

**Town of Monroe**  
**Planning Board Minutes**  
**Tuesday, December 16, 2025**  
**([www.townofmonroeny.gov](http://www.townofmonroeny.gov))**

Generated by Norinne McSweeney

**Members Present**

Pat Shea, Dylan Penn, Robert Garstak, Jeff Manson, Bonnie Franson  
Counsel - Ashley Torre

**Welcome**

**Roll Call**

**Point Out Fire Exits**

**Pledge of Allegiance**

**Returning Projects**

**Shorte and Sweet (0245-2025) SBL # 38-9-1.1**  
**150 West Mombasha Road**  
**Monroe, NY 10950**

Applicant Representative:  
Jesse Shih Niemotko Architect, P.C.

Mr. Shih -

- with the updated site plan, we also submitted the architectural floor plan and a project narrative to further clarify and provide more information on the use we are proposing.  
- to summarize the narrative, its primary use is retail. So the goods customers buy in the store are for consumption outside the store. Looking to also sell party goods, there will be baking on premises, groceries for sale and handmade gifts from local vendors/crafters. Some additional accessory uses would include a small backyard event space and in the front area a seasonal kiosk for selling things outdoors.

Chairwoman Franson - When you say kiosk, do you mean kiosk or a food vendor?

Mr. Shih - same as the wares that are inside. Like a tent a temporary seasonal space just to attract customers to show what they're selling on the inside, too.

Mr. Sickler - I didn't get comments typed up today. I spoke with Mr. Maldonado today. We focused on the use and from how his perspective in the Building and Code Enforcement they would look at what was proposed and see how it relates to the zoning requirements.

- last meeting we asked the applicant to identify on the floor plan what portions of the building they were proposing to use for the bakery and what portion would be retail. They provided that with a square footage breakdown.

- From Mr. Maldonado perspective he was looking at it as an A2 assembly use which would fit with a restaurant classification. With the two uses from the Building Code point of view, he's looking at the more restrictive use. We talked it through and felt that restaurant retail was appropriate for the uses proposed within the building.

- From a parking perspective, if the entire building was utilized for a restaurant use, our code requires one space per 45 square ft. A restaurant use would require over 20 parking spaces. There's currently 12 existing. Converting part of it from restaurant to retail reduces the parking requirement. Retail only requires one space for every 150 square ft. So what's proposed right now, and this is just approximate, we didn't have the exact square footages, would probably require about 15 parking spaces, which is a lot closer to 12 than the previous restaurant use was at 20. That's where we kind of ended on the use within the building.

- We then talked about the accessory uses proposed outside. The primary one being the event space that's proposed in the rear yard. The plan notes that could be up to 50 people or 50 occupants. And I think that's where the big concern with parking comes in. If you have the parking associated with your primary uses within the building, when you have an event with 50 people and 12 parking spaces, where's that parking going to occur? The concern is that it occurs on the road. That's where we are on the use at this point.

- The counter space was identified as the bakery business and then the front area there was identified for the retail space. So that is what we asked them to provide last meeting and I think that kind of delineates it pretty well and that's what we estimated the parking from.

Chairwoman Franson - did Mr. Maldonado render a formal determination?

Mr. Sickler - he sent me an email where he said he was looking at it as an A2 occupancy. I could ask for a memo to the board regarding that.

Member Garstak - my concern is parking during an outdoor event as it will overflow onto the road and that is not a good idea for those living in that area.

Chairwoman Franson - when you say counter is it for product display or for people to sit and enjoy the pastries? Restaurant use normally has some type of seating and I don't see that here. When we get back to Mr. Maldonado we need to point out that there's no seating at this point. I think unless there is seating it is more retail space versus restaurant space.

Mr. Shih - display counter not for eating. There might be minor seating, but there won't be a dedicated dining area that is why we are leaning more towards retail.

Mr. Sickler - there was a mention of possible 2-3 square tables but the plans don't show that.

Chairwoman Franson - This is too vague. With this proposal, I appreciate she wants to start a business, but a lot of this is a dream versus what she really wants to start with. We need to focus on what she wants to start with because going too big complicates things. The new owner has a lot of ideas, but is still trying to figure out what to do. Keep it simple with retail like a bakery. The outdoor vendor and outdoor events complicates things especially with the parking. Start out with addressing the retail space inside and down the line possible come back to the Planning Board for an expansion to include outdoor events.

Ms. Shorte - even for like smaller events if a Girl Scout troop wants to come and work on a badge, they wanted to use the outdoor space.

Chairwoman Franson - so if we're talking about maybe 10 people? You know, it's hard to see what become small then what becomes big. That sounds very innocuous, but if it's just girl scouts, but then what happens if someone wants to come, and they bring wine and then we start down this path without defining it. So, if we're going to do small, we really have to be maybe like a date time use no more than like 10. I mean know in my mind, I'm thinking 10 but as I said now we are opening up a little more review process. If you want those activities, in the narrative think small for now something that might be easier for us perhaps from an impact perspective, to be less worried about nothing after 5pm, no outside music. There is the concern of the community and if you are going to propose those kinds of things, then we have to think more about holding a public hearing so that neighborhood is aware and can comment on it. If you don't do anything outside, then the option exists to possibly waive the public hearing. Come back in January with a decision as to what you want to do and we can go from there.

Ms. Shorte - I don't have to do the events at all I am fine with whatever you can approve.

Chairwoman Franson - to move forward what we would consider is basically the building as is with retail

space inside. Parking isn't an issue remaining retail space. At this point, the Board doesn't feel a public hearing is necessary. What we could do is potentially approve the business this evening subject to a formal resolution which we will vote on at the January meeting. We can write up a formal resolution subject to engineering review by MHE plans need to show the removal of the outside vendor location, and subject to no outdoor event activities at this time.

BE IT RESOLVED, that the Planning Board of the Town of Monroe hereby makes a motion that site plan approval is not required. We designate this a Type II action as it involves the reuse of an existing building, and it's not being expanded beyond the Type II thresholds.

**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 Garstak, Planning Board Member Manson, Planning Board Chairperson Franson**

**Nays: None**

**Abstain: None**

BE IT RESOLVED, that the Planning Board of the Town of Monroe hereby makes a motion to approve Shorte N Sweet business to occupy the former Foreign Objects property, subject to removal of the outdoor vendor location and further subject to no outdoor events at this time. Other conditions include payment of all outstanding fees. We will formalize this resolution to approve at the first meeting in January 2026.

**On a motion by Planning Board Chairperson Franson, seconded by Planning Board Member Penn**

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

**Nays: None**

**Abstain: None**

Mr. Shih - you still need a site plan to be submitted showing those outdoor elements being removed. Chairwoman Franson - Mr. Sickler will do a formal review of this subject to taking out the vendor location, adding a note if it's not on there already. No outdoor events. He'll get the review to you. You can update it. We're still going to do a formal resolution in terms of just writing and putting together the narrative of the submission and our typical requirements in a resolution, but we just wanted to take a vote now to move the process forward.

Mr. Sickler - I will send an email with a review of tonight and other plan comments that I have so that you can get those revisions made and a revised narrative.

## **Pallotti Village (0196-2021) SBL # 33-1-1.21 & 4**

### **Harriman Heights Road**

#### **Monroe, NY 10950**

Chairwoman Franson reviews the approval dates on the Pallotti Village project. Board approved on December 19, 2023. The signed resolution was filed on January 16, 2024. They did not ask for an extension prior to this meeting. Review of the conditions of the resolution states that failure to comply with any such condition in a timely manner shall result without further action and elapsing of this approval. Notwithstanding any of the foregoing, if no development is initiated on the site within 18 months of the date of approval, zoning of the

property shall revert to the zoning of the property prior to its change.

The resolution says " this approval shall be effective for a period of two years from the date of this resolution adopted. Not with mention granted pursuant is effective for says, "But you had to have it initiated within 18 months or it reverts back." I have to say ultimately, they're going to have to get reapproved because I had discussions with the Supervisor as well as the Town Attorney if they want to revise what was in our site plan approval which I think is also part of the zone change they have to go back to the Town Board.

Ms. McSweeney - They did the amended application with us but that was in July or August when Mr. Durr was here.

Chairwoman Franson - That's when we discovered that the proposal was changing. And they've not been back since then. I don't think that we can move forward, and they need to meet with the Town Board. Then we can move forward because the reversion back to the prior zone, it says that's within 18 months. Regardless of whether our site plan approval is good for two years. The zoning doesn't exist anymore if the 18 months have lapsed. Not aware of them being back before the Town Board. They were part of a discussion where the Attorney indicated they had to revise their master plan, get back in front of the Town Board. So this is not news to the applicant. Addresses Mr. Sickler regarding his review and if he recalled if any changes and if other conditions had been met. I'm not aware that all the conditions have been met.

Mr. Sickler - The water system has not been approved and there was some discussion about the Town potentially making that application and taking it over, but I believe that has changed and the Town will not be taking it over.

Chairwoman Franson - continues to review the conditions of the resolution, checking to see what has been completed and what has not been completed.

We are not taking any action.

**O&R Substation (0237-2025) SBL # 1-2-43**  
**Forest Ave & Forest St**  
**Monroe, NY 10950**

Applicant Representative  
Leslie Snyder - Snyder & Snyder

Ms. Snyder - O&R is requesting a six month extension on the signing of the site plan. We have essentially completed all the requirements. We worked with Mr. Sickler, who wrote a letter indicating all the items. We went to the Town Board and got approval for the stormwater agreement and the fees for the bonds. The only open item right now is the Army Corp of Engineers and the DEC permit, which is a long process. We have worked through the SWPPP reviews and the plan revision comments, all the securities and fees that are required for the project. So we are only waiting for the outside agencies.

BE IT RESOLVED, that the Planning Board of the Town of Monroe hereby makes a motion to grant the extension for Orange and Rockland Utilities, the site plan, the special use permit and local wetlands disturbance permit for an additional time period to extend to July 9, 2026.

**On a motion by Planning Board Chairperson Franson, seconded by Planning Board Member Manson**

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

**Nays: None**

**Abstain: None**

## **Administrative**

### **Planning Board 2026 Meeting Schedule**

BE IT RESOLVED, that the Planning Board of the Town of Monroe hereby makes a motion to approve the meeting calendar for 2026.

**On a motion by Planning Board Chairperson Franson, seconded by Planning Board Member Garstak**

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

**Nays: None**

**Abstain: None**

## **Minutes**

### **June 13, 2024**

BE IT RESOLVED, that the Planning Board of the Town of Monroe hereby makes a motion to approve the June 13, 2024 minutes.

**On a motion by Planning Board Member Manson, seconded by Planning Board Member Penn**

**Ayes: Planning Board Member Penn, Planning Board Member Garstak, Planning Board Member Manson**

**Nays: None**

**Abstain: Planning Board Member Pat Shea, Planning Board Chairperson Bonnie Franson**

### **August 14, 2025**

held over

### **August 19, 2025**

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

approve the August 19, 2025 minutes.

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

**Ayes: Planning Board Member Shea, Planning Board Member Garstak, Planning Board Member Manson, Planning Board Chairperson Franson**

**Nays: None**

**Abstain: Planning Board Member Dylan Penn**

**September 16, 2025**

held over

**October 9, 2025**

held over

**November 18, 2025**

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

**On a motion by Planning Board Chairperson Franson, seconded by Planning Board Member Garstak**

**Ayes: Planning Board Member Penn, Planning Board Member Garstak, Planning Board Member Manson, Planning Board Chairperson Franson**

**Nays: None**

**Abstain: Planning Board Member Pat Shea**

**Adjournment**

**Adjournment of Meeting**

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

**On a motion by Planning Board Chairperson Franson, seconded by Planning Board Member Manson**

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

**Nays: None**

**Abstain: None**

