



# TOWN OF ULYSSES

## PLANNING BOARD

### PLANNING BOARD MEMO

**TO:** Town Board  
**FROM:** Planning Board  
**DATE:** August 20, 2024  
**MEETING DATE:** September 10, 2024  
**SUBJECT:** Proposal for Plan to Amend the Zoning Code

Following the Town Board's guidance from 23 July 2024, the Planning Board proposes a structured, collaborative approach to address specific issues in the zoning code. This process will unfold in three phases, focusing on thorough vetting, detailed revisions, and implementation.

#### Phase I: Problem Identification and Initial Review

1. Issue Identification: As zoning issues arise through daily operations or specific referrals, the Planning Board will investigate each concern.
  - Are there concrete examples of the problem?
  - How often does the Town Planner and Code Enforcement Officer, Planning Board, and/or BZA encounter this issue?
  - Have changes in state or federal laws necessitated an update to the zoning code?
2. Agenda Setting: The Planning Board will then outline the specific agenda items for the Planning Board Chair to present to the ad-hoc committee.
3. Ad-Hoc Committee Engagement: The Planning Board Chair will schedule a meeting with the ad-hoc committee, presenting one or more agenda items for the Town Board's consideration to proceed with detailed work.
4. The Planning Board Chair, or designated representative, will present item(s) for the Town Board to consider at a regularly scheduled public meeting. Should the Town Board determine the item(s) 'merit further consideration', the Town Board will direct the Planning Board to proceed with Phase II.

#### Phase II: Detailed Review and Proposal Development

1. In-Depth Analysis: The Planning Board will thoroughly review and reach a consensus on the necessary changes to the specific code sections or subsections.
2. Documentation: Supporting documentation will be prepared to explain the rationale behind the proposed changes.
3. Public Review and Hearing: The public and agencies with authority as applicable will be notified of proposed amendments to the zoning code. A public hearing will be held to solicit additional public comments.
3. Resolution: The Planning Board will pass a resolution to submit the proposed code changes to the Town Board.

### **Phase III: Town Board Review and Implementation**

1. Consideration: The Town Board will review the proposed changes to the code. The Town Board will then hold a public hearing, conduct environmental review, after which it may, at its discretion:
  - Approve the amendment(s);
  - Approve the amendment(s) with modifications; or
  - Remand the amendment(s) back to the Planning Board for further refinement.
2. Implementation Strategy: The Planning Board anticipates that these proposed changes will be implemented in groups, rather than individually, or may be deferred until the next full zoning update, likely in 2027.

### **Conclusion**

The Planning Board requests the Town Board's support to allow us to effectively document and address issues with the current zoning code. This process will involve input from all stakeholders (Town Board, BZA, Planning Board, Town Planner, Code Enforcement Officer, Legal Counsel, the public, and agencies) to develop zoning regulations that benefit the entire community.

To assist in this effort, we have created a spreadsheet that outlines specific issues by Article/Paragraph number, providing concrete examples, champions for change, and actions taken to date. We will seek input from all stakeholders to capture the full extent of known issues and identify any duplications.

Thank you for your support,



Karl Klankowski  
Planning Board Chair