



# TOWN OF ULYSSES

## PLANNING AND ZONING DEPARTMENT

### STAFF MEMO

**TO:** Board of Zoning Appeals  
**FROM:** Niels Tygesen, Planner  
**DATE:** January 15, 2026  
**MEETING DATE:** January 21, 2026  
**SUBJECT:** Pritts 2 Lot Minor Subdivision Area Variance

**PROJECT NUMBER:** VAR2512-01  
**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

Per the Consolidated Laws of New York ([CLNY\) 62.16.277.6](#), applications for variances related to plats may be made directly to the Board of Zoning Appeals (BZA), and the BZA must request for the Planning Board to provide a written recommendation on the proposed variance. The proposal was subject to SEQR, which the [Town Board gave due notice to the BZA](#) for intent to act as Lead Agency (LA) in the environmental review and to provide comment, and which the BZA on [March 19, 2025](#) supported the Town Board to act as LA and offered no comment 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.

Per [CLNY Chapter 62.16.267-B.3.b](#), the BZA is required to consider the listed criteria for the area variance. Per [CLNY 62.16.267-B.3.c](#), if the BZA grants an area variance, it shall grant the minimum variance deemed necessary and adequate and at the same time preserve and protect the character of the neighborhood and the health, safety, and welfare of the community. Per [CLNY 62.16.267-B.4](#), the BZA shall have the authority to impose reasonable conditions and restrictions. The conditions shall be consistent with the spirit and intent of the zoning ordinance, and shall be imposed for the purpose of minimizing any adverse impact the variance may have on the neighborhood or community.

## REQUEST TO THE BZA

Review the information in this memo and the [applicant's submission items](#), create a checklist of additional items the Board will require if any from the applicant in order to facilitate its deliberations, consider issuing a request to the Planning Board for a written recommendation on the proposed variance, and discuss timeline for a public hearing.