



TOWN OF ULYSSES

PLANNING AND ZONING DEPARTMENT

STAFF MEMO

TO:	Board of Zoning Appeals	PROJECT ADDRESSES:	5150 and 5230 Cold Springs Road
FROM:	Niels Tygesen, Planner	PARCEL NUMBERS:	12.-4-18.3 and 12.-4-19.2
DATE:	March 14, 2025	ZONING:	R: Residential and A/R: Agricultural/Rural Zone
MEETING DATE:	March 19, 2025		
SUBJECT:	Town Board Resolution 2025-58 and Notice of Intent to Act as Lead Agency		

INTRODUCTION

The Town Board received a proposal by Marvin and Allison Pritts, owners of subject land noted above, to donate portions of said land to the Town for the purpose of establishing a Town park.

PROCESS

The proposal would be subject to several review processes and approvals prior to the donation: land would need to be conveyed from parcel 12.-4-18.3 to parcel 12.-4-19.2 via a lot line alteration, a minor subdivision would be required to parcel off the lands proposed to be donated from parcel 12.-4-19.2, and an area variance, concurrent with the subdivision review, would be required to reduce the 50 foot minimum width required for the 'pole' portion of the proposed flag lot. Of these processes, the minor subdivision and land donation are subjected to environmental analysis and determination per [New York Codes, Rules, and Regulations \(NYCRR\) Title 6, Part 617](#) (SEQR). Though the State has previously determined that area variances related to lot line reductions are considered Type II actions per NYCRR 6.617.5.c.16 and require no further review, the Board of Zoning Appeals (BZA) is an agency with jurisdictional authority with interest in the proposal and thereby has a right to contest Lead Agency (LA) status and to provide comment on the environmental assessment.

The Town Board met on [February 11, 2025](#) and [February 25, 2025](#) to discuss the proposal, and passed [Resolution 2025-58](#) declaring intent to act as LA for the coordinated environmental review. By State Law, LA must be agreed upon within thirty (30) calendar days of the date of notice an agency declares itself to be LA. Unless a written objection is submitted to the Town Board by another agency with authority, the Town Board will automatically assume the role of LA at the end of the 30 days. With this process, written comments on the proposal are also solicited and must be received by the Town Board prior to the 30-day deadline.

REQUEST TO THE BZA

Review the information in this memo, [Town Board Resolution 2025-058](#), [presentation to the Town Board](#), [Notice of Intent and Request for Comments letter](#), [FEAF](#), review the [02.11.2025 recorded meeting video](#) and the [02.25.2025 recorded meeting video](#) as needed, and consider additional materials that may be needed by the Board from the Town Board, staff, and/or Legal to facilitate its deliberations.