



**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, April 8, 2015**  
**8:00 P.M.**

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

The meeting was called to order at 8:07 pm.

Present: Gail Ascher (arrived after review of minutes)  
Ciorsdan Conran, Chair  
Stephen Hoyt  
Kenneth McGahren  
Julie McCormick, secretary (no voting privileges)  
Absent: Virginia LoBosco

- I.** Review of the March 11, 2015 minutes was held. Mr. Hoyt made a motion to accept the minutes as presented. Mr. McGahren seconded. Ms. Conran and Ms. Ascher were in favor. Ms. LoBosco was absent from the vote. Motion passed.

**II. FURTHER REVIEW:**

NONE

**II. NEW SUBMISSIONS**

**Cal. No. 17-14-ACARC/PB** This is an application by Lukoil on behalf of Smith Ridge Housing LLC [Owner of Record] Property Address: Smith Ridge Road South Salem; Commercial signage for the gas station.  
**Sheet 49D, Block 9829, Lot 10, Zone RB**

Lukoil was referred to ACARC by the Planning Board in July 2014 for review of the signage by the new owner of the gas station. Matt Zambrano, representing LukOil, brought some color renderings prepared by LukOil's corporate office for:

- the proposed ID sign
- the proposed price sign to be part of the ID sign
- dispenser skirt
- pump topper
- side pump topper
- "Service" wall sign

The station signage has already been converted from the Getty signage to the LukOil signage at the pump dispensers. LukOil's biggest objective now is pursuing the approval for a free standing ID sign. Mr. Zambrano has also submitted a small scale site plan showing where the free standing sign would be located. The site plan had an inset of the free standing sign's specs. Mr. Zambrano brought a color rendering of the proposed free standing sign to the meeting.

Mr. Zambrano visited the site on Rt. 123. He noted that the Sunoco station, also located on Rt. 123 within close proximity of LukOil, has a tall free standing sign plus pump signage. When driving back towards the LukOil station in the other direction, heading north on Rt. 123, Mr. Zambrano noticed that the LukOil gas station was not very visible until the passerby was abreast of it. He feels that the gas station loses business and needs the free standing sign to attract customers and get the brand visibility. The goal for LukOil would be to advertise properly, especially with the direct competition up the street.

Ms. Conran asked what is currently installed at each of the pumps. Each of the 4 dispensers has a pump topper on both sides and a dispenser skirt on both sides with the LukOil logo. On each end of the set of pumps there is a self or full service signage. Ms. Ascher commented on the large quantity of signs. The council was tallying the approximate square footage of the signage. The 8 pump toppers are 12 sq. ft each. The 8 pump skirts were about 10 sq ft. each. The side signs are about 13 sq ft each. Ms. Conran concluded that the pumps already have a lot of signage. Mr. Zambrano commented that all the new branded pump signage was an exact change out size wise from the previous Getty signs.

Currently, there are two additional wall signs. The price sign was "like-for-like" change out from the Getty sign that was there before. The former station had a Getty sign on the top left of the building which LukOil substituted out for the "Service" sign. The free standing sign, if approved, has a larger price sign and would eliminate the need for the wall price sign.

Ms. Conran appreciated the 2 colors in the design as prescribed by the Code. Her main concern was the size of the proposed free standing sign. She went through the Code – the lowest the sign could be is 7' while the max height is 10'. If LukOil wanted to pursue the larger sign ACARC would have to refer them to Zoning Board of Appeals. Mr. Zambrano stated that LukOil would probably want to exhaust every avenue to get the larger sign approved. Mr. Zambrano stated the sign proposed is their typical sign but knows they have to work within the town code.

Ms. Conran reviewed some additional provisions of the Town Code that related to the proposed signage. The maximum height of the letters is 12". Illuminated signs would need a timer to shut the lights off from 10pm to 6 am. It was determined that the building was set back from the street more than 50ft., allowing for the bigger square footage for free standing sign. A copy of the Planning Board submission for the July 2014 meeting showed a smaller version of the free standing sign that was within the maximum height of 10'. The newest version presented for review this evening is 16ft in overall height.

As it stands with this proposal, ACARC could not vote on it because the sign exceeds the limits set by the town code.

Mr. Zambrano asked if there were any grandfather rules. He had the Getty sketches and showing the similar new LukOil branding Ms. Conran was fine with the pump signage because it had a clean look. Mr. McGahren said that everything at the pumps fell within reason.

Mr. Zambrano would have to speak with LukOil about tapering the sign down. Possibilities might include keeping the price sign on the building if that takes up too much room. On the other hand, LukOil would probably prefer having their price signs out front to compete with the Sunoco station.

In the end it was proposed that the LukOil sign be adjusted so that the sign would be brought up the post to allow for the 7ft clearance. Currently the new proposal has 22" lettering instead of the maximum of 12". If LukOil wants to tweek it, Mr. Zambrano can email other sketches and ACARC can review them ahead of time.

Ms. Conran instructed Ms. McCormick to write a referral to the zoning Board on behalf of the applicant stating the need for a variance for the free standing sign. Mr. McGahren said a photo shopped picture of the sign superimposed on an actual photo could be helpful to their cause to get it approved by the Zoning Board of Appeals.

With no other questions or discussion, Ms. Conran made a motion to approve the existing new branding on just the pump dispensers from Getty to LukOil to include:

- The toppers have white letters on red background with 3 chevrons on either side of the lettering pointing inward. The "O" in oil is represented by a droplet. The letters are 8" tall.
- The dispenser skirts have 5 ½" tall red lettering on white background with no chevrons. The "O" in oil is represented by a droplet.
- The outside ends have an 8 ¾" "self"/"full" side decal. The lettering is red on a white background.

Mr. McGahren seconded the motion. Mr. Hoyt and Ms. Ascher approved the motion. Ms. LoBosco was absent for the vote. Motion passed.

## **APPLICATION FOR SIGNAGE ON THE PUMP DISPENSERS APPROVED**

*The Council jumped down to Cal# 5-15 ACARC due to Cal# 3-15 ACARC related to a council member and the presenter for 4-15ACARC was not present at the time.*

**Cal. No. 5-15-ACARC/BD** This is an application by Donald Moore, Eagle Scout candidate on behalf of Town of Lewisboro, [Owner of Record] Property Address: Town Park, Route 35, South Salem in the matter of trailhead changes  
**Sheet 21, Block 10541, Lot 5, Zone R4A**

Donald Moore was accompanied by George Scott, OSPAC member to present the work to be done on the Town Park's trail system, check dams and wash bridge. The project has already been approved by the Town Board by resolution. With OSPAC's oversight, Donald Moore would install 2 "Trail Closed" signs at the Blue Trail's head at the Town Park's upper parking lot to close off a portion of the eroded closed ski trail that's spurs off the main trail. In addition, there are 3 trails from the Blue trail, which loops around the Town Park, that lead into Ward Pound Ridge Reservation trail system. Mr. Moore will put up a directional sign at the eastern trail head of the Blue Trail to direct hikers to the Ward Pound Ridge Reservation trail system. Mr. Moore will also create and install a kiosk for the Blue Trail, 4' in height by 3 ½' wide, that will be posted at the trail head at the Town Park's upper parking lot. This entrance is more known by residents than the eastern trail head as a means to get into the Ward Pound Ridge Reservation trail system. The kiosk will have the Town Board approved Preserve Guidelines and Information signage. The kiosk will be stained brown with a plexiglass cover over the guidelines.

Mr. Scott brought a sample of a trail sign used by the National Parks Service that they are going to mimic for the "Closed" and directional signage. The sign has a dark brown background with white engraved letters. The signs proposed for the Town Park will be using 1 ½" cedar with 1" tall letters. The lettering will be centered. The length of the sign will be determined by the fabricator. The signs will be constructed by a company that works with the National Parks Service which will ensure the consistency in font, size and spacing.

The "Closed" signs will use pressure treated wood for the posts while the directional sign will use recycled locust posts. The directional sign will have blazes mounted at the top of the post. The "Closed" signs will be 4' total height and the directional sign will be 6' including the blazes at the top. The posts will be footed in cement.

On the east side of the pond, there is a bridge constructed of 2 planks of wood that get washed away every time it rains during certain times of the year. OSPAC will be working with Jan Johannessen, Town's wetland inspector, on the bridge. OSPAC have done 5 bridge constructions in the last year in other remote locations. The bridge will be constructed with recycled locust posts from Old Field Preserve and rebar to make them more stable.

Check dams will be placed on steeper slopes of the trail to deter erosion.

Ms. Conran made a motion to accept the application as submitted to install the following:

- To allow the installation of small information kiosk located at the Blue trailhead at the Town Park's upper parking lot, 3 ½' wide by 4' tall. The kiosk will be stained brown with a plexiglass cover over Town Board approved preserve guidelines and trail map with a cedar shingled hood. Posts to be buried in cement.
- To install a "Trail Closed" signs at both entrances of the eroded closed ski trail. Posts will be 4x4 pressure treated wood. The sign will be dark brown stained 1 ½" cedar with white engraved letters similar to National Park Service. Length of the sign will be determined by engraver. Lettering to be 1" in height.
- To install a directional sign at the entrance of the Eastern Blue trail. Posts are to be recycled locust posts. The sign will be the same dimensions as "Closed" signage. The directional sign will have an additional section of post above for the blazes directing hiker to Ward Pound Ridge Reservation. Total height of sign will be 6' including blazes.
- To replace damaged wash crossing bridge located near the east side of the pond. OSPAC will seek Town Wetland Inspector approval. The bridge will have 3' rebar below surface.

Locust poles will support 6"x6" be used under 2"x6"x3' decking material. Total length of bridge will be 20'.

The motion was seconded by Mr. Hoyt. Ms. Ascher and Mr. McGahren were in favor. Ms. LoBosco was absent for the vote. Motion passed.

### **APPLICATION APPROVED**

**Cal. No. 6-15-ACARC/BD** This is an application by James Nordgren, [Owner of Record] Property Address: 38 Bouton Rd, South Salem in the matter of cosmetic changes to the front door  
**Sheet 26, Block 10803, Lot 63, Zone 4A-SCR**

James Nordgren was at the meeting to present his application to reintroduce the side lights around the front door at his residence. When he moved in during 1993 the side panels were boarded over. The new proposed glass panels would imitate the top transom panel with 5 lights. It would fit exactly into the opening that is there, leading him to believe that the glass panels were probably there at some point, similar to the other 7 colonials on Bouton Rd. The inside panel was removed and indeed the space was there for the side lights. At some point it was boarded up and electric lights put on the outside.

He would also like to strip the black wood from the front door and stain the wood a natural brown. Mr. Nordgren is going to remove the storm door so that the front door can be easily seen. With weather stripping it should be enough protection against the winter elements.

There are corner panels in each top corner. It was left to the owner's preference once the project was under way if he wanted to also replace those with glass. Ms. Ascher said she thought the glass would be a nice look for the outside. Mr. Hoyt thought trimming it out on the inside might be hard. The transom above the door will remain as is.

There is an electrical wire running down inside the space that will have to be moved. (Mrs. McCormick later called Mr. Nordgren to advise him per the deputy building inspector that he will need a building permit to change any electrical and to remove the studs that are in that space.)

Ms. Conran made a motion to accept the application as submitted to strip and refinish the front door in a natural wood stain, remove the storm door and reintroduce the glass side lights with the option to insert glass in the top corner panels as well. Ms. Ascher seconded the motion. Mr. Hoyt and Mr. McGahren were also in favor. Ms. LoBosco was absent for the vote. The motion passed.

### **APPLICATION APPROVED**

**Cal. No. 4-15-ACARC/BD** This is an application by Linda Frickel, [Owner of Record] Property Address: 129 Elmwood Rd, South Salem in the matter of a fence review  
**Sheet 47A, Block 10064, Lot 9, Zone 2A-SCR**

Linda Frickel was present to answer questions about her application about a fence. Ms. Frickel had submitted a site plan and pictures for review. She would like to install a 4 rail natural Kentucky Farm fence running from the corner of the house and out to the left side of the property. On the right side, the Kentucky Fence will continue along towards the garage along the driveway's inside edge to the end of the driveway. From there a 6' black welded dog fence will continue on deep into the back of the property, to give some protection from the deer and coyotes for the future addition of some chickens and the landscaping. The welded fence will connect to the other end of the Kentucky Farm fence. There will be 5 gates to allow for access into the backyard from various points.

Mr. McGahren made a motion to accept the fence application as submitted in the site plan. Mr. Hoyt was in favor. Ms. Ascher and Ms. Conran were in favor. Ms. LoBosco was absent for the vote. Motion passed.

### **APPLICATION APPROVED**

**Cal. No. 3-15-ACARC/BD** This is an application by Stephen Hoyt, [Owner of Record] Property Address: 74 Elmwood Rd, South Salem in the matter of removing a distressed Maple tree  
**Sheet 44, Block 10302, Lot 11, Zone 4A-SCR**

Mr. Hoyt had sent in pictures and a report from Mill River Tree Service showing the poor condition of a 38 ft. tree in his front yard. The tree was right up against a power line and line poles. A crack in the tree was becoming deeper quickly. It was determined for safety purposes to take down the tree immediately.

Ms. Conran made a motion to approve the removal of the 38' Maple tree at Mr. Hoyt's residence. Ms. Ascher seconded the motion. Mr. McGahren agreed. Mr. Hoyt recued himself from the vote. Ms. LoBosco was absent for the cote. Motion passed.

### **APPLICATION APPROVED**

### **CORRESPONDENCE AND OTHER BUSINESS:**

No correspondence or other business was discussed.

**V. NEXT MEETING DATE:** May 13, 2015

**VI. Adjourn Meeting** – With no further business, the meeting adjourned by Ms. Conran, seconded by Mr. Hoyt at 9:50pm.

Minutes respectfully submitted by:  
Julie McCormick, ACARC secretary  
April 8, 2015