



TOWN OF ULYSSES

PLANNING AND ZONING DEPARTMENT

STAFF MEMO

TO: Board of Zoning Appeals
FROM: Niels Tygesen, Planner
DATE: February 4, 2025
MEETING DATE: February 19, 2025
SUBJECT: 2025 Required Board Member Training

INTRODUCTION

Each year, BZA members are obligated to comply with both the State's and Town's training requirements. Per the [Consolidated Laws of New York Chapter 62.16.271.7-a](#), four hours of training designed to enable members to more effectively carry out their duties must be completed, any additional training may be carried over to succeeding years. Per the [Code of the Town of Ulysses Chapter 212-17.E](#) and [Town Board Resolution 2025-31](#), members must comply with State law noted above *and* must complete annual training in sexual harassment prevention, Civil Rights Title VI, and ethics, provided by the Town.

REQUEST TO THE BZA

Review the information in this memo; any questions related to the State's required training may be directed to me, any questions related to the Town's required training under the resolution noted above may be directed to [Teressa Naylor](#), the Town's Second Deputy Supervisor.