

Village of Tuxedo Park

www.tuxedopark-ny.gov
(845) 351-4745



Welcome Packet

For new and current residents of the Village of Tuxedo Park

Key Contacts:

Village of Tuxedo Park Clerk's Office	(845) 351-4745
Village of Tuxedo Park Dept. of Public Works	(845) 351-4743
Village of Tuxedo Park Water Dept.	(845) 351-2777
Village of Tuxedo Park Police Dept.	(845) 351-4741
Tuxedo Fire Dept.	911, (845) 351-5111
Tuxedo Ambulance Corp	911, (845) 351-5111
Town of Tuxedo Clerk's Office	(845) 351-4411
Tuxedo Historical Society	(845) 351-2926
Tuxedo Library (www.tuxedoparklibrary.org)	(845) 351-2207
Tuxedo Post Office	(845) 351-5426
Tuxedo Union Free School District	(845) 351-2296
AT&T Telephone Repair	(800) 288-2747
Cablevision	(845) 351-2916, (845) 624-8200
Orange and Rockland Utilities	(877) 434-4100
Verizon Telephone Repair	(800) 837-4966
Poison Control (emergency)	(800) 336-6997
Good Samaritan Hospital (Suffern, NY)	(845) 368-5000
Hackensack University Medical Center (NJ)	(551) 996-2000
The Valley Hospital (Ridgewood, NJ)	(201) 447-8000

Village of Tuxedo Park Website	www.tuxedopark-ny.gov
John Ledwith, Building Inspector	jledwith@tuxedopark-ny.gov
Debbie Matthews, Village Clerk	dmatthews@tuxedopark-ny.gov
Denise Spalthoff, Deputy Village Clerk	dspalthoff@tuxedopark-ny.gov
Chief Alex Melchiorre, Tuxedo Park Police	chief@tuxedopark-ny.gov
Police Department Email Address	police@tuxedopark-ny.gov
Mayor David McFadden	trusteedavid10987@gmail.com
Deputy Mayor Alan McHugh	Trusteealan10987@gmail.com
Trustee Paul Gluck	Trusteepaul10987@gmail.com
Trustee Allen Barnett	TrusteeAllen10987@gmail.com
Trustee John Moon	TrusteeJohnMoon10987@gmail.com

Garbage Pickup: Mondays/Thursdays
Recycle Pickup: Wednesdays
= Plastic, Cans, Glass, Paper, Cardboard

Village of Tuxedo Park Mailing Address:
80 Lorillard Road
P.O. Box 31
Tuxedo Park, NY 10987

Suggestions: suggestions@tuxedopark-ny.gov



From the Mayor's Desk

Welcome! Tuxedo Park is a very special and historic place in which to live. We were placed on the Historic Registry in 1983. Like all of us, you have chosen to drive through these gates to make Tuxedo Park your home. The natural beauty of the landscape, lakes, wildlife and architecture are unique and special. As you spend time here this uniqueness will be revealed, and you will begin to hear fantastic stories involving residents and visitors who have helped shape our great country.

It has been a pleasure crafting this "Welcome Packet" for you in collaboration with my Trustees, various members of standing boards, Village Staff, first responders and others. I sincerely hope this will prove to be a comprehensive guide to help new residents and current residents alike through the various aspects of life in the Park. This packet should serve as a primer when initiating any type of new project or inquiry with respect to the Village of Tuxedo Park. At a minimum, the contact numbers and carefully written messages contained herein should save you considerable time and energy. To access the Welcome Packet online, go to www.tuxedopark-ny.gov (first click on OFFICE, then click on "Welcome Packet" icon).

Please note, there are various forms that require a moment of your time to fill out. These forms are pertinent to preserving your safety and privacy. On the "Welcome Packet" website they can be found under the sub-heading of "Welcome Packet" listed in red. If you have a hard copy of the "Welcome Packet" these forms will be attached. Hopefully, you will find these to be self-explanatory, but if not feel free to contact the appropriate department (listed on page 2) with any questions.

Once again, "Welcome". I sincerely hope you find peace, happiness and enjoy the beauty and tranquility that characterizes Tuxedo Park every day. I hope that our paths cross and that if you have any questions you will always feel free to contact me. You can do so by calling the Village Office at (845) 351-4745, ext. 5.



Letter from Debbie Matthews, Village Clerk

The Village of Tuxedo Park Village Clerk's Office is in the Village Hall (the former stables for the Tuxedo Club) at 80 Lorillard Road and is open Monday through Friday from 9:00 a.m. to 4:00 p.m., occasionally closing for lunch between 12:00 and 1:00. The main telephone number is (845) 351-4745. The Village Clerk is extension 4 and the Deputy Clerk is extension 3. In addition to the Clerk's Office, the Village Hall also houses the office of the Village Mayor, Deputy Village Clerk, Building Inspector, Village Assessor, and Village Court.

The Clerk's Office is the 'information center' of the Village. Just some Village topics you may have questions on would include garbage and recycling schedules, Village property taxes, Village water billing, Village assessments, Village building department and Village Code enforcement, Board of Trustees, Planning Board, Board of Architectural Review, and Board of Zoning Appeals.

In addition, some of the other responsibilities of the Clerk's Office include 'keeper' of the Village's records, Village budgets, receipts of taxes and water billing payments, paying the Village's vendors, and all aspects of the Village's banking.

Police, Department of Public Works (DPW), and Village Court related questions would most likely be referred to the appropriate person in those departments.

Letter from John Ledwith, Village Building Inspector

Mission Statement: The Building Department for the Village of Tuxedo Park inspects buildings for compliance with the NYS Building Code (<http://publiccodes.cyberregs.com/st/ny/st/index.htm>) and the Code of the Village of Tuxedo Park, which can be found at www.tuxedopark-ny.gov (first click on OFFICE, then click on picture under Village Code Online). In keeping with the Historical Register designation, the Building Department and the Board of Architectural Review.

Restoration of historically significant structures code requirements, scope of work in accordance with building permits, and responds to complaints on residential and commercial buildings. Provides public safety by enforcing Municipal (Village) and State regulations and codes relative to construction, alteration, and installation of electrical and plumbing equipment and systems. Inspects buildings for code compliance in residential housing under building permits or because of complaints.



Board of Architectural Review

Letter from Patrick Donaghy, Chairman

The Tuxedo Park Board of Architectural Review Process covers:

New Home Construction

Additions

Renovations

Maintenance

Landscaping

Kids playgrounds/Tree houses

The Tuxedo Park Board of Architectural Review (BAR) seeks to foster a collaborative approval process with each applicant who wishes to renovate and/or construct on their property and alter their landscape to enhance their property and the community. Our Design Guidelines set forth the design and construction standards expected from each home and property owner residing in Tuxedo Park. A copy of the Design Guidelines is available in the Village Office and at www.tuxedopark-ny.gov.

The Village of Tuxedo Park values its listing on the United States Register of Historic Places and seeks to safeguard its unique historic community.

As such, the property owner of each home has the responsibility of stewardship in maintaining design and construction standards that make their home and property and the Village of Tuxedo Park a very special place to live for themselves, their neighbors and for future generations.

The BAR consists of 5 voting members. Our members bring together experience from various fields and we share a passion for the preservation of our unique historic community. In addition, the BAR is supported by an engineer, a recording secretary, and an attorney. The BAR meets twice monthly on the first and third Tuesday of each month at 7:00 p.m. Each applicant is strongly encouraged to discuss their project prior to coming to a BAR meeting with the Building Inspector. This ensures a smooth, efficient process which enables each applicant to come fully prepared with the proper documentation necessary for their project to be carefully reviewed and approved in a timely manner.

Design Guidelines



Planning Board

Letter from JoAnn Hanson, Chairman

New Resident/ Prospective Resident Introduction to the Planning Board

Dear New Resident or Prospective Resident:

The Tuxedo Park Planning Board (PB) reviews applications for new houses on lots where there has not previously been development and applications for subdividing properties into additional lots. While the Board of Architectural (BAR) reviews the architectural design of a house, the Planning Board works with a new house applicant to confirm important planning considerations, including:

- 1) Determining an appropriate building envelope which respects the terrain and viewshed aspects of the property;
- 2) Designing the appropriate infrastructure, such as driveway/road access, utilities and sewer;
- 3) Confirming appropriate storm drainage systems;
- 4) Reviewing proposed engineering

aspects of the proposed house and infrastructure.

Tuxedo Park is a national register Historic District. The Village office has a map of the Ridgeline and Precipice District and the Gateway District. These districts are intended to protect the important viewsheds within the Park. If you are considering building a house, please consult these maps to confirm whether your property is subject to the Ridgeline and Precipice or Gateway regulations as to house design and siting. The Village Builder Inspector, John Ledwith, has a package which outlines the requirements for building a new house. Residents considering subdividing their property should also consult with John Ledwith. Tuxedo Park Village zoning provides for 4-acre minimum zoning.

The Planning Board schedules meetings the first and third Mondays of the month. Application materials must be submitted to the Village Building Inspector 10 days in advance to be scheduled for the Planning Board agenda.



Board of Zoning Appeals

Letter from Houston Stebbins, Chairman

The Village of Tuxedo Park Zoning Code can be found in the Tuxedo Park Village Office or at www.tuxedopark-ny.gov (first click on OFFICE, then click on picture under Village Code Online). The code lists the requirements and limitations on buildings, driveways, walls and fences, tree cutting, signs, decks and terraces, and many other subjects. Construction requires a building permit, which is issued by the Building Inspector.

The Tuxedo Park Board of Zoning Appeals' (BZA) function is to hear appeals from those who are denied a building permit by the Building Inspector or to appeal decisions of the Village's Board of Architectural Review. The BZA is guided by five factors when making its decision to grant or deny an appeal. These factors are 1. Will an undesirable change be produced in the character of the neighborhood or a detriment to nearby properties be created by the

granting of an area variance? 2. Can the benefit sought by the applicant be achieved by some method, feasible for the applicant to pursue, other than an area variance? 3. Is the requested area variance substantial? 4. Will the proposed variance have an adverse effect or impact on the physical or environmental conditions in the neighborhood? 5. Is the alleged difficulty self-created? This consideration shall be relevant to the decision of the board of appeals but shall not necessarily preclude the granting of the area variance.

Here are a few examples of appeals that the BZA has heard: Fences or walls higher than 4 feet in the front yard or 6 feet in the side yard or within two feet of a property line or 5 feet from a road. Buildings larger than 25% of the lot area. Decks, porches, patios, and terraces that when combined exceed 25% of the area of the building associated with them. Buildings taller than 70' or 3 ½ stories.



Environmental stewardship matters

Letter from Tuxedo Park Tree Advisory Board

Welcome to Tuxedo Park. Finding such an extraordinary natural environment so close to New York City is truly special. You have chosen a unique and beautiful place to live. A 130-year history of conservation-minded development is responsible for preserving and nurturing the ecological health and unspoiled beauty of our community. As environmental stewards, the Tuxedo Park Tree Advisory Board (TPTAB) is dedicated to continuing this tradition.

Trees are vital to Tuxedo Park.

By diminishing erosion and storm water (pollutants and sediments) run-off, trees keep clean our drinking water in the Tuxedo Lake and Wee Wah Ponds. These bodies of water flow into the Ramapo River, feeding millions in New Jersey. Trees sustain our clean air. Trees contribute to the rustic character of our landscape and nurture a wildlife habitat rich in biodiversity. Our public and private woodlands provide the underpinning of our historical provenance (our listing on the National Register of Historic Places) and of our membership of Tree City USA.

To protect and enhance this invaluable economic and environmental asset, the TPTAB promotes the benefits of a healthy forest with a sustainable tree population by advocating responsible policies and by implementing tree conservation, education and planting programs.

We rely on community collaboration: each resident of Tuxedo Park is a partner in the wise oversight of our forest infrastructure. We understand the need to balance aesthetics with environmental requirements, but we also recognize what we individually do with trees on our private properties impacts on the well-being of the entire community. We are all guardians of this important asset for the current and future generations.

Tuxedo Park Law regarding tree removal (#100-14 Trees in the Village Code) is accessible at the Village website (www.tuxedopark-ny.gov) or at the Village Office. This Law and/or the Village Building Inspector (John Ledwith, 845-351-4745, x3, jledwith@tuxedopark-ny.gov) must be consulted before removing any trees from your property. It is your responsibility to inform your landscapers and any other workers on your land of the Village Code provisions. Replanting young and healthy native trees and shrubs are recommended and encouraged.

The TPTAB is here to advise property owners on all matters concerning trees and related resources. We welcome any feedback and suggestions. Please contact us at our web site: www.tuxedoparktreeboard.org or through the Village Office.

Letter from Village Boat Club

The Village Boat Club is a self-funded taxpayer organization, providing Tuxedo Lake access to Village property owner/taxpayers for the enjoyment of Tuxedo Lake. The VBC provides some shared boat use for kayaking, boating and fishing. Some limited rack space for small, carry-type, member-owned boats is provided as available. All member-owned boats and VBC boats must remain at the facility after required steam/pressure washing and registering for the season, as do all boats entering Tuxedo Park village, to be used on any Village owned lake. Tuxedo Park Village boat registration is also required for all boats to be used and remain on any Tuxedo Park lake. VBC Membership is open to all qualified Village property owner/ taxpayers. Contact Mike Santoianni, Vice President at (845) 351-4800 or one of the 2015 VBC officers (Greg Libby, President, Tom Salierno, Treasurer, Jake Mathews, Secretary) for more details and VBC club information.

Letter from Wee Wah Beach Club

The Wee Wah Beach Club is a private facility located on Wee Wah Lake in the Village of Tuxedo Park. The club's amenities include a roped off swimming area with a floating raft, bathhouses, a playground and sand area, basketball, volleyball and a large picnic area. Single, family and senior citizen memberships are available for all residents of Tuxedo Park and the Hamlet area of Tuxedo. Guest passes may also be purchased. The club is open weekends from Memorial Day until mid-June and then daily through Labor Day. Membership forms are available in May at the Village Office or may be downloaded at www.tuxedopark-ny.gov and TPFYI. For more information please call Bonny Takeuchi at (845) 351-5232.

Letter from Tuxedo Library

Fifteen years after the building of Tuxedo Park, a group of subscribers headed by Price Collier, a Park resident, scholar and author decided the Town of Tuxedo needed an education and social center. Thus in 1901, designed and built by esteemed architect Bruce Price, the Tuxedo Park Library came to be.

Today, the Library is an exciting place of community, activity and connection. Our beautifully renovated main ground floor contains a redesigned Reading Room, Children's Room, a Resource Center with new computers, scanners, an HD television for screenings, and a Media Café offering coffee, a place to gather with friends, and an extensive collection of music, films and audio books. Free WIFI is available through the building. Our website, www.tuxedoparklibrary.org, provides access to our online catalog, digital media, research databases, and digitized local history collection.

Please stop by and sign up for a library card.

Letter from Tuxedo Park Garden Club

Have you ever wondered how the colorful flowers and plants that grace Tuxedo Parks' entry and many communal areas throughout our community got there? They're all the handiwork of the Tuxedo Park Garden Club (TPGC), a volunteer not-for-profit organization. These community projects are solely funded by the generous donations of our residents. Thank you for your support!

TPGC members are Tuxedo Park residents with a thirst for knowledge and a love of gardening. Some are master gardeners, and some are novices, but all are devoted to preserving and enhancing the natural and historic beauty of the Village of Tuxedo Park and the Hamlet of Tuxedo. Garden Club members also enjoy monthly programs that feature guest speakers and visits to gardens throughout the Hudson Valley and beyond, funded by member dues.

We welcome your active participation. If you are a Tuxedo Park resident interested in learning more about gardening and want to become a member, please contact us.

Paula Sink
The Tuxedo Park Garden Club
tuxedoparkgardenclub@gmail.com
P.O. Box 784, Tuxedo Park, NY 10987

Letter from Tuxedo Historical Society

Founded in 1982, The Tuxedo Historical Society owns and occupies the former Methodist Church at 7 Hospital Road. It is home to artifacts, pictures, and written material concerning both the Village of Tuxedo Park as well as the Town of Tuxedo and sells several publications, including "Tuxedo Park: The Historic Houses". Donations of old historic papers, pictures, albums, or other artifacts are gratefully accepted. Long-time residents are urged to remember the Historical Society and its efforts to preserve local history when undertaking major home cleanings: attics, garages, basements, etc. This especially applies to Tuxedo residents and those with items relating to the history of the Town and Village of Tuxedo. Programs of interest, such as interviews on audiotape with senior residents and lectures on architecture, are held from time to time. For more information please call (845) 351-2926 or email tuxedohistory@gmail.com or visit our website <http://www.tuxedohistoricalsociety.org>.



Chief Alex Melchiorre, Tuxedo Park Police

chief@tuxedopark-ny.gov

Thank you for taking the time and reading the Tuxedo Park welcome packet. We greatly appreciate your cooperation in filling out these forms and sending them back by mail (or by delivering in person to front gate) as soon as possible; sharing this information helps us to serve and protect you better. If you need assistance from our police department please call us at (845) 351-4741, or in an emergency 911 can be dialed as well. Thank you and welcome to our beautiful community. See below list of important documents to fill out (these forms can be found in this folder, at the police gate, or at www.tuxedopark-ny.gov):

- Emergency Plan Data Record
- 911 Data Record
- Car Tag Information
- No Solicitation Request

Volunteers Needed

The Tuxedo Park Fire Department was founded in 1901. We are an all-volunteer fire department comprised of 28 active and associate members plus 17 honorary members augmented by our fellow fire departments in Eagle Valley and Sterling Forest. We are actively seeking volunteers for both firefighting and department management.

We deploy three trucks and members fully equipped and trained to perform pumper, ladder as well as rescue operations; hence our motto, "We Do It All".

In 2014, we responded to 250 calls; including such incidents as structure fires, brush fires, vehicle accidents on local roadways and on the New York State Thruway, gas leaks, electrical hazards, downed trees and community service calls. All our members maintain response-readiness through continuous and regular hands-on drills and classroom training. We are on-call 24 hours every day of the year to serve and protect our community.

Any person residing in the set boundary of the Town of Tuxedo, the Village of Tuxedo Park or the Tuxedo Joint Fire District who has attained the age of 16 years or older, and not convicted of a felony or the crime of arson in any degree is eligible to apply for membership.

If you are interested in how you can assist with our mission, please contact one of your neighbors - David du Pont, Jim Hickey or Gardiner Hempel - and visit our website at www.tuxedoparkfire.com to learn more.



Gardiner Hempel,
Fire Commissioner

Notes

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