



SYLVESTER MANOR

To: Town of Shelter Island Town Board and Town Clerk

From: Julia Brennan, Capital Projects Manager

Date: March 3, 2026

Re: Response to P.W. Grosser Memo

Site Plan Review for our project expanded following the Zoning Board of Appeals approval of our Special Permit [*Appendix 1: ZBA resolution*]. We are grateful for all the input from Town advisors - committee members and outside consultants - and assistance from Town staff as we prepare to launch the long-sought and complex Manor House Rehabilitation [*Appendix 2: Sylvester Manor - SPR assignments*].

We have reviewed P.W. Grosser's advisory opinion and present this response for the Town Board's consideration. Appended to this memo are documents responsive to the firm's observations, including refinements of our initial January 31, 2024 building permit submission.

Natural Features, Cultural Resources and Pavement

P.W. Grosser recommended follow-up relating to three Site Plan Review standards 5-Natural Features, 6-Cultural Resources and 7-Pavement. The reviewers' notes appear below in italicized bold text with our responses in plain text.

- ***The potential presence of the Northern Long-Eared Bat restricts the removal of trees to occur only between December 1 and February 28***
 - We are aware of the prohibitions and mitigations relating to Northern Long-Eared Bat and other federally-listed endangered species. Appended is the National Park Service's finding that "the project will have *no effect* on any of the threatened or endangered species USFWS indicates are known to be in the project area." [*Appendix 3: NEPA Categorical Exclusion*]

- ***Applicant should provide earlier correspondence from OPRHP to confirm that the proposed land disturbance has been reviewed and a no impact determination for archaeological resources has been obtained from OPRHP.***
 - OPRHP provided us an updated No Adverse Effect letter that states "no historic properties, including archaeological and/or historic resources, will be Adversely Effected by this undertaking with the condition that the project will coordinate all sub-grade disturbance work with the owner's archaeologist as noted in the

Scope of Work (In Progress) as presented in the Design Development Drawings submitted to our office on January 13, 2025” [Appendix 4: No Adverse Effect Notices & Draft Scope of Work].

- ***Applicant should provide the site plan that was reviewed by the NYSDEC in order for the Town Board to confirm that all elements of the proposed action have been presented to the NYSDEC.***
 - The NYSDEC Letter of No Jurisdiction was based on a site plan that included the Manor House and proposed I/A system [Appendix 5: NYSDEC NJ letter]
 - We have reached out to the NYSDEC to determine next steps for the proposed temporary contractor parking area, which will minimally require flagging and site protection to ensure vehicles remain within established boundaries.

- ***The Project Landscape Plan – Removal indicates select trees for removal on the west and south sides of the building that are not identified on the Project Landscape Plan – Existing.***
 - Overgrown shrubs and invasives are indicated for removal on the plans submitted for review; updated construction drawings will identify any not already named in the draft landscape plan.

Please let us know if you have any questions or require additional information; I can be reached at jbrennan@sylvestermanor.org.

APPENDIX 1

Zoning Board of Appeals
Resolution 5-2025

Special Permit

ZONING BOARD OF APPEALS
TOWN OF SHELTER ISLAND

APPLICATION BY
SYLVESTER MANOR EDUCATION FARM INC.
FOR A SPECIAL PERMIT
AT 80 NORTH FERRY ROAD
SHELTER ISLAND, NEW YORK
SCTM# 700-08-01-05.10

Appeal # 05-2025

SEQRA DETERMINATION: The Zoning Board of Appeals has reviewed the subject application and determined that, pursuant to Part 617 of the New York Codes, Rules, and Regulations, this is a Type II action and no further SEQRA review is required.

SUFFOLK COUNTY ADMINISTRATIVE CODE: This application was referred to the Suffolk County Department of Planning.

PROPERTY FACTS/DESCRIPTION: The subject property is located at 80 North Ferry Road. This application concerns those portions of the property that are located in the “AA” Zoning District.

BASIS OF APPLICATION:

Applicant sought a permit to perform exterior and interior renovations of the existing Sylvester Manor House, to remove “1960 Cabana” addition, and for mixed-use occupancy in the AA District. By Notice of Disapproval dated January 16, 2025, the Building Inspector denied the application. As indicated by the Building Inspector, in addition to the relief sought from this Board, the proposal requires Town Board Site Plan Review. The subject property is unique in many regards including but not limited to its historic relevance, its size and location, and its relationship to the community.

RELIEF REQUESTED

Applicant seeks a special permit under §133-7(D)(5) for approval of certain uses it undertakes in connection with its ownership and operation of the subject property. The portion of the property that is the subject of this application is located in the “AA” Zoning District. The permitted principal uses in the AA District, not requiring a special permit, are limited to those specifically identified at §133-7(C). However, additional, specifically identified principal uses

are permitted pursuant to §133-7(D) provided that a special permit is sought from and approved by this Board. This Board thus has jurisdiction to hear the instant application. As discussed below, the applicant seeks approval specifically under subsection §133-7(D)(5) on the grounds that the use or uses for which it seeks a special permit are of the same general character as an educational institution, which is permitted with a special permit under §133-7(D)(2). Applicant contends that the uses that are of the same general character as an education institution are “educational programming and workshops focused on arts, culture, and history” and has more specifically identified the particular uses and activities for which it seeks approval in a spreadsheet that it submitted and incorporated into its application.

FINDINGS OF FACT/REASONS FOR BOARD ACTION

Pursuant to Shelter Island Town Code §133-35, as this is an application for a special permit, this Board has undertaken consideration of the following criteria:

A. General suitability:

- (1) That the use will be in harmony with and promote the general purposes, intent and spirit of this chapter.
- (2) That the use will encourage the most appropriate uses of land and not be detrimental to surrounding property values.
- (3) That the safety, health, welfare, comfort, convenience or the order of the Town will not be adversely affected by the proposed use and its location.
- (4) That the use, or the structure to be used therefor, will not cause an overcrowding of land or undue concentration of population.

B. Location:

- (1) That the site is particularly suitable for the location of such use in the town.
 - (2) That the proposal is harmonious with the character of the existing and probable development of uses in the vicinity, and that such vicinity is particularly suitable for the location of the proposed use.
 - (3) That no substantial hazard to life, limb or property because of fire, flood, erosion or panic is likely to be created by reason of or as a result of the use, or by the structures to be used therefor, or by the inaccessibility of the property or structures thereon for the convenient entry and operation of fire and other emergency apparatus, or by the undue concentration or assemblage of persons upon such plot.
 - (4) That the proposed use is not unreasonably near to a church, school, theater, recreational area or other place of public assembly.
-

- (5) That the proposed use will not prevent the orderly and reasonable use of permitted or legally established uses in the district wherein the proposed use is to be located or of permitted or legally established uses in adjacent districts.

C. Public services:

- (1) That access facilities are adequate for the estimated traffic from public streets and sidewalks, so as to assure the public safety and avoid traffic congestion.
- (2) That the operations in pursuance of the proposed use will not cause undue interference with the orderly enjoyment by the public of parking or of recreational facilities, if existing or if proposed by the Town or by other competent governmental agencies.

D. Environmental concerns:

- (1) That adequate and proper public or private facilities will be available for the treatment, removal or discharge of sewage, refuse or other effluent (whether liquid, solid, gaseous or otherwise) that may be caused or created by or as a result of the proposed use.
- (2) That the proposed use, or materials incidental thereto or produced thereby, will not give off noxious gases, odors, smoke or soot.
- (3) That the proposed use will not cause intrusive emissions of electrical discharges, dust, light, vibration or noise.
- (4) That the proposed use will not have a significant negative impact on the aquifer and open space and other important natural resources, including but not limited to wetlands, wildlife habitats or species listed as endangered, threatened or of special concern to the Town or the New York State Natural Heritage Program, or on historic or archaeological resources identified in the Comprehensive Plan, a document referred to therein or in the "Final Generic Environmental Impact Statement: Shelter Island Comprehensive Plan."

E. Site development:

- (1) That the plot area is sufficient, appropriate and adequate for the proposed use and its reasonable anticipated operation and expansion thereof.
- (2) That there is adequate off-street parking for employees or visitors and, further, that the layout of the spaces is convenient and conducive to safe operation.
- (3) That adequate buffer yards and screening are provided where necessary to protect adjacent properties and land uses.

An application for a special permit must be evaluated by this Board according to the foregoing criteria set forth at Town Code §133-35. However, because the applicant here is seeking a special permit under §133-7(D)(5), the Board must additionally assess whether the applicant has demonstrated that the use or uses for which it is seeking special permit approval is

or are “of the same general character” as one of the enumerated permitted uses identified in §133-7(D)(1) through (4). Here, the applicant specifically asserts and seeks approval on the basis that the proposed use is of the same general character as an educational institution (§133-7(D)(2)).

Town Code §133-7(D), concerning property located in District AA (Residential), lists four categories of permitted principal uses for which a special permit may be sought from the Zoning Board of Appeals (clubs, educational institutions, nursery schools or day care centers, and riding rigs as set forth at §133-7(D)(1) through (4)). The Code further provides, at §133-7(D)(5), that a special permit may be sought for “[a]ny use of the same general character” as any of those aforesaid specifically enumerated permitted uses. The applicant bears the burden of proving that the proposed use is one which is contemplated by the ordinance.

Here, the applicant seeks a special permit under §133-7(D)(5) on the grounds that the use or uses for which it seeks a special permit are of the same general character as an educational institution. Applicant contends that the uses that are of the same general character as an education institution are “educational programming and workshops focused on arts, culture, and history.” In support of its application, applicant submitted a spreadsheet that more specifically organized and listed uses for which it is seeking approval under the following categories: arts and cultural programming; educational programming; historical preservation; nonprofit and municipal partnerships; open space, recreation, and community benefit; and private events.

The Zoning Board of Appeals held a public hearing on this application on April 23, 2025, May 21, 2025, June 25, 2025, July 23, 2025, August 27, 2025, at which time written and oral evidence were presented. Applicant was represented by counsel and submitted supplemental materials into the record. Among these was a submission listing the organization’s various activities on the property made, in part, in response to concerns expressed by the Board and the public regarding the scope of the application and the need to confine it to some discrete understanding of the proposed use. Members of the public commented, both in writing and orally, regarding the application: some in opposition to it, some in support of it, and some with support but concerns regarding scope. Based upon all testimony, documentation, personal inspection of the property and surrounding neighborhood, the Zoning Board, following the public hearing and further to deliberations undertaken at its work session, makes the following findings with respect to the issue of whether particular activities previously engaged in by the

applicant are of the same general character as an educational institution:

Use/Activity	Of the same general character as an educational institution	Condition or Restriction
<i>Arts and Culture</i>		
Archaeology Public Workshops	Yes	
Black History Month	Yes	
Veggie Derby	Yes	
Easter Egg Hunt	No	
Creekside Concert	Yes	2 per year
Fall Farm Festival	Yes	
Garden/Horticulture Preservation	Yes	
Guided Tours	Yes	
Juneteenth Celebration	Yes	
Porch Talks	Yes	
Sculpture Kickoff Artist Reception	Yes	
Sculpture at Sylvester Manor	Yes	
Shakespeare at the Manor	Yes	2 per year
Tea & Tree Holiday Celebration	Yes	
Wellness Programs	No	
Windmill Lighting	Yes	
Farm to Table	Yes	1 per year
<i>Educational Programming</i>		
Farm - Apprentices	Yes	
Farm - Summer Farmers	Yes	
Forest Program for Ages 3 & 4	Yes	
Higher Learning Partnerships	Yes	
Primary/Secondary School - Field Trips	Yes	
Primary/Secondary School - School Break Programs	Yes	
Summer Youth Programs	Yes	
<i>Historic Preservation</i>		
Burial Grounds Studies	Yes	
Collections Preservation	Yes	
<i>Nonprofit & Municipal Partnerships</i>		
Cornell Cooperative Extension SPAT Program	Yes	
Peconic Land Trust	Yes	
Perlman Music Program	Yes	
Shelter Island Public Library Talks	Yes	
Shelter Island Public Library Story Thyme	Yes	

Open Space Recreation

Constructed Wetlands Wastewater Public Restrooms	Yes
Land Preservation with Partner Organizations/Municipal Entities	Yes
Town-Managed Deer Hunting	Yes
Trails	Yes
Quaker Meeting	Yes
Water Access @ Dering Harbor	Yes

Private Events

Small gathering	No
Large gatherings	No

For those uses/activities that the Board finds above to not be of the same general character as an educational institution (as indicated by a “No” in the second column above), the Board must and hereby does deny the request for a special permit. Because such uses are not among those listed in §133-7(D)(1) through (5), including §133-7(D)(5), they are not eligible for special permit consideration.

With respect to those uses/activities that the Board determined above to be within the same general character as an educational institution, the Zoning Board of Appeals has applied the Special Permit standards enumerated in Section 133-35 of the Town Code to the facts of this application and determined that the proposal meets said standards for approval. It is noted that with respect to the Board’s considerations under Town Code §133-35(C) and (E)(2), there is an expectation that parking and traffic safety and coordination will be more fully addressed during the required Site Plan review.

The special permit approval is limited solely to those uses that have been specifically identified and approved herein. Accordingly, nothing herein shall be deemed to approve or permit uses that are not identified herein or that have not been engaged in heretofore by the applicant. Further, the approved uses identified herein are limited to the scope of the prior use, or such lesser scope as required by the conditions imposed herewith, and nothing herein shall be deemed an approval for any use in any degree greater than (e.g., in intensity, duration, frequency, etc.), or in a different location than, its prior use. All uses and activities remain subject to all applicable requirements for permits or approvals or other regulations, and the special permit granted herein does not exempt or obviate any such additional requirements or regulations.

RESOLUTION OF THE BOARD

In considering all of the above, a motion was offered by Member Colligan, seconded by Member Graffagnino and duly carried to:

APPROVE in part and DENY in part the application for a special permit, as more particularly set forth above. To the extent approved, the special permit is granted solely upon the **CONDITIONS** that 1) there shall be no construction or installation of new non-agricultural structures; 2) the special permit, and any rights conferred thereby, is granted solely to Sylvester Manor and may not be transferred; 3) the property, nor any part thereof, may not be leased for the purpose of allowing or permitting third-parties to engage in uses or activities approved by the special permit granted herein; 4) where indicated above, approved activities are limited by and shall not occur more frequently than as specified in this determination.

Vote of the Board: Ayes: 4

Nays: 0

(Member Johnston recused himself from the vote.)

This Resolution was duly **ADOPTED** (4-0).

 _____

Board Chair DiOrio

Approved for filing 10 / 27/2025

APPENDIX 2

Town of Shelter Island
Sylvester Manor
Site Plan Review Assignments



**TOWN OF SHELTER ISLAND
BUILDING DEPARTMENT**

38 North Ferry Road, P.O. Box 970

Shelter Island

New York 11964

Reed Karen

Principle Building Inspector & Fire Marshal

Re: Sylvester Manor – Site Plan Review assignments - Revised
37 North Ferry Rd - Tax Map 700-15-2-34

To: The Shelter Island Town Board et al

October 29, 2025

I have reviewed the Site Plan review application for a change of use classification and proposed work at Sylvester Manor. The review assignments are to be:

- Standard of Review – Town Code Section 109-3 assignments are as follows:
 1. Traffic - Town Engineer Joe Finora & Sup. Of Highways Ken Lewis
 2. Parking - Planning Board, Building Department.
 3. Landscaping - CAC, Planning Board, Environmental Analyst Theresa Masin
 4. Existing development - Planning Board
 5. Natural features - CAC, PWGC, Environmental Analyst Theresa Masin, Planning Board
 6. Cultural features - PWGC
 7. Pavement - Planning Board, PWGC, Building Department--refer to Fire District/Fire Dept
 8. Lighting - Planning Board, Building Department, Theresa Masin
 9. Drainage - Joe Finora, H'way Sup Ken Lewis, Building Department, Theresa Masin
 10. Public utilities - Town Engineer Finora, Building Department
 11. Public address or sound system – Planning board; Building Department
 12. ADA Compliance - Town Engineer Finora, Building Department, Planning Board
 13. Energy Conservation - Town Engineer Finora, Building Department
 14. Size - Planning Board, Theresa Masin

APPENDIX 3

National Park Service

Notice of Categorical Exclusion

Categorical Exclusion Form

Grantee: Sylvester Manor Educational Farm, Inc.

NPS Grant Program: Save America's Treasure's (SAT)

NPS Grant Number: P23AP02227

Project Name: **1737 Sylvester Manor House Preservation and Rehabilitation**

Project address: 80 North Ferry Road, Shelter Island, NY 11964

Provide the category used to exclude action from further NEPA analysis: **F6**

NPS's comment: The project will have *no effect* on any of the threatened or endangered species USFWS data indicates are known to be in the project area.

Please be aware that there are threatened and endangered species in the project area:

- **Rufa Red Knot (*Calidris canutus rufa*)**
- **Piping Plover *Charadrius melodus***
- **Roseate Tern *Sterna dougallii dougallii***
- **Monarch Butterfly (*Danaus Plexippus*)**
- **Bald Eagle (*Haliaeetus leucocephalus*)**

as well as 25 other migratory bird species that are known to nest/breed in this area.

Describe any public or agency involvement effort conducted (reference the attached Environmental Screening Worksheet): /

On the basis of the environmental impact information in the statutory compliance file, with which I am familiar, I am categorically excluding the described project from further NEPA analysis. No exceptional circumstances (i.e., all boxes in the Environmental Screening Worksheet are marked "no") or conditions in section 3-6 apply, and the action is fully described in section 3-4 of DO-12.

Kristen Bastis, MA, RPA
Supervisory Archeologist and Program Manager
Technical Assistance and Compliance
National Park Service

Required Attachment: Project Location Map
Signed Environmental Screening Worksheet



2



Walden Rd

Walden Rd

Johnston Rd

George Fox Ln

Williete Rd

Manhasset Rd

Ram Island Rd

Ny's Rd

80 N Ferry Rd

37

37

N Ferry Rd

N Ferry Rd

N Ferry Rd

Orchard Rd

Hedges Rd

Walden Rd

N Ferry Rd

11

1985

Image Landsat / Copernicus
Data SIO, NOAA, U.S. Navy, NGA, GEBCO

Google Earth

18 T 722282.23 m E 4552337.34 m W elev = 15 ft eye alt = 4685 ft

Environmental Screening Worksheet

National Environmental Policy Act (NEPA) Review

Complete this worksheet to provide the National Park Service with important background environmental impact information on proposed grant-assisted activities. This background information will form the basis for initiating review of a project under the National Environmental Policy Act (NEPA) as required by your grant agreement. Unless otherwise indicated, grantees should complete all sections A, B, C, D, E, and F and return this worksheet to the National Park Service for review. This worksheet should be attached to all NEPA documentation and sent to Megan J. Brown, Chief – State, Tribal, Local, Plans & Grants Division.

The data provided in this worksheet will be reviewed by the National Park Service – State, Tribal, Local, Plans & Grants Division to determine if further review under NEPA is necessary or if a Categorical Exclusion can be applied to proposed project work. **The NEPA review process is not finished until you receive a signed Categorical Exclusion back from the National Park Service.**

A. Project Information

Project Name: 1737 Sylvester Manor House Preservation and Rehabilitation

Grant Number: P23AP02227

Grant Program: National Park Service Save America's Treasures

Select Program Area:

Development/Construction

Survey – Archeological (includes shovel test pits)

Other

Project Address: 80 North Ferry Road, Shelter Island, NY 11964

Name of Project Originator/Coordinator: Stephen Searl, Executive Director

Grantee Organization: Sylvester Manor Educational Farm, Inc.

Property Owner: Sylvester Manor Educational Farm, Inc.

National Register Status: Listed resource of national significance

B. Project Description/Location

To begin the statutory compliance file, attach to this worksheet, maps, site visit notes, agency consultation, data, reports, categorical exclusion form (if applicable), or other relevant materials. Use the space below to briefly describe project work, location, and setting.

Sylvester Manor occupies a sparsely developed 236-acre peninsular area of a mix of forests, farm fields and wetlands on Shelter Island NY, which is located between the two forks at the end of Long Island. The 1737 Manor House is the primary resource of a nationally-significant historic district on the state and national Registers of Historic Places. Consisting of numerous outbuildings, the property is bordered on three sides by residential roads and on the fourth side by the shorelines of Gardiners Creek and Dering Harbor. It is the largest intact remnant of a former provisioning plantation north of Virginia, and was turned over to the nonprofit owner in 2014 after nine generations of successive occupancy by descendants of Nathaniel Sylvester, who purchased the entire island in 1651 to provide resources for his family's Caribbean sugar plantations. The 1737 Manor House was built by his grandson and the last major renovation was in 1908. The proposed project will create space for Sylvester Manor's history and heritage activities, including staff offices and workspaces, as well as overnight accommodations for visiting scholars and artists. Updates to electrical, plumbing, sanitary, HVAC and fire protection/suppression systems are planned, along with replacement in-kind of roofing, siding, windows, and doors and repairs to foundations and chimneys. An elevator, ramps and other alterations

will make the property ADA-accessible. Attached are 75% draft construction documents for review only; non jurisdiction letter from New York State Department of Environmental Conservation; no adverse effect letter from NY SHPO; septic approval from Suffolk County, and Shelter Island Town Zoning Board Special Permit resolution. The project is undergoing Town Board Site Plan Review.

Background Information is attached (if applicable)

Yes No

C. Resource Effects to Consider

Consider the context, duration, and intensity of the effects of the grant project on resources and select the appropriate response below.

Are any measurable impacts possible on the following physical, natural, or cultural resources?	Yes	No	Data Needed to Determine
1. Geological resources – soils, bedrock, streambeds, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Air quality	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Soundscapes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Water quality or quantity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Streamflow characteristics	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Marine or estuarine resources	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Floodplains or wetlands	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Land use, including occupancy, income, type of use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Rare or unusual vegetation, old growth timber, riparian	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. Species of special concern (plant/animal/state or Federal listed or proposed for listing) or habitat	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Unique ecosystems, biosphere reserves, World Heritage sites	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12. Unique or important wildlife or wildlife habitat	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Unique or important fish or fish habitat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14. Introduction/promotion of non-native species	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15. Recreation resources, including supply, demand, visitation, activities, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16. Socioeconomics, including employment, occupation, income changes, tax base, infrastructure	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17. Minority and low-income populations, ethnography, size, migration patterns, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Are any measurable impacts possible on the following physical, natural, or cultural resources?	Yes	No	Data Needed to Determine
18. Energy resources	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19. Other agency, or tribal, land use plans or policies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20. Resource, including energy, conservation potential	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

D. Mandatory Criteria to Consider

Select the appropriate response below.

If implemented, would the proposed grant activities...	Yes	No	Data Needed to Determine
1. Have material adverse effects on public health or safety?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Have adverse effects on such unique characteristics as historic or cultural resources; park, recreation, or refuge lands; wilderness areas; wild or scenic rivers; national natural landmarks; sole or principal drinking water aquifers; prime farmlands; wetlands; floodplains; or ecologically significant or critical areas, including those listed on the National Register or Natural Landmarks?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Have highly controversial environmental effects?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Have highly uncertain and potentially negative environmental effects or involve unique or unknown environmental risks?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Establish a precedent for future action or represent a decision in principle about future actions with potentially significant environmental effects?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Be directly related to other actions with individually insignificant, but cumulatively significant, environmental effects?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Have adverse effects on properties listed or eligible for listing on the National Register of Historic Places?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Have adverse effects on species listed or proposed to be listed on the List of Endangered or Threatened Species, or have adverse effects on designated Critical Habitat for these species?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Violate a federal law, or a state, local, or tribal law or requirement imposed for the protection of the environment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. Have a disproportionate, significant adverse effect on low income or minority populations (EO 12898)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. Limit access to and ceremonial use of Indian sacred sites by Indian religious practitioners or adversely affect the physical integrity of such sacred sites (EO	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If implemented, would the proposed grant activities...	Yes	No	Data Needed to Determine
130007)?			
12. Contribute to the introduction, continued existence, or spread of federally listed noxious weeds (Federal Noxious Weed Control Act). Contribute to the introduction, continued existence, or spread of non- native invasive species or actions that may promote the introduction, growth or expansion of the range of nonnative invasive species (EO 13112)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

*If you check "YES" to any of the above listed criteria in Section D, you cannot claim a **Categorical Exclusion** and must complete either an **Environmental Assessment** or **Environmental Impact Statement** for your project to proceed. Please **stop** completing this worksheet and notify your grant manager at the National Park Service to determine your next steps. Otherwise, **proceed with the Environmental Screening Worksheet to determine if a Categorical Exclusion can be taken by completing sections E and F.***

E. Site Visits & Consultation

Are the personnel preparing this worksheet familiar with the site, and/or has a site visit been conducted? (Attach additional pages noting when site visit took place, staff attending, etc.)

The personnel preparing this worksheet are full time staff members that are familiar with the site and spend time on it daily throughout the year.

Has consultation with all affected agencies or tribes been completed? (Attach additional pages detailing the consultation, including the name, date, and summary of comments from other agency or tribal contacts.)

Yes. Attached find no jurisdiction letter from NYS DEC, and SEQRA declaration from Suffolk County Department of Health Services.

Are there interested parties to the activities being funded by this grant? (e.g., Alumni groups, Friends associations, project owners, historical societies, Certified Local Governments?) Please enter contact information below:

N/A

F. Grantee Signature

Based on the environmental impact information contained in the statutory compliance file and in this environmental screening worksheet, environmental documentation for the subject project is complete.

I recommend that the National Park Service take the following action for the above project: **Categorical Exclusion**

Approved: Signature of Authorized Grantee Official  _____
 Type Name of Authorized Grantee Official: Stephen Searl, Executive Director
 Date February 19, 2026

After completing and signing this worksheet, return it to the National Park Service – State, Tribal, Local, Plans & Grants Division for review. Submission by a grantee of this Environmental Screening Worksheet starts the NEPA analysis for a project. This review is not complete until you receive a signed Categorical Exclusion back.

APPENDIX 4

OPRHP February 18, 2026
Notice of No Adverse Effect
including archaeology
&
NPS February 25, 2026
Notice of No Adverse Effect
&
75% Construction Drawings
Draft Scope of Work



February 18, 2026

Douglas Emilio
Architectural Preservation Studio, DPC
594 Broadway
Suite 919
New York, NY 10012

Re: SAT
Sylvester Manor House Exterior Restoration and Interior Adaptive Reuse as the History
and Heritage Center
80 N Ferry Rd, Shelter Island, NY 11964
25PR00274

Dear Douglas Emilio:

Thank you for continuing to consult with the New York State Historic Preservation Office (SHPO). We have reviewed the provided documentation in accordance with Section 106 of the National Historic Preservation Act of 1966. These comments are those of the SHPO and relate only to Historic/Cultural resources. They do not include other environmental impacts to New York State Parkland that may be involved in or near your project.

We have reviewed the additional information and photographs provided to our office on February 11, 2025. It is the opinion of the SHPO that no historic properties, including archaeological and/or historic resources, will be Adversely Effected by this undertaking with the condition that the project will coordinate all sub-grade disturbance work with the owner's archaeologist as noted in the Scope of Work (In Progress) as presented in the Design Development Drawings submitted to our office on January 13, 2025.

If you have any questions, I can be reached at Jessica.Vavrsek@parks.ny.gov.

Sincerely,

Jessica Vavrsek, Ph.D.
Scientist – Archaeology/NAGPRA

National Park Service No Adverse Effect Notice

mail.google.com/mail/u/0/#search/nps/FMfcgzQcDMHssCFLmvQQJNLmZnsrfr

Work

Active

nps

From: **Prober, Teresa A** <teresaprober@contractor.nps.gov>
Date: Wed, Feb 25, 2026 at 4:15 PM
Subject: P23AP02227-SAT Grant-2022-Sylvester Manor-NEPA-Compliance Complete
To: ssearl <ssearl@sylvestermanor.org>
Cc: sgordon.sylvestermanor_contact <sgordon@sylvestermanor.org>, Konz, Madeline <Madeline_Konz@nps.gov>

Hello Stephen,

The National Park Service has met its responsibilities for review and approval of the project referenced above for compliance with the following laws: National Historic Preservation Act Section 106 (54 USC 306108). The NPS has determined the undertaking would result in **no adverse effects** on historic properties if implemented as specified in the proposed scope of work (Appendix C, [Programmatic Agreement Regarding Cultural Resources Grants and Financial Assistance, September 6, 2024](#)). Any changes to the approved scope of work or personnel for the project must be reviewed and approved by NPS. National Environmental Protection Act (42 U.S.C. 4321 et seq). The NPS has determined that the proposed action meets the criteria for **Categorical Exclusion F6** under 516 DM 12.5 ([Managing the NEPA Process-National Park Service, May 7, 2004](#)).

This concludes the compliance process which allow the project to go forward with the physical work.

Please let us know if any modifications in the project occur later on.
Please let us know if anything is not clear.

Best,



Teresa Prober
Architectural Historian/Technical Reviewer
Currently teleworking. email preferred for correspondence

Reply Reply all Forward Share in chat

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APPENDIX 5

NYSDEC
Non-jurisdiction Letter
Manor House Rehabilitation

NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION

Division of Environmental Permits, Region 1
SUNY @ Stony Brook, 50 Circle Road, Stony Brook, NY 11790
P: (631) 444-0365 | F: (631) 444-0360
www.dec.ny.gov

LETTER OF NO JURISDICTION: TIDAL WETLANDS ACT & NOTIFICATION OF POSSIBLE ENDANGERED SPECIES ACT JURISDICTION

April 29, 2024

Sylvester Manor Educational Farm, Inc.
P.O. Box 2029
Shelter Island, NY 11964

Re: Application #1-4732-01036/00002
Sylvester Manor Facility: 80 North Fery Road, Shelter Island, NY 11964
SCTM# 70-08-01-05.10

Dear applicant:

Based on the information you submitted, the Department of Environmental Conservation has determined that your proposed project, to renovate the existing "Manor House" establishment as shown on page C-2 of the plans prepared by Drew B. Bennett last revised April 10, 2024, is located landward of the 10' (MSL) elevation contour on a gradual natural slope as shown on the survey prepared by F. Michael Hemmer, LS, P.C., last revised January 31, 2024. Therefore, in accordance with current Tidal Wetlands Land Use Regulations (6NYCRR Part 661), no permit is required under the Tidal Wetlands Act.

Be advised, no construction, sedimentation, or disturbance of any kind may take place seaward of the tidal wetlands jurisdictional boundary, as indicated above, without a permit. It is your responsibility to ensure that all precautions are taken to prevent any sedimentation or disturbance within Article 25 jurisdiction which may result from your project. Such precautions may include maintaining adequate work area between the jurisdictional boundary and your project (i.e. a 15' wide construction area) or erecting a temporary fence, barrier, or hay bale berm.

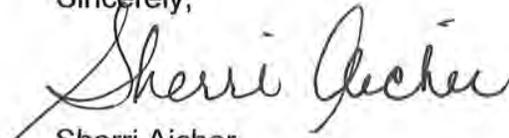
Please be advised that DEC has documented the summer occurrence of the Northern Long Eared Bat (NLEB) (*Myotis septentrionalis*), a species listed as "endangered" by both New York State and the US Fish & Wildlife Service, within 3 miles of the project location. We have determined that tree cutting at this location between March 1 and November 30 of any calendar year may result in the "take" of these endangered/threatened species or their habitat within the meaning of Environmental Conservation Law (ECL) §11-535. The term "take" is defined in part as the direct killing or injury of individual members of a protected species, interference with critical breeding, foraging, migratory or other essential behaviors, or the adverse modification of the species' habitat. The "take" of a species listed as endangered or

pursuant to ECL §11-535. **In order to avoid an Endangered Species "take," no tree cutting activities may be conducted at the project site between the dates of March 1 and November 30 of any calendar year.** If you have questions about the presence of protected species on or near your property, the potential effects of activities on these species or your responsibilities as a landowner or project sponsor under the Endangered Species Regulations, please contact the Regional Wildlife Manager at (631) 444-0310.

This letter shall remain valid unless site conditions change.

Please note that this letter does not relieve you of the responsibility of obtaining any necessary permits or approvals from other agencies or local municipalities.

Sincerely,

A handwritten signature in black ink that reads "Sherri Aicher". The signature is written in a cursive style with a large, sweeping initial "S".

Sherri Aicher
Regional Permit Administrator

cc: Sarah Gordon
BMHP
File

The Northern Long-Eared Bat Needs Your Help!

Please be advised that DEC has documented the summer occurrence of the Northern Long Eared Bat (NLEB) (*Myotis septentrionalis*), a species listed as “endangered” by both New York State and the US Fish & Wildlife Service, within 3.0 miles of your property. A 98% decline in the abundance of NLEB has been observed since 2006.



The Northern Long Eared Bat Story - Habitat and Decline

Northern long-eared bats (NLEB), also known as northern Myotis, are primarily forest-dependent insectivores. Bats consume approximately 3,000 insects per day, including mosquitos and crop pests. They use a variety of forest habitats for roosting, foraging and raising young. In general, any tree large enough to have a cavity or that has loose bark may be used by the bats for roosting or rearing young. This species is listed as endangered because of a dramatic population decline throughout most of its range. This decline has been caused by white-nose syndrome (WNS) a disease caused by an invasive fungus that ultimately causes affected hibernating bats to starve to death over the winter.

DEC has determined that tree cutting at your property between March 1 and November 30 of any calendar year may impact the bats in your area, and may result in the direct killing or injury of individual members of this protected species, interference with critical breeding, foraging, migratory or other essential behaviors, or adverse modification of the species' habitat (these activities are defined as a “take” by the Environmental Conservation Law). The “take” of a species listed as endangered or threatened is prohibited in the absence of a permit from this Department. **In order to avoid the possibility of an Endangered Species “take,” no tree cutting activities should be conducted at your project site between the dates of March 1 and November 30 of any calendar year.**

Depending on site conditions, it is possible that future projects on your property will not require adherence to this restricted timeframe. In some situations, an individual tree or very small trees may be cut at any time of the year without resulting in a “take” of endangered / threatened species or their habitat. **If you have questions about the presence of protected species on or near your property, the potential effects of activities on these species or your responsibilities as a landowner or project sponsor under the Endangered Species Regulations, please contact the Regional Wildlife Manager at (631) 444-0310.**

Please note that if you received a DEC Permit with this NOTICE, any new project on your property may require additional DEC permits. For information contact the DEC Division of Environmental Permits at (631) 444-0355.

For more information on the Northern Long-eared Bat, please visit:

<https://www.dec.ny.gov/animals/106713.html>

For more information on protective measures required for Northern Long-eared Bats when a project occurs within occupied habitat, please visit: <https://www.dec.ny.gov/animals/106090.html>

BUILDING LEGEND

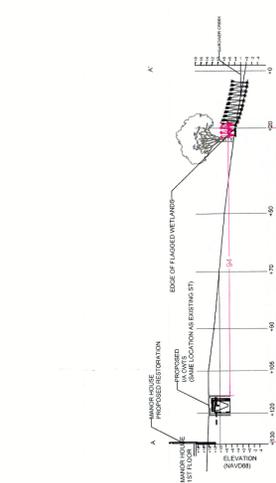
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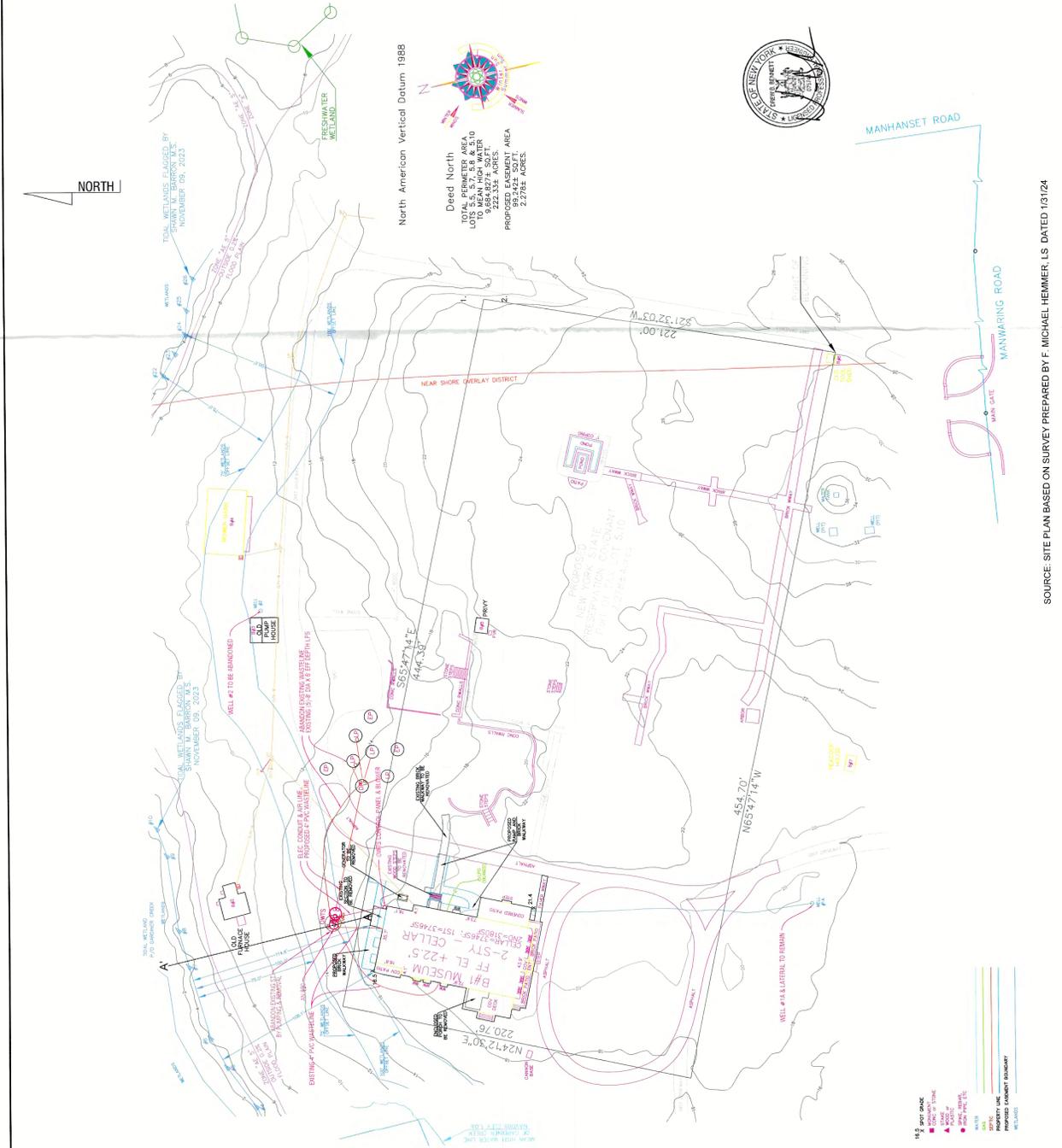
NOTES:

- ELEVATION DATUM IS NAVD 88.
- EXISTING CONDITIONS TO BE MAINTAINED PER SCDSHS STEPS.
- EXISTING ENGINEER SHALL OBSERVE THE OWTS PRIOR TO BACKFILL AND DURING SYSTEM STARTUP.
- OWTS SHALL BE TESTED FOR WATER TIGHTNESS PRIOR TO ARRIVING ON SITE.
- THE OWTS INSTALLER SHALL HOLD AN I/A OWTS ENDORSEMENT FROM SCDSHS AND SHALL BE AN AUTHORIZED INSTALLER.
- ALL OWTS SHALL BE INSTALLED WITH SCDSHS. THE ENGINEER SHALL PROVIDE RECORD DOCUMENTS REQUIRED BY SCDSHS.
- AN EXECUTED O&M CONTRACT BETWEEN THE MAINTENANCE PROVIDER AND THE PROPERTY OWNER SHALL BE PROVIDED TO SCDSHS. THE SERVICE CONTRACT SHALL FURNISH & INSTALL H2O KIT FOR OWTS IN LAWN.
- CONTRACTOR SHALL MARKOUT U/G UTILITIES AND VERIFY INVERT ELEVATIONS PRIOR TO CONSTRUCTION. REPORT ANY PLAN DISCREPANCIES TO ENGINEER.
- NO DRAINAGE STRUCTURES.



EXISTING GRADE SECTION FROM HOUSE THROUGH LUMEN UNITS TO GARDENHUR CREEK/WETLAND
SCALE: 1" = 20'

Spacer reserved for SCDSHS approval



SOURCE: SITE PLAN BASED ON SURVEY PREPARED BY F. MICHAEL HEIMMER, LS DATED 10/17/24

