



Memorandum

TO: Development Review Board

FROM: Eric Vorwald, AICP
Planning & Zoning Manager

RE: **262 North Street – Sketch Plan Review Standards**

DATE: July 21, 2022

The City of Winooski received an application for a two-lot subdivision on July 08, 2022. The City's Unified Land Use and Development Regulations classifies a two-lot subdivision as minor subdivision. All subdivisions are required to be reviewed by the Development Review Board first, as a sketch plan. Below is the specific information from the City's Unified Land Use and Development Regulations that pertains to sketch plans and outlines both the process and the requirements for submissions of sketch plans. This is being provided for informational purposes and should be consulted when reviewing the submission to identify any comments or areas where more detail may be necessary prior to the preliminary or final plan submissions.

SECTION 6.2 SUBDIVISIONS

I. Sketch Plan Review.

1. Sketch plan review is an informal, pre-application review process intended to acquaint the DRB with a proposed subdivision during the conceptual stage of the design process, before the applicant incurs significant expense in preparing a formal application. As such, the sketch plan review process and letter do not bind the municipality or the applicant, and are not subject to appeal under Section 6.9. This informal review and discussion at a regular meeting of the DRB helps identify the type of subdivision and subdivision layout that will best meet the needs of the subdivider and the requirements of these regulations. An applicant is required to submit a sketch plan prior to the submission of a formal application to the DRB. At minimum, the following will be addressed at the Sketch Plan review:
 - a. Consider whether the subdivision, as initially proposed, would be classified as a major or minor subdivision, or planned unit development to be reviewed as a major subdivision.
 - b. Discuss the subdivision review process and any proposed waivers requested by the applicant.

- c. Discuss the proposed subdivision's general conformance with the Municipal Plan, these regulations, and any other municipal regulations, ordinances or capital improvement programs currently in effect.

2. **Sketch Plan Submissions.** An applicant shall submit:

- a. One original and six copies of a sketch of the proposed subdivision;
- b. A brief project description that generally addresses applicable sections under Subsection 6.2.H (Subdivision General Standards);
- c. A description of any proposed modifications or waivers under applicable standards;
- d. A list of abutting property owners;
- e. Application fees; and
- f. An electronic submission of all of these materials.

3. **Sketch Plan Meetings.** The ZA shall schedule time at the next available regular meeting of the DRB to consider the sketch plan, and will notify the applicant and adjoining property owners in writing of the date and time of the meeting.

- a. The applicant, or his or her duly authorized representative, shall attend the sketch plan meeting to present and discuss the proposed plan with the DRB.
- b. The DRB may request additional meetings with the applicant as needed to fully review the sketch plan, which may include a site visit with the applicant to examine the land proposed for subdivision.

4. **Sketch Plan Letter.** Within 15 days of the date of the final sketch plan meeting, the DRB shall issue a sketch plan letter that, based on available information:

- 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 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.

5. **Effect of Sketch Plan Review.** Sketch plan review is intended to provide guidance to the applicant on a proposed subdivision, based on preliminary information submitted by the applicant. As such, the sketch plan review process and letter do not bind the municipality or the applicant, and are not subject to appeal under Section 6.9. Sketch plan letter recommendations remain in effect for one year from the date of issuance. If an application is not filed within the year, another sketch plan review shall be required.