



TOWN OF ULYSSES

PLANNING AND ZONING DEPARTMENT

STAFF MEMO

TO: Planning Board
FROM: Niels Tygesen, Planner
DATE: July 7, 2025
MEETING DATE: July 15, 2025
SUBJECT: Maguire 2 Lot Land Division, SEQR Determination

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.

PROCESS

The Board conducted sketch plat review on [May 6, 2025](#) and [June 3, 2025](#) and passed [Resolution 2025-009](#) preliminarily classifying the action as an Unlisted Action under SEQR and declaring intent to act as Lead Agency (LA). Due notice to involved agencies was issued with a response due date of July 3, 2025. There was no contention to LA or classification, and the only [comments received were from Tomkins County Department of Planning & Sustainability](#) stating they determined the proposed action will have no significant county-wide or inter-community impact. The proposed subdivision will require an area variance from the Board of Zoning Appeals (BZA) to exceed the maximum permitted lot coverage; under State law the BZA may not issue a decision until after SEQR determination.

REQUEST TO THE PLANNING BOARD

Review the information in this memo, the [applicant's submission items](#), re-review the [04.18.2025 memo](#) for the [May 6th meeting](#) and the [05.29.2025 memo](#) for the [June 3rd meeting](#) as needed; deliberate on the SEQR determination; and consider dates for a scheduled public hearing on the final plat.