CITY OF PORT JERVIS
P.O. BOX 1002
20 HAMMOND STREET
PORT JERVIS, NEW YORK 12771

Planning Board Meeting Minutes
June 16, 2026 7:00 p.m.

Board Members in Attendance: Chairman Tom Vicchiariello, Joe Butto, Henry Dunn, Kelsey Farr, Anthony Fuller, Joseph Kowal, Jr., Don Schields

Board Members Absent: None

Additional Attendees: Assistant Building Official Laurie Powrie, Attorney Glen Plotsky, Council Liaison C. O'Connell, Zoning Board Chairman Tim Simmons, and Councilman Jason Vicchiariello

Chairman Vicchiariello led those present in the Pledge of Allegiance.

Public Hearings:

- Carmela Foglia, JLOS LLC, 41-47 East Main Street, SBL: 8-10-16
    - Conditional Use Permit for a restaurant with a bakery; ZD: NMU

The public hearing opened at 7:02 p.m.

All mailings are on file.

Mr. John Fuller, professional engineer for the applicant, spoke before the Board.

The new owner of the property, which was formerly the Port Jervis Diner, is proposing a bakery on the site. She will be expanding the footprint and include a bakery, retail sale, and food preparation.

The City of Port Jervis Common Council, in a resolution passed and adopted on June 8, 2026, consented to the proposed addition to the existing building to the extent of increasing the current encroachment of the City's right-of-way at Fowler Street by approximately four (4) inches.

The applicant is a Port Jervis resident, as well as owner and operator of bakeries in Middletown and Monticello, and wants to bring a bakery to Port Jervis.

The hours of operation are Monday through Saturday from 7:00 a.m. to 5:00 p.m. and Sunday from 7:00 a.m. to 3:00 p.m., and the number of employees will be fifteen (15). There will be baking on site. There will also be a dumpster and ample parking. The applicant will apply for a building permit, and all work will meet City code.

One (1) parking spot, which was recommended be eliminated at the last meeting, was removed to improve traffic flow.

Chairman Vicchiariello asked about the traffic behind the building. Mr. Fuller stated that a guardrail will be installed to restrict traffic in that area. The rear would be for employees and deliveries only.

All department heads and the Orange County Department of Planning approved the application. The County recommended designing the parking so that customers do not have to back out onto Route 6. Mr. Fuller commented that, historically, parking had been designed as it is now and noted the applicant would prefer to keep it as is.

There were no further comments from the Board or the public.

Motion by Mr. Fuller, seconded by Mr. Dunn, to close the public hearing at 7:10 p.m.
AYE: 7 NAY: 0

- Betel Beauty LLC, 76 East Main Street, SBL: 9-3-21
  - Conditional Use Permit for a hair salon (personal service); ZD: NMU

The public hearing opened at 7:10 p.m.

All mailings are on file.

Mr. John Fuller, professional engineer for the applicant, spoke before the Board. Ms. Ramirez, owner of the property on East Main Street formerly owned by Henry Holley, is seeking a conditional use permit for a beauty salon. The building needs renovations, and there is some parking behind the building.

The hours of operation will be Tuesday through Saturday from 9:00 a.m. to 6:00 p.m. and Sunday from 9:00 to 1:00 p.m. There will be three (3) employees, and there will be no dumpster. There also will be no adverse lighting for pedestrians or traffic.

The owner has done some work on the property, and front facade work will be part of a future building permit.

All department heads and Orange County Department of Planning approve of the application.

Motion by Mr. Fuller, seconded by Mr. Butto, to close the public hearing at 7:15 p.m.
AYE: 7 NAY: 0

- V & V Capital LLC, 37 & 39 Pike Street, SBLs: 18-5-12 & 18-5-13
  - Site Development Plan for a mixed-use building—one (1) commercial space with four (4) accessory apartments; ZD: WMU

Mr. Vincent Lleshaj, the applicant, spoke before the Board.

Mr. Lleshaj is proposing converting two (2) legal dwelling units into four (4) dwelling units. He has added two (2) parking spaces and relocated the garbage receptacle.

Chairman Vicchiariello added there will be a commercial space downstairs.

The hours of operation will be from 7:00 a.m. to 11:00 p.m., and there will be ten (10) employees.

The dumpster is located in the right front corner. Chairman Vicchiariello noted that the dumpster must meet City guidelines.

Mr. Lleshaj stated that he will be replacing the fence.

There is currently a light on the side of the building, but there will be no obtrusive lighting for pedestrians or traffic.

There were no additional Board comments.

Department heads approved the application, and Chairman Vicchiariello reviewed the Fire Inspector's comments.

Chairman Vicchiariello asked Mr. Lleshaj about the status of combining the lots. To date, Mr. Lleshaj had not moved forward with combining the lots but stated that he will speak with the Building Office.

Chairman Vicchiariello reviewed square footage discrepancies on the site plan. The requirement for square footage is between 950 and 1,100 square feet, and the square footage noted on the site plan does not meet City code. Two (2) examples of the discrepancies were discussed–bedroom #2 at 905 square feet and bedroom #4 at 740 square feet. Bedroom #3, noted on the plan as having office/storage space, was also discussed. Mr. Lleshaj, clarified that the office/storage space would be used by the owner, as they do not live in Port Jervis or nearby. Mr. Lleshaj stated he will submit corrected site plans and requested the Board consider granting his application a conditional approval.

Chairman Vicchiariello commented that the site plan contained various items that need correcting.

Mr. Plotsky recommended the Board not grant a conditional approval based on the plans submitted and advised holding the public hearing open to address the issues raised by the Board.

The Orange County Department of Planning approved the application, noting to add parking on the site plan. Parking had been added on the newest site plan submitted for the public hearing.

Chairman Vicchiariello again reiterated that the site plan needs a number of corrections.

Public Comment:

Mr. Sherman, a neighbor, spoke before the Board. He stated that the building had been illegally converted and has damage to the foundation, chimney, and roof. He added that raccoons had been living in the building. He commented on the lack of adequate parking for the proposed number of apartments and also on existing traffic issues in that area. He suggested the City complete a parking/traffic survey. He also noted that the property has not been maintained, giving one example of the overgrown grass.

Chairman Vicchiariello stated that the parking is based on the zone, and that area, being designated the Waterfront District by the Council, does not require parking. He thanked Mr. Sherman for his comments.

There were no further comments from the public or the Board.

Motion by Mr. Fuller, seconded by Mr. Dunn, to leave the public hearing open and continue this application before the Planning Board at the July 21, 2026 meeting.
AYE: 7 NAY: 0

Chairman Vicchiariello called the Planning Board meeting to order at 7:39 p.m.

Chairman Vicchiariello recognized Mr. Joseph Kowal, Jr., who had been recently appointed to the seat on the Board which was vacant as a result of Mr. Sean Addy's resignation.

Discussion of Public Hearings:

- Carmela Foglia, JLOS LLC, 41-47 East Main Street, SBL: 8-10-16

The applicant was granted the easement by the Common Council, and all department head comments were noted.

Motion by Mr. Fuller, seconded by Mr. Butto, to name Port Jervis Planning Board as Lead Agency and this application as an unlisted action under SEQR with no environmental impact.
AYE: 7 NAY: 0

The Board had no additional comments or questions.

Motion by Mr. Fuller, seconded by Mr. Butto, to approve the application.
AYE: 7 NAY: 0

- Betel Beauty LLC, 76 East Main Street, SBL: 9-3-21

The Board had no additional comments or questions. All department head comments were noted.

Motion by Mr. Butto, seconded by Mr. Fuller, to name Port Jervis Planning Board as Lead Agency and this application as an unlisted action under SEQR with no environmental impact.
AYE: 7 NAY: 0

Motion by Mr. Schields, seconded by Mr. Butto, to approve the application.
AYE: 7 NAY: 0

Approval of Minutes:

Motion by Mr. Fuller, seconded by Mr. Dunn, to approve the May 19, 2026 meeting minutes.
AYE: 7 NAY: 0

Public Comment:
None was given.

Pre-Submissions:

- Scott Caravella and Amanda Kranik, 27 Railroad Avenue, SBL: 17-8-2 *(continued)*
    - Site Development Plan for a Trade Shop, ZD: WMU

The Zoning Board approved the variance for this property. Mr. Caravella will supply building plans to the Building Office. The lot has been fenced in, and the applicants will be ready for the Board's July meeting.

Chairman Vicchiariello reminded Mr. Caravalla to have the number of hours and employees, as well as lighting, on the site plan. There will be no dumpster.

This application will not require the Orange County Department of Planning's review.

Motion by Mr. Fuller, seconded by Mr. Butto, to set a public hearing for this application for July 21, 2026 at 7:00 p.m. in the Common Council Chambers.
AYE: 7 NAY: 0

- Baltic Avenue Properties LLC, 11 Sussex Street, SBL: 13-5-33
    - Site Development Plan for a mixed-use building: one (1) commercial space and two (2) apartments; ZD: CBD

Mr. John Little, the applicant, spoke before the Board.

Mr. Plotsky informed the Board that he has represented Mr. Little in the past and requested the Board note any objections they may have.

Mr. Little is proposing to fully renovate the three (3) story building, previously Krauss Photo, to contain commercial and residential spaces. The building, he noted, has been vacant since the 1980s. The building makes up one hundred percent (100%) of the property.

The hours of operation for the commercial space will be 6:00 a.m. to 10:00 p.m. Monday through Sunday, and the number of employees will be six (6). There will be no adverse lighting, and a space will be rented off-site for the dumpster.

Mr. Little does not foresee tenants with children due to the apartments being only one (1) bedroom. There will be no recreation room or common area.

The Board did not have any additional questions.

This application will be submitted to the Orange County Department of Planning for its review.

Motion by Mr. Fuller, seconded by Mr. Butto, to set a public hearing for this application for July 21, 2026 at 7:00 p.m. in the Common Council Chambers.
AYE: 7 NAY: 0

Board Comments:
None was given.

Old Business:
Chase Bank has begun work on their solar carport.

Mrs. Powrie has not spoken to the new owners of the building that previously contained Citizens Bank.

New Business:
The Port Jervis City School District will be hosting a leadership training, and Planning Board members are welcome to attend.

Zoning Board Report:
The Zoning Board last met on June 2, 2026 and granted a variance for Mr. Carvalla's and Ms. Kranik's application.

Mr. Eric Hipsman resigned from the Zoning Board, and Ms. Annemarie Marroon was appointed to fill the vacant seat. A new alternate, Ms. Shawndelle Harts, was also appointed.

Code Enforcement Report:
Mrs. Powrie reported the following:
1. Chase Bank's solar carport is underway.
2. The bank approved for the proposed ATM machine at 100 Pike Street should be getting a permit soon.
3. The new owners of the previous Phil's Ford property are currently before the Industrial Development Agency.
4. Rumshock's is moving along.
5. The property at 157 Ball Street was given its final extension.

Mrs. Powrie commented that some larger projects may be coming before the Planning Board in the next six (6) months.

Council Liaison Report:
Councilman O'Connell provided the following from the Council's June 8, 2026 meeting:
- The Council approved Resolutions #39 and #42, pertaining to a right-of-way for 41-47 East Main Street and a grant for the City's fire fighters. A bid for the Water Filtration Plant was also approved.
- The next Common Council meeting will be July 6, 2026 in the Council Chambers at 6:30 p.m.

Motion by Mr. Dunn, seconded by Mr. Schields, to adjourn the meeting at 7:58 p.m.
AYE: 7 NAY: 0

Respectfully submitted,
Robyn Hendershot
Planning Board Secretary

The next regular meeting is tentatively scheduled for **July 21, 2026 at 7:00 p.m. in the Common Council Chambers**.