

**Town of Monroe  
Planning Board Minutes  
Thursday, January 8, 2026  
([www.townofmonroeny.gov](http://www.townofmonroeny.gov))**

Generated by Norinne McSweeney

**Members Present**

Pat Shea, Curtis Kimbrell, Robert Garstak, Jeff Manson, Bonnie Franson

Consultants:

Counsel - Ashley Torre, Esq.

Engineer - Matthew Sickler

**Welcome**

**Roll Call**

**Point Out Fire Exits**

**Pledge of Allegiance**

**Administrative**

**Appointing of Deputy Chair for 2026**

BE IT RESOLVED, that the Planning Board of the Town of Monroe hereby makes a motion to appoint Jeff Manson as Deputy Chair for 2026.

**On a motion by Planning Board Member Garstak, seconded by Planning Board Member Shea**

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

**Nays: None**

**Abstain: None**

**Appointing of Planning Board Engineer for 2026**

BE IT RESOLVED, that the Planning Board of the Town of Monroe hereby makes a motion to appoint MHE as the Planning Board Engineers with Matthew Sickler representing us.

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

**Ayes: Planning Board Member Shea, Planning Board Member Kimbrell, Planning Board Member Garstak, Planning Board Member Manson, Planning Board**

## Chairperson Franson

Nays: None

Abstain: None

## Returning Projects

### Owen Drive (0207-2022) SBL # 3-1-9.1

#### 20 Owen Drive

#### Monroe, NY 10950

Applicant Representative:

Joel Mann - Brach and Mann

Mr. Mann reviewed the project:

- Zone SR 20 SBL # 3-1-9.1
- 3 lot subdivision there is an existing single family home
- connect to existing sewer mains within Smith Farm
- water will be from individual wells
- major item that has been discussed is where is this subdivision going to get access from? Based on prior discussions, the project will connect to the Smith Farm development and relocate the emergency access gate to after the third entrance. That will have no impact on the other side of the gate which is the Village of Monroe.
- There are agreements that we need to get from Smith Farm some we have and the attorneys are working on the others.
- there needs to be turnaround areas for snow plows added to the plans
- SWPPP was submitted last month
- looking to schedule a public hearing

Mr. Sickler comments:

- did receive revised set of plans and SWPPP at the end of December
- for the most part our comments have been addressed
- sheet one there is a tree plant note, but it references sheet 10 that reference should be sheet 11
- we have discussed building height and the definition of story. There is a methodology for determining building height. They've provided those calculations on the plan set.
- lot # 2 exterior elevation on one side needs to be changed about a tenth of a foot to verify that the lower level or basement level does not meet the definition of a story. Otherwise, it would be a three story structure and that is not allowed it is a two and a half story zone.

The tree plan has been forwarded on to KALA for comments. Waiting for the response letter.

A couple of comments on the SWPPP:

- the outlet structure on 3S-P is modeled as one height the plan detail is slightly different, so that needs to be corrected.
- on the erosion control plans they need to identify concrete wash out areas for each lot for when they're (inaudible)

Chairwoman Franson comments:

- height with a minor tweak that will be addressed
- talk to the Village regarding different changes tying into the Village - have you scheduled a meeting with them yet?

Mr. Mann - we had a joint meeting with the Village when we finalized which direction we were going. The biggest issue they had, was a cut off to the Village Road. Smith Farm is not their problem it's a private road so that's what we would like to do. Otherwise, it seems there's no impact on it on the Village.

Chairwoman Franson - spoke about placing a barrier so people couldn't use it as a through road. Some type of better gate or closure, which must be coordinated with the fire department.

Mr. Sickler - there's a gate shown on the plan just by the entrance there. We don't have any details on the plan. I would just defer to the emergency services as to what's acceptable to them for that.

One other item that was a topic of discussion last time was the storm water basin on the rear of the lots. At the last meeting with that plan set it was shown to take up most of the rear yard of lots two and three. The Storm water basin the bio retention facility has been revised to mostly be on lot three to the rear. So the size has been reduced pretty

significantly based on our discussion with Pietrzak and Pfau and their modeling. We are good with the modeling and that's the current proposed configuration going forward.

Chairwoman Franson - would like to see if there is a way to save some additional trees. There is still a lot of grading. Does there need to be any fencing on lot 3? Also, one of the basins is now located by the road?

Mr. Sickler - a bio-retention pond? I don't believe so but will verify prior to the public hearing. There is a smaller basin on the side of lot 1 that takes a portion of the road that can't be diverted back which also serves as a forebay for some pre-treatment. Will have KALA look at the landscaping for the storm water basins.

Chairwoman Franson - Since you are connecting to the other development are you going to be part of the HOA? Maintenance of the road is also maintained by the connecting development.

Chairwoman Franson - in terms of process have to pass negative declaration before we can open a public hearing. Has this been sent for GML if not needs to be done this week.

BE IT RESOLVED, that the Planning Board of the Town of Monroe hereby makes a motion to schedule a public hearing for 20 Owen Drive for our next regular meeting scheduled for February 17, 2026. In the event our meeting needs to be moved, then it will be rescheduled for the workshop meeting of February 12, 2026. Also, conditioned upon a negative declaration being prepared.

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

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

**Nays: None**

**Abstain: None**

## **Shorte and Sweet (0245-2025) SBL # 38-9-1.1**

### **150 West Mombasha Road**

### **Monroe, NY 10950**

Applicant Representative:

Jesse Shih - Niemotko Architects

Chairwoman Franson reviewed the project:

at our December meeting was we approved this verbally subject to drafting a resolution to formally adopt today. It's essentially approved, but we just want to make sure everything's there. And in drafting some of the conditions, I was a little unsure where we landed on a couple items. So, I just want to make sure that it's been drafted, and I've covered all the uses that we said were going to be allowed and those items that we said not for now, come back. Just get started and then we'll consider some other uses later after she gets started. In the meantime, we had Mr. Sickler could work with you and the applicant to get the site plan in order so that it could get signed, as part of that process, I believe you submitted something 12/31/25 which included the updated plan with this narrative. So I think the big question mark for me was the daily vendor. Now that's internal to the building and I know we focused on outdoor vendors and said no outdoor vendors. you did have in the narrative that was submitted previously before we approved the use that you were going to have indoor vendors because she said on a Tuesday I may have tacos on a Wednesday I may have Jamaican food. She said something to that effect and that was in the narrative. So I just want to know for the board members this is what has been expressed and did we recall approving that? I don't think we did and did we want with this being different than what we approved as a retail bakery type use?

Member Manson - My concern is does this additional use on top of the bakery and the retail shop change the parking count? That is the big challenge on this site is the parking.

Mr. Sickler - so the parking count since it is a mixed use, there's parking requirements for retail which are significantly less than the parking requirements for a restaurant. They did identify in their narrative that they were providing two to three tables, maybe each table seating a couple of people. I don't recall if there was on the plan a specific area identified for restaurant use that you could see what that was. They are providing the same number of existing parking spaces as there

was previously with the previous use which was all restaurant.

Chairwoman Franson - what is the applicant envisioning in terms of the type of arrangement with vendors coming in.

Mr. Shih - with the daily vendor it is just them selling the wares and then a small area for seating. Kind of a grab and go kind of situation.

Mr. Sickler - I do remember at a previous meeting discussing having some coolers for more of a neighborhood grab and go market. Don't recall if the intention was prepared foods or milk, eggs, bread, etc. Is the outside vendor bribing prepared food or will they be cooking on site?

Mr. Shih - I would have to ask the applicant.

Chairwoman Franson - it's essentially a bakery and she wanted to do some retail which she described as balloons, candles, things people can drop in and pick up. Then there is this other use. Is the Board okay with allowing it or do we want more explanation from the applicant? Show the inside vendor information on the plan, amount of space and if coolers will be there and where.

Mr. Sickler - the plan revisions that we requested were made to remove the outdoor event area and the outdoor vendor area. They made a note that all uses would be interior to the existing structure.

Chairwoman Franson - reviewed the resolution of approval. We have architectural review authority as well and nothing's been expressed with regard to the building or there being any changes to it. If you are going to make changes to the exterior of the building, you have to come back. That's what this paragraph in our resolution states to the extent changes are submitted to the Building Inspector said changes will be submitted to the Planning Board for review and approval.

We're resolving to approve this and the conditions are food truck and other outdoor vendors are not permitted on the site without returning to the Planning Board for review and approval. Outdoor use of the space for tents, events or gatherings are not allowed without returning to us for review and approval. And note, all this has to do with making sure noise is addressed, lighting is addressed, and if there's a need for parking that's explored, which is why you'd have to come back.

Approval is subject to final engineering review of the plan set and they will not be signed until receipt of a letter from the Planning Board engineers certifying that all deficiencies in his 18th and November 25 memo have been remedied as well as any comments raised at December 16th Planning Board meeting.

## **Home Depot (0227-2024) SBL # 2-1-31.2**

### **254 Larkin Drive**

### **Monroe, NY 10950**

Mr. Sickler - reviewed the project and explained what occurred with the Village of Woodbury approval

The Planning Board approved their site plan which reflected outdoor displays and storage areas. Some in the front of the building, some in the rear.

The applicant then had to go to the Village of Woodbury Planning Board for their approval. They also received a parking variance from the ZBA.

What they originally proposed was storage and display along the front of the building which have not changed.

To the rear of the building are 2 outdoor pallet storage areas for their materials as they get unloaded and moved into the store.

The 2 things that did change out in the parking areas are 3 areas for display. They show an area for bagged soil and plants during the summer. The area in the middle was for rental trucks and the third area is for large equipment rentals. Previously, the area for outdoor display of soils was up one row of parking, the truck display moved up four or five rows and the same with the large equipment display. They didn't change the size of the areas or the number of parking spaces that were affected. So they still comply and the number of parking spaces hasn't changed. Originally, everything was in the Town of Monroe but some of the changes made it go into the Village of Woodbury, but they have received approval from the Village. Basically, it is the same except for the changes of the display areas. They have also added a fire lane 20 foot wide all along the back of the building. They

have made the fire lane longer and narrower.

Open discussion in regards to the fire lane. Mr. Sickler is going to speak to the Building Inspector to seek his opinion in regards to the fire lane.

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 outdoor improvements subject to our Planning Board Engineer Mr. Sickler communicating with the Building Inspector Mr. Maldonado and determining that the configuration to the rear of the building regarding the fire lane, staging area, and the equipment area are meeting code.

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

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

**Nays: None**

**Abstain: None**

## **Minutes**

### **August 14, 2025**

held over

### **September 16, 2025**

held over

### **October 9, 2025**

held over

### **December 16, 2025**

BE IT RESOLVED, that the Planning Board of the Town of Monroe hereby makes a motion to approve the December 16, 2025 minutes with amendments.

**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 Curtis Kimbrell**

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

**Nays: None**

**Abstain: None**