



## CITY OF PORT JERVIS

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

### **Planning Board Meeting Minutes December 17, 2024, 7:30 pm**

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

Additional Attendees: T. Simmons-ZBA Chair, L. Powrie, BD, G. Plotsky, Council Liaison – C. O’Connell

Absent: S.Addy

Call Meeting to Order: 7:02 PM

Pledge of Allegiance: Mr. Vicchiarello

Public Hearing:

1. MP Jervis Realty LLC, 291 East Main St.; SBL: 20-7-6; Site development plan to expand Dunkin Donuts parking lot.

John Fuller obo owner presented an amended site plan to consolidate the 291 & 295 parcels. Demo of 295 E.Main to create parking for 291 E.Main St. location; eliminate rear parking for a wider swing for the drive thru and to accommodate more room in the stacking lane and also eliminate flood zone issues.

Board comments/questions: site plan states all necessary items required.

J.Fuller: Green space in rear that backs up to the brook; parking will also have charging stations; sidewalks to be repaired and/or installed. 295 will be strictly for parking.

Board: fire suppression near charging stations? Fire inspector has questions and will follow up. How many cars will the stacking line be able to accommodate?

J.Fuller: 5 additional cars; a longer/deeper turn lane in rear.

Board: Billboards and signage not to obstruct the exit site lines

Department heads comments received. All code regulations and compliances to be met and adhered to. Knox Box and all contact names and numbers provided. Fire Inspector: reserve comments for follow up; Police: installation of signage and no site obstruction. The Fire Chief and DPW approve. Orange County comments: trees to remain, 500 year flood plan, flag wetlands, sidewalks repaired, replaced, or installed; increased watershed with impervious surface. Ssee file notes and comments for additional comments.

J.Fuller: all runoffs are addressed on the plan.

Motion to close the public hearing: T/Fuller, 2nd D.Schields 6 yes, 0 no

Public comment: None

Motion to name Port Jervis Planning Board as Lead Agent with no environmental impact under SEQR; T.Fuller, 2nd D.Schields 6 yes, 0 no

Motion to approve the application with Fire Inspector and Police Chief comments; T.Fuller, 2nd D, Schields 6 yes, 0 no

Approval of Minutes: November 19, 2024 Motion to approve: T.Fuller, 2nd J.Butto 6 yes, 0 no

Discussion of Public Hearing: a number of items to be addressed

Motion to name Port Jervis Planning Board as Lead Agent: T.Fuller, 2nd J.Butto, 7 yes, 0 no

Motion to approve the application as advertised: T.Fuller, 2nd S. Addy 7 yes, 0 no

PreSubmission:

1. Heavenly Garden NY; 273-279 East Main Street; SBL: 20-7-2.21; Special use permit for a cannabis retail dispensary. ZD: NMU

J.Fuller obo J.Kidney; property recently surveyed for use, parking, small addition to accommodate this business.

Board: What is a fulfillment room? Back door? Security? Hours of operation?

J.Kidney: A separate area to fill orders (like in a pharmacy). Back door for employees and deliveries. Security will be on staff during hours of operation. Open Monday thru Saturday 10:00am - 10:00pm Sunday 10:00am-5:00pm

Board; please explain the security process.

J.Kidney: Customer enters initial door; met by security-no one under 21 will be given access; Interior entry door is secured prior to customer until security allows them in. City water and sewer; an existing well will be left but not used; steady pitch to the rear for drainage; some drainage flows toward front; settlement issues will be addressed, corrected, and repaved; Facade will be resurfaced; take out most of the low curb cut; Attempt to mark designated entrance and exit.

Motion to set public hearing January 21, 2025: T.Fuller, 2nd D.Schiels 6 yes, 0 no

Public Comment: None

Board Comments - None

Old Business: on hold–Team Port Jervis, LLC. 110-112 Jersey Ave. SBL: 13-24-21; Site approval for new construction of a commercial building. Special use permit for a Cannabis Retail Dispensary; Zone: NMU

New Business: None

Zoning Board Report: Mr. Simmons provided updates from the last zoning meeting.

Code Enforcement: L. Powrie provided the board with updates regarding ongoing projects.

Council Liaison Report: J.Vicchiarello updated the board on council business.

Adjournment: 7:45 pm Motion to Adjourn: H. Dunn, 2nd D.Schiels 6 yes, 0 no

The next regular meeting is tentatively scheduled for **7:00 pm, January 21, 2025**

Respectfully submitted: JP Schiels