



CITY OF PORT JERVIS

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

Planning Board Meeting Minutes February 18, 2025 7:00 p.m.

Board Members in Attendance: Chairman Tom Vicchiarello, Sean Addy, Joe Butto, Henry Dunn

Additional Attendees: ZBA Chairman Tim Simmons, Assistant Building Official Laurie Powrie, Planning Board Attorney Glen Plotsky, Councilman Jason Vicchiarello

Absent: Kelsey Farr, Anthony Fuller, Don Schields, and Council Liaison Colin O'Connell

Chairman Vicchiarello led those present in the Pledge of Allegiance.

Public Hearing:

Team Port Jervis, LLC. 110-112 Jersey Avenue; SBL: 13-24-21; Site approval for new construction of a commercial building; Special Use Permit for a Cannabis Retail Dispensary; Zone: NMU

Mr. John Fuller, representing the applicant, briefly summarized the application, which includes the construction of a 2-story structure of approximately 1,000 square feet with a small parking lot of four (4) spaces in front of the building.

Mr. John Morino, the owner of the business, and Chairman Vicchiarello reviewed the following:

- Hours of operation—10:00 a.m. to 10:00 p.m., Monday through Saturday
- Number of employees—15
- Lighting plan—provided
- Knox Box—provided
- Dumpster—will have on site and will meet requirements
- Signage—none stipulated but any signage on the building will meet requirements
- Security—24-hour security with two (2) to three (3) guards during the day and a security system with sensors and cameras
 - Customers will only be granted access by employees.
- Deliveries—possibly in the rear of the building with a ramp
 - Security will escort the driver and products in and out of the building.
 - There will be no tractor trailers.
- Sidewalk—can be removed.
 - Emergency access was discussed.

Department head comments were received and presented, which included the Fire Inspector's comments in regards to building numbering, No Smoking signs, Knox Box, fire alarms, fire extinguishers, carbon monoxide detectors, and building egress.

Public Comment:

Ms. Torres, a Front Street resident, expressed her concerns about noise pollution and customer loitering. Mr. Morino assured Ms. Torres that the business will be of a "grab and go" style, and there will be no noise pollution from the business. Ms. Torres asked if this location was correctly zoned. This has been identified as a legal location for this business.

Motion by Mr. Dunn, seconded by Mr. Addy, to close the public hearing at 7:13 p.m.

AYE: 4 NAY: 0

Chairman Vicchiarello called the Planning Board meeting to order.

Chairman Vicchiarello presented the following items:

- He thanked Ms. Hendershot for accepting the position as Planning Board secretary.
- He thanked Mr. Addy for accepting another 3-year term on the Planning Board.
- He thanked Mr. Butto for accepting the appointment as Assistant Chairman of the Planning Board.

Motion by Mr. Addy, seconded by Mr. Dunn, to appoint Scott Quinn, of MH&E Engineering, as Planning Board Engineer.

AYE: 4 NAY: 0

Chairman Vicchiarello commented that the March Planning Board will be televised live.

Approval of Minutes: Motion by Mr. Addy, seconded by Mr. Dunn, to approve the Planning Board's January 21, 2025 meeting minutes.

AYE: 4 NAY: 0

Discussion of Public Hearing: none was given

Motion by Mr. Dunn, seconded by Mr. Butto, to name Port Jervis Planning Board as Lead Agency with no environmental impact under SEQR.

AYE: 4 NAY: 0

Motion by Mr. Addy, seconded by Mr. Butto, to approve the application with the department head comments presented.

AYE: 4 NAY: 0

Public Comment: none was given.

Pre-Submission(s): none

Old Business: none was presented.

New Business: none was presented.

Zoning Board Report: Mr. Simmons reported that there was no business to conduct for the Zoning Board in February, and therefore, no meeting was held. Mr. Santini, who had also been the Assistant Chairman for the Zoning Board, had resigned, and Mr. Ennis has filled the vacant spot. Mr. Hipsman accepted the appointment as Assistant Chairman for the Zoning Board. The next meeting is tentatively scheduled for March 4, 2025 at 7:00 p.m. in the Council Chambers.

Council Liaison Report: Mr. Jason Vicchiarello commented that the Common Council had recently made several appointments, passed two (2) Local Laws pertaining to water billing and taxi cab licensing, and worked on grants to help bring money into the City.

Code Enforcement Report: Mrs. Powrie reported on snow removal tickets issued as a result of the area's recent snow and ice storm. She noted that projects may be coming soon for the building previously occupied by Phil's Ford and another on Jersey Avenue. She also noted that work is being done inside Wilders, and she will be contacting the owners. Chairman Vicchiarello also commented on the need for signage.

Motion by Mr. Dunn, seconded by Mr. Addy, to adjourn the meeting at 7:27 p.m.
AYE: 4 NAY: 0

The next regular meeting is tentatively scheduled for **March 18, 2025 at 7:00 p.m. in the Common Council Chambers.**

Respectfully submitted,
Robyn Hendershot
Planning Board Secretary