



# W-3680 Vernon Elliott Baumrind 3617 Hemlock Drive (Special Use Rezoning from RS7 to RS7-S)

Bryce A. Stuart Municipal Building  
100 East First Street, Suite 225  
Winston-Salem, NC 27101  
Fax: 336-748-3163

Phone: 336-747-7040

City of W-S Planning

Vernon Baumrind  
BVJ Properties, LLC  
8508 Park Road  
133  
Charlotte, NC 28210

Project Name: W-3680 Vernon Elliott Baumrind 3617 Hemlock Drive (Special Use Rezoning from RS7 to RS7-S)  
Jurisdiction: City of Winston-Salem  
ProjectID: 2037284

Wednesday, March 18, 2026

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: 9

### Erosion Control

#### General Issues

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

City of Winston-Salem  
Matthew Osborne  
336-462-7480  
[matthewo@cityofws.org](mailto:matthewo@cityofws.org)

If the proposed project creates more than 10,000 sq. ft. of land disturbance (20,000 sq. ft. of land disturbance for Single-Family

3/4/26 11:28 AM  
01.03) Rezoning-Special Use  
District - 2

Dwelling construction), 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 **04.02 Grading/Erosion Control Permit** at the following link: <https://winston-salem.idtplans.com/secure/>

### 13. Erosion Control Plan Review to NCDEQ - DEMLR

City of Winston-Salem  
Matthew Osborne  
336-462-7480  
[matthewo@cityofws.org](mailto:matthewo@cityofws.org)  
3/4/26 11:28 AM  
01.03) Rezoning-Special Use  
District - 2

If this project will use any public funds for financing, and/or be constructed on public owned property, and/or is a public utility project, then Erosion Control Plan approval will need to be completed through NCDEQ - DEMLR at the Winston-Salem Regional Office. The contact for NCDEQ - DEMLR at the Winston-Salem Regional Office is Tamera Eplin (336-776-9800 or [tamera.eplin@deq.nc.gov](mailto:tamera.eplin@deq.nc.gov)).

## Fire/Life Safety

### General Issues

### 15. Approval Notes

City of Winston-Salem (Fire)  
Raven Byrd  
336-747-7456  
[ravenb@cityofwsfire.org](mailto:ravenb@cityofwsfire.org)  
3/6/26 8:51 AM  
01.03) Rezoning-Special Use  
District - 2

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.

- Future construction plans shall indicate locations of fire hydrants (existing and proposed) to demonstrate compliance with fire code requirements and City development standards.
- Fire apparatus access shall comply with the requirements below and **shall extend to within 150 feet all portions of the exterior walls of the building** as measured by an approved route around the exterior of the building or facility. This can be extended to 200 feet for sprinklered buildings.

- 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:
  - Must carry an imposed load of not less than 75,000 pounds;
  - Clear width requirements of not less than 20 feet for two-way traffic;
  - Clear height requirements of not less than 13 feet, 6 inches;
  - Approved turnaround required for fire apparatus access roads when the dead-end length of the required access road is more than 150 feet.
  - 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.
- 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.
- Buildings constructed on site must comply with all applicable North Carolina Building Codes

## MapForsyth Addressing Team

### General Issues

#### 21. Addressing & Street Naming

[Forsyth County Government](#) Contact me for addresses at [alfordgd@forsyth.cc](mailto:alfordgd@forsyth.cc)  
 Gloria Alford  
 3367032337  
[alfordgd@forsyth.cc](mailto:alfordgd@forsyth.cc)  
 3/16/26 2:33 PM  
 01.03) Rezoning-Special Use  
 District - 2

## Planning

### General Issues

#### 18. Council Member Contact

[City of Winston-Salem](#) Please ensure that you have contacted your appropriate Council Member. They may wish to participate in any community outreach which is to take place prior to the Planning Board Hearing.  
 Lizka Bradley  
 336-727-8000  
[lizkab@cityofws.org](mailto:lizkab@cityofws.org)  
 3/13/26 7:56 AM  
 01.03) Rezoning-Special Use  
 District - 2

## 23. Neighborhood Outreach

City of Winston-Salem

Lizka Bradley

336-727-8000

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

3/17/26 2:22 PM

01.03) Rezoning-Special Use  
District - 2

### UDO Section 3.2.19.A.7 - Neighborhood Meeting/Outreach

A neighborhood meeting/neighborhood outreach shall be required for all rezoning requests when any portion of the subject property is located within five hundred (500) feet of residential zoning. All measurements shall be made by drawing a straight line from the nearest point of the lot line for the subject property to the residential zoning line.

- **Meeting/Outreach:** The applicant shall conduct a neighborhood meeting or another appropriate form of neighborhood outreach. Examples of acceptable forms of neighborhood outreach include, but are not limited to, mailing informational letters, going door-to-door, or distributing flyers.
- **Written Summary:**
  - The applicant shall provide a written summary (email is an acceptable form) to Planning staff that provides a detailed explanation of the neighborhood meeting/neighborhood outreach.
  - The written summary shall describe the scope of outreach along with the issues discussed and any outcomes agreed upon as a result of the outreach. Then written summary shall be provided to Planning staff at least eight (8) days prior to the date of the Planning Board meeting for which the subject rezoning is scheduled.
- **Automatic Continuance:** If the applicant fails to provide the required written summary to Planning staff at least eight (8) days prior to the date of the Planning Board meeting for which the subject rezoning is scheduled, the subject request shall be automatically continued to the next scheduled Planning Board public hearing meeting.

**The Written Summary of the Neighborhood Meeting/Outreach is due to the rezoning case manager via email by the "Community Outreach Deadline" on the Calendar of Significant Dates, located here:** <https://www.cityofws.org/1564/Monthly-Planning-Board-Items>

Please contact either of the following Principal Planners if you have any comments, questions, or concerns:

- **Marc Allred (Commercial)** - [marca@cityofws.org](mailto:marca@cityofws.org) - 336-747-7069
- **Bryan Wilson (Residential)** - [bryandw@cityofws.org](mailto:bryandw@cityofws.org) - 336-747-7042

Stormwater

General Issues

**11. Exempt from Stormwater Permitting**

<p>City of Winston-Salem          Joe Fogarty          336-747-6961  <a href="mailto:josephf@cityofws.org">josephf@cityofws.org</a>          3/4/26 10:05 AM          01.03) Rezoning-Special Use          District - 2</p>	<p>This development will be exempt from the City of Winston-Salem's Post Construction Stormwater Management ordinance and hence exempt from having to be issued with a Post Construction Stormwater Management permit. It will be exempt from the water quality provisions of the ordinance as this development will disturb less than 1 acre during construction, which is the threshold for these provisions to apply. The site proposed to be developed is only 0.402 acres in size and so its obviously going to be less than 1 acre of disturbance. It will be exempt from the water quantity provisions of the ordinance as there will be less than 20,000 sq.ft. of new impervious area created, which is the threshold for these provisions to apply. The site is 0.402 acres which equates to 17,424 sq.ft. Therefore even if you paved the entire site, which will not be the case here, you would still be less than the 20,000 sq.ft. threshold. All that is required is a formal exemption review for to be applied for prior to construction activity.</p>
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**Utilities**

General Issues

**17. General Comment**

<p>City of Winston-Salem          Robert Wall          336-727-8000  <a href="mailto:robertw@cityofws.org">robertw@cityofws.org</a>          3/12/26 9:54 AM          01.03) Rezoning-Special Use          District - 2</p>	<p>Any existing water/sewer connections not intended for reuse must be terminated at the main. Water meters purchased through COWS. System development fees due for water and wastewater at the time of meter purchase. A NCLUC will need to make any public water/sewer connections to the city mains. No water/sewer connections located inside a driveway or sidewalks.</p>
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**WSDOT**

General Issues

**16. General**

<p>City of Winston-Salem          Robert Stone          336-727-8000  <a href="mailto:robertst@cityofws.org">robertst@cityofws.org</a>          3/16/26 8:39 AM          01.03) Rezoning-Special Use          District - 2</p>	<ul style="list-style-type: none"> <li>• Review City of Winston-Salem IDS Manual to ensure all plans are developed in accordance with city standards and specifications.</li> <li>• Provide 10' x 70' sight distance triangles at all proposed driveway connections. Ensure no obstructions are inside sight distance triangles.</li> <li>• Ensure any existing driveways and curb cuts not intended for future use are terminated in accordance with city standards.</li> <li>• Provide dimensioning for all sidewalk, curb &amp; gutter, curve radii, parking stalls, drive aisles, etc.</li> </ul>
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- Driveways aprons must meet residential driveway standards in IDS Manual Detail V-14
- Residential driveways must be a minimum of 12'.
- Ensure driveways are separated by at least 25'
- Development will require residential infrastructure permit with city.

[ [Ver. 3](#) ] [Edited By Robert Stone]