

Town of Monroe
Planning Board Minutes
Wednesday, November 5, 2025
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Members Present

Pat Shea, Dylan Penn, Jeff Manson, Bonnie Franson

Welcome

Roll Call

Point Out Fire Exits

Pledge of Allegiance

New Item

Discussion of Building Inspector Determination

Chairwoman Franson reviewed with the Board why they were meeting this morning. She presented the Planning Board with conceptual site plans for 486 Route 208, a letter from Zarin and Steinmetz addressed to the Building Inspector, and the Land Use Determination form signed by the Monroe Building Inspector.

After that, there was an open discussion among the Board members.

Ms. Franson provided an overview of the presubmission meetings, and her request to the Planning Board to appeal the land use determination issued by the Building Inspector for the subject property.

There were 2 tech review meetings held with the applicant, one on June 26, 2025, and one on October 23, 2025. It was noted that the applicant has yet to file a formal application.

At the first pre-submission meeting, the applicant explained they wanted to use the property as a bus depot or terminal, which is not allowed in the GB Zone. The GB Zone allows only, a bus shelter for passengers. This was explained to the applicant at the June meeting by the Planning Board Attorney who reviewed the use table.

After the June meeting, on August 7, 2025 Zarin & Steinmetz, LLP sent a letter to the Building Inspector requesting confirmation of its intended use at 485 State Route 208. They asked for confirmation of the intended use of the site as an automotive service station which is allowed by Special Use Permit from the Town of Monroe Planning Board. They completed the Land Determination form for the Building Inspector indicating that the intent for the property was to be used as an Automotive Service Station to service and repair buses as well as a parking garage and parking lot to store the buses overnight or when not in use.

There would be 29 parking spaces for the bus drivers as well as 29 parking spaces for the unused buses and overnight parking for buses.

The property is within 100 feet of Orange Lake and would need wetland jurisdiction determination.

Ms. Franson indicated that at the October presubmission meeting, she asked the question whether the buses would be removed from the site once repaired. Mr. Mann indicated they were being stored there and would be repaired every day. Given the layout, the number of parking spaces, and previous disclosure in June, she believes that the determination issued by the Building Inspector is in error.

The determination by the Building Inspector was done without the Planning Board's knowledge and Mr. Manson and Ms. Franson as participating Planning Board members only learned of this on October 23, 2025, as part of the pre-submission discussion. The Board has 60 days to appeal the determination under State law, but Town law says 30 days to appeal the decision. The ZBA can waive this timeframe for good cause as per the zoning regulations. Ms. Franson requested the meeting to make a decision on the appeal within the 60 days, although the Board only learned of the determination on October 23, 2025.

Member Manson noted there is a future plan proposed by DOT to reconfigure exit 130 Rt. 208 overpass to include a traffic circle by the park and ride. Without the traffic circle, getting in and out of this location will be extremely dangerous.

BE IT RESOLVED, that the Planning Board of the Town of Monroe hereby makes a motion to appeal the Building Inspectors determination of September 10, 2025 in regards to Brach & Mann request for a determination for a Special Use for an Auto Service Station at 485 Rt 208 Monroe, NY.

On a motion by Planning Board Chairperson Franson, seconded by Planning Board Member Shea

Ayes: Planning Board Member Shea, Planning Board Member Penn, Planning Board Member Manson, Planning Board Chairperson Franson

Nays: None

Abstain: None

Adjournment

Adjournment of Meeting

BE IT RESOLVED, that the Planning Board of the Town of Monroe hereby makes a motion to adjourn the meeting.

On a motion by Planning Board Chairperson Franson, seconded by Planning Board Member Shea

Ayes: Planning Board Member Shea, Planning Board Member Penn, Planning Board Member Manson, Planning Board Chairperson Franson

Nays: None

Abstain: None