

CITY OF PORT JERVIS

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



Planning Board Minutes
April 16, 2024, at 7:00PM

Members – T. Vicchiarello–Chair, S.Addy, J. Butto, H.Dunn, K.Farr, T. Fuller, D. Schields

Also Present – L.Powrie, BD, G. Plotsky, Atty. T. Simmons, ZBA, J.Vicchiarello Council Liaison

Absent -

Pledge of Allegiance: T. Vicchiarello

Public Hearing: none

Call Meeting to Order and Pledge: 7:03 PM

Approval of the Minutes: Motion to approve March 19, 2024 minutes: D.Schields, 2nd H.Dunn, 7 aye, 0 nay, 0 abstention

Public Comment: Kelly Decker, resident provided positive comments/in favor of the KFC project and hopes it will be passed. A positive for the community both as another option for fast food and employment for residents.

Board Comment: none

Discussion of Public Hearing: none

Pre-submission: none at this time

Public Comment: none

Old Business: KFC-Port Jervis: Appl No.: PB-2024-0001, SBL: 20-6-11.22, 290 East Main Street; Conditional Use Permit for a Restaurant; Kentucky Fried Chicken. John Fuller obo applicant, George Kotes, applicant and Jerry Lemire (spl) Director of Operations spoke; to the general condition of building being in good condition; Ecolab is under contract to provide monthly extermination services and is available to provide at will service when/if required. Cleanliness is a priority.

Board question: how will traffic in both drive thru lane and leading into the drive thru be handled?

Applicant response: there is a “scorecard” system in place. Speed of service and accuracy are paramount; from start of the transaction (order) to the finish (food in hand) should be 180 seconds or less; this system is displayed and logged; there will be 2 to 3 parking spots allocated for drive-thru pickup should an order take longer; managers will control the flow and keep things moving along so wait times are kept to a minimum; mobile apps are available to customers and encouraged; additional spaces will be marked for mobile app customers. Four times a year auditors rate each KFC on property, landscape upkeep.

Board question: the “ditch” in the rear area of the property is a running stream and will be required to be kept free of branches and other natural fallings, and debris. The landscape can not block the

exit and entrance to the street. Will the catch basin be repaired, and the parking lot settlement be addressed and resurfaced? Are the doors all keyed the same (one key for all locks)? Contact names and numbers are to be added with a key to the Knox Box.

Applicant response: the running stream will be cleaned out and able to flow without blockage. A new box will be installed in the catch basin. The parking lot will be evaluated for settlement issues and leveled. All doors are keyed alike, names and numbers of Managers and Director of Operations will be placed in Knox Box

Motion to approve the project as advertised: S.Addy, 2nd T.Fuller, 7 aye, 0 nay

New Business: none

Zoning Board Report: T.Simmons provided a report

Code Enforcement Report: L.Powrie provided updated building department business.

Council Liaison Report: Councilperson J.Vicchiarello provided a report for the City.

Adjournment: Motion to adjourn: 7:29 pm D.Schiels, 2nd J.Butto, 7 Aye, 0 Nay

The next regular meeting is tentatively scheduled for 7:00 pm, May 21, 2024.

Respectfully submitted, J.P. Schields