



CITY OF PORT JERVIS

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

Planning Board Meeting Minutes August 20, 2024; 7:00 pm

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

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

Absent:

Call Meeting to Order: 7:02 PM

Public Hearing:

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, owner 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. Days and hours of operations Monday through Saturday, 8:00am-8:00pm; 10 employees. No additional lighting, provide green space along the back of the property for dogs that will be maintained. Existing dumpster must be enclosed. No free standing signs. Parking to the left and four spaces/ 1 ADA on non-pervious surface of oil & chip or blacktopped and must be stated on plans. Concrete sidewalks with a ramp on the side of the building as well as the front.

Board comments: Why are there cones out front? Applicant: they belong to the vacant lot next door.

Department head comments: Police Dept.-Give emergency/ alarm list to the police department; Fire chief, DPW okay; fire dept.-must have certificate of occupancy, no smoking signs, legal address clearly displayed, Knox box installed, fire extinguishers, and smoke and CO2 devices; Allow code to inspect.

Public comments: Brett Gardner-Great use of space. B.Krupunich-asked for information regarding spacing smoke & CO2 detectors; Answer is they must be 4 feet.

Motions to close Public Hearing : T.Fuller, 2nd D. Schields, 7 yes, 0 no

2. 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 is vacant space, has no windows and good to use as a small mini storage area. Signes will be added to the existing pole sign; hours of operation set to be 6:00am-9:00pm, Monday through Sunday; 3 employees. Alarm/emergency list has been given to PD; no additional lighting, no need for a dumpster. Contents of the storage area will be monitored via video surveillance and personally checked by owner/employees. No dangerous or hazardous materials will be allowed; no use of the basement and legal address will be displayed.

Board comments: Department heads PD/DPW okay; Fire Chief reserved comments but all signs and posting must be to NYS Codes.

Motions to close Public Hearing: S.Addy, 2nd T. Fuller, 7 yes, 0 no

Public comment: None

Approval of July 16, 2024, meeting minutes Motion: J.Butto, 2nd K.Farr, 7 yes, 0 no

Discussion of Public Hearing:

1. Pet Zone LLC, Iliana Arroyo; 114-116 Jersey Ave;

New site plan required before signing; addition of conditions that no dogs will be left on site overnight.

Motion to appoint Port Jervis Planning Board as Lead Agent under SEQR; S.Addy, 2nd J.Butto, 7 yes, 0 no

Motion to approve application with conditions; T.Fuller, 2nd S.Addy, 7 yes, 0 no

2. BNT Property Holdings; 103-129 Jersey Ave; No questions from the board

Motion to appoint Port Jervis Planning Board as Lead Agent under SEQR; S.Addy, 2nd J.Butto, 7 yes, 0 no

Motion to approve application with conditions; T.Fuller, 2nd S.Addy, 7 yes, 0 no

3. Treetop Companies Warehouse Facility, 123 Ryan St.; SBL: 24-1-2.1;

Site development plan for the new construction of a 702,000 SF building for use as warehousing, light manufacturing, research, design, & development laboratories and nursery. ZD: R2

Not present; Requested an extension.

Motion to Close Public Hearing: T.Fuller, 2nd D.Schiels, 7 yes, 0 no

Motion to set Public Hearing for September 17, 2024: T.Fuller, 2nd J.Butto, 7 yes, 0 no

Pre-Submission: None

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: 7:38 pm Motion: D.Schiels, 2nd J.Butto 7 yes, 0 no

The next regular meeting is tentatively scheduled for **7:00 pm, September 17, 2024**