
2023 Annual Report

Planning Commission and Planning Department

City of Rye, New York

2023 Planning Commission Members:

Nick Everett, Chair

Laura Brett, Vice Chair

Andrew Ball

Dan Bsharat

Carolina Johnson

Richard Schaupp

Steven Secon

City Planner:

Christian K. Miller

Planning Commission Members

The Planning Commission of the City of Rye has as its primary function long-range planning and distinct administrative responsibilities, specifically defined by the Code of the City of Rye. In accordance with the requirements of the Code of the City of Rye, the Commission reviews and approves site development plans and subdivisions, uses permitted subject to additional standards and requirements, wetlands and watercourses permits and proposed actions in the coastal zone for consistency with the Rye City Local Waterfront Revitalization Program.

The Planning Commission was composed of the following Rye residents, serving without compensation, which were appointed by the Mayor and confirmed by the City Council.

Nick Everett, Chair
Laura Brett, Vice Chair
Andrew Ball
Dan Bsharat
Carolina Johnson
Richard Schaupp
Steve Secon

The Mayor and City Council appointed Nick Everett as Chair of the Commission.

Land Development Activity

The Planning Commission conducted 20 meetings in 2023. They saw a decrease in wetland activity from the previous year with a decrease in wetland permits but an increase in site plan permits. In 2023 the Commission reviewed a total of 15 wetland permits, 7 site plans, 0 steep slope and 2 subdivision applications. The table below provides a summary of Commission activity for the past seven years.

Summary of Planning Commission Activity 2015-2021

Application Type	'17	'18	'19	'20	'21	'22	'23
No. of Meetings	18	20	19	18	20	20	20
Wetland Permits	13	25	16	14	24	18	15
Site Plans	5	9	4	4	6	5	7
Subdivisions	4	6	3	2	0	2	2
Steep Slope	-	-	-	-	-	3	-

A summary of all applications is provided in a table located at the end of this document.

Wetland Permit Applications

In 2023 the Commission reviewed 15 wetland permit applications, which decreased from 18 the previous year. All of the proposed and approved applications involved disturbances within the regulated 100-foot wetland buffer area, rather than direct wetland loss. The Commission required adjustments to most applications to require plan modifications to reduce the amount of proposed encroachment in the wetland buffer. Where applications proposed increases in impervious area in the buffer the Commission required the implementation of mitigation planting plans and stormwater mitigation measures to address water quality concerns.

Of the 15 wetland permits applications reviewed by the Commission in 2023, 4 remain pending in 2024 for final consideration. In 2023 there was one application involving a violation.

A total of \$22,100 in wetland permit application fees was collected in 2023. A total of \$27,100 in wetland permit application fees was collected in 2022. \$17,475 in wetland permits fees was collected in 2021.

Site Plan Applications

The Commission reviewed 7 site plan applications in 2023 with 4 remaining pending in 2024. A total of \$7,500 in site plan application fees were collected in 2023. There was also \$70,000 in site inspection fee were collected in 2023. A total of \$10,500 in site plan application fees were collected in 2022. In 2021, \$9,000 in site plan application fees were collected and \$7,800 in 2020.

Subdivision Applications

The Commission reviewed 2 new subdivision applications in 2023 with one application approved and a second application involving a two-lot two-family subdivision on North Street continuing into 2024.

Year	Additional Building Lots Created
2023	1 (plus 1 lot pending review)
2022	2
2021	0
2020	-1
2019	0
2018	1
2017	1
2016	0
2015	1
2014	6
2013	2
2012	10
2011	4
2010	2
2009	2
2008	1
2007	2
2006	4
2005	2
2004	5

In 2023, there was \$1,300 subdivision fees collected by the planning department. In 2022, there was \$9,000 fees collected by the planning department. In 2021 there were no fees collected. A total of \$2,590 was collected in subdivision and apportionment fees in 2020, slightly increased from \$5000 in subdivision application fees collected in 2019. A total of \$4180 in fees was collected in 2018.

Steep Slopes Applications

In 2023 there were no Steep Slope applications and no fees were collected. In 2022, the planning department reviewed 3 steep slope applications. The fees collected for these applications was \$3,300.

Outdoor Dining Applications

In 2009 the Department prepared outdoor dining legislation, which is now permitted in the City's Central Business District subject to the Planning Commission's annual approval. In 2023 outdoor dining fees of \$2600 were collected. In 2022 the planning department collected \$8,500. All outdoor dining fees were waived for 2021 and 2020 due to the Covid-19 Pandemic.

**Planning Department
Activities**

2023 was an active year for the Planning Department. The City Planner continued his role to provide assistance to the City Council, Planning Commission and other City Commissions, Committees and staff in connection with a variety of special projects.

*Mission
Statement*

The purpose or mission of the City of Rye Planning Department is to preserve and enhance the quality of life in the City of Rye by responsibly accommodating the reasonable needs of inevitable future development and proactively addressing emerging planning issues. To achieve that purpose the Planning Department assists the Planning Commission in the review and administration of land development applications in accordance with the City Code, City Planning Documents and New York State Law; provides technical assistance to the City Council, other City Boards and Commissions and City staff; prepares and/or oversees special planning studies and analysis; and assists Rye residents, businesses and professionals with planning related matters.

Legislative Initiatives

The Department assisted the City Council with a local law to significantly amend the City's tree law. The new law became effective on June 1, 2023. There were no tree removal applications that required Planning Commission review.

Board of Appeals

The Department attended meetings and assisted the Board of Appeals with the review of 63 variance applications.

Capital Projects

The Department assisted the City Council with the environmental review and completion of the preliminary design of the Forest Avenue sidewalk project. This is a significant milestone allowing the project to advance to the NYSDOT for their review and comment.

Nursery Field

The Department assisted the City Council, consultants and Planning Commission with the completion of the environmental review for the proposed construction of a turf field at Rye Nursery.

Capital Planning

The Department did not prepare a Capital Improvement Program (CIP) document, but assisted the City Manager with CapEx updates and the 2024-2028 CIP.

Planning Department Staff

Christian K. Miller

The City Planner started employment on December 18, 2001.

Melissa Johannessen

Melissa started with the City in 2012 and has been assisting the Planning Commission with the preparation of minutes in addition to her responsibilities working for the City Engineering Department and Department of Public Works.

Elizabeth Newman

Liz started her career in the Planning Department in 2017. She works with all land use departments and provides assistance with the many administrative responsibilities of the City Planning, Engineering and Building Departments.

2023 Land Development Activity

Location	Project Description
Site Plan	
459 Stuyvesant Avenue	Three pickleball courts and replace shed
95 Dearborn Avenue	Replace wall coping and railing, Add sand
6 School Street	New 6-unit multi-family building
475 Stuyvesant Avenue	Expansion of existing tennis lounge and 2 nd floor addition
260 Stuyvesant Avenue	Seasonal tent for events
21 Locust Avenue	Interior renovations for additional square footage

459 Stuyvesant Avenue	New cabana building with lockers (pending)
Subdivision	
56 Locust Avenue	Two-Lot Subdivision
214 North Street	Two-Lot Subdivision (pending)
Wetland	
255 Grace Church Street	New residence and driveway in buffer
12 Pine Island Road	New ramp, pier, gangway, dock and patio
12 Trails End	Reconstruct residence, add 3 car garage and mudroom, Rebuild and expand existing wood deck
5 Read Court	Legalize rear yard and retaining wall
95 Dearborn Avenue	Sitting area/outdoor classroom
3 Guion Road	Inground pool in buffer
11 Trails End	Deck expansion with stairs
7 Stonycrest Road	House addition and deck
95 Dearborn Avenue	Deck on beach
56 Locust Avenue	2 lot subdivision in wetland area
22 Harbor Terrace Drive	Deck, stairs, ramp, dock
18 Parsonage Point Pl	Gravel driveway, gatehouse
720 Milton Road	Drainage Improvements
8 Pine Island Road	One story rear addition
315 Brevoort Lane	Replace tennis court, new pool (pending)
260 Stuyvesant Avenue	Seasonal tent for events
21 Ellsworth Street	First floor mudroom addition (pending)
761 Forest Avenue	Modification of single-family residence to include removal of porch, deck, and flagstone patio; driveway and walkway modifications; addition of swimming pool
Outdoor Dining	
Ruby's Oyster Bar	Request for 16 tables
Rye Grill and Bar	Request for 10 tables
Aurora	Request for 4 tables
Bareburger	Request for 8 tables
Rafele	Request for 5 tables
Poppy's	Request for 5 tables
Sunrise Pizza	Request for 2 tables
The Snackery	Request for 2 tables
Christmas Tree Sales	
280 Purchase Street	Temporary Sales of Christmas Trees
2 Rectory St	Temporary sale of Christmas Trees