



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

**Architecture and Community Appearance Review Council  
79 Bouton Road  
South Salem, New York 10590**

**Tel: (914) 763-5592  
Fax: (914) 763-tbd  
Email: [acarc@lewisborogov.com](mailto:acarc@lewisborogov.com)**

**ARCHITECTURE AND COMMUNITY APPEARANCE REVIEW COUNCIL  
MINUTES**

Minutes of the meeting held by the Architecture and Community Appearance Review Council on Wednesday, May 9, 2018 at the Town House, 11 Main Street, South Salem, New York 10590.

The meeting was called to order at 7:58 p.m. and Ms. LoBosco noted the exits.

Present: Virginia LoBosco, Chair  
Christine Carrié  
Craig Pillon

Absent: Rose Bonanno  
Alan Kaufman

Ciorsdan Conran, Administrator (no voting privileges)

**I. MINUTES**

**Review and adoption of the Minutes of the ACARC Meeting held on April 11, 2018.**

Review of the April 11, 2018. Mr. Pillon made a motion to accept the minutes as presented; seconded by Ms. Carrié.

In favor: Christine Carrié, Virginia LoBosco and Craig Pillon. Absent: Rose Bonanno and Alan Kaufman

**II. OLD SUBMISSIONS/REVIEWS**

None

**III. NEW SUBMISSIONS/REVIEWS**

**Cal # 09-18ACARC**

**Love Preserve, West Road, South Salem, NY 10590, Sheet 49B, Block 9827, Lot 27  
Zone: R-1A**

**Rose Preserve, Route 121, Cross River, NY 10518, Sheet 13, Block 10802, Lot 122  
Zone: R-4A**

**Pinecroft Preserve, Mead Street, Waccabuc, NY 10597 Sheet 22, Block 10802, Lot 60**  
**Zone: SCR-4A**

**(Westchester Land Trust (WLT), owner of record)** – Application to install information kiosks at three preserves

Tate Bushnell and Mike Surdej were present on behalf of the owner.

Mr. Bushnell stated the proposal is to install information kiosks to orient visitors at the Love, Rose and Pinecroft Preserves where there is currently no signage. He noted meeting with Jan Johannessen (Town Planner/Wetland Consultant) and only one of the sites (Love Preserve) will need a wetland permit.

Ms. LoBosco asked about the kiosks being close to private residences.

Mr. Bushnell stated at the Rose Preserve has two neighbors; one is in favor of the proposed parking lot and the second neighbor is 100' away. He noted the Love Preserve the neighbor wouldn't see the kiosk. Mr. Bushnell stated Mr. Johannessen told him the proposed kiosks would not need a building permit but they would have to abide by setbacks.

Ms. Carrié asked about the post materials. Mr. Bushnell stated 6' x 6' cedar either found (Eastern red cedar) or purchased (non-pressure treated and not painted) and the shingles are to also be cedar. He noted the posts and shingles will be left to weather naturally.

The Council discussed the design of existing kiosks in Leon Levy and Brownell Preserves, both Town-owned properties. Mr. Bushnell stated the Westchester Land Trust does not have a standard kiosk design.

Mr. Surdej, an OSPAC member and WLT volunteer, stated the Town staff installed the kiosk at Leon Levy and he did the one at Brownell. He noted the Town doesn't have a standard kiosk design either. Mr. Surdej stated the goal is to be as natural as possible – cedar posts and shingles, gravel and rock (no concrete) – and install three identical kiosks.

Mr. Pillon discussed gable versus hip roof and noted that the gable design is simpler and cleaner. Ms. Carrié stated she liked the bracket in the proposed design.

Ms. LoBosco raised concerns that the proposed kiosks are very large (10' high) and in some cases close to neighbors and/or in a Special Character. Mr. Pillon added in a National Historic District and asked about Options I & II for Pinecroft.

Mr. Bushnell stated that Option I is 250' from Mead St., along the Waccabuc Country Club's fence and is barely visible from the street whereas Option II is 80' from Mead St., would keep visitors from parking in WLT-owned driveway (that the neighbor has an easement on), is closer to existing parking area and is somewhat visible from the road.

The Council discussed the Town standards for interpretive signs, why kiosks need roofs (to keep moisture/sun light off signs and preserve the wood), single- versus double-sided kiosks, roof design, signs to be included on the kiosk, kiosks on other WLT properties and the size of the proposed kiosks. Mr. Bushnell agreed to shrink the kiosk design.

The Council reached consensus that the proposed location for the Love Preserve is remote enough, Option I for the Pinecroft Preserve is preferred and the applicant offered to move the Rose Preserve kiosk down trail.

Mr. Bushnell stated the kiosks would be built by him, volunteers and an Eagle Scout. He hopes to have the Rose Preserve kiosk built this summer and the other two by the end of the year.

Ms. LoBosco read Ms. Bonanno's email regarding this application. *"The WLT proposals look good but I am wondering if there would be room for the dog on leash note, no motorized vehicles and the Lewisboro Trail Guidelines. Perhaps room for maps or a website for trails, any necessity for warnings about ticks and poison ivy?"*

The Council reached consensus that the applicant should resubmit the kiosk with a smaller overall size (including width in addition to height) and the need for signage on both sides is to be evaluated by the WLT. The applicant offered to submit front/top/side views along with a section of the kiosk and create a bamboo mockup.

**Cal # 10-18ACARC/SC**

**Chris Castellon, Eagle Scout Project at Onatru Preserve, Elmwood Rd, South Salem, NY 10590, Sheet 44, Block 10057, Lot 14, Zone SCR-4A (Town of Lewisboro, owner of record) – Application to install a lean to**

Chris Castellon, Eagle Scout candidate, was present on behalf of the Town.

Mr. Castellon stated the proposal is for the installation of one lean to in the Onatru Preserve (west side of Elmwood Road). He noted there is a lane entering the preserve which leads to a clearing with fire pit and it is not visible from the road. Mr. Castellon stated the lean to would not be visible from any houses and the Adirondack kit would be easier to construct than his original submission. The Council reached consensus that the Adirondack kit design is very attractive/beautiful and will be appreciated by future campers.

Mr. Castellon noted walking the site with Mr. Johannessen and determining that the best location is an existing plateau and that a wetland permit before the Planning Board would be required. He stated the dimensions are 12' (wide) x 8' (deep) x 10' (roof ridge), the front elevation is open and the base is gravel with a wood floor. He added that Troop 101 would be fundraising for the kit and construction would be done by him, the troop and volunteers; the troop will maintain the lean to as it is in a designated Boy Scouts area.

Mr. Castellon stated he would contact the Building Dept. and has walked the property with the Town's Facilities Manager, Joel Smith. He hopes to construct the lean to this summer.

Ms. LoBosco made a motion to approve the Adirondack lean to kit (12' x 8' x 10') as amended; seconded by Mr. Pillon.

In favor: Christine Carrié, Virginia LoBosco and Craig Pillon. Absent: Rose Bonanno and Alan Kaufman

**IV. CORRESPONDENCE/INQUIRES –**

None

**V. NEXT MEETING DATE: June 13, 2018**

**VI. Adjourn Meeting –** With no further business, the meeting was adjourned by Ms. LoBosco and seconded by Mr. Pillon at 9:04 p.m.

In favor: Christine Carrié, Virginia LoBosco and Craig Pillon. Absent: Rose Bonanno and Alan Kaufman

Minutes respectfully submitted by:



Ciorsdan Conran  
ACARC Administrator