



Memorandum

TO: Development Review Board

FROM: Eric Vorwald, AICP
Planning & Zoning Manager

RE: **165 East Spring Street Minor Subdivision – Overview**

DATE: June 16, 2022

The purpose of this memo is to provide the Development Review Board (DRB) with information related to a proposed subdivision at 165 East Spring Street. This request is to create one new lot, resulting in two properties total. Based on the standards in Section 6.2, this qualifies as a minor subdivision.

Overview

On April 28, 2022 the City of Winooski received an application for a subdivision of property located at 165 East Spring Street. This proposal includes the creation of one new lot for a total of two lots at this location. The property is located in the Residential C (R-C) Zoning District. The proposed subdivision is permitted in this zoning district.

The City's Unified Land Use and Development Regulations classifies a two-lot subdivision as a minor subdivision. As such, the applicant is required to submit a sketch plan for review by the DRB. A sketch plan was submitted and reviewed by the DRB at their regular meeting on August 19, 2021. Comments were provided to the applicant on August 27, 2021.

The DRB requested that the subsequent submissions on this subdivision be submitted as a preliminary plan, followed by a final plan submitted at a later date. Each of these reviews will require a public hearing, including findings and decisions. In addition to the subdivision, the applicant is requesting a waiver to the sideyard setbacks for the existing two unit dwelling. This structure is currently located in the sideyard setback and would need a waiver to conform with the existing regulations. The applicant is not proposing any modifications to this structure. To support the DRB in their review, staff has provided the following memoranda:

- Sketch Plan comments provided by the DRB following the 08.19.2021 meeting dated 08.27.2021
- General Standards for Subdivision Review as noted in Section 6.2 with staff comments
- General standards for waivers as outlined in Section 6.8 with staff comments

In addition to the information from staff, the applicant has provided the following documents:

- Combined zoning and building permit application received 04.28.2022
- Applicant narrative related to Section 6.2
- Applicant narrative related to Section 6.8
- Draft subdivision and future development plan dated 04.26.2022
- Draft subdivision plan dated 04.25.2022

The DRB should review the documents provided by the applicant and discuss any issues, concerns, needs, or information that will be useful when a final plan is submitted for review and consideration of approval. Since this is a preliminary plan review, a findings and decision will be issued following a deliberative session by the DRB. The findings and decision will be subject to a 30 day appeal period prior to submission of a final plan.

It should be noted that, while the applicant provided a plan that shows future development, the application before the DRB is for a subdivision only. Any future development proposals would need to be brought forward under a separate application. Depending on the specific request that is submitted, the application may not require review by the DRB.