



CITY OF PORT JERVIS COMPREHENSIVE PLAN AND ZONING CODE UPDATE

COMPREHENSIVE PLAN AND ZONING UPDATE COMMITTEE
MEETING #11
JANUARY 24, 2019, 6:00 PM

SUMMARY NOTES

Meeting Location: Port Jervis Recreation and Community Center, 134 Pike Street,
Port Jervis, NY

Meeting Attendees: Committee: David Bavoso, Stanley Siegel, Valerie Maginsky, David
Rivera, Dominic Cicalese

Consultant: Bob Murphy, Jr., AICP (Barton & Loguidice)

This was the eleventh (11th) meeting of the City of Port Jervis Comprehensive Plan and Zoning Update Committee (PJPCP). Committee Member Kristen Trovei was absent from this meeting as was Orange County Planning liaison Jessica Ridgeway.

Welcome, Introductions, and Agenda Review

The meeting began at 6:10 in the Port Jervis Recreation and Community Center. The start of the meeting was delayed by a previous meeting that was being held at the PJ Rec and Community Center, which ended at 6pm. Mr. Murphy brought a projector and projector screen to display the meeting material. The aim of this meeting was to go through all of the zoning topics.

PJPCP Meeting #10 – December 6, 2018

Mr. Murphy reviewed the meeting minutes and summary notes from the PJPCP Meeting held on December 6, 2018 which was distributed to the Committee on December 18, 2018. That meeting had a lighter attendance than usual as David Bavoso, Dominic Cicalese, and David Rivera were absent. Mr. Murphy summarized the contents of the summary notes from the PJPCP Meeting and they were approved contingent to changes in the attendance list.

Draft Comp Plan Walk-Through

This segment was tabled until next meeting. With limited time for discussion, Mr. Murphy recommended the meeting focus on proposed changes to the Zoning Code. He also informed the Committee of his intention to will work with Courtney-Strong Inc. to complete a draft in the time period before the next PJPCP Committee Meeting.

Proposed Zoning Code Amendments Discussion

This segment took up a bulk of the meeting while Mr. Murphy went through multiple zoning topics.

- 1) Combining the Service Commercial (SC) & Residence Office (RO) Districts into the Neighborhood Business District.
 - o The Committee will review this suggestion over the next couple weeks after Mr. Murphy distributed materials.
- 2) Questions for David Rivera: Where are special use permits most frequently requested and what are they? Where are variance requests occurring?
 - o This was discussed but specifics did not warrant zoning changes to reduce special use permit applications.
- 3) Orange County examples of incentive zoning
 - o This topic was not discussed in detail.
- 4) Consolidate definitions section in Zoning
 - o This has already been completed.
- 5) Add a Stormwater Management section to the zoning code
 - o The Committee agreed with adding this to the code
- 6) Add a Waterfront Mixed-Use District to code
 - o The Committee needs to review this topic over the next couple weeks after Mr. Murphy distributed materials.
- 7) Remove parking minimums for convenient stores only.
 - o The Committee agreed with this for all districts except R-1 & R-3
- 8) Adjust zoning district boundaries to avoid street center lines.
 - o This has been completed with the draft proposed zoning map.
- 9) Add Form Based Code (FBC) information as an appendix to the Comprehensive Plan.
 - o The Committee agreed with this suggestion.
- 10) Add bed & breakfast as allowable uses.
 - o The Committee agreed with this recommendation but suggested having a reference to a 'tourist home'
- 11) Add camping as a conditional use in the Mountain Residence (R-3) and Light Industrial (LI) Districts.
 - o Indoor/Outdoor Event Space, Indoor Recreation, Banquet, Hotel Convention Center, Festival
- 12) Add special topics for:
 - o Signage
 - o Solar – rooftop solar and yard-mounted
 - o Airbnb (see previous discussion #10 on bed-and-breakfasts)
- 13) Setback Tree Planting - within 10 feet from Right-of-Way (ROW) on private property
 - o Requires consent from the property owner
 - i. Setback trees tend to be healthier with better canopies and root areas, receive better maintenance, and less obtrusive to transportation and overhead utilities than trees within the ROW.
 - ii. Communities in Massachusetts and NYS have provisions in place
 1. Written or verbal permission from adjacent property owner
 2. Municipal tree warden or forester plants and maintains tree for 2 to 5 years (pruning, mulching, watering)
 3. Tree ownership is turned over to the property owner after this time frame – who is also provided informational material on specific tree care.
- 14) "Dark Skies International" Zoning Ordinance. Town of Warwick example

- The Committee agreed with implementing this recommendation.

New Topics since December PJCP Meeting

- 15) Adding a Design Review Board (DRB) to relieve Code Enforcement.
 - Design Review Board already part of existing City Zoning Code. However it has not been active recently.
 - Refer to Warwick example.
 - A Landscape Architect consultant may have to be brought in.
 - A DRB should only be in place after Design Standards are adopted.
 - The Committee stressed that the board should be careful to not be over-reaching in their design prescriptions that may deter investment.
- 16) River Corridor Conservation Overlay District
 - The Committee decided this is not needed.
- 17) Expanding permitted uses in residential districts to ease burden on Code Enforcement and grant flexibility to property owners.
 - A resolution was not decided on this topic.
- 18) Density bonuses for the re-use of existing structures
 - A resolution was not decided on this topic.
- 19) Parking Requirements
 - Parking requirements were just updated.
 - Central Business District (CBD) is exempt
 - Planning Board can waive in the Neighborhood Business District (NBD).
 - Parking requirements for parking garages should be examined.
- 20) Pre-submission Site Plan Conference
 - Informal discussion between an applicant and Planning Board/Code Enforcement staff prior to submission of plans as a way to clarify expectations.
 - Committee members discussed how this process already takes place but is not formalized.
 - The Committee agreed with this recommendation.

Public Comment

No comment, no members of the public in attendance.

Next Steps

- B&L to finalize Draft Comprehensive Plan and distribute to PJCP for review
- B&L to draft further proposed Zoning Code changes
- PJCP to review materials presented tonight and consider approval at next meeting.
- Next Committee Meeting
 - Thursday, February 28, 2019
 - 6pm, Port Jervis Recreation and Community Center

Wrap-up and Adjournment

The meeting ended at 8:15pm.