



CITY OF PORT JERVIS

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

Planning Board Meeting Minutes June 17, 2025 7:06 p.m.

Board Members in Attendance: Chairman Tom Vicchiarello, Sean Addy, Joe Butto, Henry Dunn, Kelsey Farr, Don Schields

Additional Attendees: ZBA Chairman Tim Simmons, Assistant Building Official Laurie Powrie, Attorney David Bavoso, Councilman Jason Vicchiarello

Absent: Anthony Fuller

Chairman Vicchiarello led those present in the Pledge of Allegiance.

Chairman Vicchiarello called the Planning Board meeting to order.

Approval of Minutes: Motion by Mr. Schields, seconded by Mr. Butto, to approve the May 20, 2025 meeting minutes.

AYE: 6 NAY: 0

Public Comment: none was given.

Pre-Submission:

1. Black & Veach on behalf of JP Morgan Chase Bank, 16 Sussex Street; SBL: 13-2-3.2
 - Site development for a solar carport in the bank parking lot;
ZD: CBD

Mr. Brian Powers, representing the applicant, inquired about the Ball Street address used on the agenda. He believes the address should be Sussex Street. Mrs. Powrie will review her files, make a correction, and notify all parties as necessary.

Mr. Powers reviewed JP Morgan Chase Bank's request to install one (1) solar carport in the existing bank parking lot. The carport will generate electricity to offset the bank's current usage. The bank currently uses fifty (50) kwh, and the carport will diminish the load to 20 kwh.

Mr. Powers mentioned that the property borders three (3) streets: Sussex, Ball, and Pike Streets and stated that several variances were being requested, including property line setback, height

limit, accessory use structure, and developmental coverage. He noted that the City's solar code limits the height to ten (10) feet, and the proposed carport's canopy will be thirteen (13) feet. He also commented there would be a nominal increase of one percent for developmental coverage, which is within the limits for the CBD zone.

He described the solar panels as noncontiguous so rain can drip from the panels. There will not be complete coverage so no gutter system will be warranted. There will be no change to storm water flow.

He added that the thirteen (13) foot height would not impede visibility, but they will need a variance due to the code. Although the solar generation will be under the City code, they are requesting a variance.

Mr. Simmons inquired about needing bollards for the posts, and Mr. Powers stated that bollards will not be required.

Chairman Vicchiarello reiterated there were no issues with the adjoining properties.

Mr. Powers stated they had been working with the Fire Inspector.

Mr. Vicchiarello noted that there will be no charging stations as part of this project; the carport will provide only solar power for the bank. He added that the application will need to be sent to Orange County Planning for their review and comments.

Mr. Addy asked why the solar panels would not be installed on the roof. Mr. Powers explained that Phase I was for a rooftop installation, but there were issues with space requirements. Due to safety, a carport was chosen as an alternative.

Mr. Powers stated they would be requesting approximately ten (10) variances, with some for clarity of interpretation. Most of the variances would be due to the accessory structure.

Mrs. Powrie stated an application will need to be submitted to the Zoning Board, which will be held on July 1, 2025. Mr. Powers will relay this information to the applicant and apply as soon as possible.

Mr. Vicchiarello stated the applicant is being referred to the Zoning Board, and the Planning Board application will be held open and be pending the outcome of the Zoning Board's review and final decision.

Pre-Submission:

2. BNT Property Holdings, 103-129 Jersey Avenue; SBL: 18-3-12.1
 - Sub-divide into two parcels for future development of a mixed-use building

Mr. and Mrs. Gardner, owners of the Dollar Tree property, which consists of two (2) acres, anticipate future development of the north end of the property. This application for a subdivision is a preliminary step to divide the property per the submitted plan.

Mr. Vicchiarello commented that this is next to Neversink Lumber on Jersey Avenue. He inquired about a storage container that overlaps the properties. Mr. Gardner stated there were no issues and added that there would be no immediate changes and no effect on Mr. Rohner's property at this time.

Motion by Mr. Addy, seconded by Mr. Schields, to set a public hearing for this application for July 15, 2025.

AYE: 6 NAY: 0

Board Comments: none was given.

Old Business:

Dunkin' Donuts, at 291 East Main Street, requested an extension due to not moving as quickly on their project as originally planned.

Motion by Mr. Addy, seconded by Mr. Butto, to approve the extension requested for 291 East Main Street.

AYE: 6 NAY: 0

Chairman Vicchiarello reviewed the Tri-States Overlay District and the Council's request for Planning Board's approval to make the City Lead Agency. As there is no mention in the City Code or the City Charter of a "supermajority", which is mentioned in the Council's paperwork, Mr. Bavoso suggested the Council be asked to define the term.

Motion by Mr. Schields, seconded by Mr. Addy, to approve the City Council of the City of Port Jervis as Lead Agency for the Tri-State Overlay.

AYE: 6 NAY: 0

New Business: none was given.

Zoning Board Report: Mr. Simmons stated there was no June Zoning Board meeting. The next meeting is scheduled for July 1, 2025 at 7:00 p.m. in the Council Chambers, and there is currently one pre-submission before the board.

Code Enforcement Report: Mrs. Powrie reported the following:

- The Veterans' Housing project in Tri-States is making progress.
- Constructions on the two (2) cannabis dispensaries continues to move forward.
- The hotel on Front Street and the gym on 100 Pike Street are progressing slowly.

Council Liaison Report: Councilman Vicchiarello reviewed recent Council items, including a new local law that will affect developers coming into the City, the opening of West End Beach, the new splash pad installed at Church Street Park, and the police department's State Accreditation inspection.

Chairman Vicchiarello updated the Board on Orange and Rockland's renewed proposal for a charging station to be located at 1 Pike Street.

Motion by Mr. Dunn, seconded by Ms. Farr, to approve the February 18, 2025 meeting minutes.
AYE: 6 NAY: 0

Motion by Mr. Dunn, seconded by Mr. Butto, to adjourn the meeting at 7:51 p.m.
AYE: 6 NAY: 0

Respectfully submitted,
Robyn Hendershot
Planning Board Secretary

The next regular meeting is tentatively scheduled for **July 15, 2025 at 7:00 p.m. in the Common Council Chambers.**