

**ARCHITECTURAL AND HISTORIC DISTRICT REVIEW BOARD
VILLAGE OF WARWICK**

August 5, 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: July 1, 2025

The vote on the foregoing motion was as follows:

Michael Bertolini _____ Chris DeHaan _____ Jane Glazman _____

Matthew LoPinto _____ Glenn Rhein _____

Discussion

1. **12 Oakland Ave; Noble Pies; Leslie Noble**

Seeking approval of Certificate of No Exterior Effect & Alteration/Relocation of Permanent
Sign

Discussion:

1. Please comment on the TD Bank Building Changing their windows out as they never received approvals.
2. Burger King logo changed discussed and approved but must memorialize on agenda

Adjournment

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

VILLAGE OF WARWICK

INCORPORATED 1867

Alteration/Relocation of a Permanent Sign Application

Application Fee \$50.00

☒ Paid Check # CASH

Project Information	Date: _____
Applicant Name: <u>LESLIE NOBLE</u>	
Name of Business: <u>NOBLE PIES LLC</u>	
Project Location: <u>12 OAKLAND AVE</u> Warwick, New York 10990	
Mailing Address: <u>90 MINTURN RD WARWICK NY 10990</u>	
Phone Number: <u>845-987-4734</u>	Alt. Phone Number: <u>845-500-5404</u>
Email Address: <u>PIELADY@NOBLEPIES.COM</u>	
I, the applicant, am the property owner of the project location	
<input type="checkbox"/> Yes, _____ Date: _____ owner's signature	
<input checked="" type="checkbox"/> No *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.	

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

1. For signs to be located on buildings, linear frontage of the building is required _____ feet/inches

2. Zoning district: CENTRAL BUSINESS

*To find your district go to: <https://villageofwarwick.org/wp-content/uploads/2018/01/zoning-map-2017-v2-090317.pdf>

a. The project is zoned within the Historic District: ☒ Yes ☐ No

*Please use the following link to see the Historic District boundaries:

https://villageofwarwick.org/postings/compplan/Fig4--historic_district.pdf

**For projects located within the Historic District, A Certificate of No Effect or of Appropriateness is required from the Architectural Historic District Review Board (AHDRB). The review process takes place at an AHDRB regularly scheduled meeting. The Alteration/Relocation of a permanent sign within the Historic District does not need to be presented before the Planning Board. §7-3B.*

3. 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.

- d. 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.
 - e. 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

The Code Enforcement Officer shall determine that the sign will meet the criteria in §145-81.D and §145-81.J. If, in the judgment of the Code Enforcement Officer, sufficient doubt exists as to whether the application can comply with the design criteria, referral shall be made to the Planning Board within ten (10) days of receipt of the application at a regularly scheduled Planning Board meeting. §145-81.B.3

The Planning Board, within ten (10) days of its receipt of an application at a regularly scheduled Planning Board meeting, for a permanent sign alteration or relocation, shall refer the application to the Architectural Historic District Review Board (AHDRB) for comment. §145-81.B.3

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 shall then consider the design criteria §145-81.B.3

(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

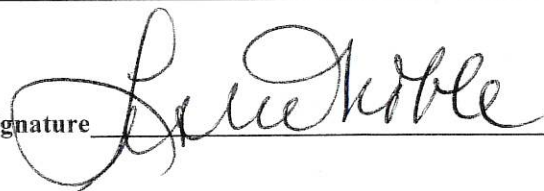
The Planning Board meets the 2nd Tuesday of the month. The AHDRB meets on the 1st Tuesday of the month.

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

7/11/2025

77 Main Street
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Property Owner Acknowledgement Form (for use with sign applications)

Project Information

Applicant Name: LESLIE NOBLE
Name of Business: NOBLE PIES LLC
Address of Proposed Sign: 12 OAKLAND AVENUE

Property Owners Information

Name: John W. Schaffer Jr.
Mailing Address: P.O. Box 652 Branchville, NJ 07826
Phone Number: 862-268-4726 Alt. Phone Number _____
Email Address: John.Schaffer@Kw.com

I, John W. Schaffer Jr., owner of 12 Oakland Ave, Warwick, NY 10990,
(printed name of property owner) (address of property)

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

modify/relocate an existing sign located on my property.

[Signature]
Signature of Owner

06/26/2025
Date

Form must be notarized.

State of New Jersey

County of Sussex

Subscribed and sworn before me this

26 day of June, 20 25

[Signature]
(signature of notary)

SHERRIL L. MILLER
Notary Public, County of Sussex
State of New Jersey, ID #2317679
My Commission Expires July 30, 2029

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.

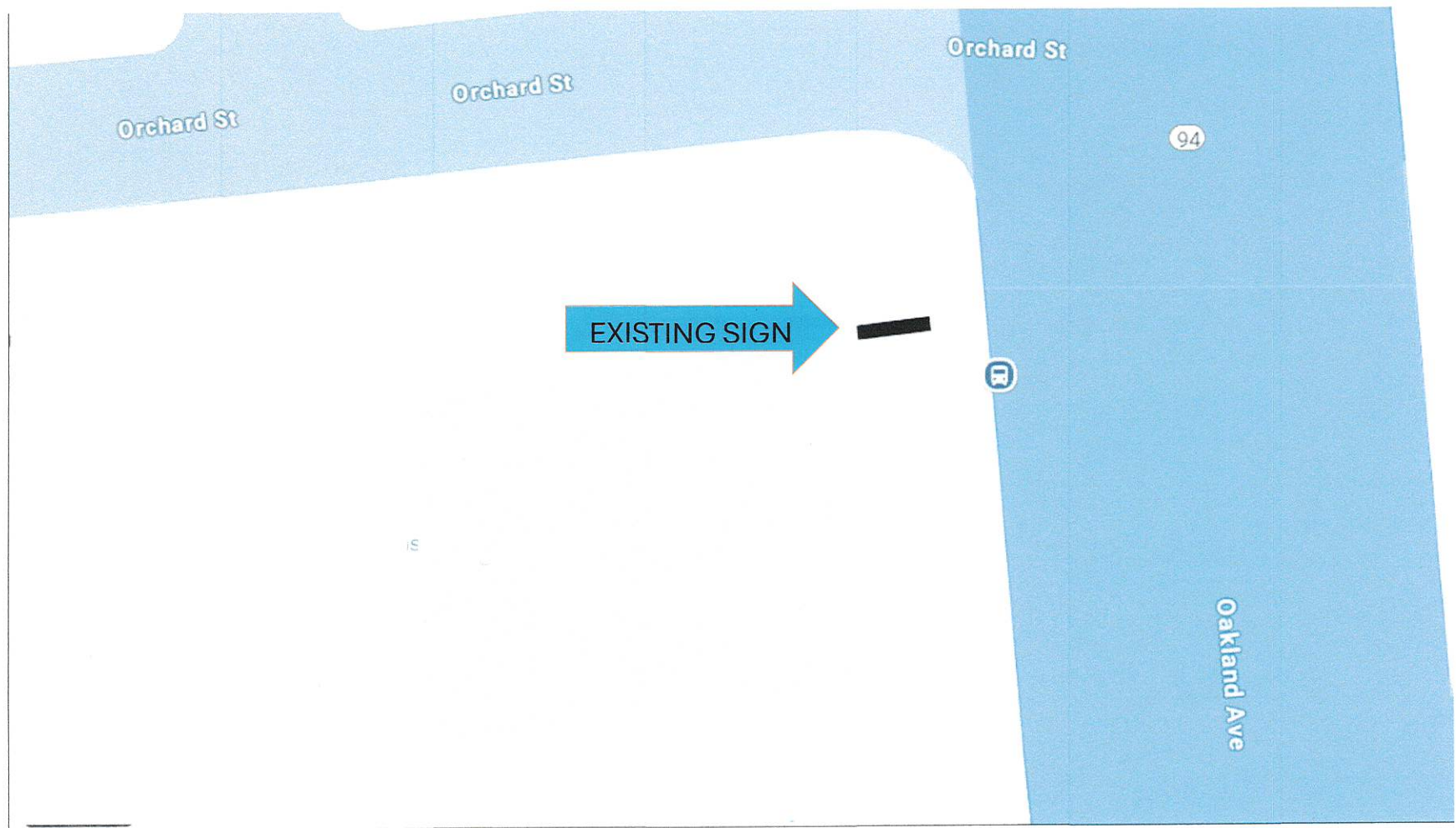
NOBLE PIES
12 OAKLAND AVE
WARWICK NY



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**NOBLE PIES
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We will be replacing the existing Clearview Realty signboard with our signboard:



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VILLAGE OF WARWICK

INCORPORATED 1867

Certificate of No Exterior Effect Application

Architectural and Historic Review Board (AHDRB)

Application Fee \$50.00

☒ Paid Check # CASH

Applicant Information		Date _____
Name:	<u>Leslie Noble</u>	
Mailing Address:	<u>90 Minton Rd Warwick</u>	
Phone Number:	<u>845-987-4734</u>	Alt. Phone Number <u>845-500-5404</u>
Email Address:	<u>piehdy@noblepies.com</u>	

Project Information	
Business Name (if applicable)	<u>Noble Pies</u>
Project Address:	<u>12 Oakland Ave</u> S/B/L # _____
Property Owner:	<u>John Schloffer</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.villageofwarwickny.gov

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.villageofwarwickny.gov

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.

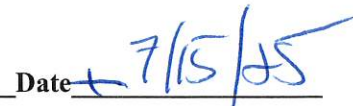
Please carefully review your application to ensure all required information is included with submission.

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