



**TOWN OF LEWISBORO**  
**Westchester County, New York**

**Architecture and Community Appearance Review Council**  
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**ARCHITECTURE AND COMMUNITY APPEARANCE REVIEW COUNCIL**

**MINUTES**

**Wednesday, February 12, 2014**  
**8:00 P.M.**

**Town House**  
**11 Main Street, South Salem**

The meeting was called to order at 8:08pm.

Present: Gail Ascher  
Ciorsdan Conran, Chair  
Stephen Hoyt  
Virginia LoBosco  
Kenneth McGahren  
Julie McCormick, secretary (no voting privileges)

- I. Review of the November 13, 2013 minutes was held. Ms. Conran made a motion to accept the minutes as presented. Mr. McGahren seconded. Ms. LoBosco and Mr. Hoyt were in favor. Ms. Ascher abstained from the vote since she was absent for the November meeting. Motion passed.

II. **FURTHER DISCUSSIONS –**

**Cal No. 8-12-ACARC** This is a review of an approved application of the exterior color of the expanded and renovated library subject to further discussion of the identification sign, location of the eagle, existence of a stone wall and landscaping by the Lewisboro Library Association with the intent of acquiring approval for open items.  
**Sheet 36, Block 10807, Lot 41, Zone SRC**

The review for the library was presented in 3 parts. The first was a review of the landscaping design presented by Dawn McKenzie from Insite Engineering.

The proposal includes a “garden-esque” landscape design taking care of the existing planting during construction. Existing plants will be dug up and balled during the construction phase. The trees at the southeastern and northeastern corners will be protected. Additional trees, shrubs and perennials will be supplemented. Ms. LoBosco brought up the concern that the new plantings should be deer resistant. Ms. McKenzie assured her that these are all proven shrubs in our area. Gary Page (President of the Lewisboro Library Board) stated that the deer do not pass through the library grounds given the open areas surrounding the library for the deer to graze.

The walkways around the library will be the same as they are now; a flagstone slate set in a random pattern. Again, any stone that is salvageable will be kept aside during construction. The stone dust base will be replaced with a concrete slab, a more stabilized base to combat the frost heaves that the walkway suffers from now. Ms. McKenzie pointed out there will be an outdoor patio space to be used as an outdoor reading room. The space will be open to the lawn in the front of the building to allow for bigger events. The space will have planters and garden benches but a particular style for the benches has not been decided on yet. It is the Library Board of Trustees’ belief that this could be a donor opportunity. The benches will be wooden, most likely cedar and not plastic and have the garden style in keeping with the space. Ms. Conran asked that when a decision is reached on design/model of the benches that a sketch or photo be sent to the ACARC secretary for the record. Ms. McKenzie was in agreement.

Ms. Ascher asked if there was going to be any disturbance to the neighboring post office parking spaces. Ms. McKenzie said that the construction would not be impeding on the Post Office’s parking spaces along that side. The library spaces will be restriped, however.

On the back side of the library there will be an 18” high stone wall extending the length of the parking lot. Mr. Hoyt asked about the construction of the wall. The stone wall will be a dry laid wall. Mr. Hoyt was concerned about the plows damaging the wall. Ms. McKenzie stated that there will be a 2’ wide gravel strip between the wall and the edge of the pavement and also to provide space for the overhang from car bumpers. No bumper blocks will be installed. There are space constraints where the library addition will bump out relatively close to the parking lot. The rock wall will serve as further separation between the library and the paved areas as well as be integrated with the landscape plantings. It will also help to bring up the grade. Ms. Ascher asked if the gravel strip will be wide enough to be utilized as a pedestrian walkway. Ms. McKenzie said it was not intended to be a sidewalk.

**Ms. Conran made a motion to approve the library’s landscape plan as submitted including the wooden benches, design to be decided on at a later date, the reinstallation of the flagstone on a concrete base, stone wall at the eastern edge of the site and plant list. Mr. McGahren seconded the motion. All were in favor.**

Phase 2 of the review of the library expansion plans focused on the changes to the exterior elevations of the building. These were presented by Donald McDonald, architect and Renee Purse also from the architectural firm. On the eastern elevation the bay window was taken out and replaced with flat windows all the way across. The size was not changed at all. The change gives more usable space inside the library. The Council commented that they liked the look of the flat window better. Ms. Ascher asked if the windows would be operable and Mr. MacDonald replied that they would be.

On the southern side, the original plan called for exposed rafters where the building indented in by the entrance doors to allow more light into the building. However, the automatic doors are not operating correctly due to exposure to the elements. In order to fix this problem and still have as much natural light as possible, the roof will be extended over the doors and a large flat skylight will be installed. The water from the rainfall is so bad in this area it is undermining the foundation according to Mr. MacDonald.

The western elevation had no changes.

On the northern elevation, the side facing the post office, the original building is a gabled building on both sides. In the original proposal, the gables were to be removed and extend the roof across. After reviewing the actual construction costs of removing the truss system the project would have to demolish a quarter of the building. They felt that the expense was not worth the change. The new gable will be out further on the plane. In addition, on the northern elevation, windows located near the boiler and restroom has been changed. Three equal but smaller windows will be put in place due to interior exposed pipes, the restroom as well as an oil tank on the interior side of the windows. In reality the windows will probably have to be replaced from the outside per Mr. MacDonald due to lack of space to maneuver inside.

The gold eagle currently on the front of the building will be taken inside and be hung in the high open space.

Lastly, Mr. MacDonald gave the specifics for the new signage. The sign which will be the same length as the current sign will be integrating into the fascia eave holding up the roof coming down. The sign will use Azek materials. The lettering will be painted black on white; same type face and size as the current sign.

**Ms. Conran asked for any additional comments or discussion. Having had no more discussion Ms. Ascher made a motion to approve the submission with the following requisites; window revisions as shown, skylight revision as shown, moving from a hip roof and changing into a gable on the northern side, shortening the windows on the gable elevation, moving the eagle inside, and the sign will be black letters on white Azek board. Ms. LoBosco seconded the motion. All were in favor.**

Gary Page, the President of the Board of Library Trustees ("Board"), presented the exterior colors for approval. The exterior of the library will be Hardiplank chosen for its durability. Hardiplank comes in stock colors. He believes the colors that the Board has chosen will be harmonious with the building's surroundings. The new addition on the library will be an opportunity to change the color and create a more gentle and relaxing feeling. For the body the Board selected Sandstone Beige, for the trim Woodstock Brown and the window trim Sierra White. Ms. Ascher was not sure about the Woodstock Brown feeling that it would create a hard outline to the building. She would have rather have seen the dark color as trim around the windows instead. The window trim is 4 1/2" trim. The corner board is 6". Most of the base will be covered by landscaping. Ms. Conran asked if Mr. Page had any conversations with Mr. Parsons about the buildings in the town campus not matching as they have in the past. Mr. Page did have a discussion with Mr. Parsons. It is a first step towards a change to a cultural center atmosphere. If there is some money left at the end of the project the Board may be able to assist other buildings on the campus to change from the blue as well. There were mixed feelings among the council members moving away from the blue color. Mr. McGahren asked about the gutters and their impact on the trim at the roof line. Mr. MacDonald said the gutters will match the trim.

**Ms. Conran made a motion to approve the color scheme in the Hardiplank; body in Sandstone Beige, trim in Woodstock Brown and window trim in Sierra White. Ms. LoBosco seconded the**

**motion. Mr. Hoyt and Mr. McGahren were also in agreement. Ms. Ascher abstained from the vote.**

**All revisions were approved to the Library's applications as noted in each section. Application approved.**

### III. NEW SUBMISSIONS

**Cal No. 1-14-ACARC** This is an application by O2 Living/Cross River Wellness, LLC to cure a violation issued by the building department in regards to a new sign erected in place of old sign without prior approval.  
**Sheet 18, Block 10533, Lot 24, Zone SC-RB**

O2 Living's owner Rosemary Devlin was present to answer any questions for her application of a new sign situated on Rt. 35 at a site commonly known as Yellow Monkey Village. Ms. Conran asked what she was proposing for the signage. Ms. Devlin only changed the colors, wording and graphics. The sign has been in place for many years. The current sign used the existing posts. Due to a site plan requested by the town's Planning Board for an application independent of ACARC, it became apparent that the sign was not within the property lines. Mr. Hoyt said that when they were installing the sign they probably hit a rock and installed the sign where they could dig deep enough.

Ms. Conran began that after reviewing the materials submitted there are 2 issues to be dealt with. The first is that the sign is not fully on Ms. Devlin's property. Part of the sign is too close to the road and therefore on DOT's property. Although DOT had not issued a complaint, the matter has to be addressed. Moving the sign will be part of the Planning Board scope. Ms. Ascher asked if there was a visual problem coming around the corner with the placement of the sign where it is. No problem has been reported.

The second issue is that according to the Town Code for size regulations for retail signage, the sign is too big for maximum area allowed; 8 sq. ft. allowed compared to approximately existing 30 sq. ft. The sign is compliant with 2 type faces. There is some question to the amount of colors being used. If approved by ACARC the size of the sign would need a variance from the Zoning Board due to its size.

Ms. Conran opened the discussion to comments and questions assuming that the applicant would just use the sign as is in a different location to be determined. Ms. LoBosco asked if there would be more signs from other businesses within the Yellow Monkey Village. Ms. Devlin stated that she owned all the buildings and there would be no other signage out front. Mr. McGahren asked how long the sign has been there. Ms. Devlin said she didn't know how long exactly it has been there but the posts were not changed, just the wording and colors. Ms. Devlin commented these colors were selected because they were attractive, appealing and bright hoping to draw prospective customers in. She said she feels that the new sign has helped bring in new customers.

The sign was complainant with the number of typefaces allowed. According to the code colors should be kept to a minimum consistent with design. At first impression Ms. Ascher thought there were too many colors and Ms. Conran was in agreement. Ms. Ascher said they should weigh in on the colors. Ms. Conran noticed that the O2Living sign at the front of the building is very blue and green which is consistent in the oval on the new sign. The four detail signs below are a departure from that color palette.

She recognizes that Ms. Devlin wants to get clients in. She just feels it has too many colors. The graphics are not as evident.

Ms. Conran discussed about grandfathering the sign in regarding its size but since it will have to be moved it will technically become a new sign. Ms. Ascher did not mind it staying the same size as long as the colors had more conformity and each detail sign was less busy. Ms. Conran would like to see the oranges changed out to something in the blue and green family to stay consistent with the building signs and the other detail signs. Mr. Hoyt was agreeable with the size of the sign. He was unsure about the orange color due to the fact in different seasons the colors take on different hues. Mr. McGahren would like to see the oranges toned down a bit but was also agreeable to the size of the sign. Ms. LoBosco was also conflicted about the colors. There was no issue with the graphics since they are very subdued in the background. Moving the sign should not increase the height of the sign. Discussion extended to the nearby plaza and consistency with other businesses. Dunkin Donuts for instance has it branded pink and orange colors. Ms. Devlin said that O2 Living was in the process of becoming branded for its juices and food products.

Mr. McGahren made a motion to move the sign back, keep it the same height, no objection to the colors. Ms. Conran asked for a second. Ms. LoBosco reiterated her concern about setting a precedent when a sign for Orchard Square was coming up. Mr. McGahren said the issue is the intensity of the colors themselves. Ms. Ascher said it was very subjective. Mr. McGahren asked if it would be a difficult to change the orange. The sign is constructed as 2 long planks extending from post to the other with 2 detail signs per plank. Changing out one detail sign per plank would mean changing each plank totally. In the end, Ms. Devlin agreed to come back with a new sign proposal taking into account all the comments about the colors that the Council had, size and new location. Due to the time of year there was time to revisit the sign application and obtain the appropriate referrals to the ZBA as necessary.

### **Application Pending.**

**Cal No. 2-14-ACARC** This is an application by OSPAC for the property known as the Leon Levy Preserve [Owner of Record: Town of Lewisboro] to post signs at 2 new trail heads and a spur.

### **Sheet 40, Block 10263, Lot 1, Zone R2**

Next application for review concerned the Leon Levy Preserve positioned at the intersection of Rt. 123 and Rt. 35 extending towards Ridgefield Avenue. George Scott for OSPAC (Open Space and Preserve Advisory Committee) was present. Also present was Alex Wagner, a boy scout from troop 154, who will blaze a new trail that will include a rare naturally occurring vernal pool. Mr. Scott was applying for signs to be posted at 2 new trailheads giving access to the Leon Levy Preserve. The purpose of these new trailheads is to 1) allow nearby residents the ability to access the Preserve from the own neighborhood without driving to the parking area on Rt. 123 and 2) connect some of the Town's trails for the Lewisboro Horseman's Association. There are no other public parking areas besides the one on Rt. 123. However the Ridgefield Ave trailhead will have enough space to park 2 vehicles necessary to make the proposed improvements to the trails. A lot of information was given and discussed regarding the new proposed trails, condition of existing trails after Storm Sandy and some vandalism, and what work was being done currently to maintain them.

One foot by one foot metal placards are required and approved by the Town posting the open space rules and regulations at the beginning of each trail head. The wording in green on a white background was

approved in 2005 and has been recently updated this year to include the Preserve hours from “Dawn to Dusk.”

Alex will be utilizing an old carriage trail dating back to the early 1900’s to create a new Green trail inside the Preserve as his Eagle Scout project. Off the trail will be a spur to guide hikers to a point of interest, the vernal pool. A small, approximately 8 ½”x11”, sign will provide educational information on a podium style post for hikers. Once the sign is formulated a copy will be sent to the ACARC office for the files. Naturalists Jim Norgren and Paul Lewis will be assisting with the wording on the vernal pool’s sign.

Ms. Conran made a motion to approve the additional signage at Leon Levy Preserve consisting of the Town approved 2005 placard updated this year to include from “dawn to dusk” to be posted at each of the 2 new entrances at Rt. 35 and Ridgefield Ave. either mounted to a tree or a locust post recycled from Old Field Preserve and the trail blaze (2” x 6” piece of colored aluminum) of the appropriate trail color. The motion included the educational sign by Alex Wagner to go alongside the vernal pool. Mr. Hoyt seconded the motion. Motion was passed.

### **Application Approved.**

**Cal No. 3-14-ACARC** This is an application by OSPAC for the property known as the Onatru [Owner of Record: Town of Lewisboro] to erect new signage, change to signage **Sheet 44, Block 10057, Lot 5, Zone SCR-4AC (Onatru East)**  
**Sheet 44, Block 10302, Lot 14, Zone SCR-4AC (Onatru West)**

George Scott moved onto the application for the signs at Onatru East and West. For his project Eagle Scout candidate Robert King was also present in regards to the sign at Onatru East.

At the head of Alice Lane located at Onatru East near the Pavilion, Robert will be building a sign out of plywood finished with roughhewn cedar that will house 4 individual laminated or metal signs: the Town approved trailhead placard, Preserve Guidelines, a trail map and a “No Horses” posted sign. Robert’s sign will be either posted to a tree or a recycled locust post. Horses will not be allowed on this trail. The trail cannot support them according to Mr. Scott. There is a chain across the path to keep the horses out. Mr. Hoyt, also chief trail steward at Onatru, gave background information regarding Alice Poor’s wishes of how she didn’t want horses on the back portion of the property to protect the yellow orchids. The Preserve Guidelines includes a section regarding the eligibility of a trail for the Lewisboro Horseman’s Association (LHA). The council felt that the preserve guidelines which displays a red horseman’s logo was, at a glance, conflicting with the “No Horses” sign. Mr. Scott stated that the section regarding the LHA can be taken out altogether from the Preserve Guidelines.

George Scott then switched to the Onatru West Preserve’s sign. The sign reads “Entrance by Permit Only” which was geared towards the Boy Scouts in relation to camping. This sign inadvertently discourages hikers from entering the trails here. Mr. Scott said he spoke with Mr. Parsons and it was agreed that the wording should be “Camping by Permit Only.” The new wording will have the same font and colors.

Ms. Conran made a motion for the new signage at Onatru East located at Alice Lane consisting of 4 signs: Town Preserve sign, Preserve Guideline, Trail map and No Horses posted. The kiosk will have a simple pediment posted either on a tree or locust post. The motion included changing the existing sign on Onatru

West to read “Camping” instead of “Entrance”. Ms. LoBosco seconded the motion. Mr. McGahren and Ms. Ascher were in favor. Mr. Hoyt abstained from the vote due to his conflict of interest as chief trail steward at Onatru Preserve.

**Application Approved.**

**Cal. No. 08-13-ACARC/TB** This is an application of Kara and Damien Whelan, 148 Spring Street, South Salem, NY 10590 in the matter demolition of existing shed and installing a replacement shed. Existing shed supports are cinder blocks.  
Sheet 42B, Block 10287, Lot 13

Regarding application Cal# 8-13 the Whelans have sent Ms. McCormick in writing their intent to withdraw their application. They have decided to repair the shed instead of tearing it down and replacing it with a new one.

**Application Closed**

**IV. OTHER BUSINESS:**

**2014 Meeting Dates** - The meeting dates for 2014 were entered into the minutes. All the dates are the 2<sup>nd</sup> Wednesday of the month with no conflicts with religious holidays or with the school district vacation breaks. The meeting dates had been approved and sent to the Town House in December 2013.

January 8<sup>th</sup>  
February 12  
March 12  
April 9<sup>th</sup>  
May 14<sup>th</sup>  
June 11  
July 9  
August 13  
September 10  
October 8  
November 12  
December 10<sup>th</sup>

**Cal #'s** – Cal #13-13 was used twice last year in error; once for an inquiry and once for Waccabuc Country Club’s project for the new snack bar. The snack bar will keep the Cal# 13-13 due to the formal resolution attached. The inquiry was renamed 12A-13 to keep the inquiry in chronological order.

**PUBLICATION ERROR:**

Mr. McGahren brought to our attention that the meeting time was incorrect in the Lewisboro Ledger stating that the meeting was at 7:30pm. Ms. McCormick will confirm with the Town Clerk that publicized notices for the meetings state they begin at 8:00pm.

**V. NEXT MEETING DATE:** March 12, 2014.

**VI. Adjourn Meeting** – With no further business, the meeting was adjourned by Ms. Conran at 9:44.

Minutes respectfully submitted by:

Julie McCormick, ACARC secretary  
February 20, 2014