

Thomas A. Twomey, Jr.  
(1945 - 2014)  
Stephen B. Latham  
John F. Shea, III  
Christopher D. Kelley  
David M. Dubin ✦  
Jay P. Quartararo †  
Peter M. Mott  
Janice L. Snead  
Anne Marie Goodale  
Bryan C. Van Cott ◆  
Kathryn Dalli  
Laura I. Dunathan  
Patrick B. Fife  
Martin D. Finnegan ○  
Reza Ebrahimi  
Jeffrey W. Pagano ■

Bryan J. Drago  
Bernadette E. Tuthill  
Craig H. Handler  
Alexandra Halsey-Storch  
Melissa S. Doris  
Katerina Grinko  
Lorraine Paceleo  
Terrence Russell  
Daniel R. Bernard †▲  
Christina M. Noon  
A. Chadwick Briedis

OF COUNSEL  
Lisa Clare Kombrink  
Kevin M. Fox  
Kelly E. Kinirons  
Karen A. Hoeg  
Patricia J. Russell  
Jennifer P. Nigro ◆

✦ NY & LA BARS  
† LL.M IN TAXATION  
◆ NY & NJ BARS  
○ NY, NJ & PA BARS  
■ NY, NJ & DC BARS  
▲ NY, NJ & FL BARS

**Main Office**  
33 West Second St.  
P.O. Box 9398  
Riverhead, NY 11901

**631.727.2180**  
**suffolklaw.com**

Martin D. Finnegan  
Partner

631-727-2180, x-265  
mfinnegan@suffolklaw.com

June 12, 2020

**Via Electronic Mail**

Village of Greenport Zoning Board of Appeals  
Attn: Amanda Aurichio  
236 Third Street  
Greenport, NY 11944

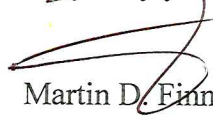
**Re: Area Variance Application – Community Action Southold Town  
Premises: 621 Main Street, Greenport**

Dear Ms. Aurichio:

In furtherance of my telephone conference with Greg Morris regarding the referenced matter, please find attached the Amended Zoning Board of Appeals Application submitted on behalf of CAST, Inc. The revised site plan has been previously submitted to the Village under separate cover. It is my understanding that this matter will be placed on the ZBA's June 16<sup>th</sup> agenda for review by the ZBA. Please confirm that the previously scheduled public hearing has been cancelled. Should you have any questions or require any further information or documentation, please do not hesitate to contact my office.

Thank you for your consideration.

Very truly yours,



Martin D. Finnegan

MDF/as

Cc: Paul Pallas, Village Administrator  
Robert Connelly, Esquire  
Cathy Demerato, President of CAST, Inc.  
Glynis Berry



## Village of Greenport Building Department

236 Third Street, Greenport, New York 11944

OFFICE: 631.477.0248 / FAX: 631.477.1877

### AMENDED NOTICE OF DISAPPROVAL

Date: June 10, 2020

To: Martin Finnegan, ESQ  
PO Box 9398  
Riverhead, New York 11901

PLEASE TAKE NOTICE that your application dated May 12, 2020 for the conversion of an existing single-family residence to a philanthropic/eleemosynary institution in the R-2 district, is returned herewith and disapproved on the following grounds:

1. Lot size requirements.

**150-7B(3)(B)**

Each such use shall occupy a lot which shall have an area containing not less than one acre.

The plans show the property is 0.43 acres. This would require an area variance of 0.57 acres.

2. Setback requirements.

**150-7B(3)(a)**

No building or part thereof shall be erected nearer than 50 feet to any street or property line. (150-7(B)A)

A) The plans show a front yard setback of 3-feet, 4-inches. This would require an area variance of 46-feet, 8-inches.

B) The plans show a side yard setback of 30 feet, 3-inches. This would require an area variance of 19-feet, 9-inches.

C) The plans show a side yard setback of 12 Feet. This would require an area variance of 38-feet.

3. Area requirements.

**150-7B(3)(a)**

The sum of all areas covered by all principal and accessory buildings shall not exceed 20% of the area of the lot. (150-7(B)A)

The plans show the lot area as 20.54%. This would require an area variance of 0.54%.

4. Parking requirements.

**150-16**

1 space for each 200 square feet of floor area, but not less than 1 space for each 5 seats, where provided.

The plans show 9 spots proposed. The floor area is 6,404.57 SF. You are required to provide 32 parking spots. This would require an area variance of 23 parking spots.

Additionally, §208.2 of Americans with Disabilities Act will require at least 1 spot to be ADA compliant.

**This application is therefore denied, requiring the above-mentioned use variance.**

**Please be advised that this property is located within the Historic District. In addition to the use variance, A Certificate of Appropriateness from the Historic Preservation Commission must be obtained PRIOR to the issuance of a Building Permit.**

The premise to which this application applies to is located at:  
621 Main Street, Greenport, New York 11944. This property is located in the R-2 District. This property is located within the Historic District.

Map: 1001 Section: 2 Block: 6 Lot: 49.4

6/10/2020

.....  
Greg Morris - Code Enforcement Official

.....  
Date



BUILDING DEPARTMENT  
 VILLAGE OF GREENPORT  
 236 Third Street, Greenport, NY 11944

FEE: ..... APPEAL NO.: .....  
 DATE ASSIGNED: .....  
 DATE SUBMITTED: .....

# ZONING BOARD OF APPEALS APPLICATION

## AREA VARIANCE APPLICATION

IS THIS PROPERTY IN THE HISTORIC DISTRICT?  YES  NO

IF YOU ANSWERED YES, COMPLETE FORM-HPC1

HOUSE NO. 621 STREET Main Street, GREENPORT, NY 11944

SCTM 1001 SECTION 02 BLOCK 06 LOT 49.4 ZONE R-2 LOT SIZE 18,716 sq ft.

**I (WE) APPEAL THE WRITTEN DETERMINATION OF THE BUILDING INSPECTOR**

DATED June 10, 2020 BASED ON MAP DATED May 30, 2020

APPLICANT(S)/OWNER(S): Community Action Southold Town (CAST)\*

MAILING ADDRESS: P.O. Box 159 Greenport, NY 11944

TELEPHONE (631) 477-1717 FAX #: \_\_\_\_\_ EMAIL: cdemerote@castsouthold-town.org

NOTE: IN ADDITION TO THE ABOVE, PLEASE COMPLETE BELOW IF APPLICATION IS SIGNED BY APPLICANT'S ATTORNEY, AGENT, ARCHITECT, BUILDER, CONTRACT VENDEE, ETC. AND NAME OF PERSON WHO AGENT REPRESENTS:

NAME OF REPRESENTATIVE: Martin Finnegan Esq FOR OWNER \_\_\_\_\_

AGENT'S ADDRESS: P.O. Box 9398 Riverhead, NY 11901

TELEPHONE: 631-574-2865 FAX: \_\_\_\_\_ EMAIL: mfinnegan@SoffolkLaw.com

PLEASE CHECK BOX TO SPECIFY WHO YOU WISH CORRESPONDENCE TO BE MAIL TO, FROM THE NAMES ABOVE:

APPLICANT/OWNER, OR  AUTHORIZED REPRESENTATIVE, OR  OTHER NAME/ ADDRESS BELOW:

WHEREBY THE BUILDING INSPECTOR REVIEWED MAP DATED 3/10/20, Revised 5/30/20 AND DENIED AN APPLICATION DATED 5/12/20 FOR A BUILDING PERMIT.

PROVISION OF THE ZONING ORDINANCE APPEALED. (INDICATE ARTICLE, SECTION, AND SUBSECTION OF ZONING ORDINANCE BY NUMBERS. DO NOT QUOTE THE ORDINANCE.)

ARTICLE IV SECTION 150-7 SUBSECTION (B)(3)(a) 4(b)  
150-16

TYPE OF APPEAL. AN APPEAL IS MADE FOR:  
 A VARIANCE TO THE ZONING CODE OR ZONING MAP.  
 INTERPRETATION OF THE VILLAGE CODE. ARTICLE \_\_\_\_\_ SECTION \_\_\_\_\_

A PRIOR APPEAL  HAS,  NOT BEEN MADE AT ANY TIME WITH RESPECT TO THIS PROPERTY, NO. \_\_\_\_\_ YEAR \_\_\_\_\_  
 (PLEASE BE SURE TO RESEARCH BEFORE COMPLETING THIS QUESTION OR CALL OUR OFFICE FOR ASSISTANCE.)

\* CAST IS THE CONTRACT VENDEE OF THE SUBJECT PREMISES. OWNER IS 5 PHEASANT LAKE SHELTER LAND, INC., JAMES OLINKIEWICZ, PRESIDENT

NAME OF OWNER: 5 PHEASANT LANE SHELTER ISLAND, INC. (CAST- APPLICANT)

REASON FOR APPEAL (ADDITIONAL SHEETS MAY BE USED WITH PREPARER'S SIGNATURE):

AREA VARIANCE REASONS:

- 1. WHETHER AN UNDESIRABLE CHANGE WILL BE PRODUCED IN THE CHARACTER OF THE NEIGHBORHOOD OR A DETRIMENT TO NEARBY PROPERTIES WILL BE CREATED BY THE GRANTING OF THE AREA VARIANCE;

*See Attached*

- 2. WHETHER THE BENEFIT SOUGHT BY THE APPLICANT CAN BE ACHIEVED BY SOME METHOD, FEASIBLE FOR THE APPLICANT TO PURSUE, OTHER THAN AN AREA VARIANCE;

*See Attached*

- 3. WHETHER THE REQUESTED ARE VARIANCE IS SUBSTANTIAL;

*See Attached*

- 4. WHETHER THE REQUESTED VARIANCE WILL HAVE AN ADVERSE EFFECT OR IMPACT ON THE PHYSICAL OR ENVIRONMENTAL CONDITIONS IN THE NEIGHBORHOOD OR DISTRICT;

*See Attached*

- 5. WHETHER THE ALLEGED DIFFICULTY WAS SELF-CREATED, WHICH CONSIDERATION SHALL BE RELEVANT TO THE DECISION OF THE ZONING BOARD OF APPEALS, BUT SHALL NOT NECESSARILY PRECLUDE THE GRANTING OF THE AREA VARIANCE.

*See Attached*

ARE THERE COVENANTS AND RESTRICTIONS CONCERNING THIS LAND:  NO.  YES. (PLEASE FURNISH COPY).

SIGNATURE OF APPELLANT OR AUTHORIZED AGENT

*Martin D. Finnegan*

PRINT NAME

(AGENT MUST SUBMIT AUTHORIZATION FROM OWNER)

SWORN TO BEFORE ME THIS DAY OF 11 OF June 2020

*Kamthrey*  
NOTARY PUBLIC



**ATTACHMENT TO AREA VARIANCE APPLICATION OF  
CAST, INC.**

**REASONS FOR APPEAL:**

The Applicant is appealing the Building Inspector's Notice of Disapproval concerning an application for a building permit to renovate a home that was formerly the Methodist Church, for use as CAST headquarters, a non-profit organization that supports community needs. The project requires a small addition to increase accessibility to both the basement and main floor with a ramp, accessible entry, interior stairs and elevator. Under Section 150-7B of the Village Code, the conversion of the existing residential structure is a permitted conditional use subject to certain dimensional criteria, to wit: 1) Section 150-7B(3)(b) requires that the lot upon which the use exists will be one (1) acre in size where the existing parcel is 18,716 square feet; 2) Section 150-7B(3)(a) (by reference to section B(1)(a) and (b)) requires a 50 foot setback from the street or any property line where the current structure is set back 3.4 feet from Main Street, 30.3 feet from the north property line and 12 feet from the south property line. The code also mandates that lot coverage for a philanthropic use not exceed 20%. The existing structure and proposed addition will bring lot coverage to 20.54%; and 3) Section 150-16 of the code requires 32 parking spaces on site for the use while 9 are proposed. For the following reasons, the Applicant submits that variances from the requirements of the aforementioned code sections is warranted:

**1. An undesirable change will not be produced in the CHARACTER of the neighborhood or a detriment to nearby properties if granted, because:**

The surrounding neighborhood is characterized by mixed uses including residential dwellings, church buildings and some commercial uses along Main Street. With the exception of a small addition to allow for handicapped accessibility, the existing footprint of the structure will remain undisturbed. As for Lot size, the property was historically used as a church where dozens of people gathered for activities and services on a year-round basis. The proposed activities of CAST are far less intense by comparison and are currently conducted on a smaller parcel. The front and side yard setback variances are sought to maintain the pre-existing non-conforming setbacks. The existing structure is in fact part of the character of the community which will be entirely preserved if relief is granted. The Lot coverage variance is de minimis at less than 1% and over 9% less than the allowable lot coverage for the residential use. As for parking, the intensity of CAST's operations does not require 32 parking spaces. Many clients arrive by foot or bicycle. The attached description of CAST's activities confirms that most of their activities are occasional and seasonal. Truck deliveries are infrequent, being less than twice a month. Garbage pickup is weekly. Office operations are only conducted during business hours on weekdays. Unlike the prior Church operation, there are no weekend activities. CAST submits that its operation will be of no detriment to the surrounding neighborhood, however, to the extent that they differ from the current residential use, site improvements are proposed including vegetated buffers and fencing to mitigate any potential impacts.

**2. The benefit sought by the Applicant CANNOT be achieved by some feasible method for the applicant to pursue other than an area variance, because:**

The front and side yard setbacks of the existing structure have been nonconforming for many years. Variance relief is sought to maintain the historic setbacks and the proposed improvements will not increase the degree of their nonconformity in any respect. The .54% lot coverage variance is necessary to allow for access and was placed at the rear of the building to

maintain the historic character of the structure. The parking variance is required so the back lawn of the property can be preserved as a garden and play area which is integral to CAST's vision. The lot size variance is likewise necessary to allow the conversion to the philanthropic use. The only alternative is to find another suitable property. CAST has been searching for years and this property is the only viable alternative that will allow them to maintain their operations in the Village where so many of their clients reside.

**3. The amount of requested relief is NOT substantial because:**

The lot coverage variance is de minimis. Although the lot is substandard for the philanthropic use, substantial compliance with the lot coverage requirement suggests that the lot is appropriately sized for CAST's operations. While variances for the front and side yard setbacks, parking and lot size may seem mathematically substantial, the granting of relief to maintain the historic footprint of the structure and to reduce parking on site will not result in any significant impact on the surrounding neighborhood as the proposed CAST operations are far less intense than the historic church use. CAST currently operates utilizing nine parking spaces, which this plan provides. This plan offers an additional loading zone, which can handle two cars parked parallel to the curb or one larger truck. Space is also reserved for turning vehicles, to eliminate vehicles backing into the street, thereby increasing safety.

**4. The variance will NOT have an adverse impact on the physical or environmental conditions in the neighborhood or district because:**

As stated previously, the pre-existing nonconforming setbacks were established years ago when the church was constructed. There is no perceivable environmental impact from the proposed construction. Additional stormwater catchment is provided for the increase in lot coverage by both the building and driveway. The buffers are increased, and the historic street façade maintained as is. CAST is and has always been a respectful neighbor in Greenport Village. Their largely seasonal operations will have no discernable impacts on the physical conditions in the neighborhood.

**5. The self-created nature of the alleged difficulty should NOT preclude the granting of area variance relief here because:**

CAST has searched for years for a workable home. This facility meets its needs perfectly. Providing accessibility is a local, state and federal mandate that CAST was unable to meet in past edifices.

## CAST Activities

General Hours: Monday-Friday 9am-5pm; closed from 12-1pm for lunch; closed from 1-2pm on Tuesdays for staff meeting. Food pantry only open from 5-6pm on Tuesdays. Closed for all federal holidays and the day after Thanksgiving and Christmas Eve and New Year's Eve.

### Food Pantry:

Mondays 9am-12pm

Tuesdays 3-6pm

Fridays 9am-12pm

About 30 household distributions per week or 120 per month. People can also get fresh produce and food rescue items when available in addition to food pantry bags.

### Sharing Room (clothes and household items):

Will follow Food Pantry hours in new space

### General Office Help/Paperwork/Applications/Emergency Assistance:

During business hours (about 80 per month)

### ParentChild+ Staff meeting

Tuesdays from 9:30am-11:00am from mid-October to early May. 4-6 participants.

### Classes:

ESL classes – Wednesday evenings – 7:00-8:30pm (October – December and January – April)  
Usually 5-15 attendees. Possibly have a second class on Mondays from 6:30-8:00pm

Citizenship Classes - usually Thursday evenings – 6-7:45pm (Jan – March) – partnership with libraries so may keep at library. Usually 3-6 attendees

Computer classes – may do a 6-week session in fall and winter – 1x/week. Usually 2-6 attendees. Not doing right now.

*Engage, Educate & Empower* Workshops – 1x/month from October - May – usually in evening, but occasionally during the day for 1.5-2/hours. Usually 3-15 attendees.

Culinary Program for High School students – 10-week program from Jan – March, 2x/week from 3:30-6:30pm. 6-12 student participants. (contingent on funding)

1:1 tutoring – occasionally during the afternoon for an hour. (1 to 4 kids/school year)

No classes in summer from June-mid-September



Other:

Free Tax Prep – By appointment – 4 scheduled dates in Feb and March.

School Supply Drive – 1x/year in August (distribution over 1 day and clients have assigned time slots for pick-up)

Holiday Toy Drive – 1x/year in December (distribution over 2 days and clients have assigned time slots to pick-up)

Hot Thanksgiving dinner – the Wednesday before Thanksgiving. Will likely continue partnership with Clinton Memorial AME Zion Church on Third Street and have it there. Serve about 150-175 meals (about 60 households) and about 65% are take-out.

Mobile Food Pantry – Food distributions/home delivery on Wednesdays – but expect to add satellite distribution sites in Southold Town in 2020 which will likely reduce food pantry distributions at CAST office.

Produce pick-up- 1-2/week from June to October.

Miscellaneous

Trash pick-up on Fridays and add additional pick-up if needed.

I would estimate that at least 60% of our clients do not have vehicles. (Will try to do a survey)

Staff – 3 full-time staff and 4 p/t staff. 2 of the f/t staff are out of the office a significant amount of time. Usually at most 3-4 staff cars in parking lot at the same time. And we 5 p/t home visitors from Oct. – May who do not work at office.

# Applicant's Project Description

APPLICANT: CAST DATE: 6/12/20

**I. FOR DEMOLITION OF EXISTING BUILDING AREAS**

PLEASE DESCRIBE AREAS BEING REMOVED: N/A

**II. NEW CONSTRUCTION AREAS (NEW DWELLING OR NEW ADDITION/EXTENSIONS):**

DIMENSIONS OF FIRST FLOOR (EXTENSION): 565 SF

DIMENSION OF SECOND FLOOR: n/a

HEIGHT (FROM FINISHED GROUND TO TOP OF RIDGE): n/a

IS BASEMENT OR LOWEST FLOOR AREA BEING CONSTRUCTED? IF YES, PLEASE PROVIDE HEIGHT (ABOVE GROUND)

MEASURED FROM NATURAL EXISTING GRADE TO FIRST FLOOR: \_\_\_\_\_

**III. PROPOSED CONSTRUCTION DESCRIPTION (ALTERATION OR STRUCTURAL CHANGES).**

NUMBER OF FLOORS AND GENERAL CHARACTERISTICS BEFORE ALTERATIONS: 3 - basement, first floor & mezzanine

NUMBER OF FLOOR AND CHANGES WITH ALTERATIONS: 3 - basement, first floor and mezzanine with addition of entryway, elevator and stairway for accessibility

**III. CALCULATIONS OF BUILDING AREAS AND LOT COVERAGE:**

EXISTING SQUARE FOOTAGE OF BUILDINGS ON YOUR PROPERTY: 3205 SF

PROPOSED INCREASE OF BUILDING COVERAGE: 3844 (.94%)

SQUARE FOOTAGE OF YOUR LOT: 18716 SF

PERCENTAGE OF COVERAGE OF YOUR LOT BY BUILDING AREA: 20.54%

**V. PURPOSE OF NEW CONSTRUCTION:** To create handicapped accessibility per local, state and federal mandates

# Zoning Board of Appeals Application Authorization

WHERE THE APPLICANT IS NOT THE OWNER

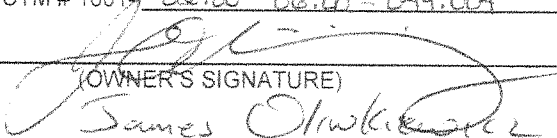
I, James Olinkiewicz RESIDING AT PO Box 591, Shelter Island, NY 11965<sup>Heights</sup>  
(PRINT PROPERTY OWNER'S NAME) (MAILING ADDRESS)

DO HEREBY AUTHORIZE Community Action Southold Town Inc.  
(AGENT)

TO APPLY FOR VARIANCE(S) ON MY BEHALF FROM THE GREENPORT VILLAGE ZONING BOARD OF APPEALS.

THE PROPERTY IS LOCATED AT 621 Main Street, GREENPORT, NY.

SCTM # 1001, 02.00 - 06.02 - 049.004

  
(OWNER'S SIGNATURE)  
James Olinkiewicz  
(PRINT OWNERS NAME)

## DECLARATION OF COVENANTS AND RESTRICTIONS

**THIS DECLARATION**, made as of this 23 day of November, 2017, by 5 Pheasant Lane Shelter Island Inc having principal offices located at 77 North Midway Road, Shelter Island, New York 11964 hereinafter referred to as the "Declarant," as owner of the premises described in "Schedule A" annexed hereto, hereinafter referred to as the "premises".

### WITNESSETH

**WHEREAS**, Declarant has applied to the Planning Board of the Village of Greenport for approval of a standard three-lot subdivision; and

**WHEREAS**, the Planning Board has determined that such subdivision approval be granted, provided that the owner of the premises make this declaration setting forth certain covenants and restrictions regarding the use of the premises; and

**WHEREAS**, Declarant deems it to be in the best interest of Declarant, Declarant's successors and assigns, and the Village of Greenport, to impose certain covenants and restrictions upon the use of the premises, and desires to hereby impose those covenants and restrictions;

**NOW THEREFORE**, in consideration of the foregoing, Declarant hereby declares that the said premises are now held and shall be conveyed subject to the following covenants and restrictions:

1. Any residences located on the lots created by this subdivision shall be limited to use as single-family residences.

Declarant and declarant's successors and assigns, shall include these covenants and restrictions in every instrument of conveyance to grantee, vendee, lessee, mortgagee, or other person or entity acquiring an interest of whatever kind or nature in the premises, expressly subjecting the conveyance thereof to these covenants and restrictions. These covenants and restrictions, however, shall apply to and govern the use and occupancy of the premises, notwithstanding the failure to set them forth or include them in any instrument of conveyance.

These covenants and restrictions shall be construed to be in addition to and not in derogation of limitation of any relevant provisions of local, state, and federal laws, ordinances, or regulations in effect at the time of the execution of this agreement, or at the time such laws, ordinances, or regulations may thereafter be promulgated, amended or revised.

These covenants and restrictions shall be enforceable by the Planning Board of the Village of Greenport, by injunctive relief or other remedy at equity or at law. The failure of the Planning Board to enforce the same shall not be deemed to affect the validity of these covenants

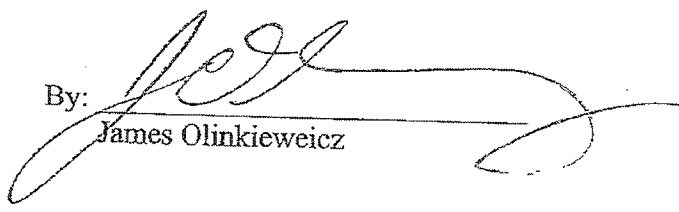
and restrictions nor to impose any liability whatsoever upon the Planning Board of the Village of Greenport or any officer or employee thereof.

These covenants and restrictions shall run with the land and shall be binding upon Declarant, Declarant's successors and assigns, and upon all persons or entities claiming under them, and can be terminated, revoked, or amended only by either the owner of the premises or by the owners of a majority of the lots on the subdivision map and only with the written consent of a majority plus one of the Planning Board of the Village of Greenport, after a public hearing held on ten (10) days' notice.

If any section, subsection, paragraph, clause, phrase, or provision of these covenants and restrictions shall be adjudged illegal, unlawful, invalid, or held to be unconstitutional by a court of competent jurisdiction, that judgment shall not affect the validity of these covenants as a whole, or any provision hereof, other than the part so adjudged to be illegal, unlawful, invalid, or unconstitutional.

**IN WITNESS WHEREOF**, Declarant has caused this instrument to be duly executed on the date and year first above written.

By:

  
James Olinkiewicz

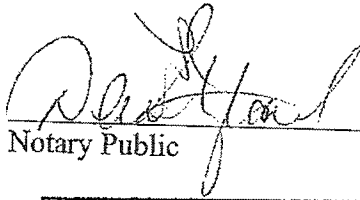
ACKNOWLEDGMENT

STATE OF NEW YORK )

ss:

COUNTY OF SUFFOLK )

On the 1<sup>st</sup> day of ~~November~~ <sup>December</sup> in the . year 2017, before me, the undersigned, personally appeared James Olinkiewicz, known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted and executed the instrument.

  
Notary Public

RECORD AND RETURN TO:

Village Clerk  
Village of Greenport  
236 Third Street  
Greenport, New York 11944

DOREEN E. TYBAERT  
NOTARY PUBLIC, STATE OF NEW YORK  
Registration No. 01TY6274186  
Qualified in Suffolk County  
Commission Expires Dec. 31, 2020

# Short Environmental Assessment Form

## Part 1 - Project Information

### Instructions for Completing

**Part 1 – Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

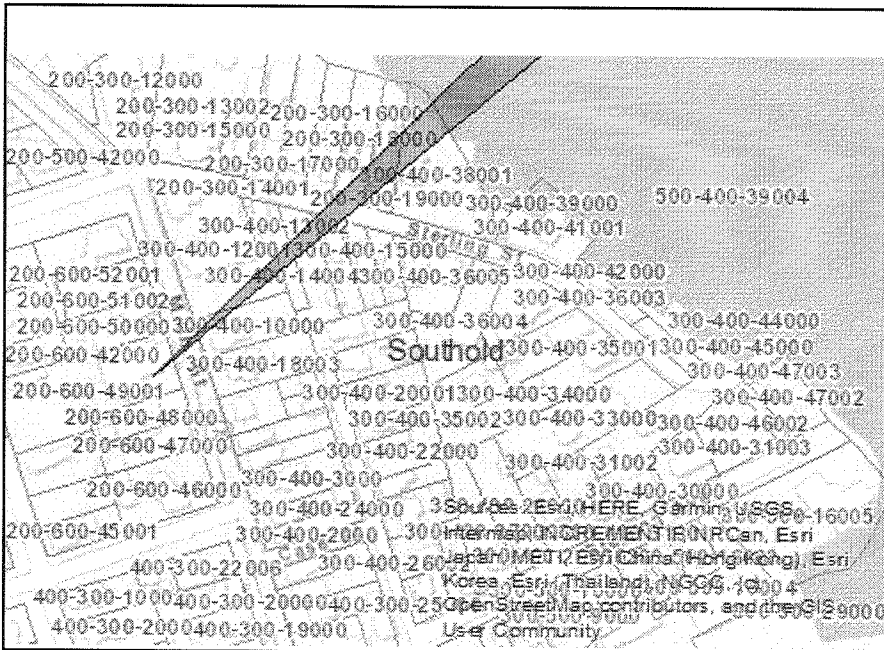
Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

<b>Part 1 – Project and Sponsor Information</b>			
Name of Action or Project: CAST (Community Action Southold Town) Headquarters Relocation			
Project Location (describe, and attach a location map): 621 Main Street, Greenport, NY 11944			
Brief Description of Proposed Action: A conversion of a former church, which was recently renovated as a one-family home, to CAST headquarters. The existing building is a 1.5 story, wood frame historic building. The existing first floor is a wide, tall open space with a narrow entry hall. The open space will be used for classroom, meeting, office, food pantry, and counseling uses, keeping the space as open as possible. The renovation is minimal: converting the existing restroom to an accessible one, eliminating a wide step to the stage for more flexible usage, adding steps and a ramp; adding a staircase to the mezzanine; and creating a new entry with an intake area including a counseling room separated by a glass partition. The existing basement has been fully renovated by the former owner as residential rooms and a home office. Keeping the basic room configurations, rooms will be converted to office, pantry, food prep, sharing, meeting room and a donation drop-off/storage area. The existing two bathrooms will be revised as accessible toilets. To make the basement accessible, an elevator and a staircase will be added, as well as doors widened. Site work will entail adding parking spaces, bike racks, moving the existing garage, and reserving space for a vegetable garden and children's play areas.			
Name of Applicant or Sponsor: CAST (Community Action Southold Town)		Telephone: 631 477-1717	
Address: PO Box 159		E-Mail:	
City/PO: Greenport	State: NY	Zip Code: 11944	
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.		NO <input type="checkbox"/>	YES <input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval: Greenport Village Planning Board, HPC, and Building Permit, NYS SHPO, SCDOH, SCDHS		NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>
3. a. Total acreage of the site of the proposed action?		0.43 acres	
b. Total acreage to be physically disturbed?		0.15 acres	
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		0.43 acres	
4. Check all land uses that occur on, are adjoining or near the proposed action:			
5. <input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input checked="" type="checkbox"/> Commercial <input checked="" type="checkbox"/> Residential (suburban)			
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input checked="" type="checkbox"/> Other(Specify): Baptist Church			
<input type="checkbox"/> Parkland			

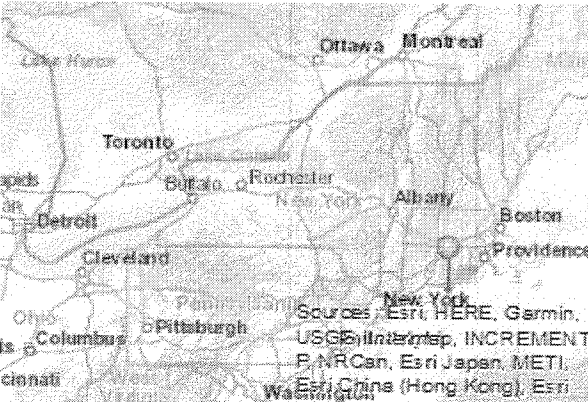
5. Is the proposed action, a. A permitted use under the zoning regulations? <b>Conditional</b> b. Consistent with the adopted comprehensive plan?	NO	YES	N/A
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? Name:Peconic Bay and Environs, Reason:Protect public health, water, vegetation, & scenic beauty, If Yes, identify: <u>Agency:Suffolk County, Date:7-12-88</u>	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels? b. Are public transportation services available at or near the site of the proposed action? c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: <u>The historic structure has already been insulated. The addition will be insulated to code.</u>	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places? b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency? b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ <u>Peconic Estuary is nearby, but across the street and separated by other parcels.</u>	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	



14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input checked="" type="checkbox"/> Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered? Northern Cricket Frog, Leas...	NO	YES
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16. Is the project site located in the 100-year flood plan? The NYS data base populates this as yes, but FEMA Flood maps indicate it is outside the 100 year flood zone, category X.	NO	YES
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: _____ On-site retention leaching pool is provided. _____	NO	YES
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment: _____ _____	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____	NO	YES
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b>  Applicant/sponsor/name: _____ Date: _____  Signature: _____ Title: _____		



**Disclaimer:** The EAF Mapper is a screening tool intended to assist project sponsors and reviewing agencies in preparing an environmental assessment form (EAF). Not all questions asked in the EAF are answered by the EAF Mapper. Additional information on any EAF question can be obtained by consulting the EAF Workbooks. Although the EAF Mapper provides the most up-to-date digital data available to DEC, you may also need to contact local or other data sources in order to obtain data not provided by the Mapper. Digital data is not a substitute for agency determinations.



Part 1 / Question 7 [Critical Environmental Area]	Yes
Part 1 / Question 7 [Critical Environmental Area - Identify]	Name:Peconic Bay and Environs, Reason:Protect public health, water, vegetation, & scenic beauty, Agency:Suffolk County, Date:7-12-88
Part 1 / Question 12a [National or State Register of Historic Places or State Eligible Sites]	Yes
Part 1 / Question 12b [Archeological Sites]	Yes
Part 1 / Question 13a [Wetlands or Other Regulated Waterbodies]	Yes - Digital mapping information on local and federal wetlands and waterbodies is known to be incomplete. Refer to EAF Workbook.
Part 1 / Question 15 [Threatened or Endangered Animal]	Yes
Part 1 / Question 15 [Threatened or Endangered Animal - Name]	Northern Cricket Frog, Least Tern, Piping Plover, Common Tern
Part 1 / Question 16 [100 Year Flood Plain]	Yes
Part 1 / Question 20 [Remediation Site]	Yes