

DRAFT

**TOWN OF CHESTER
TOWN BOARD MEETING
FEBRUARY 25, 2015
7:00 pm**

Supervisor Jamieson opened the meeting at 7:00 p.m. followed by a salute to the flag.
Members present: Supervisor Jamieson, Councilwoman Smith, Councilwoman Ranni, Councilman Murray,
Councilman Valentine

Also Present: Engineer Al Fusco, Chief Doellinger, Walter Popailo

EXECUTIVE SESSION

A MOTION WAS MADE BY Councilwoman Smith and seconded by Councilman Murray to enter into
Executive Session at 7:05 p.m. Motion carried 5-0.

A MOTION WAS MADE BY Councilman Murray and seconded by Councilman Valentine to adjourn the
Executive session at 7:40 p.m. Motion carried 5-0.

ESTABLISH FEE FOR MISSING C of O'S

A MOTION WAS MADE BY Councilman Valentine and seconded by Councilman Murray to set the fee at \$250
for those single family homes built between 1957 and 1975, that do not have certificates of occupancy on file.
Motion carried 5-0.

SUGAR LOAF ARCHITECTURAL ADVISORY COMMITTEE

Don Duke of 1485 Kings Highway, Chester, NY addressed the Board on behalf of the Architectural Advisory
Committee to recommend guidelines to be considered by the zoning and planning boards with regard to the
construction or renovation of structures in the Sugar Loaf Business District. His written submission follows in its
entirety:

Don Duke
Architectural Advisory Committee
Post Office Box 106
Sugar Loaf, New York 10981

February 5, 2015

Alex Jamieson, Supervisor
Chester Town Board
1786 Kings Highway
Chester, New York 10918

Dear Alex and Town Board,

Enclosed please find the proposed guidelines for the Architectural Design District of Sugar Loaf (LB-SL) in the Town of Chester, New York. Members of the Architectural Advisory Committee (AAC) and the Community Vision Committees (CVC), drawing on previously reviewed Sugar Loaf projects as well as existing guidelines from other Orange County towns (Warwick, Newburgh and Montgomery), have compiled a set of guidelines to be added to the existing Chester Zoning Law. These recommendations are intended to help define the unique nature of the Sugar Loaf Design District and should be made available at the earliest phase of the permit process to any applicant who wishes to build or modify a structure within the LB-SL.

We further propose that the Town Board appoint an independent, voluntary Architectural Review Board composed of five members, drawn primarily from the LB-SL zone. These persons should represent fields including but not limited to "the architecture profession, the landscape architecture profession, the planning profession or the local historical society" (from the 1974 Chester Zoning Law 4.11.3). This Architectural Review Board would meet as needed, review materials submitted directly to them by the applicant and return a decision within 30 days. Terms of service would be determined by the Town Board.

Thank you for your attention to this matter.



Don Duke, AAC

Enclosures: Chester Zoning Law 1974, Village of Montgomery Historic District Guidelines

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OVERVIEW

Sugar Loaf, designated the LB-SL zone of the Town of Chester, New York, is an example of a classic American crossroads hamlet built during the 18th and 19th centuries. Small settlements of this kind have largely been left intact as commerce and industry have moved to larger hubs. The historic value of Sugar Loaf was recognized in the 1974 zoning law by the Town of Chester with the creation of an Architectural Review Board whose purpose was to “ensure that the distinctive and historical character of the Architectural Design District shall not be injuriously affected ... and to prevent construction, reconstruction or demolition out of harmony with existing buildings insofar as style, materials, color, line and detail are concerned.” In short, contextual design should be regarded as the most important general criterion of any building design. Architectural diversity within established guidelines should be the goal.

MIXED-USE BUILDINGS

Each building in Sugar Loaf is allowed to be put to a combination of residential and commercial uses. In many cases, buildings have been and will be altered in ways that diverge from the original intent of the structure. While each building should be recognized as a product of its own time, changes that have been made are evidence of the history of Sugar Loaf and may have attained significance in their own right. The revival of Sugar Loaf in the 1960s as arts-and-crafts community will be regarded as an historic event.

NEW MATERIALS

Advances in building materials should be evaluated as they become available. Some cementitious and composite solid materials may provide an effective and low-maintenance way to maintain an authentic look. New material samples should be submitted along with application for review.

MODERNIZATION

Consideration must be given to new mechanical or utility systems, green technology and other unforeseen changes in the future. In most cases, these alterations should be made to areas of the building not readily seen from the street or sidewalk. Whenever possible, screening should be used to conceal the alterations from view.

DEMOLITION

Any building under discussion for demolition should be evaluated for its historic significance prior to the issuing of any permits.

GUIDELINES FOR ARCHITECTURE

- **Siding**

Most buildings in Sugar Loaf are wood-framed and use painted wood siding in clapboard or shiplap horizontal installations. There are also examples of board and batten as well as cedar shake. Sidings and trim should be used on all sides of the building except where unique features, such as gables or entryways, are to be highlighted. Wood and many solid composite materials are acceptable. Aluminum, sheet metal, vinyl siding and asphalt shingles on wall surfaces are not permitted. Repairs to existing noncompliant sidings are allowed, but any major renovation shall require restoring or replacing the siding with acceptable material. Although widely used in the Hudson Valley, brick and stone have never been commonly used as siding materials in Sugar Loaf.

- **Windows**

The traditional window used in Sugar Loaf is a double-hung window with a width-to-height ratio from 1:2 to 3:5. These proportions are widely accepted as optimal. Wood trim of at least 3 1/2" should be used on the exterior around cladding to reflect the original sash weight pockets. Each building should have a "typical window" that is used as the predominant window on the entire structure to provide a consistent theme. Other window styles may be used to accentuate unusual features or to satisfy spatial requirements of the building. Display windows for commercial areas should be of a compatible style. Doors should relate to the window style by way of trim, panels or glass lites. Reflective glass is not acceptable.

- **Roofs**

Gable roofs of pitches ranging from 7:12 to 14:12 are desirable as main roofs. Shed roofs of more than 3:12 pitch can be used as secondary roofs above additions, bay windows and porches. Flat roofs are discouraged. Acceptable roofing materials include asphalt, dimensional or architectural shingles, cedar shakes and standing seam metal. Rolled asphalt and corrugated metal are not acceptable.

- **Foundations**

Original fieldstone foundations should be preserved whenever possible. New concrete or block foundations should be parged.

- **Porches**

Front porches are traditional and highly desirable architectural features. Existing porches may not be enclosed.

- **Color**

Colonial or period color schemes should be used. Colors should be consistent with the vernacular colors. Painting trim and fascia boards of a complementary color can add interest and individual expression in an arts community. Paint should not be highly reflective or neon.

- **Decks**
If visible from the street, decks and porches should reflect the design of existing features of the building, particularly railings.
- **Fences**
If visible from the street, fences should be of an open style, such as picket or rail, and not more than 4' high. In these locations, chain-link and stockade fences are not acceptable.
- **Outbuildings**
Many older outbuildings in Sugar Loaf have achieved their own historical significance and are used for residential or commercial purposes. There is no requirement to restore an outbuilding in disrepair. However, if restoration occurs, the aforementioned guidelines should apply. Each new outbuilding should be compatible in style with its primary structure.
- **Signs**
All permanent signs are subject to architectural review and are covered under a separate code.

Supervisor Jamieson thanked Don Duke for his comments. He added that zoning law implementation is under the Planning Board authority. He said the Town Board could speak with the Planning Board about this situation. Attorney Bonacic added that Sugar Loaf may be looking for some unique standards through the Planning Board. Supervisor Jamieson stated that some of what was noted is being addressed in the Comprehensive Plan. Councilman Valentine stated he thought it was a good dialog that has opened up and that maybe a guideline can be established where the Advisory Committee is informed of projects with a fixed amount of time to respond with comments. Mr. Duke said the guidelines could be used as a starting point for applicants to know what they are getting in to. He said the advisory process shouldn't come after, and should be in the beginning of the process prior to the design stage. Supervisor Jamieson said he totally agreed. Councilwoman Ranni said she loves the historical appeal of the hamlet but thought these should be "suggested" guidelines as restrictive guidelines could drive businesses away. Mr. Duke said that although suggested guidelines; he believes they should be pointed out.

Richard Logothetis commented that he travels a lot throughout Europe and the places that are most attractive to tourists are the old villages. The reason they are attractive is that they don't change. Even when buildings burn down they must be built the same way in order to keep the flavor. Sugar Loaf is on the verge of losing that if we don't preserve it.

MOODNA BUILDING ROOFS

Councilman Murray explained that the buildings on Greycourt are owned by the Town of Chester. The roofs on the buildings need replacement and this expense was budgeted for 2015 by Moodna. He said it is estimated not to exceed \$100,000. The Town must put out the bid. Lanc & Tully has prepared the bid specs. A MOTION WAS MADE BY Councilwoman Smith and seconded by Councilwoman Ranni to go to bid for the roof replacements of the Moodna buildings located on Greycourt Road. Motion carried 5-0.

IMA FOR REGULAR POLICE OVERTIME STOP-DWI PROGRAM RESOLUTION

The following resolution was offered by Councilman Murray and seconded by Councilman Valentine and passed unanimously:

BE IT RESOLVED, that Daniel J. Doellinger, Chief of Police of the Town of Chester, New York, is hereby authorized and directed to execute the Orange County IMA for Regular Police Overtime STOP-DWI Program, dated 1/30/2015, with an assignment of up to \$3,785 to be used by the Town during first enforcement period from March 13 to May 26, 2015, reimbursable by the County of Orange.

POLICE OFFICER RESIGNATION

Supervisor Jamieson read the resignation letter of Police Officer McMahan who has served the Town of Chester as a part-time police officer since May 2006. A MOTION WAS MADE BY Councilman Murray and seconded by Councilwoman Smith to accept the resignation of part-time Police Officer John McMahan, effective March 17, 2015. Motion carried 5-0.

PARK & REC CAMP FEES

Supervisor Jamieson read the letter from Parks & Recreation Director Walter Popailo with regard to an increase of fees for summer camp due to rising costs. The fees have not been increased in five years. A MOTION WAS MADE BY Councilwoman Ranni and seconded by Councilman Murray to increase the registration fee per two-week session for residents from \$165.00 to \$195.00 and non-residents from \$195 to \$225.00. Motion carried 5-0.

APPOINTMENT OF CAMP DIRECTOR

Supervisor Jamieson read the letter from Parks & Recreation Director Walter Popailo regarding the appointment of Camp Director for the 2015 Camp Program. Josh McElroy is not able to resume his duties. In his place, Mr. Popailo has recommended Kaitlin Moran be appointed Camp Director for the six week camp program, as she meets the qualifications as having been a camp counselor in the past, and her familiarity with many of the children who have participated in the program.

A MOTION WAS MADE BY Councilman Murray and seconded by Councilwoman Smith to appoint Kaitlin Moran as Camp Director for the 2015, 6-week camp program. Motion carried 5-0.

ARBOR DAY EVENT

Supervisor Jamieson announced that the Town of Chester has received a grant for the planting of trees at the Knapp's View property. A planting date is scheduled for April 24, 2015 and a press release will be issued for the formation of the "Shade Tree Committee".

A MOTION WAS MADE BY Councilwoman Ranni and seconded by Councilman Murray to accept the grant award from the New York State Urban Forestry Council in the amount of \$750.00. Motion carried 5-0. Councilwoman Smith asked what type of trees would be planted. Engineer Fusco answered that they would be ornamental pear trees.

A MOTION WAS MADE BY Councilman Murray and seconded by Councilwoman Ranni to hold a press conference on April 24, 2015 at 10:00 a.m. at Knapp's View for the Arbor Day Event tree planting. Motion carried 5-0.

WEBSITE

A MOTION WAS MADE BY Councilman Murray and seconded by Councilman Valentine to enter into an agreement with A&E Advertising and allow Supervisor Jamieson to sign same. Motion carried 5-0.

EXECUTIVE SESSION

A MOTION WAS MADE BY Councilman Murray and seconded by Councilman Valentine to enter into Executive Session at 8:10 p.m. to discuss an employee appointment. Motion carried 5-0.

A MOTION WAS MADE BY Councilman Valentine and seconded by Councilwoman Ranni to adjourn the Executive Session at 8:30 p.m.

NEW EMPLOYEE APPOINTMENT

A MOTION WAS MADE BY Councilwoman Smith and seconded by Councilman Valentine to hire Tanya McPhee as Secretary to the Supervisor at the 80% clerk rate of \$22.57 p/hour. Motion carried 5-0. Supervisor Jamieson announced that Tanya McPhee will also act as secretary to the Planning and Zoning Boards.

TOWN BOARD COMMENTS

Councilwoman Ranni asked about the status of the Billboard Law. Supervisor Jamieson said that will be put on the agenda for the next meeting.

Councilwoman Smith asked if the Library will have a link on the website. Supervisor Jamieson said it would.

Councilwoman Smith announced that there is a glass showcase that the public can place art or collections approved by the Library Board.

Councilwoman Smith commented on the newly installed glass doors at the Court. She also commented that the panic bar and lock was installed on the door at the senior center.

Supervisor Jamieson extended his appreciation to the Bellvale Community for the assistance with the installation of the doors at the Court. He said you cannot say enough about all they are willing to do to help the Town. Supervisor Jamieson also commented about how the natural light that filters through is a nice effect.

Councilwoman Smith commented that they will also be painting the Senior Center. Supervisor Jamieson said that would be done on an upcoming Saturday. He said he would offer his help.

Councilwoman Smith said after consulting with the solar company for the Town Hall and Library building that the Town would not be a candidate for their program because it is not cost effective for them. Councilwoman Smith said she would pursue other companies in the industry.

Councilwoman Smith said the building inspector is pursuing the situation on Meadow Ave. concerning a code violation.

Councilwoman Smith reported that it was determined that there are five street lights being paid for by the Town of Chester that may not be necessary. They are located at the corner of Bellvale Road at the bypass, Meadow Ave., and two at Christine Lane which are within Village limits. There is one in Creamery Pond by the theatre. If we forego these lights, the savings would amount to approximately \$100 p/month. Supervisor Jamieson said Richard Logothetis is to come in with a proposal concerning the additional lights in Sugar Loaf.

PUBLIC COMMENTS

Vincent Maniscalco raised a concern about the sign at Exit 127 which contains an illuminated time and temp clock. He reported that at times it has been at a steady red. He asked if that was considered a hazard. The Lewis family had called and had the lights turned off.

Shary Denes asked the status of the Comprehensive Plan and whether there would be another public hearing. Supervisor Jamieson commented that the changes to be made concern floating zones, time schedules, sewer pocket-plants. The County has indicated preference for group parking allocation in the Sugar Loaf Business District. Supervisor Jamieson said he is trying to schedule the planner's return to discuss any further changes and pursue its adoption into law sometime in April, 2015.

Supervisor Jamieson commented that he will be meeting with Joe Mlcoch regarding Scotts Meadows. They will be receiving a final notice from the Town before some type restitution will be pursued.

There being no further business brought before the Town Board, A MOTION WAS MADE BY Councilwoman Smith and seconded by Councilman Valentine to adjourn the meeting. Motion carried 5-0.

Respectfully submitted,

Linda A. Zappala
Town Clerk
2015-02-25