TOWN OF ULYSSES

PLANNING AND ZONING DEPARTMENT

STAFF MEMO

TO: Planning Board
FROM: Niels Tygesen, Planner
DATE: November 4, 2026
MEETING DATE: November 18, 2026
SUBJECT: Reynolds 2 Lot Land Division Area Variance

PROJECT NUMBER: VAR2610-01
PROJECT ADDRESS: 4131 Reynolds Road
PARCEL NUMBER: 24.-4-10.1
ZONING: A/R: Agricultural/ Rural Zone

INTRODUCTION

The applicant and property owner, Robert Reynolds, applied for a minor subdivision for the subject site to subdivide the existing 21.5 acre lot into two lots, the new lot to the northwest would be approximately 12.10 acres and the remaining lot to the east and south would be approximately 9.18. The A/R zone requires a minimum lot area of 2 acres, 200 feet of lot depth, and 400 feet of lot width at the front lot line per the Code of the Town of Ulysses (CTU) 212-29. The eastern 9.18 acre proposed lot would have approximately 193.10 feet of lot width at the front lot line which the applicant has submitted a concurrent variance application to the Board of Zoning Appeals (BZA).

PROCESS

The Planning Board at their meeting on November 3, 2026 reviewed the application and passed Resolution 2026-016 classifying the proposed action under SEQR as an Unlisted Action, identified the BZA as an Involved Agency, and declared intent to act as Lead Agency for the coordinated Environmental Review (ER). Per the Consolidated Laws of New York Chapter 62 Article 16 Section 277.6, the BZA is required to request the Planning Board provide a written recommendation concerning the proposed area variance. During this meeting, the Board should review the proposal in respect to applicable state and local laws and regulations, review the Planning Board's Notice of Intent (NOI) to act as LA for the ER, determine if the Board consents and provides comment to the Planning Board on the ER or if the Board contests LA status, request the Planning Board provide comment on the requested area variance, determine what additional materials the Board may need from the applicant in order to facilitate its deliberations, and consider timeline for scheduling a public hearing.

REQUEST TO THE BZA

Review the information in this memo, the submitted variance application, the submitted sketch plat application; review the lot requirements for the A/R zone listed in CTU 212 Article V; review the Planning Board's Project Notification Review Packet with NOI; review draft Resolutions 2027-006 regarding the ER and 2026-007 regarding the completeness of the application and scheduling of a pubic hearing; and create a checklist of additional items the Board will require if any from the applicant in order to facilitate its deliberations.