



# W-3651 The Shoppes At Waughtown Circle (Special Use Rezoning from RS9 to PB-S)

Bryce A. Stuart Municipal Building  
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Winston-Salem, NC 27101  
Fax: 336-748-3163

Phone: 336-747-7040

City of W-S Planning

Ash Miller  
MLA Design Group, Inc  
120 Club Oaks Court  
100  
Winston Salem, NC 27104

Project Name: W-3651 The Shoppes At Waughtown Circle  
(Special Use Rezoning from RS9 to PB-S)  
Jurisdiction: City of Winston-Salem  
ProjectID: 1706962

Wednesday, May 21, 2025

The comments listed below reflect remaining issues that must be addressed before your request can proceed to the Planning Board. All outstanding issues included in this list must be satisfactorily addressed on the revised site plan and re-submitted back to Planning staff no later than 5:00pm on the Thursday two weeks before (14 days prior to) the Planning Board meeting.

**Open Issues: 18**

**Engineering**

## 21. Commercial Infrastructure Permit Required

City of Winston-Salem-  
Engineering

Craig Nursey

336-727-8000

[craign@cityofws.org](mailto:craign@cityofws.org)

5/21/25 8:55 AM

01.03) Rezoning-

Special Use District - 2

- This development will require a City of Winston-Salem Commercial Infrastructure Permit (formerly Commercial Driveway Permit).
- Site must be designed and built in accordance with the most recent City of Winston Salem Infrastructure Development Standards and Water and Sewer Technical Specifications.
- Verify fire apparatus maneuverability through parking lot
- Sight Distance Triangles (SDT) shall be drawn from the back of curb on C&G streets and edge of pavement on ribbon pavement streets.
- Check with WSDOT regarding ROW dedication requirements.
- Check with WSDOT regarding sidewalk requirements.
- No footing, wall, or wall components will be allowed within the public R/W or public water, sewer or storm drainage easements.
- The Main Entrance driveway connection to Thomasville Road does not meet city standard. The driveway will need to be revised to meet detail V-13.

Further detailed comments may be issued when more detailed plans are provided in future technical permitting process.

[ [Ver. 2](#) ] [Edited By Craig Nursey]

## General Issues

### 15. Grading/Erosion Control Permit and Erosion Control Plan needed

<a href="#">City of Winston-Salem</a> Matthew Osborne 336-462-7480 <a href="mailto:matthewo@cityofws.org">matthewo@cityofws.org</a> 5/7/25 9:19 AM 01.03) Rezoning- Special Use District - 2	If the proposed project creates more than 10,000 sq. ft. of land disturbance, a Grading/Erosion Control Permit will be required prior to the start of work. In order to obtain this permit you must submit a professionally designed Erosion Control Plan along with an original signed/notarized Financial Responsibility/Ownership (FRO) form for review and approval. Please submit the plan through the electronic plan review portal as application type <b>04.02 Grading/Erosion Control Permit</b> at the following link: <a href="https://winston-salem.idtplans.com/secure/">https://winston-salem.idtplans.com/secure/</a>
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## Fire/Life Safety

### General Issues

### 22. Approval Notes

<a href="#">Winston-Salem Fire Department</a> Cory Lambert 336-747-7359 <a href="mailto:coryml@cityofwsfire.org">coryml@cityofwsfire.org</a> 5/14/25 8:26 AM 01.03) Rezoning- Special Use District - 2	<p>These general notes apply to all projects. If there are any other concerns to be addressed as part of this review they will be noted as separate issues.</p> <ul style="list-style-type: none"><li>• Future construction plans shall indicate locations of fire hydrants (existing and proposed) to demonstrate compliance with fire code requirements and City development standards.</li><li>• Fire apparatus access shall comply with the requirements below and <b>shall extend to within 150 feet all portions of the exterior walls of the building</b> as measured by an approved route around the exterior of the building or facility. This can be extended to 200 feet for sprinklered buildings.</li><li>• Ensure fire apparatus access roads are designed, built and maintained in compliance with fire code requirements. These requirements include but are not limited to the following items:<ul style="list-style-type: none"><li>◦ Must carry an imposed load of not less than 75,000 pounds;</li><li>◦ Clear width requirements of not less than 20 feet for two-way traffic;</li><li>◦ Clear height requirements of not less than 13 feet, 6 inches;</li><li>◦ Approved turnaround required for fire apparatus access roads when the dead-end length of the required access road is more than 150 feet.</li><li>◦ Gates may not obstruct fire apparatus access roads unless approved by the Winston-Salem Fire Department; approval requires compliance with all applicable fire code requirements.</li></ul></li><li>• For those buildings on this site that are equipped with sprinkler or standpipe systems, indicate the location of each FDC; FDC must be located within 100 feet from a fire hydrant.</li><li>• Buildings constructed on site must comply with all applicable NC Building Codes</li></ul>
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## Landscaping

16. Trees

City of Winston Salem -  
Vegetation  
Management

Derek Renegar  
3364168867

[Derekr@cityofws.org](mailto:Derekr@cityofws.org)  
5/7/25 10:18 AM

01.03) Rezoning-  
Special Use District - 2

It was noted that all landscape plans were conceptual with initial plan. No trees may be planted within the City ROW without first applying for and receiving an approved Planting Permit through City of WS Urban Forestry department. A detailed landscape plan shall be submitted as part of the permit application. Trees should be planted a minimum of 4' from hardscape to minimize conflict between paved/concrete surfaces and tree roots.

Tree protection zones shall be established prior to construction to protect any established tree counting towards greenspace requirements and extend in a radius equal to 1.5' for every inch of trunk diameter measured at 4.5' above grade. Protected areas shall be clearly defined with fencing and signage. No equipment shall be allowed to enter, no changes in grade or storage of supplies shall be allowed within established tree protection zones. Tree protection zones shall be maintained until completion of project and monitored for compliance.

General Issues

**26. Addressing & Street Naming**

<p><a href="#">Forsyth County Government</a> Gloria Alford 3367032337 <a href="mailto:alfordgd@forsyth.cc">alfordgd@forsyth.cc</a> 5/19/25 3:04 PM 01.03) Rezoning- Special Use District - 2</p>	<p>Driveway will need to be named. You will need three names. Contact me at <a href="mailto:alfordgd@forsyth.cc">alfordgd@forsyth.cc</a></p>
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**NCDOT**

General Issues

## 24. General Comments

### NCDOT Division 9

Ashley Mills  
336-747-7900

[ammills1@ncdot.gov](mailto:ammills1@ncdot.gov)

5/16/25 8:02 AM

01.03) Rezoning-  
Special Use District - 2

- NCDOT driveway permit is required for the connection onto Thomasville Road (Clemmons Road is CoWS maintained). Contact the District Office for more details.
- Provide adequate horizontal and vertical sight distance for all proposed driveways.
- Required 100 ft separation between driveways per the NCDOT driveway manual.
- Provide recommendations per the approved TIA. NCDOT has provided initial comments to the TIA consultant (RFK Engineers).
- A 16.1 two-party encroachment would be required for utility connections (i.e. power, telephone, and gas) in the right of way.
- A 16.1B encroachment (and associated bond) is required for any roadway improvements on Thomasville Road at the driveway connection.
- A 16.6 3-party encroachment agreement would be required for any utility ties (water and sewer) in the right of way, and sidewalk where applicable.
- For encroachment-related questions, please contact Carolina Carbajal – [ccarbajalcruz1@ncdot.gov](mailto:ccarbajalcruz1@ncdot.gov).

## 27. General Comments

### City of Winston-Salem Triple A Mart

Daniel Roberts  
336-747-7047

[danielgr@cityofws.org](mailto:danielgr@cityofws.org)

5/20/25 11:19 AM

01.03) Rezoning-  
Special Use District - 2

- The uses referenced in the TIA don't match the site plan. Please update the site plan (or the TIA) to match the proposed uses (general office, strip retail, sit down restaurant, c-store, etc.).
- Label site accesses on the site plan to correlate with the other TIA figures.
- Dimension all driveway throats (provide minimum throat distance).
- Provide left and right turns at site access A and B (50 ft. minimum storage).
- Site access C, relocate driveway southwest to prevent left-outs onto Clemmons Road (City-maintained). The driveway return should not extend over the property line.

Please contact Scott Jones for further questions - [sajones8@ncdot.gov](mailto:sajones8@ncdot.gov)

## 19. Historic Resources

[City of Winston-Salem](#) No comments  
Kelly Bennett  
336-727-8000  
[kellyb@cityofws.org](mailto:kellyb@cityofws.org)  
5/9/25 11:03 AM  
01.03) Rezoning-  
Special Use District - 2

## 20. Community Appearance Commission

[City of Winston-Salem/Forsyth County](#) No comment  
Daniel Rankin  
336-747-6835  
[danielr@cityofws.org](mailto:danielr@cityofws.org)  
5/11/25 4:46 PM  
01.03) Rezoning-  
Special Use District - 2

## 23. Environmental Features/Greenways

[City of Winston-Salem](#) Greenways: N/A  
Amy Crum Wetlands: N/A  
336-747-7051 VAD/Farmland: N/A  
[amyc@cityofws.org](mailto:amyc@cityofws.org) Natural Heritage: N/A  
5/14/25 11:15 AM  
01.03) Rezoning-  
Special Use District - 2

## 25. CPACC

[City of Winston-Salem](#)  
Matthew Burczyk  
336-727-8000  
[mattbk@cityofws.org](mailto:mattbk@cityofws.org)  
5/16/25 2:02 PM  
01.03) Rezoning-  
Special Use District - 2

**DOCKET NUMBER: W-3651**

CONFORMITY TO PLANS

Growth Management Plan Area (*Forward 2045*): 2 (Urban Neighborhoods)

Relevant Comprehensive Plan Recommendation(s) for or against proposal:

- Develop a mix of uses, services, and high-density residential types within activity centers and along growth corridors to support an enhanced transit, pedestrian, and bicycle network (p. 51).
- Prioritize and potentially incentivize denser, mixed-use, urban development patterns closer to the city center, along growth corridors, and in activity centers to minimize suburban sprawl and the conversion of rural landscapes into housing (p. 73).
- Promote and incentivize the redevelopment of older, underutilized commercial areas into mixed-use areas that take advantage of the existing transportation network and transit routes (p. 51).
- Focus a mix of commercial and residential development along transit routes and trail corridors to support transit-oriented and trail-oriented development, which maximizes the amount of residential and commercial space within walking distance of transit or greenways (p. 51).
- Prioritize neighborhood-serving uses, such as cafés, medical offices, and grocery stores, instead of large-scale commercial uses, near residential areas (p. 75).
- Continue to encourage the reuse or redevelopment of existing vacant or underutilized buildings and properties as an alternative to greenfield development (p. 86).

Area Plan/Development Guide: *Southeast Winston-Salem Area Plan Update* (2013)

Relevant Development Guide Recommendation(s) in favor of proposal:

- The Proposed Land Use Map recommends more intense land use for the subject property compared to the surrounding low-density residential land use (p. 27).
- Encourage and support the redevelopment/rehabilitation of existing older/underutilized commercial and industrial sites (p. 49).
- Develop the entire site comprehensively and do not subdivide it into numerous unrelated uses (p. 26).
- Locate parking areas internally, so they may be shared by the mixture of uses on site, and design them to be visually unobtrusive and pedestrian-friendly (p. 26).

Relevant Development Guide Recommendation(s) against proposal:

- The Proposed Land Use Map recommends Mixed-Use Development for the subject property to include residential, institutional, and recreational uses in addition to commercial and office uses (p. 27).
- Locate buildings to define the street right-of-way and close to the sidewalk edge. Locate the main entryway of all commercial buildings to face the street, common plaza, or park (p. 26).

Growth Corridor: Yes (Thomasville Road)

Activity Center: No



## 28. uses

City of Winston-Salem  
Marc Allred  
336-727-8000  
[marca@cityofws.org](mailto:marca@cityofws.org)  
5/20/25 12:23 PM  
01.03) Rezoning-  
Special Use District - 2

- Remove uses Funeral Home; Recreation Services, Outdoor; and Recreation Facility, Public.
- Add use Combined Use.

## 29. Conditions/Site Plan Change

City of Winston-Salem  
Marc Allred  
336-727-8000  
[marca@cityofws.org](mailto:marca@cityofws.org)  
5/20/25 12:26 PM  
01.03) Rezoning-  
Special Use District - 2

- Internal sidewalk connection to Clemmonsville
- The commercial infrastructure permit for Phase 1 must be completed prior to the issuance of a Certificate of Occupancy for any structure.
- Developer shall install a Type III Bufferyard between northern boundary line and (Name of Road) for Phase 2. A Fence or Wall option can be used to substitute for plantings between the parking area and the 15' alley.
- Building materials for the Shopping Center, Small shall comply with the following standards prior to Issuance of Building Permits:
  - Only the following building siding materials shall be allowed:
    - Brick and brick veneer;
    - Stone, stone veneer, and cultured stone;
    - Precast concrete panels provided they are textured and contain architectural detailing;
    - Concrete Masonry Units (CMU) provided they are split face and textured;
    - Fiber Cement Siding (Hardie Board);
    - Glass
    - Stucco with architectural detailing; and
    - Wood.

City of Winston-Salem  
Daniel Roberts  
336-747-7047  
[danielgr@cityofws.org](mailto:danielgr@cityofws.org)  
5/21/25 10:09 AM  
01.03) Rezoning-  
Special Use District - 2

Call Dan Roberts with questions

## Sanitation

### General Issues

14. Bulk Container Information

<div>City of Winston-Salem</div> <div>Matthew Cheatham</div> <div>336-727-8000</div> <div>matthewch@cityofws.org</div> <div>5/7/25 8:34 AM</div> <div>01.03) Rezoning-Special Use District - 2</div>	<div>Location will require bulk container(s).</div> <div><b>Bulk Containers:</b> All surfaces constructed for the placement of bulk containers shall be constructed of concrete with a thickness of at least eight inches. All surfaces constructed for the placement of bulk containers shall be at least 16 feet in length and at least 12 feet in width.</div> <div><b>Location and placement:</b> Bulk containers shall be located to provide easy ingress and egress by a container tender truck to the containers. The location of the container shall be free from any overhanging wires or other obstructions which have less than 35 feet of vertical clearance and 40 feet linear clearance of overhead obstruction in the dumping area. All screens or enclosures shall be open on one side for easy access and provide a three-foot clearance on all sides from the bulk container.</div>
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## Stormwater

### General Issues

#### 17. Stormwater Management Permit Required

<a href="#">City of Winston-Salem</a> Joe Fogarty 336-747-6961 <a href="mailto:josephf@cityofws.org">josephf@cityofws.org</a> 5/7/25 10:36 AM 01.03) Rezoning-Special Use District - 2	<p>This development will be required to apply for and be issued with a Post Construction Stormwater Management permit that shows compliance with the City of Winston-Salem's Post Construction Stormwater Management ordinance provisions.</p> <p>The plan is stating that the impervious percentage will be 62%. Developments that exceed 24% impervious area are considered high density developments in terms of the water quality provisions of the ordinance. High density developments have to capture and treat the first inch of runoff from the development in an approved stormwater management system.</p> <p>The water quantity provisions of the ordinance apply once more than 20,000 sq.ft. of new impervious area is proposed which will be the case here Those provisions require that the post developed peak runoff rates for the 2, 10 and 25 year storm events of minimum 6 hour duration be managed in an approved stormwater management system such that they are equal to, or less than, the pre developed rates. Also, the increase in the pre to post developed 25 year volume must be stored in the system and this volume released over a 2 to 5 day period.</p> <p>Your plan is showing one Stormwater Control Measure (SCM) labeled as a "Proposed Post Development Stormwater Control Management" on the plan so I'm assuming that this will be adequate to meet these quality and quantity requirements. The type of SCM is not stated but Planning staff can advise if you need to be specific on the plan as to the type of SCM proposed at this stage or not.</p> <p>The permit will require that the developer provide the city with a financial disclosure statement in which they agree to set aside funds equal to 10% of the estimated construction cost of the stormwater management system in an account they use solely for the operation and maintenance of the system within 5 years of the systems construction. The permit also requires that the developer enter into an Operation and Maintenance Agreement for the SCM and once approved by the city recorded at the Forsyth County Register of Deeds office.</p>
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## Utilities

### General Issues

#### 18. General Comment

<a href="#">City of Winston-Salem</a> Robert Wall 336-727-8000 <a href="mailto:robertw@cityofws.org">robertw@cityofws.org</a> 5/8/25 10:54 AM 01.03) Rezoning-Special Use District - 2	<p>Submit water/sewer extension plans to Utilities Plan Review, in IDT, for permitting/approval. Please pay attention to COWS specifications when designing. I have attached a checklist of commonly missed items on reviews to help. It is in this submittal 001. Water meters purchased through COWS. System development fees due at the time of meter purchase. Water connections will need a Reduced Pressure Assembly backflow preventer matching the meter size. Any existing connections not intended for reuse must be terminated at the main. Minimum 1,000 gallon in ground grease interceptor will be required if has a kitchen and serving food. Size may be larger depending upon kitchen fixture schedule.</p>
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## WSDOT

## General Issues

### 30. General

City of Winston-Salem

Robert Stone

336-727-8000

[robertst@cityofws.org](mailto:robertst@cityofws.org)

5/20/25 4:29 PM

01.03) Rezoning-  
Special Use District - 2

- Site will require Commercial Infrastructure Permit with City of Winston-Salem
- Driveway connection to Clemmons Road (Site Access C) should be restricted to Right-In/Right-Out only to prevent left turn conflicts.
- Driveway profile for connection to Clemmons Road cannot extend onto adjacent property.
- Ensure fire apparatus maneuverability throughout site.
- WSDOT recommends central interconnectivity between parking lots on site.
- Provide dimensioning to show driveway stems meet 40' minimum.
- Provide left and right turn lanes for driveway access to Thomasville Road.
- WSDOT has provided comments to RFK Engineering on TIA. Provide information on any recommendations from TIA per NCDOT and WSDOT comments.
- WSDOT recommends connection to Kenilworth Avenue

[ Ver. 2 ] [Edited By Robert Stone]

## Zoning

## General Issues

### 31. Contact Info

City of Winston-Salem

Daniel Roberts

336-747-7047

[danielgr@cityofws.org](mailto:danielgr@cityofws.org)

5/21/25 10:08 AM

01.03) Rezoning-  
Special Use District - 2

Feel free to contact me with any questions