



## Memorandum

**TO:** Development Review Board

**FROM:** Eric Vorwald, AICP  
Planning & Zoning Manager

**RE:** **262 North Street Minor Subdivision – Overview**

**DATE:** July 21, 2022

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The purpose of this memo is to provide the Development Review Board (DRB) with information related to a proposed subdivision at 262 North 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 July 08, 2022 the City of Winooski received a request for a subdivision of property located at 262 North 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 A (R-A) 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. The purpose of this review is to identify any issues or concerns prior to the preliminary and/or final plan submission. The sketch plan is not a formally warned public hearing and the comments from the DRB are only advisory, however the DRB should consider information that may be needed or amended in order to formally review any future submissions for consideration of approval.

To support the DRB in their review, staff has provided the following memoranda:

- General Standards for Subdivision Review as noted in Section 6.2. H. with staff comments
- Sketch plan review standards as outlined in Section 6.2. I.

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

- Applicant narrative related to Section 6.2. H.
- Existing conditions plan dated 07.08.2022
- Draft subdivision plan dated 07.08.2022

The DRB should also review the documents provided and discuss any issues, concerns, needs, or information that will be useful when a preliminary or final plan is submitted for review and

consideration of approval. Since this is a sketch plan review, comments or additional information requests will be forwarded to the applicant at the conclusion of the meeting. These comments will be non-binding, but may inform future submissions.

In addition to general comments regarding the sketch plan, the DRB should consider any requests for waivers, or other relief. This information should be included with the applicant's narrative. Finally, the DRB should determine if the formal submission should come forward as a combined preliminary/final plan, or if a separate plan should be submitted for the preliminary review and the final review.