ITEM 21-063

To hold a Public Hearing to consider and act on an amendment to Section 250 (Subdivision of Land), Section 3 (Definitions), to add a definition of Sketch Plan Review; and Section 17A (Sketch Plan Review), to remove requirement for the Sketch Plan step from the major subdivision review process when a Planning Board Workshop has been held, as per Section 250-14B, as recommended by the Planning Board.
Notice of Decision

Date: May 19, 2021
To: William Shane, Town Manager
From: Carla Nixon, Town Planner
Re: Recommendation to the Town Council on an Amendment to Section 250 Subdivision of Land for: 1) Section 250-3 Definitions: to add a definition of Sketch Plan Review; 2) Section 250-17A to remove requirement for the Sketch Plan step from the major subdivision review process when a Planning Board Workshop as per Section 250-14B has been held.

The Planning Board held a Public Hearing on May 18, 2021 to make a recommendation to the Town Council on an Amendment to Section 250 Subdivision of Land for: 1) Section 250-3 Definitions: to add a definition of Sketch Plan Review; 2) Section 250-17A to remove requirement for the Sketch Plan step from the major subdivision review process when a Planning Board Workshop as per Section 250-14B has been held. There were no Public Comments. The Board voted unanimously to recommend the proposed amendments and to amend Section 250-12.1 Flow Chart.

Cumberland Planning Board

[Signature]

Paul Auclair, Chairman

Planning Board’s recommended amendments to Chapter 250 – Subdivision of Land.
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(s) or parcel(s) 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) – (see next page)
Recommend the proposed amendments