PLANNING & COMMUNITY DEVELOPMENT
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JAMES RAUSSE, FAICP, WEDG
COMMISSIONER

August 11, 2025

VIA EMAIL:
Honorable City Council Members
City of Mount Vernon
1 Roosevelt Square
Mount Vernon, New York 10550

RE: Request for the City Council to enact legislation to amend the Professional Services Agreement between LaBella Associates, DPC and the City of Mount Vernon to add consulting services for Planning Board review. For consideration on the agenda at the May 28th, 2025 City Council meeting.

Honorable City Council Members:

I am writing to respectfully request for the City Council to enact legislation amend the Professional Services Agreement between LaBella Associates, DPC and the City of Mount Vernon to add consulting services for Planning Board review.

As per Article XVII of the Rules of Procedure for the City of Mount Vernon Planning Board, "The Board may hire any consultant and/or expert necessary to assist the Board in reviewing and evaluating an application." The Rules of Procedure go on to establish a method of payment for these consultant services using an escrow account funded by a project applicant.

The Planning Board is currently in need of consultant services to assist in their review of a subdivision application for 55 Pondfield Parkway and it would be beneficial to both the Planning Board and future applicants to have a consultant in place who can provide these services in relatively short order once the Planning Board identifies an application that is in need of additional review.

The Department of Planning and Community Development has requested LaBella to prepare a change order that will be reviewed by the Law Department prior to the May 28th, 2025 City Council meeting. If approved by the Mayor and City Council, this will allow LaBella to proceed with the scope of work that has already been prepared for the current application before the Planning Board (55 Pondfield Parkway) as well as future applications.

We thank the City Council for its consideration with this matter. It is critical for PCD to be able to help process and resolve matters before the City's land use boards as expeditiously as possible so as to not impede the future growth of the City or cause unnecessary delays for applicants before our Boards. I am available to address any questions or concerns you may have regarding this request.

Sincerely,

JAMES RAUSSE, FAICP, WEDG

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cc: Mayor Shawyn Patterson-Howard
Comptroller Darren M. Morton
Malcolm Clark, Chief of Staff
Brian Johnson, Corporation Counsel
City Planning Board Commissioners