

**ARCHITECTURAL AND HISTORIC DISTRICT REVIEW BOARD  
VILLAGE OF WARWICK  
SEPTEMBER 3, 2024  
AGENDA**

**LOCATION:  
VILLAGE HALL  
77 MAIN STREET, WARWICK, NY  
4:30 P.M.**

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

1. Introduction by Chair Michael Bertolini.
2. Acceptance of Minutes: July 30, 2024

The vote on the foregoing motion was as follows:

Michael Bertolini \_\_\_\_\_ Chris DeHaan \_\_\_\_\_ Jane Glazman \_\_\_\_\_

Matthew LoPinto \_\_\_\_\_

**Discussion**

1. **38 B Main Street – Applicant Frankie Librelli**

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

- A. Color of Sign and Design
- B. Placement

2. **12 Oakland Ave – John Schwaffler- Clearview Realty**

Seeking approval of Certificate of No Exterior Effect

- A. Deck Stain Color

**Discussion: AHDRB Guidebook:** Trustee Mary Collura will attend meeting and discuss Guidebook with The Board.

**Adjournment**

August 12, 2024

Dear Village of Warwick Architectural and Historic District Review Board,

We are writing to formally request approval to install signage for our private tattoo studio, located at 38 B Main Street, Warwick. As a small business in this historic area, we understand the importance of maintaining the aesthetic integrity of the neighborhood.

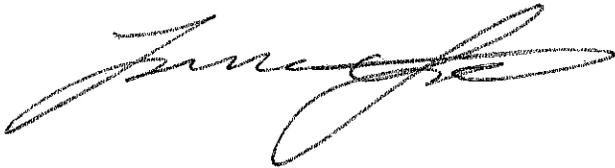
Our intention is to create a tasteful sign that will help our clients locate our studio without disrupting the charm and character of Main Street. We are committed to working within the guidelines of the Historic District and are happy to provide any additional information or adjustments needed to meet the board's requirements.

Thank you for your consideration.

Sincerely,

Francesco Libretti

Frankie's Tattoo LLC

A handwritten signature in black ink, appearing to read "Francesco Libretti", written in a cursive style.

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

### Property Owner Acknowledgement Form (for use with sign applications)

#### Project Information

Applicant Name: Francesco Libretti  
Name of Business: Frankie's Tattou  
Address of Proposed Sign: 38 B main street warwick NY

#### Property Owners Information

Name: Lynn Beth LLC  
Mailing Address: 36 main street  
Phone Number: 914-443-0202 Alt. Phone Number 845-649-3196  
Email Address: LynnBethLLC@gmail.com

I, MOSE SWARTZBERG, owner of 36 main street,  
(printed name of property owner) (address of property)

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

modify/relocate an existing sign located on my property.

[Signature]  
Signature of Owner

7/25/24 7/27/24  
Date

**Form must be notarized.**

State of NY

County of Orange

Subscribed and sworn before me this

27 day of July, 2024

[Signature]  
(signature of notary)



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.**



# VILLAGE OF WARWICK

INCORPORATED 1867

## New Permanent Sign Application

Application Fee \$50.00

Paid Check # 146

Project Information	Date: 7.25.24
Applicant Name: Francesco Lioretta	
Name of Business: Frankie's Tattoo	
Project Location: 38 B main ST Warwick NY	S/B/L #
Mailing Address: 38 B main St. Warwick NY	
Phone Number: 973-590-7725	Alt. Phone Number:
Email Address: frankiestats@gmail.com	
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 <b>notarized</b> 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](http://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>

3. Sign Design: a scaled drawing of the sign showing the following:

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

- a. Type of sign, shape, size, and materials.
- b. Graphic design, including lettering, pictorial matter, and sign colors with color swatches.
- c. 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](mailto: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

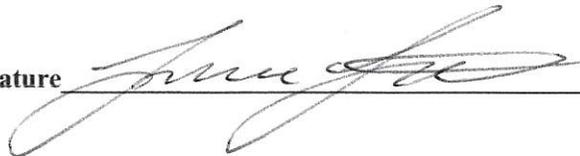
The Planning Board meets the 2<sup>nd</sup> Tuesday of the month. The AHDRB meets on the 1<sup>st</sup> Tuesday of the month.

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

7.25.24

Internal Use Only

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

Reviewed by Code Enforcement Officer, or one of similar authority

The project is zoned within the Historic District:

Yes *\*If yes, then the application must be submitted to the AHDRB for review at a regular scheduled AHDRB meeting. Application is to be approved, modified, or denied via motion. A Certificate of No Effect or of Appropriateness is then issued to the applicant along with a sign permit. The Alteration/Relocation of a permanent sign within the Historic District does not need to be presented before the Planning Board. §7-3B.*

Reviewed by AHDRB on \_\_\_\_\_ meeting date

Approved with modifications \_\_\_\_\_

Certificate of No Effect/Appropriateness issued

No *\*If no, the application can be approved by the Code Enforcement Officer if deemed appropriate. If doubt exists, the Code Enforcement Officer refers to the AHDRB creating a recommendation. All final decisions, excluding the Code Enforcement Officer, must be made via motions at regular scheduled meetings.*

Approved by Code Enforcement Officer, \_\_\_\_\_ on \_\_\_\_\_ date  
name of licensing authority

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

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VILLAGE OF WARWICK  
INCORPORATED 1867

**Certificate of No Exterior Effect Application**

8-13-24 ✓

Architectural and Historic Review Board (AHDRB)

Application Fee \$50.00

Paid Check # 146

Applicant Information	Date 7-25-24
Name: Francesco Libretti	
Mailing Address: 1 Riverside Rd. Hewitt NJ 07421	
Phone Number: 973-590-7725	Alt. Phone Number
Email Address: frankiestats@gmail.com	

Project Information	
Business Name (if applicable) Francesco Libretti	
Project Address: 38 B <sup>main street</sup> Warwick NY 10990	S/B/L #
Property Owner: Moshe Schwartzberg	
* 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.	

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](http://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](http://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](mailto:planning@villageofwarwick.org)

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## VILLAGE OF WARWICK

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Date Submitted: 7/17/24

### SIGN APPLICATION TO BE APPROVED BY BUILDING INSPECTOR

Project Name: Frankie's Tattoo

Address: ~~6~~ Main St

#### Sign Design is Approved:

1. Zoning District: CENTRAL BUSINESS

2. Sign Type: WALL SIGNS

34' store frontage

3. Size: OK

4. Design: OK

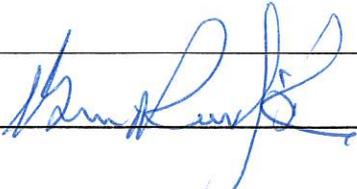
5. Lettering Percentage: OK, NO BACK GROUND ON SIGNS

6. Location of Sign: 2 SIGNS, LOCATIONS OK

ONE ON GATE EXTERIOR, ONE LEFT SIDE OF STOREFRONT

7. Illumination: NONE

COMMENTS: MAXIMUM 2 SIGNS

Boris Rudzinski, Building Inspector: 



Frankie's  
Tattoo

973-813-9520

20.5"

26.5"



WELCOME TO OUR DOOR

Frankie's  
Tattoo

973-813-9520

20.5"

26.5"

40"

Frankie's Tattoo

7.5



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**Certificate of No Exterior Effect Application**

Architectural and Historic Review Board (AHDRB)

Application Fee \$50.00

Paid Check # 1100

Applicant Information	Date <u>08/16/2024</u>
Name: <u>John Schaffer</u>	
Mailing Address: <u>12 Oakland Ave, Warwick, NY 10990</u>	
Phone Number: <u>862-268-4726</u> Alt. Phone Number _____	
Email Address: <u>John@clearview-realty.com</u>	

Project Information
Business Name (if applicable) <u>John Schaffer</u>
Project Address: <u>* Stain Deck *</u> S/B/L # _____
Property Owner: <u>Stain Deck</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>

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Gris de Benning on



Fairview Taupe HC-85  
Gris Pardo de Fairview



Oxford Brown ES-67  
Marrón de Oxford



differ slightly from actual stain.  
n an example of your wood for true color accuracy.



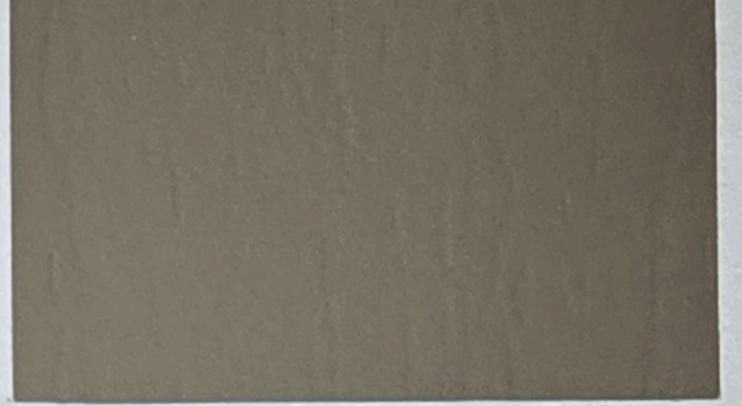
Beige Gray ES-51  
Gris Beige

★ (might be too light)



Spanish Moss ES-44  
Musgo Español

★



Alexandria Beige HC-77  
Beige de Alejandría



Rustic Taupe 999 ✖  
Gris Pardo Rústico

