

# Memo

**PLANNING BOARD, TOWN OF SHELTER ISLAND**

**Project: Minor Subdivision Sketch Plan Crescent Beach Properties**  
**From: Richard Wesnofske @ The Raynor Group, P.E. & L.S. PLLC**  
**Date: October 14, 2025**

Our office has received a map titled 3 Lot Sketch Plan, prepared by Inter-Science Research Associates, Inc. dated July 24, 2025. This map replaces a map titled 3 Lot Sketch Plan, prepared by Inter-Science Research Associates dated April 8, 2025.

In response to comments raised by the Planning Board’s Memorandum dated May 14, 2025, the 3 Lot Sketch Plan has been revised.

The revised Sketch Plan shows the location of the residence on Lot 1, including ancillary structures, and the driveway location. The building envelopes and lot lines are identical to the previously submitted Sketch Plan and indicate the proposed improvements on Lot 1 satisfy all setback requirements. The seventy-five (75) and one hundred (100) foot wetland buffers are shown on the sketch plan.

A copy of the Hollander Landscape Design Revegetation Plan dated December 12, 2022, has been provided. The plan indicates the proposed limits of disturbance and clearing during construction, as well as the proposed limits of disturbance post-construction and areas of revegetation. The plan shows no disturbance within the seventy-five (75) foot wetland buffer and no structures located within the one hundred (100) foot wetland buffer.

Utility poles, located on the easterly side of Shore Road (C.R. 42) are shown on the Sketch Plan and the Revegetation Plan.

No individual trees are shown on the sketch plan. Per the Town’s Code Section 111-10A, tree counts are not required as part of the sketch plan phase. Tree counts should be shown on any Site Plan submission for Lot 1.

**Conclusion:**

The map labeled “3 Lot Sketch Plan” clarifies the comments raised in the Memorandum issued by the Planning Board dated May 14, 2025.

The proposed subdivision complies with a condition of the Town of Shelter Island ZBA approval that no more than two additional lots be created on the site.

The ZBA approval has expired and will have to be updated.

A Letter of Continued Coverage (LOCC) for Coverage Under SPDES General Permit for Stormwater Discharges from Construction Activity (CGP) General Permit No. GP-0-25-001 should be provided. If the letter was not procured, permit coverage should be applied for under GP-0-25-001 and the Letter of Authorization from the NYSDEC Division of Water should be provided.

The subdivision may require a Tidal Wetland Permit from the New York State Department of Environmental Conservation.

The subdivision is subject to approval from the Suffolk County Department of Health Services for water supplies and sanitary systems.

Tree counts should be provided during Site Plan review of Lot 1 for the areas to be disturbed.

It is difficult to see the location of the proposed driveway on the Sketch Plan. However, the Revegetation Plan provides a visual of the proposed driveway location in relation to the utility pole locations along the easterly side of Shore Road (C.R. 42).

Based on the above, our office would recommend that the Planning Board consider granting Sketch Plan approval.

To preserve the more steeply sloping apportions of Lot 2 and 3, the final plat should include the metes and bounds of the proposed building envelopes.

The final plat should also include the metes and bounds of the proposed utility easement on Lot 2.

A notation that there shall be no more than 6,000 SFLA for both Lot 2 and Lot 3.

A public hearing will be required after an application for final subdivision approval has been submitted.