

Town Clerk Amber Wilson
Town of Shelter Island
PO Box 1549
Shelter Island, NY 11964

By Hand

November 18, 2025

Dear Ms. Wilson,

Please find enclosed two additional submissions for our August 8, 2025, Site Plan Review (SPR) application, regarding conceptual design in the areas of Traffic and Interior Circulation. We've included 11 copies for distribution to the Town Board and its advisory committees.

When we initially applied for SPR, we understood the scope was limited to the Manor House Rehabilitation project. Since we applied, the Building Inspector has informed us that the review will cover the property's recently approved change of use from private residential to educational.

The document titled "Proposed Primary Entry Conceptual Design" describes the current status of a study underway with Nelson Byrd Woltz Landscape Architects, funded by a state grant. It includes a photo of current conditions and a conceptual design of a redesigned entry. Additional project design work is due to be completed by March 2026.

The document titled "Proposed Internal Circulation Conceptual Design" is an internally produced series of sketches showing how vehicles could move through the campus — keeping construction traffic separate from day-to-day operations and visitors — during the Manor House Rehabilitation project.

We look forward to providing additional information as requested. Please contact me if you have any questions.

Thank you,

Julia

Julia Brennan
Capital Projects Manager
Sylvester Manor
PO Box 2029
Shelter Island, NY 11964

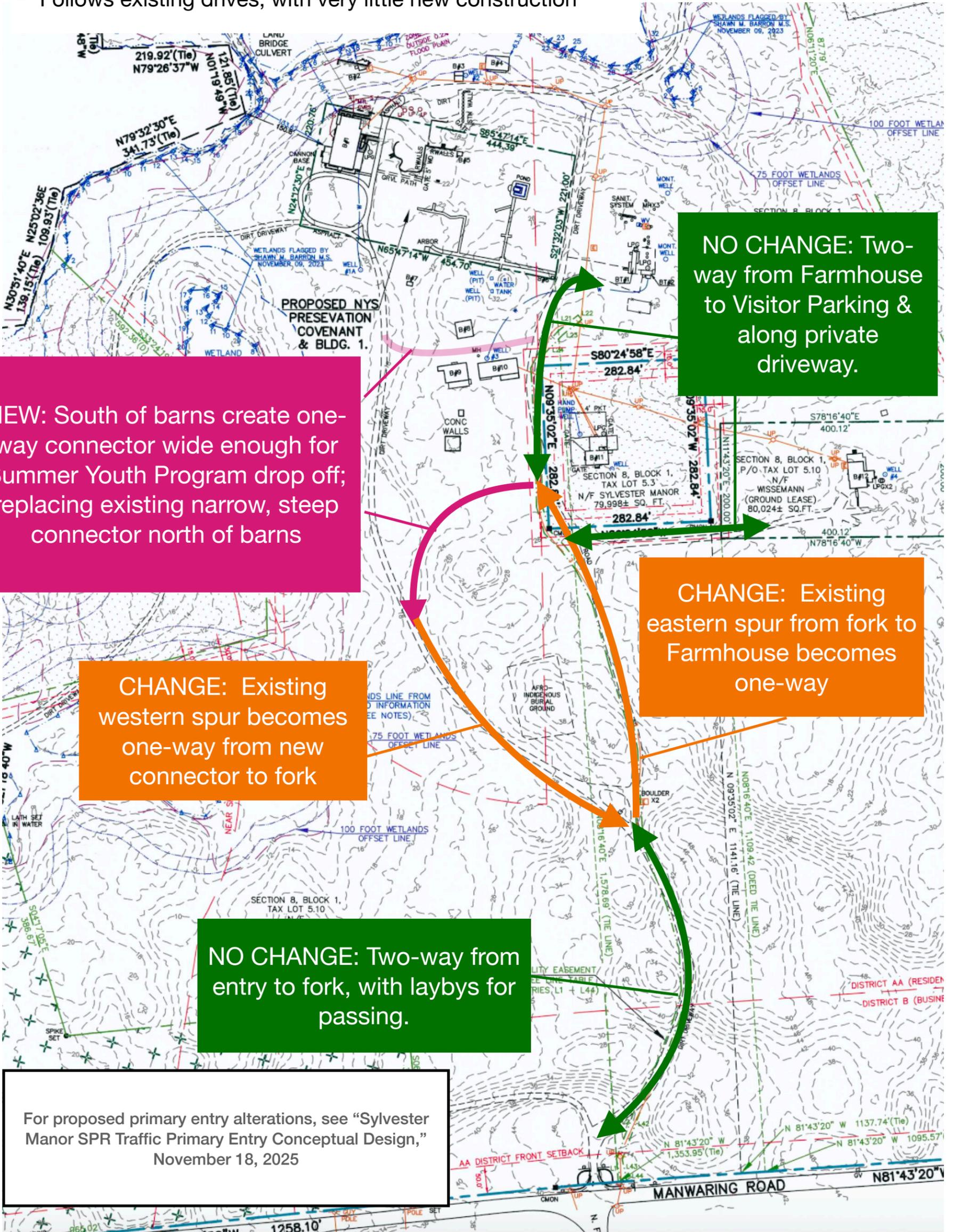
Cc Stephen Searl, Marc Robert, Karen Hoeg

Sylvester Manor Site Plan Review
Internal Circulation Conceptual Designs - 11/18/ 2025
1) Non-construction interior circulation



For day-to-day use via Primary Entry by residents, staff and visitors, including Summer Youth Program

- Keeps internal traffic separate from construction traffic
- Extends drop-off area while shortening internal travel
- Follows existing drives, with very little new construction



NEW: South of barns create one-way connector wide enough for Summer Youth Program drop off; replacing existing narrow, steep connector north of barns

NO CHANGE: Two-way from Farmhouse to Visitor Parking & along private driveway.

CHANGE: Existing western spur becomes one-way from new connector to fork

CHANGE: Existing eastern spur from fork to Farmhouse becomes one-way

NO CHANGE: Two-way from entry to fork, with laybys for passing.

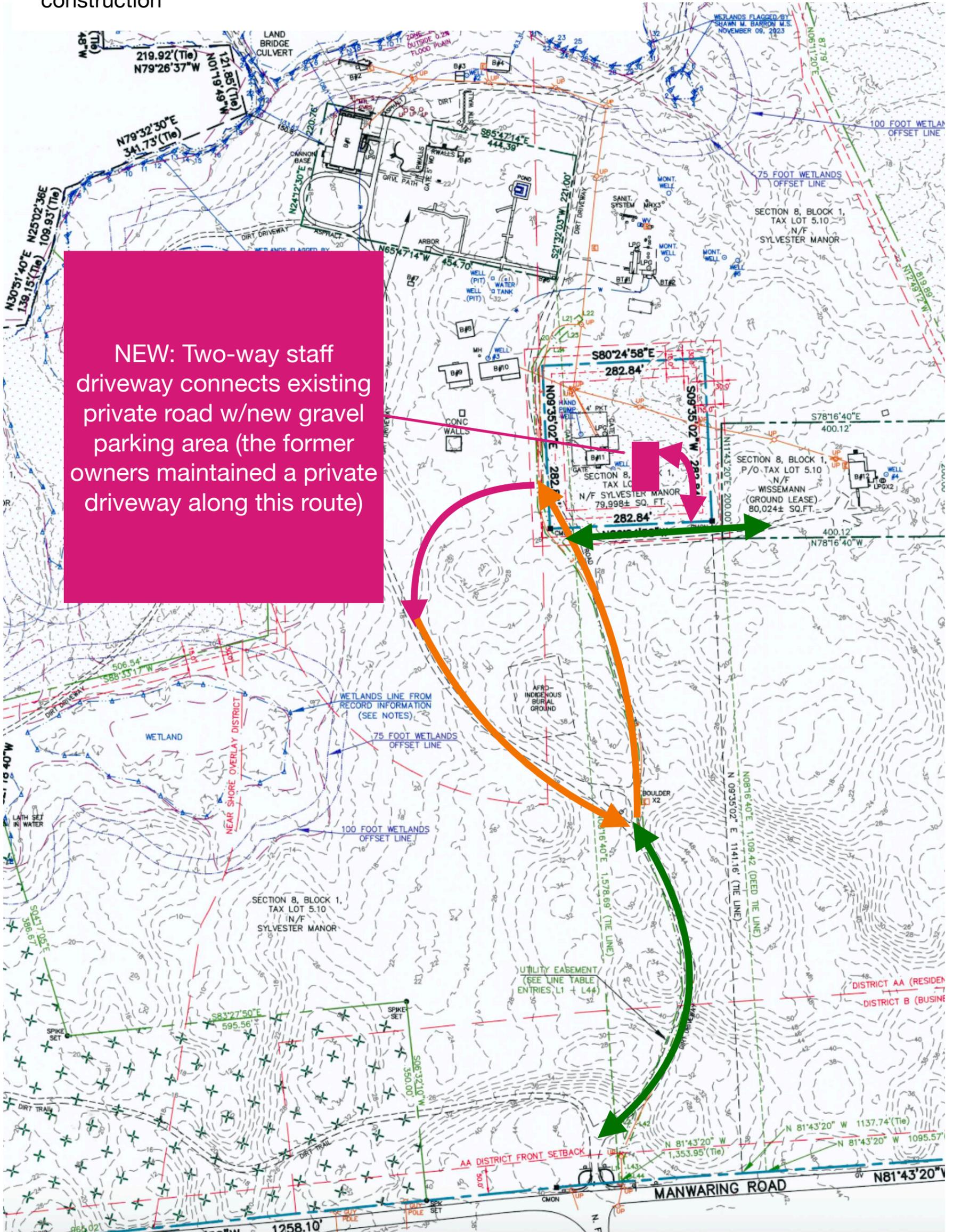
For proposed primary entry alterations, see "Sylvester Manor SPR Traffic Primary Entry Conceptual Design," November 18, 2025

Sylvester Manor Site Plan Review
Internal Circulation Conceptual Designs - 11/18/ 2025
2) Proposed Old Farmhouse staff driveway and circulation



For day-to-day use by staff and vendors only

- Keeps internal traffic separate from construction traffic
- Creates sufficient parking at Old Farmhouse for office use
- Follows existing or former drives, with very little new construction



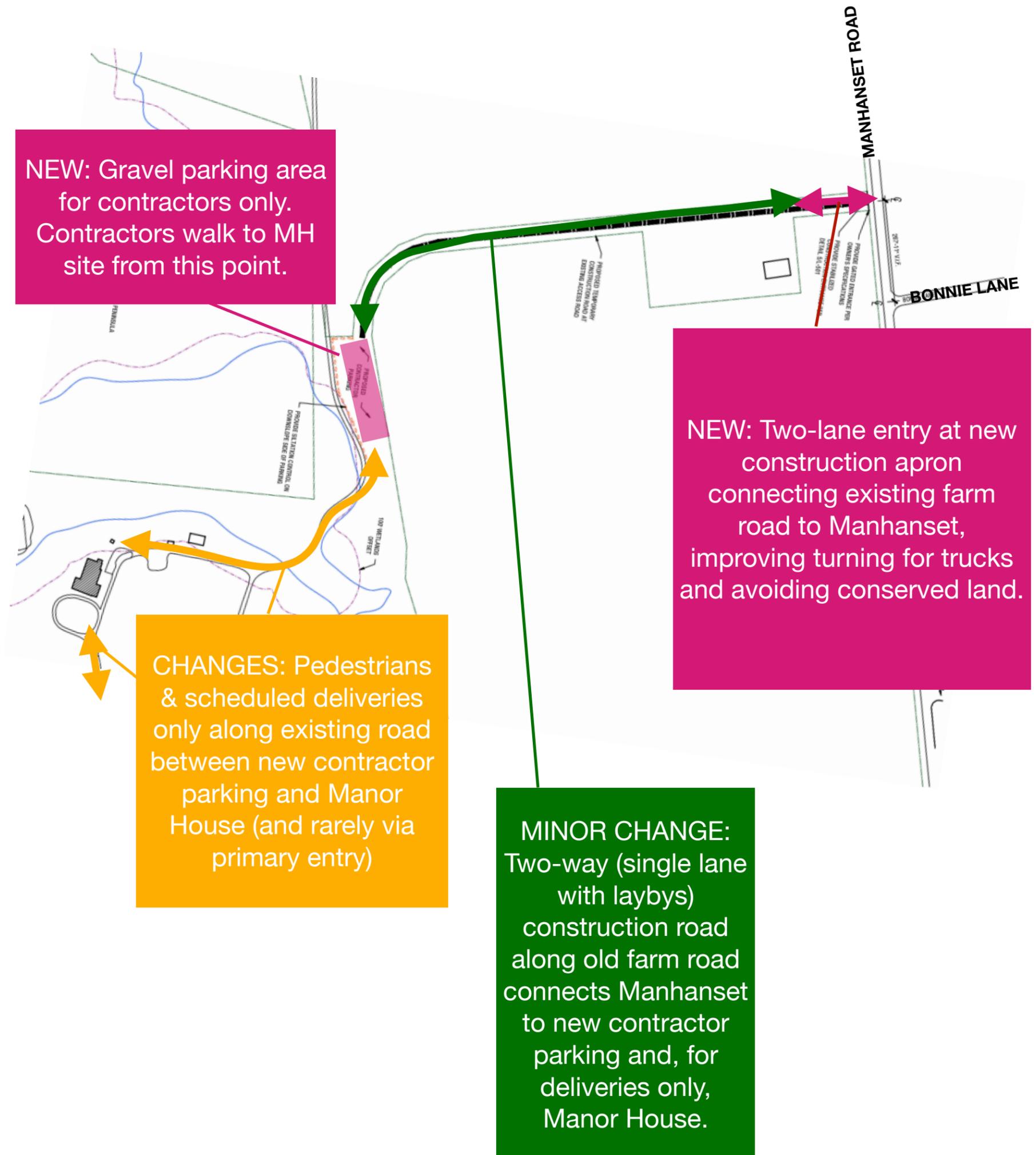
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Sylvester Manor Site Plan Review
Internal Circulation Conceptual Designs - 11/18/ 2025
3) Proposed construction only circulation



For day-to-day use by contractors and staff only

- Keeps internal visitor traffic separate from construction traffic
- Creates sufficient parking for contractors
- Follows existing or former drives, with very little new construction
- Avoids vehicles at Manor House (except for scheduled deliveries, which could also take place via existing drives from main entry)



Sylvester Manor Site Plan Review Traffic Proposed Primary Entry Conceptual Design 11/18/2025

Widens entry used day-to-day by residents, staff, visitors and vendors

- Two vehicles can pass
- Realigns lanes with center of Route 114 opposite
- Provides separate pathway for pedestrians/cyclists
- Phase One = Demo entry structures and do basic roadway grading, reusing current signage
- Phase Two = Final grading and drainage, installation of new entry structures, signage and lighting



Existing conditions: Circa 1915 primary entry by architect John L. Greenleaf includes large concrete planters and limestone pillars that coupled with vertical wooden gates strongly convey the former private nature of the property.

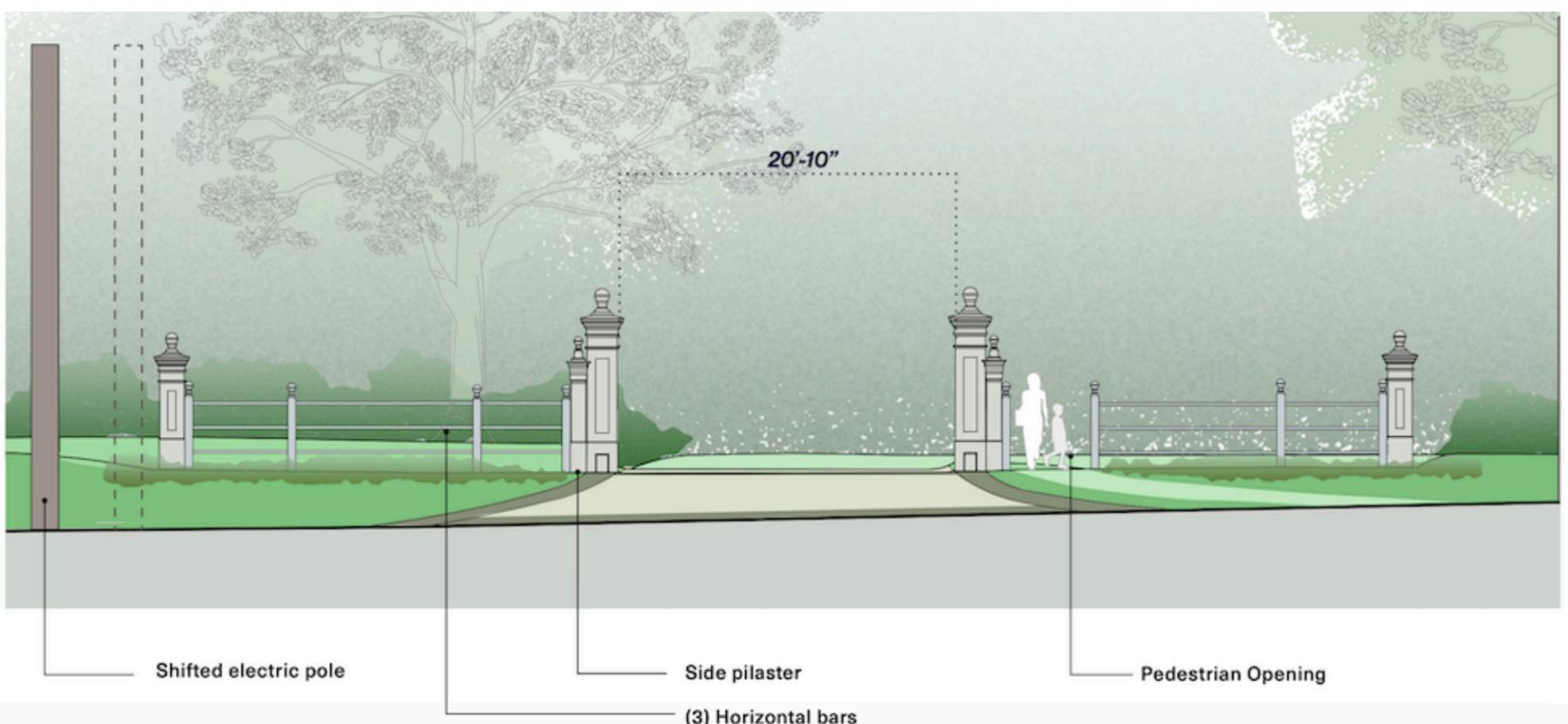


Image courtesy of Nelson Byrd Woltz Landscape Architects for their conceptual design that combines cast stone pillars with metal uprights and horizontal metal bars (similar to those at Greenleaf's Quaker Corner gate) for a more open, welcoming approach. This grant-funded design project is underway, with additional details forthcoming through March 2026..

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