



Memorandum

TO: Development Review Board

FROM: Eric Vorwald, AICP
Planning & Zoning Manager

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

DATE: September 15, 2022

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 or about August 19, 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. A sketch plan was submitted and reviewed by the DRB at their regular meeting on July 21, 2022. Comments on the sketch plan were sent to the applicant on July 29, 2022 for their consideration in making a formal submission for review.

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:

- Zoning permit application including applicant narrative related to Section 6.2. H. received 08.19.2022
- Existing conditions plan dated 08.09.2022
- Draft preliminary/final subdivision plan dated 08.09.2022

The DRB should review these documents in consideration of the request of the two lot subdivision at 262 North Street.