

Village of Head of the Harbor
500 North Country Rd. St. James, New York 11780
Application for the Zoning Board of Appeals

To: Zoning Board of Appeals Date: 6/9/25

I (We) Manuel Velez
(name of Applicant)

Owner(s) of 17 Timothy Lane, St. James NY 11780
(insert complete mailing address)

Home phone number 631-681-7155 Office phone number 631-681-7155 Cell phone 631-681-7155

Bearing Suffolk County Tax Map Number 801 Sec. _____ Blk. _____ Lot _____

Apply for : (check one (1) or more)

- ☒ An Area Variance
☐ A Use Variance
☐ An interpretation of the Zoning Ordinance
☐ Other

The applicable provisions of the Zoning Ordinance from which variance relief is sought are:

Article VII Section 165 Subsection 25
Article _____ Section _____ Subsection _____
Article _____ Section _____ Subsection _____
Article _____ Section _____ Subsection _____

Has a prior variance or special use permit or interpretation ever been applied for on this property?

_____ Yes ☒ No If "Yes", on what date? _____

State in factual terms the exact manner in which applicant seeks relief from the Zoning Board of Appeals:

Min Side Yard Required - 55 ft, proposed 26.2 and 39.2 feet. Min side
yard Acc. structure - 55 ft, proposed 39.2 ft. Agg. side yard - 110 ft,
prop. 65.9 ft. Min Rear Yard - 75 ft, prop. 49 ft. Min Acc Structure rear yard - 45 ft,
prop. 40.9 / 35 ft. FAR max 8% prop. 12.4%

Specify whether a grant of the variance will produce an undesirable change in the neighborhood or community and if not explain:

The proposed variance will not produce an undesirable change in the neighborhood as it maintains the styled character ~~appearance~~ of the house.

Describe any feasible alternative method, if any, to achieve the benefit sought in lieu of the variance relief:

There is no feasible method other than the proposed, as the lot is severely undersized.

Is the variance substantial?

Yes, due to the lot being severely undersized

Describe in detail whether the variance has any adverse effect or impact on the physical or environmental conditions in the neighborhood:

The variance will have no adverse effect or impact on the physical or environmental conditions in the neighborhood, as it maintains the character and size permitted if the lot was the required size.

State whether the alleged difficulty was self-created:

The difficulty is not self-created, as the existing dwelling is already non-conforming.

CERTIFICATION

Manuel Velez

states as follows:

(Applicant's name)

1. I am interested in an application now pending before the Head of the Harbor Zoning Board of Appeals.

2. I reside at 17 Timothy Lane

3. The nature of my interest in the aforesaid application is as follows: Owner

4. If applicant or owner is a corporation, list officers:

President: _____ Vice-President: _____

Secretary: _____ Treasurer: _____

5. Do any of the following individuals have an interest as defined below, in the owner or applicant:

A. Any New York State officer, or

B. Any officer or employee of the Village or adjacent Town of Suffolk County.

For the purpose of this disclosure, an officer or employee shall be deemed to have an interest in the owner or applicant when he, his spouse, or their brothers, sister, parents, children, grandchildren, or the spouse of any of them

a. Is the applicant or owner, or

b. Is an officer, director, partner, or employee of the applicant or owner, or

c. Legally or beneficially owns or controls stock of a corporate applicant or owner, or

d. Is a party to an agreement with such an applicant or owner, expressed or implied, whereby he may receive any payment or other benefit, whether or not for services rendered dependent or contingent upon the favorable approval of such application.

A person who knowingly and intentionally fails to make such disclosure shall be guilty of misdemeanor as provided in General Municipal Law, Section 809

☐ Yes ☒ NO

If "YES" state the resident and nature and extent of the interest of such individual.

(name)

(residence)

(extent of interest)

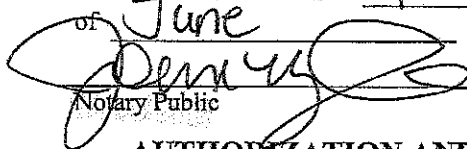
This application is submitted as follows (initial each, as applicable):


1. After denial of Building Permit application ☒
2. In eight (8) copies, inclusive of the two (2) originals ☒
3. Notarized properly ☒
4. With eight (8) current, accurate surveys, by a New York State licensed survey ☒
5. With a completed and executed Environmental Assessment Form (except setback variances) ☒
6. With a copy of Certificate of Occupancy ☐
7. With a certified abstract of single and separate ownership (for dimensional variances on undersized lots) ☐
8. With New York State department of Environmental Conservation determination or "no jurisdiction letter" (if within 300' of tidal waters) ☐
9. With a written consent statement of the owner (if the application is by contract vendee or a tenant) ☐
10. Applicant affirms that he/she will notify all properties within a two hundred (200') foot radius by Certified Mail with a Return Receipt. Notices must be at least ten (10) days prior to scheduled hearing. Original receipts of the Certified Mailings must be submitted to Village Office with Affidavit of Service prior to the hearing ☒
11. With the appropriate filing fee payable to "Village of Head-of-the-Harbor" (see Village Clerk) ☒

All data relating to the variance request must be submitted in 8 packets. Each packet must contain one copy of this request, and one copy of the above referenced material, and be bound and folded no larger than 8 1/2" X 14". The required application fee, see fees schedule, must be submitted with all of the above BEFORE a hearing date can be scheduled. Submissions may be made to the Office of The Village Clerk.

Applicant or representative must appear before the Zoning Board.

Any application not filed in properly, or submitted without the necessary papers, will not be processed until completed. The Zoning Board of Appeals reserves the right to request additional documentation and drawings, and to condition relief on the filing of covenants and restrictions with the Suffolk County Clerk.

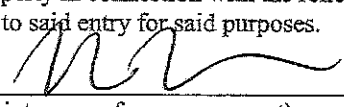
Sworn to before me this 9th day of June, 2026

 Notary Public


 (Applicant's Signature)
JOAN MARAVIGLIA
 NOTARY PUBLIC STATE OF NEW YORK
 SUFFOLK COUNTY
 LIC. NO. 01MA4958720
 MY COMMISSION EXPIRES 11/13/2026

AUTHORIZATION AND CONSENT FOR INSPECTION OF PROPERTY

The undersigned, being the owner or agent of the property described in the within application, hereby authorizes the members of the Zoning Board of Appeals to enter upon the property described in the within application for the purpose of inspecting such property in connection with the relief requested in the within application, and the undersigned hereby consents to said entry for said purposes.

Date: 6/9/25


 (print name of owner or agent)

Manuel Velez
 (signature)

§



DRAWN: CM CHECKED BY: PM SCALE: 1" = 40' DISTRICT: 0801 SECTION: 07 BLOCK: 03 LOT(S): 27

SHORT ENVIRONMENTAL ASSESSMENT FORM (SEAF)
INCORPORATED VILLAGE OF HEAD OF THE HARBOR

Application/sponsor: **Todd O'Connell**

Project location (tax map number and street address): **17 Timothy Lane, St. James NY 11780**

Section: 07 Block: 03 Lot: 27

Description project briefly:

Proposed Additions, Alterations, expanded driveway, pool + patio

Please answer all questions either YES or NO. In the event that one or more large significant adverse impacts may occur, please prepare the Long Environmental Assessment Form (LEAF):

1. Will Project result in a large physical change to the project site or alter its topography? **No**
2. Will it change any unique or unusual land form found on the site? **No**
3. Will it alter or have any effect on an existing body of water? **No**
4. Will it impact existing groundwater quality and quantity?
Are Suffolk County Health Services approvals required? **No**
5. Will the project result in erosion, drainage or flooding problems on adjacent properties or on village roads? **No**
6. Will it have an impact on public health or safety? **No**
7. Will it effect significant habitats or threatened or endanger plants or animals? **No**
Will it involve the removal of large trees? **Yes (3)**
8. Will it affect air quality or produce objectionable odors? **No**
9. Will it change the visual character of the community or scenic views and vistas? **No**
10. Will the project impact any structure of recognized historic importance or an historic district? **No**
11. Will it affect any site of archeological significance? **No**
12. Will it impact a site designated as an environmentally significant area? **No**
13. Will it impair existing or future recreational opportunities? **No**
14. Will it affect existing traffic patterns adversely? **No**
15. Will the project regularly cause noise, glare, vibration, or electrical disturbances? **No**
16. Will it result in significant increases in solid wastes? **No**
17. Is there, or is there likely to be, controversy related to potential adverse environmental impacts? **No**
If yes, explain briefly:

Preparer's signature

Date: **6/11/25**

Title: **Architect**

WALL KEY	
---	EXIST. 8" R.C. RETAINING
---	EXIST. 12" R.C. WALL
---	NEW WOOD FRAME CONCT
---	NEW REINFORCED CONCRETE



PROPOSED FOUNDATION PLAN

SCALE: 1/4" = 1'-0"

JOB# VE-25-102
DATE: 4/23/25
SCALE: AS NOTED

DRAWING NUMBER
A.2

PROPOSED ADDITIONS/ALTERATIONS
VELEZ RESIDENCE
17 TIMOTHY LANE
ST. JAMES, NY 11780

DRAWING

REV #	DATE	NOTE	BY
1/2/25		DESIGN #2	MF
1/2/25		DESIGN #1	MF
4/23/25		EXISTING CONDITIONS	WC

THE DRAWINGS, SPECIFICATIONS AND OTHER DOCUMENTS PREPARED BY THE ARCHITECT FOR THIS PROJECT ARE THE PROPERTY OF THE ARCHITECT. NO PART OF THESE DOCUMENTS SHALL BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, WITHOUT THE WRITTEN PERMISSION OF THE ARCHITECT. THE OWNER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES. THE ARCHITECT'S LIABILITY IS LIMITED TO THE PROFESSIONAL SERVICES PROVIDED AND DOES NOT EXTEND TO ANY OTHER MATTER. THE ARCHITECT'S WORK SHALL NOT BE USED FOR ANY OTHER PROJECTS WITHOUT THE WRITTEN PERMISSION OF THE ARCHITECT.

DRAWN BY MF

CHECKED BY
TOC

CONSULTANTS

NYS LIC #027935



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TODD O'CONNELL, AIA



WALL KEY	
---	EXIST TO BE REMOVED
---	EXIST TO REMAIN
---	NEW WOOD FRAME CONSTRUCTION
---	NEW POURED CONCRETE

PROPOSED FIRST FLOOR PLAN



ACB# VE-25-102
DATE 4/23/25
SCALE AS NOTED

DRAWING NUMBER
A.3

PROPOSED ADDITIONS/ALTERATIONS
VELEZ RESIDENCE
17 TIMOTHY LANE
ST JAMES, NY 11780

REV #	DATE	NOTE
5/12/25	DESIGN #2	
5/5/25	DESIGN #1	
4/23/25	EXISTING CONDITIONS	

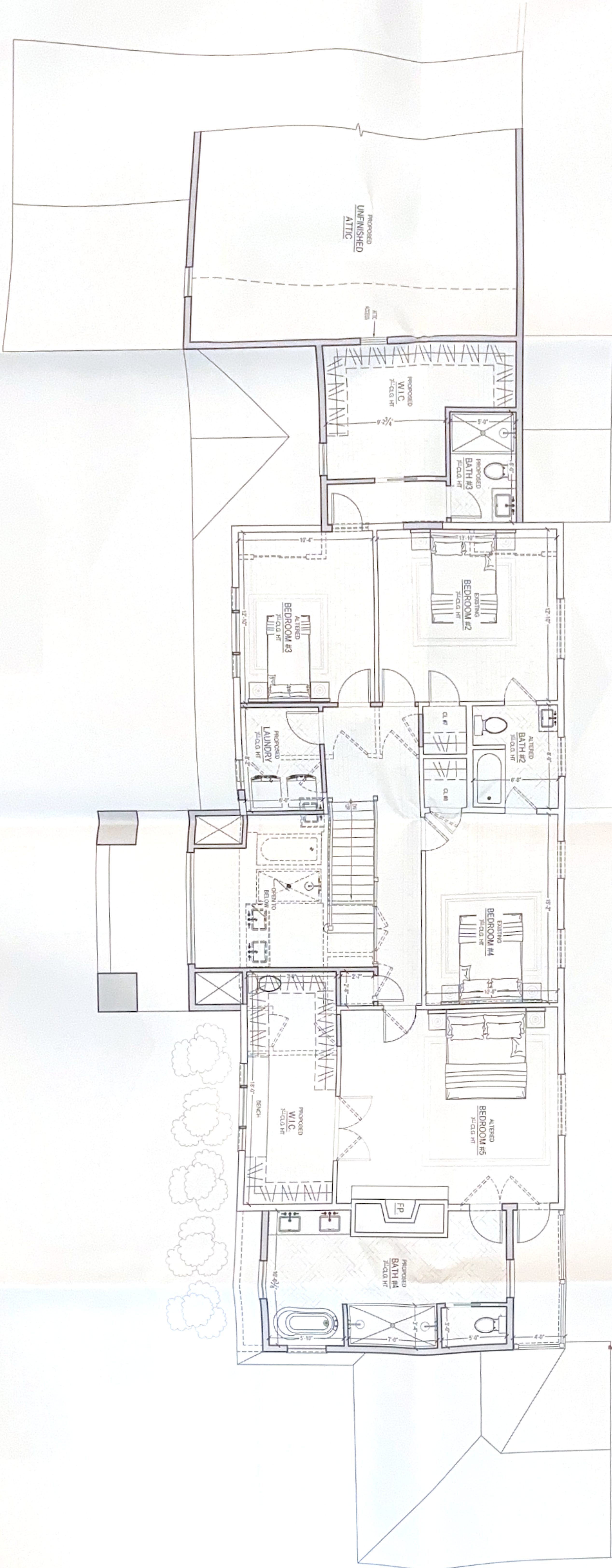
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todd@toddsarchitects.com

WALL KEY	
---	EXIST TO BE REMOVED
---	EXIST TO REMAIN
---	NEW WOOD FRAME CONCT
---	NEW WOODS CONCRETE



PROPOSED SECOND FLOOR PLAN

SCALE: 1/4" = 1'-0"

JOB# VE-25-102
DATE 4/2/25
SCALE AS NOTED

PROPOSED ADDITIONS/ALTERATIONS

VELEZ RESIDENCE

17 TIMOTHY LANE

ST. JAMES, NY 11780

DRAWING NUMBER

A.4

DRAWING

REV #	DATE	NOTE
1	4/2/25	DESIGN #2
2	4/2/25	DESIGN #1
3	4/2/25	EXISTING CONDITIONS

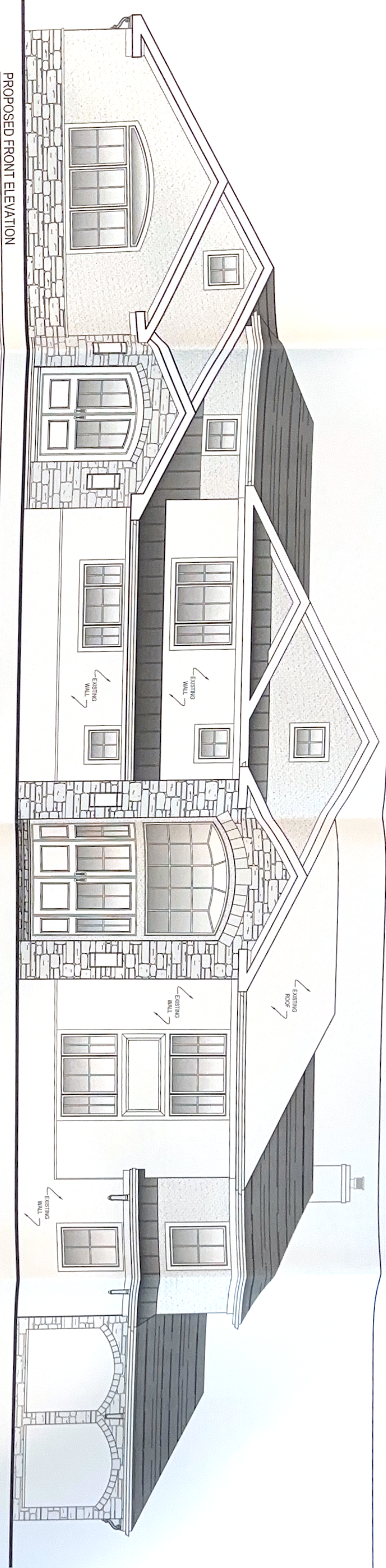
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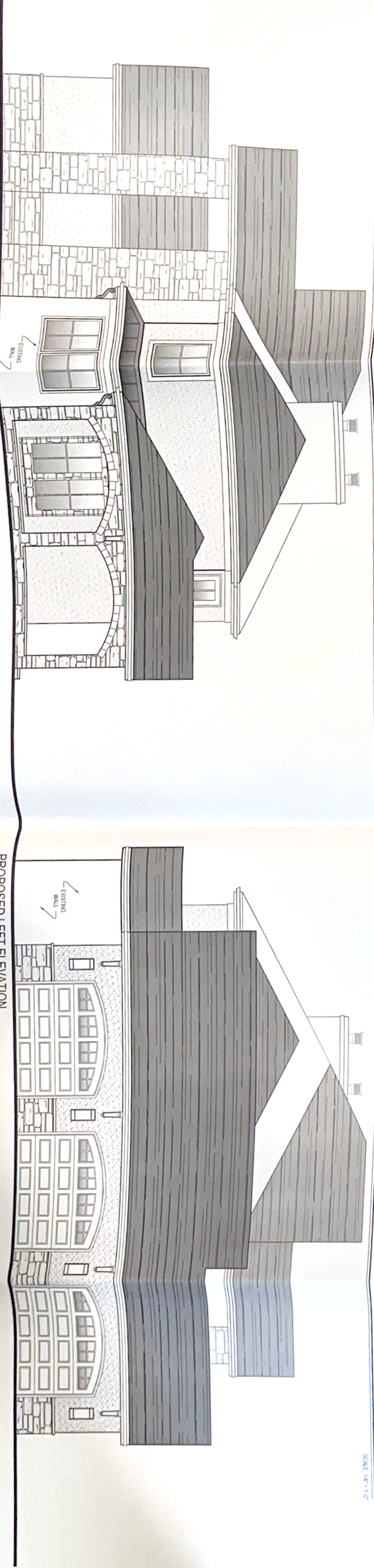
PROPOSED FRONT ELEVATION

SCALE: 1/4" = 1'-0"



PROPOSED REAR ELEVATION

SCALE: 1/4" = 1'-0"



PROPOSED LEFT ELEVATION

SCALE: 1/4" = 1'-0"

PROPOSED RIGHT ELEVATION

JOB# VE-25-102
DATE 4/23/25
SCALE AS NOTED

DRAWING NUMBER
A.5

PROPOSED ADDITIONS/ALTERATIONS
VELEZ RESIDENCE
17 TIMOTHY LANE
ST. JAMES, NY 11780

DRAWING

REV #	DATE	NOTE
5/12/25	DESIGN #2	
5/5/25	DESIGN #1	
4/23/25	EXISTING CONDITIONS	

MF
WC
BY

DRAWN BY: MF
CHECKED BY: TOC

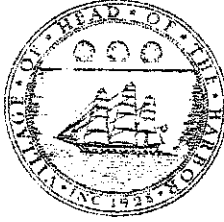
CONSULTANTS

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Village of Head-of-the-Harbor



MICHAEL D. UTEVSKY
Mayor

TRUSTEES

LISA DAVIDSON
(Deputy Mayor)

JUDITH C. OGDEN

JEFFREY D. FISCHER

KATHLEEN DIANA

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Phone (631) 584-5550
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HeadoftheHarborNY.gov

EGAN & GOLDEN LLP
Village Attorney

MARGARET O'KEEFE
Village Administrator/Clerk

PATRICIA A. MULDERIG
Village Treasurer

CHARLES M. LOHMANN
Police Chief

August 5, 2025

Mr. Manuel Velez
17 Timothy Lane
St. James, NY 11780

Re: 17 Timothy Lane, St. James, NY
SCTM # 801-07-03-027
A - district

Dear Mr. Velez,

I have completed my preliminary review of your application to construct one and two-story additions, an in-ground swimming pool and patio and driveway modifications at your home. Your application must be denied for the following reasons:

1. Section 165-25 requires a minimum side yard setback of 55 feet for the principal building. Your application calls for setbacks of 26.2 feet and 39.2 feet.
2. Section 165-25 requires a minimum side yard setback of 55 feet for accessory structures. Your application calls for a setback of 39.2 feet to an in-ground swimming pool and patio.
3. Section 165-25 requires aggregate side yard setbacks of 110 feet. Your application calls for 65.90 feet.
4. Section 165-25 requires a minimum rear yard setback of 75 feet for the principal building. Your application calls for a setback of 49 feet.
5. Section 165-25 requires a minimum rear yard setback of 45 feet for accessory structures. Your application calls for setbacks of 40.9 feet to the swimming pool and 35.0 feet to a patio.
6. Section 165-25 limits the floor area ratio (FAR) of a two-story building to 8% of the lot area, or in your case, 3,372.72 square feet. Your application calls for 12.4% of the lot area or 5,226 square feet.

Village code allows you to make an application to the Board of Appeals to seek relief from these requirements. I have enclosed the necessary forms and instructions should you decide to take this course of action.

Please contact me at the Village office if I may be of any assistance in this matter.

Yours truly,

Robert E. O'Shea

Robert E. O'Shea
Building Inspector

Public Hearing Notice
Inc. Village of Head of the Harbor
Zoning Board of Appeals
St. James, NY 11780

NOTICE IS HEREBY GIVEN that a public hearing will be convened by the Zoning Board of Appeals of the Village of Head-of-the Harbor on Monday, October 20, 2025 at 7:00 p.m. at Village Hall, located at 500 North Country Road, St. James, NY, for the purpose of hearing and considering the following application for a variance:

Application of Manuel Velez, SCTM#s: 0801-007.00-03.00-027.000, 17 Timothy Lane, St. James, NY 11780, request the following relief from Village Code § 165-25:

- (i) Applicant requests a side-yard setback of 26.2' and 39.2' for the principal building, Village Code § 165-25 requires a minimum side-yard setback of 55', and
- (ii) a side-yard setback of 39.2' for a pool and patio, Village Code § 165-25 requires a minimum side-yard setback of 55', and
- (iii) a side-yard setback of 65.90', Village Code § 165-25 requires aggregate side-yard setbacks of 110', and
- (iv) a rear-yard setback of 49' for the principal building, Village Code § 165-25 requires a minimum rear-yard setback of 75', and
- (v) a rear-yard setback of 40.9' for a swimming pool and 35' for a patio, where Village Code § 165-25 requires a minimum rear-yard setback of 45' for accessory structures, and
- (vi) lot area of 12.4% or 5,226', Village Code § 165-25 limit is 8% of the lot area, or 3,372 sq. ft.

Premises is located in the Residential A zoning district.

The Village Hall is accessible to handicapped persons. All interested parties are invited to attend.

DATE: September 29, 2025 BY ORDER OF THE ZONING BOARD OF APPEALS
Inc. Village of Head of the Harbor
Margaret O'Keefe, Village Clerk