

Town of Monroe Planning Board Regular Meeting MINUTES

— 07/15/2025

Town of Monroe Planning Board Regular Meeting (Tuesday, July 15, 2025)

Generated by Norinne McSweeney

Draft

Members Present:

Chairperson - Bonnie Franson, Jeff Manson, Pat Shea, J Louis Rivera, Robert Garstak

Members Absent:

Dylan Penn

Planning Board Consultants:

Ashley Torre, Esq.

Matthew Sickler, PE

1. Welcome

Procedural: 1.1 Roll Call

Procedural: 1.2 Point out Fire Exits

Procedural: 1.3 Pledge of Allegiance

2. Public Hearing

Action, Discussion: 2.1 **81 Raywood Dr Lot # 3** (0238-2025) SBL # 43-1-11.3 Raywood Dr. Monroe, NY

Applicant Representative:

Shloimy Gelb - Hartman Design

Mr. Gelb reviews the project:

- last here before the board on July 17, 2025
- this is a 2 family house in the zoning SR-10 and 2-family overlay district
- an stormwater agreement with the Town was approved yesterday at the Town Board Meeting
- SWPPP
- accept comments from KALA and MHE
- here this evening for a public hearing

Mr. Sickler comments:

- this is an amendment to a previous SWPPP we have requested some clarifications just to

verify what was previously done

- what the revisions to the plans are
- what revisions to the SWPPP are
- we have spoken with the applicants engineer

Ms. Torre comments:

- prepared a resolution which has any issues incorporated into it

reviewed the draft resolution

BE IT RESOLVED, the Planning Board of the Town of Monroe hereby makes a motion to open the public hearing.

Motion by Jeff Manson, second by J Louis Rivera.

Final Resolution: Motion Carries

Yea: Chairperson - Bonnie Franson, Jeff Manson, Pat Shea, J Louis Rivera, Robert Garstak

Nay: None

Abstain: None

BE IT RESOLVED, the Planning Board of the Town of Monroe hereby makes a motion to close the public hearing.

Motion by Robert Garstak, second by Pat Shea.

Final Resolution: Motion Carries

Yea: Chairperson - Bonnie Franson, Jeff Manson, Pat Shea, J Louis Rivera, Robert Garstak

Nay: None

Abstain: None

BE IT RESOLVED, the Planning Board of the Town of Monroe hereby makes a motion to approve the resolution of approval for site plan and special use permits for Raywood M&M LLC project number 0238-2025.

Motion by Jeff Manson, second by J Louis Rivera.

Final Resolution: Motion Carries

Yea: Chairperson - Bonnie Franson, Jeff Manson, Pat Shea, J Louis Rivera, Robert Garstak

Nay: None

Abstain: None

3. Resolutions Review

Action, Discussion: 3.1 **Mountain View Subdivision** (0235-2025) SBL # 43-1-10 290
Mountain View, Monroe, NY

Applicant Representative:
Joel Mann - Brach & Mann

Mr. Mann reviews status:

- received comments today from KALA and engineering will take care of ASAP
- we are here for a draft resolution

Chairwoman Franson - reviewing the comment letter from KALA

- slight adjustment to the grading
- tree # 6 is an 18' Pine that could be saved
- the MCC sent comments as well
- the MCC thought 3 trees could be saved but KALA reviewed and said one
- KALA had amended the tree planting table and reduced the total number of trees to 32

Mr. Sickler comments:

- first few are statements as to permits or approvals that they will require from outside agencies
- need DEC, Highway work permit and sewer
- comments 5 & 6 need to provide details for drainage work in the road - most of that has been provided
- there are some backfills clarifications that we would like to see on the trenches
- coordination of the catch basin casting with the Town code for consistency

reviewed the resolution of conditional approval

BE IT RESOLVED, that the Planning Board of the Town of Monroe hereby makes a motion to approve the resolution of conditional approval for preliminary final subdivision site plan special permit for Abraham Gland's project number 0235-2025 as amended.

Motion by Chairperson - Bonnie Franson, second by Robert Garstak.

Final Resolution: Motion Carries

Yea: Chairperson - Bonnie Franson, Jeff Manson, Pat Shea, J Louis Rivera, Robert Garstak

Nay: None

Abstain: None

Action, Discussion: 3.2 **Home Depot** (0227-2024) SBL # 2-1-31.2 Larkin Drive, Monroe, NY

Applicant Representative:

Abril Arraya - Kimley Horn

Ms. Arrays stated not changes to the plans we're just here for the amended resolution

Ms. Torre -

- before reviewing the resolution I did prepare an EAF Part II and a negative declaration
- unlisted action

review of the EAF part II and the negative declaration

BE IT RESOLVED, that the Planning Board of the Town of Monroe hereby makes a motion to adopt the negative declaration for Home Depot.

Motion by Pat Shea, second by Jeff Manson.

Final Resolution: Motion Carries

Yea: Chairperson - Bonnie Franson, Jeff Manson, Pat Shea, J Louis Rivera, Robert Garstak

Nay: None

Abstain: None

Reviewed the resolution of approval

BE IT RESOLVED, that the Planning Board of the Town of Monroe hereby makes a motion to approve the site plan amendment for Home Depot USA, Inc. Project # 0227-2024.

Motion by Chairperson - Bonnie Franson, second by J Louis Rivera.

Final Resolution: Motion Carries

Yea: Chairperson - Bonnie Franson, Jeff Manson, Pat Shea, J Louis Rivera, Robert Garstak

Nay: None

Abstain: None

4. New Projects

Action, Discussion: 4.1 **Donna Galiger** (0240-2025) SBL# 18-4-19 & 18-4-24 87 Walton Terrace, Monroe, NY

Applicant Representative:

David Niemotko - Niemotko Architecture

Mr. Niemotko reviewed submission:

- oversite on cover letter looks like we need to go to the ZBA for a variance for lot area and front yard setback
- we are proposing to consolidate 2 lots into 1 each lot is currently approximately half quarter of an acre, it does surpass a builders half acre, but not an actual half acre
- as we have no access to the sewer, as it is in moratorium, we are proposing a septic system that would work on the site. We did a design where everything will fit and will meet the DEC standards.

- lot size itself is consistent with the surrounding neighborhood
- single family home
- the consolidation is necessary because developing each lot would be impossible given the distance requirements for the needed septic and well
- SBL # 18-4-19 & 18-4-24

Chairwoman Franson - the 2 lots are on Walton Terrace. Are most of the properties on sewer?

Mr. Niemotko - Most properties are on sewer, there is a sewer line that runs along Walton Terrace. We are not anticipating distance restrictions or constraints with the septic system.

Mr. Sickler comments:

- just reviewed the process that's followed under section 57-21 bulk requirements with central sewer facilities
- the comments just outline the procedure for septic system on a parcel within the sewer district where the sewer isn't available
- basically they need to demonstrate compliance with the deep soils test and the perk test, which need to be performed and witnessed by the Town Engineer
- they need to identify locations of any wells or sewage disposal systems on adjoining parcels
- demonstrate they meet all the DOH separation requirements
- they need to demonstrate that construction of the septic system on the parcel doesn't preclude the viability of a well being installed on the parcel
- those are the necessary steps to come back to the Planning Board after the ZBA appearance

discussion on what size the lot is and to make sure no net deductions prior to going to the ZBA as that would change the variance

Ms. Torre - where are you getting the half acre requirement? In the SR 15 zone it's 1 acre without central sewer and 15,000 square feet with central sewer.

Mr. Niemotko - in the bulk table, and correct me if I am wrong, there was a local law 6 enacted in 2022

Ms. Torre - that has been changed it is now local law # 4 2024. It basically says that the reduced bulk table apply when you could make those showings that we discussed, but the reduced lot area would be 15,000 square feet not a half acre. The provisions are set forth in section 57-21 both requirements for central sewer facilities.

Member Manson - if the lots are being consolidated, would 57-21 B2 still be in effect that the lot has been in existence for at least one year?

Ms. Torre comments:

- in response to Member Manson question - no, this can't proceed as a straight lot line change consolidation, it has to be considered a minor subdivision, to satisfy that requirement it has to be in existence for a year or part of a minor subdivision.
- this would be an unlisted action under SEQRA
- the applicant would have to do a subdivision plat although essentially it's a consolidation, so it's a few more steps
- there will have to be an engineer certification about the sewer and the waste water disposal system
- will need a variance for front and rear setback
- suggest doing an uncoordinated review so the ZBA could proceed without having to wait for this board to complete SEQRA unlisted action

BE IT RESOLVED, that the Planning Board of the Town of Monroe hereby makes a motion to declare ourselves lead agency for our action and to be conducted as an uncoordinated review.

Motion by Chairperson - Bonnie Franson, second by J Louis Rivera.

Final Resolution: Motion Carries

Yea: Chairperson - Bonnie Franson, Jeff Manson, Pat Shea, J Louis Rivera, Robert Garstak

Nay: None

Abstain: None

BE IT RESOLVED, that the Planning Board of the Town of Monroe hereby makes a motion to declare this action as unlisted.

Motion by Chairperson - Bonnie Franson, second by Jeff Manson.

Final Resolution: Motion Carries

Yea: Chairperson - Bonnie Franson, Jeff Manson, Pat Shea, J Louis Rivera, Robert Garstak

Nay: None

Abstain: None

BE IT RESOLVED, that the Planning Board of the Town of Monroe hereby makes a motion to refer this application to the Zoning Board of Appeals for the necessary area variances.

Motion by J Louis Rivera, second by Robert Garstak.

Final Resolution: Motion Carries

Yea: Chairperson - Bonnie Franson, Jeff Manson, Pat Shea, J Louis Rivera, Robert Garstak

Nay: None

Abstain: None

5. Returning Projects

Action, Discussion: 5.1 **Owen Drive** (0207-2022) SBL# 3-1-9.1 20 Owen Dr. Monroe, NY

Applicant Representative:

Joel Mann - Brach & Mann

Mr. Mann reviews the project:

- this is a proposed 3 lot subdivision
- located at 20 Owen Drive SBL # 3-9-1
- we have our main fundamental things completed like access point will be from the Smith Farm avoiding adding additional traffic to another road
- addressed most of the comments from last meetings
- provided tree plan for the existing trees but not the mitigation
- additional comments from MHE have been reviewed we will address those

Mr. Sickler comments:

- response letter provided indicates that the existing HOA will be modified to include the private roadway is present on the subdivision plan.
- it appears that the road will be created as a separate parcel
- show on the plans the ownership of that parcel and will it be consolidated with any other parcel
- snow storage areas were indicated on the plan near the emergency access gate - needs review - difficult area as the road curves - possible alternative location
- applicant indicated they were providing plans to the Village DPW Superintendent to review
- applicant should also provide roadway plans to the Village since the existing water main will be located there
- verify separation distances between the existing water main and the proposed storm sewers and structures to insure DOH separation distances are maintained
- OCDPW will be required to review sewer laterals
- erosion control plans were provided with this submittal as the disturbance is greater than an acre or less than five for a residential project, however DEC has informed us if road construction involved that's a table two bullet in appendix B requires storm water management practices used for that portion.
- the applicant indicated they will be testing the existing well pursuant to the subdivision regulations
- OCDP review status of SEQRA need to be reviewed
- a tree survey has been provided but I don't see a tree plan submission for the MCC to review
- previous meeting discussion regarding a calculation of the building height, these have some walkout basements in the back need to demonstrate compliance with the bulk requirements for height

- the sewer drainage installation on the joining parcel 69-1-93 confirm if there's existing easements for those installations or easements are required to be obtained.

Mr. Mann responses to Mr. Sickler comments:

- will discuss the ownership of the roadway parcel with the project attorney and will either consolidate in the HOA with Smith Farm right-away or it will stay as a separate parcel
- the sewer drainage are existing - we will provide the documentation for that

Ms. Torre comments:

- the existing easement or right of way where the proposed private road will go, they provided a copy of the filed map, is there an accompanying agreement for that right of way or referenced in any of the deeds?
- this is considered a major subdivision but also proposes a new road
- applicants letter indicates they are seeking a waiver of their cluster requirements that would otherwise be required because it is a major subdivision. The code does allow you to waive cluster subdivision requirements you may but are not obligated to waive the requirement of a cluster plan for subdivision involving 5 acres or less. That is something for the board to determine.
- tree plan should be referred to the boards landscape architect and the MCC once the mitigation is complete
- question regarding the size of the dwellings square footage - information needed on the plans - in the relocation notes you have 3,469 plus square feet per floor for the first lot, then it says 3,469 square feet per floor. Does this mean the total size per floor, how many floors per dwelling, and total square footage per dwelling?
- I reached out to Village to ask what approvals, if any, are required from the Village, I'm waiting for an answer.
- we previously circulated a notice of Lead Agency - we were waiting on sending a supplemental notice to the Village because of the approvals required

Mr. Mann - the reason we chose this route to connect to Smith Farm was to avoid needing approvals from the Village. The main concern of the Village was to extend Owen Drive and we are taking off the water house from there. I don't believe the Village is being affected. We are not taking water from the Village

daytime workshop with the Village

site visit with KALA & MCC

Action, Discussion: 5.2 **O&R Substation** (0237-2025) SBL # 1-2-43 Forest Street Monroe, NY

Applicant Representatives:

Leslie Snyder - Snyder & Snyder

Mike Homenick - O&R

Kevin Szymanik - EN Engineering

Ms. Snyder reviews project:

- since the last meeting we have worked with the Boards Engineer and landscape architect to get their sign off that the plans meets all the requirements
- we went over tree mitigations with KALA she agrees and we confirmed the number of trees we will need to pay the fee of \$39,750
- KALA wrote a recent memo confirming the amount with her sign off

Ms. Torre - spoke with KALA confirmed tree fee calculation

Mr. Sickler comments:

- issued one comment letter in July regarding SWPPP
- we have worked through all of our previous comments
- second comment letter in regards to the site plan indicates they will need a DEC permit which is listed in the resolution
- needs a highway work permit as well

Ms. Torre - no comments

- did just resend the negative declaration for review
- also sent a draft resolution to review

reviewed the negative declaration

Member Manson - wanted to that the applicant will be continuing discussions with the adjoining property Sheri Torah regarding their concerns with the substation

Ms. Snyder has confirmed there is a meeting set up to continue this and that the intent is to provide additional landscaping on adjoining property nothing to do with the project before the board

BE IT RESOLVED, that the Planning Board of the Town of Monroe hereby makes a motion to adopt the negative declaration for Orange & Rockland Utilities Substation.

Motion by Chairperson - Bonnie Franson, second by J Louis Rivera.

Final Resolution: Motion Carries

Yea: Chairperson - Bonnie Franson, Jeff Manson, Pat Shea, J Louis Rivera, Robert Garstak

Nay: None

Abstain: None

Reviewed the resolution of approval

BE IT RESOLVED, that the Planning Board of the Town of Monroe hereby makes a motion to approve the resolution for site plan, special use permit and local wetlands disturbance permit for Orange & Rockland Utilities Substation.

Motion by Jeff Manson, second by J Louis Rivera.

Final Resolution: Motion Carries

Yea: Chairperson - Bonnie Franson, Jeff Manson, Pat Shea, J Louis Rivera, Robert Garstak

Nay: None

Abstain: None

6. Minutes

Action, Discussion: 6.1 June 13, 2024

held over

Action, Discussion: 6.2 September 12, 2024

held over

Action, Discussion: 6.3 March 13, 2025

held over

Action, Discussion: 6.4 March 18, 2025

approved

BE IT RESOLVED, that the Planning Board of the Town of Monroe hereby makes a motion to approve the March 18, 2025 minutes as amended.

Motion by Chairperson - Bonnie Franson, second by J Louis Rivera.

Final Resolution: Motion Carries

Yea: Chairperson - Bonnie Franson, Jeff Manson, Pat Shea, J Louis Rivera, Robert Garstak

Nay: None

Abstain: None

Action, Discussion: 6.5 April 10, 2025

approved

BE IT RESOLVED, that the Planning Board of the Town of Monroe hereby makes a motion to approve as amended the April 10, 2025 minutes.

Motion by Chairperson - Bonnie Franson, second by Pat Shea.

Final Resolution: Motion Carries

Yea: Chairperson - Bonnie Franson, Jeff Manson, Pat Shea, J Louis Rivera, Robert Garstak

Nay: None

Abstain: None

Action, Discussion: 6.6 April 15, 2025

approved

BE IT RESOLVED, that the Planning Board of the Town of Monroe hereby makes a motion to approve the amended April 15, 2025 minutes.

Motion by Chairperson - Bonnie Franson, second by Jeff Manson.

Final Resolution: Motion Carries

Yea: Chairperson - Bonnie Franson, Jeff Manson, Pat Shea, J Louis Rivera

Nay: None

Abstain: Robert Garstak

Action, Discussion: 6.7 May 8, 2025

approved

BE IT RESOLVED, that the Planning Board of the Town of Monroe hereby makes a motion to approve as amended May 8, 2025 minutes.

Motion by Chairperson - Bonnie Franson, second by Robert Garstak.

Final Resolution: Motion Carries

Yea: Chairperson - Bonnie Franson, Jeff Manson, Pat Shea, J Louis Rivera, Robert Garstak

Nay: None

Abstain: None

Action, Discussion: 6.8 May 20, 2025

approved

BE IT RESOLVED, that the Planning Board of the Town of Monroe hereby makes a motion to approve as amended the May 20, 2025 minutes.

Motion by Chairperson - Bonnie Franson, second by J Louis Rivera.

Final Resolution: Motion Carries

Yea: Chairperson - Bonnie Franson, Jeff Manson, Pat Shea, J Louis Rivera

Nay: None

Abstain: Robert Garstak

7. Adjournment

Action, Discussion: 7.1 Adjourn Meeting

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

Motion by Robert Garstak, second by J Louis Rivera.

Final Resolution: Motion Carries

Yea: Chairperson - Bonnie Franson, Jeff Manson, Pat Shea, J Louis Rivera, Robert Garstak

Nay: None

Abstain: None