



CITY OF PORT JERVIS

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

Planning Board Meeting Minutes August 18, 2026 7:00 p.m.

Board Members in Attendance: Chairman Tom Vicchiariello, Joe Butto, Henry Dunn, Kelsey Farr, Don Shields

Board Members Absent: Anthony Fuller, Joseph Kowal, Jr.

Additional Attendees: Assistant Building Official Laurie Powrie, Attorney Glen Plotsky, Zoning Board Chairman Tim Simmons, and Councilman Jason Vicchiariello

Chairman Vicchiariello led those present in the Pledge of Allegiance at 7:04 p.m.

Public Hearings:

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

The applicant was not in attendance at the public hearing.

The applicant notified the Building Official's office that they experienced a family emergency and requested that their public hearing be extended until the Board's September 15, 2026 meeting.

The Board discussed the request and conditions that would be stipulated as part of approval for the extension.

Councilman Vicchiariello commented that there were current open violations on the property and mentioned that members of the public have attended the public hearings. He asked if the public hearing would be dismissed if the applicant does not abide by the conditions stipulated by the Board. Chairman Vicchiariello stated that the public hearing will be dismissed if the stipulations are not met.

A member of the public in attendance also commented briefly on the property's current condition.

Motion by Mr. Butto, seconded by Ms. Farr, to approve the extension of the public hearing for this application to the next scheduled Planning Board meeting to be held on September 15, 2026 at 7:00 p.m. in the Common Council Chambers. The approval is contingent upon the applicant complying

with the following stipulations prior to the September 15, 2026 meeting: the applicant must submit new site plans to the Building Official's Office and must submit a letter written by someone other than a family member, for example a physician, to explain the family emergency.

AYE: 5 NAY: 0

Chairman Vicchiariello called the Planning Board meeting to order.

Approval of Minutes:

Motion by Mr. Shields, seconded by Mr. Butto, to approve the July 21, 2026 meeting minutes.

AYE: 5 NAY: 0

Public Comment:

None was given.

Pre-Submissions:

- Fun Valley Inc. 1 Water Street, 3 Water Street, 5 Water Street, & 7 Water Street, SBLs: 18-5-2, 18-5-1, 17-10-1.1, & 17-5-1.1
 - Site Development Plan for the new construction of ten (10) two-family dwellings; ZD: WMU

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

The owner of the former Flo Jean property, the Wallace family, met with the mayor to discuss their proposal. They have elected to modify their original submission and now seek to create five (5) individual, residential duplex lots to the right of the existing Creamery business. It will be just under 0.2 acres. The Creamery and their parking area will remain.

Mrs. Powrie inquired about the side lot line and mentioned the required minimum ten-foot (10') setback. Mr. Fuller will confirm the distance.

Chairman Vicchiariello asked why the owners included the fifth lot in the new plan. Mr. Fuller stated the owners seek to maximize the development of the property.

Mr. Fuller confirmed that there will be separate driveways off Water Street.

Mr. Fuller spoke with the director of the Department of Public Works regarding sewer and water, and the connections were reviewed.

Chairman Vicchiariello stated that the owner cannot dig into the dike, and Mr. Fuller assured the Board that the footprints were not at all into the dike.

Mr. Fuller also spoke with Conrad, Close, & Ewald Land Surveyors about easements and rights for discharge pipes.

Chairman Vicchiariello commented that Phase 3 of the bridge project has begun. Mr. Fuller stated this may cause a significant disturbance to the site of the owners' original proposal.

Chairman Vicchiariello suggested the Board consider extending the pre-submission and informed them that the funds for the escrow account for this application had not yet been provided. Mr. Fuller will get the required funds.

Mr. Scott Quinn, City engineer, spoke about storm water and the regulation for one (1) acre of disturbance. Mr. Fuller expects this to be about one-half acre. Mr. Quinn asked if both sections would be one (1) acre total, and Mr. Fuller believes that, although it may be close, it will be under one (1) acre.

Mr. Quinn and Mr. Fuller discussed the increase in the Creamery's parking needs during the business' busy times. Mr. Fuller stated that, with the change in plans, the Creamery owner and customers would be given the latitude to park on the side not being developed at this time.

Chairman Vicchiariello inquired about renderings, and Mr. Fuller will look into them.

Mr. Butto asked if the Creamery has a dumpster. Mr. Fuller will find out.

- SLBO Holdings LLC, 69 Fowler Street, SBL: 9-13-16
 - Site Development Plan for a parking lot; ZD: NMU

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

Mr. Fuller had represented the owner of the Urgent Care business in a previous matter and remarked that there is not sufficient parking when it is busy.

The proposed parking lot will be on the lot across the street, and work to demolish the existing building will be completed in September. An additional small parking lot is being created to support the business. There is an existing curb cut, and signage will be added. The owner is open to including a privacy fence for neighbors.

Chairman Vicchiariello asked about a storm drain. Mr. Fuller noted that, with the building, it had been impervious; however, the owner will be addressing it.

The owner does not expect to need additional lighting due to local street lighting and existing lighting on the Urgent Care building.

Mrs. Powrie asked if there would be a handicapped parking space included in the proposed lot. One (1) handicapped parking space is in the business' current lot, and the requirement is one (1) per twenty-five (25) spaces. With both lots, there will be less than twenty-five (25) spaces.

Mr. Fuller will put notes on the map.

Signage was discussed, and Mr. Fuller stated that signs will probably note that parking will be for both the Urgent Care and Little Pediatrics businesses only.

Mr. Vicchiariello asked for the dumpster on the Urgent Care lot to be enclosed. Mr. Fuller will discuss this with the owner.

Motion by Mr. Dunn, seconded by Mr. Schields, to set a public hearing for this application for the next scheduled Planning Board meeting to be held on September 15, 2026 at 7:00 p.m. in the Common Council Chambers.

AYE: 5 NAY: 0

Board Comments:

None was given.

Old Business:

None was given.

New Business:

Chairman Vicchiariello discussed the City's proposed Local Law #4, which will modify City zoning for the Bulk Table Use Requirements and Accessory Uses.

Motion by Mr. Dunn, seconded by Mr. Butto, to approve Local Law #4.

AYE: 5 NAY: 0

Zoning Board Report:

A Zoning Board meeting was not held in August, and the next meeting will be held on September 1, 2026 if there is business before the Board.

Code Enforcement Report:

Mrs. Powrie also reported the following:

- 76 East Main Street—The beauty shop is open for business.
- 47-49 Front Street—The building office is expecting plans for their permit within the next month.
- 88-90 Front Street—There are a few issues before their Certificate of Occupancy can be issued.
- 157 Ball Street—They are in their final phase and will need to submit a letter to request excluding the originally proposed and approved accessory apartment.
- Dunkin' Donuts—Their permit application is pending due to waiting for additional information for the charging stations.
- The Hotel—Scaffolding has been removed on one (1) side of the business.
- There could potentially be applications for the former Clark Motors and Schields Tire properties.

Council Liaison Report:

Councilman Jason Vicchiariello provided the report in Council Liaison O'Connell's absence.

- The City's Moody's rating has improved.
- A BAN will be going out to cover costs in relation to grants.

- The Council will be holding public hearings for Local Laws #3 and #4, amending the tax lien sale and adding a term to the accessory uses in the Tri-State Commerce District.
- The Council will also be setting a public hearing for a proposed local law that will amend the charter regarding voting on expenditures.
- The Department of Public Works has been doing repair work in the Second and Fourth Wards.
- The Junior Police Academy is being held for two (2) weeks at East Main Elementary School.
- The Code Committee has been answering as many violations as it can in a timely manner.

Councilman Vicchiariello explained the process and attempts to remedy violations.

Motion by Mr. Dunn, seconded by Mr. Schields, to adjourn the meeting at 7:49 p.m.

AYE: 5 NAY: 0

Respectfully submitted,
Robyn Hendershot
Planning Board Secretary

The next regular meeting is tentatively scheduled for **September 15, 2026 at 7:00 p.m. in the Common Council Chambers.**