

August 27, 2021

Alain Brunet
16M Stonehedge Drive
South Burlington, Vermont
05403

RE: 165 East Sprint Street – Minor Subdivision Sketch Plan Review Comments

Mr. Brunet;

At their regular meeting on August 19, 2021, the City of Winooski's Development Review Board discussed a sketch plan for a minor subdivision. As proposed, the sketch plan includes the subdivision of property located at 165 East Spring Street to create a new lot of approximately 7,500 square feet. This new lot would have frontage on East Spring Street and be accessed by a new curb cut. The following summary of comments is being provided in accordance with the City of Winooski's Unified Land Use and Development Regulations, Section 6.2 I. 4. This section requires the Development Review Board to provide the applicant with information and comments that:

- a. *Indicates whether the subdivision as proposed would be reviewed as a minor or major subdivision, or planned unit development, and outlines the associated review process;*
- b. *Indicates whether the proposed subdivision generally conforms to these regulations, or will require modifications to conform to the regulations;*
- c. *Identifies specific areas of concern to be addressed in [the] subdivision application, including potential impacts to adjoining property owners, significant natural or scenic resources, municipal roads and infrastructure, and community facilities and services;*
- d. *Recommends additional information, studies or supporting documentation to be submitted with the application for subdivision review.*

Based on the discussion at the meeting, the Development Review Board provides the following comments:

1. The formal submission of the minor subdivision shall be brought forward first as a preliminary plan, followed by a separate submission of a final plan for consideration of approval.
2. The preliminary plan shall include boundary survey information that accurately depicts the property boundaries for 165 East Spring Street and the surrounding properties rectifying, to the extent possible, identified discrepancies between the surveys of Warren A. Robenstien dated February 23, 1999 and recorded on Slide 49 Page 21 of the Winooski Land Records; and the survey of Stuart J. Morrow dated May 2005 and recorded on Slide 78 Page 136 of the Winooski



Land Records. This preliminary plan survey should also include references to any recorded easements or similar legal mechanisms that accommodate access to 165 East Spring Street from "Normand Court". If no recorded documents exist for this access, please provide any written agreements that may support this access.

3. Consult with the City's Emergency Service providers to identify any issues or concerns with access to the proposed parcel (referenced as Lot 2) or the remaining parcel (property to remain as 165 East Spring Street). This should include, but not be limited to, specific means of access to the existing two-unit dwelling at 165 East Spring Street should the existing driveway be eliminated. Please include any written comments provided or include notes on the preliminary plan reflecting these comments.
4. Consult with the City's Department of Public Works to identify any issues or concerns with the proposed curb cut on to East Spring Street, including but not limited to sight distances, slopes, or stormwater runoff. Please include any written comments provided or include notes on the preliminary plan reflecting these comments.
5. Include any known or mapped environmental features in the immediate vicinity of the proposed subdivision on the preliminary plans.
6. Based on the boundaries of the proposed subdivision, the existing paved access to 165 East Spring Street will be eliminated. Based on this, please provide additional detail, including any easements that may be needed, identifying the location for pedestrian access from the parking area along Normand Court to the existing two-unit dwelling at 165 East Spring Street. This may be included as part of the discussion as identified under Comment 3.

Once these comments have been addressed, a formal application should be made to the City of Winooski. This application will include all required fees for the subdivision and the associated public hearing. Upon receipt of a complete application, the preliminary subdivision plan will be scheduled at the next available meeting of the Development Review Board.

Please feel free to contact me if you have any questions or need clarification on any of this information.

Regards,



Eric Vorwald, AICP
Planning & Zoning Manager

