



## MEMORANDUM

Date: February 10, 2026

To: Town of Shelter Island Town Board  
Attn: Federico Vasallo, Assistant to the Town Board and Supervisor

From: Katelyn Kaim, AICP  
Senior Planner/Project Manager

Re: Site Plan Application – Review of Natural Resources, Cultural Resources and Pavement  
Shelter Island History Museum  
Proposed Barn Renovations and Upgrades  
16 South Ferry Road, Shelter Island, NY 11964

This firm has reviewed the above-referenced application for the purpose of assisting the Town of Shelter Island Town Board with site plan review under §109-3 of the Town Code. Specifically, the following documents have been reviewed:

- Building Department Denial Letter dated November 18, 2025
- Site Plan Application Form dated November 17, 2025
- Shelter Island History Museum Barn Site Plan, dated November 17, 2025, as prepared by Jeffrey Feingold Architect PLLC
- Shelter Island History Museum Site Survey, last revised October 17, 2025, as prepared by TriState Planning, Engineering & Land Surveying, P.C. (TSPE)
- Short Environmental Assessment Form, undated

### **Site and Project Information**

The subject property is approximately 2.007 acres and zoned B Business. The subject property contains and is adjacent to State-regulated freshwater wetlands, and the Havens, James, Homestead building is listed on the State and National Register of Historic Places (USN 10307.000347).

The proposed site plan application includes exterior and interior renovations and upgrades to the barn for the purpose of accessibility requirements and modern building code regulations as well to legally convert the space to habitable space for assembly, including:

- (1) installation of sprinkler and fire alarm system, including extension of the existing fire service line;
- (2) extension of existing security system, including extension of cabling;
- (3) construction of a new exit deck and associated walkway;
- (4) construction of ADA-compliant access, including new exterior ramp; and
- (5) installation of building lighting fixtures.

Pursuant to the initial review meeting held on January 14, 2026, the barn has been used for assembly and event space and the proposed action would legalize the space with the use remaining the same.



## **Natural Features**

### **Surface Waters and Wetlands**

The subject property is located within the boundaries of the Peconic Estuary Watershed. Regarding wetlands, according to the New York State Department of Environmental Conservation (NYSDEC) Environmental Resource Mapper, the northwest corner of the subject property and adjacent property south of Shady Lane contain an approximately 1.50-acre State-regulated Class 2 freshwater wetland (Wetland ID: GP-15). The survey includes a 100-foot setback from the delineated freshwater wetlands (no date) by S. Barron, Barron Environmental, with all proposed activity to occur a minimum of 100 feet from the freshwater wetlands. The applicant should provide the date of wetland delineation and confirm if the delineated boundary has been verified by the NYSDEC.

### **Proposed Land Disturbance and Impact on Natural Communities**

The EAF Mapper and the NYSDEC Environmental Resource Mapper identifies the potential presence of the Northern Long-Eared Bat (NLEB), which restricts the removal of trees to occur only between December 1 and February 28. The proposed Site Plan does not identify any trees for removal; however, should any trees be require for removal, the clearing should occur only within the permitted timeframe.

Additionally, the NYSDEC EAF Mapper and the Environmental Resource Mapper indicates the potential presence of two (2) significant natural communities: (1) Highbush Blueberry Bog Thicket; and (2) Successional Maritime Forest. Based on the proposed project and historic aerial imagery (see Attachment A), the areas proposed for disturbance occur within maintained lawn area and do not contain these significant natural communities.

### **Coastal Resources**

The project area is located within the boundaries of the New York State Department of State (NYS DOS) Coastal Management Zone. The NYS Coastal Management Zone Program includes coastal policies or statements that “either promote the beneficial use of coastal resources, prevent their impairment, or deal with major activities that substantially affect numerous resources. State agencies are required to adhere to each policy statement as much as is legally and physically possible. No policy applies to the exclusion of the others” (<https://dos.ny.gov/state-coastal-management-program>).

To evaluate consistency with the NYS Coastal Policies, a State Coastal Assessment Form (SCAF) has been completed for the proposed project and is consistent with all relevant policies (see Attachment B).

### **Groundwater Resources**

The proposed action is limited to exterior and interior renovations and upgrades to the barn for the purpose of accessibility requirements and modern building code regulations as well as to legally convert the space to habitable space for assembly. As the proposed action would not cause an increase in visitors to the site, there would be no expected increase in potable water usage or sanitary generation.

### **Floodplains**

Based on the Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (FIRM), Map Panel ID: 36103C0179H, the subject property is not located within any Special Flood Hazard Area (SFHA).



### Critical Environmental Area

The subject property is not located within a Critical Environmental Area (CEA).

### Cultural Resources

The NYS Office of Parks, Recreation and Historic Preservation (OPRHP) Cultural Resource Information System (CRIS) identifies the Havens, James, Homestead building as historic and is listed on the State and National Register of Historic Places (USN 10307.000347). The proposed action is not expected to impact the Havens, James, Homestead building as the proposed work is limited to the barn with only minor exterior improvements to access for ADA compliance with a new exterior ramp, new exit deck and associated walkway as well as new building lighting fixtures.

Additionally, CRIS maps the subject property as within an archaeological sensitive area. As discussed at the initial review meeting held on January 14, 2026, the applicant should provide the prior archaeological survey completed at the site in connection with the renovation project to the Havens, James, Homestead building to document prior ground disturbance and provide the associated correspondence from OPRHP.

### Pavement

Based on the site plan, new pavement would be limited to the walkway associated with the new exit deck which is necessary for safe access to and from the barn.

### Comments as they related to Natural Features, Cultural Resources, and Pavement:

1. The potential presence of the Northern Long-Eared Bat restricts the removal of trees to occur only between December 1 and February 28.
2. Applicant should provide the date of wetland delineation and confirm if the delineated boundary has been verified by the NYSDEC.
3. Applicant should provide the prior archaeological survey completed at the site to document prior ground disturbance and provide the associated correspondence from OPRHP.

### SEQORA Classification

The proposed action before the Town Board includes building renovations and upgrades. Pursuant to 6 NYCRR §617.5(c)(1), (2), and (13) (and §60-13 of the Town Code), the proposed projects would be appropriately classified as Type II as they consist of:

*(1) maintenance or repair involving no substantial changes in an existing structure or facility;*

*(2) replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site, including upgrading buildings to meet building, energy, or fire codes unless such action meets or exceeds any of the thresholds in section 617.4 of this Part; and/or*

*(13) extension of utility distribution facilities, including gas, electric, telephone, cable, water and sewer connections to render service in approved subdivisions or in connection with any action on this list.*

cc: Thomas Crouch, Esq. (via electronic mail)



# **ATTACHMENT A**

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# **ATTACHMENT B**

NEW YORK STATE DEPARTMENT OF STATE  
COASTAL MANAGEMENT PROGRAM

Coastal Assessment Form

A. INSTRUCTIONS (Please print or type all answers)

1. State agencies shall complete this CAF for proposed actions which are subject to Part 600 of Title 19 of the NYCRR. This assessment is intended to supplement other information used by a state agency in making a determination of significance pursuant to the State Environmental Quality Review Act (see 6 NYCRR, Part 617). If it is determined that a proposed action will not have a significant effect on the environment, this assessment is intended to assist a state agency in complying with the certification requirements of 19 NYCRR Section 600.4.
2. If any question in Section C on this form is answered "yes", then the proposed action may affect the achievement of the coastal policies contained in Article 42 of the Executive Law. Thus, the action should be analyzed in more detail and, if necessary, modified prior to either (a) making a certification of consistency pursuant to 19 NYCRR Part 600 or, (b) making the findings required under SEQR, 6 NYCRR, Section 617.11, if the action is one for which an environmental impact statement is being prepared. If an action cannot be certified as consistent with the coastal policies, it shall not be undertaken.
3. Before answering the questions in Section C, the preparer of this form should review the coastal policies contained in 19 NYCRR Section 600.5. A proposed action should be evaluated as to its significant beneficial and adverse effects upon the coastal area.

B. DESCRIPTION OF PROPOSED ACTION

1. Type of state agency action (check appropriate response):
  - (a) Directly undertaken (e.g. capital construction, planning activity, agency regulation, land transaction) \_\_\_\_\_
  - (b) Financial assistance (e.g. grant, loan, subsidy) \_\_\_\_\_
  - (c) Permit, license, certification X
2. Describe nature and extent of action: Project includes exterior and interior renovations and upgrades to the barn for the purpose of accessibility requirements and modern building code regulations as well to legally convert the space to habitable space for assembly, including: (1) installation of sprinkler and fire alarm system, including extension of the existing fire service line; (2) extension of existing security system, including extension of cabling; (3) construction of a new exit deck and associated walkway; (4) construction of ADA-compliant access, including new exterior ramp; and (5) installation of building lighting fixtures.  
\_\_\_\_\_
3. Location of action:

<u>Suffolk</u>	<u>Shelter Island</u>	<u>16 South Ferry Road</u>
County	City, Town or Village	Street or Site Description
4. If an application for the proposed action has been filed with the state agency, the following information shall be provided:
  - (a) Name of applicant: \_\_\_\_\_
  - (b) Mailing address: \_\_\_\_\_
  - (c) Telephone Number: Area Code (\_\_\_\_) \_\_\_\_\_
  - (d) State agency application number: \_\_\_\_\_
5. Will the action be directly undertaken, require funding, or approval by a federal agency?  
Yes \_\_\_\_\_ No X If yes, which federal agency? \_\_\_\_\_

C. COASTAL ASSESSMENT (Check either "YES" or "NO" for each of the following questions)

- |  | <u>YES</u> | <u>NO</u> |
|--|------------|-----------|
| 1. Will the proposed activity be <u>located</u> in, or contiguous to, or have a <u>significant effect</u> upon any of the resource areas identified on the coastal area map: |            |           |
| (a) Significant fish or wildlife habitats? . . . . .   | —          | <u>X</u>  |
| (b) Scenic resources of statewide significance? . . . . .  | —          | <u>X</u>  |
| (c) Important agricultural lands? . . . . .  | —          | <u>X</u>  |
| 2. Will the proposed activity have a <u>significant effect</u> upon:   |            |           |
| (a) Commercial or recreational use of fish and wildlife resources? . . . . .   | —          | <u>X</u>  |
| (b) Scenic quality of the coastal environment? . . . . .   | —          | <u>X</u>  |
| (c) Development of future, or existing water dependent uses? . . . . .   | —          | <u>X</u>  |
| (d) Operation of the State's major ports? . . . . .  | —          | <u>X</u>  |
| (e) Land and water uses within the State's small harbors? . . . . .  | —          | <u>X</u>  |
| (f) Existing or potential public recreation opportunities? . . . . .   | —          | <u>X</u>  |
| (g) Structures, sites or districts of historic, archeological or cultural significance to the State or nation? . . . . .   | —          | <u>X</u>  |

3. Will the proposed activity involve or result in any of the following:
- (a) Physical alteration of two (2) acres or more of land along the shoreline, land under water or coastal waters? . . . .    X
  - (b) Physical alteration of five (5) acres or more of land located elsewhere in the coastal area? . . . . .    X
  - (c) Expansion of existing public services of infrastructure in undeveloped or low density areas of the coastal area? . . . . .    X
  - (d) Energy facility not subject to Article VII or VIII of the Public Service Law? . . . . .    X
  - (e) Mining, excavation, filling or dredging in coastal waters? . . . . .    X
  - (f) Reduction of existing or potential public access to or along the shore? . . . . .    X
  - (g) Sale or change in use of state-owned lands located on the shoreline or under water? . . . . .    X
  - (h) Development within a designated flood or erosion hazard area? . . . . .    X
  - (i) Development on a beach, dune, barrier island or other natural feature that provides protection against flooding or erosion? . . . . .    X
4. Will the proposed action be located in or have a significant effect upon an area included in an approved Local Waterfront Revitalization Program? . . . . .    X

D. SUBMISSION REQUIREMENTS

If any question in Section C is answered "Yes", AND either of the following two conditions is met:

Section B.1(a) or B.1(b) is checked; or  
 Section B.1(c) is checked AND B.5 is answered "Yes",

THEN a copy of this completed Coastal Assessment Form shall be submitted to:

New York State Department of State  
 Office of Coastal, Local Government and Community Sustainability  
 One Commerce Plaza  
 99 Washington Avenue, Suite 1010  
 Albany, New York 12231-0001

If assistance or further information is needed to complete this form, please call the Department of State at (518) 474-6000.

E. REMARKS OR ADDITIONAL INFORMATION

Preparer's Name: P. W. Grosser Consulting, Inc. Environmental Planning Consultant to the Town of Shelter Island Town Board  
 by Katelyn Kaim, AICP  
 (Please print)

Title: Senior Planner/Project Manager Agency: Town of Shelter Island Town Board

Telephone Number: (631) 749-0291 Date: 2/10/2026