

**ARCHITECTURAL BOARD OF REVIEW  
CITY OF MIDDLETOWN  
AGENDA  
July 9, 2026**

1. Roll Call

Gef Chumard  
Kathleen Rifkin  
Maria Bruni  
Anna Madden  
Alvaro Garcia

a. Approval of Minutes: June 4, 2026

2. New Business:

- a. 110 North Street
- b. 22-26 Orchard Street

3. Old Business:

4. Next Meeting: August 6, 2026

5. Adjournment

**The agenda items may be updated, eliminated or added at any time.**

**Meeting will be held in the Community Development Office, 3<sup>rd</sup> floor in  
City Hall  
16 James Street – Middletown, NY 10940**

City of Middletown  
Architectural Board of Review

Application **RECEIVED**  
JUN 02 2026

ARB # \_\_\_\_\_ Date submitted \_\_\_\_\_  
Meeting Date July 2, 2026 Section 25 Block 12 Lot 6 BY: \_\_\_\_\_ address 110 North St

INSTRUCTIONS

This application must be completely filled in and submitted to the BID Office or the Office of Economic & Community Development. If the applicant is not the owner, the owner of the building must give permission (see the bottom of this page).

A drawing must be submitted showing the location of the lot and buildings on premises, and the relationship to adjoining premises or public streets or areas. Description of layout of property must be on the diagram, which is part of this application, or be drawn as a separate item and submitted with this application.

This application must describe the nature and scope of the work to be performed, the materials and equipment to be used and the details of structural installations.

Upon approval of this application, the applicant will receive a certificate of appropriateness and then the Building Inspector will issue a building permit to the applicant together with an approved set of plans and specifications (if needed). Such permit, plans and specifications shall be kept on the premises available for inspection throughout the progress of the work.

LOCATION OF PROPERTY: 110 North St  
(Give street number and name or name and distance from nearest cross street.)

PLEASE ATTACH A CURRENT PHOTO

APPLICANT'S NAME: Liz Navarro - Master Pro Builders Inc  
APPLICANT'S ADDRESS: 20 Fairclawn Ave Middletown NY 10940  
APPLICANT'S PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

\_\_\_\_\_  
This section to be completed by building owner  
BUILDING OWNER'S NAME: Xiao Yang Gao  
ADDRESS: 110 North St Middletown NY  
PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

I give permission for said tenant to proceed with the work described in this application.

Building owner's signature: \_\_\_\_\_

## City of Middletown Architectural Board of Review

1 Nature of work to be performed (check all that apply).

Painting: ☒

Demolition: ☐

Sign: ☒

Decks: ☐

Addition: ☐

other: ☐

Soffits: ☐

Pointing: ☐

~~Alteration: ☒~~

Roof: ☐

Cornices: ☐

Spindles: ☐

Repair: ☒

Window: ☐

Fences: ☐

Railings: ☐

Steps: ☐

2a. Does your project require Planning Board approval? yes ☒ no ☐

2b. Does your project require to Zoning Board? yes ☒ no ☐

2c. Does your project require a building permit? yes ☒ no ☐

If "yes" to any of the above, attach approval documentation

3. Total square footage of proposed building: \_\_\_\_\_

4. Size of lot: \_\_\_\_\_

5. Name of Engineer or Architect: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

6. Name of contractor and/or sign company: Master Pro Builders Inc

Address: 20 Fairlawn Ave Middletown

Phone: \_\_\_\_\_

Project Start Date: As soon as we can Project Finish Date: should not take longer than 2 days from job start

Provide a brief description of each of the following: Description of work to be done; materials being used; dimensions of work; color of paint, etc. Provide samples of paint colors; color renderings of signs, indicating dimensions and a color picture of the building indicating location of colors, signs or work to be done and product literature as appropriate. Some projects may require architectural renderings ie façade renovations or new construction.

We want to match the side of the old existing top above window to the front of the building (the brown wood color). Paint & insert wood.

Insert extra pages as needed.

## City of Middletown Architectural Board of Review

I acknowledge that I have received Architectural Review Guidelines.

I understand and agree that no work on this request shall commence until written approval has been given by the Architectural Board of Review and the City of Middletown Building Inspector.

Print name Liz Navarro Signature Liz Navarro

Date 5/29/26

### FOR COMMISSION USE ONLY

RECOMMENDATIONS: Special Use Permit: \_\_\_\_\_

Variance: \_\_\_\_\_

Both: \_\_\_\_\_

Explain what variance or Special use permit is for: \_\_\_\_\_

For questions or guidance please contact Maria Bruni 845-346-4170.

Payment may be made by check or money order only, payable to City of Middletown.

Submit application to:

The Office of Economic & Community Development  
City Hall  
16 James Street  
Middletown, NY 10940

## City of Middletown Architectural Board of Review

### ~10A-7. Penalties for Offenses.

Failure to comply with this ordinance is a misdemeanor, with fines of up to one hundred dollars (\$100.00) for each day of violation, plus the Corporation Counsel of the City of Middletown is authorized to seek an injunction halting any work done in violation of this ordinance, and a violator will pay reasonable attorney's fees for such legal action if the city is successful.

### ~10A-7.1. Fee Schedule. (Added 10/15/1991)

THE FEE SCHEDULE SHALL BE AS FOLLOWS:

| Job Estimate             | FEE      |
|--------------------------|----------|
| \$10,000 or under        | \$10.00  |
| \$10,001 to \$100,000    | \$25.00  |
| \$100,001 to \$500,000   | \$50.00  |
| \$500,001 to \$1,000,000 | \$75.00  |
| \$1,000,0001 or higher   | \$100.00 |

### ~10A-8. When effective.

This ordinance shall take effect immediately.

## PROPOSED SCOPE OF WORK

Project Address: \_\_\_\_\_ 110 North st Middletown NY 10940 \_\_\_\_\_

Property Owner: \_\_\_\_\_ Xiaoyang Gao \_\_\_\_\_

Date: \_\_\_\_\_ 5/29/2026 \_\_\_\_\_

### Project Description:

The proposed work consists of exterior façade improvements to maintain and preserve the historical appearance and character of the building.

### Scope of Work:

- Inspection and preparation of the exposed exterior surface following removal of the overhang.
- Installation of finished wood materials in the area where the overhang was previously attached.
- Wood trim and finish materials will be selected and installed to closely match the existing color, appearance, and architectural style of the front façade of the building.
- All work is intended to maintain the building's existing historical aesthetic and visual continuity.
- No structural modifications or major exterior alterations are proposed as part of this work.
- All work will be completed in a clean and professional manner in accordance with applicable local building requirements.



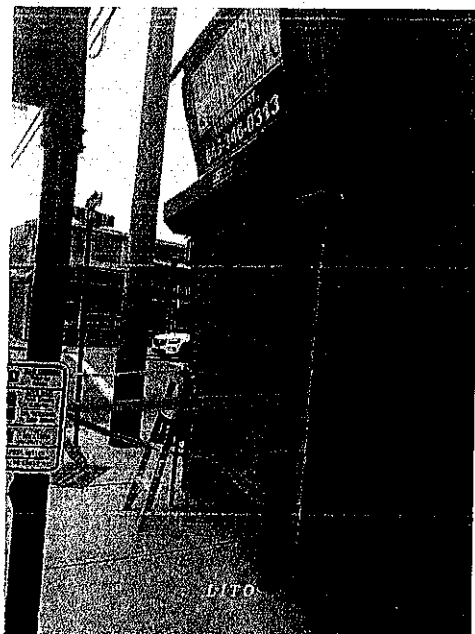
**MIDDLETOWN SHOE REPAIR**  
**TAILOR & ALTERATIONS**

**110 NORTH ST., 845-346-0313**

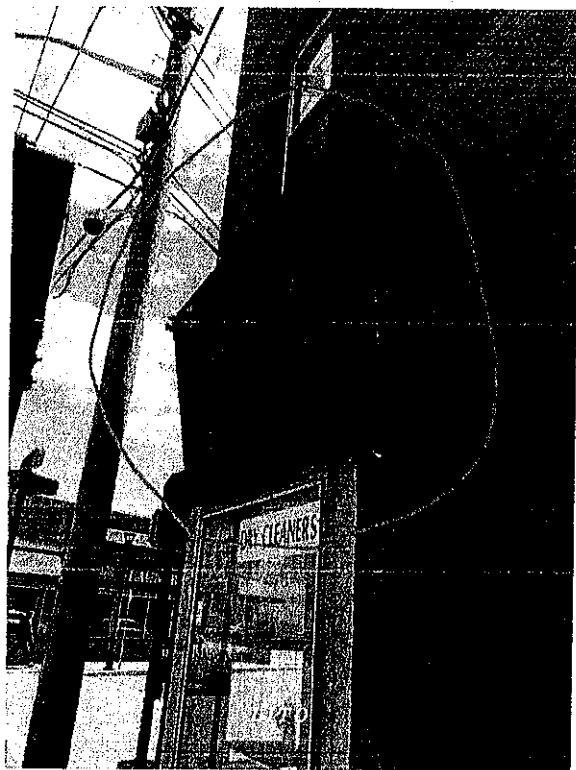
USP  
NYPD

OPEN

Before:



After:



**Alterations  
& Repairs**



**LETOWN SHOE REPAIR**  
**TAILOR & ALTERATIONS**  
**NORTH ST., 845-346-0313**

USP  
UNITED STATES  
POSTAL SERVICE

1710

OPEN

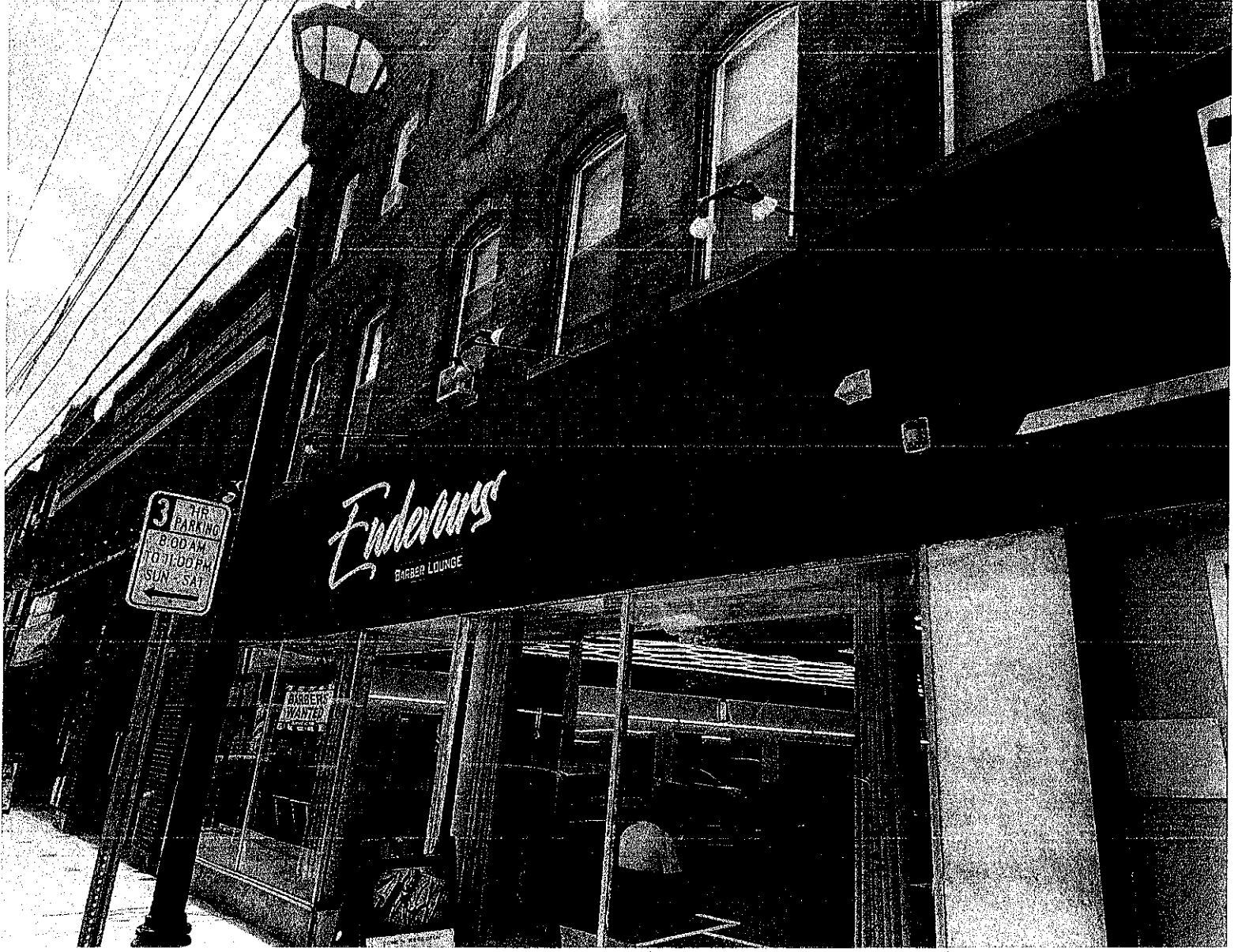
SHOE  
REPAIR

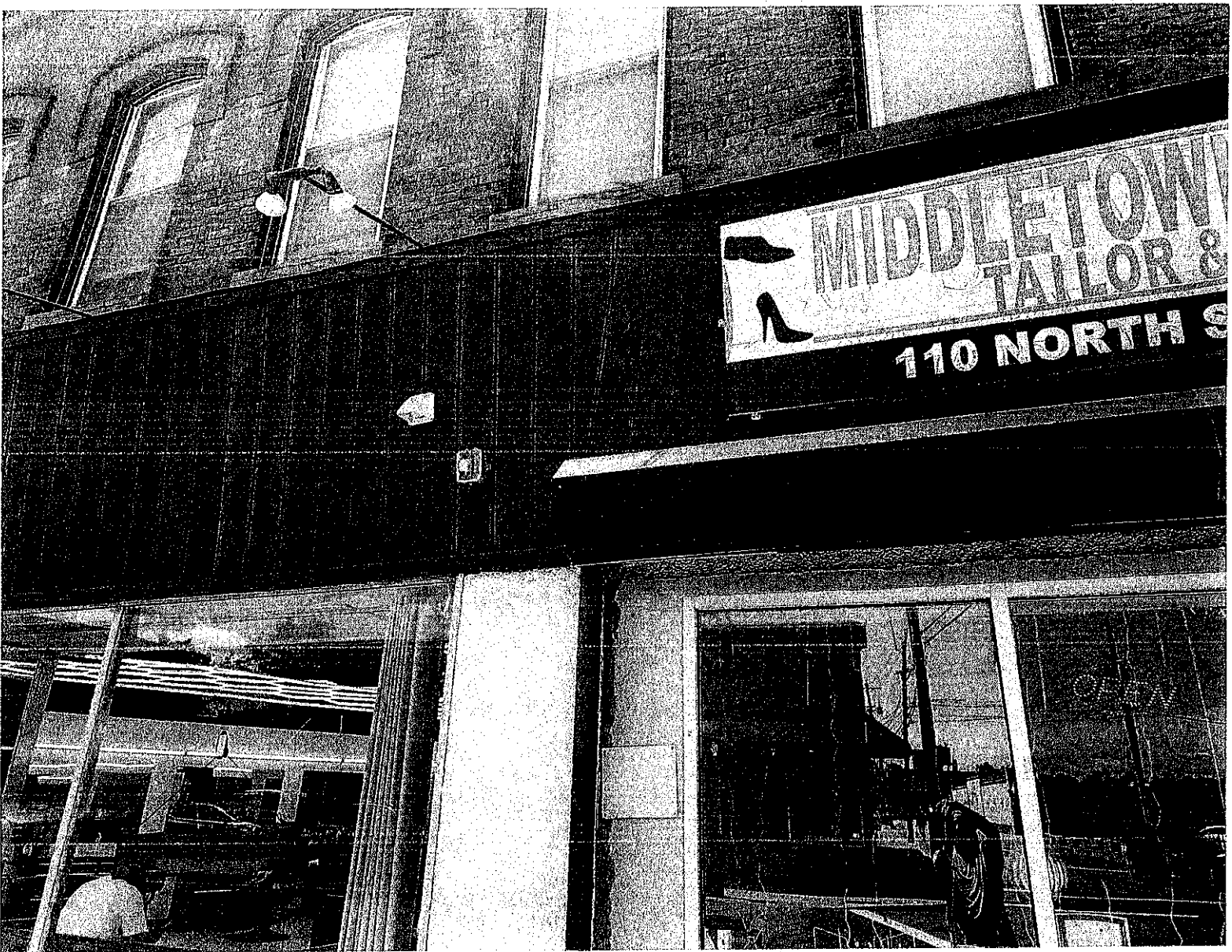
NO  
LEFT  
TURN  
ON  
RED  
ARROW  
ONLY  
ON  
SIGNAL  
CONTROLLED  
INTERSECTION

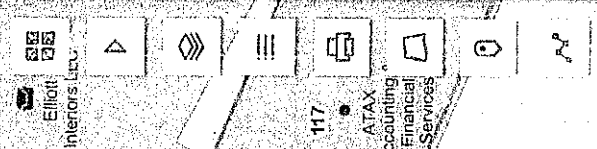
3 HR. PARKING  
8:00 AM  
TO 1:00 PM  
SUN. SAT.

*Endeavors*  
BARBER LOUNGE

BARBER  
WANTED



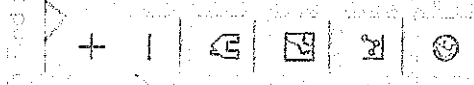




Find address or place



N



**City of Middletown**  
**Architectural Board of Review**  
**Application**

**RECEIVED**  
DEC 12 2025

ARB # \_\_\_\_\_ Date submitted \_\_\_\_\_ BY: \_\_\_\_\_

Meeting Date 1/8/2026 Section 31 Block 7 Lot 3 address 22-24 Orchard St

INSTRUCTIONS

This application must be completely filled in and submitted to the BID Office or the Office of Economic & Community Development. If the applicant is not the owner, the owner of the building must give permission (see the bottom of this page).

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LOCATION OF PROPERTY: 22-24 Orchard St, Middletown NY 10940  
(Give street number and name or name and distance from nearest cross street.)

**PLEASE ATTACH A CURRENT PHOTO**

APPLICANT'S NAME: Fa Yuan Bookstore

APPLICANT'S ADDRESS: 22-24 Orchard St, Middletown NY 10940

APPLICANT'S PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

\_\_\_\_\_ This section to be completed by building owner \_\_\_\_\_

BUILDING OWNER'S NAME: Fa Yuan Bookstore

ADDRESS: 22-24 Orchard St, Middletown NY 10940

PHONE: ( \_\_\_\_\_ ) \_\_\_\_\_ EMAIL: \_\_\_\_\_

I give permission for said tenant to proceed with the work described in this application.

Building owner's signature: \_\_\_\_\_

## City of Middletown Architectural Board of Review

1 Nature of work to be performed (check all that apply).

|                |                                 |                |              |
|----------------|---------------------------------|----------------|--------------|
| Painting: __   | Demolition: __                  | Sign: <u>✓</u> | Decks: __    |
| Addition: __   | other: <u>✓</u> (Chimney cover) | Soffits: __    | Pointing: __ |
| Alteration: __ | Roof: __                        | Cornices: __   | Spindles: __ |
| Repair: __     | Window: <u>✓</u>                | Fences: __     | Railings: __ |
|                |                                 |                | Steps: __    |

- 2a. Does your project require Planning Board approval? yes \_\_\_\_ no ✓  
2b. Does your project require to Zoning Board? yes \_\_\_\_ no ✓  
2c. Does your project require a building permit? yes ✓ no \_\_\_\_

If "yes" to any of the above, attach approval documentation

3. Total square footage of proposed building: 5747 Sq. ft.

4. Size of lot: 115.1 × 121.9

5. Name of Engineer or Architect: Xueshan Teng

Address: 198 Galley hill rd

Phone: (845) 442-8878

6. Name of contractor and/or sign company: HQ Building Services Inc

Address: 65 Ruth Ct, Middletown NY 10940

Phone:

Project Start Date: TBD Project Finish Date: TBD

Provide a brief description of each of the following: Description of work to be done; materials being used; dimensions of work; color of paint, etc. Provide samples of paint colors; color renderings of signs, indicating dimensions and a color picture of the building indicating location of colors, signs or work to be done and product literature as appropriate. Some projects may require architectural renderings ie façade renovations or new construction.

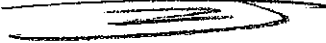
Replace windows with the same color and similar material, add shop signs, add a historical information sign, add a chimney cover, pave parking spaces

Insert extra pages as needed.

## City of Middletown Architectural Board of Review

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I understand and agree that no work on this request shall commence until written approval has been given by the Architectural Board of Review and the City of Middletown Building Inspector.

Print name Jerry Jiang Signature 

Date 12/12/2025

### FOR COMMISSION USE ONLY

RECOMMENDATIONS: Special Use Permit: \_\_\_\_\_

Variance: \_\_\_\_\_

Both: \_\_\_\_\_

Explain what variance or Special use permit is for: \_\_\_\_\_

For questions or guidance please contact Maria Bruni 845-346-4170.

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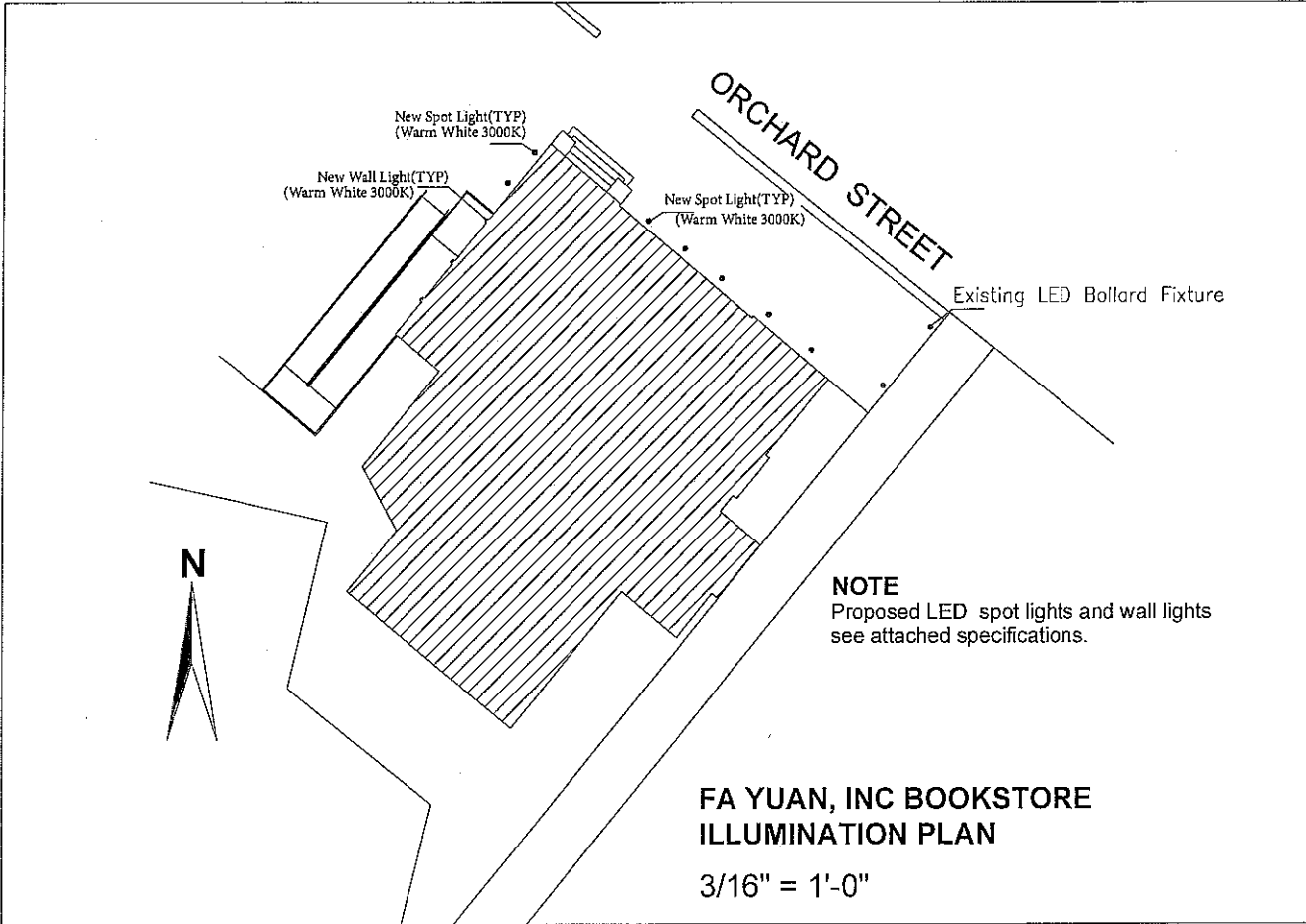
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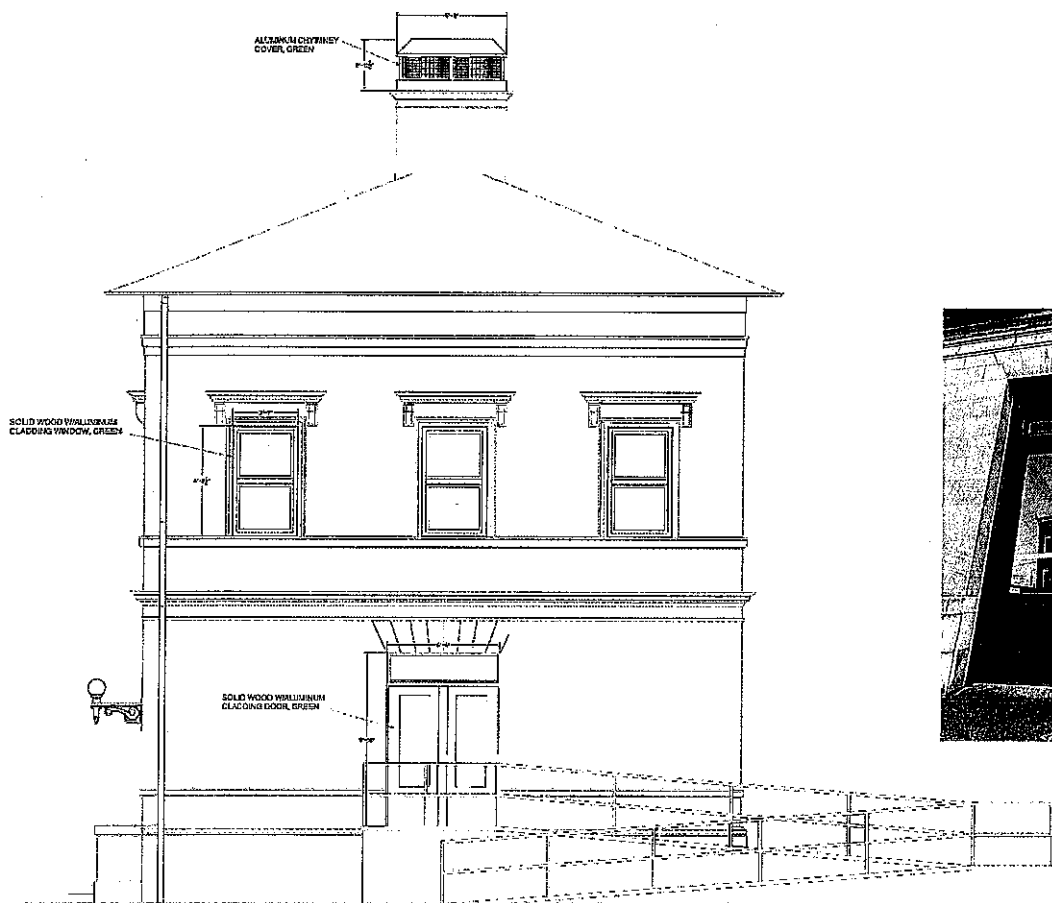


|                                                                     |  |
|---------------------------------------------------------------------|--|
| ILLUMINATION PLAN                                                   |  |
| FA YUAN, INC<br>BOOKSTORE PROJECT                                   |  |
| BUILDING RENOVATION<br>22-24 ORCHARD STREET,<br>MIDDELTOWN NY 10940 |  |
| DATE                                                                |  |
| BY                                                                  |  |
| CHECKED BY                                                          |  |
| DESIGNED BY                                                         |  |
| SCALE                                                               |  |
| Sheet<br>A-0                                                        |  |

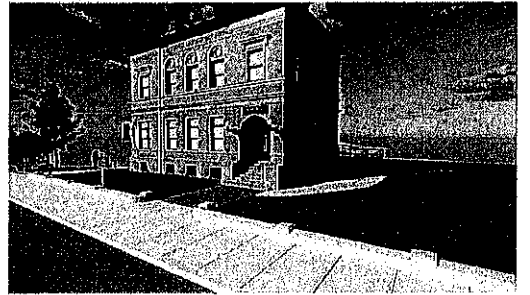
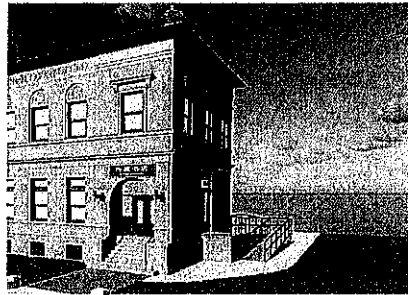
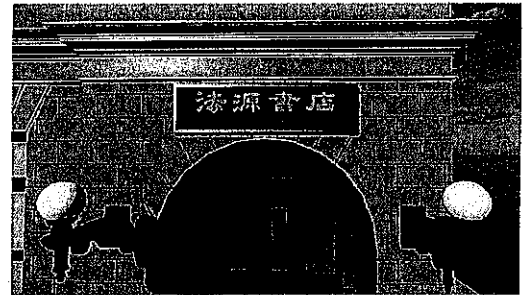
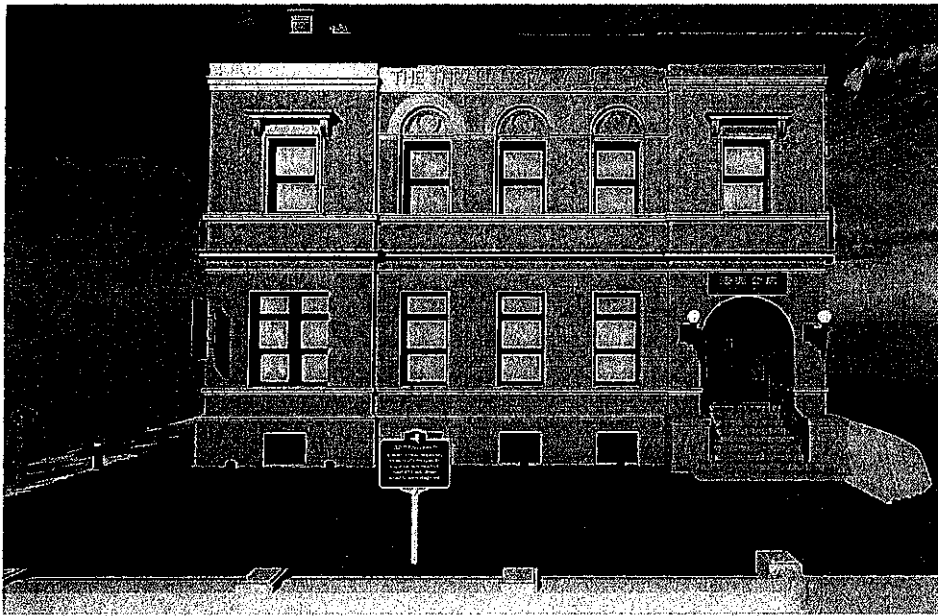
ALUMINUM OUTRIGER  
COVER, GREEN



Existing Front Door



Existing Side Door

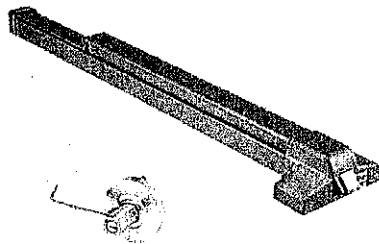




## Door Hardware



TDE-2000R Series  
Grade-1, rim exit devices



## Specifications

|              |                                                                                                                         |
|--------------|-------------------------------------------------------------------------------------------------------------------------|
| Construction | Roll formed steel mechanism case, steel cover plate, chassis, center case cover, push pad, and end cap (painted finish) |
| Handing      | Non-handed, completely reversible                                                                                       |
| Latchbolt    | Deadlocking latchbolt with 5/8" projection, stainless steel                                                             |
| Strike       | Roller strike with 5/8" projection, includes 1/8" shim plate                                                            |
| Dogging      | 5/32" hex key dogging standard on panic exit hardware (no dogging on "F" model)                                         |
| Lengths      | 3ft (for 2'4" to 3'0" wide doors and 4ft (for 3'4" to 4'0" wide doors)                                                  |
| Center Case  | 6" height x 2-15/16" wide x 2-1/2" thick - 4" minimum stile required                                                    |
| Projections  | 2-1/2" neutral or undogged, 1-13/16" depressed or dogged                                                                |
| Fasteners    | Wood, machine & self tapping machine screws, "F" model includes thru-bolts                                              |
| Trim         | Escutcheon lever, key-in-lever, and pull plate trim options                                                             |
| Accessories  | ASA strike and latch fillers included, shim kits and other accessories available                                        |
| Applications | Exterior or interior doors in commercial and industrial buildings                                                       |
| Finishes     | AL/SP28 aluminum, BLK/622 flat black                                                                                    |
| Warranty     | Limited lifetime warranty                                                                                               |

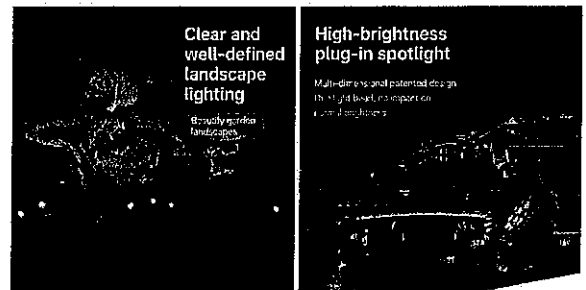
## Code compliance

|           |                                                                               |
|-----------|-------------------------------------------------------------------------------|
| ANSI/BHMA | Meets ANSI/BHMA A156.3 Grade 1 standards                                      |
| UL/cUL    | UL listed panic hardware, "F" model UL listed for "A" label 3 hour fire doors |
| ADA       | Meets ADA and ANSI A117.1 accessibility codes with lever trim                 |
| CA Fire   | Lever trim meets California code for 1/2" lever return to door face           |



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TRUDDOOR.COM 1.844-TRUDDOOR

## Light Specification



### FOCUS ON EVERY QUALITY DETAIL

Craftsmanship since 1994

**Rotatable fixed bracket**

One-step 360° turn in 15° increments

**Die-cast aluminum spike**

Phosphate treated for corrosion resistance

### AIR CONVECTION HEAT DISSIPATION DESIGN

Die-cast aluminum body, corrosion resistant and wear resistant

15° Adjustable fan blades

Extended lifespan

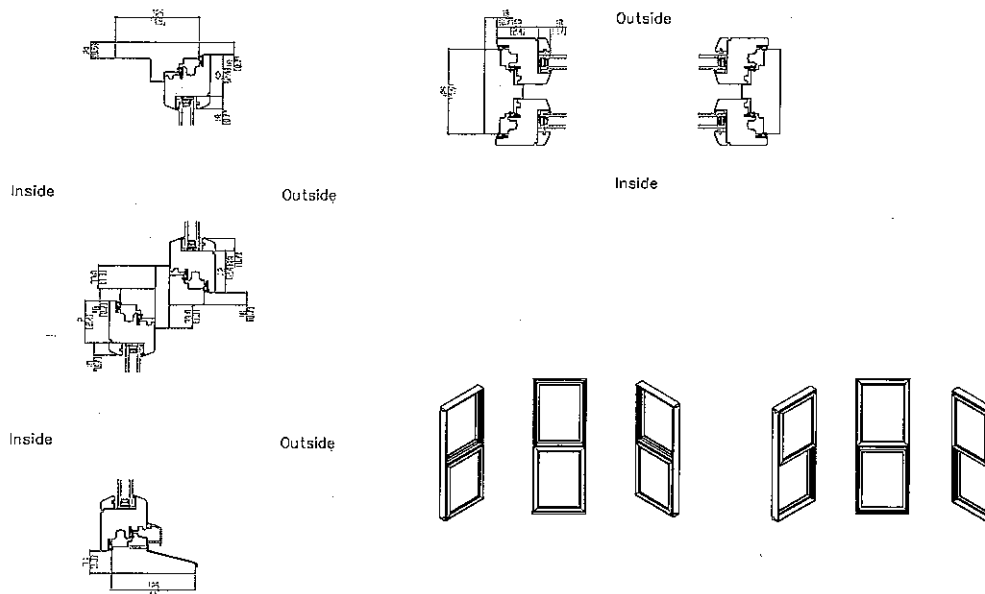
Stable performance

### TOUGHENED GLASS LAMPSHADE

Strong, impact resistant, high light transmission, soft and uniform light

### PARAMETER INFORMATION

| Model     | Size  | Material | Color | Weight | Power | Beam Angle | Light Output | Life Span |
|-----------|-------|----------|-------|--------|-------|------------|--------------|-----------|
| Spotlight | 100mm | Aluminum | Black | 0.5kg  | 10W   | 120°       | 1000lm       | 50,000h   |
| Spotlight | 150mm | Aluminum | Black | 0.8kg  | 15W   | 120°       | 1500lm       | 50,000h   |
| Spotlight | 200mm | Aluminum | Black | 1.2kg  | 20W   | 120°       | 2000lm       | 50,000h   |
| Spotlight | 250mm | Aluminum | Black | 1.5kg  | 25W   | 120°       | 2500lm       | 50,000h   |



#### Window Specification

|                 |          |                      |                                                                                                                            |
|-----------------|----------|----------------------|----------------------------------------------------------------------------------------------------------------------------|
| Item:           | W1       | Location:            | /                                                                                                                          |
| Quantity:       | 1PC      | Window/Door Type:    | (OEM size) E80 Solid Wood W/ Aluminum Cladding Double Hung Window                                                          |
| Approx Weight:  | 40kgs    | Screen:              | Without Screen                                                                                                             |
| Installation:   | Nail Fin | Profile & Color:     | Interior Solid Red Oak Wood and Exterior Top Quality Aluminum Profile, Exterior: Ral 9005 Green, Interior: Ral 9005 White. |
| Threshold:      | /        | Hardware & Color:    | German Origin Made . Interior: Black.                                                                                      |
| Motor Type:     | /        | Glass Specification: | Fully Tempered Safety Triple Glazing: 6U lowe+12Ar+5U+12Ar+5U, Advanced Low-E Coating; Argon Filled, TGI Warm-Edge Spacer. |
| Wall Thickness: | /        |                      |                                                                                                                            |

