



TOWN OF ULYSSES

PLANNING AND ZONING DEPARTMENT

STAFF MEMO

TO: Board of Zoning Appeals
FROM: Niels Tygesen, Planner
DATE: February 28, 2023
MEETING DATE: March 15, 2023
SUBJECT: Operational Items

INTRODUCTION

At the beginning of the year, it's generally good practice to review operational items as they apply to the Board (e.g. Board Rules and Procedures for Meetings, calendar schedules, appointments, training, etc.) and make any changes as needed.

OVERVIEW

Per [Ulysses Town Code \(UTC\) 212-16.A](#), the BZA is required to adopt from time to time such rules and regulations as it may deem necessary, to choose its Vice Chair, and to comply with minimum requirements relating to attendance and training as established by the Town Board. It appears the last time Board Rules were considered occurred in 2019. The Board previously met on February 15th to review these items and tabled the discussion.

REQUEST TO THE BOARD

Review the information in the [previous staff memo](#) and develop a plan to institute Board Rules, appoint a Vice Chair for 2023, and discuss attendance and training as needed.