



TOWN OF ULYSSES

PLANNING AND ZONING DEPARTMENT

STAFF MEMO

TO: Planning Board
FROM: Niels Tygesen, Planner
DATE: January 23, 2026
MEETING DATE: February 3, 2026
SUBJECT: Pritts 2 Lot Minor Subdivision,
Sketch Plat Review

PROJECT NUMBER: MNSUB2512-01
PROJECT ADDRESS: 5230 Cold Springs Road
PARCEL NUMBER: 12.-4-19.2
ZONING: R: Residential and A/R
Agricultural/Rural

INTRODUCTION

The applicant, the Town of Ulysses, on behalf of the owners, Marvin and Allison Pritts, applied for a minor subdivision for the subject site to subdivide the existing 16.58 acre lot into two lots, Parcel A approximately 1.37 acres and Parcel B approximately 15.21 acres. Proposed Parcel B would be a flag lot with a proposed width of 38 feet for the 'pole' portion of the lot where 50 feet is required per the Code of the Town of Ulysses [\(CTU\) 212-130.A](#).

PROCESS

The applicant [submitted an area variance](#) to the Board of Zoning Appeals (BZA) per the Consolidated Laws of New York ([CLNY](#)) [62.16.277.6](#) to reduce the width of the 'pole' portion of the lot to 38 feet. The BZA met on [January 21, 2026](#) to consider the request and passed [BZA Resolution 2026-001](#) requesting the Planning Board provide a written recommendation on the area variance. The proposal was subject to SEQR, which the [Town Board gave due notice to the Planning Board](#) for intent to act as Lead Agency (LA) in the environmental review and to provide comment, and which the Planning Board on [April 1, 2025](#) supported the Town Board to act as LA and offered comments on the Full Environmental Assessment Form. The Town Board subsequently determined that the proposal would not result in any significant adverse environmental impacts and issued a [negative declaration of environmental significance](#). The proposal was referred to Tompkins County Planning Department per the requirements of [CLNY 24.12- C.239-L, M, and N](#), and in their letter dated [January 9, 2026](#), determined the proposal would have no significant county-wide or inter-community impact.

Flag lots are permitted in both the A/R and R zones per [CTU 212-29.M](#) and [212-40.M](#) respectively. The subject parcels are serviced by public water and per [CTU 212-40.B](#) the minimum lot area for R zoned lots with public water is 32,000sf. The minimum lot width at the front lot line for R lots is 160 feet per [212-40.D](#).

During this sketch plat review, the Board should review the proposal in respect to applicable state and local laws and regulations pertaining to subdivisions [CLNY 62.16.276](#) and [277](#), and [CTU 212-140](#) and [142](#) respectively, provide comments and general recommendations as to any adjustment needed to satisfy the objectives of the regulations, provide a recommendation to the BZA, and consider timing of a public hearing for final plat review.

REQUEST TO THE PLANNING BOARD

Review the information in this memo, the [submitted sketch plat application](#); review the land division general requirements listed in [CTU 212-140.A.2](#), [212-140.A.5](#), [212-142.1](#), [212-142.5](#), and [212-142.10](#); review [CLNY 62.16.276](#) and [277](#) as applicable; review the lot requirements for the A/R and R zones listed in [CTU 212 Article V](#) and [Article VII](#) respectively; create a checklist of additional items the Board will require if any from the applicant in order to facilitate its deliberations; issue a recommendation to the BZA; and discuss timelines for a public hearing.