

**Town of Mamaroneck  
Request for Proposals  
Development of a Comprehensive Plan**

**A. Introduction**

The Town of Mamaroneck is seeking proposals from qualified planning individuals and consultant firms to prepare a comprehensive plan for the Town. The Comprehensive Plan (the Plan) should provide a vision and establish policies that will guide the Town's future land use while providing a blueprint for preserving the character of the community. The plan will be a critical guide for the Town Board, Town staff and Town land use boards to chart the direction of the community. When completed the Plan must provide guidance to the Town for meeting the community's needs both now and in the future. The Town has a strong record of stewardship of the environment. Therefore the expectation is that the Plan will build upon that record by reviewing existing policies and where applicable developing new policies and tools for sustainability.

**B. Background and Community Description**

The Town of Mamaroneck is a suburban community located in Southern Westchester County on the shores of the Long Island Sound approximately 20 miles from New York City. The Town is comprised of its unincorporated area serviced by the Town government. Within the boundaries of the Town lies the entire Village of Larchmont and a majority of the Village of Mamaroneck. Although the Villages have their own autonomous governments, the Town does provide a select menu of services to Village residents. The population of the entire Town including the Villages is 29,156. The unincorporated Town population is 11,977. These figures are according to the 2010 Federal Census

The Town is serviced by Metro-North Railroad with stations in the Village of Mamaroneck and Village of Larchmont. Residents in the unincorporated area utilize both railroad stations. In addition to Metro-North Railroad public transportation is available from Westchester County Bee-Line Bus service operating three bus routes in the Town.

The Town is served by Interstate Route 95 which is easily accessible for Town residents as it divides the unincorporated area. Other major automobile routes in the Town include Route 1 (Boston Post Road), Weaver Street (NYS Route 1257), Palmer Avenue (Westchester County Roadway) and Murray Avenue (Westchester County Roadway)

The Town of Mamaroneck is primarily a residential community comprised primarily of single family homes. Other residential development in the Town consists of multi-story rental apartments, condominiums and cooperative apartments in two separate areas of the Town. What is known as the Washington

Square neighborhood is comprised of seven multi-story multi-family buildings. (NOTE: INCLUDE TOTAL NUMBER OF UNITS IN BOTH AREAS). The oldest of the buildings date back to before WWII. The newest, a condominium development is still under construction. This neighborhood is located near I-95 at the unincorporated areas border with the Village of Larchmont. The other multi-family district is located on Richbell Road at the Town's border with the Village of Mamaroneck between the Boston Post Road and Palmer Avenue. T

Although the Town does not have a defined downtown, the Boston Post Road corridor serves as the Town's major commercial district. Residents of the unincorporated area utilize this commercial district as well as the downtown business districts of the Villages of Larchmont and Village of Mamaroneck.

A second smaller commercial district is located at the southwest section of the Town near the New Rochelle border. This second district is located on Myrtle Boulevard, Madison Avenue and Fifth Avenue.

Within the unincorporated area are the Winged Foot Golf Club and Bonnie Briar Golf Club that together comprise over 427 acres of land. Back in 1994 the golf course properties were re-zoned in a new district entitled the Recreation Zone. These properties cannot be developed for residential or commercial purposes.

There is also 310 acres of dedicated parkland including approximately 7 miles of conservation trails.

Most of the ~~The entire~~ Town including the two Villages are served by one school district, the Mamaroneck Union Free School District. ~~with a total student population of~~ There are however approximately 260 homes in the northern part of the unincorporated Town that is served by the Scarsdale Union Free School District.

#### C. Scope of Work

The Plan is intended to become the document affecting physical development and redevelopment within the Town's unincorporated area. The Plan should develop sustainable practices that balance social, economic and environmental considerations to prepare for smart growth. However, the Town's housing stock is comprised of widely diverse architecture. Therefore the Plan must also set criteria for preserving the Town's character. As an official document of the Town, it will be used for evaluating proposed projects, amendments to land use codes and the Town Code.

The Plan is also intended to take a hard look at transportation within the Town; specifically vehicular, pedestrian and bicycle traffic.

~~The Town of Mamaroneck does not have a single comprehensive plan.~~ There have been ~~however~~ a number of significant studies prepared that have been the



basis for much of the Town's land use legislation. The following is a listing of those studies:

- 1986 Master Plan for the Boston Post Road and Palmer Avenue Corridors
- 1986 Town of Mamaroneck/Village of Larchmont Local Water Front Revitalization Plan
  - Amended in 1994 and in 2018
- 2004 Town of Mamaroneck Hazard Mitigation Plan
- 2014 Town of Mamaroneck Sustainability Plan

One of the more significant objectives of this project is to develop a Plan that brings together the previously completed studies to make each more useful in the Town's planning process and for setting priorities for the Town government.

As part of the preparation of the Plan, the consultant will be expected to review the Town code with particular emphasis on current land use regulations including the Town's Site Plan laws, and a thorough review of the Town's Zoning Code. The review should include at a minimum a review of property setbacks, lot coverage, floor area ratio, building heights and floor restrictions. The Plan should provide recommendations on how to incorporate the application of green infrastructure.

Rather than a broad based comprehensive plan the Town seeks to focus the comprehensive plan on specific topics:

- Land Use and Specific Land Use Regulations
- Housing
- Vehicular and Pedestrian Movement in the Town-Complete Streets Analysis
- Recreational Facilities and Programs for the Community

Formatted: Bulleted + Level: 1 + Aligned at: 0.75" + Indent at: 1"

Formatted: Bulleted + Level: 1 + Aligned at: 0.75" + Indent at: 1"

#### Land Use

Maintaining the character of the Town is an important mission of the comprehensive plan. Like many communities the size of new homes and their overall mass has become an issue in some neighborhoods. Therefore the plan must include a review of the Town's current floor area ratio law to determine whether amendments are in order.

In 2016 the Town Board adopted Chapter 178 of the Town Code entitled Site Plan Review of Residential Development. The law was enacted to ensure that proposed development and use of land will preserve and protect environmental features, have a harmonious relationship with existing or permitted uses of contiguous land. With the law now in effect for almost two years, the comprehensive plan is to include a review of the law to determine if it is meeting its intended purpose and whether amendments are necessary.

Formatted: Font: Arial Rounded MT Bold

In connection with the review of the land use regulations, the Town's current design guidelines are to be reviewed by the consultant. The intent of this review is to incorporate new green infrastructure techniques into both residential and commercial site plan reviews.

#### Housing

The Town has developed as primarily a single family residential community with some multifamily housing in Washington Square and on Richbell Road. The Developing affordable housing in the community is of importance to the Town government. In that regard the Town, in 2013, amended its zoning code to permit the development of residential housing in areas previously zoned exclusively for businesses and service businesses. The B-R and SBR zones were created along the Boston Post Road corridor and along Madison Avenue and Fifth Avenue near the Town's border with New Rochelle.

As part of the comprehensive plan, an evaluation is to be made of vacant or underutilized parcels of land in the B-R and SBR zones as possible sites for housing.

#### Vehicular and Pedestrian Movement in the Town & Parking

There has been a noticeable increase in traffic volumes throughout the Town's unincorporated area. Much of the traffic is centered around the schools located in the unincorporated area.

Currently the Mamaroneck School District is encountering an a-significant increase in student enrollment. The Murray Avenue School, Central School and Hommocks School are in the unincorporated area of the Town. The Plan should include a review of the potential impacts of increased enrollment upon adjoining neighborhoods. The Plan should include alternatives for traffic mitigation including traffic calming measures on those streets adjacent to the schools

With the increased enrollment in the schools, tTraffic congestion is also an issue at various intersections and tributary roadways leading to the schools. Therefore the Plan is to include recommendations for improved traffic flow and traffic-calming at the following intersections:

- Palmer Avenue and Weaver Street
- Myrtle Boulevard and Weaver Street
- Hommocks Road/ Weaver Street and Boston Post Road
- Forest Avenue and Weaver Street
- Forest Avenue and Murray Avenue

In connection with the required traffic analysis the Plan should address opportunities for better circulation of bicycle and pedestrian traffic through the Town to improving the existing modes of travel and to promote more walkability and bicycle use in the unincorporated Town. The concept is to develop a more specific complete streets program for the Town.

There is a greater and greater demand for commuter parking. With limited public commuter parking lots in the unincorporated area the Town is



experiencing the use of residential streets for long term parking by commuters. Previously the Town has approached this issue on a street by street basis. The comprehensive plan is an opportunity to address this issue on a more global basis. Working with the Town, a suitable radius from the Larchmont train station will be established. Within that radius the consultant will identify all existing parking regulations and make recommendations on changes that will balance residential and commuter parking in these areas.

#### Recreation Facilities and Programs

The Town currently offers a wide variety of recreation programs for all age groups in the community. In terms of recreation facilities the Town offers:

- Hommocks Pool Facility-this is a facility that is owned by the Mamroneck School District with the Town sharing in the use
- Hommocks Ice Rink-A town owned facility used for ice related recreational programs, and public skating. During the summer the facility is used for our summer camp program
- Memorial Park- an open park with a playground facility and tennis courts. The park is also used for concerts and sports programs for young children
- Senior Center- The Town recently purchased a former Veteran's of Foreign War Post. The building is used primarily for senior citizen programming.

The comprehensive plan is to analyze the optimum uses of these facilities and what alternatives are available for further recreation programming for our community.

Formatted: Indent: Left: 0"

Formatted: List Paragraph, Bulleted + Level: 1 +  
Aligned at: 0.75" + Indent at: 1"

Formatted: Indent: Left: 0.5"

Formatted: Font: Arial Rounded MT Bold

#### D. Specific Tasks to be Completed in the Developing the Plan

- I. Conduct preliminary visioning sessions with the Town Board and designated staff to initiate the preparation of the Plan and mutually agree upon the goals and objectives of the project.
- II. Prepare a comprehensive participation plan that will include the Town's land use Boards.
- III. Conduct an on-line opinion survey for residents of the unincorporated Town.
- IV. Prepare to hold three "Town Hall" style meetings in order to present to the community the first draft of the Plan and to receive public comment.
- V. The consultant will be responsible for preparing all documentation needed for compliance with the New York State Environmental Quality Review (SEQR) regulations.
- VI. Provide recommendations on strategies for the Town to address important goals and objectives for changes proposed to the Town's land use policies and regulations.
- VII. In connection with the review of the Town's land use regulations, the consultant is to review all current procedures utilized in the Town's Building department and based upon that review make recommendations to improve the department's performance.

- VIII. Identify remaining vacant or underdeveloped parcels of land and identify smart growth options consistent with the future needs of the Town for either housing or recreational programming.
- IX. Evaluate the Town's municipal parking lots to determine if any are viable for re-development.

**E. Qualifications**

The Town of Mamaroneck is seeking a consultant with significant experience in developing comprehensive plans. Preferably the consultant's experience will include the development of comprehensive plans in communities comparable in size and character to the Town of Mamaroneck. In the proposal the consultant must submit a listing of all comprehensive plans completed in the last five years. Proposals should include at least one example of a comprehensive plan recently prepared. As an alternative the consultant can provide website addresses where the plans can be viewed online. The selected consultant must be qualified to carry out the obligations of the contract and to complete the work in the agreed upon time frame.

**F. Consultant Proposals shall Include:**

- I. A description of the consultant's approach to the preparation of the Plan
- II. Provide specific work program identifying how the consultant will accomplish the scope of work described herein.
- III. The total cost of the preparation of the Plan including a schedule of fees for individual work tasks plus hourly rates for project personnel. The proposal shall also include a listing and estimated costs for reimbursable expenses.
- IV. A description of the consultant's qualifications including relevant experience in preparing comprehensive plans. A specific listing of the personnel assigned to the project and their relevant experience.
- V. Municipal references shall be provided for comparable projects including
  - Name of client
  - Contact person and contact information
  - Description of the projects prepared for the client
- VI. A sample certificate of insurance identifying the policies carried by the consultant and the coverage limits.
- VII. Consultant's submitting proposals will be required to participate in an interview with Town staff and the Supervisor and Town Board.

**G. Evaluation of Proposals**

Proposals submitted to the Town will be evaluated based upon the following criteria:

- I. Qualifications and experience of the consultant and their personnel assigned to the project

- II. The consultants understanding of the goals and objectives of the Plan and the ability of the consultant to complete the tasks.
- III. The consultant's record of past performance on comparable projects and results of reference checks.
- IV. Demonstrated ability to work with the Town Board, Town Land Use Boards and members of the Town staff.
- V. Demonstrated ability to complete the project on time and on budget.
- VI. Overall costs proposed to develop the Plan.

The Town of Mamaroneck reserves the right to accept or reject any or all proposals submitted and to waive informalities and negotiate changes in the scope of work, services to be provided and fees proposed.

**H. Submission Deadline**

All proposals must be received in the Town Office by 4:00pm \_\_\_\_\_  
Consultant's interested in submitting proposals shall submit five complete copies of their proposals. Proposals shall be submitted in a sealed envelope and addressed as follows:

Mr. Stephen V. Altieri  
Town Administrator  
Town of Mamaroneck  
740 West Boston Post Road  
Mamaroneck, New York 10543  
Proposal for Comprehensive Plan

For additional information or questions regarding the request for proposal contact Stephen V. Altieri Town Administrator at 914-381-7810 or [saltieri@townofmamaroneckny.org](mailto:saltieri@townofmamaroneckny.org).