



CITY OF PORT JERVIS

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

Planning Board Meeting Minutes May 19, 2026 7:00 p.m.

Board Members in Attendance: Chairman Tom Vicchiariello, Joe Butto, Henry Dunn, Don Schields

Board Members Absent: Sean Addy, Kelsey Farr, Anthony Fuller

Additional Attendees: Assistant Building Official Laurie Powrie, Attorney Glen Plotsky, Council Liaison C. O'Connell, Zoning Board Chairman Tim Simmons, and Councilman Jason Vicchiariello

Chairman Vicchiariello led those present in the Pledge of Allegiance.

Public Hearing:

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

The public hearing opened at 7:05 p.m.

All mailings are on file.

The owner, Mr. Brett Gartner, and Mr. Jim Farr, the applicant's engineer, spoke before the Board.

The application is for new construction of a mixed-use, 4-story building with residential units, a parking lot, and commercial space. The residential units will be one (1), two (2), and three (3) bedroom apartments.

The hours of operation, number of employees, and other details will be determined and noted on the final site plan submitted.

Mr. Gartner noted that the topic of easements had been discussed with the attorneys, and he was open to making modifications if needed.

The water flow test had been conducted, and Mr. Gartner was awaiting the results. He will provide the results and requested the Board consider a conditional approval of the application pending the test results.

The applicant would like to put electric cars in the parking lot.

Chairman Vicchiariello asked if the drainage issue on the roof had been resolved. Mr. Farr had spoken with the Department of Public Works (DPW) director in regard to the water and sewer lines, and they will be installed prior to the City's Jersey Avenue project.

Chairman Vicchiariello noted there was no striping by the car wash, but the issue had been resolved.

Chairman Vicchiariello inquired about a gate that was open between the car wash and laundromat. Mr. Gartner stated that the gate was not located on his property.

Chairman Vicchiariello requested additional striping and signage to reduce or stop drivers from possibly going the wrong way in the front of the building. Mr. Gartner stated the area will be redone and additional signage could be included to reduce traffic problems.

Mr. Plotsky requested the easement paperwork be forwarded to him by Mr. Gartner's attorney.

Mr. Quinn, City Engineer, commented that the site plan shows parking by the car wash. Mr. Gartner stated it can be removed as there was enough parking. Mr. Farr asked if the Board had a preference, and Chairman Vicchiariello stated that the spaces can remain if they can fit and if the lanes will be marked by the area of the car wash. The matter will be discussed with the attorneys. Mr. Quinn noted there are thirteen (13) more spaces than code requires.

All department heads approve the application. The DPW director requested the project include an adequately- sized catch basin.

Mr. Quinn reviewed comments he made in a letter he had prepared, which included ensuring enough space for turning a car around in the back bay of the garage area, being aware of the anticipated timeline for the City's Jersey Avenue project, submitting the easement paperwork to the Planning Board attorney, and completing a fire code test.

Mr. Jim Blanton, a property owner, feels this will help ease the housing shortage in our area, especially downtown. It will provide more residential units and be an asset to downtown. He wished the Gartner's luck with their project.

There were no other comments from the Board.

Motion by Mr. Dunn, seconded by Mr. Butto, to close the public hearing for this application at 7:24 p.m.

AYE: 4 NAY: 0

Chairman Vicchiarello called the Planning Board meeting to order at 7:24 p.m.

Approval of Minutes:

Motion by Mr. Fuller, seconded by Mr. Dunn, to approve the April 21, 2026 meeting minutes.

AYE: 4 NAY: 0

Public Comment:

None was given.

Discussion of Public Hearing:

Mr. Farr requested the Board consider a conditional approval that would be subject to the applicant abiding by the Board's and City Engineer's comments and resolving any issues prior to signing the final site plan.

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

AYE: 4 NAY: 0

Motion by Mr. Butto, seconded by Mr. Schields, to approve the application with the condition that the Board's and City Engineer's comments be resolved and adhered to.

AYE: 4 NAY: 0

Pre-Submission:

- Carmela Foglia, JLOS LLC, 41-47 East Main Street, SBL: 8-10-16
 - Conditional Use Permit for a restaurant with a bakery; ZD: NMU

Mr. John Fuller, engineer for the applicant, spoke before the Board.

The applicant is a resident of Port Jervis and is the owner and operator of bakeries in Middletown and Monticello. She is seeking to open a bakery in Port Jervis.

The applicant is proposing to modify the building by adding a twenty foot (20') addition off the rear to accommodate the needs of the business. The current space is not large enough and also needs work due to its current condition.

A survey has been done, and the building is currently approximately three feet (3') over the property line. Mr. Fuller asked if a variance would be required if it is a pre-existing condition.

Mr. Plotsky disclosed that he is representing the seller of the property.

Mr. Plotsky recommended the applicant go before the Zoning Board for a variance.

Mr. Powrie noted that, if the variance was approved, it would be in place if there were any catastrophic event(s) in the future.

Mr. Fuller noted this would be a food establishment and a bakery with a seating area.

Chairman Vicchiariello asked about the traffic flow behind the building. Mr. Fuller stated the rear would be for loading and unloading deliveries and be closed off to traffic flow.

Chairman Vicchiariello suggested eliminating one (1) parking spot.

This application will be submitted to the Orange County Department of Planning for their review.

Motion by Mr. Butto, seconded by Mr. Schields, to set a public hearing for this application for June 16, 2026 at 7:00 p.m. in the Common Council Chambers.

AYE: 4 NAY: 0

Pre-Submission:

- Betel Beauty LLC, 76 East Main Street, SBL: 9-3-21
 - Conditional Use Permit for a hair salon (personal service); ZD: NMU

Mr. John Fuller, engineer for the applicant, spoke before the Board. The property is on the corner of East Main and Prospect Streets and has some parking in the rear of the building. There is a current survey.

The owner is proposing a hair salon on the first floor, with an open floor plan, and two (2) apartments on the second floor.

Chairman Vicchiariello recommended cleaning up the property and trimming existing overgrown trees. He asked that the applicant include items such as the number of employees and location of the dumpster on the site plan submitted for the public hearing.

This application will be submitted to the Orange County Department of Planning for their review.

The Board had no additional comments or questions.

Motion by Mr Butto, seconded by Mr. Dunn, to set a public hearing for this application for June 16, 2026 at 7:00 p.m. in the Common Council Chambers.

AYE: 4 NAY: 0

Pre-Submission:

- V & V Capital LLC, 37 & 39 Pike Street, SBLs: 18-5-12 & 18-5-13
 - Site Development Plan for a mixed-use building—one (1) commercial space with four (4) accessory apartments; ZD: WMU

Mr. Vincent Lleshaj, the applicant, spoke before the Board.

Mr. Lleshaj is proposing legalizing the additional fourth apartment, updating the kitchens, and having a commercial space.

Chairman Vicchiariello commented that the dumpster's location must be on the site plan and noted it must meet City specifications.

Mr. Lleshaj explained the lot numbers. It is two (2) lots with one structure. The building is on Lot 12, and the rest is on Lot 13.

Mr. Lleshaj assured the Board that he will be working with the neighbor to have the existing wooden fence redone.

Chairman Vicchiariello requested the applicant trim the trees on the property and add parking, which must meet City code.

Combining the lots was discussed, and Mr. Lleshaj will speak with Mrs. Powrie and the assessor. He does not want to delay this application to combine the lots.

Motion by Mr. Schields, seconded by Mr. Butto, to set a public hearing for this application for June 16, 2026 at 7:00 p.m. in the Common Council Chambers.

AYE: 4 NAY: 0

Board Comments:

None was given.

Old Business:

None was given.

New Business:

None was given.

Zoning Board Report:

The Zoning Board set a public hearing for 27 Railroad Avenue for a lot line variance and also expects to have Ms. Foglia as an applicant for its June 2, 2026 meeting.

Code Enforcement Report:

Mrs. Powrie reported the following:

1. The Planning Board may have a new pre-submission for 11 Sussex Street.
2. The property at 88-90 Front Street is close to finishing.
3. Rumshock's is moving along.
4. There are discussions with the engineer for the hotel.

Council Liaison Report:

Councilman O'Connell provided the following:

1. The City may be eligible for a grant that will be due in June.
2. The Council passed two (2) resolutions in regard to railroad crossings and public bids.
3. The DPW is working on a water meter bid.
4. The next Common Council meeting will be May 26, 2026 in the Recreation Center at 6:30 p.m.

Chairman Vicchiariello mentioned that there has been no contact in regard to the old Flo Jean property.

Motion by Mr. Dunn, seconded by Mr. Butto, to adjourn the meeting at 8:04 p.m.

AYE: 4 NAY: 0

Respectfully submitted,

Robyn Hendershot

Planning Board Secretary

The next regular meeting is tentatively scheduled for **June 16, 2026 at 7:00 p.m. in the Common Council Chambers.**