



**Town of Shelter Island
Community Housing Board Special Meeting
April 25, 2016
Minutes**

Members Present: Co-Chair Mary Faith Westervelt, Bruce Saul, Richard Zaun, Michael Bebon, Town Liaison Councilwoman Lewis

Members Excused: Co-Chair Sherman

Open meeting at 7:05 PM

March 28, 2016 special meeting minutes were approved 3-1-0 (Member Bebon - Abstain)
(Co-Chair Sherman - Absent)

Community Housing Floating Zone Pre-Application

**DJTM Enterprises, LLC
Janalyn Travis-Messer, Member
146 North Ferry Road
0700-7-4-65**

Updates to the following open issues were provided as follows:

- 1) **Well & Septic Permit:** Mary Wilson, Town Building Permits Coordinator, provided a memo documenting her conversation with Craig Nepper of Suffolk County Department of Health Services (SCDHS) regarding the application for 2 rental units. Since Suffolk County does not impose a density restriction, SCDHS would be able to permit the 1-bedroom unit as an accessory apartment along with a single family residence, provided that the Town approves it as such for the sub-standard parcel size.
- 2) **Monthly Rents:** Co-Chair Westervelt stated that the CHB is working on updating the monthly rent limits and will discuss the proposed rates with the Town Attorney prior to the Board finalizing them. For information purposes, the HUD 2016 Fair Market Rents for Nassau and Suffolk Counties are:

1 bedroom - \$1,324.00

3 bedroom - \$2,089.00

Co-Chair Westervelt also clarified the procedure for a Community Housing Floating Zone application to the audience members. It includes CHB review of a pre-application submission in accordance with the requirements of the Community Housing Law, recommendation to the Town Board, a formal application process to the Town Board,

referral to the Planning Board, public hearing(s), and final approval (or disapproval) by the Town Board.

The CHB found that the pre-application submission meets the requirements of § 51-18 of the Code and voted to recommend that the Town Board consider a formal application for the project if DJTM Enterprises, LLC chooses to submit one. 4-0-0 (Co-Chair Sherman absent).

2016 Meeting Schedule

The Board agreed that in light of increased activity, it would resume holding meetings on the fourth Monday of each month rather than quarterly. The Board approved the following meeting schedule, which will be posted on line and with the Town Clerk:

January 25, 2016

April 25, 2016

May 23, 2016

June 27, 2016

July 25, 2016 - JUSTICE COURT

August 22, 2016

September 26, 2016

October 24, 2016 - JUSTICE COURT

November 28, 2016

December- no meeting

Housing Registry:

The CHB agreed to place an ad in the *Shelter Island Reporter* seeking applicants for the Housing Registry. Member Saul agreed to take this action item.

Regional Housing Planning

Co-Chair Westervelt stated that Supervisor Dougherty forwarded material provided by a representative from St. Joseph's College who recently gave a talk on housing issues in the region to the East End Supervisors and Mayors Association. The Board will consider inviting her to discuss the issue in the future.

Meeting Adjourned 8:30 PM

Respectfully Submitted,

Jeanette Flynn

Clerk to the Committees & Boards