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## VILLAGE OF RYE BROOK

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**MAYOR**  
Paul S. Rosenberg

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(914) 939-1121 Fax (914) 939-0242  
[www.ryebrook.org](http://www.ryebrook.org)

**ADMINISTRATOR**  
Christopher J. Bradbury

**TRUSTEES**

Susan R. Epstein  
Stephanie J. Fischer  
David M. Heiser  
Jason A. Klein

December 10, 2020

Dear Rye Brook Residents:

I am pleased to inform you that the Village of Rye Brook has approved the use of six (6) overnight permit public parking spaces located at the new Public Works and Parks Facility. These six (6) spaces are located at the northeast corner of the property, directly adjacent to Ellendale Avenue, and are available to all Rye Brook residents.

The Village is making these overnight spaces available to the public to offset the loss of some street parking on Ellendale Avenue when the new project was constructed.

If you are interested in this parking, please be aware of the following rules and regulations for permit holders:

- Vehicles with visible permits can only park overnight from 10:30pm to 7:30am. Vehicles must be removed from these spaces outside of those hours. The front of the vehicle must face the roadway so the permit is visible.
- The current fee for the parking permit is \$120.00 per year, which can be paid in two six month installments. The 1st installment is due upon receipt of the permit, and the 2<sup>nd</sup> installment must be paid by May 15<sup>th</sup>. Failure to make the payment on time will result in the loss of the permit and your name going to the bottom of any waiting list.
- Anyone interested in a parking permit shall complete the attached parking application form and return it to Alexandra Marshall in the Administration Office in Village Hall, 938 King Street. These forms may also be emailed to Alex at [amarshall@ryebrook.org](mailto:amarshall@ryebrook.org) with "Ellendale Permit" in the 'subject' line of the email. All applications must be received (not postmarked) in the Administration Office by 4:30pm on December 22<sup>nd</sup>. **NO PAYMENT SHOULD ACCOMPANY THE APPLICATION.**
- If more than 6 people express an interest in a permit, an online lottery will occur at 5:00 pm on December 22<sup>nd</sup>. To Join this Zoom Meeting at that time, please join this link:  
<https://us02web.zoom.us/j/88000950031?pwd=VDZTZjRzZEMxMTUwS0tBY3Q0b0JlQT09>

*Or go to Zoom.com and enter the following:*  
Meeting ID: 880 0095 0031  
Passcode: 648610

*Or Dial in at 1 (929) 205-6099*

- The 6 people who receive permits can pay the permit fee and pick up the permit parking tag in the Administration Office in Village Hall, 938 King Street, during normal business hours starting at 8:30am on December 23<sup>rd</sup>. The permit parking tag can be used for overnight parking immediately upon receipt.
- Important: It is the responsibility of the permit holder to renew your permit by October 1<sup>st</sup> of each year. The Village will not send renewal reminders. Failure to renew by October 1<sup>st</sup> will result in removal or your name or placing your name at the bottom of any waiting list. Once renewed, the permit will then be effective from November 15<sup>th</sup> to November 14<sup>th</sup> of the following year.
- Please be familiar with the requirements of the Village Code regarding this parking area (attached).

Key Dates to Remember:

- December 22, 2020 by 4:30pm: Applications must be received in Administration Office.
- December 22, 2020 at 5:00pm: Lottery held online thru Zoom if more than 6 are interested.
- December 23, 2020 at 8:30a.m.: Permits can be picked up and paid for in Administration.
- May 15<sup>th</sup> (annually): If paying in 2 installments, this is the 2<sup>nd</sup> payment due date.
- October 1<sup>st</sup> (annually): Permit holder deadline to renew permits for the next year.
- November 15<sup>th</sup> to November 14<sup>th</sup> (annually): Effective Dates for Annual Permit.

If you have any questions, please do not hesitate to contact the Administration Office at (914) 939-0077.

Sincerely,



Christopher J. Bradbury  
Village Administrator

CC: Hon. Mayor and Village Board Members

**LOCAL LAW AMENDING  
CHAPTER 240 OF THE VILLAGE CODE**

A LOCAL LAW to amend Chapter 240  
of the Code of the Village of Rye Brook  
regarding overnight parking licenses in  
the Ellendale Parking Lot.

**BE IT ENACTED**, by the Board of Trustees of the Village of Rye Brook, as follows:

Section 1. Chapter 240, Section 20.1, of the Code of the Village of Rye Brook is hereby modified as follows:

**§ 240-20.1\_Overnight parking licenses.**

A. Up to eighteen (18) parking licenses that authorize overnight parking in the parking lot serving Garibaldi Park (hereinafter "Garibaldi Parking Lot") and separately up to six (6) parking licenses serving the Public Works & Parks Facility on Ellendale Avenue (hereinafter "Ellendale Parking Lot") shall be available to the residents of the Village of Rye Brook. Proof of residency is required. No more than two licenses for any of the combined two parking lots shall be issued to residents who reside at the same address. The fee for the parking licenses shall be established by the Board of Trustees by resolution. These licenses shall not be available to park commercial vehicles or taxis.

B. The provisions of this subsection shall apply only to the first 18 parking licenses issued for the Garibaldi Parking Lot and the first 6 parking licenses issued for Ellendale Parking Lot. One parking license must be reserved for an individual with a handicapped permit or disability license plate to park in the designated handicapped parking space in the Garibaldi Parking Lot. The Village Clerk will set a deadline for the filing of an application for a parking license.

(1) If the Village Clerk receives more applications for a parking licenses than spots designated, 18 licenses for the Garibaldi Parking Lot and 6 for the Ellendale Parking Lot, by the application deadline a lottery will be conducted to determine who will receive the parking licenses and the order of the applicants on the waiting list for the parking licenses. The date and location of the lottery shall be noticed as determined by the Village Administrator, and the lottery shall be conducted in public. After the lottery, the parking licenses will be issued upon the receipt of the applicable fee from the selected applicants.

(2) If the Village Clerk receives less than the maximum number of applications for a parking license at each parking location by the application deadline, the parking licenses will be issued on a first-come, first-served basis until all licenses have been issued. After the last licenses are issued for the Garibaldi Parking Lot and separately for the Ellendale Parking Lot, the Village Clerk will start a waiting list for the parking licenses that will be added to on a first-come, first-served basis.

C. The parking licenses may be renewed each year by filing a new application and paying the applicable fee by October 1. It is the responsibility of the holder of a license to renew it. No renewal will be processed after October 1. Any parking license that is not renewed by October 1 shall be issued to the person at the top of the waiting list upon his or her payment of the applicable fee.

D. After all the available parking licenses have been issued for the Garibaldi Parking Lot and separately for the Ellendale Parking Lot, the residents of the Village of Rye Brook may be added to the waiting list on a first-come, first-served basis by filing a parking license application with the Village Clerk.

E. At the Garibaldi Parking Lot, the holder of a parking license issued by the Village Clerk is valid from November 15 to March 15 each year, and may park their vehicle in one of the designated licensed 18 parking spaces on two parking lanes on the westernmost side of the parking Lot only between the hours of 10:30 p.m. to 7:30 a.m. Only an individual with a parking license who has a current handicapped permit or a disability license plate may park in the handicapped parking space in the Garibaldi Parking Lot. The vehicles licensed to use the Garibaldi Parking Lot parking spaces shall be parked with their headlights directed to the western side of the parking lot.

F. At the Ellendale Parking Lot, the holder of a parking license issued by the Village Clerk under this section shall be valid for up to one year beginning on November 15<sup>th</sup> and ending November 14<sup>th</sup>, and may park their vehicle in one of the designated licensed 6 parking spaces only between the hours of 10:30 p.m. to 7:30 a.m. The vehicles licensed shall be parked with their headlights facing Ellendale Avenue.

G. The parking licenses shall be revocable at the discretion of the Village Administrator. The holder of a parking license may not assign, license or otherwise transfer it to another party nor otherwise permit anyone other than a member of their immediate family to use the authorized parking space. By accepting a parking license, the holder thereof agrees to:

(1) Indemnify and hold harmless the Village of Rye Brook for any injury or property damage he or she sustains as a result of the use of the Garibaldi Parking Lot or the Ellendale Parking Lot pursuant to the license; and

(2) Indemnify the Village for any damages it sustains as a result of the holder's use of the Garibaldi Parking Lot or Ellendale Parking Lot pursuant to the parking license.

H. The parking licenses shall be subject to the conditions set forth in this section of the Village Code as well as the conditions set forth in the permit application form adopted by the Village Clerk.

I. All determinations concerning the issuance and/or revocation of a parking license shall be made by the Village Administrator in their sole discretion, and their determination shall be final.

**Section 2. Severability.** If any clause, sentence, paragraph, section, article or part of this Local Law shall be adjudicated in any court of competent jurisdiction to be invalid, such judgment shall not affect, impair, or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, section, article or part thereof directly involved in the controversy in which such judgment shall have been rendered, and such invalidity shall not be deemed to affect the remaining portions thereof.

**Section 3.** This local law shall take effect immediately upon filing with the Office of the Secretary of State.

PERMIT # ISSUED \_\_\_\_\_

VILLAGE OF RYE BROOK  
PARKING PERMIT APPLICATION – ELLENDALE LOT

DATE \_\_\_\_\_

NAME OF APPLICANT \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

PHONE # HOME \_\_\_\_\_ CELL \_\_\_\_\_

DRIVERS LICENSE # \_\_\_\_\_

CAR MAKE AND MODEL \_\_\_\_\_

LICENSE PLATE # \_\_\_\_\_

APPLICANT AGREES TO:

Indemnify and hold harmless the Village of Rye Brook for any injury or property damage he or she sustains as a result of the use of the Garibaldi Parking Lot pursuant to the license; and

Indemnify the Village of Rye Brook for any damages it sustains as a result of the holder's use of the Ellendale Parking Lot pursuant to the parking license; and

Parking Permit is for up to a one year period starting November 15<sup>th</sup>. It is the responsibility of the permit holder to renew the permit annually- failure to renew with the Village by October 1<sup>st</sup> will result in the permit holder going to the end of any waiting list. Permit holders must park in one of the 6 designated spaces on Ellendale Avenue near the new Public Works and Parks facility with the front wheels facing Ellendale Avenue. Vehicles may only be parked between the hours of 10:30pm to 7:30am. Permit must be hanging from the rear-view mirror in plain sight when parked in the Ellendale lot. Permits cannot be transferred or used by any other individuals outside of family members living in the same household.

Applicant understand and agrees to the above terms and conditions:

APPLICANT SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

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*This Section to be Completed by the Village:*

FEE PAID: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_  
NAME TITLE

DATE: \_\_\_\_\_