



W-3655 Sycamore Trails Townhomes (Special Use Rezoning to RM8-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](#)

Steve Causey
Allied Design, Inc.
4720 Kester Mill Road
Winston-Salem, NC 27103

Project Name: W-3655 Sycamore Trails Townhomes (Special
Use Rezoning to RM8-S)
Jurisdiction: City of Winston-Salem
ProjectID: 1741288

Wednesday, June 18, 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

13. Residential Infrastructure Permit Required

City of Winston-Salem-
Engineering
Craig Nursey
336-727-8000
craign@cityofws.org
6/8/25 4:12 PM
01.03) Rezoning-
Special Use District - 2

- This development will require a Residential Infrastructure 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.
- 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.
- All existing curb cuts and driveway approaches that are not planned for future use, shall be terminated in accordance with City of Winston-Salem standards.
- All existing utility services that are not planned for future use shall be terminated at the main, per City of Winston-Salem standards.
- Review the table on page IV-1 in the IDS and ensure all street centerline radii meet those requirements. No radius shall be less than 225'.
- Review the hydrologic calculation checklists on pages VI-15 through VI-21 in the IDS, whichever is relevant. Those hydrologic calculations will be required as part of the RIP permitting process.
- Sidewalks abutting parking must either be 6' wide, or wheel stops must be provided in parking spaces.

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

Erosion Control

General Issues

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

City of Winston-Salem
Matthew Osborne
336-462-7480
matthewo@cityofws.org
6/4/25 2:55 PM
01.03) Rezoning-Special Use District - 2

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

8. Erosion Control Plan Review to NCDEQ - DEMLR

City of Winston-Salem
Matthew Osborne
336-462-7480
matthewo@cityofws.org
6/4/25 2:55 PM
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

14. Approval Notes

Winston-Salem Fire Department
Cory Lambert
336-747-7359
coryml@cityofwsfire.org
6/12/25 11:40 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

MapForsyth Addressing Team

General Issues

16. Addressing & Street Naming

Forsyth County Government Gloria Alford 3367032337 alfordgd@forsyth.cc 6/13/25 4:29 PM 01.03) Rezoning- Special Use District - 2	No addresses will be issue, until you contact our office and get an approved street name. The floor plans and elevation are need for each building.
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Planning

2025-05-27 Issued for Pre-Submittal Review.pdf [4 redlines] (Page 1) [1] PRELIMINARY

15. Text Box B

Forsyth County Government Gloria Alford 3367032337 alfordgd@forsyth.cc 6/13/25 4:27 PM 01.03) Rezoning- Special Use District - 2	This name is not approved for use. No addresses will be issue .
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2025-06-03 Issued for Planning Board Review.pdf [2 redlines] (Page 1) [1] PRELIMINARY

21. Text Box B

City of Winston-Salem Bryan Wilson 336-747-7042 bryandw@cityofws.org 6/18/25 8:40 AM 01.03) Rezoning- Special Use District - 2	Dumpster needs to be 50' from any residentially zoned property.
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General Issues

2. Council Member Contact

<p>City of Winston-Salem Bryan Wilson 336-747-7042 bryandw@cityofws.org 5/27/25 2:39 PM Pre-Submittal Workflow - 1</p>	<p>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</p>
<p>Allied Design, Inc. Steve Causey 336-765-2377 scausey@allied-engsurv.com 5/29/25 10:39 AM Pre-Submittal Workflow - 1</p>	<p>noted</p>

3. Neighborhood Outreach

<p>City of Winston-Salem Ellie Levina 336-727-2626 elliele@cityofws.org 5/27/25 3:47 PM Pre-Submittal Workflow - 1</p>	<p>Be aware of the neighborhood outreach requirement and the neighborhood outreach summary deadline as shown on the Planning Board Calendar of Significant dates located here: https://www.cityofws.org/1564/Monthly-Planning-Board-Items</p>
<p>Allied Design, Inc. Steve Causey 336-765-2377 scausey@allied-engsurv.com 5/29/25 10:39 AM Pre-Submittal Workflow - 1</p>	<p>noted</p>

6. Historic Resources

<p>City of Winston-Salem Kelly Bennett 336-727-8000 kellyb@cityofws.org 6/4/25 2:40 PM 01.03) Rezoning-Special Use District - 2</p>	<p>No comments</p>
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11. Community Appearance Commission

City of Winston-Salem/Forsyth County
Daniel Rankin
336-747-6835
danielr@cityofws.org
6/5/25 5:52 PM
01.03) Rezoning-
Special Use District - 2

No comment

18. Environmental Features/Greenways

City of Winston-Salem
Amy Crum
336-747-7051
amyc@cityofws.org
6/17/25 11:19 AM
01.03) Rezoning-
Special Use District - 2

Greenways: N/A
Wetlands: N/A
Farmland/VAD: N/A
Natural Heritage: N/A

20. Elevations

City of Winston-Salem
Bryan Wilson
336-747-7042
bryandw@cityofws.org
6/18/25 8:22 AM
01.03) Rezoning-
Special Use District - 2

Elevations have not been submitted. Planning staff must receive elevations by 6/25/2025 to proceed. Alternatively, you can request an automatic continuance before issue resolution deadline on 6/26/2025

22. Street Name

City of Winston-Salem
Bryan Wilson
336-747-7042
bryandw@cityofws.org
6/18/25 10:49 AM
01.03) Rezoning-
Special Use District - 2

Verify with Map Forsyth any revised street names and send approval from them to Planning prior to issue resolution deadline.

Stormwater

General Issues

9. Stormwater Management Permit Required

City of Winston-Salem

Joe Fogarty

336-747-6961

josephf@cityofws.org

6/4/25 2:58 PM

01.03) Rezoning-

Special Use District - 2

his 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.

The plan states that the impervious percentage will be 29.22%. The plan also states that there will be 6.67 units/acre. Developments that exceed 24% impervious area and 2 units/acre are considered high density developments in terms of the water quality provisions of the ordinance, which will be the case here. High density developments have to capture and treat the first inch of runoff from the development in an approved stormwater management system. The water quality provisions also require stream buffers to be provided off of all intermittent and perennial streams that may be on a property under development and there is at least one such conveyance on this property. You are also showing the correct buffer width of 30'. No impervious area is permitted in the buffer zones. The inner half of the buffer (Zone 1) closest to the stream bank must not be disturbed. The outer half (Zone 2) may be disturbed/graded during construction, but, it must then be returned to a vegetated state after construction is completed.

The water quantity provisions of the ordinance apply once more than 20,000 sq.ft. of new impervious area is proposed. This 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.

Your plan is showing one proposed Stormwater Control Measure (SCM) so my guess is that this will be adequate to meet these quality and quantity treatment and attenuation requirements for the entire site area.

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 SCM 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 and once approved by the city recorded at the Forsyth County Register of Deeds office.

General Issues

10. General Comment

City of Winston-Salem
Robert Wall
336-727-8000
robertw@cityofws.org
6/5/25 10:26 AM
01.03) Rezoning-
Special Use District - 2

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. Any water connections to common areas, pools or clubhouses will need a Reduced Pressure Assembly backflow preventer matching the meter size. No heavy cut/fill will be allowed over the existing sewer mains going through the property.

WSDOT

General Issues

17. General

City of Winston-Salem
Robert Stone
336-727-8000
robertst@cityofws.org
6/18/25 8:29 AM
01.03) Rezoning-
Special Use District - 2

- Residential Infrastructure Permit with city will be required for site development.
- 10' dedication of R/W shown on site plan meets CTP requirement for permit approval.
- Fee-in-lieu of sidewalk along property frontage of Old Salisbury Road will be required for permit approval.
- All sidewalk abutting parking spaces must be a minimum of 6' wide, or parking spaces must have concrete wheel stop.

[[Ver. 2](#)] [Edited By Robert Stone]

Zoning

General Issues

19. Zoning Plan Review

City of Winston-Salem/Forsyth County
Rory Howard
336-747-7422
roryh@cityofws.org
6/18/25 8:19 AM
01.03) Rezoning-
Special Use District - 2

1. Sidewalks must be extended to Old Salisbury Road.
2. Record a utilities easement given that its public utilities extending along private streets.
3. Provide dumpster elevations and screening. Dumpster must be at least 50 feet from property line.
4. Show bufferyard against parcel 6824-60-4992.000 unless its not allowed in stream buffer, check with matthew to verify
5. Show MVSA calcs and tree count
6. Update purpose statement to reflect rezoning request
7. A minimum three (3) foot wide landscaped area shall be provided between any parking area and building wall providing access into the unit(s).

[[Ver. 7](#)] [Edited By Bryan Wilson]