



**CITY OF RYE**  
**1051 BOSTON POST ROAD**  
**RYE, NY 10580**

**REGULAR MEETING OF THE CITY COUNCIL**  
**Locust Avenue Firehouse**  
**Wednesday, May 27, 2026**  
**6:30 p.m. Executive Session**  
**7:00 p.m. Public Session**

If you wish to address the Council, kindly sign in with the Clerk by completing the Speaker Form. The Mayor and Councilmembers are happy to meet with residents at City Hall. Check the City website for the “office hours” schedule at <https://www.ryeny.gov/government/city-council>.

---

**AGENDA**

---

1. Call to Order *Mayor*

---

**EXECUTIVE SESSION I (6:30 PM)**

---

2. Matters covered under NYS Public Officers Law Article 7 §105 *Corporation Counsel*
- a. Personnel
  - b. Potential acquisition of Property
  - c. Litigation

---

**WELCOME (7:00 PM)**

---

3. Pledge of Allegiance and Welcome to the Public *Mayor*
4. Roll Call *Clerk*
5. Spotlight *Mayor*
- a. Presentation by Congressman George Latimer
  - b. Presentation of Youth Award by Human Rights Commission *Councilwoman Anderson*
  - c. Introduction of the City’s 2026 Interns *Mayor*
6. Report of the City Manager *City Manager*
7. Hearing of the Public on Non-Agenda Items *Mayor*
-

---

ACTION ITEMS

---

8. Consent Agenda *Clerk*
- a. Approval of the Minutes of the City Council Meeting of May 6, 2026
  - b. Approval of resolution designating recipient of Voluntary Animal Shelter contributions pursuant to NYS Agriculture & Markets Law §109
9. Items Removed From the Consent Agenda (if any) *Mayor*
10. Consideration to set a public hearing for the June 10, 2026 City Council Meeting to amend sections of Chapter 191, Article III “Parking Regulations” of the Code of the City of Rye, by amending § 191-20 “Parking time limited” and § 191-21 “Parking, Standing or Stopping” to eliminate the fifteen-minute parking limit on Library Lane and to prohibit parking, standing or stopping on Library Lane except vehicles that have employee parking permits *Corporation Counsel*
11. Appointments to Boards and Commissions *Mayor*
- a. Liaison Appointments with Council’s approval
12. Presentation on Central Business District Design Guidelines Project *City Manager*
13. Approval of a resolution to transfer \$70,000 from the General Fund Contingency Account to the City Council Consultant line for a Central Business District Design Standards consultant

---

PRESENTATION AND DISCUSSION/PUBLIC HEARINGS

---

14. Presentation on Natural Resources Inventory *City Manager*
15. Presentation on FEMA Code & Ordinance Review Project
16. Open a public hearing to consider a Local Law adopting a six-month moratorium in the City of Rye temporarily prohibiting the review, processing or approval of any application in: 1) the Central Business District; 2) the B-1 and B-2 Districts adjoining the Central Business District; 3) redevelopment/development of the Rye Country Day School campus; 4) demolition and reconstruction of single and two-family homes; and 5) multi-family buildings involving 6 or more units *City Manager and Corporation Counsel*
- Any Comments on the Proposed Local Law can be Submitted on Engage Rye at:  
<https://engage.ryeny.gov/>

INFORMATION

---

17. Councilmember Reports

*Deputy Mayor*

18. Old Business/New Business

*Mayor*

EXECUTIVE SESSION II (If Necessary)

---

19. Matters covered under NYS Public Officers Law Article 7 §105

*Corporation Counsel*

- a. Personnel
- b. Potential acquisition of Property
- c. Litigation

ADJOURNMENT

---

Unless otherwise stated, if the Council adjourns into executive session, it will then adjourn without further public session.

\*\*\*

The next regular meeting of the City Council will be held on Wednesday, June 10, 2026, at 6:30 p.m. for executive session and 7:00 pm for the public session at City Hall.

City Council meetings are available live at [www.ryeny.gov/home](http://www.ryeny.gov/home) under Rye TV Government Videos, on Cablevision Channel 75 and Verizon Channel 39, and on demand, indexed by agenda item, on the City website at <https://www.ryeny.gov/government/city-council>.



# CITY COUNCIL AGENDA

DEPT.: City Manager

CONTACT: Brian Shea, City Manager

**AGENDA ITEM:** Presentation by Congressman George Latimer.

**FOR THE MEETING OF:**

May 27, 2026

**RECOMMENDATION:** That the City hear the presentation.

**IMPACT:**  Environmental  Fiscal  Neighborhood  Other

**BACKGROUND:** See the attached resolution.



# CITY COUNCIL AGENDA

DEPT.: City Manager

CONTACT: Brian Shea, City Manager

**AGENDA ITEM:** Presentation of Youth Award by Human Rights Commission.

**FOR THE MEETING OF:**

May 27, 2026

**RECOMMENDATION:** That the City Council hear the presentation.

**IMPACT:**  Environmental  Fiscal  Neighborhood  Other

**BACKGROUND:**



# CITY COUNCIL AGENDA

DEPT.: City Manager

CONTACT: Brian Shea, City Manager

**AGENDA ITEM:** Introduction of the City's 2026 Interns.

**FOR THE MEETING OF:**

May 27, 2026

**RECOMMENDATION:** That the Council hear the introduction.

**IMPACT:**  Environmental  Fiscal  Neighborhood  Other

**BACKGROUND:**



# CITY COUNCIL AGENDA

DEPT.: City Manager

CONTACT: Brian Shea, City Manager

**AGENDA ITEM:** Approval of the Minutes of the City Council Meeting of May 6, 2026.

**FOR THE MEETING OF:**

May 27, 2026

**RECOMMENDATION:** That the Council review and approve meeting minutes.

**IMPACT:**  Environmental  Fiscal  Neighborhood  Other:

**BACKGROUND:** See the attached meeting minutes from May 6, 2026.

**UNAPPROVED MINUTES** – Regular Meeting - City Council  
May 6, 2026

**UNAPPROVED MINUTES** of the Regular Meeting of the City Council of the City of Rye held at the Locust Avenue Firehouse on May 6, 2026, at 8:00 P.M.

PRESENT:

JOSH NATHAN, Mayor  
MARION ANDERSON  
EMILY BALDWIN  
KEITH CUNNINGHAM  
AMY KESAVAN  
JAMIE JENSEN  
JAMES WARD  
Councilmembers

ABSENT:

ALSO ATTENDING:

BRIAN SHEA, CITY MANAGER  
KRISTEN WILSON, CORPORATION COUNSEL

The Council convened at the Locust Avenue Firehouse at 8:02 P.M. The meeting was streamed live at [www.ryeny.gov](http://www.ryeny.gov) for public viewing.

---

WELCOME

---

1. [Pledge of Allegiance](#)  
Mayor Nathan led the Pledge of Allegiance.
2. [Roll Call](#)  
The City Clerk called the roll, and there was a quorum.
3. [Spotlight](#)  
Pam Jaffee and Amanda Timchak, Rye pRYEd representatives, gave a presentation of the Pride Day Celebration being held June 6 at Rye Town Park.
4. [Report of the City Manager](#)  
City Manager Brian Shea updated the City Council on various items.
5. [Hearing of the Public on Non-Agenda Items](#)  
Bonnie Council, 14 Fairlawn Street, discussed the 5 Orchard Drive construction

---

ACTION ITEMS

---

6. [Consent Agenda](#)

- a. Approval of the Minutes of the City Council Meeting of April 29, 2026.
- b. Consideration of a request by the Rye Chamber of Commerce for the use of City Streets for the annual Sidewalk Sale, Thursday, July 16, 2026 – Saturday, July 18, 2026, from 10 AM to 4 PM.
- c. Consideration of a request by the Rye Chamber of Commerce for the use of City streets from Village Green to Purdy to host the annual Holiday Stroll (formerly Mistletoe Magic), Sunday, November 29, 2026, from 11 AM to 3 PM.
- d. Consideration of a request from Apple Studios, LLC, to use portions of Purdy Avenue and City parking spaces to film an episode of Your Friends & Neighbors in Rye June 23, 2026, from 7 AM to 8 PM
- e. Authorize payment of the balance of the 2025/2026 Rye Neck Union Free School District taxes collected by the City to the School District.
- f. Authorization for the City Manager to execute an agreement with Research Foundation for Mental Hygiene, Inc., for the CARES UP Grant Program, and to accept associated grant funding.

On motion by Councilperson Kesavan, seconded by Councilperson Cunningham, and unanimously carried it was:

**RESOLVED** to authorize the City Manager to execute an agreement with the Research Foundation for Mental Hygiene to support first responders' mental health and wellness through structured training, resource development, and organizational support initiatives with a total potential funding amount of \$41,275;

**AND BE FURTHER RESOLVED** to authorize payment of the 2/28/26 balance of \$98,522.56 to the Treasurer of the Rye Neck Union Free School District;

**AND BE FURTHER RESOLVED** to approve all remaining Consent Agenda items.

Adopted by the following vote:

ROLL CALL

AYES: Councilpersons Anderson, Baldwin, Cunningham, Kesavan Jensen, Ward and Mayor Nathan

NAYS: None

ABSENT: None

7. Items Removed from Consent Agenda

No items were removed from the Consent Agenda.

---

INFORMATION

---

8. [Councilmember Reports](#)

Councilmembers provided individual updates on the Boards and Commissions to which they serve as liaisons. The Council requested that the City Manager move forward with reviewing the TPS recommendations.

9. Old Business – New Business

There was nothing mentioned.

---

[ADJOURNMENT](#)

---

On motion of Mayor Nathan, seconded by Councilperson Baldwin, and with the Council in favor, the meeting was adjourned into Executive Session at 9:10 P.M.

---

RETURN TO PUBLIC SESSION

---

The Council reconvened the public session at 10:04 P.M. Councilperson Kesavan left at 9:45 PM before the second public session began.

10. Set a public hearing to adopt a Local Law adopting a six-month moratorium in the City of Rye temporarily prohibiting the review, processing or approval of any application in: 1) the Central Business District; 2) the B-1 and B-2 Districts adjoining the Central Business District; 3) redevelopment/development of the Rye Country Day School campus; 4) demolition and reconstruction of single and two-family homes; and 5) multi-family buildings involving 6 or more units.

On motion by Councilperson Ward, seconded by Councilperson Cunningham, and unanimously carried it was:

RESOLVED to set the public hearing.

---

ADJOURNMENT II

---

On motion of Councilperson Ward, seconded by Councilperson Jensen, and with the Council in favor, the meeting was adjourned at 10:10 P.M.

Respectfully submitted,

Noga Ruttenberg  
City Clerk



# CITY COUNCIL AGENDA

DEPT.: City Clerk

CONTACT: Noga Ruttenberg, City Clerk

**AGENDA ITEM:** Resolution designating recipient of Voluntary Animal Shelter contributions pursuant to NYS Agriculture & Markets Law §109

**FOR THE MEETING OF:**

May 27, 2026

**RECOMMENDATION:** That the City Council adopt the resolution for the new Animal Shelter Law.

**IMPACT:**  Environmental  Fiscal  Neighborhood  Other

**BACKGROUND:** See the attached resolution.



# CITY OF RYE

## **DESIGNATING RECIPIENT OF VOLUNTARY ANIMAL SHELTER CONTRIBUTIONS PURSUANT TO NYS AGRICULTURE & MARKETS LAW §109**

**WHEREAS**, New York State Agriculture & Markets Law §109, as amended effective December 2025, requires that municipalities include dog license applications and renewals an option for voluntary contributions to support an animal shelter; and

**WHEREAS**, pursuant to such law, voluntary contributions collected in connection with dog licensing are to be provided to the organization under contract with the municipality for animal shelter services; and

**WHEREAS**, the City of Rye currently contracts with the Humane Society of Westchester to provide such services; and

**WHEREAS**, the City Council wishes to acknowledge and implement the requirements of §109 in a manner consistent with applicable law;

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council hereby acknowledges that, pursuant to New York State Agriculture & Markets Law §109, all voluntary animal shelter contributions collected in connection with dog licensing shall be for the benefit of the Humane Society of Westchester, as the City's contracted animal shelter provider; and

**BE IT FURTHER RESOLVED**, that the City Clerk is authorized and directed to update dog license applications, renewal forms, and related materials to include a clearly identified voluntary contribution option in compliance with §109, including language stating that such contributions are voluntary and not part of the license fee, and identifying the Humane Society of Westchester as the recipient; and

**BE IT FURTHER RESOLVED**, that the City Comptroller is authorized and directed to establish a dedicated fund or budget line item for the receipt and accounting of such contributions; and

**BE IT FURTHER RESOLVED**, that all funds collected pursuant to this program shall be remitted to the Humane Society of Westchester no less than annually, and may be remitted on a more frequent basis as determined appropriate by the City's financial officers; and

**BE IT FURTHER RESOLVED**, that the appropriate City officials are authorized to take all actions necessary to implement this resolution, including administrative and system updates.

On the motion of Councilperson \_\_\_\_\_, seconded by \_\_\_\_\_,  
the foregoing was adopted by the following vote:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_



# CITY COUNCIL AGENDA

DEPT.: City Manager

CONTACT: Brian Shea, City Manager

**AGENDA ITEM:** Consideration to set a public hearing for the June 10, 2026 City Council Meeting to amend sections of Chapter 191, Article III “Parking Regulations” of the Code of the City of Rye, by amending § 191-20 “Parking time limited” and § 191-21 “Parking, Standing or Stopping” to eliminate the fifteen-minute parking limit on Library Lane and to prohibit parking, standing or stopping on Library Lane except vehicles that have employee parking permits.

**FOR THE MEETING OF:**

May 27, 2026

**RECOMMENDATION:** That the City Council consider setting the public hearing.

**IMPACT:**  Environmental  Fiscal  Neighborhood  Other

**BACKGROUND:** See the attached draft local law.

**DRAFT**

LOCAL LAW NO. \_\_\_\_\_-2026

**A local law to amend sections of Chapter 191, Article III “Parking Regulations” of the Code of the City of Rye, by amending § 191-20 “Parking time limited” and § 191-21 “Parking, Standing or Stopping” to eliminate the fifteen-minute parking limit on Library Lane and to prohibit parking, standing or stopping on Library Lane except vehicles that have employee parking permits as follows:**

**Section 1. Chapter 191, titled “Vehicles and Traffic,” Article III titled “Parking Regulations” is hereby amended in the Rye City Code as follows:**

New material is underlined and in bold.

Repealed material is marked with a strikethrough and in bold.

**Article III**

**Parking Regulations**

**§ 191-20 Parking time limited.**

E. Fifteen-minute limit. The parking of vehicles is hereby prohibited in the following locations for a period longer than 15 minutes between the hours of 7:00 a.m. and 7:00 p.m., except on Sundays:

<b>Name of Street</b>	<b>Side</b>	<b>Location</b>
Boston Post Road	East	From Central Avenue to Rectory Street
Car Park 2		Parking spot Nos. 239, 240, 241, and 242, along 14 to 16 Elm Place, excluding handicap space
Elm Place	North	3 spaces on the north side closest to Theodore Fremd Avenue
First Street	West	3 spaces along the west side of First Street parallel to the building and the curb
Forest Avenue	West	From the southwest driveway of the service station to Elmwood Avenue

Name of Street	Side	Location
<del>Library Lane</del>		<del>For the entire length of Library Lane along the curb between the driveway entrances to 1037 Boston Post Road</del>
Purchase Street	East	From Elizabeth Street southerly for 140 feet
Purdy Avenue	North	From the east side of the post office property to Third Street
Sylvan Road	South	2 spaces on the south side closest to Midland Avenue
Third Street	East	From Purdy Avenue to the post office driveway
Third Street	West	From Purdy Avenue to a point 100 feet north thereof

**§ 191-21 Parking, standing or stopping.**

The parking, standing or stopping of vehicles is hereby prohibited in the following locations:

Name of Street	Side	Location
Billington Court	North	
Boston Post Road	South	From Parsons to the entrance of Old Post Road
Central Avenue	North	From the Boston Post Road to the west side of the Blind Brook
Central Avenue	South	From Loewen Court to the Boston Post Road
Coolidge Avenue	West	From Osborn Road to Harding Drive
Cornell Place	Both	
Dearborn Avenue	Both	East of Forest Avenue, including the turnaround at the easterly end thereof*
Forest Avenue	East	From Redfield Street to Playland Parkway
Franklin Avenue	North-east	From a point approximately 30 feet north of Sonn Drive
Hewlett Avenue	East	Between the crosswalks extending from Robert Crisfield Place to the fire lane driveway exit, when school is in session, from 8:00 a.m. to 9:00 a.m. and 2:30 p.m. to 3:30 p.m.

Name of Street	Side	Location
Kirby Lane	Both	From its westernmost intersection with Mill Pond to Van Rensselaer Road, from 8:00 p.m. to 6:00 a.m.
<b><u>Library Lane</u></b>	<b><u>South</u></b>	<b><u>For the entire length of Library Lane along the curb between the driveway entrances to 1037 Boston Post Road**</u></b>
Locust Avenue	Both	From Purchase Street to the east end of Mead Place
Locust Avenue	South	From main firehouse to Purchase Street
Midland Avenue	Front of No. 382	
Midland Avenue	West	From Apawamis Avenue to Goldwin Street from 8:00 a.m. to 9:00 a.m. and 2:30 p.m. to 3:30 p.m., Monday through Friday
Milton Road	West	From Fairlawn Street to driveway of marina
Platt Lane	South	Entire length, from 8:00 a.m. to 9:00 a.m. and 2:30 p.m. to 4:00 p.m. on school days
Purchase Street	West	From Elizabeth Street to driveway of 231 Purchase Street
Purdy Avenue	Both	Purchase Street to First Street
Purdy Avenue	South	From School Street to Post Road

NOTE:

\*Except that the parking, standing or stopping of vehicles on the northerly side of the turnaround for discharging or loading of passengers only is permitted.

\*\* **Except those vehicles that have employee parking permits.**

## **Section 2. Severability.**

The invalidity of any word, section, clause, paragraph, sentence, part, or provision of this Local Law shall not affect the validity of any other part of this Local Law that can be given effect without such invalid part or parts.

## **Section 3. Effective Date.**

This local law shall take effect immediately after filing with the Secretary of State.



# CITY COUNCIL AGENDA

DEPT.: City Manager

CONTACT: Brian Shea, City Manager

**AGENDA ITEM:** Liaison Appointments with Council's approval.

**FOR THE MEETING OF:**

May 27, 2026

**RECOMMENDATION:** That the Council consider any potential appointments.

**IMPACT:**  Environmental  Fiscal  Neighborhood  Other:

**BACKGROUND:**



# CITY COUNCIL AGENDA

DEPT.: City Manager

CONTACT: Brian Shea, City Manager

**AGENDA ITEM:** Presentation on Central Business District Design Guidelines Project.

**FOR THE MEETING OF:**

May 27, 2026

**RECOMMENDATION:** That the Council hears the presentation.

**IMPACT:**  Environmental  Fiscal  Neighborhood  Other

**BACKGROUND:**



# CITY COUNCIL AGENDA

DEPT.: City Manager

CONTACT: Brian Shea, City Manager

**AGENDA ITEM:** Approval of a resolution to transfer \$70,000 from the General Fund Contingency Account to the City Council Consultant line for a Central Business District Design Standards consultant.

**FOR THE MEETING OF:**

May 27, 2026

**RECOMMENDATION:** That the Council approve the transfer.

**RESOLVED** the City Manager is authorized to transfer \$70,000 from the General Fund Contingency Account to the City Council Consultant line for a Central Business District Design Standards consultant.

**IMPACT:**  Environmental  Fiscal  Neighborhood  Other

**BACKGROUND:** See the attached RFP.

# CITY OF RYE, NEW YORK

## REQUEST FOR PROPOSALS

### Central Business District

### Design Guidelines & Zoning Standards

---

<b>Issuing Department:</b>	City of Rye Planning Department
<b>Issue Date:</b>	April 17, 2026
<b>Proposals Due:</b>	May 8, 2026 4:00 PM Eastern Time
<b>Budget:</b>	Not to exceed \$60,000
<b>Project Duration:</b>	Six (6) months from contract execution
<b>Contact:</b>	Christian K. Miller, City Planner <a href="mailto:cmiller@ryeny.gov">cmiller@ryeny.gov</a> 914-967-7167

## 1. Introduction & Background

The City of Rye, New York invites proposals from qualified planning, urban design, and zoning consultants to develop comprehensive Design Guidelines and updated Zoning Standards for the City's Central Business District (CBD). This initiative reflects the City's commitment to preserving the character of its downtown while fostering appropriate mixed-use development, improving the pedestrian experience, developing consensus regarding preferred outcomes for future underdeveloped areas and providing clear, objective standards that guide future investment.

Rye's CBD is a vibrant, walkable downtown with deep historic roots, anchored by a mixed-use commercial core along 1,500 feet of Purchase Street between Rye City Hall and the Metro-North rail station. The district features a distinctive blend of historic and notable architecture largely consisting of one- to four-story buildings having ground-floor retail and service businesses with residential or office uses above. Vacancy rates are generally low and evening activity has increased over the years because of the active restaurant life. Many of the CBD's distinctive buildings and streetscape features remain largely unchanged over the last 100 years.

The CBD's popularity and rising values have triggered increasing investment by private property owners to improve buildings with substantial modifications or demolition and construction of new buildings. These changes have generated some community concern regarding impacts this development is having on the district's existing character.

In response to these concerns, the Rye City Council formed the CBD Development Review Committee. In June 2025, the Committee completed a report for the City Council that highlights the CBD's existing physical development qualities and identifies notable or historic buildings. It provides an analysis of existing zoning regulations in the CBD and reviews recently constructed or approved buildings. The report identifies properties with additional development potential under existing zoning as well as a potential opportunity to improve buildings and properties along McCullough Place with a re-imagined coordinated development strategy to create a more desirable connection between the Rye Train Station and the Purchase Street core. The report recommends that modifications to the Zoning Code and codification of design expectations with design guidelines would help ensure proper contextual development that complements and reinforces the district's existing character.<sup>1</sup>

This project will result in two primary work products: (1) an Illustrated Design Guidelines document suitable for use by applicants, property owners, and review boards; and (2) recommended Zoning Code amendments establishing objective design and development standards for the CBD, ready for adoption by the City Council.

## 2. Project Goals

The City seeks to achieve the following goals through this engagement:

- Establish clear, illustrated design standards for building facades, massing, materials, signage, and landscaping that reflect Rye's small-city downtown identity.
- Recommend modifications in CBD zoning standards to support mixed-use development with residential uses above ground-floor commercial, in keeping with existing patterns.
- Provide guidance that enables the Planning Commission, Architectural Review Board, Board of Appeals and staff to apply consistent, predictable standards during project review.
- Engage property owners, residents, business owners, and other stakeholders meaningfully in the development of the guidelines and standards.
- Preserve and enhance the character of the CBD.
- Produce zoning text that is legally defensible, objective, and ready for adoption.

---

<sup>1</sup> A copy of the June 2025 report can be found at the CBD Committee website at <https://engage.ryeny.gov/cbd-review>

### 3. Scope of Services

The selected consultant shall complete all tasks described below within six (6) months of contract execution. Consultants are encouraged to propose refinements to this scope that would improve project outcomes or efficiency.

#### Task 1 – Project Initiation & Kick-Off

- Attend a kick-off meeting with City staff, the City Planner, and relevant board representatives and community members.
- Review all existing relevant documents, including the City's Zoning Code, Comprehensive Plan and prior planning studies.
- Conduct a field survey of the CBD to assess existing conditions, building stock, land use patterns, and streetscape character.
- Prepare a Project Work Plan and schedule for City review and approval.

#### Task 2 – Community Engagement

The consultant shall design and facilitate a meaningful community engagement process that reflects best practices in public participation. The goal of the engagement is to capture community consensus regarding desirable qualities of the CBD that merit preservation and enhancement, identify areas of concern related to physical development and to identify preferred building design scenarios for inevitable future development. At minimum, the engagement process shall include:

- One (1) public kick-off meeting or open house to introduce the project and gather initial community input.
- Present illustrations of development potential of existing under-developed properties possible under existing zoning code requirements.
- One (1) public meeting to present illustrations of alternative development scenarios to assess community response.
- An online survey or interactive feedback tool accessible to residents, business owners, and property owners.
- Targeted outreach to key stakeholder groups, including the Chamber of Commerce, property owners, the Planning Commission, Architectural Review Board and the Board of Appeals.
- One (1) public presentation of the draft design guidelines and potential zoning standards to gather feedback prior to finalization.

The consultant shall prepare meeting materials, facilitate all public sessions, and summarize engagement findings in a brief Engagement Summary report.

### **Task 3 – Design Guidelines Document**

The consultant shall develop a comprehensive, illustrated Design Guidelines document for the CBD. The document shall address, at minimum:

- **Building Scale, Massing & Setbacks:** Standards for building height, setbacks, and relationship to the street and adjacent properties.
- **Architectural Character & Facade Design:** Standards for facade composition, rhythm, proportion, transparency, and compatibility with historic building patterns.
- **Materials & Colors:** Guidance on preferred and discouraged materials, and a palette appropriate to Rye's historic downtown context.
- **Ground-Floor Activation:** Standards for storefront design, transparency, entrances, and uses that support pedestrian activity.
- **Upper-Floor Residential:** Guidance for the design of residential uses above ground-floor commercial, including window patterns, balconies, and roof treatment.
- **Signage:** Standards for commercial signage types, size, placement, materials, and lighting.
- **Lighting:** Guidance on exterior lighting fixtures, placement, and illumination levels.
- **Landscaping & Street Furniture:** Standards for planters, street trees, benches, and other elements within the public realm adjacent to private property.
- **Parking & Service Areas:** Standards for the design and screening of surface parking, loading areas, refuse and recyclables and mechanical equipment.

The Design Guidelines document shall be formatted for public use, include high-quality photographs, illustrations, and diagrams, and be provided in both print-ready PDF and accessible digital formats.

### **Task 4 – Zoning Standards (Draft Code Amendments)**

The consultant shall review and assess existing zoning code requirements and recommend (as necessary) potential amendments to the City of Rye Zoning Code that would support of the findings identified in the community engagement process.

Amendments shall be objective, legally defensible, and consistent with applicable New York State law. The draft amendments shall address, at minimum:

- Permitted uses, special uses, and prohibited uses within the CBD.
- Dimensional standards including minimum and maximum lot coverage, setbacks, building height, and floor area ratio.
- Mixed-use requirements establishing minimum ground-floor commercial use and conditions for residential uses above.

- Objective design standards for building facades, materials, and streetscape interface that can be applied during site plan and architectural review
- Parking standards, including any reductions or alternatives appropriate to a walkable CBD context.

The consultant shall coordinate with City staff and the City Attorney throughout the drafting process to ensure all amendments are legally sound and properly formatted for adoption. The consultant shall present draft amendments to the Planning Commission and/or City Council as requested by staff.

### **Task 5 – Final Deliverables & Adoption Support**

- Finalize the Design Guidelines document incorporating all public and board feedback.
- Finalize the draft Zoning Code amendments and prepare a SEQRA Environmental Assessment Form (EAF) as required.
- Attend up to three (3) public hearings or board meetings to present final work products and respond to questions.
- Submit all final deliverables in the formats specified in Section 4.

## **4. Deliverables**

The following deliverables are required upon project completion:

- Illustrated Design Guidelines Document — print-ready PDF and editable source file (InDesign or equivalent).
- Draft Zoning Code Amendments — Microsoft Word format, formatted for legislative adoption.
- Community Engagement Summary Report — PDF summarizing outreach activities and public input received.
- SEQRA Environmental Assessment Form (EAF) — completed short or full form as determined with City staff.
- All GIS data, base maps, and graphics produced during the project.
- Project files and working documents provided to the City upon project completion.

## **5. Proposal Requirements**

Proposals must be submitted as a single PDF document and shall include the following sections in the order listed below. All pages shall be consecutively numbered.

### **5.1 Cover Letter**

A brief cover letter signed by an authorized representative of the firm, confirming the firm's interest, availability, and ability to complete the project within the budget and timeline specified.

### **5.2 Firm Qualifications & Relevant Experience**

A description of the firm's qualifications, organizational structure, and relevant experience. Include a minimum of three (3) comparable project examples involving downtown design guidelines and/or zoning standards for historic or mixed-use commercial districts in communities of comparable scale to Rye. For each example, provide:

- Project name and location
- Scope of services and deliverables
- Client name and contact information (for reference purposes)
- Year completed

### **5.3 Key Personnel**

Identify all key personnel who will be assigned to this project. For each person, provide a brief resume, their role in this project, and their relevant qualifications. Identify the Project Manager who will serve as the primary point of contact for the City. Subcontractors or subconsultants shall be identified and their qualifications described.

### **5.4 Technical Approach & Work Plan**

A detailed description of the consultant's approach to each task in the Scope of Services, including:

- Methodology for community engagement and stakeholder outreach
- Approach to community character analysis and design standards development
- Approach to zoning code drafting and coordination with the City Attorney
- Any proposed modifications to the Scope that would improve project outcomes

### **5.5 Project Schedule**

A detailed project schedule identifying major milestones, deliverables, and key decision points. The schedule shall demonstrate that all work can be completed within six (6) months of contract execution.

### **5.6 Fee Proposal**

A detailed fee proposal organized by task, including:

- Hours and hourly rates by task and personnel classification
- Reimbursable expenses, if any
- A not-to-exceed total fee

The City's budget for this engagement is not to exceed \$60,000, inclusive of all fees and expenses. Proposals exceeding this amount will not be considered.

## 6. Evaluation Criteria

Proposals will be evaluated by a review committee comprising City staff and community representatives. Proposals will be scored according to the following criteria:

Evaluation Criterion	Max Points
Relevant experience with downtown design guidelines and zoning standards for historic/mixed-use districts	30
Community engagement methodology and demonstrated ability to facilitate meaningful public participation	25
Quality and clarity of proposed technical approach and work plan	20
Qualifications and experience of key personnel assigned to the project	15
Cost-effectiveness and clarity of fee proposal	10
<b>TOTAL</b>	<b>100</b>

The City reserves the right to conduct interviews with short-listed firms prior to final selection. The City also reserves the right to reject any or all proposals, to waive informalities, and to negotiate the final scope and fee with the top-ranked firm.

## 7. Submission Instructions

Proposals must be submitted electronically as a single PDF document via email to:

**Christian K. Miller, City Planner**  
 City of Rye Planning Development  
 cmiller@ryeny.gov

*Subject Line: CBD Design Guidelines & Zoning Standards RFP*

Proposals must be received no later than 4:00 PM Eastern Time on **May 8, 2026**. The City is not responsible for technical difficulties in transmission.

Files exceeding 20 MB should be submitted via a shared link (Google Drive, Dropbox, or equivalent). Do not submit proposals by postal mail unless prior arrangements have been made with the contact above.

## 8. Project Timeline

The following schedule governs this procurement and the anticipated project timeline:

Milestone	Target Date
RFP Issued	April 17, 2026
Proposals Due	May 8, 2026
Interviews (if conducted)	May 11-21, 2026
Consultant Selection	May 22-29, 2026
Contract Execution	June 1, 2026
Project Completion	Six (6) months from contract execution

## 9. Terms & Conditions

### 9.1 Right to Reject

The City of Rye reserves the right to reject any or all proposals, to waive technical deficiencies, and to accept the proposal deemed most advantageous to the City. This RFP does not constitute a contract or commitment to contract.

### 9.2 Costs of Proposal Preparation

All costs associated with the preparation and submission of a proposal shall be borne by the proposing firm. The City shall not be liable for any such costs.

### 9.3 Conflict of Interest

Proposers must disclose any actual or potential conflicts of interest, including prior work for property owners within the CBD study area. The City reserves the right to disqualify proposals where a conflict of interest exists.

#### **9.4 Equal Opportunity**

The City of Rye is an Equal Opportunity Employer and encourages proposals from Minority Business Enterprises (MBEs), Women Business Enterprises (WBEs), and Service-Disabled Veteran-Owned Businesses (SDVOBs). Proposers are encouraged to identify any such certifications held by the firm or its subconsultants.

#### **9.5 Public Records**

All proposals submitted in response to this RFP are subject to disclosure under the New York State Freedom of Information Law (FOIL) following the completion of the procurement process.

---

*City of Rye, New York | Planning Department*  
1051 Boston Post Road, Rye, NY 10580  
April 17, 2026



# CITY COUNCIL AGENDA

DEPT.: City Manager

CONTACT: Brian Shea, City Manager

**AGENDA ITEM:** Presentation on Natural Resources Inventory.

**FOR THE MEETING OF:**

May 27, 2026

**RECOMMENDATION:** That the Council hears the presentation.

**IMPACT:**  Environmental  Fiscal  Neighborhood  Other

**BACKGROUND:**



# CITY COUNCIL AGENDA

DEPT.: City Manager

CONTACT: Brian Shea, City Manager

**AGENDA ITEM:** Presentation on FEMA Code  
& Ordinance Review Project.

**FOR THE MEETING OF:**

May 27, 2026

**RECOMMENDATION:** That the Council hears the presentation.

**IMPACT:**  Environmental  Fiscal  Neighborhood  Other

**BACKGROUND:**



# CITY COUNCIL AGENDA

DEPT.: City Manager

CONTACT: Brian Shea, City Manager

**AGENDA ITEM:** Open a public hearing to consider a Local Law adopting a six-month moratorium in the City of Rye temporarily prohibiting the review, processing or approval of any application in: 1) the Central Business District; 2) the B-1 and B-2 Districts adjoining the Central Business District; 3) redevelopment/development of the Rye Country Day School campus; 4) demolition and reconstruction of single and two-family homes; and 5) multi-family buildings involving 6 or more units.

**FOR THE MEETING OF:**

May 27, 2026

**RECOMMENDATION:** That the Council open the public hearing and consider adopting the local law.

**IMPACT:**  Environmental  Fiscal  Neighborhood  Other

**BACKGROUND:** See the attached draft local law.

CITY OF RYE

LOCAL LAW NO. \_\_ OF 2026

**A Local Law adopting a six-month moratorium in the City of Rye temporarily prohibiting the review, processing or approval of any application in: 1) the Central Business District; 2) the B-1 and B-2 Districts adjoining the Central Business District; 3) redevelopment/development of the Rye Country Day School campus; 4) demolition and reconstruction of single and two-family homes; and 5) multi-family buildings involving 6 or more units .**

WHEREAS, on February 26, 2025, the Rye City Council unanimously adopted a resolution creating a committee consisting of members of the Planning Commission, Board of Architectural Review, Board of Appeals and Landmarks Advisory Committee called the Central Business District Design Review Committee (the “CBD DRC”); and

WHEREAS, the intent and goal of creating the CBD DRC was to draft a report that defined the Central Business District’s significant physical characteristics and suggest legislative or other regulatory strategies for future development that promotes suitable and appropriate development scale, mass and building arrangement and other aesthetic qualities; and

WHEREAS, the CBD DRC delivered its Final CBD Report to the City Council in June 2025; and

WHEREAS, the Final CBD Report contained several recommendations, one of which was to retain a design consultant to develop guidelines that show architectural and building design considerations preferred and discouraged in the Central Business District (“CBD”); and

WHEREAS, on April 15, 2026, the City Council issued a request for proposals (RFP) for architectural and design review standards consistent with this recommendation; and

WHEREAS, this selection, development and approval of design review standards is anticipated to take approximately six months; and

WHEREAS, the City is in the process of reviewing its City Code through a FEMA-funded Codes and Ordinances Review that focuses on flood resiliency; and

WHEREAS, the City is also updating the Rye’s Natural Resources Inventory through the assistance of the US EPA/Long Island Sound Partnership; and

WHEREAS, the City Council recently spent four years reviewing the proposed zoning text amendment for the Osborn Home and diligently reviewed the impacts associated with it pursuant to the State Environmental Quality Review Act (SEQRA) and finds that the current pending site plan application before the Planning Commission is consistent with the approved zoning; and

WHEREAS, Rye Country Day School owns property in the B1 and B2 districts, as well as three other zoning districts and has a pending application in front of the Planning Commission that would allow for significant re-use of the current campus area and the development of a new athletic complex on vacant land at one of the gateways to the City; and

WHEREAS, the City Council has heard concerns about both allowances for and restrictions on development and redevelopment of single-family and multi-family development and wants an opportunity to review the existing zoning regulations; and

WHEREAS, the City is embarking on a comprehensive plan review process, but the City Council acknowledges that there are some community concerns that merit more immediate attention and potential action and which the City is in the process of reviewing; and

WHEREAS, the City expects that it may require up to six months to consider the aforementioned issues and prepare any necessary legislative amendments.

NOW, THEREFORE, Be It Enacted by the City Council of the City of Rye as follows:

Section 1. Findings and Purpose.

The City Council finds that there are several areas within the City that are characterized by distinct historic, architectural and community character, or are located in flood prone areas, or represent areas where the current zoning regulations no longer reflect the current vision and needs of the City. The City Council wishes to follow the recommendations delivered to the City Council in the Final CBD Report dated June 5, 2025, and ensure that properties are developed (and redeveloped) consistent with any recommendations. As such, the City Council hereby determines that, absent the imposition of a temporary moratorium, development activity could occur during the pendency of the creation of design review standards that may foreclose or undermine the City's ability to implement well-considered, cohesive, and context-sensitive design standards tailored to the CBD.

The goals of the City Council include, but are not limited to: 1) the overall development of the City; 2) preserving and enhancing the character of its CBD and

adjoining business districts, specifically the gateways to the City and their surrounding areas; and 3) ensuring that the appropriate land use mechanisms are in place to allow for flexibility in design of structures to promote flood resilient developments while ensuring that the health, welfare and safety of its residents can be maintained.

The City Council also finds that pursuant to 6 NYCRR 617.5(c)(36), the adoption of a moratorium on land development is a Type II action under the New York State Environmental Quality Review Act (“SEQRA”) precluding the need for further environmental review.

Section 2. This Local Law shall apply to the processing of any application pending or submitted to the City Building Department or City Planning Commission, Board of Appeals or Board of Architectural Review (hereinafter “Discretionary Board”), as limited as follows:

- Any permit or application review by a Discretionary Board proposing the full or partial building demolition of more than 300 square feet of floor area or an increase of existing floor area by more than ten percent (10%) for any building located in the B-2 District or abutting B-1 District Zoning Districts.
- Any building permit or application review by a Discretionary Board proposing six (6) or more multi-family units.
- Any permit or application **for a single-family or two-family residence requiring review by a Discretionary Board proposing: 1) construction of a new single-family or two-family residence; or 2)** the full or partial building demolition of more than 750 square feet of floor area; **or 3)** or an increase of existing floor area by more than twenty-five (25%) to any single-family or two-family residence.
- Any application pending before the Rye City Planning Commission involving property owned by Rye Country Day School.

Section 3. Exceptions.

This local law shall not apply to:

- A. Emergency repairs necessary to protect public health or safety as determined by the Building Department, Fire Department or other emergency services.
- B. This local law shall not apply to any application or permit associated with Osborn Home or any permit or approval by a Discretionary Board obtained prior to the effective date of this local law.

Section 4. Appeals/waiver.

A. An aggrieved property owner may petition the City Council for a waiver, and the City Council shall have the discretion to grant such waiver, or as much relief as the City Council may determine to be necessary and appropriate. In determining the suitability of a waiver under this section, the City Council shall consider the following factors:

1. Severe and substantial hardship to the petitioner, which hardship is demonstrably greater than any harm to the general public welfare that would result from the granting of the waiver. The property owner shall have the burden of demonstrating to the City Council that a waiver is warranted due to such severe and substantial hardship and that such hardship was not the result of an act or omission by the applicant or property owner. In considering this factor, the City Council may request information regarding alternatives that the Applicant has considered or whether there are additional long-term plans; and
2. The project's harmony (or lack thereof) with the existing character of the community as a whole and the area of the community in which the property is located; and
3. Whether the application for which the relief is requested is consistent with any recommendations, or conclusions which may be drawn from any comprehensive review or study at the time of the requested waiver; and
4. Whether the applicant is in compliance with all other City Code requirements with respect to its City's operations within the City; and
5. Whether the application for which the relief is requested is consistent with any proposed regulations, if and as such proposed regulations may exist at the time of the public consideration.

B. Waiver procedure. Upon submittal of a written petition to the City Clerk by the property owner or applicant seeking a waiver of this moratorium and supported by such documentation as the applicant deems relevant, the City Council shall consider such petition at a regularly scheduled City Council meeting. The City Council may refer such petition to any City board, commission or other professional for its review and comment. The City Council shall render its decision in writing, either granting or denying the petition.

C. It shall be within the discretion of the City Council to grant, in whole or in part, grant with conditions, or deny, the petition for relief from the terms of this moratorium. In

granting a waiver, in whole or in part, the City Council must find that the waiver will not substantially conflict with the purpose of this Local Law.

D. If the City Council does grant a waiver, in whole or in part, the Applicant must still submit an application for the requested permit to the appropriate board or commission and proceed through the necessary review process set forth in the Rye City Code.

Section 5. Length of Time. Early Termination or Extension of this Local Law

This moratorium shall be in effect for six (6) months from the effective date. In the event any new Local Law which addresses the substantive issues set forth herein, should be enacted and adopted by the City Council prior to the date that the moratorium imposed by this Local Law expires, then in that event, the moratorium imposed by this Local Law shall expire on the date such new Local Law takes effect in accordance with § 27 of the Municipal Home Rule Law.

In like manner, if more than six (6) months have passed since the implementation of this Local Law, and it is determined by a finding of the City Council that an extension of this moratorium is required, then the City Council by resolution, may extend this moratorium for such a period of time as it deems necessary in order to further the purposes of this law up to and including an additional 180 days from the date of the original expiration of this Local Law.

Section 6. Conflicts with State Statutes and Authority to Supersede

A. To the extent any provisions of this Local Law are in conflict with or are construed as inconsistent with the provisions of New York State Law, this Local Law shall control. The City Council adopts this local law pursuant to authority in the New York State Constitution, Article IX, Section 2; Section 10 of the New York State Municipal Home Rule Law; Section 10 of the Statute of Local Governments; the relevant provisions of the General City Law of the State of New York; and the general police power vested with the City of Rye to promote the health, safety and welfare of all residents and property owners in the City.

B. During the time that this law is in effect, it shall take precedence over and shall be considered controlling over contrary laws, ordinances and provisions. It is the intent of the City Council, pursuant to its authority under section 10 and section 22 of the Municipal Home Rule Law, to supersede inconsistent provisions of the New York State General City Law and the City of Rye Zoning Code.

- a. In particular, it is the intent of the City Council, pursuant to authority under Sections 10 and 22 of the Municipal Home Rule Law, to supersede

inconsistent provisions of the New York State General City Law and the City of Rye City Code relating to the time limits in connection with zoning and planning determinations and with respect to the jurisdiction and authority of the Board of Appeals with respect to hearing variances or waivers related to this local law.

Section 7. Severability

If any part of this Local Law is deemed by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the remainder of this Local Law.

Section 8. Effective Date

This Local Law shall take effect immediately upon filing with the New York Secretary of State.

DRAFT