



CITY OF PORT JERVIS

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

Planning Board Meeting Minutes March 17, 2026 7:00 p.m.

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

Board Members Absent: Kelsey Farr

Additional Attendees: Assistant Building Official Laurie Powrie, Attorney Glen Plotsky, Councilman Colin O'Connell, and Zoning Board Chairman Tim Simmons

Chairman Vicchiarello led those present in the Pledge of Allegiance.

Public Hearing:

- Heritage Financial Credit Union, 100 Pike Street, SBL: 12-9-1.1
 - Special Use Permit for an ATM booth located in the parking lot; ZD: CBD

The public hearing opened at 7:01 p.m.

All mailings are on file.

Mr. Ted Taylor, representing the applicant and Pitingaro & Doetsch Consulting Engineers, spoke before the Board.

The applicant is proposing to install an ATM booth on an island in the existing shopping center parking lot near the Hammond Street entrance. The booth will occupy approximately 400 square feet and will require no reduction in the number of parking spaces.

The booth will be contained in its own enclosure with a canopy. The ATM booth will be available twenty-four (24) hours per day, seven (7) days per week. Parts of the ATM have illumination, and other parts will be dimly lit. The booth will not contain lighting that will be obtrusive to vehicular traffic. The booth will be locked and have a bar in the front for security purposes.

Signage and the booth's clearance bar height were discussed. Currently, that area of the parking lot has two-way traffic, and the installation of the proposed booth will change the flow of traffic. Although a small sign is proposed, Chairman Vicchiarello recommended adding extra signage, such

as a larger “Do Not Enter” sign to aid in preventing traffic issues. Augmenting the area with pavement markings was also discussed. The height of the proposed clearance bar, which will be the same width as the cueing lane for the booth, was reviewed. The bar will be painted high visibility yellow and have reflective striping. Chairman Vicchiarello shared possible issues that could arise when tractor trailers enter the parking lot from the Hammond Street entrance.

Chairman Vicchiarello also inquired if the applicant was aware that the area near and around the proposed ATM booth, in the past, has become unpassable during winter months due to snow removal in the parking lot. Management for the parcel agreed to lease the space to Heritage Financial Credit Union, so they are aware that the area will be used for the ATM booth.

Mr. Butto asked if the structure would contain security cameras. There will be several cameras, and the lighting will be per New York State regulations for ATM booths.

Department head comments were received, and all department heads approve of the application.

Orange County Department of Planning submitted their response and approved.

Motion by Mr. Fuller, seconded by Mr. Addy, to close the public hearing at 7:12 p.m.
AYE: 6 NAY: 0

Chairman Vicchiarello called the Planning Board meeting to order at 7:12 p.m.

Approval of Minutes:

Motion by Mr. Butto, seconded by Mr. Fuller, to approve the February 17, 2026 meeting minutes.
AYE: 6 NAY: 0

Public Comment:

None was given.

Discussion of Public Hearing:

None was given.

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

AYE: 6 NAY: 0

Motion by Mr. Fuller, seconded by Mr. Schields, to approve the application with the modification of including additional signage as discussed during the public hearing.

AYE: 6 NAY: 0

Pre-Submissions:

- The Tunnel Apartments LLC/BNT Property Holdings, 103-129 Jersey Avenue, SBL: 18-3-12.1 (*continued*)
 - Site Plan Approval for new construction of a mixed-use building, ZB: NMU

The applicant requested an extension of the pre-submission to the April 21, 2026 Planning Board meeting.

Old Business:
None was given.

New Business:
None was given.

Zoning Board Report:
The March 3, 2026 meeting was held and included a pre-submission for a setback variance for 26 Ferguson Avenue. That application's public hearing was scheduled for April 7, 2026.

Code Enforcement Report:

Mrs. Powrie reported the following:

1. The Building Office is expecting a site development plan soon, which may require a variance from the Zoning Board.
2. The Pike Street project before the Planning Board needs to submit plans for their public hearing in April.
3. The Building Office is awaiting the final engineering report for the building on Jersey Avenue, which formerly contained Hockenberry's Furniture.

Council Liaison Report:

Councilman O'Connell highlighted Common Council items, which included:

1. A new police department dispatcher was hired.
2. The Council amended the process for the tax lien sale and set the next lien sale for November 2026.
3. The next Common Council meeting will be held March 23, 2026.

Motion by Mr. Dunn, seconded by Mr. Fuller, to adjourn the meeting at 7:19 p.m.

AYE: 6 NAY: 0

Respectfully submitted,
Robyn Hendershot
Planning Board Secretary

The next regular meeting is tentatively scheduled for **April 21, 2026 at 7:00 p.m. in the Common Council Chambers.**