



TOWN OF ULYSSES

PLANNING AND ZONING DEPARTMENT

STAFF MEMO

TO: Planning Board
FROM: Niels Tygesen, Planner
DATE: May 29, 2025
MEETING DATE: June 3, 2025
SUBJECT: Maguire 2 Lot Land Division, Sketch
Plat Review Continued

PROJECT NUMBER: MNSUB2503-01
PROJECT ADDRESS: 319 Pennsylvania Avenue
PARCEL NUMBER: 12.-2-9.4
ZONING: R: Residential Zone

INTRODUCTION

The applicant and property owner, Paula Maguire, applied for a minor subdivision for the subject site to subdivide the existing 3.12 acre lot into two lots, Parcel '1' approximately 1.22 acres and Parcel '2' approximately 1.9 acres. The request will require an area variance from the Board of Zoning Appeals (BZA) to exceed the maximum percentage of lot coverage permitted for Parcel 2. The Board previously conducted sketch plat review on [May 6, 2025](#).

PROCESS

During this sketch plat review, the Board should continue review of the proposal in respect to applicable state and local laws and regulations pertaining to subdivisions, consider providing comment to the BZA on the requested variance, provide comments and general recommendations as to any adjustment needed to satisfy the objectives of the regulations, and discuss timing of a public hearing for the proposal.

REQUEST TO THE PLANNING BOARD

Review the information in this memo, the submitted [sketch plat application](#); review the [area variance application](#); re-review the [04.18.2025 memo](#) for the [May 6th 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.