

TOWN OF MONROE PLANNING BOARD REGULAR MEETING MINUTES

Tuesday, July 21, 2026

Town Hall
1465 Orange Turnpike
Monroe, NY 10950

PRESENT

Board Members Present:

Bonnie Franson, Chairperson
Pat Shea, Board Member
Robert Garstak, Board Member
Jeffrey Manson, Board Member
Curtis Kimbrell, Board Member

Board Members Absent: None

Staff / Consultants Present:

Matt Sickler, P.E., Planning Board Engineer
Ashley Torre, Esq., Planning Board Counsel (via Zoom)
Frank Getchell, P.G., Senior Technical Leader (Water) (via Zoom)
Alyssa Kezek, Planning Board Secretary

1. WELCOME

1.1 Roll Call

Curtis Kimbrell, Bonnie Franson, Pat Shea, and Robert Garstak were present at the start of the meeting. Ms. Franson noted that four members were present and a quorum was established. Mr. Manson arrived later in the meeting.

1.2 Point Out Fire Exits

Ms. Franson pointed out the fire exits located to the rear of the audience and the main access door to the left. An emergency access door to the right leads to a patio.

1.3 Pledge of Allegiance

The Board and audience recited the Pledge of Allegiance.

2. RETURNING PROJECT

2.1 Henry Farms Subdivision (0201-2022)

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

The applicant indicated in advance they would not be attending and had not submitted any new materials since the last meeting. No action was taken.

3. CONTINUING PUBLIC HEARING

3.1 20 Owen Drive Minor Subdivision (0207-2022)

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

Applicant Representative: Mr. Joel Mann

Mr. Mann indicated the applicant had addressed all comments from the consultants and Planning Board. The emergency access gate has been relocated and all landscape architect comments have been addressed.

Public Comment:

Ms. Laura Salvati, 509 High Street, expressed concern that trucks continue to bypass the gate on High Street. She requested information on the final tree plan and expressed privacy concerns given the proximity of the new construction (approximately 35 feet from her property line).

Ms. Franson confirmed the landscape architect reviewed the plans dated June 30 and found all previous comments addressed. The landscape plan has been revised with additional plantings. Trees are planted at 10 feet on center with a combination of evergreen and deciduous species. Ms. Franson advised that when the landscape architect provides a memo, the plans will be placed online for review between meetings.

Ms. Barbara Benjie, 505 High Street, inquired about a trail in the rear and whether homes would be built on or beyond it. Mr. Mann indicated he did not have any easement or information regarding the trail on the map. Ms. Franson indicated the triangular area between Ms. Benjie's property and the development is to remain undisturbed. The closest point of development to her property line is approximately 27 feet, extending to over 100 feet farther north.

Regarding the gate issue, Ms. Franson clarified that the future condition will include a more robust system with chain link fencing to prevent vehicle bypass. She advised Ms. Salvati to contact the Building Inspector regarding the current gate situation.

Board Action - SEQR and Negative Declaration:

Ms. Torre presented the EAF Part 2 and draft negative declaration. The Board reviewed areas of small impact identified: use or intensity of use of land; character quality of existing community; traffic and transportation; water supply and wastewater treatment;

historic and archaeological resources; natural resources; and drainage, runoff and flooding.

The Board adopted a negative declaration addressing the following:

Land Use: The action increases the intensity of use with the addition of three dwellings. Residential development is consistent with surrounding development patterns.

Community Character: The action will change the visual character of the area. The proposed action involves demolishing an existing single-family dwelling and constructing three new single family detached dwellings. Lights shall not exceed 3,000 Kelvin. The applicant will plant at least 139 trees for landscaping and visual screening.

Transportation: The emergency access gate and proposed chain link fence will control access and prevent vehicle bypass.

Water Supply and Wastewater Treatment Facilities: These will be handled with private on-site wells and connection to centralized sanitary sewer with no issue with demand on those systems. Phase 1A and 1B literature review and archaeological assessment was completed. SHPO indicated no further work necessary.

Natural Resources: The project may contain habitat for northern long-eared bat and Indiana bat. Tree cutting is restricted between November 1st and March 31st. At least 139 trees will be planted for mitigation.

Drainage and Flooding: A stormwater pollution prevention plan was prepared and reviewed by the Planning Board engineer. No significant adverse impacts anticipated.

Board Motion:

Ms. Franson made a motion to adopt the negative declaration for 20 Owen Drive subdivision as amended. Mr. Shea seconded. Roll call: Curtis Kimbrell - Aye; Jeffrey Manson - Aye; Bonnie Franson - Aye; Pat Shea - Aye; Robert Garstak - Aye. Motion carried 5-0.

The public hearing will remain open to August 18, 2026 at 6:30 PM or soon thereafter to allow the applicant to obtain final landscape architect recommendations.

Ms. Franson made a motion to extend the public hearing to August 18, 2026 at 6:30 PM or soon thereafter with the applicant's consent. Mr. Garstak seconded. Roll call: Curtis Kimbrell - Aye; Jeffrey Manson - Aye; Bonnie Franson - Aye; Pat Shea - Aye; Robert Garstak - Aye. Motion carried 5-0.

4. RETURNING PROJECTS

4.1 Kiryas Joel Cemetery (0236-2025)

SBL #1-2-29 (Schunnemunk Road)

Applicant Representative: Mr. Joel Mann

Mr. Mann indicated the maximum occupancy would be 10 employees. Based on the calculation of 15 gallons per day per employee, the projected flow is approximately 150 gallons per day. Mr. Mann indicated the existing 1,200-gallon septic system is expected to be adequate for the projected flow. The applicant's engineer will confirm system capacity after receiving additional information from the maintenance company.

Mr. Sickler noted the Board requires a letter from the engineer referencing the specific section, block and lot number to confirm the septic system is on this parcel and confirming the septic tank capacity of 1,200 gallons is adequate for the projected flow of 150 gallons per day based on 10 employees.

Ms. Torre noted that the lighting detail on sheet three does not specify the color temperature of 3,000 Kelvin as required. This specification must be added to the detail.

The Board has received the GML review and completed the public hearing. Ms. Franson requested that Ms. Torre draft a negative declaration and decision for the next meeting, pending receipt of the septic system information. Mr. Mann agreed to provide the septic information within the next couple of days and will copy Ms. Torre on the submission. The applicant is anticipated to return in August, subject to submission and review of the required septic documentation.

4.2 Meadow Hill Subdivision (0169-2018)

SBL#37-1-1 (Lakes Road)

Applicant Representative: Mr. Ryan Smithem with MNTM.

Mr. Smithem indicated the applicant has been working with consultants to finalize remaining items. The landscape architect recommended supplemental screening for lots 4, 5 and 6 due to dead ash trees from emerald ash borer. While live trees are not being removed, screening is recommended.

Ms. Franson indicated that lot 5 has limited space for additional plantings due to proximity to the house. Lot 4 has more room and can accommodate native evergreen and deciduous trees planted 10 feet on center. The Board agreed that screening efforts should focus on lot 4. Mr. Smithem had no objection.

Mr. Sickler reported the applicant submitted a SWIP with no further comments. The tree plan and Karen Arent's comments have been addressed. A project narrative for the wetland permit was received and complies with code requirements. The applicant reported that DEC wetland jurisdiction had been resolved based on unofficial correspondence indicating the wetlands were non-jurisdictional. The formal JD letter

from DEC was still pending. County review has been completed. A subdivider certification note will be added to the final plan. The Planning Board approval block has been added to the plans.

Well Testing and Hydrogeologist Review:

Mr. Frank Getchell provided an overview of his memo regarding well testing on lot 1. The test was conducted over more than one day at 5.3 gallons per minute, which exceeds typical residential demand. The groundwater level data shows stabilization within approximately 10 hours of continuous pumping, indicating the well yield is at least 5.3 gallons per minute.

Water quality testing indicates potable water meeting current standards with no PFAS or VOCs detected. Slightly elevated iron and manganese are typical for the area.

Mr. Getchell noted his analysis is limited to lot 1 only. He expressed comfort with the aquifer's ability to support the six residences but cannot opine on interference effects when all six wells pump simultaneously. He recommends that as each additional well is installed, it be tested to confirm yield and water quality, similar to the lot 1 test.

Ms. Franson clarified that additional testing should occur when wells are installed on subsequent lots. Mr. Getchell confirmed this approach. Mr. Sickler suggested Mr. Getchell's recommendations for additional testing be referenced as specific conditions in the resolution.

GML Review and SEQR:

Ms. Torre noted the Orange County GML review was submitted at the sketch plan stage when the county requested full materials. Now that the application is at the appropriate stage, it should be re-referred to the county. Ms. Franson will coordinate with Ms. Kezek to send the GML review to Orange County.

Mr. Smithem indicated the applicant received an unofficial email from DEC confirming the wetlands will be non-jurisdictional. The formal JD letter is pending from Albany.

Negative Declaration:

Ms. Torre presented the EAF Part 2 and draft negative declaration. The Board reviewed impacts identified as small.

The Board adopted a negative declaration addressing the following:

Land Use: The project converts vacant land to residential use.

Community Character: The project involves a six-lot cluster subdivision with 50% of gross area (6.4 acres) set aside for conservation. A portion will be offered to the New

York New Jersey Trails Conference for a potential trail extension for a period to be determined at the time of subdivision approval. Lighting shall not exceed 3,000 Kelvin. Mr. Smithem agreed to continue outreach efforts to the Trails Conference.

Water Supply and Wastewater: Individual on-site septic systems and wells will serve the development. Well test results indicate adequate water supply at 5.3 gallons per minute. Water quality testing indicates drinking water standards are met. This has been confirmed by the Planning Board's hydrogeologist in a letter dated July 21, 2026. Prior to subdivision approval, additional recommendations will be included as conditions of approval related to water supply design for individual wells per the hydrogeologist's comments.

Historic and Archaeological Resources: SHPO correspondence indicates no further archaeological work is necessary.

Natural Resources: The project will disturb wetlands under jurisdiction of the U.S. Army Corps of Engineers and the Town of Monroe. Approximately 1190 cubic yards of fill will be placed within the 100-foot wetland buffer, with total buffer disturbance of approximately 1.37 acres on lots 4 and 5 for sewage disposal. The applicant will remove 129 trees and comply with tree removal restrictions between November 1st and March 31st, which will be noted on the subdivision plat. The applicant will plant approximately 10 replacement trees.

Drainage, Runoff and Flooding: All stormwater runoff will flow through existing paths to stream channels or county infrastructure within Lakes Road. A SPDES permit will be required.

Board Motion:

Ms. Franson made a motion to approve the negative declaration for Meadow Hill cluster subdivision and wetland permit application subject to modifications discussed this evening. Mr. Garstak seconded. Roll call: Curtis Kimbrell - Aye; Jeffrey Manson - Aye; Bonnie Franson - Aye; Pat Shea - Aye; Robert Garstak - Aye. Motion carried 5-0.

Ms. Franson made a motion to hold a public hearing on the Meadow Hill cluster subdivision preliminary plat on August 18, 2026 at 6:30 PM or soon thereafter. Mr. Manson seconded. Roll call: Curtis Kimbrell - Aye; Jeffrey Manson - Aye; Bonnie Franson - Aye; Pat Shea - Aye; Robert Garstak - Aye. Motion carried 5-0.

The application will be sent to Orange County for GML review. Ms. Torre noted the public hearing notice must also be sent to the Town of Chester as the property is within 500 feet of the Town boundary. Notice will be published in the Times Herald Record.

5. MINUTES

5.1 May 19, 2026

Ms. Franson brought the May minutes for approval. Mr. Shea moved to approve. Mr. Garstak seconded. Roll call: Curtis Kimbrell - Aye; Jeffrey Manson - Aye; Pat Shea - Aye; Bonnie Franson - Aye; Robert Garstak - Aye. Motion carried 5-0.

5.2 June 16, 2026

Ms. Franson presented the June minutes. Mr. Manson requested the opportunity to review the minutes before approval. Ms. Franson tabled the June minutes for review at a future meeting.

Public Comment

At the conclusion of the agenda, the Board permitted Patricia Salazar, a resident of the Round Lake community, to address the Board regarding questions concerning a 72-acre property in the Round Lake area. The Board noted that there was no application or plans concerning the property currently before the Planning Board. Questions regarding the property were discussed. **No action was taken by the Board.**

6. ADJOURNMENT

Mr. Shea moved to adjourn the meeting. Mr. Garstak seconded. All members present voted in favor. Motion carried. The meeting was adjourned.

Respectfully submitted,

Alyssa Kezek
Planning Board Secretary