



VILLAGE OF CAYUGA HEIGHTS

836 HANSHAW ROAD · ITHACA · NY · 14850

(607) 257-1238 · FAX: (607) 257-4910

ZONING OFFICER'S REPORT

DATE: May 22, 2025

TO: ZONING BOARD OF APPEALS

FROM: Brent A. Cross, Zoning Officer

RE: 306 Highland Road

REPORT: An application to construct a new addition at the above referenced address has been denied. The 35.5'x49' addition would result in a lot coverage of 17.1%, which exceeds the maximum of 15% allowed by the Village of Cayuga Heights Zoning Ordinance Section 305-29.A: Lot Coverage in a Multiple Housing District.

The applicant (owner) wishes to seek a variance to allow the proposed project to be built as proposed. Therefore, a public hearing will be held in person at Marcham Hall, 836 Hanshaw Road on June 2, 2025 @ 7:00 pm to hear comments on the proposed project.

The meeting can be viewed virtually at Zoom Meeting #97294127510 passcode #846267
Additional detailed information can be found on the Village website:
www.cayuga-heights.ny.us under the Department/ZBA pull down/tab.

The following properties are located within 200' and will receive this notice by mail:

8-2-1: Tau Kappa Epsilon, 105 Westbourne Lane
8-4-1: Alpha Gamma Rho, 203 Highland Ave (City of Ithaca)
14-8-1: First Congregational Church, 309 Highland Road
14-8-4: Brookside Apartments, 305 Highland Road
14-8-3: Alpha Epsilon Phi, 435 Wyckoff Ave
15-4-12: Brooks, 512 Wyckoff Road
15-6-5: Kappa Delta Rho, 312 Highland Road
15-6-6: Guo, 306 Highland Road
15-6-7: Tall Trees Properties, 505 Wyckoff Road
15-6-8: Sarkus, 509 Wyckoff Road
15-6-9: Gomer, 513 Wyckoff Road
15-8-2: Westbourne Apartments, 128 Westbourne Lane

Please note that this project, if granted a variance, will also be subject to Site Plan Review by the Planning Board.

Enclosure: Site Plan Map by GA Architects

File: ZR052225GUO.docx



Village of Cayuga Heights

MARCHAM HALL
836 HANSHAW ROAD
ITHACA, N.Y. 14850

Telephone
607-257-1238

Office Hours
9 A.M. - 4 P.M.

NOTICE OF DENIED APPLICATION

DATE: MAY 21, 2025

TO: JOHN GUO

FROM: Brent Cross, Zoning Officer

PROJECT: 6 UNIT APARTMENT ADDITION

ADDRESS: 306 HIGHLAND RD. TAX PARCEL NO.: 15.-6-6

The application for a Zoning Permit for the above referenced project has been denied. According to the documents provided, the proposed project will not comply with the following section(s) of the Village of Cayuga Heights Zoning Ordinance:

1. DISTRICT (LOCATION) MULTIPLE HOUSING DISTRICT
2. ALLOWABLE USE IN RESIDENTIAL DISTRICT NA
3. ALLOWABLE USE IN MULTIPLE HOUSING DISTRICT APARTMENT BUILDING
4. ALLOWABLE USE IN COMMERCIAL DISTRICT NA
5. HEIGHT OF BUILDINGS NEW = 29.5' < 30' (OK)
6. YARD REQUIREMENTS 33' FRONT TO CANOPY
15' (NORTH) SIDE
25' (WEST) REAR
- * 7. BUILDING COVERAGE 3810.54 SF + 1779 SF = 5590 SF = 17.1%
752 (43560)
8. PORCHES, DECKS AND CARPORTS NA
9. FENCES AND WALLS NA
10. BUILDING FLOOR AREA > 700 SF (OK)
11. OTHER NA

If you wish to appeal this decision, or want to seek a variance to allow the proposed project as submitted in the application, you may request such appeal/variance be considered by the Zoning Board of Appeals (ZBA).

REQUEST FOR APPEAL/VARIANCE

I, Fangjiang Guo (owner or agent), hereby request the ZBA to consider the application as denied above.

Signed by: Fangjiang (John) Guo

date: 5/21/25

fee: \$150 receipt no.

Village of Cayuga Heights
Zoning Board of Appeals
Application Form

ZBA Application Fee: \$100

Check All That Apply:

- ☒ Area Variance
☐ Use Variance
☐ Interpretation Request

For Office Use Only

Date Received _____
Cash or Check _____
Zoning District _____
Applicable Section(s) of Village Code: _____

Property address: 306 HIGHLAND ROAD Tax parcel: 15-6-6

Zoning Officer's determination: THE PROPOSED FOOTPRINT OF THE ADDITION RESULTS IN A CALCULATED LOT COVERAGE OF 17.1% WHICH IS GREATER THAN 15% ALLOWED

Requested variance or interpretation: ACCEPT ZONING OFFICER DETERMINATION

☒ Reason(s) that the requested variance or interpretation should be granted:

- ☐ See attached page for the criteria that the ZBA must use. ☐ Use additional sheets if necessary.

Please attach any additional information that will help the ZBA to evaluate your appeal, such as a narrative, survey map, photos, building plans, etc.

☒ By filing this application, you grant permission for Village of Cayuga Heights ZBA Members and Village Staff to enter your property for inspections related to your appeal.

Owner/Applicant: _____

☒ Signature: _____ Date: _____

Phone number(s): _____

Email address: _____