



## SHELTER ISLAND PLANNING BOARD

P.O. Box 970  
Shelter Island, New York 11964-0970  
tel: 631-749-0758 fax: 631-749-0227

### MEMORANDUM TO THE TOWN BOARD

February 16, 2026

Re: **Shelter Island History Museum**  
**16 Ferry Road**  
**SCTM No. 0700-19-2-88; Zone B**

We are in receipt of a Site Plan Application for the Shelter Island Historical Museum at 16 Ferry Road prepared by Jeffery Feingold Architect and dated 11/17/2025. The applications have been forwarded to the Planning Board for Site Plan review per 109-2 because of the proposed change of use of the barn.

#### **Lot Description**

The lot is a 2 ac., 87,414 s.f conforming lot in a B Zone at the corner of Ferry Road and Shady Lane. The lot is adjacent to a 4.1-acre lot owned by the Town of Shelter Island. This lot contains a +/- 10,000 s.f. freshwater wetlands. The lot contains a gravel parking area with 18 spaces, including two handicapped-accessible spaces.

#### **Building Description**

Improvements on the lot consist of a two-story “frame dwelling” and “frame barn.”

#### **Scope of Proposed Work**

The application is requesting a permit for the following work:

- Per the submitted application: Expand existing commercial use on the property by renovating and converting the existing accessory storage barn to “habitable space” with an Assembly A-3 occupancy. (note that per NYS Building Code, the proposed occupancy is not considered habitable space, rather it’s Assembly Space)

The proposed work includes upgrading the existing barn

**Structural** – provide structural upgrades to increase the floor loading capacity of the first and second floors:

1. Modify existing foundation providing eight additional concrete masonry piers within the existing concrete foundation walls
2. Install 6 additional concrete footings with steel pipe columns

3. Install four new girders and reinforce 3 existing girders to support the first floor
4. Provide reinforcing to the second-floor framing including additional posts, girders and steel reinforcement of existing beams

### **Architectural**

1. Provide a new wood exit ramp at the north side of the barn at the existing door
2. Provide a new doorway, landing and stair at the south side of the barn
3. Modify brick paving associated with proposed exist
4. Modify railings at two existing stairways to second floor
5. Provide guard rails at floor opening in second floor

### **Electrical**

1. Provide new interior lighting to supplement existing
2. Provide fans
3. Provide exit lighting
4. Provide exterior lighting

### **Fire Protection**

1. Provide Fire Alarm system
2. Provide Sprinkler System. (note that this is an unconditioned building and this will have to be designed as a dry sprinkler system)

### **Parking**

The application included a site plan, which indicates a parking capacity of 18 parking spaces in the gravel lot adjacent to the museum, including two spaces labeled "ADA." This lot is accessed from State Road 114. The plan also indicates "33 grass parking spaces" between the barn and Shady Lane to the south. No layout for this parking or access point is shown on the site plan.

An additional parking plan approved by the NYS Dept. of Transportation was furnished by the applicant subsequent to the application. This plan indicates parking accessed from Shady Lane (labeled as "private drive"), with parking in two areas: 18 spaces on Shady Lane, a hedge labeled "between parking rows" and an additional 15 spaces between the hedge and the museum.

### **Findings**

The work proposed in the application converting the barn to an A3 Assembly Occupancy mandates a Site Plan Review as follows:

109-2 (2)

*The use is significantly changed, altered, or expanded, or the intensity increased in a manner that will significantly affect the characteristics of the site as outlined in § 109-3A*

The following Standards of Review are relevant to this application, summarized from 109-3 as follows (this is a partial list of the most relevant):

1. Traffic
2. Interior circulation

3. Parking
4. Screening

### **Parking Requirements**

1. There are discrepancies in the submitted documents. The listed total square footage is shown as 9,096 s.f but excludes the 2<sup>nd</sup> floor of the barn. The 2<sup>nd</sup> floor would add roughly 1,780 s.f., for a total of 10,876 s.f.
2. Spaces required –  $10,876/200 = 54$  (depending on rounding method)
3. Per the approved DOT site plan, 17 spaces are provided in the lot and 33 provided on the grass for a total of 50 spaces.
4. A parking requirement of 54 cars requires 3 ADA spaces, but only two are indicated on the site plan.

### **Parking Lots**

1. The site plan, survey and DOT plan indicate 18, 16 and 17 spaces respectively in the gravel parking area. None of the delineated spaces meet the 10' x 20' Town requirement, but it's worth noting that it's an excessively large parking space beyond typical practice (nor is it clear if the 200' requirement is meant to include aisles).
2. In any event, the space width shown on the site plan is under 8', and the ADA spaces do not meet the required 13' minimum width.

### **Recommendations**

1. The actual capacity and space dimensions of the gravel lot should be updated to be consistent on all drawings, and the count revised based on realistic space sizes.
2. An approximate layout of the grass parking area should be provided showing parking spaces, the access point to this parking and clarifying if parking on the border of Shady Lane is included. The layout should account for the trees in the area.
3. The quantity and location of accessible parking spaces should be updated.
4. An accessible path meeting ADA requirement from the ADA parking spaces and the museum to the barn should be provided.
5. Clarify if screening of the grass parking area (per the DOT drawing) is anticipated.

It's understood that overflow parking at Museum events has previously been on the adjacent Town-owned lot, but this is not a permanent solution to event parking. Parking at past events has been a bit chaotic and a realistic plan should be provided.

## Other Considerations

*The following are outside of the scope of this review, but worth noting:*

### Wetlands

1. The edge of the barn sits 101.9' from the flagged wetlands. Provisions for limiting run-off from construction should be indicated on the final construction documents.

### Parking

1. Parking requirements in the Shelter Island Town Code 133-9 (District B-1) are for 1 - 10' x 20' space per 200 s.f. of interior space of buildings, irrespective of the occupancy. This is a regulation that warrants review in the future, as a warehouse and a meeting hall have vastly different parking requirements but follow the same calculation method.
2. The parking capacity for the project should be updated based on the actual interior square footage based on the methodology in the code (which includes all interior space irrespective of occupancy).

Respectfully Submitted,

Julia Weisenberg, Chair  
Marcus Kaasik, member  
Sean Davy, member  
David Kriegel, member  
Matthew Fox, member  
David Austin, member  
Greg Cranford, member