



# W-3469 450 Polo Road (Special Use Rezoning)



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

Stephen Owen  
Stimmel Associates, PA  
601 North Trade Street  
Suite 200  
Winston Salem, NC 27101

Project Name: W-3469 450 Polo Road (Special Use Rezoning)  
Jurisdiction: City of Winston-Salem  
ProjectID: 525955

Wednesday, April 21, 2021

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: 20

### Addressing

[2021.04.06 Polo Road Submittal \(20-309\).pdf](#) [9 redlines] (Page 1) [1] 20-309 REZN-Rezoning Plan

#### 25. Text Box B

<p>Forsyth County Government Gloria Alford 3367032337 <a href="mailto:alfordgd@forsyth.cc">alfordgd@forsyth.cc</a> 4/19/21 10:42 AM 01.03) Rezoning- Special Use District - 2</p>	<p>MAY ST is extend and Minter Way is approved to use. [Ver. 2] [Edited By Gloria Alford]</p>
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### Engineering

#### General Issues

## 19. Driveway Permit required

**City of Winston-Salem**  
Ryan Newcomb  
3367278063  
[ryancn@cityofws.org](mailto:ryancn@cityofws.org)  
4/14/21 2:48 PM  
01.03) Rezoning-  
Special Use District - 2

A City driveway permit will be required for the proposed access points onto Polo Road and McCanless Street. The accesses will need to be heavy duty concrete aprons to support dumpster pickup traffic (8" 4,000 psi concrete over 6" compacted ABC). The concrete aprons shall extend from the edge of pavement on both streets to the right-of-way line. The driveway permit must be issued prior to issuance of a grading permit (if required).

## 20. Street and drainage design

**City of Winston-Salem**  
Ryan Newcomb  
3367278063  
[ryancn@cityofws.org](mailto:ryancn@cityofws.org)  
4/14/21 2:52 PM  
01.03) Rezoning-  
Special Use District - 2

Street and drainage design for the widening of McCanless Street must be reviewed and approved by the City's Engineering department. Design must be approved prior to the issuance of the grading permit (if required). Realign the access to McCanless Street to align directly with May Street. Sidewalk is required along the McCanless Street frontage. Dedicate ROW 25 LF from center.  
[Ver. 3] [Edited By Ryan Newcomb]

## Erosion Control

### General Issues

## 12. Erosion Control Plan Needed

**City of Winston-Salem**  
Matthew Osborne  
336-747-7453  
[matthewo@cityofws.org](mailto:matthewo@cityofws.org)  
4/12/21 8:49 AM  
01.03) Rezoning-  
Special Use District - 2

If the proposed project creates more than 10,000 sq. feet of land disturbance, an Erosion Control/Grading Permit will be required prior to the start of work. In order to obtain this permit you must submit a professionally designed Erosion and Sedimentation 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 at the following link: <https://winston-salem.idtplans.com/secure/>

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

**City of Winston-Salem**  
Matthew Osborne  
336-747-7453  
[matthewo@cityofws.org](mailto:matthewo@cityofws.org)  
4/12/21 8:49 AM  
01.03) Rezoning-  
Special Use District - 2

If this project will use any public funds then Erosion Control Plan approval will need to be completed through NCDEQ - DEMLR. The contact for NCDEQ - DEMLR at the Winston-Salem Regional Office is Tamera Eplin (336-776-9800).

## Fire/Life Safety

### General Issues

## 17. Notes

Winston-Salem Fire  
Department  
Mike Morton  
336-747-6935  
michaelcm@cityofwsfire.org  
4/13/21 1:44 PM  
01.03) Rezoning-Special  
Use District - 2

Indicate locations of fire hydrants (existing and proposed) to demonstrate compliance with fire code requirements and City development standards.

For those buildings on this site that are equipped with sprinkler or standpipe systems, indicate the location of each FDC, ensuring no FDC is more than 100 feet from a fire hydrant.

Ensure fire apparatus access roads are provided, designed, built and maintained in compliance with fire code requirements. These requirements include but are not limited to the following items:

- Design, construction and maintenance of fire apparatus access roads to 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;
- Design, construction and maintenance of approved turnaround designs 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.

As part of your construction plan submittal for elements of this project that are not governed by the North Carolina Residential Code, include the calculations for needed fire flow for this project and indicate the approved method of calculation in use. Buildings that are equipped with sprinkler systems throughout are exempt from this requirement. Refer to Section 507 of the 2018 NC Fire Code for further information. Approved calculation methods include the following options:

- Appendix B of the 2018 NC Fire Code; or
- the ISO Fire Suppression Rating Schedule (as described in <https://www.isomitigation.com/siteassets/downloads/guide-determinerequiredfireflow.pdf>).

Emergency responder radio coverage shall meet the requirements of Section 510 of the 2018 NC Fire Code for those buildings which are not covered by the North Carolina Residential Code. Consider how these requirements, including any systems necessary to bring radio coverage into compliance with this section, may impact your plans.

## Planning

### General Issues

#### 14. Historic Resources

City of Winston-Salem No comments  
Heather Bratland  
336-727-8000  
heatherb@cityofws.org  
4/12/21 11:18 AM  
01.03) Rezoning-  
Special Use District - 2

#### 29. Design

[City of Winston-Salem](#) Where shown on the proposed site plan fronting Polo Road, the fronts of the proposed buildings must face that road.  
Desmond Corley  
336-727-8000  
[desmondc@cityofws.org](mailto:desmondc@cityofws.org) Additionally, additional treatment between the pool area and clubhouse and the adjacent neighborhood on the other side of McCanless street is strongly recommended. Either swapping the locations of the proposed buildings and the pool or adding landscaping between the area and the street would suffice.  
4/21/21 12:59 PM  
01.03) Rezoning-Special Use District - 2

**30. Design**

[City of Winston-Salem](#) Designate on plan that the proposed front elevations will be facing Polo Rd.  
Bryan Wilson  
336-747-7042  
[bryandw@cityofws.org](mailto:bryandw@cityofws.org)  
4/21/21 2:46 PM  
01.03) Rezoning-Special Use District - 2

**2021.03.29 Polo Road Presubmittal (20-309).pdf [16 redlines] (Page 1) [1] 20-309 REZN-Rezoning Plan**

**8. COUNCIL MEMBER CONTACT B**

[City of Winston-Salem](#) PLEASE ENSURE THAT YOU HAVE CONTACTED YOUR APPROPRIATE COUNCIL MEMBER PRIOR TO ARRANGING THE NEIGHBORHOOD MEETING. THIS MEETING IS TO TAKE PLACE BEFORE THE PLANNING BOARD PUBLIC HEARING.  
Bryan Wilson  
336-747-7042  
[bryandw@cityofws.org](mailto:bryandw@cityofws.org)  
3/30/21 1:29 PM  
Pre-Submittal Workflow - 1

[Stimmel Associates, PA](#) Have contacted  
Stephen Owen  
(336)7231067  
[sowen@stimmelpa.com](mailto:sowen@stimmelpa.com)  
4/5/21 11:44 AM  
Pre-Submittal Workflow - 1

**2021.04.06 Polo Road Submittal (20-309).pdf [9 redlines] (Page 1) [1] 20-309 REZN-Rezoning Plan**

**22. Callout B**

[City of Winston-Salem](#) Dedicate R/W 25' from center on Mccanless  
Jeffrey Fansler  
336-727-8000  
[jeffreygf@cityofws.org](mailto:jeffreygf@cityofws.org)  
4/14/21 2:55 PM  
01.03) Rezoning-Special Use District - 2

**Sanitation**

**2021.04.06 Polo Road Submittal (20-309).pdf [9 redlines]**

**16. No Issues with Dumpster Enclosure**

City of Winston-Salem No issues with the proposed dumpster enclosure.  
Jennifer Chrysson  
336-727-8000  
jenniferc@cityofws.org  
4/13/21 8:04 AM  
01.03) Rezoning-  
Special Use District - 2

## Stormwater

### General Issues

#### 10. Stormwater Management Permit Required

City of Winston-Salem 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.  
Joe Fogarty  
336-747-6961  
josephf@cityofws.org  
4/8/21 10:17 AM  
01.03) Rezoning-  
Special Use District - 2

The plan states the proposed impervious percentage shall be 59.59%. This is greater than 24% and also means more than 20,000 sq.ft. of new impervious area will be created. The development therefore will be subject to the high density water quality provisions of the ordinance since 24% built upon area (BUA) is exceeded and also subject to the water quantity provisions of the ordinance since 20,000 sq.ft of new BUA is proposed to be created.

The high density water quality provisions require that the first inch of runoff from the proposed development be managed in an approved Stormwater management system. They also require stream buffers to be provided off of all intermittent and perennial surface waters. The ordinance states that such surface waters are assumed to exist on a property if they show up on a USGS map or on a soil survey map. There appears to be one such conveyance that is on your property that does indeed show up on the soil survey mapping. Therefore, a 30' buffer will be required to surround that conveyance on both sides as measured from the top of bank. The buffer is not permitted to have any built upon (impervious) area within it. The inner half of the buffer must remain undisturbed at all times. The outer half may be graded for construction purposes. Currently your plan is not addressing this item as in showing the conveyance or the buffer. If you wish to dispute the existence of this conveyance you will need to have a NCDWQ certified professional carry out a field investigation and determination as to whether this conveyance can be classed as a surface water or not and documentation of their findings provided to me at the time of applying for the Stormwater management permit.

The water quantity provisions of the ordinance require that any development that creates more than 20,000 sq.ft. of net new impervious area manage in an approved Stormwater management system the post developed peak runoff rates from the 2, 10 and 25 year storm events of minimum 6 hour duration, to at, or below, the pre developed rates. The increase in the pre versus post developed 25 year volume is also required to be stored in the Stormwater management system and this volume released over a 2 to 5 day period.

I am very concerned with the ultimate discharge of the runoff from this property even with management. The discharge has to go through an existing residential neighborhood to the south and in some cases the conveyances on those properties come very close to residential structures. Even with management there will be more volume ultimately discharging through this area and cases like these always lead to the Stormwater staff having to field very angry citizen/property owner questions after construction as they

experience problems with runoff and changes in the general hydrology that they hadn't seen before. I realize that I have no authority to make you implement anything downstream but I would urge you to be conscious of impacts even with Stormwater management to these downstream properties. Taking this into account I am therefore also going to require a Planning Board condition to be applied to this plan for management of the 50 year peak and volume to be added on top of the standard ordinance design requirements so as to try and get more events managed in consideration of these downstream concerns. I would also like to point out that the GIS information available to me appears to show a conveyance system that takes a certain amount of drainage from this current site to the north (across Polo Road). I would be looking for you to replicate existing drainage patterns in the post developed stage so as to not increase in area (even with management) the drainage basin to the south, again with concerns in mind about those downstream properties and changes in hydrology to them etc. I had pointed this out in the sketch plan review of a number of weeks ago but it does not appear to have been taken into account as I don't see a Stormwater management device located in this northern area of the development. I just see one in the south area which leads me to think that you are neglecting to replicate existing drainage areas and flow patterns as I had previously requested in that sketch plan meeting.

For any Stormwater management system that is proposed to be designed and that the developer will be the entity responsible for the long term operation and maintenance of the system (which I assume will be the case here as I assume these are going to be rental units) then it will be required to provide to the City a non-refundable financial surety as part of the permit process. The surety shall equal 4% of the estimated construction cost of the Stormwater management system. If for some reason I'm mistaken in my assumption on these being rental units and they will be owned individually and should the developer in that case wish to establish a Home Owners Association (HOA) as the entity responsible for the long term operation and maintenance of the system then the surety shall be the following: the developer shall establish an escrow account and deposit 15% of the estimated construction cost (which will be non-refundable) of the Stormwater management system into that account. The HOA will be required to add further funds into that account in later years per the ordinance requirements, There will be an escrow agreement that is required to be approved by the City and upon approval recorded at The Forsyth County Register of Deeds office.

The permit will also require that the developer submit to the City for approval and signature an Operation and Maintenance Agreement. In the case where the developer will be the entity responsible for the long term operation and maintenance of the system this will be a 2 party agreement between the developer and the city. In the case where there will be a HOA involved it will be a 3 party agreement between the developer, the HOA and the city. The agreement whether it be a 2 party or 3 party agreement, once its approved, will have to be recorded at The Forsyth County Register of Deeds office.

## Utilities

### General Issues

#### 18. General Comments

[City of Winston-Salem](#) Water/Sewer interior to the site will be considered private, an approved backflow preventer assembly (matching water meter size) will be required to be installed. any existing water/sewer connections not intended for reuse must be terminated at the main, all required water meters must be purchased from C.O.W.S be aware of accompanying System Development Fees due at time of water meter purchase.  
Charles Jones  
336-727-8000  
[charlesj@cityofws.org](mailto:charlesj@cityofws.org)  
4/13/21 2:28 PM  
01.03) Rezoning-  
Special Use District - 2

## WSDOT

### General Issues

#### 11. General Comments

[City of Winston-Salem](#) Previous Comments (still apply if not already addressed)  
David Avalos  
336-727-8000  
[davida@cityofws.org](mailto:davida@cityofws.org)  
4/21/21 8:55 AM  
01.03) Rezoning-  
Special Use District - 2

- Sidewalk is required along entire polo rd frontage.
- Dedicate right of way 37.5' from center along entire polo rd frontage.
- Show bike parking
- Widen Mccanless St 13.5' from center to back of curb with curb and gutter and sidewalk along entire frontage.

[Ver. 2] [Edited By David Avalos]

### 2021.04.06 Polo Road Submittal (20-309).pdf [9 redlines] (Page 1) [1] 20-309 REZN-Rezoning Plan

#### 21. Callout B

[City of Winston-Salem](#) Line up Driveway with May Street  
Jeffrey Fansler  
336-727-8000  
[jeffreygf@cityofws.org](mailto:jeffreygf@cityofws.org)  
4/14/21 2:55 PM  
01.03) Rezoning-  
Special Use District - 2

#### 23. Callout B

[City of Winston-Salem](#) s/w on mccanless  
Jeffrey Fansler  
336-727-8000  
[jeffreygf@cityofws.org](mailto:jeffreygf@cityofws.org)  
4/14/21 2:55 PM  
01.03) Rezoning-  
Special Use District - 2

## Zoning

### General Issues

#### 28. Zoning

City of Winston-Salem Elizabeth Colyer 336-747-7427 elizabethrc@cityofws.org 4/19/21 3:05 PM 01.03) Rezoning-Special Use District - 2

Please ensure that applicable Use-Specific Standards for Residential Building, Multifamily; Townhouse; or Twin Home (Section 5.2.71) are met.

Please show the location on the site plan of the proposed bicycle parking/racks.

Please label all driveway, drive aisle, and sidewalk widths. Ensure that parking spaces adjacent to any sidewalks meet the standards of Table 6.1.3 G.

Please show directional arrows on the site plan to indicate internal traffic circulation.

Is it feasible to connect the southwestern building sidewalk with a crosswalk to the sidewalk for the southeastern building for better pedestrian movement? Please see the site plan redlines.

Any proposed exterior lighting must meet the requirements of UDO 6.6.

Proposed dumpster screening is required per UDO Section 6.2.1 F.

Any proposed Utility Service Areas must be screened per the requirements of UDO ClearCode Section 6.2.1.G.

There may be proposed MVSA within 100' of the public right-of-way for Polo Road that would necessitate a Streetyard. Please see the site plan redlines.

Please delineate the 10' Streetyard on McCanless Street.

Please ensure that all parking spaces are within 75' of a large variety tree. Please provide MVSA calculations.

**2021.04.06 Polo Road Submittal (20-309).pdf [9 redlines] (Page 1) [1] 20-309 REZN-Rezoning Plan**

**26. Text Box B**

City of Winston-Salem Elizabeth Colyer 336-747-7427 elizabethrc@cityofws.org 4/19/21 2:42 PM 01.03) Rezoning-Special Use District - 2

Crosswalk

**27. Text Box B**

City of Winston-Salem Elizabeth Colyer 336-747-7427 elizabethrc@cityofws.org 4/19/21 2:42 PM 01.03) Rezoning-Special Use District - 2

Sidewalk