CITY OF PORT JERVIS

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

Zoning Board Meeting Minutes
June 2, 2026 7:00 p.m.

Board Members in Attendance: Chairman Tim Simmons, Rick Broas, Joseph Ennis, David Gonzalez, Shawndelle Harts, Annmarie Marroon, David Thompson

Board Members Absent: Michael Roberts

Additional Attendees: Zoning Board Attorney William Duquette, Assistant Building Official Laurie Powrie, Planning Board Chairman Tom Vicchiariello, Councilman Jason Vicchiariello

Chairman Simmons led those present in the Pledge of Allegiance.

Public Hearing(s):

- Scott Caravella, 27 Railroad Avenue; SBL: 17-8-2; ZD: WMU
    - Area Variance for the new construction of a trade shop—5’ on both north and south sides and 15’ on west side to building edges

All mailings are on file.

Mr. Caravella spoke before the Board. He has a small lot, approximately 30’ by 40’, and is proposing to put a building as far back on the lot as possible to provide parking in front of the property. The fence has been completed.

Ms. Carmen Berdeguer, a neighboring property owner, spoke for public comment on this application. She owns a home behind the applicant’s parcel and is happy with what Mr. Caravella has done so far, especially knocking down unwanted trees and cleaning up the property.

Motion by Ms. Maroon, seconded by Mr. Thompson, to close the public hearing at 7:03 p.m.
AYE: 7 NAY: 0

Chairman Simmons called the meeting to order at 7:03 p.m.

Chairman Simmons announced that Board member Mr. Eric Hipsman had resigned from the Zoning Board due to his new position as a member of the Port Jervis City School District Board of Education. Ms. Maroon had been appointed to fill the vacant spot as a permanent member, and Ms. Shawndelle Harts had been appointed as a new alternate to the Zoning Board. Ms. Harts joined the meeting in Mr. Roberts' absence.

Chairman Simmons congratulated Mr. Hipsman and thanked him for his service to the Board.

Chairman Simmons also announced that Ms. Marroon will be the assistant chairman of the Zoning Board.

Public Comment: None

Discussion of the Public Hearing:

Chairman Simmons reviewed the criteria:

1. Will an undesirable change be produced in the character of the neighborhood or a detriment to nearby properties be created by the granting of the variance(s) you request? Applicant-No; Board-No
2. Can the benefit you seek be achieved by some feasible method other than the variance(s)? Applicant-No; Board-Yes, the building could be placed in a different location on the lot, but there would not be usable space for parking that the applicant wishes to have.
3. Is the requested variance(s) substantial? Applicant-No; Board-No
4. Will the proposed variance(s) have an adverse effect or impact on the physical or environmental conditions in the neighborhood or district? Applicant-No; Board-No. It was commented that it would have a positive effect.
5. Is the alleged difficulty self-created? Applicant-No; Board-Yes, but it is not a disqualifier for the application.

Motion by Ms. Marroon, seconded by Mr. Broas, to name the Port Jervis Planning Board as Lead Agency with no environmental impact under SEQR.
AYE: 7 NAY: 0

Motion by Ms. Marroon, seconded by Mr. Ennis, to approve this application.
AYE: 7 NAY: 0

Approval of Minutes:
Motion by Mr. Broas, seconded by Ms. Marroon, to approve the minutes of the Zoning Board's May 5, 2026 meeting.
AYE: 7 NAY: 0

Pre-Submission(s): None

Board Comments: None

Old Business: Ms. Marroon asked Mrs. Powrie about the Kingston Avenue property. Mrs. Powrie had investigated it, and a letter had been sent.

New Business: None

Planning Board Report:
Mr. Vicchiariello reported on the following:

- The Tunnel Apartments project, at 103-129 Jersey Avenue, was approved.
- The application for the bakery, proposed for the property formerly used for the Port Jervis Diner, will continue at the Planning Board, but a matter in regard to a portion of the building being on City-owned property will be brought before the Common Council.
- An application for a beauty salon, to be located on East Main Street and formerly owned by Mr. Henry Holley, will be holding its public hearing at the next meeting on June 16, 2026.
- The Planning Board will continue with Mr. Caravella's application at the June 16, 2026 meeting.

Code Enforcement Report:
There have been inquiries about converting single-family dwellings into two-family homes, and there may be applications brought before the Planning Board. Mrs. Powrie noted that applications in the past such as these had been denied, but owners can apply.

Council Liaison Report:
Councilman Vicchiariello reviewed the following:

- The Council is happy to see projects such as Mr. Carvella's.
- The City auctioned four (4) parcels, and one (1) is under contract for a single-family home.
- Within a month, the City anticipates having three (3) additional properties to auction.
- There has been a change in members for both Zoning and Planning Boards.
- DRI is moving forward.
- The Department of Public Works installed a new vehicle lift as a result of a state inspection.

Ms. Marroon inquired about the hotel project's progress. Mrs. Powrie stated the delay could be due to a delay in paperwork. Councilman Vicchiariello added that there had been a meeting with the architect/engineer. He noted this is a private project, but the Council has asked if its completion could be expedited.

Motion by Ms. Marroon, seconded by Mr. Gonzalez, to adjourn the meeting at 7:19 p.m.
AYE: 7 NAY: 0

Respectfully submitted,
Robyn Hendershot
Zoning Board Secretary

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