

**VILLAGE OF MONROE
PLANNING BOARD
MEETING MINUTES**

**TUESDAY July 27, 2021
7:00 P.M.**

PRESENT: Chairman Boucher, Members Allen, DeAngelis, Hafenecker, Karlich, and Kelly; Engineer O'Rourke, Building Inspector Cocks.

Chairman Boucher opened the meeting at 7:00 p.m. with the Pledge of Allegiance to the flag. An announcement was made regarding the location of fire exits.

Public Hearing

1. 548 Rt 17M - 220-4-8

Present: Larry Torro, PE, Civil Tech Engineering;

Chairman Boucher confirmed that the mailing receipts and the affidavit from publication of the Public Hearing Notice were received. Secretary Doherty read the Public Hearing Notice into the record. Engineer Torro provided his comments. This is an application for an approximately 4,700 sq. ft. warehouse addition, as well as another open shed approximately 4,200 sq. ft. The open shed will house material that needs to be kept dry. Village of Monroe Code Enforcement brought to the applicant's attention an onsite material pile in the flood plain which the is to be removed. The applicant is in the process of removing the material pile; about half of the pile has been removed. Once the pile is completely removed the area will be graded and seeded. The Lanc & Tully June 6 2021 comment memo requested for plantings to be delineated on plans in the future so nothing enters the flood plain area. Plantings and signage will be added at the floodline. There are no additional curb cuts; the applicant will utilize everything that is existing. This project is across two separate parcels, 220-4-8 and 214-1-56.1, which house the facility. Engineer Torro believes that the applicant's attorney and Attorney Cassidy have had preliminary discussions on creating cross easements for the use of both parcels for the same use. Chairman Boucher opened the public hearing to public comment. No members of the public were present to provide comment. Chairman Boucher stated that the public hearing on this application will be held open until the August 24, 2021 meeting because the planning board does not have the final submission from the applicant.

On a Motion made by Member Kelly and seconded by Member Hafenecker it was **Resolved, that the Public Hearing for 548 Route 17M for Amended Site Plan be held open until the August 24, 2021 regular meeting.**

Member Allen: Yes
Member Boucher: Yes
Member DeAngelis: Yes
Member Hafenecker: Yes
Member Karlich: Yes
Member Kelly: Yes

Regular Meeting

1. 548 Rt 17M - 220-4-8

Present: Larry Torro, PE, Civil Tech Engineering;

Engineer O'Rourke provided his comments. His office has provided comments to the applicant which have not been addressed. The applicant states that there is no additional lighting or landscaping proposed. The board would like some minor landscaping in the front. The need for lighting has not been discussed yet. If there is no need for lighting this should be noted on the plan. A 239 referral was done with no response received. There is a small island in the front of the property between the two parcels where landscaping may be appropriate. Secretary Doherty displayed a Google Earth Street view of the project site to the board. Engineer O'Rourke stated that there is a small grass area in between the two parcels, near the entrance to the parking lot on 220-4-8. Engineer O'Rourke stated that whatever landscaping is installed has to be outside of the state right-of-way, but landscaping can definitely be installed on that grass area. Village Code requires quite a bit of landscaping, but that won't be possible on the project site. Member Hafenecker asked what was the green box on the grass area. Secretary Doherty stated that the green box had the words "Clothing and Shoe Dropoff" displayed. Engineer Torro stated that the applicant had spoken with a wetland biologist. In addition to the signage along the floodplain line the applicant was considering planting Sycamore trees along the floodplain line. Member DeAngelis asked how tall do the Sycamore trees grow. Engineer O'Rourke stated that when planted Sycamore trees will be approximately 13-15 inches tall and will grow to around 30-40 ft. tall after 40 years. Architect Braley has noted all lighting on the site plans. Engineer O'Rourke stated that some details on the proposed building architectural and where the roof drains are going are requested. Member Hafenecker asked if lighting will be added to the proposed warehouse and shed. Engineer Torro stated that there is building mounted lighting proposed but no additional standalone site lighting, such as light poles, are proposed. Engineer O'Rourke stated that he wouldn't recommend any additional standalone lighting on the site. The lighting on the proposed buildings is appropriate for safety. Engineer Torro stated that there are no night operations on the site. Engineer O'Rourke stated that the attorneys are reviewing cross easement procedures for the two parcels. Chairman Boucher stated that he had spoken with Attorney Cassidy and the planning board is waiting for a draft cross easement agreement from the applicant. Engineer Torro stated that he will follow up with the applicant's attorney. Building Inspector Cocks stated that a note on the site plan should

be added to prohibit the installation of impervious surfaces, such as blacktop. Member Hafenecker stated that on lot 220-4-8 there is a section connected to the parking lot which is marked on the site plan as "pavement". Is this area paved now, and if not will it be paved. Engineer Torro stated that the area is a currently a combination of pavement and stone. The area will not be repaved. Member Hafenecker stated that the trucks driving on the property pull a lot of gravel out onto the shoulders of Route 17M. Paving the area would help prevent gravel from being dragged out onto Route 17M and also improve the air quality by preventing dust. Engineer O'Rourke stated that the immediate vicinity where the proposed buildings are to be constructed will be paved. Chairman Boucher asked if the proposed improvements are for increasing the business on the property, which would increase truck trips. Engineer Torro stated that he isn't sure if the business will increase and the proposed improvements are for storage purposes. Building Inspector Cocks stated that he has seen some tracking from the property onto Route 17M, but only rarely. Engineer Torro stated that the applicant can fill in the low-lying areas of the property with gravel to clean them up. Engineer O'Rourke stated that pavement should be limited to what is existing, as part of the property is in a flood zone. Engineer O'Rourke suggested that perhaps photos could be taken of the area so that the board can confirm the current conditions on site. Chairman Boucher was in favor of having photos taken of the existing pavement conditions on site. Engineer O'Rourke stated that the entrance to the property can be revised to include elements of a construction entrance, such as larger stones to prevent dust from tracking onto Route 17M. Engineer O'Rourke stated that as the applicant currently has trucks entering the flood zone, a dirt area. Once the proposed storage is completed the trucks will no longer enter the flood zone, eliminating much of the dirt. Chairman Boucher stated that the applicant will resubmit for the August 24th meeting. Chairman Boucher stated that the public hearing for 548 Route 17M will be held open until August 24th in anticipation of resubmission from the applicant.

2. St. Paul – Free Standing Sign (222-1-4)

Present: Dawn Tomasini, Applicant;

Chairman Boucher stated that the application of St. Paul – Free Standing Sign is for an amended site plan involving the addition of a second free standing sign. The applicant previously obtained a variance from the ZBA which would allow for a second free standing sign on the property. The applicant resubmitted a second design for a revised sign which was not accepted as the submission was received late. Mrs. Tomasini provided an overview of the project. Currently there is one free standing sign on the property that lists the Church's name and phone number. The goal is to increase community outreach by installing another sign which would display messages. The existing sign cannot be seen until drivers drive past the building. The proposed second free standing sign would be much closer to Route 17M and much more visible to drivers. The proposed sign will be a two-sided sign drivers can see from either direction of the road. The messages on the sign would inform the community of current events

within the Church, such as announcing an open house for preschool or other community events within the Church such as car washes hosted by the St. Paul Lutheran Church youth group. Mrs. Tomasini stated that she contacted the sign company and was provided with a revised design that meets the 30 sq. ft. requirement. Secretary Doherty provided an image of the existing sign at St. Paul's Lutheran Church via Google Earth Street View. The board noted that the existing sign on the property looks very good. Mrs. Tomasini stated that the St. Paul Lutheran Church is planning on adding many events at the church, such as outdoor movie nights and paint nights, and the addition of a second free standing sign would help in getting their messages out to the community. Using Google Earth as a visual aid Mrs. Tomasini indicated on the map the location of the proposed second free standing sign, which is to be near the entrance of the parking lot. The board is in favor of the proposed location for the second free standing sign. Engineer O'Rourke provided his comments. He stated that the comments have been provided to the applicant's architect. Engineer O'Rourke stated that the dimensions of the proposed sign should be noted on the site plan. The fact that the sign is double sided should also be noted on the site plan. 239 GML referral is required for this application. Whether the sign is lit or unlit should also be noted on the site plan. Mrs. Tomasini stated that the sign will have no lights. Engineer O'Rourke stated that he will speak with the applicant's architect about having the right notes on the site plan. Engineer O'Rourke stated that given the circumstances of the delayed workshop he is fine with the applicant making a late submission to include the requested notes. The board is in favor of allowing the applicant to submit the revised documents past the July 30th deadline due to the cancelled July 12th workshop. Engineer O'Rourke stated that this application can potentially reach approval during the August 24th 2021 meeting. Mrs. Tomasini stated that the sign company estimated that to create the sign would take four-six weeks. Chairman Boucher stated that the board won't have an official answer until the August 24th 2021 meeting so if the sign were to be created before that the applicant would be working at their own risk. Chairman Boucher stated that the applicant does not have to appear during the August 9th workshop, only the August 24th meeting. Chairman Boucher stated that Secretary Doherty will send out the 239 Referral for this application tonight.

On a Motion made by Member Kelly and seconded by Member Hafenecker, it was unanimously: **Resolved that 239 GML Referral for the St. Paul – Sign application be sent to the Orange County Planning Department.**

Approval of Minutes

1. June 22, 2021

On a Motion made by Member Hafenecker and seconded by Member Kelly, it was unanimously: **Resolved that the June 22, 2021 meeting minutes be approved.**

Adjournment

On a Motion made by Member Kelly and seconded by Member Allen, it was unanimously: **Resolved that the July 27, 2021 meeting be Adjourned at 7:51PM.**