



TOWN OF ULYSSES

PLANNING AND ZONING DEPARTMENT

STAFF MEMO

TO: Board of Zoning Appeals
FROM: Niels Tygesen, Planner
DATE: June 3, 2026
MEETING DATE: June 17, 2026
SUBJECT: Husted Single Detached Dwelling
Unit Addition Area Variance

PROJECT NUMBER: VAR2605-01
PROJECT ADDRESS: 6018 Podunk Road
PARCEL NUMBER: 21.-1-12.5
ZONING: A/R: Agricultural/Rural Zone

INTRODUCTION

The applicant, Gleason Contracting, on behalf of property owner, Olga (Terri) Husted, proposes to construct an addition, approximately 150 square feet in area, to an existing single detached dwelling unit 15 feet from the west side lot line. Per the Code of the Town of Ulysses ([CTU 212-29.G](#)), the minimum side yard setback for the A/R zone is 30 feet.

PROCESS

Gleason Contracting, on behalf of property owner, Terri Husted submitted a [building permit](#) on April 13, 2026 to construct an addition within a side yard setback as noted above. On April 28, 2026, a [correction letter](#) was issued to the applicant informing that an area variance would be required for the building permit as proposed.

Per [New York Codes, Rules, and Regulations Title 6, Part 617 \(SEQR\), Section 5.c.16 and 17](#), the requested variance is considered a Type II action under SEQR and requires no further review. The proposal was referred to Tompkins County Planning Department per the requirements of the Consolidated Laws of New York ([CLNY 24.12-C.239-L, M, and N](#)); their comments have not yet been received as of the date of this memo.

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.

During this meeting, the Board may conduct a public hearing, receive public comment, and review the proposal in respect to state and local laws and regulations.

REQUEST TO THE BZA

Review the information in this memo and the [applicant's submission items](#).