

**ARCHITECTURAL AND HISTORIC DISTRICT REVIEW BOARD
VILLAGE OF WARWICK
April 1, 2025
AGENDA**

**LOCATION:
VILLAGE HALL
77 MAIN STREET, WARWICK, NY
5:00 P.M.**

**Call to Order
Pledge of Allegiance
Roll Call**

1. Introduction by Chair Michael Bertolini.
2. Acceptance of Minutes: March 4, 2025

The vote on the foregoing motion was as follows:

Michael Bertolini _____ Chris DeHaan _____ Jane Glazman _____

Matthew LoPinto _____ Glenn Rhein _____

Discussion

1. **26 Main Street; Merrily Home + Gifts; Kat Parrella**

Seeking approval of Certificate of No Exterior Effect & New Permanent Sign

- A. Color of Hanging Sign
- B. Window Stickers
- C. Door Color

Discussion:

1. 44 Colonial Ave
2. 63 Wheeler Ave – Field Changes

Adjournment



VILLAGE OF WARWICK
INCORPORATED 1867

Date Submitted: 3/10/25

SIGN APPLICATION TO BE APPROVED BY BUILDING INSPECTOR

Project Name: Merrily Hamed Gifts

Address: 26 Main St.

Sign Design is Approved:

1. Zoning District: CB

2. Sign Type: 2 SIGN TYPES SUBMITTED, ONLY 2 ALLOWED

3 TOTAL WINDOW & DOOR SIGNS, 1 PROJECTING SIGN

3. Size 2 WINDOW SIGNS, 4.4 sq ft EACH 1 DOOR SIGN, 1.66 sq ft.

1 PROJECTING SIGN, 4.69 sq ft 145-81 J.

4. Design: All ok 145-81 J.2.d 145-81 J.3.e

5. Lettering Percentage: All ok 145-81 J.3.b 145-81 D.5.h

6. Location of Sign: All ok

7. Illumination: No ILLUMINATION PROPOSED

COMMENTS: 4 SIGNS PROPOSED (2 WINDOWS, 1 DOOR, 1 PROJECTING), ONLY 2 SIGNS PERMITTED BY CODE 145-81 D.5.a, 145-81 J.2.f 145-81 D.5.i

Boris Rudzinski, Building Inspector: [Signature] 3/11/2025

77 Main Street
Post Office Box 369
Warwick, NY 10990
www.villageofwarwick.org



(845) 986-2031
FAX (845) 986-6884
mayor@villageofwarwick.org
clerk@villageofwarwick.org

To Boris 3/10/25 ✓

VILLAGE OF WARWICK

INCORPORATED 1867

Certificate of No Exterior Effect Application

Architectural and Historic Review Board (AHRB)

Application Fee \$50.00

Paid Check # 1255

Applicant Information	Date _____
Name: <u>Kat Parrella</u>	
Mailing Address: <u>Merrily Home + Gifts</u>	
Phone Number: <u>845-469-5595</u> Alt. Phone Number <u>845-248-8204</u>	
Email Address: <u>merrilyshopco@gmail.com</u>	

Project Information
Business Name (if applicable) <u>Merrily Home + Gifts</u>
Project Address: <u>26 Main St., Warwick</u> S/B/L # _____
Property Owner: <u>26 Main St Raynor's Building LLC</u>
<small>* The certificate of no exterior effect or certificate of appropriateness required under §7-7 and §7-8 of this chapter as a condition precedent to any alteration relating to any improvement in property located within the (Historic) district.</small>

Be sure to carefully read through the application and complete all sections and provide all requested information. Any missing or incorrect information will result in delays with the application process.

Please read the Village of Warwick Zoning Code, Article VIII Warwick Village Historic District §145-24 through §145-24.1, for information such as criteria, procedure, exceptions, etc. The Zoning Code is available on the Village's website: www.villageofwarwick.org

Please read the Village of Warwick Code, Architectural and Historic District §5-1 through §5-6 and §7-1 through §7-14. The Village of Warwick Code is available on the Village's website: www.villageofwarwick.org

The following information must be included with the application:

1. A typed letter addressed to the Architectural and Historic Review Board describing the intent of the project, please be sure to include details such as exterior aesthetic renovations, additions, and changes.
2. Include (if applicable) renderings such as site plans, examples of paint/stain colors, roofing, siding, windows/trim, chimneys, fencing, retaining walls, lighting, landscaping, paving, walkways, porches/decks, steps and any other exterior designs elements and materials.
 - a. If the project includes renderings or sight plans, please include (4) four paper copies as well as an electronic copy in the form of a PDF.

Completed applications along with all required paperwork can be dropped off or mailed to Village Hall, Attn. Building/Planning Department, P.O. Box 369, 77 Main Street, Warwick, NY 10990 and/or emailed to: planning@villageofwarwick.org

The certificate of no exterior effect or certificate of appropriateness required under §7-7 and §7-8 of this chapter as a condition precedent to any alteration relating to any improvement in property located within the district; including but not limited to houses, stores, warehouses, churches, schools, barns, fences, outhouses, pumps, gravestones, light fixtures, outdoor signs and other outdoor advertising fixtures. §7-3

§ 7-6. Regulation of alterations.

A. It shall be unlawful for any owner or person occupying property located within the district, or any other person, to make, permit or maintain any alteration to any improvement located within the district unless the Board has previously issued a certificate of no exterior effect or a certificate of appropriateness.

B. No application shall be approved and no permit shall be granted by the Building Inspector, Planning Board, Zoning Board of Appeals or Board of Trustees regarding the alteration of any improvement located within the district unless a certificate of no exterior effect or of appropriateness has been obtained from the Board. When such an application is received by the Building Inspector, Planning Board, Zoning Board of Appeals or Board of Trustees, a copy shall be sent to the Board, accompanied by a request for a certificate of appropriateness in relation to the work specified in the application.

The AHDRB meets on the 1st Tuesday of the month.

Please carefully review your application to ensure all required information is included with submission.

Any missing information will cause delays in the procedure.

Applicant Signature _____ **Date** _____

Internal Use Only

- Application complete as per code
- Application reviewed by the AHDRB on _____
meeting date
 - Approved
 - Approved with modifications
 - Denied
- Certificate of No Exterior Effect issued _____
date
- Applicant notified via email/letter
- Building Inspector, Mayor, Village Board, Planning Board, and ZBA have been notified of the decision. §7-12B



VILLAGE OF WARWICK

INCORPORATED 1867

New Permanent Sign Application

Application Fee \$50.00

Paid Check # 1256

Project Information	Date: _____
Applicant Name: <u>Kat Parrella</u>	
Name of Business: <u>Merrily Home + Gifts</u>	
Project Location: <u>26 Main St</u>	S/B/L # <u>211.1.5</u>
Mailing Address: <u>26 Main St., Warwick NY 10990</u>	
Phone Number: <u>845-469-5595</u>	Alt. Phone Number: <u>845-248-8204</u>
Email Address: <u>merrilyshopco@gmail.com</u>	
I, the applicant, am the property owner of the project location	
<input type="checkbox"/> Yes, _____	Date: _____
<small>owner's signature</small>	
<input checked="" type="checkbox"/> No <i>*If the applicant is not the property owner, then the applicant must present a notarized Property Owner Acknowledgement Form along with this application. (§ 145-81.C.6) See attached form.</i>	

Be sure to carefully read through the application and complete all sections and provide all requested information. Any missing or incorrect information will result in delays with the application process.

Please read the Village of Warwick Zoning Code, Article VIII Signs §145-81 through §145-99, for information such as design criteria, illumination, prohibited signs, etc.

The Zoning Code is accessible on the Village's website www.villageofwarwick.org

- For signs to be located on buildings, linear frontage of the building is required 26 feet
feet/inches
- Zoning district: CB - Central Business District
*To find your district go to: <https://villageofwarwick.org/wp-content/uploads/2018/01/zoning-map-2017-v2-090317.pdf>

- Sign Design: a scaled drawing of the sign showing the following:

***For sign guidelines, please visit the Zoning Code listed above.**

- Type of sign, shape, size, and materials.
- Graphic design, including lettering, pictorial matter, and sign colors with color swatches.
- The visual message, text, copy or content of the sign.
- The method of illumination, if any, including type of lamp, wattage, and the position of lighting or other extraneous devices. A photometric plan and manufacturers cut sheets showing lighting levels and potential glare from illumination may be required in accordance with § 145-91.C. and § 145-104.B.10 of the Zoning Law.
- Landscaping, if any, including types of vegetation, location of plantings, and planting and maintenance schedule.

4. Sign Location: a plan, drawn to scale, shall be submitted showing the following:
 - a. If a freestanding sign, a full description of the placement of the proposed sign, specifically its location on the premises, its orientation, and its position in relation to adjacent buildings, structures, roads, driveways, property lines, other signs, lighting fixtures, walls, and fences.
 - b. If an awning, window, wall, or projecting sign, the placement of the proposed sign, which shall include: location on the awning, window, wall or building; the size of the awning, window, or linear footage of the building; projection from the building, if relevant; and the proposed position of the sign in relation to adjacent signs and lighting fixtures.
5. If the applicant is not the owner of the property on which the sign is to be located written permission from the property owner is required. Please refer to the Property Owner Acknowledgement Form.
6. Attach or email a typed description describing the project in detail to planning@villageofwarwick.org

Permanent new signs require the approval of the Planning Board. The Planning Board, within ten (10) days of its receipt of an application for a sign permit at a regularly scheduled Planning Board meeting, shall refer the application to the Architectural and Historic District Review Board (AHDRB) for comment. The AHDRB shall review the application and provide comment to the Planning Board within thirty (30) days of its receipt of the sign application. Failure of the AHDRB to provide comment to the Planning Board within thirty (30) days shall be considered as no comment on a sign application. The Planning Board shall consider the comments of the AHDRB and the application and shall approve, approve with modifications, or deny the application and notify the Code Enforcement Officer of its decision on this matter. If the sign application is approved, the Code Enforcement Officer shall issue a sign permit within fifteen (15) days of the Planning Board's decision. §145-81.B.2

A permit issued for an approved sign shall be valid for installation and/or erection of the sign for six (6) months from the date of the permit but may be renewed within thirty (30) days prior to the expiration, for good cause shown, for an additional six (6) months, upon payment of one-half (½) of the original fee. §145-81.B.4

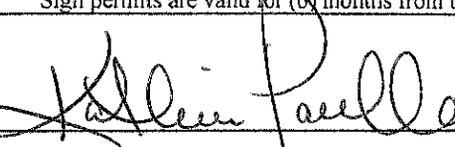
Any person desiring to procure a permit for a new sign shall file with the Planning Board a written application on a form prescribed by the Village, including payment of the applicable fee as outlined in Chapter 63 "Fees" of the Village of Warwick Code. §145-81.C

(For projects located within the Historic District) The certificate of no exterior effect or certificate of appropriateness required under §7-7 and §7-8 of this chapter as a condition precedent to any alteration relating to any improvement in property located within the (Historic) district. Any building or fixture located within the district or subject to the provisions of this chapter, including light fixtures, outdoor signs, and other outdoor advertising fixtures. §7-3.B

The Planning Board meets the 2nd Tuesday of the month. The AHDRB meets on the 1st Tuesday of the month.

Please carefully review your application to ensure all required information is included with submission.
Any missing information will cause delays in the procedure.
 Sign permits are valid for (6) months from the issue date.

Applicant Signature



Date

3-10-25

Internal Use Only

Application complete as per code Property Owner Acknowledgement Form, if applicable

Planning Board referred to the AHDRB via a motion on _____
meeting date

Application reviewed by the AHDRB for appropriateness on _____
meeting date

Recommendation of AHDRB

- Meets aesthetics criteria
- Concerns (attached discussion from AHDRB)

The project is zoned within the Historic District:

- Yes **If yes and approved, the AHDRB will issue a Certificate of No Effect or of Appropriateness to be given back to the Planning Board where the application for a sign permit is to be approved, modified, or denied via motion during a regular scheduled meeting.*
- No **If no, the application will receive a review and recommendation by the AHDRB which is handed back to the Planning Board for a final decision during a regular scheduled meeting. A Certificate of No Effect or of Appropriateness is not needed.*

Recommendation/Certificate presented to the Planning Board on _____
meeting date

- Approved by Planning Board
- Approved with modifications _____
- Denied, reason _____

Sign Permit issued by the Code Enforcement Officer, _____ on _____
name of licensing authority date



VILLAGE OF WARWICK
INCORPORATED 1867

Property Owner Acknowledgement Form
(for use with sign applications)

Project Information
Applicant Name: Kat Parrella
Name of Business: Merrily Home + Gifts
Address of Proposed Sign: 26 Main St., Warwick NY 10990

Property Owners Information
Name: 26 Main St Raynor's Building LLC
Mailing Address: PO Box 266, Warwick NY 10990
Phone Number: 845-986-1151 Alt. Phone Number 845-234-7471
Email Address: cswhite19@gmail.com

I, Catherine White, owner of 26 Main St., Warwick NY 10990
(printed name of property owner) (address of property)

Warwick, NY 10990, grant permission to Kat Parrella to add a new sign or to
(printed name of applicant)

modify/relocate an existing sign located on my property.

Catherine S. White
Signature of Owner

3/9/2025
Date

Form must be notarized.

State of New York
County of Orange

Subscribed and sworn before me this
9th day of March, 2025,
Jean M. Miller
(signature of notary)

JEAN M. MILLER
Notary Public, State of New York
No. 4689668 TAMP
Qualified in Orange Co. 25
Commission Expires Dec. 31, 2025

This form must be completed, notarized, and presented with a New Sign Application or with an Alteration/Relocation Sign Application only if the sign applicant is not the property owner. (§ 145-81.C.6)
Missing paperwork will cause a delay in the review process.

Merrily Home + Gifts

26 Main Street, Warwick NY 10990

Kat Parrella

845-469-5595 (business)
845-248-8204 (cell)

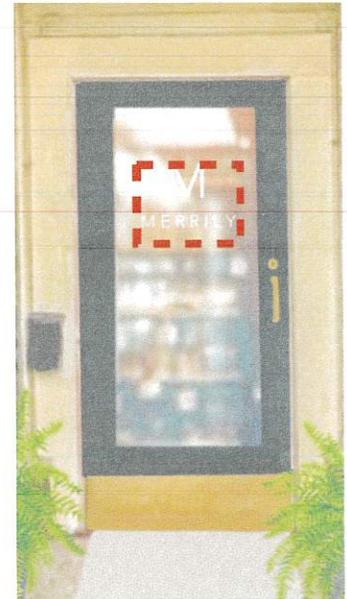
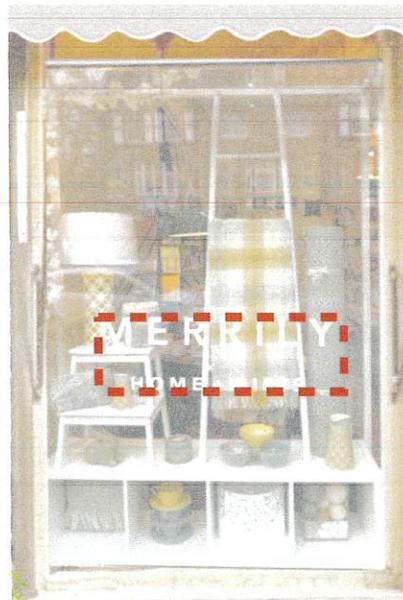
merrilyshopco@gmail.com

Window Sign Design:

Type: Vinyl lettering
Color: White
Illumination: none

Text: MERRILY HOME + GIFTS
Location: on each large Main Street-facing window
Window size: 6489 sq inches
Lettering area: 630 sq inches /45"Wx14"H

Text: M MERRILY
Location: glass entry door
Door window Size: 1593 sq inches
Lettering area: 240 sq inches / 20"Wx12"H



Merrily Home + Gifts

26 Main Street, Warwick NY 10990

Building Sign Design:

Type: Vinyl and cellular PVC substrate

Color: White / black

Printed on both sides

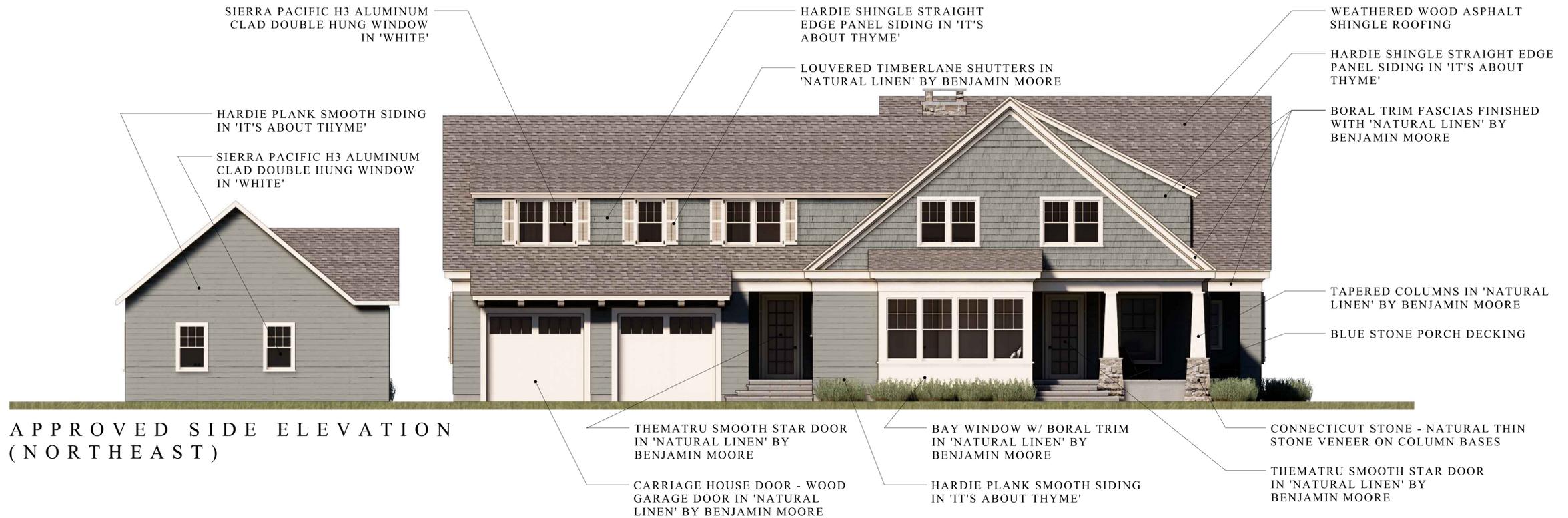
Illumination: none

Text: M MERRILY HOME + GIFTS

Location: above front door on existing hanging hardware

Size: 26"x26"





REVISED SIDE ELEVATION