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November 6, 2025

**VILLAGE OF WARWICK PLANNING BOARD
77 MAIN STREET
WARWICK, NY 10990**

ATT: JESSE GALLO, CHAIRMAN

**RE: CHANGE OF USE APPLICATION – WARWICK, LLC
8 FORESTER AVENUE
SECTION 207, BLOCK 3, LOT 3
WO# 1802.74**

Dear Mr. Gallo and Planning Board Members:

We have reviewed the change of use waiver application submitted for the existing building located at 8 Forester Avenue. The applicant proposes to change a portion of the use from professional office space to an additional 2-bedroom apartment located on the third floor, further identified as “Residences on 2nd & 3rd Floor of existing building.”

The site is a 0.57± acre parcel located in the Central Business (CB) zoning district and within the designated Village Historic District. The parcel is located outside any designated FEMA Special Flood Hazard Areas (SFHA), including floodways and 100-year flood plains. The proposed mixed-use of a “residence on 3rd floor of existing building” is a conditional permitted use within the CB district. The existing use of a professional office would fall under Use Group ‘j’, whereby the proposed use of “residence on 3rd floor” would also fall under Use Group ‘j’.

Review Comments:

1. The change of use application should be modified to check the “Mixed Uses” box for the existing and proposed use of the property.
2. The architectural plans provided for the change of use application list the address of the project as 13 Forester Avenue. Applicant to address and provide updated plans for this application.

3. Applicant to acknowledge that any exterior modifications to be made to the existing structure, including signage, shall be reviewed and approved by the Village's Architectural and Historic District Review Board (AHDRB).
4. The existing 1,100± SF use of "professional office" would require approximately 4 parking spaces (3.6 spaces / 1,000 SF). The conversion of this space from professional office to a 2-bedroom apartment would yield a net decrease in parking of 2 spaces, reducing the overall demand for parking within the existing parking lot.
5. Applicant to confirm that General Condition #8 (as-built plans) of the Amended Site Plan Approval, dated January 9, 2024; has been completed.

Sincerely,

Engineering & Surveying Properties, PC, Village Engineers



Keith Woodruff, CFM, CPESC
Senior Engineer

cc: Elizabeth Cassidy, Planning Board Attorney