

**VILLAGE OF MONROE
ZONING BOARD OF APPEALS
MINUTES
July 14, 2026**

PRESENT: Chairman John Gilstrap, Member Elizabeth Doherty, Alternate Member Larry Hearn

ABSENT: Member James Lanari, Member Daniel Margotta, Member John Benros

ALSO PRESENT: ZBA Attorney Mark Blanchard, ZBA Secretary Elena Alegria, Assistant Building Inspector Bryan Berberena

1. CALL TO ORDER

Chairman John Gilstrap called the meeting to order at 8:00 P.M. and led the Pledge of Allegiance.

2. 15 PARK AVENUE

The Board discussed the draft written decision for 15 Park Avenue.

Chairman Gilstrap advised that he is recused from the application and turned the matter over to Member Elizabeth Doherty to lead the discussion.

Attorney Mark Blanchard advised that he would make revisions to the draft decision based on the Board's comments and circulate the revised draft to the Board through the ZBA Secretary.

No vote was taken on adoption of the written decision due to the number of voting members present. The matter will be taken up at the next meeting.

3. APPROVAL OF MINUTES – June 9, 2026

The Board reviewed the minutes from the June 9, 2026 meeting.

The Board requested one amendment to identify Mitchell Maier as Attorney Mitchell Maier in the 15 Park Avenue section.

Motion by Chairman Gilstrap to approve the minutes with the discussed amendment; second by Member Doherty.

Vote: Carried 3–0

4. NEW BUSINESS

A. 12 Rosmini Lane

The Board was advised that a new application had been submitted for 12 Rosmini Lane.

The Board did not discuss the substance of the application because a complete application had not yet been received.

The ZBA Secretary advised that the application was missing documents, including the denial letter from the Building Department and that a follow-up submission had been received but the denial letter did not appear to be included.

Assistant Building Inspector Bryan Berberena advised that the matter appeared to involve a six-foot fence located in the front yard, where zoning permits a four-foot fence.

The Board discussed referring the applicant to the Building Department so that the applicant may obtain the necessary denial letter and complete the application.

No action was taken.

B. Training

The Board discussed upcoming training opportunities that had been circulated.

The Board noted that members are required to complete annual training and discussed confirming the number of required training hours and circulating that information to the members.

5. OLD BUSINESS

No items discussed.

6. ADJOURNMENT

Motion to adjourn by Chairman Gilstrap; second by Alternate Member Hearn.

Vote: Carried 3–0

Meeting adjourned.