



**Town of Shelter Island
Community Housing Board Special Meeting
March 28, 2016
Minutes**

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

Members Excused: Co-Chair Sherman, Michael Bebon

Open meeting at 7:00 PM

Community Housing Floating Zone Pre-Application Review

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

The purpose of the special meeting was a pre-application review of DJTM Enterprises' submission for a Community Housing Floating Zone to be established on the applicant's property at 146 North Ferry Road. Janalyn Travis-Messer, a Member of the LLC, was present representing the LLC.

Co-Chair Westervelt noted that this is the first application brought under that section of the Community Housing Chapter of the Town Code. The procedure requires a pre-application submission to the Community Housing Board for review and recommendation to the Town Board. DJTM's pre-application submission is complete in accordance with the Community Housing Law for consideration by the Board. This review meeting is intended to facilitate an early exchange of information. The Board is not prejudging or indicating any recommendation on the submission at this time.

If the applicant chooses to move forward after the pre-application review by the Community Housing Board, the applicant will then make a formal preliminary application, including a preliminary development concept plan, to the Town Board, which will refer the application to the Planning Board for review and recommendation to the Town Board. A public hearing will then be held by the Town Board prior to the Town Board taking action on the application.

Ms. Travis-Messer gave an overview of the proposal to construct a duplex dwelling with a three bedroom unit and a one bedroom unit. It will be a 1,275 square foot prefab structure in conformance with current building code requirements, including a firewall separating the units.

DJTM's intent is to provide year round rental housing for two families. Therefore, DJTM is requesting relief from the Town Code requirement that one of the units be owner occupied. This is within the purview of the Community Housing Law.

The following issues were identified and discussed:

1. Ms. Messer has received a Health Department Permit for a single family residence which she provided to the Board. Under the Town Zoning Code the one bedroom unit would be classified as sleeping quarters, which does not permit cooking facilities. Mary Wilson, Town Building Coordinator, who was present and familiar with the Health Department application, agreed that this is the only approval permitted under the Code without consideration under the Community Housing Law. Ms. Messer is requesting approval for a minimum of a cooktop for the one bedroom unit. Ms. Wilson stated that she would discuss the issue with the Health Department.
2. Monthly rents must be in accordance with the Community Housing Law. DJTM was anticipating that rents would be \$1,500-\$1,600 for the one bedroom unit and \$2,300-\$2,500 for the three bedroom unit. Co-Chair Westervelt said that the Board is currently in the process of updating the maximum monthly rents; however, the numbers proposed by DJTM are considerably higher than Suffolk County guidelines. Ms. Travis-Messer indicated that she understands and intends to comply with the rental limits, but in order for the project to be economically feasible total minimum monthly rent for both units must be about \$3,500 with \$4,000 per month desirable.
3. Co-Chair Westervelt noted that under the Community Housing Law a maximum of 9 persons could be tenants. If all are adults with vehicles, there needs to be adequate off-street parking available. Ms. Messer stated that the intent is to rent each unit to one family so that it is likely that some of the occupants will be children. However, she understands and will ensure that this concern is addressed.

Co-Chair Westervelt stated that the Board will discuss the application at its April 25th meeting and consider its recommendation to the Town Board.

Meeting Adjourned 7:45 PM

Respectfully Submitted,

Jeanette Flynn
Clerk to the Committees & Boards