speak to his engineer about the trench stating that he did not know that it did not go to the driveway and he would rather bring it all the way out. Member Iannucci asked if it would need to be hooked into the drainage at the end by the road or some type of catch basin. Engineer Higgins said that this is why they need a drainage study. Chairman Parise inquired about a traffic study and what the Board's thinking was on having one done. Member Iannucci said that she thought it was a good idea and Member Kelly questioned if one was needed for something this size. Chairman Parise said it had nothing to do with the size but rather the business and it being a change to the neighborhood. Mr. Mitts said that he had spoken to Chief Guzman about putting up a sign to monitor the traffic so they could get a traffic study and he assumes that it is on hold. Chairman Parise stated that when he spoke to Chief Guzman he said that he would not do it and directed Mr. Mitts to the Planning Board. Mr. Mitts also noted that Friday and Saturday are light traffic days for that road and that would be the height of business for the restaurant. Chairman Parise said that a traffic study would show if that were the case and it would also consider traffic during the school year noting that there are a lot more busses on that road than in the past. The board agreed that a traffic study was warranted and Mr. Mitts asked who would do the study. Chairman Parise replied that the applicant would be responsible for having the study done and our consultant would review it. He also said that it should be conducted during the school year

to get an accurate study. Mr. Mitts said that this would require him to wait until September. Chairman Parise said that the Board is suggesting the study is done during the school year. Member Kelly asked about the cost of a traffic study. Chairman Parise asked why he is concerned with the cost and shouldn't we be concerned about safety. Member Kelly said with all due respect, there are tradeoffs with everything but if this is a modest restaurant an onerous study that is a concern for him. Chairman Parise said that he should keep in mind that this is a new restaurant in a residential neighborhood. Mr. Mitts noted that there are a lot of trucks that go down this road because of deliveries to ShopRite. Chairman Parise said that the decision is up to the board. He also believes Chief Guzman wants a study done and when they spoke Chief Guzman told Chairman Parise that Mr. Mitts had asked him to do a traffic study. Mr. Mitts replied that he had asked Chief Guzman if there were any traffic reports on that road. Chief Guzman said there were none but he was willing to install one of those radar signs to collect data. Chairman Parise reiterated that during their conversation he referred Mr. Mitts to the Planning Board stating the did not do traffic studies for these purposes. Chairman Parise also said that Mayor Melchiorre mentioned a traffic study noting this was not his idea and it is up to the board if they want a traffic study done for this application. The timing of the traffic study was discussed and Mr. Mitts said that he would call around and get some pricing and come back to the board. Chairman Parise reiterated that the need for a traffic study was not just coming from the Board. Mr. Mitts said that he believes there are people in the community that wants to see him stopped. Chairman Parise said that was not the case with anyone on the Planning Board. He noted that we work hand in hand with all applicants adhering to the law, SEQRA, and the Village Code. Member Kelly asked Engineer Higgins what his thoughts were on the need for a traffic study. Engineer Higgins replied that the board has the right to require the study. He did note that with the hours of a restaurant operation, school busses may be off the road by the time the business is busy. Member Iannucci noted that if there were to serve lunch it would be during the day when school busses are on the road and again said that we just want to keep everyone in the community safe. Engineer Higgins mentioned that the application needed to be on the agenda for the regular meeting for Lead Agency and referral to the County and Police Department. Chairman Parise said that they would need to vote on the Negative Declaration, Lead Agency, and authorize circulation to the Police Department. He also said that a Public Hearing is needed but Members Iannucci and Kelly felt that it was too early for a Public Hearing.

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

Aye: 5 Nay: 0 Absent: 2



Village of Monroe Planning Board Review

Project: 581 Route 17M
Tax Lot No. 220-5-16.312
Reviewed by: David Higgins
Date of Review: June 5, 2026

Materials Reviewed: Comment response letter prepared by Weinberg Lim Engineering dated January 28, 2026; Site Plan Cost Estimate dated May 19, 2026; Architectural Renderings prepared by Hartman Design (undated); and Amended Site Plan titled "581 Route 17M", as prepared by Weinberg-Lim Engineering last revised 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

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

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

SEQRA STATUS

Type of Action: Unlisted

EAF Form Submitted? Yes, Short EAF dated March 8, 2024 and revised February 6, 2025

Lead Agency Notice Sent? February 25, 2025

Positive or Negative Declaration? Negative Declaration

Positive or Negative Declaration Approval date? January 27, 2026

Referral to Orange County Department of Planning required? Yes

Date referred? February 25, 2025

Response letter received? Yes

Local determination? Local Determination

Mandatory Comments? No

Public Hearing Required? Yes

Date of Public Hearing Opened: February 24, 2026

Date Public Hearing Closed: March 24, 2026

We have the following comments on the plan:

1. The proposed dumpster enclosure is shown to be located 5 feet away from both the rear and side lot line. Village Code §200-34(H)(3)(h) prohibits locating dumpster enclosures within any required setbacks. The applicant has obtained a variance from the ZBA varying the rear yard for the dumpster by 35 feet and varying the side yard for the dumpster by 45 feet. We recommend providing a copy of the ZBA decision to the Planning Board. Sheet 2 of the plans note that a variance is requested. We recommend revising the plans to note what variances were granted and the date those variances were granted.
2. The proposed area to be disturbed is 14,519 square feet (0.333 acres). Because the area of disturbance is less than 1 acre, filing is not required under the NYSDEC General Permit GP-0-25-001; and because the area of disturbance is less than 0.5 acres preparation of a SWPPP is not required in accordance with specifications in Article I and Article II of Village Code chapter 168. **(Informational)**
3. A revised lighting plan has been submitted and shall be revised to comply with Village Code §200-34 A.(5). House-side shields or similar light-directing fixtures shall be modeled with lighting direction and foot-candle values provided.
Code §200-34 A.(5) is as follows:

- a. Light sources, including bulbs and LED arrays, must not be visible from public rights-of-way or neighboring residential properties.
- b. All outdoor lighting must be fully shielded to prevent any light from being emitted above the horizontal plane, with no more than 10% of the lamp's lumens allowed at or above an 80° angle.
- c. LED lights must have a color temperature of 3,000 Kelvin or lower (This has been addressed.)
- d. Light levels measured along any property line adjacent to a vacant or residential lot must not exceed 0.2 footcandles.
- e. Individual lighting fixtures shall not emit more than 3,000 lumens.

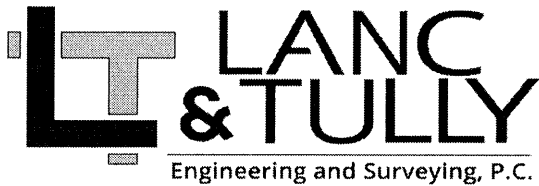
The plans have been revised to show light levels less than 0.2 footcandles at the property lines. The lighting plan now appears to be in compliance with the requirements of the Code. **(Informational)**

4. The project is subject to architectural review by the Planning Board. Architectural Renderings have been provided as part of this submission. The Board should review the proposed building addition color and appearance. **(Repeat Comment)**
5. Submitted documents include plans for dividing the buildings into individual condominiums. Approval of condominium projects is subject to Chapter 175 of the Village Code (Subdivision of Land). I defer to the Board's legal counsel with regards to procedure for review and approval of the condominium plan, maintenance agreements, etc... The following comments are offered relative to the submitted Subdivision Plat:
 - a. Map should include the seal and signature of a licensed surveyor. **(Repeat Comment)**
 - b. Metes and bounds must be provided for the perimeter of common area. **(Repeat Comment)**
 - c. Email correspondence from Orange County Map Filing dated April 29, 2026 states that the applicant will need to submit to the county: a survey map showing the existing and proposed improvements certified that it is based on an actual field survey; floor plans showing existing and proposed units with required information such as square footage, percentage of common interest, etc.; and a declaration and acceptance letter from the attorney general.
6. In accordance with §200-72(E)(4)(d) of the Zoning Code, the applicant will be required to file with the Village Board a performance bond, letter of credit, or cash deposit sufficient to cover the full cost of all improvements or treatment. A site plan cost estimate has been provided for review, we offer the following comments.
 - a. The Site Plan Cost Estimate lists a total quantity of 14,382 linear feet of concrete curbing. Measured to scale the plans appear to show approximately 1,100 linear

feet of proposed concrete curbing. We recommend revising the cost estimate appropriately.

7. The Board adopted a Negative Declaration on January 27, 2026. **(Informational)**
8. The plans were sent to the Orange County Department of Planning for referral under GML 239. The County Department of Planning determined this to be a Local Determination and did not offer any recommendations. **(Informational)**
9. A public hearing was opened February 24, 2026 and closed March 24, 2026. **(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: Rhone- 1 Alex Smith Ave.
Tax Lot No. 230 – 1 – 1.232
Reviewed by: David Higgins, P.E.
Date of Review: June 5, 2026
Materials Reviewed: Cover Letter prepared by David Niemotko Architects, P.C. dated May 28, 2026; Plot Plan Accessory Apartment for 1 Alex Smith Ave prepared by David Niemotko Architects, P.C. last revised May 28, 2026.

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

Project Description:

Project involves the conversion of an existing finished basement to an accessory apartment. The existing single-family residence is located on a 20,075 sq.ft. lot in the SR-20 Zoning District where accessory apartments are permitted subject to a Special Use from the Village Planning Board. Accessory Apartments are also regulated under §200-49 of the Village Code.

SEQRA STATUS

Type of Action: Type II

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

Lead Agency Notice Sent? N/A, no further review needed

Referral to Orange County Department of Planning required? Yes

Date referred? July 7, 2025

Response letter received? Yes

Local determination or mandatory comments? Local Determination

Public Hearing Required? Yes

Date of Public Hearing Opened: November 10, 2025

Date Public Hearing Closed: November 10, 2025

Based upon our review of the revised plans, all of our prior technical comments have been satisfactorily addressed. The following comments are still noted:

1. §200-49 of the Village Code regulates accessory apartments, outlined as follows:
 - K. Upon receiving special use authorization, the owner must file a covenant at the County Clerk's office and with the local assessor stating that the right to rent an accessory apartment ceases upon transfer of title. A copy of said covenant shall be provided to the Planning Board and Building Department. Upon a transfer of title, the local assessor shall notify the Building Department, who will then take the appropriate steps to ensure compliance with these provisions. *(This has been noted on the plans.) (This should be a condition of any approval.)*
 - L. Purchasers of homes that have special use authorization for accessory apartments who want to continue renting those apartments must reapply for special use authorization. *(This has been noted on the plans.) (This should be listed as a condition of the approval.)*
 - M. Upon any approval from the Planning Board, full compliance with Chapter 158, Rental Property, including registration of the property with the Village of Monroe as a rental property, shall be completed prior to occupancy of the new accessory apartment. *(This has been noted on the plans.) (This should be noted in any resolution of approval.)*
2. Based on discussion held at the November 10, 2025 Planning Board meeting, one of the existing accessory structures did not have a building permit issued. Any condition of approval should note the applicant's requirement to obtain a building permit for this structure, in addition to the building permit required for the accessory apartment.
3. The project has been referred to the Orange County Department of Planning for review under GML 239. The Orange County Department of Planning has determined this to be a local determination and had no advisory comments regarding the application. **[INFORMATIONAL]**

4. A Public Hearing was opened during the November 10, 2025 meeting, no public comments were received, and the Public Hearing was closed in the same meeting. **[INFORMATIONAL]**
5. Based upon our review, the plans appear to be ready for approval by the Planning Board. We would recommend the Board consider granting Site Plan and Special Permit for the proposed accessory apartment subject to the conditions outlined above.

This concludes our comments at this time. Our office shall continue with a review of the plans as more information is provided. If you have any questions, please contact our office.



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: June 5, 2026

Materials Reviewed: Response to Engineer Report prepared by Timothy Jon Mitts dated May 8, 2026; Engineering calculation supporting documentation unauthored and undated; floor plan prepared by Tim Mitts dated May 28, 2026; email correspondence with Monroe Joint Fire District Chief dated March 7, 2026; email correspondence with Monroe Police Department dated May 11, 2026; email correspondence from applicant dated May 28, 2026; Short Environmental Assessment Form (EAF) dated May 7, 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 May 27, 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 of Action: Unlisted

EAF Form Submitted? Yes, Short EAF dated May 7, 2026

Lead Agency Notice Sent? No

Referral to Orange County Department of Planning required? No

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 2nd & 3rd 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. A parking calculation for the restaurant has been provided using the ITE parking generation rate of 18.12 parking spaces per 1,000 square feet of gross floor area. The revised parking calculation calculates an area of 2,515 square feet for a required parking of 46 spaces for the restaurant. The floor area used includes the bar, indoor dining areas, and sitting room. It does not include the kitchen or office space. Since virtually every sit down restaurant includes a kitchen and some form of managerial office, it would be appropriate to include the kitchen and the first floor office space as part of the floor area for the restaurant for purposes of parking calculations. Based on the floor areas provided previously, the restaurant would have a total floor area of 3,128 square feet and would require 57 parking spaces. If the applicant believed it appropriate, we would have no objection to excluding the area for the sitting room from the restaurant floor area lowering the square footage of the restaurant to 2,834 square feet and the lowering the required parking for the restaurant to 52 parking spaces. With the required

parking calculated during a previous submission of 6 spaces for the lodging and 4 spaces for the 3rd floor office space, the site would require a total of 62 parking spaces. The provided parking would be approximately 87% of required parking based on ITE parking generation rates. ITE also allows parking generation based on number of seats at a rate 0.63 parking spaces per seat. The provided floor plan shows 168 seats between the restaurant and bar which would require 106 parking spaces. Applicant to discuss this with the Planning Board.

3. 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. As noted on the plans, the limits of disturbance are to be staked out by a professional land surveyor prior to any land disturbance. Any disturbance beyond the staked out limits of disturbance will require additional approval from the planning board and will require the preparation of a SWPPP if total disturbance exceeds 0.5 acres. **(Informational)**
4. 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 indicated that a grease trap will be installed in accordance with department of health rules and regulations. The location of any proposed grease trap shall be shown on the plan and details shall be provided. **(Repeat Comment)**
5. 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. The plans will need to be sent to the Police Department by the Planning Board, if the Planning Board believes them to be ready for Police Department review at this time.
6. 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 exiting driveway. We recommend the plans include a catch basin at the end of the proposed swale and berm to collect the concentrated runoff and direct it to the existing drainage system in the roadway. If the applicant does not wish to install a catch basin, then the applicant shall submit a drainage report demonstrating that the flow from the swale and berm will not result in a significant increase in flow over the neighboring property or the existing village street or result in any adverse impacts.
7. 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)**

8. 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. **(Informational)**
9. 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)**
10. Although the Building Department previously made a determination that a sprinkler system would be required throughout the building, the applicant has indicated that they do not intend to install said sprinkler system and will attempt to have the requirement waived by way of providing the Building Department with a Performance Compliance Method score sheet in accordance with Chapter 13 of the NYS Existing Building Code. If it is ultimately determined that a sprinkler system is required and if any modifications to the water service exterior to the building are needed, they will need to be shown on the plan.
11. 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)**
12. 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. As noted on the plans the onsite well is only to be used for irrigation purposes, and any connection to the potable water system will require approval from the Orange County Department of Health. **(Informational)**

13. The proposed restaurant is subject to a food service establishment permit from the Orange County Department of Health. **(Informational)**
14. Regarding the submitted Short EAF:
 - a. Question 12a and 12b have been answered no. This is inconsistent with the EAF Mapper Summary Report and is incorrect.
 - b. Question 15 has indicated the presence of Timber Rattlesnakes in the vicinity of the project site. This is inconsistent with the EAF Mapper Summary Report and is incorrect.
 - c. As advised by prior Planning Board Attorney Cassidy, this should be considered an Unlisted Action.
15. 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. **(Repeat comment)**
16. 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.