



W-3667 Bethabara Village Apartments (Special Use Rezoning from RM18 to RMU-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

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

Project Name: W-3667 Bethabara Village Apartments (Special
Use Rezoning from RM18 to RMU-S)
Jurisdiction: City of Winston-Salem
ProjectID: 1845844

Wednesday, September 17, 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

General Issues

19. Commercial Infrastructure Permit Required

City of Winston-Salem-
Engineering
James Lowe
336-727-8000
jameslo@cityofws.org
9/12/25 1:00 PM
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.
- Existing driveway will need to be returned to City standard if damaged during construction.
- 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.

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

[[Ver. 2](#)] [Edited By James Lowe]

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
9/3/25 8:47 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 **04.02 Grading/Erosion Control Permit** at the following link: <https://winston-salem.idtplans.com/secure/>

11. Erosion Control Plan Review to NCDEQ - DEMLR

City of Winston-Salem
Matthew Osborne
336-462-7480
matthewo@cityofws.org
9/3/25 8:47 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).

Fire/Life Safety

General Issues

15. Approval Notes

Winston-Salem Fire
Department
Cory Lambert
336-747-7359
coryml@cityofwsfire.org
9/9/25 11:56 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 NC Building Codes

Landscaping

General Issues

20. Trees

City of Winston Salem -
Vegetation
Management
Keith Finch
3364168867
keithf@cityofws.org
9/15/25 10:29 AM
01.03) Rezoning-
Special Use District - 2

- It appears there will be no landscaping/planting on the city's right of way. If this is not the case or it changes, a detailed landscaping plan will need to be included and approved by Vegetation Management. Also, large canopy trees should be planted at least 6' from any paved surface.

- What species are the canopy trees?

22. Trees

City of Winston Salem -
Vegetation
Management
Derek Renegar
3364168867
Derekr@cityofws.org
9/16/25 10:17 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 6' from hardscape to minimize conflict between paved/concrete surfaces and tree roots. Any large species of tree to be planted within 6' of City ROW will need approval to determine probability of conflict/issues to City interests as the tree matures.

Tree protection zones shall be established prior to construction to protect any existing tree counting towards TSA credits/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, disturbance of soil or storage of supplies shall be allowed within established tree protection zones. Tree protection zones shall be maintained until completion of project and monitored by applicant for compliance.

Planning

General Issues

1. Neighborhood Outreach

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 - 336-747-7069**
- **Bryan Wilson (Residential) - bryandw@cityofws.org - 336-747-7042**

Stimmel Associates, PA

Luke Dickey

(336)7231067

ldickey@stimmelpa.com

9/1/25 6:51 PM

Pre-Submittal Workflow

- 1

Acknowledged - neighborhood meeting has been scheduled

2. Council Member Contact

City of Winston-Salem

Ellie Levina

336-727-2626

elliele@cityofws.org

8/26/25 8:50 AM

Pre-Submittal Workflow

- 1

Please ensure that you have contacted the appropriate Council Member and/or the Community Assistance Liaison or their office prior to the Planning Board Hearing. Be advised that Council Members may want to participate in any community outreach efforts . Information for each Council Member can be found on their website here: <https://www.cityofws.org/3499/City-Council>

Stimmel Associates, PA Councilmember has been contacted
Luke Dickey
(336)7231067
ldickey@stimmelpa.com
9/1/25 6:51 PM
Pre-Submittal Workflow
- 1

13. Historic Resources

City of Winston-
Salem/Forsyth County No comments
Isabel Coletti
336-747-7422
isabelc@cityofws.org
9/3/25 9:44 AM
01.03) Rezoning-
Special Use District - 2

14. Community Appearance Commission

City of Winston-
Salem/Forsyth County No comment
Daniel Rankin
336-747-6835
danielr@cityofws.org
9/4/25 6:59 PM
01.03) Rezoning-
Special Use District - 2

24. Issue Resolution Deadline

City of Winston-Salem Please be aware of the site plan resubmittal/issue resolution deadline as shown on
Bryan Wilson the Planning Board Calendar of Significant Dates published on our website
336-747-7042 here: <https://www.cityofws.org/1564/Monthly-Planning-Board-Items>
bryandw@cityofws.org
9/16/25 4:31 PM
01.03) Rezoning-
Special Use District - 2

25. Stormwater Management

City of Winston-Salem Show how you will either divert flow or manage existing stormwater from the
Bryan Wilson developed portion of the site on the preliminary site plan per Stormwater Division
336-747-7042 requirements.
bryandw@cityofws.org
9/16/25 4:32 PM
01.03) Rezoning-
Special Use District - 2

26. Environmental Features/Greenways

City of Winston-Salem No comment.
Amy Crum
336-747-7051
amyc@cityofws.org
9/16/25 5:01 PM
01.03) Rezoning-
Special Use District - 2

Sanitation

General Issues

12. Bulk Container Information

City of Winston-Salem Matthew Cheatham 336-727-8000 matthewch@cityofws.org 9/3/25 9:43 AM 01.03) Rezoning-Special Use District - 2	Location will require bulk container(s). Bulk Containers: 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. Location and placement: 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.
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Stormwater

General Issues

9. Stormwater Permit Required

City of Winston-Salem

Joe Fogarty

336-747-6961

josephf@cityofws.org

9/2/25 5:17 PM

01.03) Rezoning-

Special Use District - 2

This development will be required to apply for and be issued with a Post Construction Stormwater Management permit that shows compliance with the provisions of the City of Winston-Salem's Post Construction Stormwater Management ordinance.

The plan states the proposed impervious percentage will be 53% and that there will be 19.6 units/acre. In terms of the water quality provisions of the ordinance, developments that exceed 24% impervious area and 2 units/acre are to be considered as high density developments under those provisions. High density developments are required to capture and treat the first inch of runoff in an approved stormwater management system.

The water quantity provisions of the ordinance will apply if you plan to create more than 20,000 sq.ft. of new impervious area which will be the case here. These provisions require that the post developed peak runoff rates from the 2, 10 and 25 year storm events of minimum 6 hour duration, be managed in an approved stormwater management system to at, or below, the pre developed rates and also that the increase in the pre to post developed 25 year volume be stored in the stormwater management system and this volume be released over a 2 to 5 day period.

Your plan is showing one Stormwater Control Measure (SCM) currently and I'm assuming this will be adequate to capture and treat/attenuate the entire proposed improvements within the overall development. Please note that you are not required to treat existing impervious areas, such as for example the existing apartment buildings, if you can bypass the runoff from those existing impervious areas around the proposed site improvements. However, if you cannot bypass them then you must size your SCM to account for those existing areas.

For any SCM's that may be proposed then an Operation and Maintenance Agreement will be required to be approved as part of the Stormwater Management permit process and once approved recorded at The Forsyth County Register of Deeds office. The developer will also have to provide the city with a financial disclosure statement during the permit process that states they agree to set aside 10% of the estimated construction cost of the management system in an account they own and administer and that is used exclusively for the operation and maintenance of the system with 5 years of the systems construction.

Utilities

General Issues

17. General Comment

City of Winston-Salem

Robert Wall

336-727-8000

robertw@cityofws.org

9/10/25 10:26 AM

01.03) Rezoning-

Special Use District - 2

Sewer and water interior to the site needs to be private with the backflow preventer matching meter size. Water meters purchased through COWS. System development fees due at the time of meter purchase. The fire line will require RPDA.

WSDOT

General Issues

23. General

City of Winston-Salem
Robert Stone
336-727-8000
robertst@cityofws.org
9/16/25 3:40 PM
01.03) Rezoning-
Special Use District - 2

- Review City of Winston-Salem IDS Manual to ensure all plans are designed in accordance with city standards and specifications.
- Provide dimensioning for all sidewalk, drive aisles, parking stalls, curb & gutter, curve radii, etc.
- Provide 10' x 70' sight distance triangles from back of curb or edge of pavement. Ensure no obstructions are within site distance triangles.
- WSDOT staff recommends relocating and establishing primary driveway access to intersection of Old Town Road & Bethabara Road to accommodate additional vehicle trips generated by proposed use and mitigate traffic safety conflicts and congestion. New recommended driveway connection would be 4th leg of traffic signal at Old Town & Bethabara Road. Existing driveway is 80' from signalized intersection which is below city intersection separation requirements.
- Development will require a Commerical Infrastructure Permit with the city.

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

Zoning

General Issues

21. Zoning Plan Review

City of Winston-Salem
Ellie Levina
336-727-2626
elliele@cityofws.org
9/16/25 11:31 AM
01.03) Rezoning-
Special Use District - 2

1. For the retaining wall, provide the bottom and top wall height.
2. Show the location of any proposed signage.
3. Call out bike parking on the site plan, each building needs 2 spaces minimum.
4. A minimum three (3) foot wide landscaped area shall be provided between any parking area and building wall providing access into the unit(s).
5. Add a pathway from the sidewalk along cowan to common rec area and crosswalk from office to mail kiosk.
6. Consider adding active features to common rec area such as a dog park or playground.

[[Ver. 3](#)] [Edited By Ellie Levina]