



CITY OF PORT JERVIS

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

Planning Board Meeting Minutes July 16 2024; 7:00 pm

In Attendance: T. Vicchiarello, S. Addy, H. Dunn, K. Farr, T. Fuller, D. Schields

Additional Attendees: L. Powrie, BD, G. Plotsky, ZBA T. Simmons, Council Liaison – J. Vicchiarello

Absent: J. Butto

Call Meeting to Order: 7:00 PM

Public Hearing: None

Public comment: None

Approval of June 18, 2024, meeting minutes Motion: H.Dunn, 2nd T. Fuller, 5 yes, 0 no

Pre-Submission:

1. Pet Zone LLC, Iliana Arroyo; 114-116 Jersey Ave; SBL: 13-24-20; Conditional use permit for a dog grooming & pet Daycare business. (Personal Service Store) ZD: NMU

Ms. Arroyo stated she wishes to open a dog grooming shop, pet day care, store front and provide pet transportation. She is licensed by the US Dept of Agriculture. Sell Philips brand pet foods. Back of the shop will be day care; the front will be retail and grooming. Open 6 days, Monday - Saturday, 8:00am-6:00pm; 5 employees. Signs will be in front, no extra lighting, prepare green space along the back of the property along a retaining wall and must be maintained by Arroyo. Garbage-per landlord conversation/ private pickup, no dumpster. Parking lot will need to be oil & chip or blacktopped with marked parking spaces and an ADA spot. There are also concrete sidewalks with a ramp on the side of the building. Board comments: Dumpster recommended as the fur and animal waste could be a substantial amount. Information for fire dept must be in a Knox Box affixed to the outside of the building.

Public comments: none

Motions to set Public Hearing for Aug. 20 at 7pm T.Fuller, 2nd S.Addy, 6 yes, 0 no

2. Potter, 12 & 16 Woodland Dr; SBLs 20-5-1 & 15-4-7; Application to do lot line change w/parcel #15-4-7 to create a 100' wide parcel for new construction of a single family dwelling. ZD: R2

Mr. Potter stated the lot line change is an extension and will extend the property by 30'. The original 120 year old house has been torn down and removed to 30' of property has been purchased from the Fuller family to allow for and make space for a new single family ranch style house to accommodate the set back codes. The shed will be moved to the back corner. This action will have no effect on drainage, utilities, and is not required to go before the ZBA.

No Public Hearing is required.

Motion to name Port Jervis Planning Board as the Lead Agent under SEQR T. Fuller, 2nd S. Addy, 6 yes, 0 no

Motion to approve lot line change D.Schields, 2nd S.Addy, 6 yes, 0 no

3. BNT Property Holdings; 103-129 Jersey Ave; SBL 18-3-12.1; Conditional use permit for self storage warehouse;
ZD NMU

Brett Gardner, owner, stated the area requested will be used for a secure mini storage area/units. Behind the Fish-n-Chips storefront. There are no windows, or frontage; minimal use of utilities; hours of operation 6:00am-9:00pm; employees 3; no extra lighting needed; sign added to the existing street sign; no dumpster needed-garbage will be taken off site; cameras will be used for security; customers will be given key codes; attendant to monitor move ins/ move outs; basement will not be used.

Board comments: Department heads will send comments. Emergency contacts to be given to the police dept.

Motions to set Public Hearing for Aug. 20 at 7pm: T. Fuller, 2nd D.Schiels, 6 yes, 0 no

Old Business: None

New Business: None

Zoning Board Report: Mr. Simmons reported on the ZBA

Code Enforcement: L. Powrie provided the board with updates

Council Liaison Report: Mr. O'Connell updated the board on council business.

Adjournment: 7:50 pm Motion: H. Dunn, 2nd D.Schiels, 6 yes, 0 no

The next regular meeting is tentatively scheduled for **7:00 pm, August 20th, 2024**