

MEMORANDUM

To: Cumberland Planning Board

From: Carla Nixon, Town Planner

Date: April 5, 2021

Re: Amendments to Section 250 (Subdivision of Land) Re: Sketch Plan Review

The following recommended amendments to the Subdivision Ordinance are being proposed to remove an unnecessary and duplicative step in the subdivision review process. Prior to the adoption of the new Conservation Subdivision provisions, a sketch plan review step was required for major subdivisions in all zoning districts. Now that proposed subdivisions in the RR1 and RR2 zoning districts require a new step called "Planning Board Workshop" the need for a sketch plan review step is no longer needed. The purpose of a sketch plan meeting was to determine which style of subdivision, Traditional or Clustered, was preferred by the Planning Board. This decision is now made during the Planning Board Workshop step when a proposed major subdivision is located in the RR1 or RR2 zoning district.

Amend Section 250-3 (Definitions) to add:

Sketch Plan - A preliminary presentation of a proposed subdivision or site plan of sufficient accuracy to be used for discussion purposes and identification of any items of controversy or issues of concern. The sketch plan shall be based on a survey plan of the parcel (or parcels) and show proposed location of roads, lots, parking and open space, if any. Sensitive natural areas such as wetlands, ponds or land in a resource protection district shall also be shown.

Amend Section 250 – 17A: Sketch plan review.

(1) The purpose of sketch plan review is for the applicant to submit a concept plan or plans to the Planning Board and to receive the Planning Board's decision as to which type of subdivision is most appropriate for the site. An application for sketch plan review and any accompanying materials shall be submitted to the Town Planner at least 21 days prior to the meeting at which it is to be considered. The application shall be submitted electronically and two full-size paper copies shall be delivered to the Town Planner. Sketch plan review is not required when the type of subdivision plan (i.e., Conservation, Clustered or Traditional) has been determined in a Planning Board Workshop as per Section 250-14B.

Amend Section 250-12.1 (Flow Chart)

