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September 3, 2025

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

ATT: JESSE GALLO, CHAIRMAN

**RE: 36 COLONIAL AVENUE
MEMMER RESIDENCE PARKING
WO# 1802.92**

Dear Mr. Gallo and Planning Board Members:

We have reviewed the following documents submitted for the Memmer – 36 Colonial Ave project:

- Application, Checklist & Short EAF, dated 08/20/2025
- Site Plan prepared by Paul Gdanski PE, dated 08/15/2025

Introduction:

The proposed action involves the paving of the existing gravel driveway and the construction of an eleven (11) space parking area to the rear of an existing single family residential structure.

The property consists of an 0.33± acre tax lot (Section 208 Block 1 Lot 3), situated within the Village's Limited Office Overlay (LO) zoning district, with no portion of the property within a mapped FEMA Floodway or Floodplain. The property also lies within the Village's Historic District.

It appears the applicant is proposing a change in use from the existing single-family residence to a commercial use of the property, Warwick Counseling LCSW.

Review Comments:

1. The application, and supporting documentation (including Site Plan), should be updated to reflect the change in use from a single-family residence to a commercial use of the property.
2. An existing conditions plan should be prepared for the property. Alternatively, a copy of the record survey can be provided to the Planning Board.
3. The Site Plan should provide a note refencing the record survey information.
4. The property is within 500 feet of New York State Route 17A/94; therefore, a referral to Orange County Planning Department for a 239 review is required.
5. The Site Plan should provide a table of Bulk Requirements consistent with §145-41 of the Village's Zoning Code. Applicant to verify if the proposed use complies with maximum development coverage of the property.
6. The proposed commercial use of the property shall comply with §145-25 of the Zoning Code regarding the Limited Office Overlay, including but not limited to:
 - a. The architecture of the proposed use should be compatible with the existing character of the neighborhood and should not create an adverse impact to neighboring residential areas.
 - b. Parking shall be screened from neighboring properties and generously landscaped.
 - c. The anticipated trip generation of the use, shall maintain the integrity of the residential character and the immediate neighborhood.
7. Provide a note on the Site Plan listing the anticipated hours of operation.
8. Applicant to provide additional information on the proposed light fixtures on the building and within the proposed parking area.
9. The plans shall provide a parking calculation consistent with §145-70 of the Zoning Code.
10. A note should be added to the Site Plan providing the acceptable timeframe for removal of trees to mitigate potential impacts to the endangered Indiana Bats.
11. The elevations provided for the proposed 4-Drywells should be verified.
12. Additional topography, off-site and to the east, should be provided on the plans to identify the potential discharge location of the proposed drywells and ensure it will not impact the neighboring properties.

13. Identify on the Site Plan the anticipated location of the garbage receptacles.
14. The Village of Warwick Planning Board approval box should be added to the plans.
15. The approximate locations of the existing underground utilities, including the water and sewer services, should be added to the plans.
16. The plan should designate the existing garage/shed structure to be removed or relocated.
17. The width of the proposed paved access aisle should be labeled on the plans.

Sincerely,

Engineering & Surveying Properties, PC, Village Engineers



Keith Woodruff, CFM, CPESC
Senior Engineer

cc: Elizabeth Cassidy, Planning Board Attorney