

VILLAGE OF MONROE

Workshop
July 13, 2026

DRAFT – Subject to Change

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

Absent: 2 Planning Board Vacancies

Pledge of Allegiance.

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

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

Chairman Parise noted that 386 Route 17M could not make it to the meeting and the agenda had to be revised late in the day.

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

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

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

Traffic Engineer John Canning went over his review (attached). Regarding the office listed on the 3rd floor he feels it is inconsequential but would like to know if this is an accessory to the business. He noted that the restaurant is described in a few different ways and it is important to determine what type of restaurant this will be. His expectation is that it will be a higher end restaurant and noted that the different uses have different trip generation and parking requirements. He does not feel the traffic will be significant as High Street is a low volume roadway and thinks the restaurant will add 30-40 trips on a weekday evening or 40-70 on a Saturday with some traveling from the south and some from the north. He stated he just came down High Street to Lakes Road and it was busy so the Board will have to determine if adding 20 trips to Lakes Road is worthy of an evaluation. We will have to determine the use to determine the traffic increase. He feels it is more important for parking because there is a finite amount of parking but he does not feel it will ultimately be a problem and there are ways to accommodate parking on the site. We need to nail down the type of use and the number of seats so the board can make a finite determination. He also noted that there is a small berm and some trees that may involve some earth work to provide the site lines and 335' is required for a 30 MPH speed limit. This is sufficient for that location but it is not noted on the plan and based on his visit he doesn't think this is

quite sufficient. He also reviewed the square footage and noted the applicant has 2,834 SF which is close to what he got. He mentioned that the board may also want to consider the impacts of outdoor seating on the parking calculations and suggested valet parking to mitigate the increase. He believes there is a path forward and we need to firm up the type of restaurant and seating. Chairman Parise asked how critical he feels traffic counts are? Engineer Canning replied that he doesn't expect an analysis of the driveway to provide any concerning information. He believes that you look at the driveway there might be a delay of 25 to 30 seconds which is not bad. Gilbert Street is a 4 way stop which spreads the pain and more traffic will come from the south. Due to this he feels that a study at the intersection of Lakes and High street is more appropriate. Member, Kelly asked about cost and Engineer Canning replied that it depends on the number of intersections and what you would like to study; days and times, etc. He noted just to do a basic study would be around \$5,000.00 and if you wanted to add safety analysis or crash analysis that would be more. If it could be done now, in the summer, and if the results come back as a nothing sandwich there would be no point in doing counts in the fall. But if the results show any delays it would cost \$500.00 to recount probably another \$500.00 to compare the results and another \$800.00 to come back before the Planning Board totaling around \$1,500.00. Mr. Mitts said the price he got from another contractor was \$9,000.00. He asked Engineer Canning if he got the ITE report and said that it was only going to be four rooms not six rooms and noted local law allows for a live manager which SLA requires with the rooms on the second floor. Mr. Mitts noted that in order to avoid a SWPPP, they would keep the area of disturbance under half an acre and also noted that the house is listed on the national registry which changes some things that he's allowed to do. There are guidelines and Albany has to approve anything that he does. Engineer Canning said that the numbers in the AI report are not consistent at one time 113 seats were listed but 120 was also used as was 125. He noted that they are all about the same and depending on the type of use. For high-end use people tend to stay longer and they're parked longer and you get higher parking numbers. Mr. Mitts said this was going to be a basic local place and doesn't envision a high-end restaurant. He said chances are people would spend more than an hour there because the house is historic and people may linger longer. Engineer Canning noted that the ITE calculations the Village code was based on have changed and he described the different categories of restaurants. 930 is listed as fast casual with limited wait staff and table service, ordering off of a menu board, and pay before the food is prepared. Customers seat themselves and typically stay for 40 minutes. This does not seem to apply. 931 is fine dining and 932 is high turnover sit down dining. They both list wait staff and table service, both order off of a menu and pay after you have eaten. The differences are that 931 is fine dining you typically wait to be seated and make reservations. For 932 you wait to be seated, but there are no reservations. High turnover frequently belongs to a chain restaurant and fine dining does not. The last differentiator is, fine dining is typically one hour or more and high turnover is typically an hour or less. We need to try to figure out where this restaurant would fit in. Mr. Mitts said there would probably be reservations, but between these two he is unsure where Rest Haven would fit. Chairman Parise asked if they would be serving breakfast and Mr. Mitts replied no and continued that he envisions opening up at 4 o'clock at first to build up the business and possibly open up for lunch in the future. He also mentioned that Saturday's effect on everything would be skewed due to the large Hasidic population in the area and the roads would be less traveled. Engineer Canning noted that Sundays are usually looked at instead of Saturdays. Engineer Canning said from a parking perspective the average parking demand for 2,800 ft.² 120 +/- seating fine dining restaurant is about 60 vehicles. That is the average and if you look at the 85th percentile, if the restaurant is successful, that would bump it up to 80 vehicles - without outdoor dining. If you look at the high turnover restaurant, the average vehicle is 40 and the maximum is about 60. He noted it's important to try to understand the parking because we have 54 parking spaces which is close to what is needed and added one way to deal with extra parking could be valet parking. Since there is already a paved road, and if part of that was converted for parking, you could increase the parking but Mr. Mitts noted that he did not want to go over the half acre of disturbance. Engineer Higgins said that the applicant is already at .4998 acres so any increase would put him over the half an acre. Mr. Mitts again reiterated he is willing to restrict the occupancy to the amount of parking that he can get disturbing less than a half an acre. He noted if the restaurant was successful, he would return back to the board to add on. He explained that there would be four rooms with an additional 2 that are adjoined by a door between them which is where he lives now and where he may be living in the future. He said that since they are under 6 rooms the health department does not need to be involved. Engineer Canning didn't think that the lodging aspect would

make or break the parking and added that there was an interest on behalf of the applicant and the Village to make sure that the house is preserved and the business is successful without causing any problems in the neighborhood. He also said that it was reasonable for the board to set an initial cap on the number of seats and then do a parking study. Once operational the applicant could bring it back to the building inspector and show the actual parking and ask for an increase, if needed. This would require a post operating study to confirm the projections. Again, he noted that valet parking is a way of increasing temporary vehicles that you park on site conceding that it is an expense, but you can generate extra revenue on peak times. Chairman Parise asked about the kitchen and restaurant and Engineer Canning replied that the ITE considers that already so the kitchen does not generate additional parking. Chairman Parise also asked about outdoor dining, and Mr. Mitts said it may be seasonal, if they're allowed to do it and he would look into it. He is more concerned with getting the inside up and running. Chairman Parise noted that outdoor dining is not under the purview of the Planning Board and any kind of outdoor dining requires approval from the building department. Member Iannucci said that the indoor seating is being limited due to parking and now they're talking about adding outdoor seating which would increase parking. Chairman Parise he noted that this is a unique situation and has not been done before in this zone and wants to make sure that everything is done the way that it should be done. He said a note could be put in the Special Use Permit or Site Plan if the parking is not sufficient, they would need to come back to the Planning Board. Mr. Mitts agreed. Engineer Canning noted that the Planning Board was in charge of making the determination if the restaurant fell into 931 or 932 and the parking that coincides with it. Engineer Canning also said that it was in the applicant's best interest to have someone work with him to make these determinations. Mr. Mitts said that he's trying to keep his expenses down. To help the applicant, Engineer Canning offered to make a recommendation based on his fuller understand of the project and it could be discussed. Chairman Parise asked how the board felt about that suggestion and he reiterated that this is the first time, as a board, that this has ever been done in that zone, which is only residential. He wants to make it clear that we must be sure to do the correct things and make the right decisions for the applicant, residents, and patrons of the establishment. Member Kelly asked if Chairman Parise would be more comfortable having the owner do his own survey and Chairman Parise replied he would be more comfortable if he knew the counts due to the traffic impacts in the area. Member Hafenecker noted the only thing that would be advantageous in that area is that there are multiple routes that can be taken to come to or leave the restaurant. Engineer Canning said it's important for the board and worthwhile for the applicant to determine how much traffic will be generated in the peak hour, and which streets would be used noting that if he lived on one of those side streets, he would not be happy about having the additional traffic using a shortcut. He feels it is important that the board has the numbers so when the residents ask what the board is doing, they will have some concrete answers. Chairman Parise agreed and said that this application is subject to a public hearing, and we must do our due diligence for the residents so that we can feel comfortable during the public hearing and we would have all the necessary data. Member Kelly noted that a traffic study could not be done in the summer. Engineer Canning replied that it could be done in the summer and you would have to increase it by 10% and base your analysis on that. If you look at the analysis and there is a problem, then in September after the summer, you would have to send the applicant back and firm up the numbers. Mr. Mitts mentioned a study from April 2026 that shows the number of vehicles traveling on High Street and Chairman Parise said that was a DOT study. Engineer Canning noted that the issue is not necessarily on High Street but rather the intersections. Chairman Parise said that he would contact the police department to get a historical listing of all of the incidents and accidents on High Street. The board agreed to have Engineer Canning do a report to determine the code. Engineer Canning agreed that the traffic conditions at the intersection of High Street and Lakes Road are not good and you would want to know if it's going to get worse. The only way to know that would be to do a study. He is unsure if a study at Gilbert Street is required as he is less familiar with that intersection. He doesn't think it is worthwhile doing a study of High Street or any of the other side streets, but believes that the intersection of Lakes Road and potentially Gilbert Street should be studied. Chairman Parise noted that he would look at the accident report from the police department to make that determination. Mr. Mitts suggested the possibility of putting a road sign directing traffic to the site and Engineer Canning said you were typically non-permitted to put signs for individual businesses on highways or on 17 and the DOT would not want that. Mr. Mitts replied that due to being on the national registry, he would be permitted to do a sign. He mentioned the possibility of putting a sign down one of the side roads and Engineer Canning said before

you make that type of determination, you would be better served to look at the traffic volumes and their results. He noted it might work, but it might increase traffic on a side street which would make residents unhappy. Mr. Mitts said he has the ability to put the sign up and was already told by the DOT that he can do that and they will not do it until the location is open to the public. Engineer Canning said he could work on a recommendation to the board regarding parking the use and the number of trips. If a two-intersection study is required, he thinks the applicant would be better served having their own traffic consultant do it. He added that we had discussed peak p.m. hours on Fridays and weekdays the other question is, is it necessary to do a study of weekend conditions? He would say probably not on Saturday due to the lower traffic volume in the town and said that Sunday would probably be a busier day. He said Sunday at lunchtime would be as busy as a Friday evening and the question is how busy is Sunday lunchtime at Lakes Road and High Street as compared to Friday evening? If it's comparable then it's worth doing an analysis. But if traffic conditions are considerably lower on Sunday afternoon then if it works on Friday, it'll work on Sunday. Mr. Mitts said his expectation is that Friday and Saturday would be peak days and Sunday would not necessarily be as busy. The board agreed to Engineer Canning doing the report for the applicant. Engineer Higgins went over the high points of his review memo (attached) and items discussed were as follows:

#5 Regarding the insufficient lighting near some of the parking spaces Mr. Mitts agreed and additional lighting would be installed

#6 Mr. Mitts has looked into this issue and said that the nearest basin is from the Village and there are two basins 80 feet down from where they are when you come out of the exit. There is no drain line in the road across in front of the property and unless you go out and down 80 feet there is nothing there. He submitted a suggestion of the basin to work around the pillar that's there. There is a concern that the pillar would be damaged. Member Iannucci asked, isn't the pillar on the opposite side of where the water drains are? Mr. Mitts showed the board pictures of the pillars and where the water goes. In order to not compromise the pillar Mr. Mitts suggested taking 2 x 6's and running them to the end of the property. Engineer Higgins said the question is, what would be the increase in the flow that will be going there and has asked that the applicant's engineer provide a report. Member Iannucci noted that especially with a parking lot installed there will be more runoff. Mr. Mitts said his concern is damaging the pillar and Member Iannucci replied, the board's concern is the runoff going onto the neighbor's property and potentially freezing and causing a dangerous condition. She also noted that you cannot expect 2x6's to redirect water. Mr. Mitts noted that he also inquired with the highway department and they didn't think that it was going to be an issue. Chairman Parise said the simplest way to do this is to have his engineer do the report as engineer Higgins has suggested.

#8 Engineer Higgins said that the final plan must be consistent with what SHPO requires. For instance, if the pillar got damaged, they would be unhappy. SHPO wants to ensure that there's nothing done to the site that they are not agreeable with. Mr. Mitts agreed and noted that he is in constant contact with SHPO. Chairman Parise noted the importance of keeping SHPO involved.

#10 Engineer Higgins noted that the prior Building Inspector made a determination that the house needed to have a sprinkler system provided throughout, which is consistent with the building code. Under the existing building code, the applicant is submitting a performance compliance method to show that they have enough points so that a sprinkler system is not required. He asked Building Inspector Berberena what the status of this inquiry is since the applicant is not proposing to make any upgrades to the existing system. Building Inspector Berberena replied that it is still pending. Engineer Higgins noted if it was ultimately determined that they do have to make a modification to accommodate a sprinkler system, the applicant would have to come back before the board to do that. Mr. Mitts noted that they have a 6-inch waterline and there will not be in need for water upgrade. Chairman Parise said that the Planning Board has no jurisdiction over the sprinkler system and the determination will be made by the building department. If this project is approved, Mr. Mitts will have to go to the building department for the sprinkler system determination. Mr. Mitts explained that the only hold up with the building department is him revising the plans to show the "Country Inn" name. Member Iannucci asked as a restaurant where they not required to put in a sprinkler system and Mr. Mitts replied that because it is a

historical building, they have more leeway under the historical adaptive reuse building code. He continued that there is a system in the house that would just need to be revamped it's a stamp pipe system with four locations. The entire basement has a sprinkler system and the kitchen is fully commercialized with everything needed for a commercial kitchen. He noted that he could still work with the building department after the Planning Board approves this project to deal with the possibility of sprinkler system.

#14 Mr. Mitts said that he will add the fence details to the site plan.

Engineer Higgins noted that a public hearing is required, but recommended the board wait to iron out the traffic and the numbers before that gets scheduled. Chairman Parise confirmed that Engineer Canning would do a report for us and Engineer Canning asked if a Sunday analysis is required in addition to a weekday evening analysis. Chairman Parise replied it was hard to make that determination so Engineer Canning said that then the answer is do the traffic counts and let them speak for themselves. He also asked for approval from the board to communicate directly with Mr. Mitts and the board had no problem with Engineer Canning communicating directly with the applicant. Chairman Parise said in the code, the Planning Board has the opportunity to hire an architectural historian who knows everything about the features of the building. He said it is the board's prerogative and he wanted to get their thinking on if we wanted to do this. Member Iannucci asked if he was making any changes to the inside and Chairman Parise said the historian would review everything and confirm the changes noting it was done last time this applicant was before the board. Member Hafenecker asked that there was anything in the information that we received so far that would prompt this and Chairman Parise replied that it's a different situation than it was in the past. It's a restaurant and a Country Inn and it's completely out of the context of what we looked at prior. Mr. Mitts stated he knows that we went through this last time and he can contest that everything in the property has not changed since the last time. Chairman Parise replied this is another opinion on something that we don't have the knowledge or know how to do since we are not historians and don't know the right way to proceed. Member Iannucci clarified that we would just be hiring this person to review the plans and advise and added she felt it would be helpful to the applicant to make sure everything is fine with the historical status of the building. Mr. Mitts asked wouldn't SHPO do that and Chairman Parise reminded him that he said SHPO does not ever reply. Mr. Mitts clarified that SHPO does not reply on matters of lead agency but on other things they will. Chairman Parise said the Planning Board does not know anything about the architecture of historical buildings and the sprinkler system issue proves that. He explained that when this code was created, the Planning Board was given the authority to require a historian. The board agreed that a historian should be retained and Chairman Parise said that we would look up the historian that worked on this project in the past and send the information off to him. Mr. Mitts said that he could pick up from where he left off last time and that would probably be a lot quicker since he's already familiar with the property. Member Hafenecker asked about the stone pillar at the end of the driveway as he was concerned that truck deliveries might hit it coming out of the driveway. Mr. Mitts said that truck deliveries would have to come from the south to access the building and would have to leave to the south and they would not be able to make a left out of the driveway. He said now that Mr. Hafenecker has brought this up he will think about putting a right turn only sign for trucks exiting the property. Mr. Mitts explained that these would probably be big box trucks and not tractor trailers. Engineer Canning injected that in the material he was provided it indicates that it will ONLY be box trucks and that they should not be a problem. He also asked for clarification, are the trucks coming from the south entering through the exit? Mr. Mitts replied they would. Engineer Higgins explained that there was a carport in the entranceway that trucks could not clear. Engineer Canning asked if the driveway could be widened and Mr. Mitts said it would not. It's one way in one way out, but service trucks and emergency vehicles would have to come in through the exit. Member Hafenecker said that you assume that deliveries are going to be in the morning but have to account for delays and think of the possibility of a delivery truck coming in through the exit while someone is trying to exit through the exit. Engineer Higgins also noted that there was not a lot of room to widen the driveway exit. Engineer Canning said that if there are tractor trailers, you would have to do a turning analysis and he does not think that you could make a tractor trailer work on that site so you may want to prohibit them. Mr. Mitts said that when they get deliveries from Home Depot, they park on the road and unload as they go and but Mr. Canning said that's not how you would want to do it on a

daily basis for the restaurant. Mr. Mitts said that's why the idea is to only use box trucks so that they have 8,000 ft.² to turn around in the back. Member Iannucci asked about emergency vehicles and Mr. Mitts replied that it would be the same entrance. She worried about a fire truck coming in when you have a restaurant full of people trying to leave. Mr. Mitts said the Fire Chief looked at it and did not see a problem as this is the way the property has always been accessed. Engineer Canning asked if there was any possibility of going around the carport on the entrance side and Mr. Mitts replied that would require a lot of land disturbance and put them over the half an acre. Engineer Canning wondered how will all of the delivery guys know that they're supposed to be going in the exit since the drivers are not always the same people. Mr. Mitts said there are signs that say "delivery entrance" only. Engineer Canning suggested having all deliveries made before 11 AM and no trucks on the site after that. And suggested putting a sign on the driveway entrance every day at 11 AM saying do not enter, everybody would have to go to the other entrance from 8 AM to 11 AM. From 8 AM to 11AM the exit side would function with 2-way traffic and you would have to find a way to make this work. Chairman Parise said that he believed the fire department reviewed this already, and Mr. Mitts said that they did and it was cleared. Engineer Higgins added that they were operating under the assumption they would be coming in the exit with emergency vehicles flashing lights and everybody would get out of the way for those vehicles. Mr. Mitts said that his concern is planting the replacement trees if the parking lot is done in November and he can't plant until spring. Chairman Parise said in the code it will give you a window and it will give you a timeframe when you can plant it when you can't plant. Mr. Mitts said he could get it all done and ready to go, but wouldn't be able to plant the trees and asked if that would stop him from opening up. Member Iannucci asked if she could call the Fire Chief and just confirm that he's aware of the one-way exit that the fire truck would have to access and all of the other particulars on the site. Chairman Parise said that she could certainly contact him for clarification. Mr. Mitts wondered why occupancies were no longer on Engineer Higgins review and Engineer Higgins replied he is deferring to Engineer Canning's review regarding parking calculations. Engineer Higgins referred Mr. Mitts to Village Code 200-32K (attached) for information about plantings and obtaining his CO. Chairman Parise summarized that he will go to the Police Department to get copies of incident reports going back 3 years, Engineer Canning will do the report for the applicant, and we would reach out to historic architect. He said once we get everything together and have some of these questions answered we should think about setting a public hearing.

Member Kelly has a general question for Engineer Canning that involves traffic for this project but more generally traffic in Monroe noting that we have traffic problems all over Monroe and it's become a nightmare. He sure that on Smith Farms and other big projects they had traffic consultants who reviewed things and said it was OK according to the ITE but it hasn't been OK. Those predictions have not worked out very well. He was reviewing the comprehensive plan a few days ago and if you look all over, the population per square mile in Monroe and most of the Village's around us, it's a couple thousand people but we have this anomalous situation being right next to Kiryas Joel. In 2010 there's 18,000 people per square mile versus 2,400 in Monroe. In 2020 it was 2,700 people in Monroe and 29,000 per square mile in Kiryas Joel. That's a huge outlier if you look at Blooming Grove and all of the other municipalities, they were all about a couple thousand people not like the huge population density that we have with Kiryas Joel and now the Town of Palm Tree. He asked if the ITE accounts for this type of situation where you can have a couple of thousand people and most municipalities and then right next-door boom you've got a jump by a factor of tenfold. Engineer Canning replied that ITE looks at specific land uses. As an example, if he was looking at a supermarket it would generate so many trips and 100 single-family home developments would generate a certain number of trips as would a 10,000 square-foot office. It looks that specific parcels of land and doesn't look at towns unless you wanted to do a comprehensive plan. In that case you would look at all of your unbuilt property, the zoning and what you could build on it then you can apply the ITE. When you get into individual projects, the standard is what impact are they individually going to have and what will that be compared to. Typically, they would do an existing traffic volume count and then grow the existing volume to account for general traffic growth. For this they look at the NYS DOT patterns in the last 3 years. You would also look at other specific development applications that are not yet completed and factor those in. A comprehensive traffic plan would account for the neighboring community but this particular community is very unusual and an outlier from the rest

of the communities in this part of the County so it's difficult to do. He also noted that in New York State you would look at your own little Village and you're not allowed to look at anybody else's little Village. Member Kelly said that seems to be a problem looking over the comprehensive plan all the other municipalities were a couple thousand people except for Kiryas Joel and the magnitude difference wasn't 50% or 100% it's more than 1,000. Engineer Canning said in New York, in Kiryas Joel when they want to build something in their Village they are still required to comply with state law and do a SEQRA review and traffic study. When they do the traffic study the public is entitled to comment on it. The Village of Monroe could review the traffic study and say we need you to study these intersections in our village and they will either do it and do a good job or not. All Village's being somewhat parochial, they could say It's good enough. Then the only recourse for a neighboring Village would have is to sue them. He said it's not a pretty story there's benefits of home rule and disadvantages you'd have to figure out how to make it work. Chairman Parise said this has been going on since he was last on the Planning Board back in 1997 regarding traffic building up. There have been other plans to mitigate the traffic increases due to Kiryas Joel but they have not materialized. He continued with the 208 Business Center there will be some traffic changes in that area and the last time they came before the board a phasing construction plan was discussed which he does not understand. He noted that Monroe is a major thoroughfare for a lot of other areas and it's always been a problem. The increase in traffic volumes was discussed in the area in general in the Village of Monroe noting that during the summer, it was very busy and then it would slow down during the school year. Member Kelly noted that the situation in the Village of Monroe is a huge outlier. Chairman Parise noted that throughout the years there were times of growth and some periods of decline and the board will have to figure it out as we go along.

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

Aye: 5

Nay: 0

Absent: 2



MEMORANDUM

To: Gary Parise, Chairperson
And Members of the Village of Monroe Planning Board

From: John Canning, P.E.
Kimley-Horn Engineering and Landscape Architecture of New York, P.C.

Date: July 13, 2026

Subject: Proposed Restaurant/event space, 238 High Street

Kimley-Horn Engineering and Landscape Architecture of New York, P.C. ("Kimley-Horn") has reviewed the following materials of the subject application:

- Site Plans, prepared by Sparaco & Youngblood, PLLC, last dated 5/27/26
- Short Environmental Fort, Part 1, dated 5/27/26
- Response to Engineer's Report, prepared by Tim Mitts, dated May 8, 2026
- Undated RH Floor Plan showing 218 total seats.
- Undated Engineer's Calculation for parking, indicating 46 parking spaces required
- AI Traffic Assessment, dated June 11, 2026
- Response to Comment Memo" provided for the Proposed Daycare Tenant to be located at 330 Stage Road, Village of Monroe, New York (the "Project")
- Planning Board Review Memorandum, prepared by Lanc & Tully, dated June 5, 2026.

Below are our comments on these materials.

Project Description:

This project is the proposed renovation and conversion of an existing single-family dwelling into a Country Inn with a restaurant, up to 6 guest rooms for overnight accommodation and some office space on the third floor. It is proposed to provide 54 parking spaces on the property and no change in access to High Street is proposed. 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.

Plan Consistency:

The application materials are inconsistent in the number of seats provided (120, 125, 200 and 218 are variously mentioned. In addition, in addressing parking demand and trip generation, the Village Code (§ 200-5 and § 200-46) specifically requires that the parking calculations be based on the gross square feet of the restaurant use. This is consistent with industry data, specifically, the ITE Trip and Parking Generation Manuals.

It is recommended that the Applicant clarify the maximum number of seats proposed, indoors and outdoors, as well as the gross square footage of the restaurant use. The Applicant should also confirm that the restaurant is proposed as a “quality restaurant” as opposed to a “family restaurant” (see comment on parking below).

Parking:

Per § 200-46 of the Village Code, the number of off-street parking spaces required will be determined according to the standards of the Institute of Transportation Engineer's (ITE) publication “Parking Generation” or as determined by the Planning Board, upon consideration of all factors entering into the parking demands of each and every proposed use, whichever is less.

Chart 2 of § 200-46 lists two categories for restaurant (Code 831 for Quality Restaurant and Code 835 for Family Restaurant). The ITE Parking Generation manual has since been updated and the codes and descriptions revised.

ITE Code 930 provides parking data for a “Fast Casual Restaurant”, described as “a sit-down restaurant with no (or very limited) wait staff or table service. A customer typically orders off a menu board, pays for food before the food is prepared, and seats themselves. The menu generally contains higher-quality, made-to-order food items with fewer frozen or processed ingredients than at a fast-food restaurant. Most patrons eat their meal within the restaurant, but a significant proportion of the restaurant sales can be carry-out orders. A fast casual restaurant typically serves lunch and dinner; some serve breakfast. A typical duration of stay for an eat-in customer is 40 minutes or less.”

ITE Code 931 provides parking data for a “Fine Dining Restaurant”, described as “a full-service eating establishment with a typical duration of stay of at least 1 hour. A fine dining restaurant generally does not serve breakfast; some do not serve lunch; all serve dinner. This type of restaurant often requests and sometimes requires a reservation and is generally not part of a chain. A patron commonly waits to be seated, is served by wait staff, orders from a menu and pays after the meal. Some of the study sites have lounge or bar facilities (serving alcoholic beverages), but meal service is the primary draw to the restaurant”.

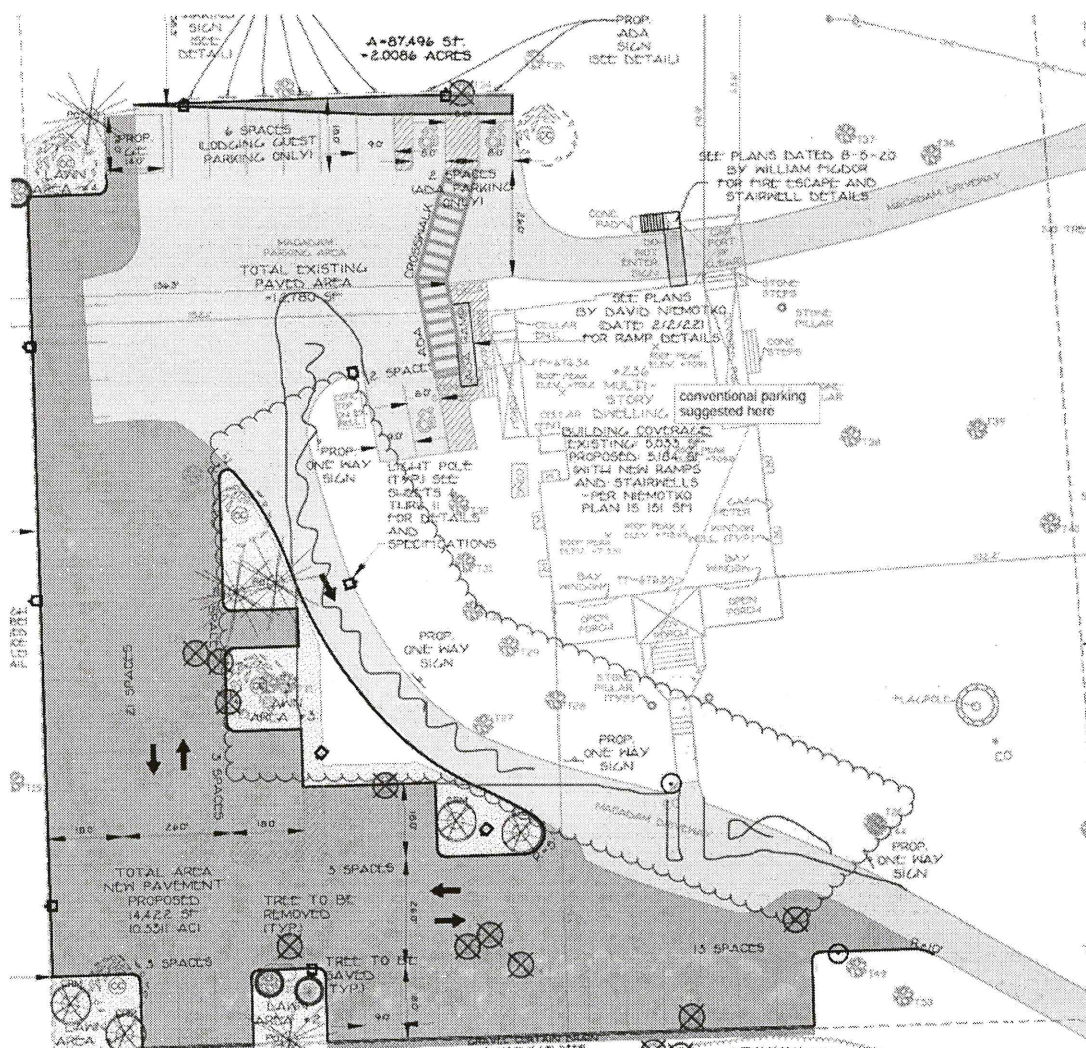
ITE Code 932 provides parking data for a “High-turnover (sit-down) Restaurant”, described as “a full-service eating establishment with a typical duration of stay of 60 minutes or less. This type of restaurant is usually moderately priced, frequently belongs to a restaurant chain, and is commonly referred to as casual dining. Generally, these restaurants serve lunch and dinner; they may also be open for breakfast and are sometimes open 24 hours a day. These restaurants typically do not accept reservations. A patron commonly waits to be seated, is served by wait staff, orders from a menu, and pays after the meal. Some facilities offer carry-out for a small proportion of their customers. Some facilities within this land use may also contain a bar area for serving food and alcoholic drinks.”

The Applicant should indicate which category the proposed restaurant will fall into, then provide a calculation (based on the number of gross square feet proposed for restaurant use, as well as the proposed number of seats) indicating how many parking spaces would be required.

It is noted that, for the “seats” calculation, the Applicant should include indoor and outdoor seats, if indoor and outdoor seats are intended to be occupied simultaneously. The Applicant should also provide parking calculation for the proposed lodging use (and the third-floor

It is noted that more than 54 parking spaces may be required for peak times. If so:

- A. It may be possible to reconfigure the rear of the site, as indicated below, to provide additional parking;
- B. Assuming the use of the outdoor seating will be seasonal, the Planning Board could consider conditioning Site Plan approval to require the additional number of parking spaces that would be required for outdoor seating, if any, to be accommodated through the use of valet parking (if so, a valet parking layout should be provided).



Traffic:

The Applicant should indicate which category the proposed restaurant will fall into, then provide a calculation (based on the number of gross square feet proposed for restaurant use, as well as the proposed number of seats) indicating how much peak-hour traffic will be generated by the facility during the weekday PM peak hour and the Saturday Midday peak hour. This calculation should include the additional small number of trips that will be generated by the proposed lodging and office use (if not accessory to the restaurant and lodging).

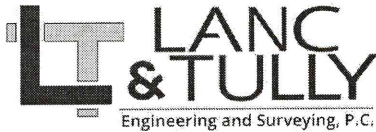
The Applicant should provide an indication as to the number of peak-hour trips then expected to travel to and from the North of High Street as well as to and from the south on High Street.

The Applicant's reference to the NYSDEC's 100-vehicle traffic impact threshold is correct but the NYSDEC's value is not binding and the Planning Board, based on its knowledge of the streets surrounding the project, could require that the Applicant provide intersection capacity analyses for nearby intersections and the site driveway. NYSDOT data indicates that High Street currently (April 2026) carries approximately 300 vehicles in the peak hour (weekdays from 5:00 to 6:00 p.m.). It is not expected that the proposed restaurant will have a significant impact along the corridor, although some consideration should be given as to whether traffic conditions at High Streets intersections with Gilbert Street, Knight Street or Lakes Road/Lake Street require analyses.

Site Access:

Because of the intensification of the use of the site, it is recommended that the Applicant provide intersection sight distance calculations and measurements at the site's exit driveway to be sure that motorists exiting will have adequate sightlines.

Board also may wish the Applicant to provide a crash analysis of High Street or input from the Village Police Department to confirm that there are no current safety concerns along the street or at the site driveway.



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: July 10, 2026

Materials Reviewed: Response to Engineer Report prepared by Timothy Jon Mitts dated June 25, 2026; restaurant floor plan unauthored and undated; AI generated traffic study provided by Tim Mitts dated June 11, 2026; email correspondence with New York State Parks, Recreation and Historic Preservation dated June 22, 2026; email correspondence with Monroe Joint Fire District Chief dated March 7, 2026; email correspondence with Orange County Department of Health dated April 15, 2026; Short Environmental Assessment Form (EAF) dated June 19, 2026; privacy fence image and material sample

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? July 2, 2026 to:

OC Dept of Public Works/Environmental Services
SHPO
Orange County Department of Health

Referral to Orange County Department of Planning required? No

Date referred? July 8, 2026

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. **(Approval Condition)**
2. The traffic study provided by the applicant which utilized AI has been referred to the Village's traffic consultant, John Canning, PE for review and comment. We defer to the Village's traffic consultant for review of the parking and the traffic study.
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 have been forwarded to the Police Department and an e-mail dated June 17, 2026 from Chief Darwin Guzman advised that the police department defers the review of the lighting to the Village Engineer, Building Department and Planning Board on technical compliance and that from a safety perspective, the Department recommends that the lighting plan provide adequate visibility for vehicle circulation, pedestrian movement, driveway ingress and egress, and emergency response with avoiding glare onto High Street or neighboring properties.

Based upon our review of the provided lighting plan, there are several parking spaces along the southern side of the parking lot that have only 0.1 foot-candles of illumination shown. An additional lighting fixture should be provided to increase the lighting in this area to a minimum of 0.2 foot-candles.

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.
(Repeat comment)
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. The project plans were sent to SHPO on July 2, 2026 for circulation of the Board's Intent to Serve as Lead Agency. Based upon my prior conversation with Sara McIvor of the SHPO, it was agreed 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. **(Repeat comment)**
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. The County Department of Health was provided with copies of the project materials on July 2, 2026 as part of the circulation for the Board's Intent to Serve as Lead Agency. **(Informational)**
14. The plan proposes a 6-foot high vinyl fence along the rear property line. The applicant has provided a photo of the existing vinyl fence with a brief description. Board to review.

15. 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.

Chapter 200. Zoning

Article VIII. Supplementary Environmental Regulations

§ 200-32. Trees and landscaping.

A. Purpose.

- (1) It is the purpose of this section to promote and improve the appearance of land within the Village by providing for the installation and maintenance of trees and landscaping for aesthetic quality and screening.
- (2) It is the purpose of this section to ensure that the greatest number of trees possible are preserved and left standing before, during and after the subdivision, site plan and construction process. Where it is not possible to preserve them, it is the intent of this section to ensure, wherever possible, that the developer replaces the trees removed with a like number and species of newly planted trees.
- (3) It is the intent of this section to have the developer provide for additional landscaping which goes beyond the replacement of trees removed to provide for trees along existing roads, new roads and screening around parking areas in order to cut down on noise from vehicular traffic and to screen accessory structures and to ensure that the development blends with the environment.

B. Findings.

- (1) Properly planted trees are needed to create sound barriers to reduce the noise level made by vehicular traffic.
- (2) Properly planted trees are an effective means of providing sight barriers around accessory buildings, mechanical devices, parking lots and other nonnatural structures created during construction.
- (3) Replacing trees removed during construction is necessary to assist in soil conservation and in reducing stormwater runoff, since development usually increases stormwater runoff and the growth of trees and their roots are integral to absorption of stormwater.
- (4) A responsible community trying to live in harmony with nature should replace that which is cut down with a like or greater number of trees to ensure such harmony and should also require a developer to plant trees even where none were removed to ease the environmental impact in terms of visibility, noise and soil conservation.

C. Control of trees in land development. Except for a single-family detached dwelling, a two-family residence or an agricultural use (as permitted by this chapter), all uses shall require a tree and landscaping plan which shall be approved by the Planning Board in the same manner as provided for site plan approval in Article XV. The Planning Board will require, where it deems necessary, that: [Amended 6-13-2017 by L.L. No. 5-2017]

- (1) The developer will endeavor to preserve all individual trees eight inches or greater in diameter as measured four feet from the ground. The developer will also preserve all stands and

groupings of trees of any diameter which do not have to be removed for utility lines, roads, structures, etc.

- (2) The developer will plant trees along all new roads of the development in a fashion consistent with the specifications for the planting of shade trees as provided in Subsection **F(2)**.
- (3) The developer will provide tree screening around all parking lots and accessory structures in a fashion consistent with this section.
- (4) The developer will provide a tree plan as detailed in Subsection **E** below.
- (5) The developer will not clear cut his entire property.
- (6) The developer will leave his property with as many (or more) trees as the unimproved site had or, as an alternative, present a landscaping plan acceptable to the Planning Board.
- (7) The developer will post whatever additional bond is necessary for the Village to complete the work required during site plan development should he fail to perform it as provided in Subsection **J** below.

D. Prohibited acts.

- (1) No person shall commence the clearing of his land in anticipation of construction and/or subdivision unless he has complied with all applicable provisions of law, including the provisions of all applicable regulations of the Village of Monroe. The clearing of land includes, but is not limited to, the clear cutting of access roads and/or rights-of-way to be used for the movement of construction vehicles in anticipation of site plan approval.
- (2) No person shall do or cause to be done any action upon trees on his property preliminary to its being subdivided or reviewed and approved for site plan until either he has complied with the provisions of all applicable regulations of the Village of Monroe or submitted a tree plan to the Village's Planning Board and has had it approved by the Planning Board at the time of subdivision and/or site plan approval.

E. Land development procedures for a site plan. A developer will submit a tree plan simultaneous with his submission of a detailed site plan in a scale and number consistent with the rules governing the submission of site plans. Where a draft environmental impact statement has been required prior to the site plan review, this tree plan will be included in the draft environmental impact statement scope and submitted as required at the time of the draft environmental impact statement submission. The tree plan will:

- (1) Detail the location, size and description of existing trees, ground cover, shrubs, vines, flowers or lawns and similar natural plant formations; as well as orchards, tree stands, rock outcroppings, stone walls, streams, lakes, ponds and all other natural features.
- (2) For all areas of disturbance, plus 100 feet of the adjacent proposed undisturbed area, identify the tree stands as to density and general genus (oak, pine, etc.) and identify all trees eight inches or greater in diameter as measured four feet from the ground. These trees shall be numbered on the plan and the trees physically tagged at the site with the identifying number.
[Amended 6-13-2017 by L.L. No. 5-2017]
- (3) Detail the number and type of individual trees as defined and/or tree stands to be removed, the percent of total stands to be removed and how many trees will remain after construction; as well as the existing ground cover, shrubs, vines, flowers or lawns and similar natural plant formations to be removed versus that which is to be maintained or preserved.
- (4) Submit maps detailing pre- and post-condition. Both should be overlaid on the detailed site plan so that the roads, main and accessory structures, rights-of-way, easements and utility lines are clearly shown, as is their impact on trees.
- (5) Detail the steps to be taken during the period of construction to protect existing trees and stands of trees.

- (6) Detail the number and type of replacement trees to be added to the property to replace those taken down. The developer will replace on a one-to-one basis or, as an alternative, present a landscaping plan acceptable to the Planning Board.
- (7) Provide a time schedule indicating when planting phases are to be initiated and completed.
- (8) Provide any and all additional information required by the Planning Board with respect to trees and natural vegetation for the purpose of fulfilling the intent of this section.
- (9) Only those trees eight inches or greater in diameter shall be removed as so indicated on the final tree plan approved by the Planning Board.

F. Planting requirements.

- (1) Off-street parking spaces. Where there is a requirement for off-street parking for five or more vehicles, then the owner/builder shall be required to plant trees around the perimeter of such parking area in accordance with this chapter. The plantings shall be shown on the tree plan.
- (2) Planting on new roads in a development. Where a new road system is proposed, the developer shall show in the tree plan the planting of trees on both sides of new roads in a manner consistent with the direction of the Planning Board. The developer shall take into consideration site lines for vehicular traffic and overhead or underground utility lines.
- (3) Planting around utility or mechanical structures. Where a new development is proposed, the developer will show in the tree plan the planting of trees around accessory and utility or mechanical structures including, but not limited to, pump houses, holding tanks, generators, air-conditioning units, etc., in a fashion permitting access while eliminating visual pollution.
- (4) Plantings to replace trees removed. Where a new development is proposed, the developer will show in the tree plan the planting of new stands of trees in a number equivalent or greater than that which was removed or, as an alternative, a landscaping plan acceptable to the Planning Board.

G. Specifications for planting trees. Trees and landscaping materials shall be as follows:

- (1) Trees shall be balled and burlapped and shall not be less than 2 1/2 inches caliper measured six inches above the top of the ball nor less than 10 feet high. Trees should be nursery grown and a nursery inspection certificate should be available covering all trees.
- (2) Shrubs and hedges shall be a minimum of two feet in height when measured immediately after planting. Hedges, where required, shall be planted and maintained so as to form a continuous, unbroken, solid visual screen within a maximum of one year after time of planting.
- (3) Vines shall be a minimum of 30 inches in height immediately after planting and may be used in conjunction with fences, screens or walls.
- (4) Ground covers used in lieu of grass, in whole or in part, shall be planted in such a manner as to present a finished appearance and reasonably complete coverage within three months after planting.
- (5) Grass areas shall be planted in species normally grown as permanent lawns. Grass areas may be sodded, plugged or seeded except that sod shall be used in swales or other areas subject to erosion.
- (6) In the event that there are no sidewalks or curbs existing or proposed, the person or party shall plant shade trees in the street right-of-way. Trees should start 15 feet from the point of curvature of the curb, located on the tangent side of the curb, and shall be approximately 40 feet apart. Trees should be staggered when planted on opposite sides of the same street. No tree shall be located in such a manner as to limit sight distance along the road below the specified minimum in the highway specifications.

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

- (7) In general, excavations for planting shall be large enough to accommodate the natural spread of the root system and at least one foot deeper and two feet wider than the ball or earth supplied with the tree. The pit shall be rock free and refilled with seven parts topsoil and one part humus, and the parent soil should be discarded. Hardpan shall be loosened an additional 12 inches from the bottom and side of the pit. Trees shall be adequately fertilized and watered at the time of planting and mulched with three inches of approved mulch immediately after planting.
- (8) Removal of debris is required. The property must be left in a neat and orderly condition in accordance with good and accepted planting and tree surgery practice.
- (9) Trees shall not be planted between May 15 and September 15 without specific authorization of the Building Inspector and/or the Village Engineer.
- (10) Notice must be given to the Building Inspector and/or the Village Engineer 30 days prior to the start of planting in order that the plants and trees may be inspected and approved for tree variety, condition, size and quality. All work shall be subject to the general supervision and approval of the Building Inspector and/or the Village Engineer. The Building Inspector is authorized to request assistance of tree experts to monitor the aforementioned activities. All costs will be borne by the developer.
- (11) Any tree improperly planted or not meeting these specifications will be subject to removal. Any tree that does not survive or is in an unhealthy condition at the end of one year shall be replaced by the developer at no cost to the Village of Monroe. Said replacement shall be made within 60 days following written demand for such replacement or within a more extended period as may be specified.
[Amended 6-13-2017 by L.L. No. 5-2017]

H. Referrals. Copies of the tree removal and tree planting plan and any accompanying data shall be submitted to the Planning Board. The Planning Board may forward a copy of the plan and any accompanying materials to the Shade Tree Commission (if one exists), State or County Soil Conservation Service, Village Engineer and any other agency or person for review and evaluation and their recommendations.
[Amended 6-13-2017 by L.L. No. 5-2017]

I. Action. The Planning Board shall approve, disapprove, or modify the plan within 60 days of the date of filing a complete plan and any accompanying data. The Planning Board shall file its decision with the Building Department and Village Clerk, and a copy thereof shall be mailed to the applicant. When a proposal is subject to conditional use authorization and/or site plan approval, then the tree and landscaping plan review shall be conducted concurrently with said review and shall be subject to the conditional use authorization and/or site plan approval time periods.
[Amended 6-13-2017 by L.L. No. 5-2017]

J. Nurseryman's guaranty or performance bond. The applicant may be required to file with the Village Board a nurseryman's guaranty or a performance bond and/or cash deposit sufficient to cover the cost of all improvements and treatment outlined on the approved plan. The sufficiency of such guaranty, bond or deposit shall meet the requirements of the Village Engineer's estimate and shall remain in effect for a period of two years from the date of completion of planting under this section to ensure that required plantings survive in good health for a minimum of two years or are replaced by stock that survives in good health for a minimum of two years. Evidence of such bond or guaranty shall be presented to the Building Inspector prior to the issuance of a certificate of occupancy.

K. Certificate of occupancy. No certificate of occupancy shall be issued until the tree planting and landscaping are complete, except that between October 31 and April 1, the permit holder shall submit an agreement, in writing, signed by the permit holder, to ensure that all trees shall be planted and all landscaping work shall be completed on or before the first day of June next following the making of the agreement.

- L. Maintenance. The owner, their heirs, transferees, assignees, tenants or agents, if any, shall be jointly and severally responsible for the maintenance of all trees and landscaping which shall be maintained in good condition so as to present a healthy, neat and orderly appearance and shall be kept free from refuse and debris. The Building Inspector shall assure compliance with the terms of Planning Board approval.