TOWN OF MONROE
PLANNING BOARD REGULAR MEETING MINUTES

Tuesday, June 16, 2026
Town Hall – Courtroom
1465 Orange Turnpike
Monroe, NY 10950

PRESENT

Board Members Present:
Jeff Manson, *Board Member/Deputy Chair*
Pat Shea, *Board Member*
Robert Garstak, *Board Member*
Curtis Kimbrell, *Board Member*

Board Members Absent:
Bonnie Franson, *Chairperson*

Staff / Consultants Present:
Ashley Torre, Esq., *Planning Board Counsel*
Matthew Sickler, P.E., *Planning Board Engineer*
Frank Getchell, P.G., *Senior Technical Leader (Water) (via Zoom)*
Alyssa Kezek, *Planning Board Secretary*

1. WELCOME

The meeting was called to order at 6:39 p.m. by Deputy Chair Jeff Manson.

1.1 Roll Call

A quorum was present. Attendance was recorded as listed above.

1.2 Point Out Fire Exits

Fire exits were identified for those in attendance.

1.3 Pledge of Allegiance

The Pledge of Allegiance was recited.

2. RETURNING PROJECT

2.1 Henry Farms Subdivision (201-2022)

SBL#29-1-2.52 (Lakes Rd. and Camp Monroe Rd)

Applicant Presentation:

Vincent Pietrzak of Pietrzak & Pfau Engineering & Surveying, Gardiner Barone, Esq., of Bluestein, Shapiro, Frank & Barone, and John Dahlgren of Tim Miller Associates appeared on behalf of the applicant. The applicant representative stated that a consistency analysis and a revised set of plans had been submitted. The applicant representative stated that the only revision to the plans involved the signature block. The applicant representative stated that the purpose of the appearance was to discuss proposed well drilling and water supply matters. The applicant representative also noted that a Department of Health review letter had been submitted shortly before the meeting.

Planning Board and Consultant Review:

Frank Getchell, P.G., Senior Technical Leader (Water), Weston & Sampson, participated via Zoom and reviewed the applicant's submissions, including the June 10, 2026 Department of Health correspondence. Mr. Getchell stated that more than twenty-five years had passed since the previous well testing and discussed the proposed well testing program, water quality sampling requirements, and groundwater under direct influence testing referenced in the Department of Health correspondence. Mr. Getchell also discussed wetlands, the stream on the property, groundwater resources, and pumping tests associated with the wells. He further noted that wastewater generated by the development would be treated off-site and that water withdrawn from the proposed wells would not be returned to the site through an on-site wastewater disposal system.

Matthew Sickler, P.E., Planning Board Engineer, reviewed the submitted consistency analysis. Mr. Sickler noted that a previously requested summary table comparing stormwater impacts between the current proposal and the original proposal had been prepared but was not included in the consistency analysis and stated that the table summarized stormwater runoff under the current proposal as compared to the original proposal and recommended that it be included in the consistency analysis. Mr. Sickler also discussed a previously submitted analysis of the water main from the storage tank to the internal water distribution system for fire flow purposes and stated that he did not believe the information needed to be included in the consistency analysis because the proposed system met the minimum standards. Mr. Sickler noted that the information may be further evaluated during review of the communal water system pursuant to Chapters 53 and 54 of the Town Code.

Ashley Torre, Esq., Counsel, reported that she provided comments on the consistency analysis, which were shared with the applicant's consultant earlier in the day. Ms. Torre stated that, aside from water and well testing items, she had one minor comment regarding an update to a fiscal analysis table involving correction of a numerical entry and that comments raised by the Planning Board Engineer had been addressed. Ms. Torre further stated that updated well testing was a matter for Board discussion and referenced a letter submitted by the applicant's attorney requesting a determination and questioning the standard being applied by the Board. She explained that the Board is reviewing the consistency analysis pursuant to the stipulation of settlement and applicable review standards. Ms. Torre also stated that water quality is a primary issue under consideration and that updated testing consistent with current standards may be required, including additional parameters not previously tested, and noted that this matter has been discussed over time, including discussions in June 2022 or 2023.

Correspondence/Procedural Inquiry:

The Deputy Chair inquired whether the applicant's counsel had any items from correspondence that he wished to review with the Board. The applicant's counsel stated that he would like to hear from the Board first.

Board Discussion:

The Deputy Chair stated that the question before the Board was whether updated well testing was required in order to complete the consistency analysis. Member Curtis Kimbrell stated that, based on the consultant's recommendations, updated testing would be required in order to complete a valid consistency analysis. Member Robert Garstak stated that he agreed. Member Pat Shea stated that the Board could not go forward without testing the water quality.

Chairperson Franson's written statement was read into the record by the Deputy Chair. The statement discussed the age of the existing water quality data, changes in drinking water standards since the prior review, including newly regulated contaminants, and the need to determine whether current information warrants additional environmental review. The statement concluded that updated water quality testing should be provided and evaluated as part of the consistency analysis.

The applicant's counsel inquired whether there would be a vote on the matter. The Deputy Chair stated that there was no matter before the Board requiring a vote at that time and that the Board had discussed the issue and considered the submissions of the applicant and consultants. The applicant's counsel stated that he would take the matter back to his client. The Deputy Chair stated that there would be no vote at that time.

The applicant's counsel stated that there was nothing further to add and that the matter would be taken back to the client for further consideration.

A representative of the applicant stated that the information provided had been submitted as fully as possible and that the consistency analysis had been updated, with outstanding issues identified as addressed.

Vincent Pietrzak stated that any identified contaminants could be addressed through treatment measures subject to Department of Health review.

Result:

No vote was taken. The Board determined that additional information regarding updated well testing is required prior to further action.

3. CONTINUING PUBLIC HEARING

3.1 20 Owen Drive Minor Subdivision (0207-2022)

SBL#3-1-9.1 (20 Owen Drive)

Status: The Public Hearing remains open.

Applicant Presentation:

Vincent Pietrzak and Joel Mann appeared on behalf of the applicant and provided an overview of the project. The applicant representative stated that the latest submission addressed prior Board and consultant comments, including landscaping, the Stormwater Pollution Prevention Plan (SWPPP), and right-of-way matters.

The applicant representative reported that coordination with the Village Planning Board remains ongoing. Board Counsel noted that, following a recent change in Village counsel, communication had been established and additional input from the Village was pending.

The applicant representative also reported that two additional gate sections had been installed at the existing house site to address prior security and access concerns.

Public Comments:

Karen (501 High Street) raised concerns regarding ongoing truck traffic, stating that vehicles continue to bypass the existing gate by traveling through High Street. She expressed concerns regarding potential impacts from future construction traffic and damage to the newly paved roadway. She also requested additional information regarding the proposed privacy landscaping and maintenance responsibilities.

The applicant representative stated that the revised landscaping plan includes additional landscaping and a buffer consisting of Spruce, Pine, and Green Giant Arborvitae trees ranging approximately from six to seven feet in height.

Barbara (505 High Street) expressed concerns regarding the effectiveness of the existing gate, continued vehicle access through High Street, and potential impacts to neighborhood conditions. She questioned the removal of existing trees and requested clarification regarding the proposed clearing limits, landscaping buffer, and the location of the historic trail area.

Board and Consultant Discussion:

The Board discussed public concerns regarding tree clearing, privacy, grading, stormwater management, access, and neighborhood impacts. Member Jeff Manson stated that the clearing limits are limited to areas necessary for the proposed development and noted that alternative layouts had been reviewed.

The Board discussed public concerns regarding stormwater impacts and explained that the proposed design includes engineered stormwater facilities intended to address runoff conditions and mitigate impacts associated with the development.

The Board discussed questions regarding property owner rights and applicable Town regulations.

The applicant representative reviewed the tree survey and landscaping plans with the Board and residents. The applicant representative stated that trees outside the clearing limits would remain and that no clearing is proposed within the required buffer area along the neighboring properties.

The Board noted that, pursuant to the Town Code, landscaping is subject to a two-year maintenance period, during which the applicant/owner would be responsible for replacement of plantings that do not survive. Board Counsel requested that the applicant provide written confirmation to keep the public hearing open until the July 21, 2026 Planning Board meeting.

Zoning, Setbacks, and Building Height:

The Board discussed applicable zoning requirements, including setbacks, lot area, impervious surface limitations, and building height calculations.

The applicant representative stated that the property is located within the URM (Urban Residential Multi-Family) zoning district and that the proposed subdivision would consist of three single-family homes. The applicant representative noted that the proposal is less dense than other development options permitted within the zoning district.

The Board reviewed the proposed setbacks and noted that the plans provide the required side and rear yard setbacks.

The Board discussed public questions regarding building height and clarified that height is calculated pursuant to the Town Code based on average grade conditions around the structure. The applicant representative and consultants discussed the grading plan and the manner in which the proposed homes comply with the applicable height requirements.

Right-of-Way, Access, and Easement Review:

The Board reviewed the proposed access arrangements. The applicant representative stated that a 20-foot emergency access easement currently exists and that the proposal includes a larger right-of-way intended to replace the existing access arrangement.

Board Counsel stated that any required access agreements or amendments would be subject to review and must be finalized prior to approval.

The applicant representative reviewed the proposed roadway connection between Owen Drive, DeVitt Road, and Smith Farm and stated that the roadway configuration is intended to direct traffic away from neighboring residential streets.

The Board requested additional plan detail regarding the gate location, including proposed physical measures to prevent vehicles from bypassing the gate. The Board discussed that the issue was not only the installation of a new gate, but also the need to prevent vehicles from bypassing the gate. The Board requested that the applicant evaluate physical measures such as grading, curbing, barriers, or similar improvements in the gate area to discourage vehicles from traveling around the gate.

The applicant representative and the Board discussed that the current access area is an unimproved condition and that the proposed development would create an improved roadway with curbing and other site improvements, which may reduce the ability for vehicles to bypass the gate. The Board requested that the applicant address the issue through additional plan details and mitigation measures as part of the ongoing review.

A resident further explained that vehicle headlights could be observed traveling around the existing gate area and expressed concern that current conditions allow continued access through the neighborhood. The resident stated that she could observe vehicle headlights from her property and believed vehicles were traveling around the gate. The Board discussed the existing conditions and requested additional plan detail to address the concern.

The Board also discussed the historic trail area. A resident described an existing path/trail area along the rear of the properties and asked whether it would remain. The Board noted that no recorded trail easement was identified on the submitted survey. The Board Engineer indicated that the area may overlap with proposed stormwater improvements. The applicant representative stated that the area is proposed for stormwater management improvements.

The Board reviewed the proposed right-of-way and emergency access arrangements. The applicant representative stated that an existing 20-foot emergency access easement currently exists and that the proposed plans include a larger 50-foot right-of-way. Board Counsel requested a copy of the existing emergency access agreement with the homeowners association for review and noted that any replacement or amended access agreement would need to be finalized and filed.

The applicant representative explained that the proposed roadway connection would extend from Owen Drive through DeVitt Road and Smith Farm and would be maintained by the applicable homeowners association.

Additional Plan Revisions:

The Board reminded the applicant representative that any required waivers from Town Code provisions must be obtained prior to final approval.

The Board requested that the total gross floor area be clearly identified on the plans. The applicant representative agreed to revise the plans accordingly.

Board Counsel also reminded the applicant representative that any required cluster subdivision waivers must be obtained prior to approval. The applicant confirmed that the total gross floor area had been added to the plans.

Jurisdiction and Enforcement Discussion:

The Board discussed jurisdictional issues and noted that enforcement of access concerns would involve the appropriate enforcement authority.

Consultant Review and Public Hearing Continuation:

Matthew Sickler, P.E., Planning Board Engineer, reported that the revised landscaping plans had been forwarded for review and that he had conducted a preliminary review of the right-of-way and easement descriptions. Additional legal review would be conducted by Board Counsel.

The Board noted that the public hearing has remained open since March and that the applicant consented to an extension of the public hearing period through July.

The Board encouraged members to visit the site prior to the next meeting to review the existing gate conditions.

Motion:

Motion to continue the public hearing for the 20 Owen Drive Minor Subdivision to the July 21, 2026 Planning Board meeting at or around 6:30 p.m.

Moved by: Member Jeff Manson
Seconded by: Member Robert Garstak

Roll Call Vote:

Member Curtis Kimbrell: Aye
Member Jeff Manson: Aye

Member Robert Garstak: Aye
Member Pat Shea: Aye

Vote: Ayes: 4, Nays: 0, Abstain: 0.

Result:

Motion carried. The public hearing was continued to the July 21, 2026 Planning Board meeting.

Agenda Order Change:

The Deputy Chair announced a change to the order of the agenda and stated that the Board would hear the Meadow Hill Subdivision application prior to the Walmart Building Expansion Site Plan application due to the availability of the project water consultant.

4. RETURNING PROJECTS

4.1 Walmart Building Expansion Site Plan (0233-2024)

SBL#2-1-31.1 (288 Larkin Drive)

Applicant Presentation:

Matthew Simone appeared on behalf of the applicant and provided an update regarding the proposed Walmart Building Expansion Site Plan.

The applicant representative stated that revised drawings had been submitted, including the Town signature block and an updated parking table reflecting the reduction in required parking.

The applicant representative explained that the proposed building addition had been revised from the previously stated approximately 4,400 square feet to approximately 3,400 square feet due to a prior calculation error.

The applicant requested that the Planning Board update the SEQRA classification based on the revised project size.

SEQRA Classification:

Board Counsel Ashley Torre, Esq., explained that the project had previously been reviewed based on the larger building addition size, which would have resulted in an unlisted action.

Counsel advised that because the revised addition is less than 4,000 square feet, the action qualifies as a Type II action under SEQRA and is not subject to further environmental review.

Motion:

Motion to reclassify the Walmart Building Expansion Site Plan application as a Type II action under SEQRA.

Moved by: Member Jeff Manson
Seconded by: Member Robert Garstak

Roll Call Vote:

Member Curtis Kimbrell: Aye
Member Jeff Manson: Aye
Member Robert Garstak: Aye
Member Pat Shea: Aye

Vote: Ayes: 4, Nays: 0, Abstain: 0.

Result:

Motion carried.

Planning Board Engineer Review:

Matthew Sickler, P.E., Planning Board Engineer, stated that his comments had been addressed and incorporated into the draft resolution.

Mr. Sickler noted that the applicant submitted the required parking analysis supporting the requested parking reduction.

Resolution Review:

Board Counsel reviewed the proposed resolution approving the amended site plan.

The project consists of an approximately 3,400-square-foot addition to the northeast corner of the existing Walmart retail building to accommodate online pickup and delivery services.

The improvements include related parking modifications, repaving and restriping, additional pickup and delivery spaces, signage, and associated site improvements.

The property is located in the Heavy Industrial zoning district and Business Park Overlay District.

The Planning Board reviewed the applicant's parking analysis and determined that the actual parking demand for the proposed use is less than the number required under the Town Zoning Code.

Pursuant to Town Code, the Planning Board granted a parking reduction of 135 spaces, resulting in a required parking total of 944 spaces for the overall site.

The Board also reviewed the architectural elements of the proposed addition and determined that the exterior design, materials, colors, and overall appearance are compatible with the existing building and surrounding area.

The resolution included the following conditions:

Conditions of Approval:

- Final review and approval by the Planning Board Engineer and satisfaction of remaining engineering comments.
- Required approvals for water and sewer connections prior to issuance of a Certificate of Occupancy.
- Filing of required documentation with appropriate agencies.
- Verification of sign compliance and required permits.
- Construction shall be limited to improvements shown on the approved plans.
- Any future modifications or additional structures require Planning Board review and approval.
- All prior conditions of approval remain in effect unless specifically modified.
- Applicant must remain current with all required fees and escrow obligations.
- Entity disclosure documentation must remain on file.
- Approval is binding upon the applicant and subsequent owners.
- Approval is effective for two years unless extended pursuant to Town Code.

Board Discussion:

The Board confirmed that there were no further questions regarding the resolution or the requested parking reduction.

Member Jeff Manson commented that Walmart's design approach for online pickup and delivery services addressed operational needs and allows the service expansion without negatively impacting other customer parking areas.

Motion:

Motion to adopt the resolution approving the Walmart Building Expansion Site Plan Amendment.

Moved by: Member Jeff Manson
Seconded by: Member Curtis Kimbrell

Roll Call Vote:

Member Curtis Kimbrell: Aye
Member Jeff Manson: Aye
Member Robert Garstak: Aye
Member Pat Shea: Aye

Vote: Ayes: 4, Nays: 0, Abstain: 0.

Result:

Motion carried. The Walmart Building Expansion Site Plan Amendment was approved subject to the conditions contained in the resolution.

4.2 Meadow Hill Subdivision (0169-2018)

SBL#37-1-1 (Lakes Road)

Applicant Presentation:

Ryan Smithem, E.I.T., of MNTM, appeared on behalf of the applicant.

Mr. Smithem provided an overview of the project history, noting that the application was originally before the Planning Board in 2018 as a conventional six-lot subdivision. He stated that some preliminary construction activity had occurred under the prior ownership, including installation of portions of driveways and preparation related to test wells, but the prior project was not completed and the property was subsequently transferred to the current applicant.

Mr. Smithem explained that the current proposal is a cluster subdivision intended to preserve the original six-lot development yield while reducing overall site disturbance and minimizing impacts.

Mr. Smithem stated that previous Planning Board discussions included review of the revised layout and that the Board requested updated well testing as part of the review process.

Mr. Smithem reported that a well had been drilled and tested, and the results were submitted to both the Planning Board Engineer and the Orange County Department of Health.

Wetlands Update:

Mr. Smithem stated that the New York State Department of Environmental Conservation (DEC) had previously issued a tentative jurisdictional determination related to wetlands on the property. He explained that the determination was based on a prior regulatory classification that has since changed, and DEC is in the process of issuing a revised determination.

Stormwater and Landscaping Review:

Mr. Smithem stated that a revised Stormwater Pollution Prevention Plan (SWPPP) had been submitted and that only minor comments remained, primarily regarding inspection frequency and plan notes.

The applicant also submitted revised landscaping plans addressing prior comments from the Town Landscape Architect.

Mr. Smithem explained that the tree clearing plan was adjusted to minimize impacts and that much of the proposed clearing occurs in areas already affected by dead ash trees resulting from the emerald ash borer.

The applicant stated that the area containing dead ash trees largely overlaps with areas proposed for development, including house sites, yards, and septic systems, and that the layout was adjusted to preserve additional living trees near wetlands and other sensitive areas.

Mr. Smithem also discussed existing stone walls on the property and stated that many portions are poorly defined or deteriorated and may not be suitable for reconstruction.

Planning Board Engineer Review:

Matthew Sickler, P.E., Planning Board Engineer, stated that updated plans were received addressing prior comments.

Mr. Sickler noted that remaining SWPPP comments were minor and that the revised landscaping plans had been forwarded to the Town Landscape Architect for review.

Mr. Sickler confirmed that the Orange County Department of Public Works had reviewed and approved the proposed driveway locations.

Well Testing and Water Review:

Frank Getchell, P.G., Senior Technical Leader (Water), Weston & Sampson, reviewed the submitted well documentation.

Mr. Getchell stated that the information provided included the well completion report and water quality testing results. He noted that the submitted water quality results appeared satisfactory and consistent with current drinking water standards.

Mr. Getchell stated that additional information was needed regarding the well yield and pumping test requirements.

He explained that a prior hydrogeologic work plan had contemplated a 24-hour pumping test, including testing at a different proposed lot location, and that the submitted information did not include complete pumping test data.

Mr. Getchell requested additional documentation regarding:

- pumping rates;
- water level measurements over time;
- confirmation of how the well was sampled; and
- any additional pumping test information available.

Mr. Getchell stated that based on the available water quality data, the well appeared acceptable, but additional information was needed before he could complete his review.

Board Counsel Review:

Ashley Torre, Esq., Planning Board Counsel, stated that additional information was needed before the Board could make a SEQRA determination.

Ms. Torre requested a wetlands narrative addressing the specific requirements of the Town Code wetlands application provisions.

Ms. Torre also requested completion of the entity disclosure form, including identification of LLC members.

Ms. Torre noted a minor correction needed to the bulk table and stated that the applicant should continue discussions regarding required protected open space associated with the cluster subdivision.

Ms. Torre explained that because the application involves a cluster subdivision, the project requires consideration of protected open space, including whether land dedication or a conservation easement would be appropriate.

The applicant requested that the Board consider scheduling a public hearing. The Board advised that SEQRA review must be completed before a public hearing could be scheduled.

Board Discussion:

The Board discussed the outstanding well testing information and wetlands documentation.

The Board requested that the applicant provide written clarification regarding the Department of Health's direction concerning the well testing location.

The Board also requested confirmation from the Town's wetland consultant regarding any remaining concerns.

Members discussed the goal of resolving outstanding technical issues before proceeding with SEQRA review and a public hearing.

Result:

No action was taken.

The applicant was directed to provide additional well testing information, wetlands documentation, and remaining consultant responses before the Board proceeds with SEQRA determination and potential scheduling of a public hearing.

4.3 242 Mountainview Drive (0242-2025)

SBL#43-2-6 (242 Mountainview Dr)

No discussion was held. Applicant was absent.

4.4 Raywood M&M LLC 2-Family (0238-2025)

SBL#43-1-11.3 (81 Raywood Drive)

Applicant Update:

The applicant appeared before the Board and provided an update regarding the project.

The applicant stated that construction activities were underway and explained that an adjacent lot consolidation was in progress. The applicant noted that after the lot consolidation, the combined disturbance area would be reduced to less than one acre.

The applicant requested that the Stormwater Pollution Prevention Plan (SWPPP) requirement be removed based on the reduced disturbance area.

The applicant also requested removal of the previously proposed dry wells from the plan. The applicant explained that due to site conditions, including poor soil infiltration, the revised drainage approach would allow stormwater to discharge to daylight rather than utilize the dry well system, resulting in reduced construction impacts and cost.

Planning Board Engineer Review:

Matthew Sickler, P.E., Planning Board Engineer, stated that he reviewed the proposed changes and confirmed that the lot consolidation would reduce the overall disturbance area.

Mr. Sickler stated that removal of the dry wells would further reduce excavation and did not identify any engineering concerns.

Mr. Sickler explained that the lot consolidation map must be completed, signed, and filed with the County before the revised plan can be processed.

Board Counsel Review:

Ashley Torre, Esq., Planning Board Counsel, explained that because the previously approved plan had already been signed, the requested change may require submission of a new application rather than an amendment to the existing approval.

Counsel stated that a new application would provide a clear record for the Building Department and ensure that the revised plan is properly reviewed and approved.

The Board discussed whether remaining escrow from the prior application could be transferred. Counsel advised that escrow handling would need to be reviewed based on the status of the existing application.

The Board discussed that the proposed changes do not alter the building footprint, driveway location, or general site layout, and discussed whether a new public hearing would be necessary.

Special Use Permit Discussion:

The Board discussed the status and expiration period of the two-family special use permit.

Counsel advised that the approval date and expiration requirements would be confirmed with the Building Department. If necessary, the applicant may request an extension of the special use permit.

The applicant was advised that completion and filing of the lot consolidation must occur before the revised application can proceed.

Board Discussion:

The Board confirmed that there were no additional questions regarding the requested changes.

Result:

No action was taken.

The applicant will complete the lot consolidation process, file the required documentation, and submit any necessary revised application materials for further Planning Board review.

5. MINUTES

5.1 May 19, 2026

The Board noted that the May 19, 2026 Planning Board meeting minutes were not available for review.

The minutes will be placed on the July 2026 Planning Board agenda for consideration.

6. ADJOURNMENT

6.1. Adjournment of Meeting

Motion to adjourn was made by Member Jeff Manson and seconded by Member Curtis Kimbrell. Motion carried. The meeting was adjourned at approximately 8:30 p.m.

Minutes prepared by: Alyssa Kezek
Title: Planning Board Secretary