

AGENDA
TOWN BOARD MEETING

Meeting Date: Thursday, June 21, 2012
Meeting Time: 8:00 PM

Town House, 179 Westchester Avenue
Pound Ridge, New York 10576-1743

CALL TO ORDER:

CALL FOR EXECUTIVE SESSION:

ANNOUNCEMENTS: 4th of July Fireworks and 5K Race will be held on Saturday, June 30, 2012 with a Rain Date on Sunday July 1, 2012.

MINUTES: Acknowledge/correct/accept minutes of the Town Board Work Session held on April 25th, Town Board Executive Session of May 10th, Town Board Work Session held on May 16th, Executive Session and Special Town Board meeting held on June 7th, 2012.

PUBLIC HEARINGS: None

NEW BUSINESS:

- Filming Permits - Review Application Process.
- Tree Ordinance – continued discussion of proposed amendments to the current ordinance, as recommended by the Conservation Board.
- T- Mobile Northeast LLC - Request for Extension of Approval Granted for the Cell Tower at the Ambulance Corps property in Scotts Corners.
- Maggie May's - request to block off four (4) parking spaces in front of their store for their Grand Opening to be held on Sunday July 15, 2012.
- Pound Ridge Partnership - request approval of Special Event Permit for their 2012 Pound Ridge Harvest Festival, to be held on Saturday October 13, 2012 and also permission to hang the banner across Westchester Avenue for the event.
- The Business Association—requesting amendment to the Special Event Permit Issued for their Arts and Crafts Show to change the dates of the event from October 20th and 21st to October 27th and 28th, 2012.
- Reschedule September 13, 2012 Town Board Meeting, due to Primary Election.

FINANCIAL MATTERS:

- Water Control Commission – requests authorization to release Performance Bond for work satisfactorily completed at 30 Laurel Road.
- Recreation Department: requests authorization for eleven (11) refunds.
- Tax receiver - requests authorization to refund two (2) duplicate payments.
- Town Clerk - requests authorization for the sale of two (2) cemetery plots.
- request refund of security deposit to HSI Productions, Inc. for use of Conant Hall
- Monthly Reports.

ADJOURNMENT:

TREES

Chapter 93

TREES

ARTICLE 1

Tree Preservation

- § 93-1. Findings.
- § 93-2. Definitions.
- § 93-3. Administration and enforcement.
- § 93-4. Tree removal permit.
- § 93-5. Permit application.
- § 93-6. Conditions for granting permit.
- § 93-7. Fees.
- § 93-8. Penalties for offenses.
- § 93-9. Appeals.

Appendix A: Protected Trees

Appendix B: Invasive Tree Species

Appendix C: Tree Spacing Determination

ARTICLE 1

Tree Preservation

[Adopted 1-18-1990 as L.L. No. 1-1990]

§ 93-1. Findings.

A.

The Town Board finds it has been established that trees stabilize the soil and control water pollution by preventing soil erosion and flooding, reduce air pollution, provide oxygen, yield advantageous microclimatic effects, temper noise, provide a natural habitat for the wildlife of the Town and further, that unusual, large and old trees, especially protected, specimen and native species, have unique visual, aesthetic and historic values. Indiscriminate removal of trees causes deprivation of these benefits and disrupts the town's ecological systems. It is, therefore, the purpose of this chapter to prevent the indiscriminate or unnecessary destruction of trees within the Town of Pound Ridge.

B.

Since the Tree Code was adopted in 1990, environmental science has identified invasive tree species which are non-native to the local environment and dominate to the exclusion of native and naturalized trees. These invasive tree species have been identified by the New York State Office of Invasive Species (April 13, 2011.)

C.

The Town, furthermore, takes note of the findings of the New York State Environmental Quality Review Act, among them being the obligation of the Town to serve as a steward of air, water, land and living resources and the obligation to protect the environment for the use of this and further generations. It is the intent of the Town to recognize these responsibilities in part by providing these procedures as well as to preserve the public health and welfare and rural character of the community which is reflected in the woodlands of the Town of Pound Ridge.

§ 93-2. Definitions.

As used in this Article, the following terms shall have the meanings indicated:

TREE

A living woody plant with an erect perennial trunk six (6) inches or more diameter at breast height (dbh) with a definitely formed crown of foliage.

CLEAR-CUTTING

The cutting of more than one half (1/2) of the existing trees in an area of one acre per parcel. ~~over the period of five (5) consecutive years.~~

DBH (DIAMETER AT BREAST HEIGHT)

The diameter of a tree measured at a point 4 1/2 feet above the ground measured in inches.

INVASIVE TREE SPECIES

A species of tree that is non native to New York State and whose introduction has been known to cause or is likely to cause economic or environmental harm or harm to human health.

PROTECTED TREE

Any living tree species designated by the New York State ~~Development~~ Department of Environmental Conservation as endangered, threatened, rare or vulnerable in the New York Natural Heritage Program: New York Rare Plant Status List or any living tree species designated by the Town because of its uniqueness or vulnerability in the wild as a result of environmental stress. A list of protected tree species appears in Appendix A.

SPECIMEN TREE

A living woody plant with an erect perennial trunk 24 inches or more dbh, and exclusive of invasive tree species. A list of invasive tree species appears in Appendix B.

SUBDIVIDABLE ACREAGE

Acreage that is two or more times the minimum lot size required within the applicable zoning district (i.e., two or more acres in a one-acre zone, four or more acres in a two-acre zone and six or more acres in a three-acre zone).

TREE CUTTING and TREE REMOVAL

Terms used throughout and interchangeably to mean the destruction of a living tree.

§ 93-3. Administration and Enforcement.

- A. The Town Board designates the Building Inspector to administer and enforce this Tree Ordinance.
- B. The Building Inspector shall perform the following duties:
 - (1) Receive and keep accurate records of tree removal permit applications.
 - (2) Inspect the trees described in each application.
 - (3) Determine the disposition of the application based on the standards for granting permits described in § 93-4C.
 - (4) Carry out such other duties as pertains to this Tree Ordinance as may be assigned from time to time by the Town Board.

§ 93-4. Tree Removal permit

A. **General regulations.** A tree removal permit will be required before:

- (1) Removing, cutting or causing injury to living trees growing on slopes over ~~twenty-five percent (25%)~~ fifteen percent (15%), including the ridgelines when two rising slopes meet forming a narrow hilltop.
- (2) Removing, cutting or causing injury to any specimen tree or protected tree anywhere on the property.
- (3) Removing, cutting or causing injury to any living trees within 25 feet of any property line.
- (4) Removing, cutting or causing injury to living trees growing on designated wetland setbacks (see §93- 4D (4).)
- (5) Clear-cutting.
- (6) On sub-dividable acreage, removing, cutting, or causing injury to living trees (12) inches and over dbh anywhere on the property.

B. **Exceptions.** Regulated trees may be removed as may be necessary:

- (1) To maintain Town, County, state or utility right-of-way or to control forest fires by the public agency with appropriate jurisdiction. Two weeks' prior notification of tree removal and highway maintenance activities within the Town roads right-of-way should be given to the Conservation Board.
- (2) If the presence of the tree endangers the public, the person or the property of the owner or of an adjoining owner.
- (3) If the tree is dead.

C. **Standards for the granting of permits.** The granting of a tree removal permit by the Building Inspector shall be based on the following criteria:

- (1) The tree is diseased, is in poor physical condition or is an invasive tree species which threatens the health of other trees environment.
- (2) The proximity of trees to existing or proposed improvements if located:
 - (a) Within ~~15-feet~~ "striking distance" of a foundation wall, or inground swimming pool, or tennis court.

(b) Within ~~three~~ five feet of a sidewalk, ~~or~~ driveway, or driveway/roadway intersection.

(c) Within 10 feet of leaching fields, other leaching devices, dry well, septic tank or other subsurface improvement.

~~(d)~~
~~Within five feet of a driveway/roadway intersection.~~

~~(e)~~
~~Within related residential improvements such as lawns and tennis courts.~~

(3) The effect of the removal on the ecological systems, including the erosion potential of the property.

(4) The effect of removal on the area as determined by accepted tree management practices, such as appropriate thinning to promote proper crown development (see Appendix C), the removal of invasive tree species, and the maintenance or improvement in the mix of age and species of tree.

(5) The effect of the removal on the property values and aesthetics of the neighborhood.

(6) The effect of the removal on the solar access of existing or proposed structures on the property.

~~(7)~~
~~The presence of the tree causes hardship~~

D. Other permits deemed tree removal permits.

(1) Where tree removal is proposed in connection with any site plan or subdivision application submitted or to be submitted to the Planning Board for approval, trees shall be removed from the affected property only in conjunction with the final field inspection of the proposed subdivision and right-of-way as stipulated in § A117-33 of the Land Subdivision Regulations.

The Planning Board shall apply the same criteria and procedures set forth herein for tree permits granted by the Building Inspector.

(2) Commercial District site plans approved by the Planning Board showing trees to be removed and trees to be preserved shall be deemed a tree removal permit for the removal of trees so designated.

(3) Administrative permit granted under the freshwater wetlands activity permit issued by the Building Inspector shall be deemed a tree removal permit for the removal of trees so designated.

(4) Wetlands activity permit issued by the Water Control Commission shall be deemed a tree removal permit for the removal of trees explicitly designated to be removed on plans approved by the Water Control Commission for which a wetlands activity permit has been issued.

- (5)
Logging operations permits granted by the Town Board shall be deemed a tree removal permit.

§ 93-5. Permit Application

- A. The applicant shall file three copies of the tree removal permit application with the Building Inspector. The application shall include the following information:

- (1)
Name and address of applicant
- (2)
Address and Town Tax Map designation of the property on which the tree(s) is/are located.
- (3)
Total land area of the parcel and total land area involved in cutting operations.
- (4)
The number, size and species of trees to be removed.
- (5)
The purpose of the tree removal.
- (6)
In the case of site plans and subdivisions, the tree survey shall be submitted to the Planning Board as a part of the site plan or subdivision construction plans. A survey of that section to be disturbed and the adjacent twenty-five-foot perimeter not to be disturbed showing the location of all trees regulated herein to an accuracy of one foot, indicating those trees to be cut and those to be preserved, their species and their diameter.
- (7)
Where no subdivision or site plan is involved, the survey requirement may be eliminated and a simple sketch drawn by the applicant may be substituted for Subsection A6 above. This sketch should include the location of the trees requested for removal in relation to the property's benchmarks and other information as may be necessary.
- (8)
Any additional information as may be required by the approving agency.

- B.
A permit shall be granted or denied within 15 business days after the receipt of all required information.

§ 93-6. Conditions for granting a permit

The Building Inspector may, as a condition of granting a permit:

- A.
Require the reasonable relocation of proposed foundation walls, driveways, surface and subsurface improvements or drainage systems to preserve specific trees.

- B. Regulate the days and hours of operation.
- C. Require a performance bond to ensure compliance with this Article.
- D. Require that each tree approved to be cut or removed has been marked.
- E. Require such safeguards and guidelines as appropriate to minimize the environmental impact of such removal operations. When appropriate, requirements may include safeguards and guidelines as recommended in Standard 12 of the Westchester County: Best Management Practices for Construction Activities and/or as recommended by the New York State Department of Environmental Conservation State Forester, environmental consultant, arborist or landscape architect.

§ 93-7. Fees.

A tree removal permit application for tree removal shall be accompanied by a fee to be determined by the Town Board and set in the fee schedule, except when the applicant is the Town of Pound Ridge.

§ 93-8. Penalties for offenses

Any person, firm or corporation violating any of the provisions of this chapter shall be guilty of an offense, which shall be punishable by a fine of not more than ~~two hundred fifty dollars (\$250)~~ five hundred dollars (\$500) for each and every regulated tree removed, cut down or damaged, by a direction of the Building Inspector, directing a violator to replace any trees removed or damaged with native and/or non invasive nursery stock trees, as specified by the Building Inspector in consultation with the Conservation Board and planted within a specified time and with a guarantee that said trees shall be maintained in a healthy living condition for a minimum of two years, or by all of the above. Where such a direction is made, no building permit, certificate of occupancy or certificate of compliance shall be issued until such replacement has been completed.

§ 93-9. Appeals.

Any applicant aggrieved or affected by the determination of the Building Inspector shall have the right, within 10 days from the date of action by the Building Inspector to appeal to the Zoning Board of Appeals and shall state the reason for the appeal. The Zoning Board of Appeals shall render a decision on the appeal within 60 days following the close of a public hearing.

TREES

APPENDIX A

PROTECTED TREES

Protected trees identified as endangered (E), threatened (T), rare (R), or vulnerable in the New York Natural Heritage Programs: New York Rare Plant Status List, February 1989, defined in regulation 6 NYCRR 193.3, New York State Environmental Conservation Law ~ 9-1503 (amended 5-22-1989):

Scientific Name	Common Name
<i>Chamaecyparis thyoides</i>	Atlantic White Cedar (R)
<i>Diospyro virginiana</i>	Persimmon (R)
<i>Gymnocladus dioicus</i>	Kentucky Coffee Tree (R)
<i>Malus glaucesen</i>	American Crab (R)
<i>Pinus echinata</i>	Shortleaf Pine
<i>Pinus virginiana</i>	Virginia Pine (E)
<i>Populus heterophylla</i>	Swamp Cottonwood (T)
<i>Quercus marilandica</i>	Blackjack Oak (R)
<i>Quercus phellos</i>	Willow Oak (E)

Locally designated protected trees:

Scientific Name	Common Name
<i>Castanea dentata</i>	American Chestnut (6 or more inches dbh)
<i>Juglans nigra</i>	Black Walnut (6 or more inches dbh)
<i>Ulmus americana</i>	American Elm (6 or more inches dbh)

TREES

APPENDIX B

INVASIVE TREE SPECIES

Invasive tree species are non-native to New York State and whose introduction causes or is likely to cause economic or environmental harm or harm to human health. The following invasive tree species are identified by the New York Office of Invasive Species (April 13, 2010)

<u>Scientific Name</u>	<u>Common Name</u>
Acer Platanoides	Norway Maple
Acer pseudoplatanus	Sycamore Maple
Ailanthus altissima	Tree of Heaven
Aralia elata	Japanese Angelica Tree
Paulownia tomentosa	Princess Tree
Phellodendron amurense, P. Japonicum	Amur Cork Tree
Robinia pseudoacacia	Black Locust
Vitex rotundiflora	Beech vitex, Roundleaf, Chastetree

TREES

APPENDIX C

TREE SPACING DETERMINATION

Space between dominant trees can be determined by averaging their dbh and adding six, the resultant being the advisable space in feet. For example, a twelve-inch dbh tree and a twenty-two-inch dbh tree should be 23 feet apart.

Tree A:	12dbh
Tree B:	22dbh
Sum:	34
Average:	$34/2 = 17$
Add	+ 6
Distance Apart:	23 feet

Highlights of the Tree Code

The purpose of the Tree Code is to preserve the historic character and the present environment of Pound Ridge by protecting the tree cover from indiscriminate destruction. The Code requires a permit for the removal of *certain size* trees on *certain areas* of a homeowner's property. A permit is also required for the removal of *certain species* of trees, and there is a blanket prohibition against clear cutting of any kind without a permit.

The Code requires a homeowner to obtain a permit from the Building Department if considering the removal of a tree or trees as follows:

TREES 6 INCHES IN DIAMETER OR LARGER:

1. within 25 feet of the property line
2. slopes greater than 15 percent
3. in designated wetland setbacks

TREES 12 INCHES IN DIAMETER OR LARGER:

1. if they are anywhere on a property that can be subdivided

TREES 24 INCHES IN DIAMETER OR LARGER:

1. are designated "specimen trees" because of their size, anywhere on the property

PROTECTED TREES: There is a list of 8 endangered, rare, or threatened trees in the Code's Appendix. A permit is required to remove them regardless of size or location on the property.

INVASIVE TREE SPECIES: There is a list of 11 invasive trees in the Code's Appendix. Such trees *may* be removed with a permit regardless of size or location on the property, unless serving in the control of erosion, because they are non-native and quickly supplant all other tree species.

EXCEPTIONS TO THE CODE: A tree can be removed without a permit if it:

1. endangers utility lines
2. presents a dangerous condition
3. is a dead or dying tree

STANDARDS FOR GRANTING PERMITS:

1. tree in poor physical condition
2. proximity of tree to existing or proposed improvements
3. the effect on the ecology
4. proper tree management practices
5. effect on property values or aesthetics
6. effect on solar access
7. ~~hardship~~

Several other Town Codes include restrictions on tree removal and are cross-referenced in the Tree Code.

Instructions are included in the Code for: a) applying for a permit; b) conditions for removal of a tree after a permit is granted; c) fees charged if any; d) penalties for the unauthorized removal of a tree; and e) the appeals process.

This summary of the Tree Code does not substitute for the complete language of the Code (Town Code, Chapter 93).

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REPLY TO:

Tarrytown Office

FREDERICK W. TURNER, COUNSEL

May 3, 2012

*ADMITTED NY, NJ AND DC

Honorable Supervisor Warshauer
and Members of the Town Board
Town of Pound Ridge
179 Westchester Avenue
Pound Ridge, New York 10576

RE: T-Mobile Northeast LLC
Pound Ridge Lions Ambulance Corps
89 Westchester Avenue, Pound Ridge, New York


Honorable Supervisor Warshauer and Members of the Board:

As you are aware, we are the attorneys for T-Mobile Northeast LLC ("T-Mobile") in connection with T-Mobile's proposal to locate a wireless telecommunications facility ("Facility") at the above referenced property. The Facility will consist of a 130 foot tower with panel antennas thereon and related equipment within a fenced compound at the base thereof, together with underground utilities. The Facility was approved by Resolution of the Town of Pound Ridge Town Board, dated May 19, 2011 ("Approval Resolution"), pursuant to a so ordered Stipulation of Settlement in the matter of T-Mobile Northeast LLC v. Town of Pound Ridge et. al, 10 Civ. 09249 (VB).

To the extent that Section 113-66 of the Town of Pound Ridge Zoning Code is applicable to the Approval Resolution, we respectfully request an extension of the required time frames.

Please let us know when this matter will be placed on the Town Board's agenda for consideration. If you have any questions, please do not hesitate to contact me. Thank you.

Respectfully submitted,
SNYDER & SNYDER, LLP

By: 
Robert D. Gaudioso

cc: T-Mobile Northeast LLC (by e-mail)

Z:\SSDATA\WPDATA\ISS\URDG\T-Mobile\Pound Ridge\09-303H Town Board Letter - Site Plan Extension Request.wpd

Town of Pound Ridge-Special Event Permit Application

This application is pursuant to Local Law 4 of 1994 regulating special events, street fairs, antiques markets, and outdoor arts and crafts sales in the Town of Pound Ridge.

APPLICANT NAME: Michael Daglio
ADDRESS: 45 Deerfield Rd, Pound Ridge, NY 10576
Business Telephone: 914-924-4757

Please respond to the following:

1. Provide the date and times of the event.

Saturday October 13, 2012

We would like to hold the Town Wide Block Party in the street from 1-6pm. We will need at least 2 hours on either side of that for set up and clean up.

**2. What is the nature of the event? Street Fair ____ Antiques Market ____
Outdoors Arts & Crafts____ Other:**

The event is the 2nd Annual Pound Ridge Harvest Festival, sponsored by the Pound Ridge Partnership. The theme will again be a Harvest theme and activities will include Fall-type activities for families, live band(s), food and Beer and Wine. We would like to have the street closed for the Town Wide Block Party aspect of the day. This will take place from 2-7pm. We would like to have the street closed from noon-9pm to accommodate set up and clean up. Ideally we would like to have the street closed from North Star Restaurant to the end of the street where Plum Plum's is.

3. How many vendors will participate?

Food:

We anticipate that at least 5 vendors will be selling food at the event.

Alcohol:

We anticipate at least one beer vendor and one wine vendor at the event.

If approved by the Town Board, we will be applying for a liquor permit to sell beer at the event. The permit would require the Town to write a letter of support for the license.

Community Group Tables:

Community Groups will be invited to set up a table to inform Pound Ridge Residents about their organization or to offer some sort of educational project. We will invite all Pound Ridge Community Groups to set up a table. We estimated that at most there would be 20 community group tables.

Businesses Tables:

Local businesses in Pound Ridge will be invited to set up tables to display and sell their products.

Other:

- We will also work with the Pound Ridge Partnership for kids to determine what other activities might work like hayrides, jumpy castles, window painting contests, sack races, etc.

4. Will there be any banners across the roads?

Yes, we will be applying for a banner permit.

5. What arrangements will be made for traffic control and police protection?

Traffic control: We have shared our ideas for the event with Chief Ryan and indicated that we would like to do the same type of set up as the 2011 Harvest Festival. He committed his support and will work with us on the details as the event gets further developed. Traffic control would include blocking off the road from North Star Restaurant to Plum Plums. Cars could then be diverted through the parking lots behind the Fire House entering in at the Fire House and exiting on the other side where Topiary and the Barber Shop are located.

Police Protection will be necessary to comply with the liquor permit.

6. What arrangements have been made to insure adequate parking for vendors and visitors to this event? Please provide a detailed description of your plans.

We have calculated that the closure will affect 16 parking spots including 8 spots on the street, 4 spots in front of Bank of America and 4 spots in the parking lot of the Pound Ridge Wine Store. Visitors and vendors will be encouraged to park in the parking lot behind the Bank of America, behind the Albano building and in the Scotts Corners Parking Lot. Additionally the

parking spots across from North Star and in front of North Star will still be available.

We will also work with the Recreation Department and the Town Board to secure additional parking for the event at the Town Park and the Town House Parking lots. We anticipate running two shuttle buses throughout the event to shuttle patrons to and from the event from these lots as we did at last year's event.

7. What arrangements have been made to insure adequate parking and pedestrian access to Scotts' Corners Shops and facilities that will be open during this special event? Please be specific how and where you expect to protect dedicated parking spaces in front of stores and businesses.

We will be discussing with business owners the same concept we shared with them for last year's event. Available parking would include:

- On the street in front of Albano's/Northstar/Houlihan Lawrence
- Behind Northstar/Albano Building
- Across the street from North Star
- On the street in front of Pinnocchio's
- Behind the Pound Ridge Wine Store, the Bank of America and the Old Vazanno Building.
- Scott's Corner Market
- Key Bank Parking Lot
- Town Park
- Town House

8. Have you reviewed your parking and access plans with affected shopkeepers and/or service providers?

We will be meeting with each shopkeeper to go over our plans for 2012 event. Most businesses were pleased with last year's event and indicated their support for another event this year.

9. Parking is not permitted on roads in residential areas adjacent to Scotts Corners. What plans have been made to insure compliance with this restriction?

The event will be attended mainly by Pound Ridgers and they know not to park on the roads. We don't think it's necessary to have any special arrangements.

10. Will there be any entrance fee? If so, how much.

No, the event will be free and open to the public. However, we will be selling tickets for food and drinks as a fundraiser for the Pound Ridge Partnership's Beautification Fund. All funds collected will be used to beautify the town.

11. Have arrangements been made to provide sanitary facilities? Please include answers to the following questions in your response:

Yes, we have contacted Gentleman Johnny, John and Susan Clark.

- a. How many portable toilet facilities do you expect to provide? **6**
- b. Does the number of planned facilities meet Board of Health standards for the number of visitors expected? **Yes**
- c. Where will they be located? **By the service station.**
- d. Have you planned for adequate and easily visible signs directing visitors to the locations of the toilet facilities?
Yes. We will post signs and we will print the information on event materials.

12. Amplified music at special events is not permitted. Please be sure visiting vendors are aware of this restriction. Does this include bands for the event?

13. You, as the applicant for this permit are responsible for advising each participating vendor of the requirement to have and display a New York State Sales Tax Certificate at the location of their booth or sales location.

14. If food vendors are part of your event, approvals must be obtained from the Westchester County Board of Health. Copies of these appropriate approvals must be on file in the Town Clerk's Office prior to the start of the event.

15. This application must be signed by the applicant. The applicant's signature attests to the veracity of the statements made in this application and indicates his/her responsibility to comply with the requirements of Local Law Number 4 of the Town of Pound Ridge.

Signature of Applicant

Date

MICHAEL J DAGLIO

May 28, 2012

Town of Pound Ridge-Special Event Permit Application

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7. What arrangements have been made to insure adequate parking and pedestrian access to Scotts' Corners Shops and facilities that will be open during this special event? Please be specific how and where you expect to protect dedicated parking spaces in front of stores and businesses.

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- Key Bank Parking Lot
- Town Park
- Town House

8. Have you reviewed your parking and access plans with affected shopkeepers and/or service providers?

We will be meeting with each shopkeeper to go over our plans for 2012 event. Most businesses were pleased with last year's event and indicated their support for another event this year.

9. Parking is not permitted on roads in residential areas adjacent to Scotts Corners. What plans have been made to insure compliance with this restriction?

The event will be attended mainly by Pound Ridgers and they know not to park on the roads. We don't think it's necessary to have any special arrangements.

10. Will there be any entrance fee? If so, how much.

No, the event will be free and open to the public. However, we will be selling tickets for food and drinks as a fundraiser for the Pound Ridge Partnership's Beautification Fund. All funds collected will be used to beautify the town.

11. Have arrangements been made to provide sanitary facilities? Please include answers to the following questions in your response:

Yes, we have contacted Gentleman Johnny, John and Susan Clark.

- a. How many portable toilet facilities do you expect to provide? **6**
- b. Does the number of planned facilities meet Board of Health standards for the number of visitors expected? **Yes**
- c. Where will they be located? **By the service station.**
- d. Have you planned for adequate and easily visible signs directing visitors to the locations of the toilet facilities?
Yes. We will post signs and we will print the information on event materials.

12. Amplified music at special events is not permitted. Please be sure visiting vendors are aware of this restriction. Does this include bands for the event?

13. You, as the applicant for this permit are responsible for advising each participating vendor of the requirement to have and display a New York State Sales Tax Certificate at the location of their booth or sales location.

14. If food vendors are part of your event, approvals must be obtained from the Westchester County Board of Health. Copies of these appropriate approvals must be on file in the Town Clerk's Office prior to the start of the event.

15. This application must be signed by the applicant. The applicant's signature attests to the veracity of the statements made in this application and indicates his/her responsibility to comply with the requirements of Local Law Number 4 of the Town of Pound Ridge.

Signature of Applicant

Date

MICHAEL J DAGLIO

May 28, 2012



Board of Directors

Alison Boak, MPH
Resident

Charles Guilianti
Salon Perf

Valerie Price, JD
Resident

Committee Chairs

Architectual
Dennis Mele

Beautification
Susan Grissom
Terri Pike

Cell Phone
Michael Juchem

Communications
Susan Grissom
Terri Pike

Family Friendly
Kevin Long
Melinda Velez

Fundraising
Zita Bensusan

Organizational
Alison Boak
Valerie Price

Putting Pound Ridge
on the Map
Charles Guilianti

Advisors

Bookkeeping
Christine Juchem

To:
Pound Ridge Town Board Members

From:
Pound Ridge Partnership
Michael Daglio Chairman, Harvest Festival Committee

Date: April 5, 2012
Re: Request for Permission to Hang Banner

We are submitting a formal memo to request permission to hang a banner across Westchester Avenue in order to alert the community to the "Pound Ridge Harvest Festival" that will take place on Saturday, October 13, 2012.

We would like the banner to be hung up no later than September 13, 2012, which is approximately four weeks before the event.

The banner will be at least 13 feet 6 inches off the road and that it will be approximately 18x16 feet in length.

Please advise us of any other requirements or suggestions that you may have.

For more information, please contact me at (914)-924-4757.

Thank you for your consideration of this request.