

Town Clerk's Office

MEMORANDUM

To: Town Board

From: Erin Trostle

Date: March 17, 2026

Re: Draft minutes of the March 3, 2026 Town Board meeting

Please review the attached.

MINUTES OF THE MARCH 3, 2026 MEETING OF THE TOWN BOARD OF THE TOWN OF POUND RIDGE HELD AT 179 WESTCHESTER AVENUE, POUND RIDGE, NEW YORK, AND VIA ZOOM VIDEOCONFERENCE, COMMENCING AT 7:30 PM

PRESENT: SUPERVISOR KEVIN HANSAN
DEPUTY SUPERVISOR/COUNCILPERSON DIANE BRIGGS
COUNCILPERSON NAMASHA SCHELLING
COUNCILPERSON DANIEL PASCHKES

ALSO

PRESENT: TOWN ATTORNEY WILLIAM HARRINGTON
TOWN CLERK ERIN TROSTLE

NOT

PRESENT: COUNCILPERSON ALISON BOAK

I. CALL TO ORDER OF REGULAR MEETING

Supervisor Hansan called the meeting to order at 7:38 pm.

II. CALLS FOR EXECUTIVE SESSIONS

Board Action: Motion by Councilperson Paschkes, seconded by Councilperson Briggs, all voting aye, to call for an executive session at 6:00 pm on March 24, 2026 to interview additional candidates for the position of Highway Superintendent.

Board Action: Motion by Councilperson Paschkes, seconded by Councilperson Briggs, all voting aye, to call for an executive session immediately following the close of the regular meeting to discuss a personnel matter.

III. ANNOUNCEMENTS

- There will be no Town Board meeting on Tuesday, March 17, 2026. Instead, the next meeting will be at 7:30 pm on Tuesday, March 24, 2026.
- The Pound Ridge Land Conservancy will host a presentation on local forests at the library on Wednesday, March 11, 2026.
- Also at 7:00 pm on March 11, the Bedford 2023 energy coach will host an interactive “home health” webinar with tips on ways to improve indoor and outdoor air quality, reduce pollution, lower energy use, and create a comfortable, safe home. Details are available at bedford2032.org.
- The Conservation Board presents a Repair Café at Conant Hall from 10:00 am to 2:00 pm on Saturday, March 21.

**MINUTES OF THE MEETINGS OF THE TOWN BOARD
TOWN OF POUND RIDGE
POUND RIDGE, NY
March 3, 2026**

IV. MINUTES

Board Action: Motion by Councilperson Briggs, seconded by Councilperson Schelling, all voting aye, to approve the minutes of the February 3, 2026 Town Board meeting.

Board Action: Motion by Councilperson Briggs, seconded by Councilperson Paschkes, all voting aye, to approve the minutes of the February 17, 2026 Town Board meeting.

V. PUBLIC COMMENT I

Resident John Nathan said that he had asked the Cannabis Control Board (CCB) to revoke SMMB's license to operate a cannabis dispensary. He provided a copy of the information he sent to the CCB.

Resident John McCown stated that the proposed water supply term sheet to be discussed later in the meeting is meaningless. He also recommended that the Town Board abandon the Scotts Corners drinking water project.

VI. PUBLIC HEARING – Date change for Grievance Day

Board Action: Motion by Councilperson Briggs, seconded by Councilperson Paschkes, all voting aye, to open the public hearing regarding a proposed date change for Grievance Day from the third Tuesday in June to the third Wednesday.

There were no comments from members of the public.

Board Action: Motion by Councilperson Paschkes, seconded by Councilperson Boak, all voting aye, to adjourn the public hearing.

RESOLUTION 56-26

Board Action: Motion by Councilperson Paschkes, seconded by Councilperson Briggs on the following:

RESOLVED, that the Town Board hereby authorizes a change in the date for Grievance Day from the third Tuesday in June to the third Wednesday in June.

ADOPTED: **Briggs AYE**
 Hansan AYE
 Paschkes AYE
 Schelling AYE

VII. NEW BUSINESS

A. Supervisor's Office

1. Congressional Direct Funding requests

Supervisor Hansan explained that the reason for requesting Congressional Direct Funding is to minimize the cost of water infrastructure improvements to property owners in the proposed Scotts Corners Water District.

RESOLUTION 57-26

Board Action: Motion by Councilperson Paschkes, seconded by Councilperson Briggs on the following:

RESOLVED, that the Town Board hereby authorizes the Supervisor to submit Congressional Direct Funding applications to the offices of Congressman Mike Lawler, Senator Chuck Schumer, and Senator Kirsten Gillibrand.

ADOPTED: Briggs AYE
Hansan AYE
Paschkes AYE
Schelling AYE

2. Water Supply Agreement Term Sheet

Supervisor Hansan explained that the reason to sign the water supply agreement term sheet is that the State Comptroller has requested that the town provide a signed term sheet.

Both Councilperson Paschkes and resident Jill Faber noted that the term sheet is non-binding.

RESOLUTION 58-26

Board Action: Motion by Councilperson Paschkes, seconded by Councilperson Briggs on the following:

RESOLVED, that the Town Board hereby authorizes the Supervisor to sign the Water Supply Agreement Term Sheet between the Town of Pound Ridge and Aquarion Water Company.

ADOPTED: Briggs AYE
Hansan AYE
Paschkes AYE
Schelling AYE

**MINUTES OF THE MEETINGS OF THE TOWN BOARD
TOWN OF POUND RIDGE
POUND RIDGE, NY
March 3, 2026**

B. Town Attorney

1. Redaction of land use applications

RESOLUTION 59-26

Board Action: Motion by Councilperson Briggs, seconded by Councilperson Paschkes on the following:

RESOLVED, that effective immediately, the Town Board hereby adopts the following policy regarding redaction of land use applications to protect applicants from fraud:

Purpose:

The purpose of this policy is to protect residents, applicants, and the municipality from fraudulent activity related to land use applications submitted for Planning, Zoning, Landmarks, and Water Control review, while ensuring compliance with New York State Open Meetings Law.

Background:

The Division of Local Government Services (DOS) has reported an increase in fraudulent activity involving fake invoices sent to applicants for land use projects in New York State. Scammers have been accessing publicly available municipal application files to create invoices that appear to be legitimate municipal requests for additional project review costs or county referral fees. Municipalities are required under Open Meetings Law §103(e) to make project applications and files publicly available online. While the names of property owners and applicants and property addresses are public records, other information such as email addresses, phone numbers, and financial information are sensitive and should be protected.

Policy:

1. Scope

- This policy applies to all Pound Ridge Planning, Zoning, Landmarks, and Water Control applications and related project files submitted to the Town for review.

2. Redaction of Sensitive Information

- Prior to posting any applications or project files online, the Town Clerk or other designated municipal staff shall redact the following:
 - Email addresses
 - Phone numbers
 - Any financial or other sensitive information

**MINUTES OF THE MEETINGS OF THE TOWN BOARD
TOWN OF POUND RIDGE
POUND RIDGE, NY
March 3, 2026**

- Names of property owners and applicants, as well as physical property addresses, shall remain publicly available in compliance with state law.

3. Fraud Awareness and Warning Notices

- The Town should post a visible warning on its municipal website alerting the public to potential fraudulent invoices.
- The warning should advise applicants to verify all correspondence with the municipality before making any payment.

4. Transparency of Fees

- The Town should maintain an easily accessible schedule of fees and project review costs on its municipal website.
- This schedule should be provided alongside Planning, Zoning, Landmarks, and Water Control applications and supporting documents to ensure applicants are fully informed of legitimate costs.

Implementation:

- The Town Clerk and the Planning, Zoning, Landmarks, and Water Control Commission administrators shall be responsible for implementing this policy.
- All staff involved in preparing applications for online posting shall receive training on redaction procedures and fraud prevention measures

**ADOPTED: Briggs AYE
Hansan AYE
Paschkes AYE
Schelling AYE**

2. Authorization to sign consent judgment

Town Attorney William Harrington said that he, Deputy Attorney John Loveless, and Assessor Joseph Calandrella all recommend that the tax certiorari proceeding initiated by Thomas and Mary Dodd be resolved. He explained that the change in valuation for the properties in question does not equal the amount of tax to be refunded and also that the school district will be responsible for most of the refund. The town's portion is significantly less.

**MINUTES OF THE MEETINGS OF THE TOWN BOARD
TOWN OF POUND RIDGE
POUND RIDGE, NY
March 3, 2026**

RESOLUTION 60-26

Board Action: Motion by Councilperson Briggs, seconded by Councilperson Paschkes on the following:

RESOLVED, that the Town Board hereby authorizes the Town Attorney to sign the consent judgment in the matter of the tax certiorari proceeding brought by Thomas and Mary Dodd.

ADOPTED: Briggs AYE
Hansan AYE
Paschkes AYE
Schelling AYE

3. Resignation of John Loveless

RESOLUTION 61-26

Board Action: Motion by Councilperson Paschkes, seconded by Councilperson Briggs on the following:

RESOLVED, that the Town Board hereby accepts the resignation of John Loveless as Deputy Town Attorney effective February 28, 2026.

ADOPTED: Briggs AYE
Hansan AYE
Paschkes AYE
Schelling AYE

4. Advertisement for position of Deputy Town Attorney

RESOLUTION 62-26

Board Action: Motion by Councilperson Briggs, seconded by Councilperson Paschkes on the following:

RESOLVED, that the Town Board hereby authorizes the advertisement of the vacant position of Deputy Town Attorney.

ADOPTED: Briggs AYE
Hansan AYE
Paschkes AYE
Schelling AYE

**MINUTES OF THE MEETINGS OF THE TOWN BOARD
TOWN OF POUND RIDGE
POUND RIDGE, NY
March 3, 2026**

C. Town Board – Budget transfer

RESOLUTION 63-26

Board Action: Motion by Councilperson Paschkes, seconded by Councilperson Briggs on the following:

RESOLVED, that the Town Board hereby approves a budget transfer of \$3,000.00 from Contingency to budget line 1920.0409.

ADOPTED: Briggs AYE
Hansan AYE
Paschkes AYE
Schelling AYE

D. Town Clerk – Cemetery plot sale

RESOLUTION 64-26

Board Action: Motion by Councilperson Briggs, seconded by Councilperson Schelling on the following:

RESOLVED, that the Town Board hereby authorizes the sale of Plots #473 and #487-B to Todd and Lisa Zorn at a price of \$3,000.00.

ADOPTED: Briggs AYE
Hansan AYE
Paschkes AYE
Schelling AYE

E. Recreation Department – Teen travel camp trips

RESOLUTION 65-26

Board Action: Motion by Councilperson Briggs, seconded by Councilperson Paschkes on the following:

RESOLVED, that the Town Board hereby authorizes the Recreation Department to book the following 2026 Teen Travel Camp trips and to pay deposits on said trips:

<u>Date</u>	<u>Destination</u>	<u>Deposit</u>	<u>Total Cost</u>
June 30	Dave & Buster's 881 Pelham Parkway Pelham Manor, NY 10803	\$599.80	\$1,319.52 (40 tickets)

**MINUTES OF THE MEETINGS OF THE TOWN BOARD
TOWN OF POUND RIDGE
POUND RIDGE, NY
March 3, 2026**

2026 Teen Travel Camp Trips (cont.)

<u>Date</u>	<u>Destination</u>	<u>Deposit</u>	<u>Total Cost</u>
July 1	Broadway Show Neil Simon Theatre 250 West 52nd Street New York, NY 10019	n/a	\$1,923.75 (35 tickets)
July 2	Bronx Zoo 2300 Southern Boulevard Bronx, NY 10460	n/a	\$687.00 (35 tickets)
July 6	Six Flags New Jersey 1 Six Flags Boulevard Jackson Township, NJ 08527	n/a	\$2,186.04 (35 tickets)
July 8	Westchester Soccer Club Camp Day 555 Theodore Fremd Avenue Rye, NY 10580	\$612.50	\$1,225.00 (35 tickets)
July 9	New York Mets Game 41 Seaver Way Flushing, NY 11368	n/a	\$2,300.00 (35 tickets)
July 13	Ridge Ranch 276 Quaker Road Patterson, NY 12563	\$1,750.00	\$3,500.00 (35 campers)
July 14	Bowlero 47 Tarrytown Road White Plains, NY 10607	\$816.57	\$1,633.14 (30 tickets)
July 20-22	Berkshire Trails Camp 25 Deerwood Park Drive Great Barrington, MA 01230	n/a	\$280.00/person
July 24	Island Current Fleet Fishing 551 City Island Avenue Bronx, NY 10464	n/a	\$2,600.00 (40 tickets)

Page 9
MINUTES OF THE MEETINGS OF THE TOWN BOARD
TOWN OF POUND RIDGE
POUND RIDGE, NY
March 3, 2026

July 27	Lake Compounce 185 Enterprise Drive Bristol, CT 06010	n/a	TBD
July 29	Adventure Park at Discovery 4450 Park Avenue Bridgeport, CT 06604	n/a	\$1,900.73 (40 tickets)
July 30	Mountain Creek 200 NJ-94 Vernon Township, NJ 07462	n/a	\$1,526.73 (40 tickets)
August 6	Six Flags Massachusetts 1623 Main Street Agawam, MA 01001	n/a	\$1,933.63 (35 tickets)

ADOPTED: Briggs AYE
Hansan AYE
Paschkes AYE
Schelling AYE

F. Conservation Board – Extension of BESS moratorium

Board Action: Motion by Councilperson Paschkes, seconded by Councilperson Briggs, all voting aye, to call for a public hearing at 7:30 pm on March 24, 2026 regarding a proposed six-month extension of the existing moratorium prohibiting the review and approval of applications for “Battery Energy Storage Systems” (BESS) in the Town of Pound Ridge.

G. Open Space Advisory Committee – Federal Highlands boundary

RESOLUTION 66-26

Board Action: Motion by Councilperson Paschkes, seconded by Councilperson Briggs on the following:

WHEREAS, the Highlands region, encompasses more than three million acres of Pennsylvania, New York, New Jersey, and Connecticut; AND

**MINUTES OF THE MEETINGS OF THE TOWN BOARD
TOWN OF POUND RIDGE
POUND RIDGE, NY
March 3, 2026**

WHEREAS, the Highlands region is an area of national significance, possessing substantial natural beauty, containing contiguous forest and productive farmland, numerous cultural and historic sites, plentiful recreation opportunities, and the protection and supply of important drinking water sources for over fifteen million people; AND

WHEREAS, the U.S. Congress, in bipartisanship, passed the Highlands Conservation Act, Public Law 10-421 that was signed into law by the President of the United States on November 30, 2004, designating the Highlands as a significant national conservation priority region; AND

WHEREAS, the Highlands Conservation Act authorizes the Secretary of the Interior and the Secretary of Agriculture to provide financial assistance to Highlands States to preserve and protect high priority conservation land in the Highlands region; AND

WHEREAS, the United States Fish and Wildlife Service manages a voluntary grant program to assist Highlands States, local units of government, and private forest and farm landowners in the conservation of land and natural resources in the Highlands region in coordination with willing sellers; AND

WHEREAS, land preservation efforts in the Highlands region should link the parks, historic sites, wetlands, wildlife habitats, streams, rivers, reservoirs, watershed, trails, scenic and natural lands and other protected areas unique to the region for the enjoyment of future generations; NOW THEREFORE BE IT

RESOLVED, that the Town Board supports the official inclusion of the Town of Pound Ridge in the federal Highlands boundary, as maintained by the U.S. Fish and Wildlife Service for the Highlands Conservation Act grant program, thereby qualifying for financial and technical assistance provided by the United States Congress.

ADOPTED: **Briggs AYE**
 Hansan AYE
 Paschkes AYE
 Schelling AYE

H. Maintenance Department – Pest control services

RESOLUTION 67-26

Board Action: Motion by Councilperson Briggs, seconded by Councilperson Schelling on the following:

**MINUTES OF THE MEETINGS OF THE TOWN BOARD
TOWN OF POUND RIDGE
POUND RIDGE, NY
March 3, 2026**

RESOLVED, that the Town Board hereby authorizes the Maintenance Department to hire Powell Extermination to provide pest control services at a cost of \$225.00 per month (a total of \$2,700 per year).

**ADOPTED: Briggs AYE
Hansan AYE
Paschkes AYE
Schelling AYE**

VIII. PUBLIC COMMENT II

There were no additional comments from members of the public.

IX. FINANCIAL MATTERS – Pay bills

RESOLUTION 68-26

Board Action: Motion by Councilperson Paschkes, seconded by Councilperson Briggs, on the following:

RESOLVED, that the Town Board hereby authorizes the Supervisor to pay the following claims as detailed in Abstract 05-2026:

Fund	Claim Numbers	Total Amount
General Fund	A00239–A00277	\$62,008.66
Highway Fund	D00061–D00074	\$40,669.79

**ADOPTED: Briggs AYE
Hansan AYE
Paschkes AYE
Schelling AYE**

X. ADJOURNMENT: There being no further business to come before the Town Board, Supervisor Hansan adjourned the meeting at 8:18 pm.

XI. RECONVENE AS PARKING DISTRICT COMMISSION: Supervisor Hansan called the meeting to order at 8:18 pm.

Councilperson Schelling indicated that there were no Parking District bills to be approved.

Page 12

**MINUTES OF THE MEETINGS OF THE TOWN BOARD
TOWN OF POUND RIDGE
POUND RIDGE, NY
March 3, 2026**

XII. ADJOURNMENT: There being no business to come before the Parking District,
Supervisor Hansan adjourned the meeting at 8:19 pm.

Erin Trostle, Town Clerk
Dated at Pound Ridge, New York
March 6, 2026

DRAFT

Town of Pound Ridge

Office of the Town Clerk

Town Clerk
Erin D. Trostle
townclerk@townofpoundridge.com
914-764-5549



Deputy Town Clerk
Joshua M. Hayes
deputyclerk@townofpoundridge.com
914-764-5212

NOTICE OF PUBLIC HEARING **REGARDING EXTENSION OF MORATORIUM** **ON BATTERY ENERGY STORAGE SYSTEMS**

NOTICE IS HEREBY GIVEN that the Town Board of the Town of Pound Ridge will hold a public hearing on March 24, 2026, commencing at 7:30 pm, or as soon thereafter as time allows, to provide an opportunity for public comment on an extension of the moratorium with respect to Battery Energy Storage Systems (BESS).

The public may attend the meeting remotely or in person at the Town House. Those wishing to view the meeting remotely may access the video livestream at <https://vimeo.com/event/2423847>.

Those wishing to join the meeting via videoconference must register by 12:00 noon on Tuesday, March 24, 2026. Email townclerk@townofpoundridge.gov to receive Zoom information.

Erin D. Trostle, Town Clerk
Dated at Pound Ridge, New York
March 4, 2026

**RESOLUTION
OF THE TOWN BOARD
of the
TOWN OF POUND RIDGE, NEW YORK
APPROVING SIX (6) MONTH
EXTENSION OF BESS MORATORIUM**

WHEREAS, the Town Board of the Town of Pound Ridge enacted a resolution dated March 16, 2026 to impose a 6-month moratorium on the construction and/or operation of battery energy storage systems (BESS) in the Town of Pound Ridge; and

WHEREAS, the Town Board believes it prudent and appropriate to extend the BESS moratorium for an additional six (6) months on the same grounds upon which the original moratorium resolution was enacted;

NOW, THEREFORE, on a motion by Councilperson _____, seconded by Councilperson _____, the Town Board voted unanimously to extend the existing BESS moratorium designated as Local Law 1-2025 for an additional six (6) month period.

RESOLVED, this Resolution shall take effect immediately.

Adopted: March _____, 2026

TOWN BOARD OF THE TOWN
OF POUND RIDGE

MEMORANDUM

To: Town Board
From: Joshua Hayes
Date: March 13, 2026
Re: Seasonal Special Use Permit Applications

Attached are five Seasonal Special Use Permits for the following:

1. Asia Hamachi (same configuration)
2. The Brunch House *new* (Spring-Summer; 8am – 3pm)
3. Di Nardo's Restaurant (same configuration)
4. La Familia (same configuration)
5. North Star Restaurant (same configuration)

Submitting for approval at the next Town Board meeting.

Town of Pound Ridge – Seasonal Special Use Permit Application

To: Town Board – Town of Pound Ridge

Application is hereby made to the Town Board for the issuance of a Seasonal Special Use Permit pursuant to Chapter 113, Article VIII of the Zoning Code of the Town of Pound Ridge, entitled Special Permit Standards, for the following use (Please describe below):

We usually don't offer outdoor dining. But we place a table with three chairs outside the restaurant for customers who are waiting for food.

Applicant's Name: Yu Yuan

Applicant's Address: 54 Westchester Ave, Pound Ridge, N.Y. 10576

Applicant's Telephone Number: 917 309 0522

Please check one: Owner Lessee Agent

Business Name: ASia Hamachi Restaurant

Business Address: 54 Westchester Ave, Pound Ridge, N.Y. 10576

Business Telephone Number: 914 -764-8383

Town Tax Map Property Location: Section _____ Block _____ Lot # _____

With respect to the Seasonal Special Use Permit as described please respond to the

following: If you are a lessee, has the property owner been apprised of your request?

Yes (Attach property owner's letter of approval) No *The table outside the restaurant has been there for more than 10 years.*

• Will the use be seasonal?

Yes (Month(s)? _____ Hour(s)? _____) No

• Will equipment, furniture or materials of any kind, not normal to the present operation, be required?

Yes No

How many chairs or seating would you have? 3

• Will there be a noise or light factor that may impact neighboring properties?

Yes No

• If the operation is located in the Business District, will existing parking be adequate?

Yes No

Applicant's Signature/Date:  3/9/26

Special Permit is: DENIED GRANTED

TOWN BOARD APPROVAL-PERMIT

Effective: _____ Expiration: _____

Town of Pound Ridge – Seasonal Special Use Permit Application

To: Town Board – Town of Pound Ridge

Application is hereby made to the Town Board for the issuance of a Seasonal Special Use Permit pursuant to Chapter 113, Article VIII of the Zoning Code of the Town of Pound Ridge, entitled Special Permit Standards, for the following use (Please describe below):

Applicant's Name: The Brunch House / LON NOKAJ

Applicant's Address: 74 Westchester Ave Pound Ridge NY.

Applicant's Telephone Number: (914) 525-4148

Please check one: Owner Lessee Agent

Business Name: The Brunch House

Business Address: same as above

Business Telephone Number: (914) 764-8000

Town Tax Map Property Location: Section _____ Block _____ Lot # _____

With respect to the Seasonal Special Use Permit as described please respond to the following: If you are a lessee, has the property owner been apprised of your request?

- Yes (Attach property owner's letter of approval.) 0 No
- Will the use be seasonal?
 - Yes (Month(s)? Spring + Summer Hour(s)? 8am-3pm No
- Will equipment, furniture or materials of any kind, not normal to the present operation, be required?
 - Yes TABLES & CHAIRS No
- How many chairs or seating would you have? 33
- Will there be a noise or light factor that may impact neighboring properties?
 - Yes No
- If the operation is located in the Business District, will existing parking be adequate?
 - Yes No

Applicant's Signature/Date: [Signature]

Special Permit is: DENIED GRANTED

TOWN BOARD APPROVAL-PERMIT

Effective: _____ Expiration: _____

Town of Pound Ridge – Seasonal Special Use Permit Application

To: Town Board – Town of Pound Ridge

Application is hereby made to the Town Board for the issuance of a Seasonal Special Use Permit pursuant to Chapter 113, Article VIII of the Zoning Code of the Town of Pound Ridge, entitled Special Permit Standards, for the following use (Please describe below):

Applicant's Address: 76 Westchester Ave.

Applicant's Telephone Number: 914-764-4024

Please check one: Owner Lessee Agent

Business Name: Di Nardo's Restaurant

Business Address: 76 Westchester Ave

Business Telephone Number: 914-764-4024

Town Tax Map Property Location: Section _____ Block 9320 Lot # 60

With respect to the Seasonal Special Use Permit as described please respond to the

following: If you are a lessee, has the property owner been apprised of your request?

Yes (Attach property owner's letter of approval.) No

• Will the use be seasonal?

Yes (Month(s)? april-nov⁺ Hour(s)? 11-10:30⁺ No

• Will equipment, furniture or materials of any kind, not normal to the present operation, be required?

Yes No

How many chairs or seating would you have? 28 seats - 8 ta⁺

• Will there be a noise or light factor that may impact neighboring properties?

Yes No

• If the operation is located in the Business District, will existing parking be adequate?

Yes No

Applicant's Signature/Date:



Special Permit is: DENIED GRANTED

TOWN BOARD APPROVAL-PERMIT

Effective:

Expiration:

SUBMIT

Town of Pound Ridge – Seasonal Special Use Permit Application

To: Town Board – Town of Pound Ridge

Application is hereby made to the Town Board for the issuance of a Seasonal Special Use Permit pursuant to Chapter 113, Article VIII of the Zoning Code of the Town of Pound Ridge, entitled Special Permit Standards, for the following use (Please describe below):

Applicant's Address: 69 Westchester Avenue, Pound Ridge, NY 10576

Applicant's Telephone Number: 914-906-1084

Please check one: Owner Lessee Agent

Business Name: La Familia Pizza

Business Address: 69 Westchester Avenue, Pound Ridge, NY 10576

Business Telephone Number: 914-764-4500

Town Tax Map Property Location: Section _____ Block _____ Lot # _____

With respect to the Seasonal Special Use Permit as described please respond to the

following: If you are a lessee, has the property owner been apprised of your request?

Yes (Attach property owner's letter of approval.) No

• Will the use be seasonal?

Yes (Month(s)? _____ Hour(s)? 10am-10 pm) No

• Will equipment, furniture or materials of any kind, not normal to the present operation, be required?

Yes No

How many chairs or seating would you have?
2 tables, 8 chairs

• Will there be a noise or light factor that may impact neighboring properties?

Yes No

• If the operation is located in the Business District, will existing parking be adequate?

Yes No

Applicant's Signature/Date:  March 9, 2026

Special Permit is: DENIED GRANTED

TOWN BOARD APPROVAL-PERMIT

Effective:

Expiration:

SUBMIT

Town of Pound Ridge – Seasonal Special Use Permit Application

To: Town Board – Town of Pound Ridge

Application is hereby made to the Town Board for the issuance of a Seasonal Special Use Permit pursuant to Chapter 113, Article VIII of the Zoning Code of the Town of Pound Ridge, entitled Special Permit Standards, for the following use (Please describe below):

Applicant's Address: 85 westchester Ave

Applicant's Telephone Number: 914-764-0200

Please check one: Owner Lessee Agent

Business Name: Northstar restaurant

Business Address: 85 westchester Ave

Business Telephone Number: 914-764-0200

Town Tax Map Property Location: Section _____ Block _____ Lot # _____

With respect to the Seasonal Special Use Permit as described please respond to the following: If you are a lessee, has the property owner been apprised of your request?

- Yes (Attach property owner's letter of approval.) No
 - Will the use be seasonal?
 Yes (Month(s)? *MAY - OCT* Hour(s)? *5-10* No
 - Will equipment, furniture or materials of any kind, not normal to the present operation, be required?
 Yes No
- How many chairs or seating would you have?
- Will there be a noise or light factor that may impact neighboring properties?
 Yes No
 - If the operation is located in the Business District, will existing parking be adequate?
 Yes No

Applicant's Signature/Date:

Special Permit is: DENIED GRANTED

TOWN BOARD APPROVAL-PERMIT

Effective:

Expiration:

SUBMIT

February 27, 2026

Al Mirin

BTE 85W LLC

203-977-3269

Almirin66@gmail.com

RE: North Star Restaurant

To whom it may concern;

I am a managing member of BTE 85W LLC which is the owner of 85 Westchester Avenue in Pound Ridge NY

Permission is given for North Star Restaurant, the tenant at 85 Westchester Avenue to have outdoor entertainment

Feel free to contact me if you would like to discuss further

Thank you

A handwritten signature in black ink, appearing to read "Al Mirin". The signature is written in a cursive style with a long horizontal flourish at the end.

Al Mirin

Town Clerk's Office

MEMORANDUM

To: Town Board

From: Erin Trostle

Date: March 18, 2026

Re: Special Use Permit Application – The Inn at Pound Ridge

Please review the attached application for a renewal of the special use permit previously granted to the Inn at Pound Ridge for seasonal outdoor dining.

TOWN OF POUND RIDGE - SPECIAL USE PERMIT APPLICATION

Date of application 03/11/26

TO: TOWN BOARD - TOWN OF POUND RIDGE

APPLICATION IS HEREBY MADE to the Town Board for the issuance of a Special Use Permit pursuant to Chapter 113, Article VIII of the Zoning Code of the Town of Pound Ridge, entitled Special Permit Standards, for the following:

outdoor dining for the Inn at Pound Ridge
(Seasonal)

APPLICANT NAME: The Inn at Pound Ridge by Jean-Georges
ADDRESS: 258 Westchester Ave Pound Ridge NY 10576

BUSINESS TELEPHONE NO: 914-764-1400

Check one: Owner Lessee Agent

Town Tax Map Property Location: Section _____ Block 9816 Lot No. 50

If map, survey or a plan is required, please attach to this application, as required by VIII, Section 113-8.3

With respect to the Special Use Permit described and requested on Page 2, attached, please respond to the following:

1. If you are a lessee, has property owner been apprised of your request? If so, attach the property owner's letter of approval to this application.

2. Will use be seasonal? Yes No

If yes, what months? 6 months What hours of the day? 12pm-10pm
As per previously approved

3. Will equipment or furniture or materials of any kind, not normal to present operation, be required? Yes No *-As previously approved.*

4. Will the location and size of the use, nature and intensity of the operation involved, be in harmony with the district in which it is located? Yes No
(Article VIII, Section 113-8.2.1)

5. Will there be a noise or light factor that may impact neighboring properties: Yes No (Article VIII, Section 113-8.2.3)
As previously approved

6. If the operation is located in a Planned Business District, will existing parking be adequate? Yes No N/A

Special Use Application for The Inn at Pound Ridge by Jean-Georges
Azalia Rortals
Applicant's Signature

If the Town requires engineer, planning consultants or other professional assistance in reviewing this Special Use Permit application, applicant may be required to establish an escrow fee fund to pay the cost of such experts.

For the Town Board:

1. Referred to Planning Board on _____
2. Public Hearing scheduled for _____
3. Escrow Deposit of \$ _____ posted _____

Town Board Approval _____ Date: _____ Expiration Date: _____

CONDITIONS:

PERMIT NUMBER: _____

MEMORANDUM

To: Town Board
From: Joshua Hayes
CC: Jonah Maddock
Date: March 18, 2026
Re: Scotts Corners Maintenance

Following the Town Board vote authorizing solicitation of bids for maintenance services in Scotts Corners, bid specs for those services were recently sent to five local landscaping companies and posted to the Town website.

Only one timely complete bid was received, from Luppino Landscaping. Luppino is our current provider for Scotts Corners maintenance, and the rates for 2026 are identical to the previous year. The total estimated cost has remained \$7510.00. Please accept Maintenance Supervisor Jonah Maddock's recommendation to award the bid to Luppino Landscaping.

2026 Bid Specifications
Maintenance Services in Scotts Corners Parking District
LUPPINO LANDSCAPING CORP
PO BOX 18 POUND RIDGE NY

Please indicate prices for the following services in the Scotts Corners Parking District, including the Village Green. Bids are due no later than 11:00 am on Tuesday, March 25, and may be submitted to the Office of the Town Clerk at 179 Westchester Avenue, Pound Ridge, NY 10576 by hand, email (townclerk@townofpoundridge.com), or regular mail.

A. SERVICES TO BE BILLED PER OCCURRENCE

Service	Description	Frequency	Price per occurrence	Estimated total
1. Spring/fall cleanup	Perform seasonal cleanup of unpaved areas, including Village Green and islands along Westchester Avenue and in rear parking lots	Twice (spring and fall)	\$ 475	x 2 = \$ 950
2. Swales	Clean out swales (ditches) on both sides of parking district (includes weed whacking)	As needed (at least twice)	\$ 575	x 2 = \$ 1150
3. Mowing	Mow grass behind swales on both sides of parking district and at Village Green, as well as all grass not maintained by property owners (includes edging with weed whacker)	Weekly May through mid-August	\$ 175	x 20 = \$ 3500
		Every other week mid-August through October		
4. Leaf removal	Rake and blow leaves in Parking District, including Village Green, and shoulders of Westchester Avenue in PBB zone	Every other week September through November; December as well if needed	\$ 235	x 6 = \$ 1400 \$ 1410
5. Mulching	Mulching of beds in spring, with mulch to be provided by the town	Once, in spring	\$	x 1 = \$ 0

SUBTOTAL ITEMS 1-5 = \$ ~~7,000~~ 7010

B. SERVICES TO BE BILLED MONTHLY

Service	Description	Frequency	Price per month	Total
6. Cleaning	Cleaning of tables at Village Green	Twice a week April–November	\$ 31.25	x 8 = \$ 250
7. Weeding/trimming	Weeding of beds and trimming of shrubs at Village Green	As needed April–November	\$ 31.25	x 8 = \$ 250

SUBTOTAL ITEMS 6-7 = \$ 500

GRAND TOTAL ITEMS 1-7 = \$ ~~7,500.00~~

\$ 7510.00

MEMORANDUM

To: Town Board
From: Joshua Hayes
CC: Vinnie Duffield
Date: March 16, 2026
Re: Highway materials bids

A bid opening for Highway Materials was held at 10:00 am on Tuesday, March 10, 2026, at the Town House. Notice had previously been published in the Journal News and posted to the sign board and the town website. Bid specs were sent to a number of vendors, posted to the Town website, and made available upon request. The Highway Superintendent's recommendations regarding bid awards are attached.

HIGHWAY BID DATA SHEET

Aggregates	2024	2025	2026		
			Putnam	Thalle	Wingdale
White Item 4 (per ton)	\$10.00	\$20.00	\$32.50	n/a	n/a
Brown Item 4 (per ton)	\$30.95	\$31.00	n/a	\$31.50	n/a
Recycled Item 4 (per ton) - concrete			n/a	\$20.00	n/a
3/4" Trap Rock (per ton)	\$37.00	\$37.00	n/a	\$37.00	n/a
3/4" Stone (per ton)	\$36.00	\$34.50	\$35.40	\$37.00	\$37.50
3/8" Washed Blue Stone (per ton)	\$39.95	\$41.00	n/a	\$41.50	\$44.00
Rip-Rap 5"-6" (per ton)	\$39.00	\$39.00	\$41.00	\$40.00	\$43.75
Rip-Rap 5" or less (per ton)	\$29.91	\$39.00	n/a	\$40.00	\$43.75
Road Sand (per ton)	\$34.00	\$31.00	n/a	\$36.00	\$32.00
8"-12" Light Stone Fill (per ton)	\$39.00	\$40.00	n/a	\$41.00	n/a

Bituminous Materials	2024	2025	2026
			Peckham
Base course type 1 (per ton)	\$93.40	\$94.90	\$96.00
Binder course type 3 (per ton)	\$94.50	\$96.00	\$97.00
Shim course type 5 (per ton)	\$118.00	\$119.50	\$121.00
Top course type 6f (per ton)	\$95.50	\$97.00	\$98.50
Top course type 6f modified (per ton)	\$95.50	\$97.00	\$98.50
Top course type 7 (per ton)	\$102.50	\$104.00	\$105.00
Playground mix (per ton)	\$102.50	\$104.00	\$105.00
Curb Mix (per ton)	\$114.00	\$115.50	\$116.50
Recycled Item 4 (per ton) - asphalt blend	\$10.00	\$10.00	\$9.00

Blacktop Laid in Place	2024	2025	2026			
			Clove	Kect	Intercounty	Laura Li
price per ton	\$111.50	\$112.95	\$119.95	\$126.60	\$122.00	\$139.00

Catch Basin Cleaning	2024	2025	2026
			Cook
Vacuum truck w/op (daily/weekly)	\$2,800/\$13,000	\$1,900.00/\$4,000	\$1,950/\$9,500
Laborer if requested (daily/weekly)	n/a	\$800/\$4,000	\$920/\$4,600

Heavy Equipment	2024	2025	2026	
			AC&S	Kect
Large Dump Truck with operator (daily/weekly)	\$1,200/\$6,000	\$1,200/\$6,000	\$1,200/\$6,000	\$1,600/\$8,000
Large Excavator with operator (daily/weekly)	\$1,800/\$9,000	\$1,800/\$9,000	\$1,800/\$9,000	\$2,000/\$10,000
Mini Excavator with operator (daily/weekly)	\$1,400/\$7,000	\$1,400/\$7,000	\$1,400/\$7,000	\$1,600/\$8,000
Excavator w/operator & Hydraulic Rock Hammer (daily/weekly)	\$2,800/\$14,000	\$2,800/\$14,000	\$2,800/\$14,000	\$3,000/\$15,000
306 Cat Skid Steer with operator (daily/weekly)	\$1,500/\$7,500	\$1,500/\$7,500	\$1,500/\$7,500	n/a

Line Striping	2024	2025	2026
			Safety Marking
Double yellow center line (per mile)	\$895.00	n/a	\$895.00
single white line (per mile)	\$395.00	n/a	\$495.00
layout (per man hour)	\$200.00	n/a	\$200.00

Recycling (single stream)	2024	2025	2026		
			CRP	Interstate	Win-Waste
3 Cans w/Weekly Pickup	\$95.00	\$95.00	\$95	\$100.00	\$98.98
Four Yard Container w/Weekly Pickup (Town Park)	\$235.00	\$235.00	\$150.00	\$128.00	\$174.98

Refuse	2024	2025	2026		
			CRP	Interstate	Win-Waste
3 cans at Town House (per month)	\$95.00	\$95.00	\$95	\$100.00	\$99.98
30 yd. as requested (per pull)	\$235.00	\$235.00	\$275 + \$135/ton	\$675 + \$125/ton for amounts over 2 tons	\$246.75 + \$115.50/ton
20 yd. as requested (per pull)	\$235.00	\$235.00	\$275 + \$135/ton	\$375 + \$125/ton for amounts over 2 tons	\$246.75 + \$115.50/ton
10 yd. with weekly pick-up (per month)	\$269.22	\$346.98	\$520	\$385 + \$125/ton for amounts over 1 ton	\$364.98
2 yd. with weekly pick-up (per month) - (one at Highway Garage and one in Scotts Corners)	\$120.00	\$130.00	\$150	\$115.00	\$182.98

Recyclables & Household Junk	2024	2025	2026		
			CRP	Interstate	Win-Waste
30 yards cardboard (per pull)	\$235.00	\$235.00	\$275.00	\$285.00	\$246.75
30 yards mixed paper (per pull)	\$235.00	\$235.00	\$275.00	\$285.00	\$246.75
30 yards commingled (per pull)	\$235.00	\$235.00	\$275 + \$135/ton	\$285.00	\$246.75 + \$78.75/ton
30 yards metal (per pull)	\$235.00	\$235.00	\$275.00	\$285.00	\$246.75
30 yards household junk (per pull)	\$235.00	\$235.00	\$275 + \$135/ton	\$520 + \$125/ton for amounts over 2 tons	\$246.75 + \$115.50/ton

Town Clerk's Office

MEMORANDUM

To: Town Board
From: Erin Trostle
Cc: Vinnie Duffield
Date: March 18, 2026
Re: Sale of cemetery plots

Please authorize the following cemetery plot sales:

<u>Plot(s)</u>	<u>Price</u>	<u>Purchaser(s)</u>
Plot 208-B, Section 3 (one gravesite)	\$1,000	Judeth Fiala (former resident) 214 Lakeside Drive, South Salem, NY 10590
Plot 387-A, Section 3 (one gravesite)	\$1,000	James and Margaret Perry (former residents) 165 Lake Kitchawan Drive, South Salem, NY 10590
Plot 403-B, Section 3 (one gravesite)	\$1,000	Elizabeth E. Dewey (former resident)** 1018 Princeton Drive, Indianland, SC 29707
Plot 440-A, Section 3 (one gravesite)	\$1,000	Erin Trostle 93A High Ridge Road, Pound Ridge, NY 10576
Plots 473 and 487-B, Section 3 (three gravesites)	\$3,000	Todd and Lisa Zorn (former residents)** 37 Watch Hill Road, Croton-on-Hudson, NY 10520

**Purchasers are children of longtime residents, and plots are to be used for their parents' burials.

Town Clerk's Office

MEMORANDUM

To: Town Board
From: Erin Trostle
Cc: Fred Albano, Lisa Miller, Nicole Shaffer, James Best, Terri Pike
Date: March 19, 2026
Re: ✓ Special event permit applications

Please review the following special event permit applications:

1. Albano Appliance Open House
2. Pound Ridge Partnership
 - a. Eco Afternoon
 - b. Food Truck Fridays
 - c. Color Run
 - d. Bake-Off
3. Pound Ridge Business Association
 - a. Made in New York Market
 - b. Vintage & Artisan Flea
 - c. Halloween Walk
 - d. Holiday Market

Albano Appliance

Date	Time	Event	Location	Notes
April 16	6pm-8pm	Albano's Open, House	Inside store and in north Parking District lot	<ul style="list-style-type: none">• Closure of back parking lot• Police to ensure cones are dropped off; regular patrols will be alerted regarding event• No extra police officers needed; regular patrols to make routine checks• 20'x20' tent must be inspected prior to event• Event organizer to obtain COI naming town as additional insured



SPECIAL EVENT APPLICATION REVIEW

EVENT: Open House Albano's 4-16-26 DATE: March 12, 2026

I have reviewed the Special Event Permit Application for the event indicated above.

SIGNATURE:  NAME: Thomas D. Mulcahy, Chief of Police

DEPARTMENT:

- POLICE DEPARTMENT BUILDING DEPARTMENT FIRE DEPARTMENT
 MAINTENANCE DEPARTMENT RECREATION DEPARTMENT EMERGENCY SERVICES
 HIGHWAY DEPARTMENT OTHER (PLEASE SPECIFY): _____

APPROVAL/CONDITIONS:

APPROVED DISAPPROVED

APPROVED SUBJECT TO THE FOLLOWING CONDITIONS:

Patrols working that day will ensure cones are dropped off earlier in day for event

FOR TOWN DEPARTMENTS ONLY:

STAFFING NEEDED: _____	STAFFING COST: _____	\$ 0
EQUIPMENT NEEDED: _____	EQUIPMENT COST: _____	\$ 0
OTHER COST ITEMS: _____	OTHER COST: _____	\$ 0
	TOTAL COST: _____	\$ 0

Please return completed review forms to the Town Clerk (townclerk@townofpoundridge.com).



SPECIAL EVENT PERMIT APPLICATION

Albano's
Open House

4.16.26

APPLICANT INFORMATION

The **applicant** is the individual, group, or entity organizing the event. Examples of applicant type include nonprofit organization, town board or commission, school club, etc.

Applicant Name:	Albano Appliance Service LLC
Applicant Type:	
Address:	83 Westchester Ave, Pound Ridge
Mailing Address:	P O Box 269
Phone Number:	914-764-4051
Email Address:	FALBANO@ALBANOAPPLIANCE.COM

EVENT INFORMATION

In addition to indicating event **type** (eg, street fair, festival, road race, parade, concert, etc.), please provide a detailed event description. Examples of event **purpose** include fundraising, promoting awareness, providing education, building community spirit, promoting local businesses, etc. **If the event is a fundraiser, the purpose should include information about how the resulting funds will be used.** Identify all locations where event activity will take place, including parking.

Event Name:	OPEN HOUSE
Event Type:	DEMONSTRATIONS / FUND RAISER
Description:	MANUFACTURERS DEMONSTRATIONS
Purpose:	INTRODUCE CLIENTS TO NEW PRODUCT.

Event Date:	APRIL 16	Alternate Date:	—
Event Start Time:	6 PM	Event End Time:	8 PM
Setup Start Time:	3 PM	Setup End Time:	5:30 PM.
Takedown Start:	8 PM	Takedown End:	9:30 PM

Location(s):	83 Westchester Ave, Pound Ridge		
On private property?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Parking location(s):	Back parking lot & front parking		
On private property?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	

Road closure(s) requested:	
Closure times requested:	

Admission fee?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Parking fee?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

VENDORS/LICENSES

Will the event include food and/or beverage vendors?		
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Number, if any: 7
Will any food or beverages be served without charge in conjunction with the event?		
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Will the event include non-food vendors?		
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Number, if any: 5
Will the event include alcoholic beverage vendors?		
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Number, if any:
Will any alcohol be served without charge in conjunction with the event?		
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Will the event include gambling of any kind?		
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	

Please note that it is the applicant's responsibility to ensure that any vendors have all required licenses and/or permits.

CONTACTS

Primary Contact Name:			
Cell Phone Number:		Email Address:	
Event Day Contact Name:			
Cell Phone Number:		Email Address:	
Weather Contact Name:			
Cell Phone Number:		Email Address:	

Note that the weather contact person must be on site throughout the event, and also that it is the responsibility of the organizer to communicate postponements and cancellations to the public.

Please indicate how decisions regarding postponement or cancellation will be made, and how you will respond if sudden severe weather develops while the event is in progress:

LOGISTICS

CROWD MANAGEMENT		
Anticipated attendance:	<i>225 GUESTS.</i>	
Describe crowd control plan:	<i>Staff will monitor guests.</i>	
Describe perimeter control plan:	<i>Event building and back lot</i>	
Emergency services present?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Will event be ADA compliant?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

VOLUNTEERS	
Indicate number of volunteers:	<i>0</i>
Describe role(s) of volunteers:	<i>NA</i>

SANITATION/GARBAGE

Portable toilets provided:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If so, how many?	3 Bathrooms in building	
Garbage/recycling bins provided?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Describe garbage/recycling plan:	Individual 50 gals cans.	

NEIGHBORHOOD IMPACT/NOTIFICATION

Will there be noise impacts?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Will there be amplified music?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Will there be light impacts?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Have neighbors been notified?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

STRUCTURES/SAFETY

Tents or canopies?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please describe:	Tent to be 20x20	
Stage or other structures?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please describe:		
Fireworks or open flame?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please describe:	Grills for BBQ	

UTILITIES

Water access needed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please describe:		
Electricity needed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please describe:	Supplied from building	
WiFi access needed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please indicate # of users:		

PROMOTION		
Banner permission requested?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please indicate location and dates:		
Other signage?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please describe:		

TOWN RESOURCES		
Town bus needed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please indicate time:		
Barricades or cones needed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please specify:	<i>Back parking lot behind 83 Westchester Ave.</i>	
Other town-owned property needed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please specify:		

OUTSIDE RESOURCES		
Outside bus transportation?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please describe:		
Outside parking assistance?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please describe:		
Other outside resources?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please describe:		

SUPPORTING DOCUMENTS

MAPS/PLANS		
<u>Event Site Plan</u>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<p>The <u>Event Site Plan</u> should include locations of the following if applicable: stages/tents, power/water sources, portable toilets, accessible toilets, medical aid locations, admission sales area, alcohol sales/services, pedestrian pathways, entrances/exits, vendors/riders.</p> <p>*PLEASE ATTACH*</p>		

<u>Parking/Traffic Plan</u>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<p>The <u>Parking/Traffic Plan</u> should include locations of the following if applicable: road closures, traffic patterns, bus routes/stops, parking payment area, attendee parking, accessible parking, vendor parking, volunteer parking.</p> <p>* PLEASE ATTACH*</p>		

LEGAL DOCUMENTS		
<u>Insurance Certificate(s)</u>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<u>Indemnity Agreement(s)</u>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<u>Permits/Licenses (other than for vendors)</u>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Please note that it is the applicant's responsibility to obtain insurance naming the town as an additional insured.

→ TEMPORARY ONE DAY LIQUOR TENT PERMIT

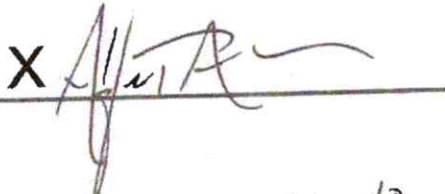
DEPOSIT/FEEES

<u>Damage Deposit Paid (Indicate Amount):</u>		
<u>Waiver Requested:</u>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<u>Application Fee Paid (Indicate Amount):</u>		
<u>Waiver Requested:</u>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

ENDORSEMENT

I certify that I have reviewed all application materials, and that the information contained therein is, to the best of my knowledge, accurate and truthful.

I understand that Town Board approval of my application does not constitute a permit; that if the application is approved, I must meet any and all conditions specified by the Town Board for a permit to be issued, and to remain valid. Furthermore, that under no circumstances may the event take place unless and until a permit has been issued.

X 

ALFRED T. ALBANO

(Printed Name)

3/4/26
(Date)

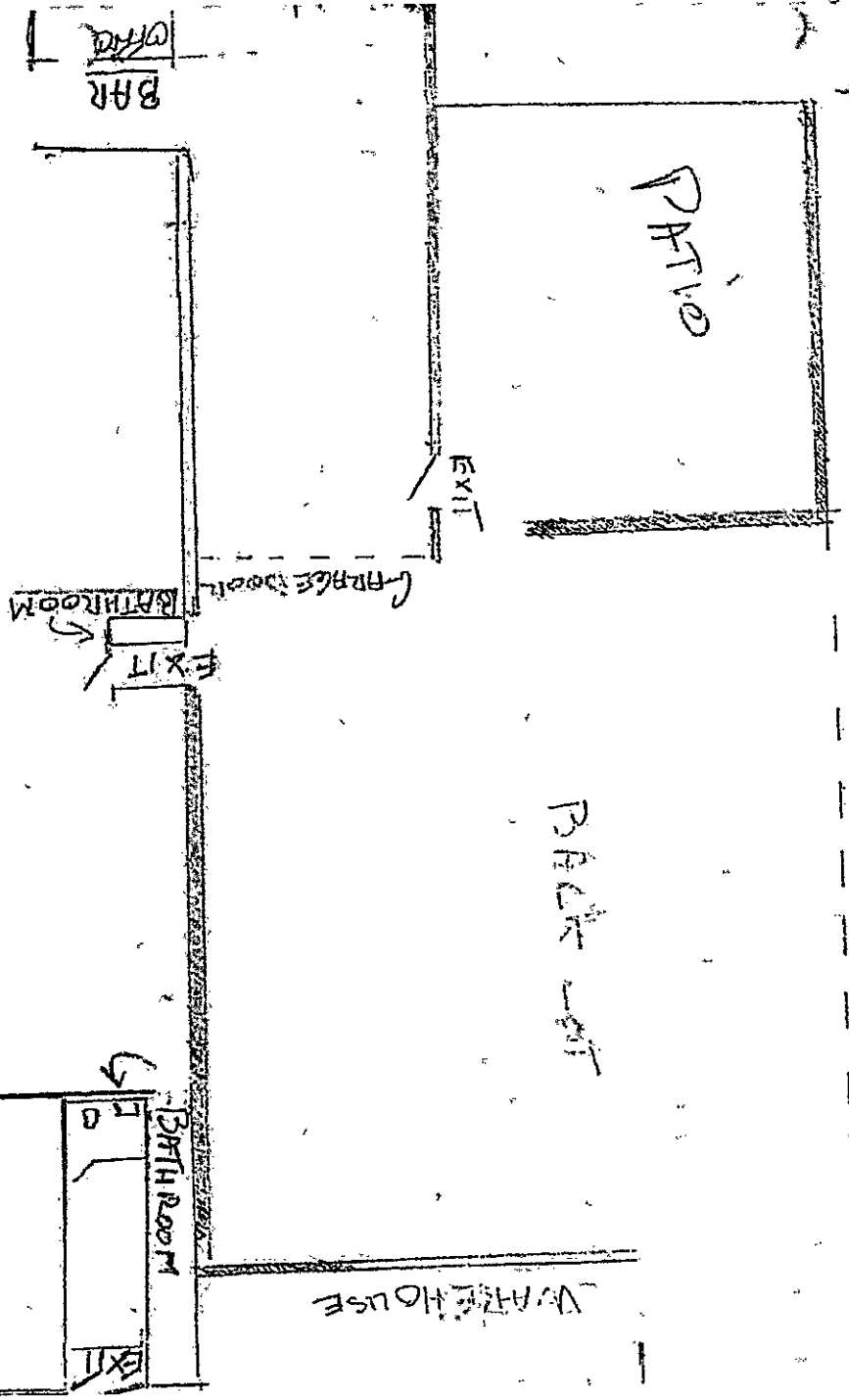
NORTH

TOWN PROSPECTIVE

PATIO

BACK LOT

WAREHOUSE



SUBWAY

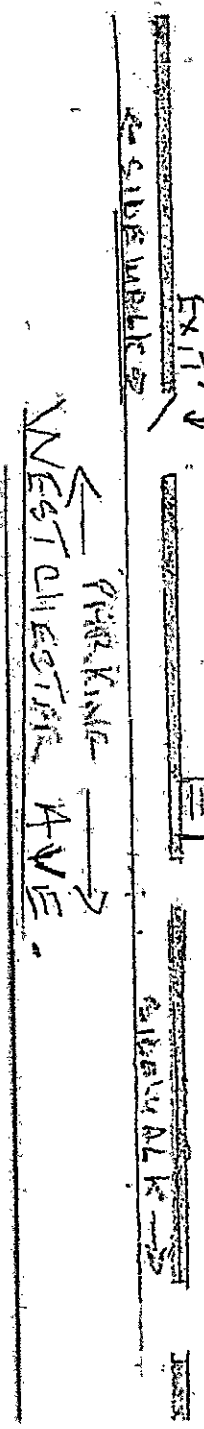
EXIT

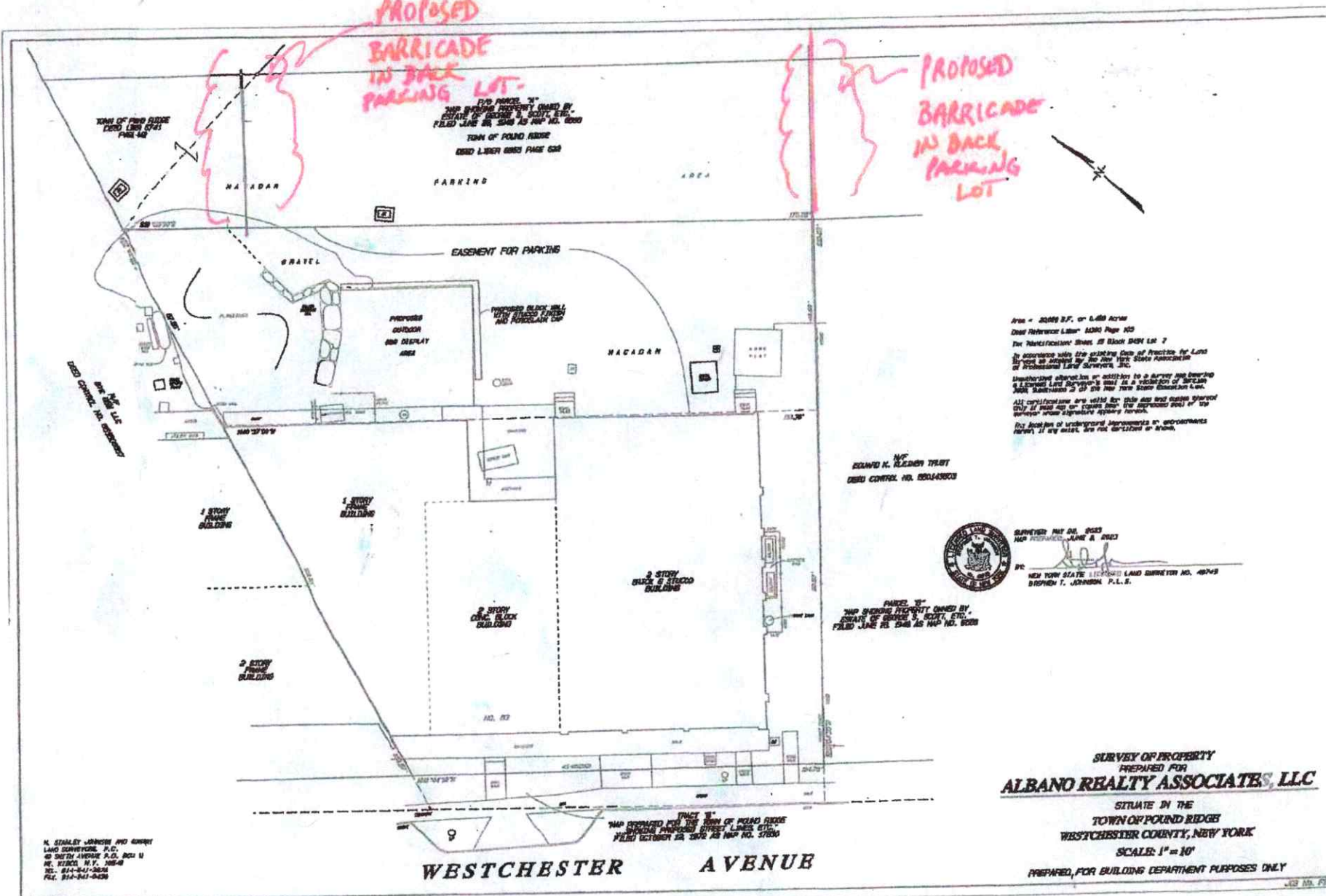
LIPSTICK BATHROOM

SUBWAY

PARK KINC

WEST CHESTER AVE





**PROPOSED
BARRICADE
IN BACK
PARKING LOT.**

**PROPOSED
BARRICADE
IN BACK
PARKING
LOT**

TOWN OF POUND RIDGE
TERRA LIBER 1983 PAGE 42

TWO PARCELS "A"
TWO PARCELS PROPERTY OWNED BY
ESTATE OF BRUCE S. SCOTT, ETC.
FILED JUNE 25 2008 AS MAP NO. 0000
TOWN OF POUND RIDGE
DESD LIBER 1983 PAGE 520

Area = 20,000 S.F. or 0.460 Acres
 Date Reference Liber 1830 Page 103
 The Publicitarians' Sheet of Block 2484 Lot 7
 In accordance with the existing Code of Practice for Land
 Surveyors as adopted by the New York State Association
 of Professional Land Surveyors, Inc.
 I, the undersigned, in addition to a Survey and Drawing
 of a Parcel of Land Surveyor's map in a violation of Section
 208, Subdivision 2 of the New York State Code of Practice
 All certifications are void for this map and every portion
 only if used for or copies from the original map or the
 surveyor whose signature appears hereon.
 The location of underground improvements or encroachments
 shown, if any exist, are not certified or shown.

EDWARD H. REEDER TRUST
 DEED CONTROL NO. 0001439003



SURVEYED MAP OF DEED
 MAP PREPARED JUNE 8 2003
 BY
 NEW YORK STATE LICENSED LAND SURVEYOR NO. 48748
 DEWEEN T. JOHNSON, P.L.S.

PARCELS "B"
 TWO PARCELS PROPERTY OWNED BY
 ESTATE OF BRUCE S. SCOTT, ETC.
 FILED JUNE 25 2008 AS MAP NO. 0000

K. STALEY-JOHNSON AND COMPANY
 LAND SURVEYORS, P.C.
 40 SUTRY AVENUE, P.O. BOX 11
 MC STICK, N.Y. 10848
 TEL: 914-841-2828
 FAX: 914-841-9428

PARCELS "C"
 MAP PREPARED FOR THE TOWN OF POUND RIDGE
 SHOWING PROPOSED STREET LINES, ETC.
 FILED OCTOBER 28 2008 AS MAP NO. 3780

**SURVEY OF PROPERTY
 PREPARED FOR
 ALBANO REALTY ASSOCIATES, LLC**

SITUATE IN THE
 TOWN OF POUND RIDGE
 WESTCHESTER COUNTY, NEW YORK

SCALE: 1" = 10'

PREPARED FOR BUILDING DEPARTMENT PURPOSES ONLY

WESTCHESTER AVENUE

Pound Ridge Partnership

Date	Time	Event	Location	Notes
April 25	12pm-4 pm	An Eco Afternoon	Market Square and adjacent Westchester Avenue parking spaces	<ul style="list-style-type: none"> • Police to provide parking signage and cones • No additional police officers needed; regular patrols to make routine checks • 10'x10' tents only • Volunteers to monitor parking • Food truck(s) proposed on Westchester Avenue • Event organizer to obtain COI naming town as additional insured
May 15 June 12 July 17 August 14 September 18	5pm-9pm	Food Truck Fridays	Barnwell Center	<ul style="list-style-type: none"> • Additional police officers needed (cost to town = \$1,931.60) • Organizer indicates weather-related cancellation by 3pm, but PD requests cancellation no later than noon • PD to provide parking signage and cones • 10'x10' tents only • Tables and chairs needed • Banner across Westchester Ave • Organizer to hire parking attendants to monitor Market lot • Organizer to arrange and pay for garbage removal • Event organizer to obtain COI naming town as additional insured
May 31	9am-10am	Color Run	PRES through town to Market Square	<ul style="list-style-type: none"> • Additional police officers needed (cost to town = \$1,385.24) • PD asks that event organizers ensure that walkers and "fun runners" follow pedestrian path • Multiple road closures • PD to ensure cones and barricades are provided • Banner across Westchester Ave • Event organizer to obtain COI naming town as additional insured
June 13	10am-1pm	Bake-Off	Village Green	<ul style="list-style-type: none"> • No additional police officers needed; regular patrols to make routine checks • 20'x20' tent must be inspected prior to event • Event organizer to obtain COI naming town as additional insured



SPECIAL EVENT APPLICATION REVIEW

EVENT: Eco Afternoon 4-25-26 12-4pm DATE: March 12, 2026

I have reviewed the Special Event Permit Application for the event indicated above.

SIGNATURE: *Thomas D. Mulcahy* NAME: Thomas D. Mulcahy, Chief of Police

DEPARTMENT:

- POLICE DEPARTMENT
- BUILDING DEPARTMENT
- FIRE DEPARTMENT
- MAINTENANCE DEPARTMENT
- RECREATION DEPARTMENT
- EMERGENCY SERVICES
- HIGHWAY DEPARTMENT
- OTHER (PLEASE SPECIFY): _____

APPROVAL/CONDITIONS:

- APPROVED
- DISAPPROVED

APPROVED SUBJECT TO THE FOLLOWING CONDITIONS:

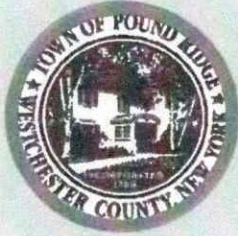
Will provide necessary signage and cones utilized for Food Truck Friday events for use during event.

Routine checks by day tour patrols during event. Application denotes volunteers to cover event parking.

FOR TOWN DEPARTMENTS ONLY:

STAFFING NEEDED: _____	STAFFING COST: _____	\$ 0
EQUIPMENT NEEDED: _____	EQUIPMENT COST: _____	\$ 0
OTHER COST ITEMS: _____	OTHER COST: _____	\$ 0
	TOTAL COST: _____	\$ 0

Please return completed review forms to the Town Clerk (townclerk@townofpoundridge.com).



SPECIAL EVENT PERMIT APPLICATION

Eco Afternoon

4.25.26

APPLICANT INFORMATION

The **applicant** is the individual, group, or entity organizing the event. Examples of applicant **type** include nonprofit organization, town board or commission, school club, etc.

Applicant Name:	Pound Ridge Partnership
Applicant Type:	
Address:	P.O. Box 402
Mailing Address:	Pound Ridge, NY 10576
Phone Number:	914-282-6707
Email Address:	nicole.klein@gmail.com

EVENT INFORMATION

In addition to indicating event **type** (eg. street fair, festival, road race, parade, concert, etc.), please provide a detailed event description. Examples of event **purpose** include fundraising, promoting awareness, providing education, building community spirit, promoting local businesses, etc. *If the event is a fundraiser, the purpose should include information about how the resulting funds will be used.* Identify all locations where event activity will take place, including parking.

Event Name:	An Eco Afternoon
Event Type:	Community
Description:	Community organizations, sustainable businesses and vendors, ma
Purpose:	Bring together community for educational and engaging activities

Event Date:	April 25, 2026	Alternate Date:	
Event Start Time:	12pm	Event End Time:	4pm
Setup Start Time:	10am	Setup End Time:	11:30am
Takedown Start:	4pm	Takedown End:	5pm

Location(s):	Pound Ridge Square (+ parking spaces in front)		
On private property?	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Parking location(s):	Barnwell Center/Bank parking lots, designated areas in the market		
On private property?	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	

*Westchester Ave
see map*

private property

Road closure(s) requested:	No
Closure times requested:	

Admission fee?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Parking fee?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

VENDORS/LICENSES

Will the event include food and/or beverage vendors?		
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Number, if any: 1+
Will any food or beverages be served without charge in conjunction with the event?		
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Will the event include non-food vendors?		
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Number, if any: 30+
Will the event include alcoholic beverage vendors?		
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Number, if any:
Will any alcohol be served without charge in conjunction with the event?		
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Will the event include gambling of any kind?		
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	

Please note that it is the applicant's responsibility to ensure that any vendors have all required licenses and/or permits.

CONTACTS

Primary Contact Name:	Nicole Shaffer		
Cell Phone Number:	914-282-6707	Email Address:	nicole.klein@gmail.com
Event Day Contact Name:	Nicole Shaffer		
Cell Phone Number:	914-282-6707	Email Address:	nicole.klein@gmail.com
Weather Contact Name:	Nicole Shaffer		
Cell Phone Number:	914-282-6707	Email Address:	nicole.klein@gmail.com

Note that the weather contact person must be on site throughout the event, and also that it is the responsibility of the organizer to communicate postponements and cancellations to the public.

Please indicate how decisions regarding postponement or cancellation will be made, and how you will respond if sudden severe weather develops while the event is in progress:

No rain date. Event will be canceled if severe weather occurs.

LOGISTICS

CROWD MANAGEMENT

Anticipated attendance:	100-500	
Describe crowd control plan:		
Describe perimeter control plan:		
Emergency services present?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will event be ADA compliant?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

VOLUNTEERS

Indicate number of volunteers:	~40
Describe role(s) of volunteers:	set up, clean-up, waste station, parking attendants, support

SANITATION/GARBAGE		
Portable toilets provided:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If so, how many?	1	
Garbage/recycling bins provided?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Describe garbage/recycling plan:	Waste station for recycling, compost and trash with volunteers	

NEIGHBORHOOD IMPACT/NOTIFICATION		
Will there be noise impacts?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Will there be amplified music?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Will there be light impacts?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Have neighbors been notified?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

STRUCTURES/SAFETY		
Tents or canopies?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please describe:	Some vendors may have 10x10 canopies	
Stage or other structures?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please describe:		
Fireworks or open flame?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please describe:		

tents larger than 10' x 10' need permit

UTILITIES		
Water access needed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please describe:		
Electricity needed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please describe:	Might need electric from one of the lamp posts	
WiFi access needed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please indicate # of users:		

consult property owner

PROMOTION		
Banner permission requested?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please indicate location and dates:		
Other signage?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please describe:	Yard signs around town	

TOWN RESOURCES		
Town bus needed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please indicate time:		
Barricades or cones needed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please specify:	Cones and signage for Market parking, Asia Hamachi, and	
Other town-owned property needed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please specify:		

OUTSIDE RESOURCES		
Outside bus transportation?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please describe:		
Outside parking assistance?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please describe:		
Other outside resources?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please describe:		

SUPPORTING DOCUMENTS

MAPS/PLANS

<u>Event Site Plan</u>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
------------------------	---	-----------------------------

The Event Site Plan should include locations of the following if applicable: stages/tents, power/water sources, portable toilets, accessible toilets, medical aid locations, admission sales area, alcohol sales/services, pedestrian pathways, entrances/exits, vendors/riders.

PLEASE ATTACH

<u>Parking/Traffic Plan</u>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
-----------------------------	------------------------------	--

The Parking/Traffic Plan should include locations of the following if applicable: road closures, traffic patterns, bus routes/stops, parking payment area, attendee parking, accessible parking, vendor parking, volunteer parking.

* PLEASE ATTACH*

LEGAL DOCUMENTS

Insurance Certificate(s)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
--------------------------	------------------------------	-----------------------------

Indemnity Agreement(s)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
------------------------	------------------------------	-----------------------------

Permits/Licenses (other than for vendors)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
---	------------------------------	-----------------------------

Please note that it is the applicant's responsibility to obtain insurance naming the town as an additional insured.

DEPOSIT/FEEES

Damage Deposit Paid (Indicate Amount):		
--	--	--

Waiver Requested:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
-------------------	---	-----------------------------

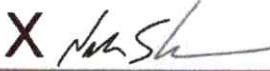
Application Fee Paid (Indicate Amount):		
---	--	--

Waiver Requested:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
-------------------	---	-----------------------------

ENDORSEMENT

I certify that I have reviewed all application materials, and that the information contained therein is, to the best of my knowledge, accurate and truthful.

I understand that Town Board approval of my application does not constitute a permit; that if the application is approved, I must meet any and all conditions specified by the Town Board for a permit to be issued, and to remain valid. Furthermore, that under no circumstances may the event take place unless and until a permit has been issued.

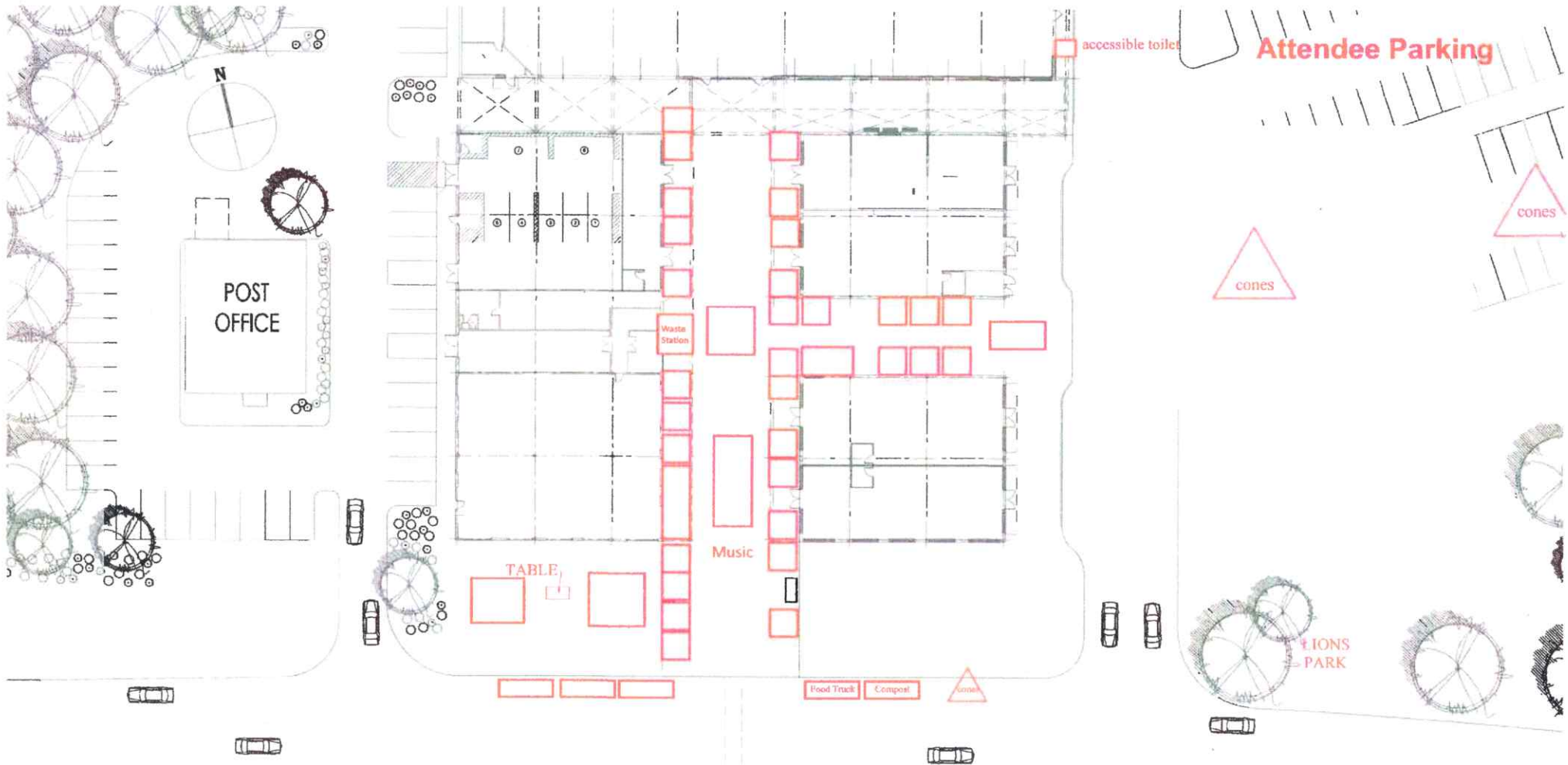
X 

Nicole Shaffer

(Printed Name)

3/2/2026

(Date)



Attendee Parking

POST OFFICE

Music

TABLE

Waste Station

Food Truck Compost

accessible toilet

cones

cones

VENDOR PARKING

Vendor Parking

SITE PLAN

AN ECO AFTERNOON - APRIL 25, 2026

55 WESTCHESTER AVE

SCALE: 1/16" = 1'-0"

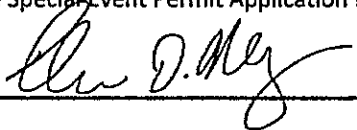




SPECIAL EVENT APPLICATION REVIEW

EVENT: Food Truck 5/15, 6/12, 7/17, 8/14 & 9/18 DATE: March 12, 2026

I have reviewed the Special Event Permit Application for the event indicated above.

SIGNATURE:  NAME: Thomas D. Mulcahy, Chief of Police

DEPARTMENT:

- POLICE DEPARTMENT BUILDING DEPARTMENT FIRE DEPARTMENT
 MAINTENANCE DEPARTMENT RECREATION DEPARTMENT EMERGENCY SERVICES
 HIGHWAY DEPARTMENT OTHER (PLEASE SPECIFY): _____

APPROVAL/CONDITIONS:

- APPROVED DISAPPROVED
 APPROVED SUBJECT TO THE FOLLOWING CONDITIONS:

**** Notification of cancellation of event needs to be made to Police Dept by at least Noon on day of event****

This is necessary to notify our officer assigned to detail as well as Westchester County Emergency Force officers
With enough notice. This event follows the same guidelines and operations as in previous years and
Parking Attendant Company hired to assist and monitor Scotts Corners Market parking area

Parking signage provided by PD for event

FOR TOWN DEPARTMENTS ONLY:

STAFFING NEEDED:	<u>1 w/WCEF officers</u>	STAFFING COST:	<u>\$ 386.32/date</u>
EQUIPMENT NEEDED:	_____	EQUIPMENT COST:	<u>\$</u>
OTHER COST ITEMS:	_____	OTHER COST:	<u>\$</u>
		TOTAL COST:	<u>\$ 1,931.60</u>

Please return completed review forms to the Town Clerk (townclerk@townofpoundridge.com).

8. If the application is approved, you will receive an application with any conditions that need to be met before the permit can be issued.
9. If approval is conditional, provide documentations that the applicant agrees to receive a permit.

Food Truck
Fridays

5/15 + more

APPLICANT INFORMATION

The **applicant** is the individual, group, or entity organizing the event. Examples of applicant **type** include nonprofit organization, town board or commission, school club, etc.

Applicant name: Pound Ridge Partnership

Applicant type: Non Profit

Address: PO Box 402
Pound Ridge, NY 10576

Mailing address: Same

Phone number: 914-391-8182

Email address: jbest@poundridgepartnership.org

EVENT INFORMATION

In addition to indicating event **type** (eg, street fair, festival, road race, parade, concert, etc.), please provide a detailed event description. Examples of event **purpose** include fundraising, promoting awareness, providing education, building community spirit, promoting local businesses, etc. **If the event is a fundraiser, the purpose should include information about how the resulting funds will be used.** Identify all locations where event activity will take place, including parking.

Event name: Food Truck Fridays

Event type: Street Fair/Food Event

Description: Food Trucks and Live Music in Town

Purpose: Building community spirit while raising the awareness of our shops & Business District.

Event dates: **5/15, 6/12, 7/17, 8/14, 9/18** Alternate date:

Event start time: **5:00 PM** Event end time: **9:00 PM**

Setup start time: 3:30 PM Setup end time: 5:00 PM

Takedown start: 9:00 PM Takedown end: 10:00 PM

Location(s): Barnwell Center – 56 Westchester Avenue

On private property? Yes No

Parking location(s): 56 Westchester Ave, Market parking, town parking

On private property? Yes No

Road closure(s) requested: No

Closure times requested:

Admission fee? Yes No

Parking fee? Yes No

VENDORS/LICENSES

If the answer to any of the questions below is yes, you must also complete the **Vendor/License Information Form**. If you are unable to complete the form at the time application is submitted, please note that a complete form will be required before the permit can be granted.

Will the event include food and/or beverage vendors?

Yes No 7-8 Trucks

Will any food or beverages be served without charge in conjunction with the event?

Yes No

Will the event include non-food vendors?

VOLUNTEERS

Indicate number of volunteers:

10

Describe role(s) of volunteers:

Setup event tent, tables & chairs, garbage, supervise food trucks, Music/band, cleanup and breakdown of all the above

SANITATION/GARBAGE

Portable toilets provided?

X Yes No

If so, how many?

1 regular, 1 Handicap Porta-John, 1 Handwash station

Garbage/recycling bins provided?

X Yes No

Describe garbage/recycling plan:

Sustainable waste station -with volunteers accepting the garbage and separating into garbage, recycling and compost. The town maintenance dept picks up.

NEIGHBORHOOD IMPACT/NOTIFICATION

Will there be noise impacts?

X Yes No

If so, will there be amplified music?

X Yes No

Will there be light impacts?

X Yes No Minimal Lights

Have neighbors been notified?

Yes X No PRBA notified and social media

STRUCTURES/SAFETY

Tents or canopies?

X Yes No

If yes, please describe:

2-3 10x10 Tents

Stage or other structures?

Yes X No

If yes, please describe:

Fireworks or open flame? Yes No

If yes, please describe:

UTILITIES

Water access needed? Yes No

If yes, please describe:

Electricity needed? Yes No

If yes, please describe:

We power the band and lights off of the streetlight outlet

WiFi access needed? Yes No

If yes, indicate number of users:

PROMOTION

Banner permission requested? Yes No

If so, indicate location and dates:

Across Westchester Ave near the dentist. 1 week before the events. Taken down by Monday following event

Other signage? Yes No

If so, please describe:

Lawn Signs – Put up and removed for each event

TOWN RESOURCES

Town bus needed? Yes No

If so, please indicate time period:

Barricades or cones needed? Yes No

If so, please specify:

Misc. Cones needed to mark parking and truck areas

Other town-owned property needed? Yes No

tables & chairs??

(adopted 04.12.2022)

If so, please specify:

OUTSIDE RESOURCES

Outside bus transportation? Yes X No

If so, please describe:

Outside parking assistance? X Yes No

If so, please describe: **Parking Company to monitor the parking for the Market customers**

Other outside resources? Yes X No

If so, please describe:

SUPPORTING DOCUMENTS

Please indicate which supporting documents you are providing, including review forms being submitted directly by the reviewers.

MAPS/PLANS

- X Yes No Event map (may incorporate parking/traffic plan)
- Yes No Parking/traffic plan (may be separate from event map)
- Yes No Weather plan
- Yes No Vendor List (and applicable licenses or permits)

REVIEW FORMS

- Yes No Police Department review form
- Yes No Highway Department review form
- Yes No Maintenance Department review form
- Yes No Building Department review form
- Yes No Recreation Department review form
- Yes No Fire Department review form

Yes No EMS review form
 Yes No Other review form

LEGAL DOCUMENTS

Yes No Insurance certificate(s)
 Yes No Indemnity agreement(s)
 Yes No Permits/Licenses (other than for vendors)
 Yes No OTHER (specify):

DEPOSITS/FEES

Damage deposit paid (indicate amount):
 Waiver requested: Yes No

Application fee paid (indicate amount):
 Waiver requested: Yes No

ENDORSEMENT

I certify that I have reviewed all application materials and that the information contained therein is, to the best of my knowledge, accurate and truthful.

I understand that Town Board approval of my application does not constitute a permit; that if the application is approved, I must meet any and all conditions specified by the Town Board before a permit can be issued; and furthermore, that under no circumstances may the event take place unless and until a permit has been issued.

2-24-2026

(signature)

(date)

James Best

(printed name)

Weather Plan

Event postponement/cancellation will be made by 3 PM day of event and communicated via email, social media and word-of-mouth.

Sudden/severe weather conditions developed during event, safe places are vehicles, and cover at market Square. Tents for rain with no thunder and lightning.

(adopted 04.12.2022)



SPECIAL EVENT APPLICATION REVIEW

EVENT: Color Run 5K 5/31/26

DATE: March 12, 2026

I have reviewed the Special Event Permit Application for the event indicated above.

SIGNATURE: _____

NAME: Thomas D. Mulcahy, Chief of Police

DEPARTMENT:

POLICE DEPARTMENT

BUILDING DEPARTMENT

FIRE DEPARTMENT

MAINTENANCE DEPARTMENT

RECREATION DEPARTMENT

EMERGENCY SERVICES

HIGHWAY DEPARTMENT

OTHER (PLEASE SPECIFY): _____

APPROVAL/CONDITIONS:

APPROVED

DISAPPROVED

APPROVED SUBJECT TO THE FOLLOWING CONDITIONS:

Color Run follows last year's format so PD will coordinate with Highway for necessary barriers and cones.

Request was made to secure 9 officers from the Westchester County Emergency Force

Police Department staffing will be at same level as last year and as reflected in 2026 budget. }

Tour for Police Personnel- 0800 x 1200 except those needed for cone/barricade set up and supervisor

Police Department will provide Traffic Advisory and Messaging to advise of traffic impacts along 5k route

*** Event Organizers need to make clear to participants that 5K route is a timed run and that all walkers and

Fun runners need to follow alternate route on bike path at Town Park, clear division for runners at start ***

FOR TOWN DEPARTMENTS ONLY:

STAFFING NEEDED:	<u>1 supervisor & 5 officers</u>	STAFFING COST:	<u>\$ 1385.24</u>
EQUIPMENT NEEDED:	_____	EQUIPMENT COST:	<u>\$</u>
OTHER COST ITEMS:	_____	OTHER COST:	<u>\$</u>
		TOTAL COST:	<u>\$ 1385.24</u>

Please return completed review forms to the Town Clerk (townclerk@townofpoundridge.com).



SPECIAL EVENT PERMIT APPLICATION

Color Run
5.31.26

APPLICANT INFORMATION

The **applicant** is the individual, group, or entity organizing the event. Examples of applicant **type** include nonprofit organization, town board or commission, school club, etc.

Applicant Name:	Pound Ridge Partnership
Applicant Type:	nonprofit organization
Address:	Pound Ridge Partnership, P.O. Box 402, Pound Ridge, NY 10576
Mailing Address:	same
Phone Number:	(914)715-4107
Email Address:	terripike@poundridgepartnership.org

EVENT INFORMATION

In addition to indicating event **type** (eg, street fair, festival, road race, parade, concert, etc.), please provide a detailed event description. Examples of event **purpose** include fundraising, promoting awareness, providing education, building community spirit, promoting local businesses, etc. *If the event is a fundraiser, the purpose should include information about how the resulting funds will be used.* Identify all locations where event activity will take place, including parking.

Event Name:	Color Run
Event Type:	
Description:	Presented in collaboration with Pound Ridge Human Rights Acti
Purpose:	The Color Run unifies community incorporating the Holi celebra

Event Date:	5/31/26	Alternate Date:	none needed
Event Start Time:	9:00 A.M.	Event End Time:	10:00 A.M.
Setup Start Time:	8:00 A.M.	Setup End Time:	9:30 A.M.
Takedown Start:	12:00 P.M.	Takedown End:	1:00 P.M.

Location(s):	PRES for starting, see map of route ending in Business District		
On private property?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Parking location(s):	Town Park		
On private property?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	

Road closure(s) requested:	yes
Closure times requested:	see schedule attached

Admission fee?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Parking fee?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

VENDORS/LICENSES

Will the event include food and/or beverage vendors?		
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Number, if any:
Will any food or beverages be served without charge in conjunction with the event?		
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Will the event include non-food vendors?		
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Number, if any:
Will the event include alcoholic beverage vendors?		
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Number, if any:
Will any alcohol be served without charge in conjunction with the event?		
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Will the event include gambling of any kind?		
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	

Please note that it is the applicant's responsibility to ensure that any vendors have all required licenses and/or permits.

CONTACTS

Primary Contact Name:	Terri Pike		
Cell Phone Number:	(914)715-4107	Email Address:	terripike@poundridgepartn
Event Day Contact Name:	Sharbari Kamat		
Cell Phone Number:	(917)626-2574	Email Address:	sharbari.kamat@gmail.com
Weather Contact Name:	James Best		
Cell Phone Number:	(914)391-8182	Email Address:	jbbest@poundridgepartners

Note that the weather contact person must be on site throughout the event, and also that it is the responsibility of the organizer to communicate postponements and cancellations to the public.

Please indicate how decisions regarding postponement or cancellation will be made, and how you will respond if sudden severe weather develops while the event is in progress:

No rain date. If severe weather is forecast, event will be cancelled and registrants notified. P

LOGISTICS

CROWD MANAGEMENT		
Anticipated attendance:	100	
Describe crowd control plan:	Will coordinate with PR police for Westchester Avenue pres	
Describe perimeter control plan:		
Emergency services present?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Will event be ADA compliant?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

VOLUNTEERS	
Indicate number of volunteers:	approximately 20
Describe role(s) of volunteers:	set up and man refreshment table and water stations, photo

SANITATION/GARBAGE		
Portable toilets provided:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If so, how many?	1	
Garbage/recycling bins provided?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Describe garbage/recycling plan:	PRP bins for separation. PRP will remove at clean up	

NEIGHBORHOOD IMPACT/NOTIFICATION		
Will there be noise impacts?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Will there be amplified music?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Will there be light impacts?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Have neighbors been notified?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

STRUCTURES/SAFETY		
Tents or canopies?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please describe:	PRP tent, 10x10	
Stage or other structures?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please describe:	microphone at PRP tent at finish line	
Fireworks or open flame?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please describe:		

UTILITIES		
Water access needed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please describe:		
Electricity needed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please describe:	for microphone, at finish line at PRP tent	
WiFi access needed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please indicate # of users:	3+ for communication with race timers	

PROMOTION		
Banner permission requested?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please indicate location and dates:	Over Westchester Avenue, 5/23-6/2	
Other signage?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please describe:	Lawn signs in Pound Ridge and neighboring communities	

TOWN RESOURCES		
Town bus needed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please indicate time:	see schedule: from parking to PRES and Town after finish	
Barricades or cones needed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please specify:	for runner safety	
Other town-owned property needed?	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please specify:	PRES: Dr Bell has approved date, will submit request to B	

OUTSIDE RESOURCES		
Outside bus transportation?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please describe:		
Outside parking assistance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please describe:	Color Run parking	
Other outside resources?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please describe:	Race- timer company	

SUPPORTING DOCUMENTS

MAPS/PLANS

<u>Event Site Plan</u>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
------------------------	---	-----------------------------

The Event Site Plan should include locations of the following if applicable: stages/tents, power/water sources, portable toilets, accessible toilets, medical aid locations, admission sales area, alcohol sales/services, pedestrian pathways, entrances/exits, vendors/riders.

PLEASE ATTACH

<u>Parking/Traffic Plan</u>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
-----------------------------	---	-----------------------------

The Parking/Traffic Plan should include locations of the following if applicable: road closures, traffic patterns, bus routes/stops, parking payment area, attendee parking, accessible parking, vendor parking, volunteer parking.

* PLEASE ATTACH*

LEGAL DOCUMENTS

Insurance Certificate(s)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
--------------------------	---	-----------------------------

Indemnity Agreement(s)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
------------------------	---	-----------------------------

Permits/Licenses (other than for vendors)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
---	------------------------------	--

Please note that it is the applicant's responsibility to obtain insurance naming the town as an additional insured.

DEPOSIT/FEEES

Damage Deposit Paid (Indicate Amount):		
--	--	--

Waiver Requested:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
-------------------	------------------------------	-----------------------------

Application Fee Paid (Indicate Amount):		
---	--	--

Waiver Requested:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
-------------------	------------------------------	-----------------------------

ENDORSEMENT

I certify that I have reviewed all application materials, and that the information contained therein is, to the best of my knowledge, accurate and truthful.

I understand that Town Board approval of my application does not constitute a permit; that if the application is approved, I must meet any and all conditions specified by the Town Board for a permit to be issued, and to remain valid. Furthermore, that under no circumstances may the event take place unless and until a permit has been issued.

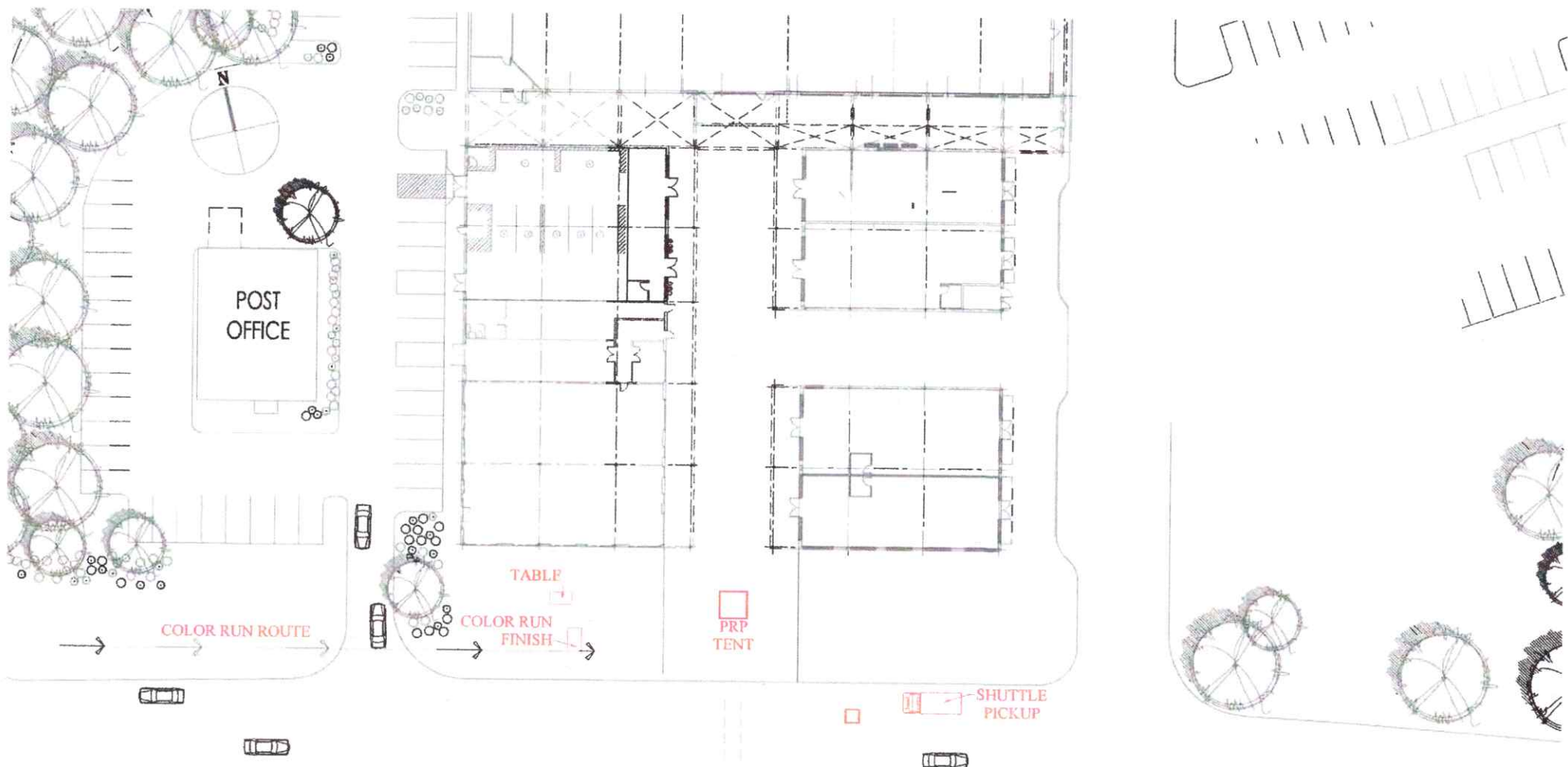
X

Terri Pike

3/10/2026

(Printed Name)

(Date)



SITE PLAN

COLOR RUN 2026
55 WESTCHESTER AVE

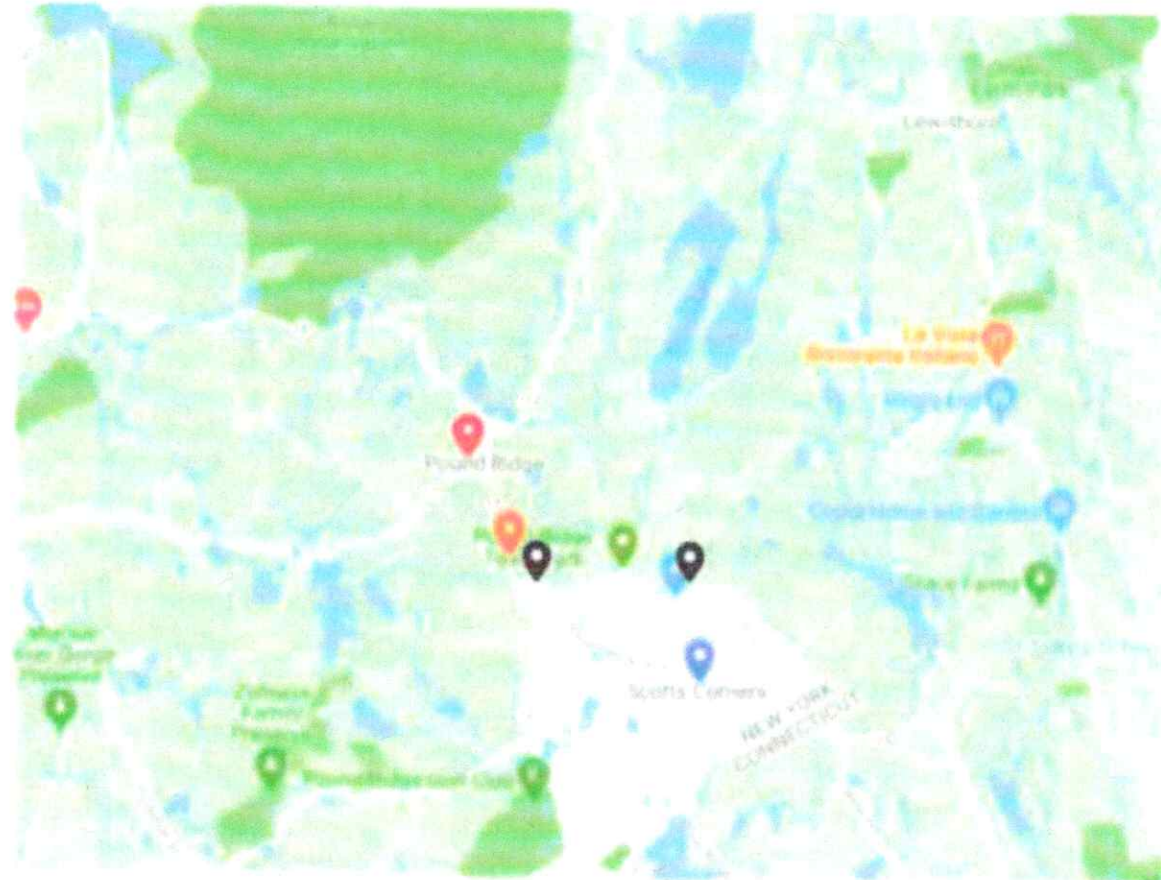
Pound Ridge Color Run | Color and Water Stations

Color Stations

-  The Pond/Pound Ridge area
-  Le Vanh (Boulevard Station)
-  Pound Ridge Park
-  Pound Ridge High School
-  Pound Ridge Middle School
-  Pound Ridge Middle School
-  Pound Ridge Middle School

Water Stations

-  Water Station Pound Ridge
-  Water Station Pound Ridge





SPECIAL EVENT APPLICATION REVIEW

EVENT: Pound Ridge Bake Off 6-13-26 10-1pm DATE: March 12, 2026

I have reviewed the Special Event Permit Application for the event indicated above.

SIGNATURE: *Thomas D. Mulcahy* NAME: Thomas D. Mulcahy, Chief of Police

DEPARTMENT:

- POLICE DEPARTMENT BUILDING DEPARTMENT FIRE DEPARTMENT
 MAINTENANCE DEPARTMENT RECREATION DEPARTMENT EMERGENCY SERVICES
 HIGHWAY DEPARTMENT OTHER (PLEASE SPECIFY): _____

APPROVAL/CONDITIONS:

- APPROVED DISAPPROVED

APPROVED SUBJECT TO THE FOLLOWING CONDITIONS:

Similar to past Bake Off events – no additional officers needed

Routine checks by day tour patrols during event.

FOR TOWN DEPARTMENTS ONLY:

STAFFING NEEDED: _____	STAFFING COST: _____	\$ 0
EQUIPMENT NEEDED: _____	EQUIPMENT COST: _____	\$ 0
OTHER COST ITEMS: _____	OTHER COST: _____	\$ 0
	TOTAL COST: _____	\$ 0

Please return completed review forms to the Town Clerk (townclerk@townofpoundridge.com).



SPECIAL EVENT PERMIT APPLICATION

Bake Off
6.13.26

APPLICANT INFORMATION

The **applicant** is the individual, group, or entity organizing the event. Examples of applicant type include nonprofit organization, town board or commission, school club, etc.

Applicant Name:	Pound Ridge Partnership
Applicant Type:	nonprofit organization
Address:	Pound Ridge Partnership, PO Box 402, Pound Ridge, NY 10576
Mailing Address:	same
Phone Number:	(914)715-4107
Email Address:	terripike@poundridgepartnership.org

EVENT INFORMATION

In addition to indicating event **type** (eg, street fair, festival, road race, parade, concert, etc.), please provide a detailed event description. Examples of event **purpose** include fundraising, promoting awareness, providing education, building community spirit, promoting local businesses, etc. *If the event is a fundraiser, the purpose should include information about how the resulting funds will be used.* Identify all locations where event activity will take place, including parking.

Event Name:	Pound Ridge Bake Off Challenge
Event Type:	Baking Contest
Description:	Annual baking contest for adults and kids
Purpose:	Build community spirit through old-fashioned fun highlighting baki

Event Date:	June 13, 2026	Alternate Date:	none
Event Start Time:	10:00 A.M.	Event End Time:	1:00 P.M.
Setup Start Time:	tent the day prior, d	Setup End Time:	9:00 A.M.
Takedown Start:	2:00 P.M.	Takedown End:	tent removal 6/16

Location(s):	The Green, Business District		
On private property?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Parking location(s):	Business District, back lots		
On private property?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	

Road closure(s) requested:	none
Closure times requested:	

Admission fee?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Parking fee?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

VENDORS/LICENSES

Will the event include food and/or beverage vendors?		
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Number, if any:
Will any food or beverages be served without charge in conjunction with the event?		
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Will the event include non-food vendors?		
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Number, if any:
Will the event include alcoholic beverage vendors?		
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Number, if any:
Will any alcohol be served without charge in conjunction with the event?		
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Will the event include gambling of any kind?		
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	

Please note that it is the applicant's responsibility to ensure that any vendors have all required licenses and/or permits.

CONTACTS

Primary Contact Name:	Terri Pike		
Cell Phone Number:	(914)715-4107	Email Address:	terripike@poundridgepartn
Event Day Contact Name:	same		
Cell Phone Number:	same	Email Address:	same
Weather Contact Name:	same		
Cell Phone Number:	same	Email Address:	same

Note that the weather contact person must be on site throughout the event, and also that it is the responsibility of the organizer to communicate postponements and cancellations to the public.

Please indicate how decisions regarding postponement or cancellation will be made, and how you will respond if sudden severe weather develops while the event is in progress:

We will use the tent for audience, participants and judges if it rains. If severe weather requir

LOGISTICS

CROWD MANAGEMENT

Anticipated attendance:	50 or less	
Describe crowd control plan:	none needed	
Describe perimeter control plan:	confined to The Green, see map	
Emergency services present?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Will event be ADA compliant?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

VOLUNTEERS

Indicate number of volunteers:	15
Describe role(s) of volunteers:	check-in, serving judges, tallying ballots, clean-up

SANITATION/GARBAGE		
Portable toilets provided:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If so, how many?	1	
Garbage/recycling bins provided?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Describe garbage/recycling plan:	Partnership will separate, provide bins and remove after e	

NEIGHBORHOOD IMPACT/NOTIFICATION		
Will there be noise impacts?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Will there be amplified music?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Will there be light impacts?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Have neighbors been notified?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

STRUCTURES/SAFETY		
Tents or canopies?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please describe:	20x 20 tent rental	
Stage or other structures?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please describe:		
Fireworks or open flame?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please describe:		

UTILITIES		
Water access needed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please describe:	we provide drinking water	
Electricity needed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please describe:	we plug in microphones to outlet on The Green	
WiFi access needed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please indicate # of users:	3	

PROMOTION		
Banner permission requested?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please indicate location and dates:	across Westchester Avenue, near The Green	
Other signage?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please describe:	lawn signs through Bedford and Pound Ridge	

TOWN RESOURCES		
Town bus needed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please indicate time:		
Barricades or cones needed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please specify:		
Other town-owned property needed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please specify:		

OUTSIDE RESOURCES		
Outside bus transportation?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please describe:		
Outside parking assistance?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please describe:		
Other outside resources?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please describe:		

SUPPORTING DOCUMENTS

MAPS/PLANS

<u>Event Site Plan</u>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
------------------------	---	-----------------------------

The Event Site Plan should include locations of the following if applicable: stages/tents, power/water sources, portable toilets, accessible toilets, medical aid locations, admission sales area, alcohol sales/services, pedestrian pathways, entrances/exits, vendors/riders.

PLEASE ATTACH

<u>Parking/Traffic Plan</u>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
-----------------------------	------------------------------	--

The Parking/Traffic Plan should include locations of the following if applicable: road closures, traffic patterns, bus routes/stops, parking payment area, attendee parking, accessible parking, vendor parking, volunteer parking.

* PLEASE ATTACH*

LEGAL DOCUMENTS

Insurance Certificate(s)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
--------------------------	---	-----------------------------

Indemnity Agreement(s)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
------------------------	---	-----------------------------

Permits/Licenses (other than for vendors)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
---	------------------------------	-----------------------------

Please note that it is the applicant's responsibility to obtain insurance naming the town as an additional insured.

DEPOSIT/FEES

Damage Deposit Paid (Indicate Amount):		
Waiver Requested:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Application Fee Paid (Indicate Amount):		
Waiver Requested:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

ENDORSEMENT

I certify that I have reviewed all application materials, and that the information contained therein is, to the best of my knowledge, accurate and truthful.

I understand that Town Board approval of my application does not constitute a permit; that if the application is approved, I must meet any and all conditions specified by the Town Board for a permit to be issued, and to remain valid. Furthermore, that under no circumstances may the event take place unless and until a permit has been issued.

Terriann Pike

(Printed Name)

February 26, 2026

(Date)

Pound Ridge Business Association

Date	Time	Event	Location	Notes
April 26	10am – 4pm	Made in New York Market	Village Green	<ul style="list-style-type: none"> • No additional police officers needed; regular patrols will make routine checks • 10'x10' tents only • Event organizer to obtain COI naming town as additional insured
September 7	10am-4pm	Artisan & Vintage Flea Market	Westchester Avenue and Market Square	<ul style="list-style-type: none"> • Additional police officers needed (cost to town = \$7,422.00) • Road closure 8am-5pm • Event organizer to meet with PD prior to event • More handicapped parking needed • Town bus requested 10am-5pm; PD suggests considering more bus capacity to avoid long wait times • Organizer to hire and pay parking attendants; PD requests parking attendants on site 1 hour prior to event start • Event organizer to coordinate with Highway for barricades; PD to provide parking signage • Any tents larger than 10'x10' must be inspected prior to event • Organizer to arrange and pay for garbage removal • Event organizer to obtain COI naming town as additional insured
October 31	4pm-6pm	Halloween Walk	Sidewalks along Westchester Avenue	<ul style="list-style-type: none"> • Additional police officers needed (cost to town = \$367.36) • Event organizer to obtain COI naming town as additional insured
November 21	10am-4pm	Holiday Market	Village Green	<ul style="list-style-type: none"> • No additional police officers needed; regular patrols to make routine checks • Event organizer to obtain COI naming town as additional insured



SPECIAL EVENT APPLICATION REVIEW

EVENT: PRBA Made in NY event 4/26/26 DATE: March 12, 2026

I have reviewed the Special Event Permit Application for the event indicated above.

SIGNATURE: *Thomas D. Mulcahy* NAME: Thomas D. Mulcahy, Chief of Police

DEPARTMENT:

- POLICE DEPARTMENT BUILDING DEPARTMENT FIRE DEPARTMENT
 MAINTENANCE DEPARTMENT RECREATION DEPARTMENT EMERGENCY SERVICES
 HIGHWAY DEPARTMENT OTHER (PLEASE SPECIFY): _____

APPROVAL/CONDITIONS:

- APPROVED DISAPPROVED
 APPROVED SUBJECT TO THE FOLLOWING CONDITIONS:

As with last year's event due to scale of event and no road closures, police patrols working on day of event
Will make periodic patrols and checks of event during course of the day. Patrols will assist where necessary

FOR TOWN DEPARTMENTS ONLY:

STAFFING NEEDED: _____	STAFFING COST: _____	\$ _____
EQUIPMENT NEEDED: _____	EQUIPMENT COST: _____	\$ _____
OTHER COST ITEMS: _____	OTHER COST: _____	\$ _____
	TOTAL COST: _____	\$ 0

Please return completed review forms to the Town Clerk (townclerk@townofpoundridge.com).



SPECIAL EVENT PERMIT APPLICATION

Made in NY
Market

4.26.26

APPLICANT INFORMATION

The **applicant** is the individual, group, or entity organizing the event. Examples of applicant type include nonprofit organization, town board or commission, school club, etc.

Applicant Name:	PRBA (Pound Ridge Business Association)
Applicant Type:	
Address:	
Mailing Address:	PO Box 168
Phone Number:	914-282-9582
Email Address:	presidentprba@gmail.com

EVENT INFORMATION

In addition to indicating event **type** (eg, street fair, festival, road race, parade, concert, etc.), please provide a detailed event description. Examples of event **purpose** include fundraising, promoting awareness, providing education, building community spirit, promoting local businesses, etc. *If the event is a fundraiser, the purpose should include information about how the resulting funds will be used.* Identify all locations where event activity will take place, including parking.

Event Name:	Made in NY
Event Type:	Market
Description:	Artisan Selling items Made in NY
Purpose:	Prompting Awareness to PR

Event Date:	April 26, 2026	Alternate Date:	none
Event Start Time:	10:00	Event End Time:	4:00
Setup Start Time:	8:00	Setup End Time:	10:00
Takedown Start:	4:00	Takedown End:	6:00

Location(s):	77 Westchester Avenue		
On private property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Parking location(s):			
On private property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Road closure(s) requested:	None
Closure times requested:	None

Admission fee?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Parking fee?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

VENDORS/LICENSES

Will the event include food and/or beverage vendors?		
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Number, if any:3
Will any food or beverages be served without charge in conjunction with the event?		
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Will the event include non-food vendors?		
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Number, if any:20
Will the event include alcoholic beverage vendors?		
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Number, if any:3
Will any alcohol be served without charge in conjunction with the event?		
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Will the event include gambling of any kind?		
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	

Please note that it is the applicant's responsibility to ensure that any vendors have all required licenses and/or permits.

CONTACTS

Primary Contact Name:	Lisa Miller		
Cell Phone Number:	914-282-9582	Email Address:	presidentprba@gmail.com
Event Day Contact Name:	Same as above		
Cell Phone Number:		Email Address:	
Weather Contact Name:	Same as above		
Cell Phone Number:		Email Address:	

Note that the weather contact person must be on site throughout the event, and also that it is the responsibility of the organizer to communicate postponements and cancellations to the public.

Please indicate how decisions regarding postponement or cancellation will be made, and how you will respond if sudden severe weather develops while the event is in progress:

--

LOGISTICS

CROWD MANAGEMENT		
Anticipated attendance:	400-1000	
Describe crowd control plan:		
Describe perimeter control plan:		
Emergency services present?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Will event be ADA compliant?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

VOLUNTEERS	
Indicate number of volunteers:	4
Describe role(s) of volunteers:	Helping Vendors set up

SANITATION/GARBAGE		
Portable toilets provided:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If so, how many?	2	
Garbage/recycling bins provided?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Describe garbage/recycling plan:	Using existing trash containers	

NEIGHBORHOOD IMPACT/NOTIFICATION		
Will there be noise impacts?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Will there be amplified music?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Will there be light impacts?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Have neighbors been notified?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

STRUCTURES/SAFETY		
Tents or canopies?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please describe:	10'x10' tents	
Stage or other structures?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please describe:		
Fireworks or open flame?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please describe:		

UTILITIES		
Water access needed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please describe:		
Electricity needed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please describe:		
WiFi access needed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please indicate # of users:		

PROMOTION		
Banner permission requested?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please indicate location and dates:		
Other signage?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please describe:	Road Signs	

TOWN RESOURCES		
Town bus needed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please indicate time:		
Barricades or cones needed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please specify:		
Other town-owned property needed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please specify:		

OUTSIDE RESOURCES		
Outside bus transportation?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please describe:		
Outside parking assistance?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please describe:		
Other outside resources?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please describe:		

SUPPORTING DOCUMENTS

MAPS/PLANS

Event Site Plan	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
-----------------	---	-----------------------------

The Event Site Plan should include locations of the following if applicable: stages/tents, power/water sources, portable toilets, accessible toilets, medical aid locations, admission sales area, alcohol sales/services, pedestrian pathways, entrances/exits, vendors/riders.

PLEASE ATTACH

Parking/Traffic Plan	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
----------------------	------------------------------	--

The Parking/Traffic Plan should include locations of the following if applicable: road closures, traffic patterns, bus routes/stops, parking payment area, attendee parking, accessible parking, vendor parking, volunteer parking.

*** PLEASE ATTACH***

LEGAL DOCUMENTS

Insurance Certificate(s)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
--------------------------	---	-----------------------------

Indemnity Agreement(s)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
------------------------	------------------------------	--

Permits/Licenses (other than for vendors)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
---	------------------------------	--

Please note that it is the applicant's responsibility to obtain insurance naming the town as an additional insured.

DEPOSIT/FEES

Damage Deposit Paid (Indicate Amount):		
--	--	--

Waiver Requested:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
-------------------	------------------------------	-----------------------------

Application Fee Paid (Indicate Amount):		
---	--	--

Waiver Requested:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
-------------------	------------------------------	-----------------------------

ENDORSEMENT

I certify that I have reviewed all application materials, and that the information contained therein is, to the best of my knowledge, accurate and truthful.

I understand that Town Board approval of my application does not constitute a permit; that if the application is approved, I must meet any and all conditions specified by the Town Board for a permit to be issued, and to remain valid. Furthermore, that under no circumstances may the event take place unless and until a permit has been issued.

X

Lisa Miller

(Printed Name)

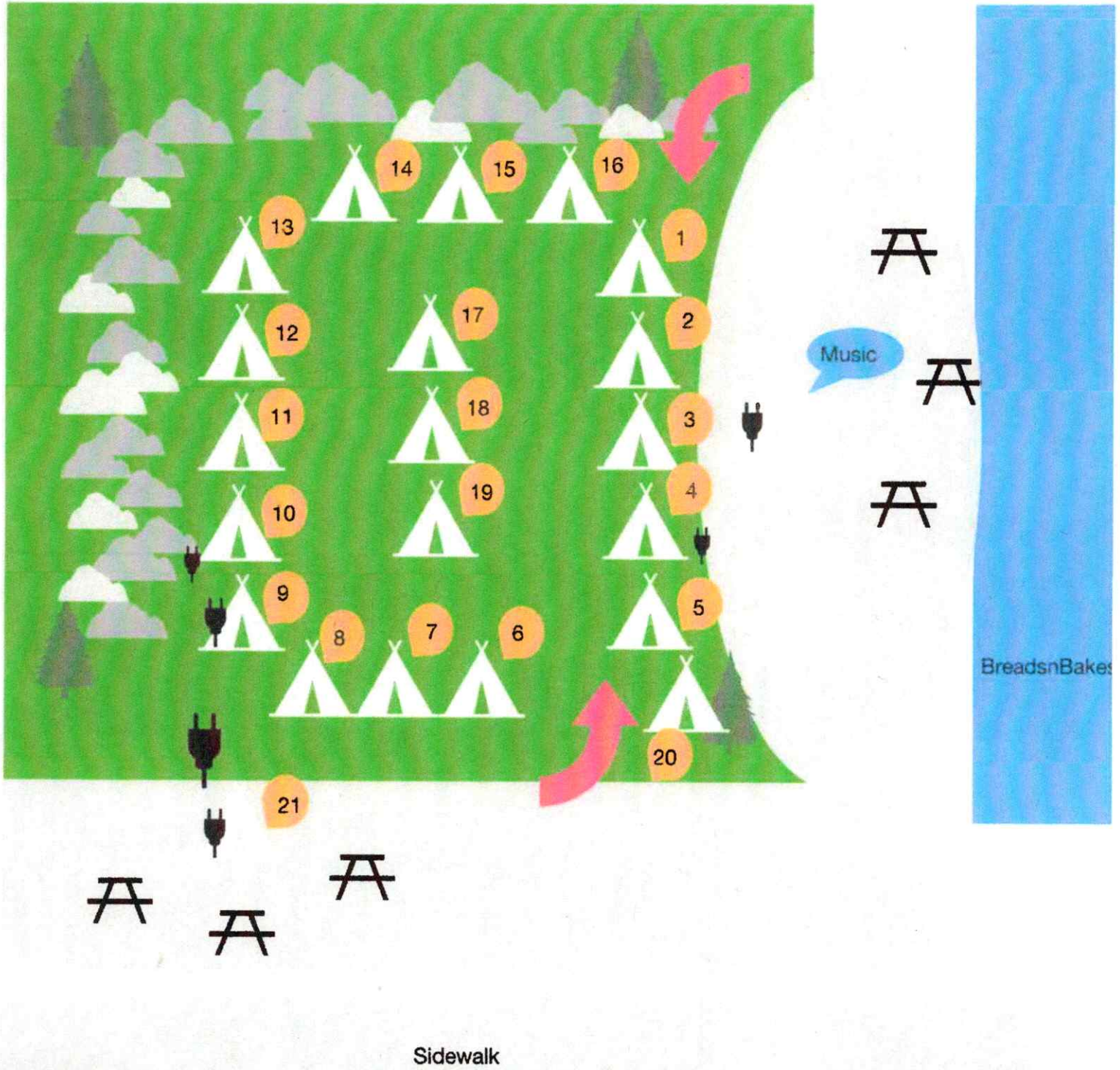
3/21/2026

(Date)

PLEASE PARK YOUR CARS DOWN BEHIND
ALBANOS APPLIANCE STORE



**PARKING SPACES
UNLOADING ONLY DO NOT PARK
HERE**



Westchester Avenue



SPECIAL EVENT APPLICATION REVIEW

EVENT: PRBA Artisan and Vintage Flea 9/7/2026 DATE: March 12, 2026

I have reviewed the Special Event Permit Application for the event indicated above.

SIGNATURE:  NAME: Thomas D. Mulcahy, Chief of Police

DEPARTMENT:

- POLICE DEPARTMENT BUILDING DEPARTMENT FIRE DEPARTMENT
 MAINTENANCE DEPARTMENT RECREATION DEPARTMENT EMERGENCY SERVICES
 HIGHWAY DEPARTMENT OTHER (PLEASE SPECIFY): _____

APPROVAL/CONDITIONS:

- APPROVED DISAPPROVED
 APPROVED SUBJECT TO THE FOLLOWING CONDITIONS:

Lisa Miller to meet with Lt. Murray in August prior to event to go over final details regarding parking
And Event setup. Due to uncertainty of Firehouse construction need to plan on last year's traffic plan which
Isn't reflected in application. Feedback from last year: parking plan needs to denote more handicap parking
In vicinity of event and is Town bus ample enough to shuttle attendees (long wait times)
Confirmation of permission for Parking at Barnwell, Artie Clark and Market Square with owners.
Coordinate with Highway Dept for barricades needed for driveway by Kitchen Table
PRBA must ensure that parking company at parking locations 1 hour prior to event start issue last year@SC MKT
Scotts Corners Market Square- PD will provide Market Parking only signs for PRBA to borrow for restricted
Parking area

FOR TOWN DEPARTMENTS ONLY:

STAFFING NEEDED:	<u>9 officers & 1 supervisor holiday rate</u> <u>10hr detail</u>	STAFFING COST:	<u>\$7422</u>
EQUIPMENT NEEDED:	_____	EQUIPMENT COST:	<u>\$</u>
OTHER COST ITEMS:	_____	OTHER COST:	<u>\$</u>
		TOTAL COST:	<u>\$7422</u>

Please return completed review forms to the Town Clerk (townclerk@townofpoundridge.com).



SPECIAL EVENT PERMIT APPLICATION

Flea
9.7.26

APPLICANT INFORMATION

The **applicant** is the individual, group, or entity organizing the event. Examples of applicant type include nonprofit organization, town board or commission, school club, etc.

Applicant Name:	PRBA
Applicant Type:	
Address:	
Mailing Address:	PO Box 168, Pound Ridge, NY 10576
Phone Number:	914-282-9582
Email Address:	presidentprba@gmail.com

EVENT INFORMATION

In addition to indicating event **type** (eg, street fair, festival, road race, parade, concert, etc.), please provide a detailed event description. Examples of event **purpose** include fundraising, promoting awareness, providing education, building community spirit, promoting local businesses, etc. *If the event is a fundraiser, the purpose should include information about how the resulting funds will be used.* Identify all locations where event activity will take place, including parking.

Event Name:	Artisan & Vintage Flea
Event Type:	Street Fair
Description:	
Purpose:	Promoting local businesses

Event Date:	9/7/2026	Alternate Date:	none
Event Start Time:	10:00	Event End Time:	4:00
Setup Start Time:	7:00	Setup End Time:	10:00
Takedown Start:	4:00	Takedown End:	6:00

Location(s):	Westchester Avenue to The Market Square		
On private property?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Parking location(s):	Throughout town		
On private property?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	

Road closure(s) requested:	Yes
Closure times requested:	8:00

Admission fee?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Parking fee?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

VENDORS/LICENSES

Will the event include food and/or beverage vendors?		
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Number, if any:10
Will any food or beverages be served without charge in conjunction with the event?		
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Will the event include non-food vendors?		
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Number, if any:70
Will the event include alcoholic beverage vendors?		
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Number, if any:3-4
Will any alcohol be served without charge in conjunction with the event?		
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Will the event include gambling of any kind?		
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	

Please note that it is the applicant's responsibility to ensure that any vendors have all required licenses and/or permits.

CONTACTS

Primary Contact Name:	Lisa Miller		
Cell Phone Number:	914-282-9582	Email Address:	presidentprba@gmail.com
Event Day Contact Name:	Same as above		
Cell Phone Number:		Email Address:	
Weather Contact Name:	Same as above		
Cell Phone Number:		Email Address:	

Note that the weather contact person must be on site throughout the event, and also that it is the responsibility of the organizer to communicate postponements and cancellations to the public.

Please indicate how decisions regarding postponement or cancellation will be made, and how you will respond if sudden severe weather develops while the event is in progress:

--

LOGISTICS

CROWD MANAGEMENT		
Anticipated attendance:	3,000-5,000	
Describe crowd control plan:		
Describe perimeter control plan:		
Emergency services present?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Will event be ADA compliant?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

VOLUNTEERS	
Indicate number of volunteers:	6-10
Describe role(s) of volunteers:	Helping vendors throughout the day

SANITATION/GARBAGE		
Portable toilets provided:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If so, how many?	4-5	
Garbage/recycling bins provided?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Describe garbage/recycling plan:	Hire 2-town maintenance people	

NEIGHBORHOOD IMPACT/NOTIFICATION		
Will there be noise impacts?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Will there be amplified music?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Will there be light impacts?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Have neighbors been notified?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

STRUCTURES/SAFETY		
Tents or canopies?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please describe:	10' x 10'	
Stage or other structures?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please describe:		
Fireworks or open flame?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please describe:		

UTILITIES		
Water access needed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please describe:		
Electricity needed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please describe:		
WiFi access needed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please indicate # of users:		

PROMOTION		
Banner permission requested?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please indicate location and dates:	on Westchester Avenue	
Other signage?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please describe:	Road Streets	

TOWN RESOURCES		
Town bus needed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please indicate time:	10:00-5:00	
Barricades or cones needed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please specify:	Will meet with Kieran to discuss	
Other town-owned property needed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please specify:	Parking areas and Village Green	

OUTSIDE RESOURCES		
Outside bus transportation?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please describe:		
Outside parking assistance?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please describe:	Parking attendants at The Market	
Other outside resources?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please describe:		

SUPPORTING DOCUMENTS

MAPS/PLANS

<u>Event Site Plan</u>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
------------------------	---	-----------------------------

The Event Site Plan should include locations of the following if applicable: stages/tents, power/water sources, portable toilets, accessible toilets, medical aid locations, admission sales area, alcohol sales/services, pedestrian pathways, entrances/exits, vendors/riders.

PLEASE ATTACH

<u>Parking/Traffic Plan</u>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
-----------------------------	---	-----------------------------

The Parking/Traffic Plan should include locations of the following if applicable: road closures, traffic patterns, bus routes/stops, parking payment area, attendee parking, accessible parking, vendor parking, volunteer parking.

* PLEASE ATTACH*

LEGAL DOCUMENTS

Insurance Certificate(s)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
--------------------------	---	-----------------------------

Indemnity Agreement(s)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
------------------------	------------------------------	-----------------------------

Permits/Licenses (other than for vendors)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
---	------------------------------	--

Please note that it is the applicant's responsibility to obtain insurance naming the town as an additional insured.

DEPOSIT/FEEES

Damage Deposit Paid (Indicate Amount):		
Waiver Requested:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Application Fee Paid (Indicate Amount):		
Waiver Requested:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

ENDORSEMENT

I certify that I have reviewed all application materials, and that the information contained therein is, to the best of my knowledge, accurate and truthful.

I understand that Town Board approval of my application does not constitute a permit; that if the application is approved, I must meet any and all conditions specified by the Town Board for a permit to be issued, and to remain valid. Furthermore, that under no circumstances may the event take place unless and until a permit has been issued.

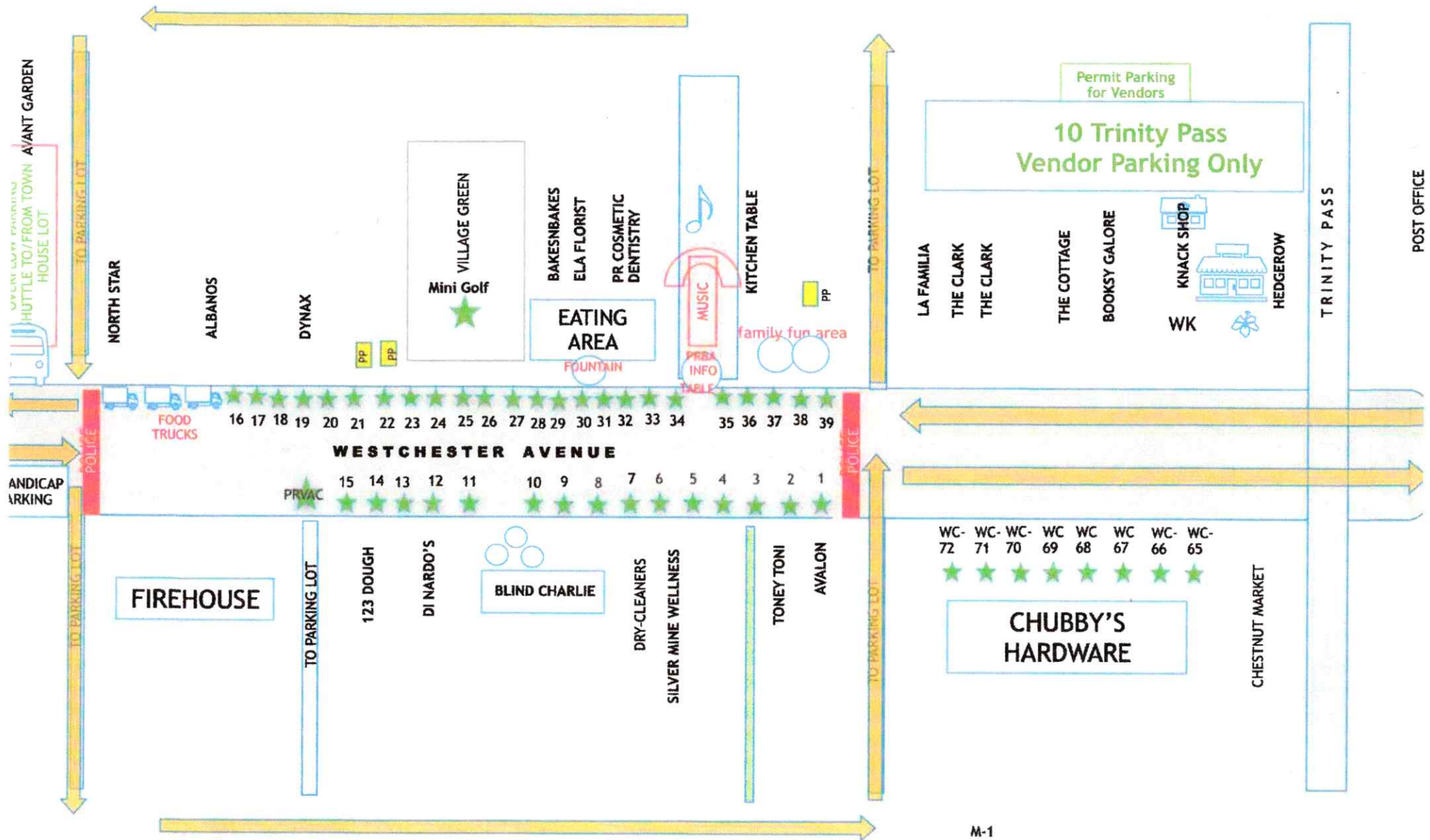
X 

Lisa Miller

(Printed Name)

3/2/2026

(Date)



TO PARKING LOT

LA FAMILIA

The Clark

The Clark

THE COTTAGE

BOOKSY GALORE

KNACK SHOP

Hedgerow

TRINITY PASS

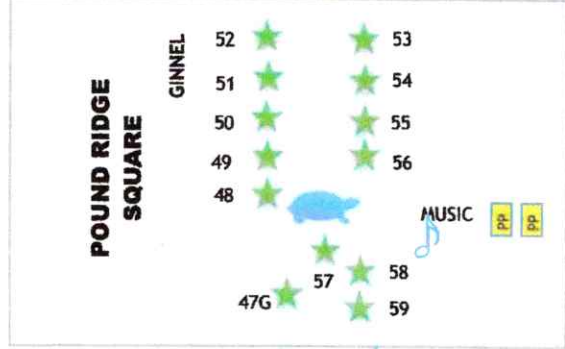
Permit Parking for Vendors Artie Clark

10 Trinity Pass Vendor Parking Only

POST OFFICE

The Market PARKING

THE MARKET



ATTENDEE PARKING

POLICE

SIDEWALK

POLICE

SIDEWALK

POLICE

SIDEWALK

SIDEWALK

- ★ WC 72
- ★ WC 71
- ★ WC 70
- ★ WC 69
- ★ WC 68
- ★ WC 67
- ★ WC 66
- ★ WC 65

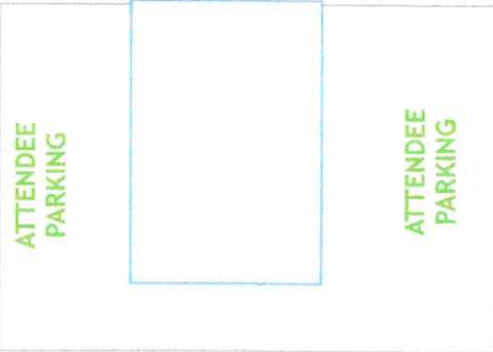
CHUBBY'S HARDWARE

CHESTNUT MARKET

Veronika aesthetics
Veronika aesthetics
Veronika aesthetics SALON

EVA S SALON

Gigging Pig
KEY BANK



ASIA HAMACHI



SPECIAL EVENT APPLICATION REVIEW

EVENT: Halloween Walk 10/31/26 1600-1800hrs DATE: March 12, 2026

I have reviewed the Special Event Permit Application for the event indicated above.

SIGNATURE: *Thomas D. Mulcahy* NAME: Thomas D. Mulcahy, Chief of Police

DEPARTMENT:

- POLICE DEPARTMENT BUILDING DEPARTMENT FIRE DEPARTMENT
 MAINTENANCE DEPARTMENT RECREATION DEPARTMENT EMERGENCY SERVICES
 HIGHWAY DEPARTMENT OTHER (PLEASE SPECIFY): _____

APPROVAL/CONDITIONS:

- APPROVED DISAPPROVED
 APPROVED SUBJECT TO THE FOLLOWING CONDITIONS:

2 additional officers assigned to assist with traffic and crossing besides the 2 patrol units working

FOR TOWN DEPARTMENTS ONLY:

STAFFING NEEDED:	<u>2 officers</u>	STAFFING COST:	<u>\$ 367.36</u>
EQUIPMENT NEEDED:	_____	EQUIPMENT COST:	<u>\$</u>
OTHER COST ITEMS:	_____	OTHER COST:	<u>\$</u>
		TOTAL COST:	<u>\$ 367.36</u>

Please return completed review forms to the Town Clerk (townclerk@townofpoundridge.com).



SPECIAL EVENT PERMIT APPLICATION

Halloween
Walk

10-31-26

APPLICANT INFORMATION

The **applicant** is the individual, group, or entity organizing the event. Examples of applicant **type** include nonprofit organization, town board or commission, school club, etc.

Applicant Name:	PRBA
Applicant Type:	
Address:	
Mailing Address:	PO Box 268, Pound Ridge, NY 10576
Phone Number:	914-282-9582
Email Address:	

EVENT INFORMATION

In addition to indicating event **type** (eg, street fair, festival, road race, parade, concert, etc.), please provide a detailed event description. Examples of event **purpose** include fundraising, promoting awareness, providing education, building community spirit, promoting local businesses, etc. *If the event is a fundraiser, the purpose should include information about how the resulting funds will be used.* Identify all locations where event activity will take place, including parking.

Event Name:	Halloween Walk
Event Type:	
Description:	
Purpose:	Community Spirit

Event Date:	10/31/2026	Alternate Date:	none
Event Start Time:	4:00	Event End Time:	6:00
Setup Start Time:	none	Setup End Time:	none
Takedown Start:	none	Takedown End:	none

Location(s):	Throughout the Business District		
On private property?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Parking location(s):			
On private property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Road closure(s) requested:	none
Closure times requested:	none

Admission fee?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Parking fee?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

VENDORS/LICENSES

Will the event include food and/or beverage vendors?		
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Number, if any:
Will any food or beverages be served without charge in conjunction with the event?		
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Will the event include non-food vendors?		
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Number, if any:
Will the event include alcoholic beverage vendors?		
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Number, if any:
Will any alcohol be served without charge in conjunction with the event?		
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Will the event include gambling of any kind?		
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	

Please note that it is the applicant's responsibility to ensure that any vendors have all required licenses and/or permits.

CONTACTS

Primary Contact Name:	Lisa Miller		
Cell Phone Number:	914-282-9582	Email Address:	presidentprba@gmail.com
Event Day Contact Name:	Same as above		
Cell Phone Number:		Email Address:	
Weather Contact Name:	Same as above		
Cell Phone Number:		Email Address:	

Note that the weather contact person must be on site throughout the event, and also that it is the responsibility of the organizer to communicate postponements and cancellations to the public.

Please indicate how decisions regarding postponement or cancellation will be made, and how you will respond if sudden severe weather develops while the event is in progress:

--

LOGISTICS

CROWD MANAGEMENT

Anticipated attendance:	400-700	
Describe crowd control plan:	Police presence	
Describe perimeter control plan:		
Emergency services present?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Will event be ADA compliant?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

VOLUNTEERS

Indicate number of volunteers:	0
Describe role(s) of volunteers:	

SANITATION/GARBAGE		
Portable toilets provided:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If so, how many?		
Garbage/recycling bins provided?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Describe garbage/recycling plan:		

NEIGHBORHOOD IMPACT/NOTIFICATION		
Will there be noise impacts?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Will there be amplified music?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Will there be light impacts?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Have neighbors been notified?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

STRUCTURES/SAFETY		
Tents or canopies?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please describe:		
Stage or other structures?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please describe:		
Fireworks or open flame?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please describe:		

UTILITIES		
Water access needed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please describe:		
Electricity needed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please describe:		
WiFi access needed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please indicate # of users:		

PROMOTION		
Banner permission requested?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please indicate location and dates:		
Other signage?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please describe:		

TOWN RESOURCES		
Town bus needed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please indicate time:		
Barricades or cones needed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please specify:		
Other town-owned property needed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please specify:		

OUTSIDE RESOURCES		
Outside bus transportation?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please describe:		
Outside parking assistance?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please describe:		
Other outside resources?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please describe:		

SUPPORTING DOCUMENTS

MAPS/PLANS

<u>Event Site Plan</u>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
------------------------	------------------------------	--

The Event Site Plan should include locations of the following if applicable: stages/tents, power/water sources, portable toilets, accessible toilets, medical aid locations, admission sales area, alcohol sales/services, pedestrian pathways, entrances/exits, vendors/riders.

PLEASE ATTACH

<u>Parking/Traffic Plan</u>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
-----------------------------	------------------------------	--

The Parking/Traffic Plan should include locations of the following if applicable: road closures, traffic patterns, bus routes/stops, parking payment area, attendee parking, accessible parking, vendor parking, volunteer parking.

* PLEASE ATTACH*

LEGAL DOCUMENTS

Insurance Certificate(s)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
--------------------------	------------------------------	--

Indemnity Agreement(s)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
------------------------	------------------------------	--

Permits/Licenses (other than for vendors)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
---	------------------------------	--

Please note that it is the applicant's responsibility to obtain insurance naming the town as an additional insured.

DEPOSIT/FEEES

Damage Deposit Paid (Indicate Amount):		
--	--	--

Waiver Requested:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
-------------------	------------------------------	-----------------------------

Application Fee Paid (Indicate Amount):		
---	--	--

Waiver Requested:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
-------------------	------------------------------	-----------------------------

ENDORSEMENT

I certify that I have reviewed all application materials, and that the information contained therein is, to the best of my knowledge, accurate and truthful.

I understand that Town Board approval of my application does not constitute a permit; that if the application is approved, I must meet any and all conditions specified by the Town Board for a permit to be issued, and to remain valid. Furthermore, that under no circumstances may the event take place unless and until a permit has been issued.

X



Lisa Miller

(Printed Name)

3/2/2026

(Date)



SPECIAL EVENT APPLICATION REVIEW

EVENT: Holiday Market 11/21/26 10a-4p DATE: March 12, 2026

I have reviewed the Special Event Permit Application for the event indicated above.

SIGNATURE: *Thomas D. Mulcahy* NAME: Thomas D. Mulcahy, Chief of Police

DEPARTMENT:

- POLICE DEPARTMENT BUILDING DEPARTMENT FIRE DEPARTMENT
 MAINTENANCE DEPARTMENT RECREATION DEPARTMENT EMERGENCY SERVICES
 HIGHWAY DEPARTMENT OTHER (PLEASE SPECIFY): _____

APPROVAL/CONDITIONS:

- APPROVED DISAPPROVED
 APPROVED SUBJECT TO THE FOLLOWING CONDITIONS:

Based on previous years events no additional officers are needed for event. Officers assigned to work that day
Will make routine patrols to check on event.

FOR TOWN DEPARTMENTS ONLY:

STAFFING NEEDED: _____	STAFFING COST: _____	\$ _____
EQUIPMENT NEEDED: _____	EQUIPMENT COST: _____	\$ _____
OTHER COST ITEMS: _____	OTHER COST: _____	\$ _____
	TOTAL COST: _____	\$ _____

Please return completed review forms to the Town Clerk (townclerk@townofpoundridge.com).



SPECIAL EVENT PERMIT APPLICATION

Holiday Market

11.21.26

APPLICANT INFORMATION

The **applicant** is the individual, group, or entity organizing the event. Examples of applicant type include nonprofit organization, town board or commission, school club, etc.

Applicant Name:	PRBA
Applicant Type:	Special Event Permit
Address:	
Mailing Address:	PO Box 268, Pound Ridge, NY 10576
Phone Number:	914-282-9582
Email Address:	presidentprba@gmail.com

EVENT INFORMATION

In addition to indicating event **type** (eg, street fair, festival, road race, parade, concert, etc.), please provide a detailed event description. Examples of event **purpose** include fundraising, promoting awareness, providing education, building community spirit, promoting local businesses, etc. *If the event is a fundraiser, the purpose should include information about how the resulting funds will be used.* Identify all locations where event activity will take place, including parking.

Event Name:	Holiday Market
Event Type:	
Description:	Market
Purpose:	Promoting Local Businesses

Event Date:	11/21/2026	Alternate Date:	none
Event Start Time:	10:00	Event End Time:	4:00
Setup Start Time:	8:00	Setup End Time:	10:00
Takedown Start:	4:00	Takedown End:	6:00

Location(s):			
On private property?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Parking location(s):			
On private property?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	

Road closure(s) requested:	none
Closure times requested:	none

Admission fee?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Parking fee?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

VENDORS/LICENSES

Will the event include food and/or beverage vendors?		
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Number, if any: 2-4
Will any food or beverages be served without charge in conjunction with the event?		
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Will the event include non-food vendors?		
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Number, if any: 18
Will the event include alcoholic beverage vendors?		
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Number, if any: 2-3
Will any alcohol be served without charge in conjunction with the event?		
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Will the event include gambling of any kind?		
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	

Please note that it is the applicant's responsibility to ensure that any vendors have all required licenses and/or permits.

CONTACTS

Primary Contact Name:	Lisa Miller		
Cell Phone Number:	914-282-9582	Email Address:	presidentprba@gmail.com
Event Day Contact Name:	Same as Above		
Cell Phone Number:		Email Address:	
Weather Contact Name:	Same as Above		
Cell Phone Number:		Email Address:	

Note that the weather contact person must be on site throughout the event, and also that it is the responsibility of the organizer to communicate postponements and cancellations to the public.

Please indicate how decisions regarding postponement or cancellation will be made, and how you will respond if sudden severe weather develops while the event is in progress:

--

LOGISTICS

CROWD MANAGEMENT		
Anticipated attendance:	500-1500	
Describe crowd control plan:	none	
Describe perimeter control plan:	none	
Emergency services present?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Will event be ADA compliant?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

VOLUNTEERS	
Indicate number of volunteers:	3-4
Describe role(s) of volunteers:	Helping vendors set up

SANITATION/GARBAGE		
Portable toilets provided:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If so, how many?	2	
Garbage/recycling bins provided?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Describe garbage/recycling plan:		

NEIGHBORHOOD IMPACT/NOTIFICATION		
Will there be noise impacts?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Will there be amplified music?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Will there be light impacts?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Have neighbors been notified?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

STRUCTURES/SAFETY		
Tents or canopies?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please describe:	10'x10' tents	
Stage or other structures?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please describe:		
Fireworks or open flame?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please describe:		

UTILITIES		
Water access needed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please describe:		
Electricity needed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please describe:	From Lamp posts	
WiFi access needed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please indicate # of users:		

PROMOTION		
Banner permission requested?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please indicate location and dates:	Westchester Ave	
Other signage?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please describe:	Road Signs	

TOWN RESOURCES		
Town bus needed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please indicate time:		
Barricades or cones needed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please specify:		
Other town-owned property needed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please specify:		

OUTSIDE RESOURCES		
Outside bus transportation?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please describe:		
Outside parking assistance?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please describe:		
Other outside resources?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please describe:		

SUPPORTING DOCUMENTS

MAPS/PLANS

<u>Event Site Plan</u>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
------------------------	---	-----------------------------

The Event Site Plan should include locations of the following if applicable: stages/tents, power/water sources, portable toilets, accessible toilets, medical aid locations, admission sales area, alcohol sales/services, pedestrian pathways, entrances/exits, vendors/riders.

PLEASE ATTACH

<u>Parking/Traffic Plan</u>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
-----------------------------	------------------------------	--

The Parking/Traffic Plan should include locations of the following if applicable: road closures, traffic patterns, bus routes/stops, parking payment area, attendee parking, accessible parking, vendor parking, volunteer parking.

* PLEASE ATTACH*

LEGAL DOCUMENTS

Insurance Certificate(s)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
--------------------------	---	-----------------------------

Indemnity Agreement(s)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
------------------------	------------------------------	-----------------------------

Permits/Licenses (other than for vendors)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
---	------------------------------	-----------------------------

Please note that it is the applicant's responsibility to obtain insurance naming the town as an additional insured.

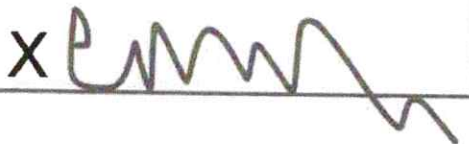
DEPOSIT/FEEES

Damage Deposit Paid (Indicate Amount):		
Waiver Requested:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Application Fee Paid (Indicate Amount):		
Waiver Requested:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

ENDORSEMENT

I certify that I have reviewed all application materials, and that the information contained therein is, to the best of my knowledge, accurate and truthful.

I understand that Town Board approval of my application does not constitute a permit; that if the application is approved, I must meet any and all conditions specified by the Town Board for a permit to be issued, and to remain valid. Furthermore, that under no circumstances may the event take place unless and until a permit has been issued.

X 

Lisa Miller

(Printed Name)

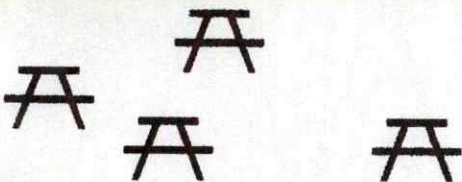
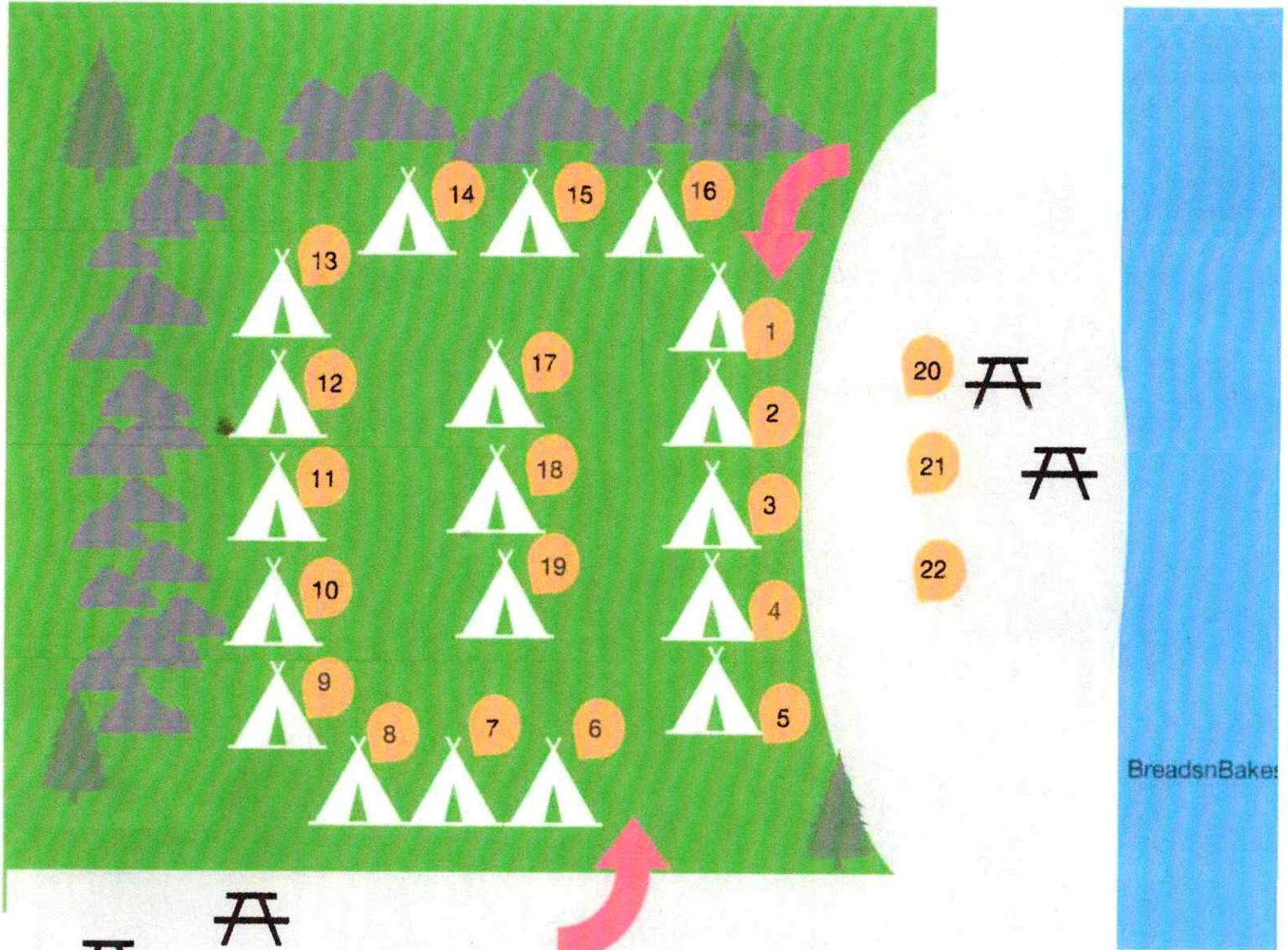
3/2/2026

(Date)

PLEASE PARK YOUR CARS DOWN BEHIND
ALBANOS APPLIANCE STORE



**PARKING SPACES
UNLOADING ONLY DO NOT PARK
HERE**



Sidewalk

Westchester Avenue

Memo

To: Town Board

From: Jonah Maddock, Maintenance Supervisor

Date: March 19, 2026

Re: Hiring Seasonal Employees

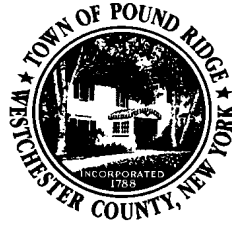
I'm writing to request permission to hire 2 seasonal employees at \$18 per hour. This is an already budgeted item.

Thank you!

Town of Pound Ridge

Tel.: 914-764-5511

Fax: 914-764-0102



To: Town Board

From: Melissa Farella

Date: March 19th, 2026

Re: Conant Hall Fee Waived

I am writing to respectfully request a waiver of the rental and deposit fees for the upcoming memorial service for Richard Wood. The family has requested to hold the memorial on Saturday, May 9th, 2026, at Conant Hall.

Waiving these fees would provide meaningful support to the Wood family and help facilitate a local gathering to honor Richard's memory during this difficult time.

Please let me know if you need any additional information from the family or our department to process this waiver. Thank you for your time and compassionate consideration of this request.

Respectfully,

Melissa Farella
Recreation Leader

Town of Pound Ridge

Tel.: 914-764-5511

Fax: 914-764-0102



To: Town Board

From: Melissa Farella

Date: March 19th, 2026

Re: Updated Donation

I respectfully request approval to accept the following donations:

\$7,000.00 from Friends of Pound Ridge and Fred Albano of Albano Appliance for the purchase of our new swing set (update from Town Board approval on 2/17).

\$500.00 from Friends of Pound Ridge to fund a charter bus for our Adults 62+ trip to Bear Mountain.

Respectfully,

Melissa Farella
Recreation Leader

VIA HAND DELIVERED

March 10, 2026

Planning Board & Water Control Commission
Town of Pound Ridge
179 Westchester Avenue
Pound Ridge, New York 10576

Attn: Ms. Christeen Dur, Administrator

RE: Dilmaghani Residence
492 Long Ridge Road
Block 9031, Lot 171.3

Dear Ms. Dur:

On behalf of my client, Mr. Dennis Dilmaghani, I am writing to request the refund of his \$10,000.00 Bond, which was posted to ensure construction compliance with the Town Water Control Commission Resolution of Approval dated March 9, 2022.

Our office has inspected the work performed and I can confirm that the work was performed in a manner that complied with the permit documents, the improvements were completed in substantial compliance with the approved permit documents and the project site has been stabilized.

Very Truly Yours,

John Kellard, P.E.
KSCJ Consulting

JK/dc

cc: Dennis Dilmaghani
Dominick Santucci



Bond # 2021-30
3/10/26 OK per Jim
Perry
send to Dennis

[https://kellardsessionsconsulti.sharepoint.com/sites/Kellard/Project Docs P/PRDILMAGHANI100/KSC Correspondence/2026-03-10_PRDILMAGHANI100_Dur_Request For Bond Release_1tr.docx](https://kellardsessionsconsulti.sharepoint.com/sites/Kellard/Project%20Docs/P/PRDILMAGHANI100/KSC%20Correspondence/2026-03-10_PRDILMAGHANI100_Dur_Request%20For%20Bond%20Release_1tr.docx)

	Kevin Hansan	Alison Boak	Dan Paschkes	Diane Briggs	Namasha Schelling	Other
Boards, Commissions, & Committees:						
Audit Bills					X	
Board of Assessment Review		X				
Board of Ethics	X					
Climate Smart Communities Task Force		X				
Conservation Board			X			
Highway & Maintenance				X		
Housing Board			X			
Human Rights Advisory Committee					X	
Landmarks & Historic District Commission					X	
Office of Emergency Management	X					
Old Pound Road Committee				X		
Open Space Advisory Committee			X			
Planning Board					X	
Police Department	X					
Recreation Commission				X		
Sustainability Committee			X			
Water Control Commission			X			
Zoning Board of Appeals				X		
Other:						
BCSDNY	X					
East of Hudson Watershed	X					
Environmental Initiatives Advisors						Elyse Arnow
Fire District	X					
Library Board	X					
New Dawn			X			
Sustainable Westchester			X			
THRIVE		X				
Trails Working Group						TBD
Water Wastewater Task Force		X				
WEMS						Tom Mulcahy
Westchester County Shared Services	X					
Wireless Communication				X		