



## CITY OF PORT JERVIS

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

### **Planning Board Meeting Minutes January 21, 2025 7:00 p.m.**

Board Members in Attendance: Tom Vicchiarello, Sean Addy, Joe Butto, Henry Dunn, Kelsey Farr, and Don Schields  
Additional Attendees: ZBA Chairman Tim Simmons, Assistant Building Official Laurie Powrie, Planning Board Attorney Glen Plotsky, Council Liaison Colin O'Connell  
Absent: Anthony Fuller

Mr. Vicchiarello led those present in the Pledge of Allegiance.

#### Public Hearing:

Heavenly Garden NY, 273-279 East Main St.; SBL: 20-7-2.21; Special Use Permit for a cannabis retail dispensary; ZD: NMU

Mr. John Fuller, representing the applicant and developer of the site plan, commented that the plan delineates the scope of the project, including a small addition to the building. The applicant, Ms. Janice Vicaretti, was in attendance. Mr. Fuller received comments on the plan prior to the meeting and noted that he will update the map based on those comments.

Ms. Vicaretti stated the hours of operation will be 10 a.m. to 10 p.m. Monday through Saturday and 10 a.m. to 5 p.m. on Sunday. There will be a maximum of ten (10) employees.

A dumpster and City and utility services are on the site plan, and there should be no obtrusive lighting.

Ms. Vicaretti noted there will be security at the front door during the hours of operation, and the security guard will be responsible for allowing people to enter and leave the building.

There will be a Knox Box on site.

Deliveries will be done in the back of the building, and a secure door will be used.

The business will have City water.

Mr. Fuller spoke with the DPW Director, Mr. Duryea, in regards to the catch basin and a possible change in pitch on the property, which could be accomplished during repaving.

The Board had no additional comments.

Department head comments were received and presented. All code regulations and compliances will be met and adhered to.

No public comment was given.

Motion by Mr. Dunn, seconded by Mr. Addy, to close the public hearing at 7:15 p.m.

AYE: 6            NAY: 0

Mr. Vicchiarello called the Planning Board meeting to order.

Approval of Minutes: Motion by Mr. Dunn, seconded by Mr. Schields, to approve the Planning Board's December 17, 2024 meeting minutes.

AYE: 6            NAY: 0

Discussion of Public Hearing: discussion included comments on correct signage to be on the plan and noted there were no other issues.

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

AYE: 6            NAY: 0

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

AYE: 6            NAY: 0

Public Comment: none was given.

PreSubmission:

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

Motion by Mr. Butto, seconded by Mr. Dunn, to enter into Executive Session at 7:17 p.m. The purpose of the Executive Session is to discuss the pre-submission and possible litigation.

AYE: 6            NAY: 0

Motion by Mr. Butto, seconded by Mr. Schields, to resume the meeting at 7:37 p.m.

AYE: 6            NAY: 0

Mr. Vicchiarello noted this was a continuation of Team Jervis LLC's pre-submission.

Mr. Plotsky stated that a former partner currently has a relationship with the applicant and asked the Board if there were any objections to him continuing with this application. There were no objections from the Board.

Motion by Mr. Addy, seconded by Mr. Butto, to set the public hearing for this application for February 18, 2025 at 7:00 p.m. in the Common Council Chambers.

AYE: 6            NAY: 0

Old Business: none was given.

New Business: none was given.

Zoning Board Report: Mr. Simmons reported that there was no Zoning Board meeting held in January. The next meeting is tentatively scheduled for February 4, 2025 at 7:00 p.m. in the Common Council Chambers. At this time, no applications have been received. Mr. Zimmons stated that member Dominic Santini had resigned from the ZBA, and Joe Ennis had been appointed to the vacant seat. David Gonzalez and Jeff Lewis will be alternates to the Board.

Code Enforcement Report: Ms. Powrie reported that a contractor had submitted the application for repairs needed as a result of an accident at Burger King. Plans were approved for 88-90 Front Street, and Pet Zone, located at 114-116 Jersey

Avenue, is open for business. There were no pre-submissions for the Planning Board at this time. She mentioned that there had been a realtor inquiry on the RGMOB building.

Council Liaison Report: Mr. O'Connell reported on the federal grant for the railroad crossing at the end of Fowler Street. The Mayor will give the State of the City address on January 30, 2025 at 6:00 p.m., and the next Common Council meeting will be held on January 27, 2025 at 6:30 p.m. Both will be held in the Common Council Chambers.

Mr. Vicchiarello shared a note from Ms. Schields, thanking the Board for their support during her tenure as Planning and Zoning Board secretary.

Motion by Mr. Dunn, seconded by Mr. Schields, to adjourn the meeting at 7:45 p.m.

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

Respectfully submitted,  
*Robyn Hendershot*  
*Planning Board Secretary*