

**CITY-COUNTY PLANNING BOARD
STAFF REPORT**

PETITION INFORMATION			
Docket	W-3668		
Staff	Ellie Levina		
Petitioner(s)	Fred and Mary Simmons Joint Revocable Trust		
Owner(s)	Same		
Subject Property	PIN 6825-13-5458		
Type of Request	Site Plan Amendment		
Proposal	This request is for approval of a Site Plan Amendment of Zoning Docket W-1914, which established LO-S zoning on the property in 1994. The revised plan proposes expanding the parking area and enclosing the carport of an existing residentially-scaled office building.		
Neighborhood Contact/Meeting	A summary of the petitioner’s neighborhood outreach is attached.		
GENERAL SITE INFORMATION			
Location	Northwest intersection of Oakwood Drive and Queen Street.		
Jurisdiction	City of Winston-Salem		
Ward(s)	Southwest		
Site Acreage	± 0.58 acres		
Current Land Use	Office		
Surrounding Property Zoning and Use	Direction	Zoning District	Use
	North	RMU-S	Apartments
	East	RM18	Temple Emanuel
	South	RS9	Single-family homes
	West	RM18	Apartments
Physical Characteristics	The subject property has an existing 2,360 square-foot residentially-scaled office building that is being used as a dental office.		
Proximity to Water and Sewer	The site has access to public water and sewer along Oakwood Drive.		
Stormwater/ Drainage	Staff is unaware of any known stormwater issues. The development will be exempt from the provisions of the City of Winston-Salem's Post Construction Stormwater Management ordinance.		
Watershed and Overlay Districts	This site is not located within a water supply watershed or overlay district.		
Analysis of General Site Information	The 0.58-acre parcel is located at the northwest intersection of Oakwood Drive and Queen Street. The site is developed with an existing office building and associated parking. The property has access to public utilities, and staff is unaware of any known stormwater issues.		

RELEVANT ZONING HISTORIES						
Case	Request	Decision & Date	Direction from Site	Acreage	Recommendation	
					Staff	CCPB
W-2324	RM18 to IP	Approved 07/06/1999	Northeast	0.32	Approval	Approval
SITE ACCESS AND TRANSPORTATION INFORMATION						
Street Name		Classification	Street Maintenance	Frontage	Average Daily Trip Count	Capacity at Level of Service D
Oakwood Drive		Collector Street	WSDOT	219'	2,400	N/A
Queen Street		Collector Street	WSDOT	112'	3,400	N/A
Proposed Access Point(s)		The proposed site plan depicts one access point from an existing driveway off of Oakwood Drive. No new access points are proposed.				
Proposed Road Improvements		No road improvements are requested or proposed as part of this request.				
Trip Generation - Existing/Proposed		<u>Existing Zoning: LO-S</u> 2,360 sf / 1,000 sf x 36.13 (Dental Office) = 85 Trips per Day <u>Existing Zoning: LO-S</u> 3,300 sf / 1,000 sf x 36.13 (Dental Office) = 119 Trips per Day				
Sidewalks		Sidewalks exist along both Oakwood Drive and Queen Street.				
Transit		WSTA Route 107 stops at the intersection of Oakwood Drive and Queen Street, at the southeast corner of the site.				
Analysis of Site Access and Transportation Information		The proposed dental office is a low-traffic-generating use and staff does not foresee any traffic issues. No new driveways are proposed onto Oakwood Drive. In addition, the site offers excellent multimodal access for both pedestrians and public transit users.				
SITE PLAN COMPLIANCE WITH UDO REQUIREMENTS						
Building Square Footage	Square Footage		Placement on Site			
	3,300 sf		Northwest			
Parking	Required	Proposed			Layout	
	11 spaces	23 spaces			90-degree head-in	
Building Height	Maximum				Proposed	
	40'				20'	
Impervious Coverage	Maximum				Proposed	
	75%				67.24%	
UDO Sections Relevant to Subject Request		- Section 4.6.2 – LO Limited Office District - Chapter 6: Development Standards				

Complies with Section 3.2.11	(A) Forward 2045 policies:	Yes
	(B) Environmental Ord.	N/A
	(C) Subdivision Regulations	N/A
Analysis of Site Plan Compliance with UDO Requirements	The site plan shows an existing 2,360 square-foot office building, which is being expanded to 3,300 square feet by enclosing the carport and part of the current parking area. The plan shows the required Type I Bufferyard along the northern and western property lines next to the adjacent apartments. The plan shows all required streetyards and sidewalk connections. The site plan adheres to the impervious coverage limits and meets all other UDO requirements.	
CONFORMITY TO PLANS AND PLANNING ISSUES		
Forward 2045 Growth Management Area	Growth Management Area 2 – Urban Neighborhoods	
Relevant Forward 2045 Recommendations	• Prioritize neighborhood-serving uses, such as cafés, medical offices, and grocery stores, instead of large-scale commercial uses, near residential areas. • Low-intensity commercial should serve as a transition between single-family residential and larger commercial areas.	
Relevant Area Plan(s)	Southwest Winston-Salem Area Plan Update (2016)	
Area Plan Recommendations	• The Proposed Land Use Map recommends office uses for the subject property. • Office uses typically have few negative impacts on adjacent land uses and can provide services to area residents, making them an appropriate transitional use between residential uses and more intense uses.	
Site Located Along Growth Corridor?	The site is not located along a growth corridor.	
Site Located within Activity Center?	The site is not located within an activity center.	

Analysis of Conformity to Plans and Planning Issues	The request seeks approval of a Site Plan Amendment for a site that was zoned LO-S in 1994. The petitioner proposes to expand the development's parking area and enclose an existing carport on site. This would increase the size of the existing 2,360-square-foot office building to 3,300 square feet.	
	The proposal aligns with the recommendations of both <i>Forward 2045</i> and the <i>Southwest Winston-Salem Area Plan Update</i> , which accommodates neighborhood-serving uses, such as medical offices, rather than large-scale commercial development near residential areas. Dental offices are generally considered low-intensity and generate minimal negative impacts on adjacent properties. They are an appropriate transitional use between residential neighborhoods and higher-intensity commercial areas.	
CONCLUSIONS TO ASSIST WITH RECOMMENDATION		
Positive Aspects of Proposal	Negative Aspects of Proposal	
The request conforms to the general recommendations of <i>Forward 2045</i> and the <i>Southwest Winston-Salem Area Plan Update</i> .	The proposal would increase traffic on Oakwood Drive, albeit minimally.	
Office uses typically impose few negative impacts on adjacent land uses and can provide services to area residents.		
The site has excellent access to multimodal transit.		
SITE-SPECIFIC RECOMMENDED CONDITIONS OF APPROVAL		
The following conditions are proposed from interdepartmental review comments to meet established standards or to reduce negative off-site impacts:		
<u>PRIOR TO ISSUANCE OF CERTIFICATE(S) OF OCCUPANCY:</u> a. Freestanding signage shall be limited to a single sign with a maximum height of six (6) feet and a maximum copy area of thirty-six (36) square feet. <u>OTHER REQUIREMENTS</u> a. The developer shall maintain a 10-foot streetyard width adjacent to the southern property line and southeastern section of the site as shown on the submitted site plan.		

STAFF RECOMMENDATION: Approval

NOTE: These are **staff comments** only; the City-County Planning Board makes final recommendations, and final action is taken by the appropriate Elected Body, which may approve, deny, continue, or request modification to any request. **THE APPLICANT OR REPRESENTATIVE IS STRONGLY ENCOURAGED TO ATTEND THE PUBLIC HEARINGS WHERE THE CASE WILL BE CONSIDERED BY THE PLANNING BOARD AND THE ELECTED BODY.**

CITY-COUNTY PLANNING BOARD PUBLIC HEARING MINUTES FOR W-3668 OCTOBER 9, 2025

Ellie Levina presented the staff report.

PUBLIC HEARING

FOR:

Judy Stalder

- Ms. Stalder provided a general overview of the proposed request and brief history of the property.

AGAINST:

Julie Magness

- Ms. Magness, representing the Ardmore Neighborhood Association, requested that a wider streetyard be provided along the intersection of Queen and Oakwood Streets, to which the developer agreed. Ms. Magness further commented on the Planning Board submittal and review process and noted that only a small number of nearby property owners were aware of this request.

WORK SESSION

MOTION: Clarence Lambe recommended that the Planning Board find that the request is consistent with the comprehensive plan.

SECOND: Salvador Patiño

VOTE:

FOR: Walter Farabee, Haley Gingles, Jason Grubbs, Clarence Lambe, Salvador Patiño, Dixon Pitt, Lindsey Schwab, Brenda Smith, Jack Steelman

AGAINST: None

EXCUSED: None

MOTION: Clarence Lambe recommended approval of the ordinance amendment with an added condition maintaining a 10-foot streetyard along the southern and eastern portion of the property as indicated on the site plan.

SECOND: Salvador Patiño

VOTE:

FOR: Walter Farabee, Haley Gingles, Jason Grubbs, Clarence Lambe, Salvador Patiño,
Dixon Pitt, Lindsey Schwab, Brenda Smith, Jack Steelman

AGAINST: None

EXCUSED: None

Chris Murphy, AICP/CZO

Director of Planning and Development Services