



W-3691 Stellas Rescue - Chatham RD (Special Use Permit in an GI Zoning District)

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

Luke Dickey
Stimmel Associates, PA
601 North Trade Street
Suite 200
Winston Salem, NC 27101

Project Name: W-3691 Stellas Rescue - Chatham RD (Special
Use Permit in an GI Zoning District)
Jurisdiction: City of Winston-Salem
ProjectID: 2137015

Wednesday, May 20, 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: 17

Engineering

General Issues

16. Commercial Infrastructure Permit Required

City of Winston-Salem-
Engineering
James Lowe
336-727-8000
jameslo@cityofws.org

- This development will require a City of Winston-Salem Commercial Infrastructure Permit (CIP).
- Site must be designed and built in accordance with the most recent City of Winston Salem Infrastructure Development Standards (IDS) and Water and Sewer Technical Specifications.

5/13/26 4:08 PM
01.04) Special Use Permit - 3

- Verify fire apparatus and emergency vehicle access and maneuverability throughout parking lot(s) and roadway corridors.
- Sight Distance Triangles (SDT) shall be drawn at all roadway intersections from the back of curb on curb and gutter streets and from the edge of pavement on ribbon pavement streets.
- Coordinate with WSDOT regarding ROW dedication and sidewalk requirements.
- No footing, wall, or wall components will be permitted within the public R/W or within public water, sewer, or storm drainage easements.

Additional comments may be issued when more detailed plans are provided during the technical permitting process.

Erosion Control

General Issues

10. Grading/Erosion Control Permit and Erosion Control Plan needed

City of Winston-Salem
Matthew Osborne
336-462-7480
matthewo@cityofws.org
5/6/26 11:17 AM
01.04) Special Use Permit - 3

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 **04.02 Grading/Erosion Control Permit** at the following link:

<https://winston-salem.idtplans.com/secure/>

[Ver. 2] [Edited By Matthew Osborne]

Fire/Life Safety

General Issues

15. Approval Notes

Winston-Salem Fire
Department
Nathaniel Brown
336-747-7466
nathanielb@cityofwsfire.org

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.

5/13/26 8:03 AM
01.04) Special Use Permit - 3

- 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

19. Addressing & Street Naming

Forsyth County Government 738 Chatham Rd
Gloria Alford
3367032337
alfordgd@forsyth.cc
12/3/26 12:33 PM
01.04) Special Use Permit - 3

Planning

[2026.04.27 26-028 RZ-1.pdf \[9 redlines\]](#) (Page 1) [1] 24x36 RZ-1

2. Callout B

City of Winston-
Salem/Forsyth County
Rory Howard

Sign the seals.

336-747-7065
roryh@cityofws.org
4/28/26 9:43 AM
Pre-Submittal Workflow - 1

[Stimmel Associates, PA](#) Signed
Luke Dickey
(336)7231067
ldickey@stimmelpa.com
5/5/26 8:22 AM
Pre-Submittal Workflow - 1

3. Callout B

[City of Winston-Salem/Forsyth County](#) Is it not the entire PIN?
Rory Howard
336-747-7065
roryh@cityofws.org
4/28/26 9:43 AM
Pre-Submittal Workflow - 1

[Stimmel Associates, PA](#) Revised to entire PIN
Luke Dickey
(336)7231067
ldickey@stimmelpa.com
5/5/26 8:22 AM
Pre-Submittal Workflow - 1

4. Callout B

[City of Winston-Salem/Forsyth County](#) Contact Information for the owner?
Rory Howard
336-747-7065
roryh@cityofws.org
4/28/26 9:43 AM
Pre-Submittal Workflow - 1

[Stimmel Associates, PA](#) Added
Luke Dickey
(336)7231067
ldickey@stimmelpa.com
5/5/26 8:24 AM
Pre-Submittal Workflow - 1

5. Callout B

[City of Winston-Salem/Forsyth County](#) Just Arts and Crafts Studio, no Retail
Rory Howard

336-747-7065
roryh@cityofws.org
4/28/26 9:43 AM
Pre-Submittal Workflow - 1

Stimmel Associates, PA Luke Dickey (336)7231067 ldickey@stimmelpa.com 5/5/26 8:22 AM Pre-Submittal Workflow - 1	Revised for special use permit - no zoning change
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6. Text Box B

City of Winston-Salem/Forsyth County Rory Howard 336-747-7065 roryh@cityofws.org 4/28/26 9:43 AM Pre-Submittal Workflow - 1	Need bearings and distances of property boundaries.
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Stimmel Associates, PA Luke Dickey (336)7231067 ldickey@stimmelpa.com 5/5/26 8:22 AM Pre-Submittal Workflow - 1	Added
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7. Text Box B

City of Winston-Salem/Forsyth County Rory Howard 336-747-7065 roryh@cityofws.org 4/28/26 9:43 AM Pre-Submittal Workflow - 1	Add a purpose statement.
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Stimmel Associates, PA Luke Dickey (336)7231067 ldickey@stimmelpa.com 5/5/26 8:23 AM Pre-Submittal Workflow - 1	Added
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8. Callout B

City of Winston-Salem/Forsyth County Rory Howard	Show the entrance located here. It appears to be less than 100 feet from the subject property.
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336-747-7065
roryh@cityofws.org
4/28/26 9:43 AM
Pre-Submittal Workflow - 1

[Stimmel Associates, PA](#)
Luke Dickey
(336)7231067
ldickey@stimmelpa.com
5/5/26 8:23 AM
Pre-Submittal Workflow - 1

Updated
[[Ver. 2](#)] [Edited By Luke Dickey]

9. Text Box **B**

[City of Winston-Salem](#)
Bryan Wilson
336-747-7042
bryandw@cityofws.org
4/28/26 2:40 PM
Pre-Submittal Workflow - 1

The use "Animal Shelter" is reserved for facilities exclusively operated by a public entity.

[Stimmel Associates, PA](#)
Luke Dickey
(336)7231067
ldickey@stimmelpa.com
5/5/26 8:23 AM
Pre-Submittal Workflow - 1

Updated per just Special Use Permit to request outdoor enclosure.

General Issues

21. Zoning District

[City of Winston-Salem](#)
Bryan Wilson
336-747-7042
bryandw@cityofws.org
5/20/26 12:00 PM
01.04) Special Use Permit - 3

This request will be heard as an Elected Body Special Use Permit. Therefore the hearing will be a quasi-judicial proceeding. No ex parte communication with Elected Body officials is allowed. Community outreach is not required as a part of this request. Be aware of the specific findings of fact to determine this case posted below.

The role of the Planning Board in this case is to verify if the development plan meets Unified Development Ordinance requirements only. The final decision is entirely within the purview of the Elected Body.

UDO ClearCode Chapter 3.2.13

a. The Elected Body shall issue a special use permit only when the Elected Body makes an affirmative finding as follows:

i. That the use will not materially endanger the public health or safety if located where proposed and developed according to the application and plan as submitted and approved;

ii. That the use meets all required conditions and specifications;

iii. That the use will not substantially injure the value of adjoining or abutting property, or that the use is a public necessity; and

iv. That the location and character of the use, if developed according to the application and plan submitted and approved, will be in harmony with the area in which it is to be located and in general conformity with Forward 2045.

Stormwater

General Issues

11. Exempt from Stormwater Management Permitting

City of Winston-Salem

Joe Fogarty

336-747-6961

josephf@cityofws.org

5/6/26 11:35 AM

01.04) Special Use Permit - 3

The plan is stating that there will be a decrease in impervious area from the pre developed to the post developed condition. Developments that do not increase the impervious area above what may already have existed, as is the case with this plan, are exempt from the City of Winston-Salem's Post Construction Stormwater Management ordinance provisions and hence exempt from having to be issued with a Post Construction Stormwater Management permit. All that will be required is that a formal exemption review is applied for.

Utilities

General Issues

13. General Comments

City of Winston-Salem

Tiffany Ladd

336-727-8000

tiffanyal@cityofws.org

5/11/26 10:57 AM

01.04) Special Use Permit - 3

Site has existing water and sewer services. Any existing water/sewer connections not intended for reuse must be terminated at the main. All water connections will require an RPA Backflow Preventer matching the meter size. 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 new public water/sewer connections to the city mains.

General Issues**18. General**

City of Winston-Salem
Robert Stone
336-727-8000
robertst@cityofws.org
5/18/26 10:59 AM
01.04) Special Use Permit - 3

- Review City of Winston-Salem IDS Manual to ensure all plans are developed in accordance with city standards and specifications.
- Provide 10' x 70' sight distance triangles at all proposed driveway connections. Ensure no obstructions are inside sight distance triangles.
- Ensure any existing driveways and curb cuts not intended for future use are terminated in accordance with city standards.
- Provide dimensioning for all sidewalk, curb & gutter, curve radii, parking stalls, drive aisles, etc.
- Proposed driveway connections must meet IDS manual detail V-13.
- Commercial Infrastructure Permit required for any driveway improvements within R/W

Zoning

General Issues**20. Map Improvements**

City of Winston-Salem
Marc Allred
336-727-8000
marca@cityofws.org
5/19/26 8:44 PM
01.04) Special Use Permit - 3

- Add the height requirement (minimum of five feet) for the enclosure fence and specify that it will be an opaque fence.
- Staff is requesting two conditions.
 1. Add a landscaping buffer just south of the outdoor enclosure fence.
 2. Sign condition of 6 feet max height and 36 square feet max area.