



# TOWN OF ULYSSES

## PLANNING AND ZONING DEPARTMENT

### STAFF MEMO

**TO:** Planning Board  
**FROM:** Niels Tygesen, Planner  
**DATE:** January 8, 2024  
**MEETING DATE:** January 16, 2024  
**SUBJECT:** Sketch Plat Review Burrus 2 Lot  
Land Division, SEQR Determination

**PROJECT NUMBER:** MNSUB2310-03  
**PROJECT ADDRESS:** 1474 Taughannock Blvd  
**PARCEL NUMBER:** 18.-4-10.32  
**ZONING:** CZ: Conservation Zone

### INTRODUCTION

The applicant and property owner, John-Michael Burruss, applied for a minor subdivision for the subject site to subdivide the existing 12.15 acre lot into two lots. The CZ zone requires a minimum lot area of 5 acres, 450 feet of lot depth, and 400 feet of lot width at the front lot line per the Code of the Town of Ulysses ([CTU 212-54](#)). Flag lots are permitted in the CZ zone per [CTU 212-54.K](#), subject to the requirements of [CTU 212-130](#) which requires the pole(s) of the lot(s) to have a minimum width of 50 feet and a minimum depth of 100', and permits a parcel to be subdivided into no more than two flag lots.

### PROCESS

The Board conducted preliminary sketch plat review on [November 21, 2023](#) and on [December 5, 2023](#), requested additional information from the applicant, and directed staff to give notice that the Board intends to act as Lead Agency. The proposal is considered an unlisted action under SEQR per Title 6 of the Codes, Rules, and Regulations of New York. The proposal was subject to 239 review which the County reviewed the project and determined it will not have a significant county-wide or inter-community impact. During this meeting, the Board should assess and issue a determination on SEQR, provide comments and general recommendations as to any adjustment needed to satisfy the objectives of the regulations, and schedule a public hearing for the proposal.

### REQUEST TO THE PLANNING BOARD

Review the information in this memo and [revised plat map](#); [Tomkins County's 239 review comments](#); re-review the [11.15.2023 memo](#) for the [November 21<sup>st</sup> meeting](#) and the [11.30.2023 memo](#) for the [December 5<sup>th</sup> meeting](#) as needed; create a checklist of additional items the Board will require if any from the applicant in order to facilitate its deliberations; and discuss timelines for a public hearing.