



# W-3664 Stratford Grove (Special Use Rezoning from RS9 to RM8-S)



Phone: 336-747-7040

Bryce A. Stuart Municipal Building  
100 East First Street, Suite 225  
Winston-Salem, NC 27101  
Fax: 336-748-3163

City of W-S Planning

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

Project Name: W-3664 Stratford Grove (Special Use Rezoning  
from RS9 to RM8-S)  
Jurisdiction: City of Winston-Salem  
ProjectID: 1845799

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: 21

### Engineering

### General Issues

### **20. Residential Infrastructure Permit Required**

City of Winston-Salem-  
Engineering  
James Lowe  
336-727-8000  
[jameslo@cityofws.org](mailto:jameslo@cityofws.org)  
9/12/25 12:48 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.
- If the dead-end portion of Whitmore Lane exceeds 150' in length, a permanent turn-around will be required.
- 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.

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

#### 14. Grading/Erosion Control Permit and Erosion Control Plan needed

City of Winston-Salem  
Matthew Osborne  
336-462-7480  
[matthewo@cityofws.org](mailto:matthewo@cityofws.org)  
9/3/25 8:40 AM  
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/>

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

City of Winston-Salem  
Matthew Osborne  
336-462-7480  
[matthewo@cityofws.org](mailto:matthewo@cityofws.org)  
9/3/25 8:40 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](mailto:tamera.eplin@deq.nc.gov)).

## Fire/Life Safety

### General Issues

#### 19. Approval Notes

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| <p>Winston-Salem Fire Department<br/>Cory Lambert<br/>336-747-7359<br/><a href="mailto:coryml@cityofwsfire.org">coryml@cityofwsfire.org</a><br/>9/9/25 11:59 AM<br/>01.03) Rezoning-Special Use District - 2</p> | <p>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.</p> <ul style="list-style-type: none"> <li>• Future construction plans shall indicate locations of fire hydrants (existing and proposed) to demonstrate compliance with fire code requirements and City development standards.</li> <li>• Fire apparatus access shall comply with the requirements below and <b>shall extend to within 150 feet all portions of the exterior walls of the building</b> as measured by an approved route around the exterior of the building or facility. This can be extended to 200 feet for sprinklered buildings.</li> <li>• 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: <ul style="list-style-type: none"> <li>◦ Must carry an imposed load of not less than 75,000 pounds;</li> <li>◦ Clear width requirements of not less than 20 feet for two-way traffic;</li> <li>◦ Clear height requirements of not less than 13 feet, 6 inches;</li> <li>◦ Approved turnaround required for fire apparatus access roads when the dead-end length of the required access road is more than 150 feet.</li> <li>◦ 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.</li> </ul> </li> <li>• 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.</li> <li>• Buildings constructed on site must comply with all applicable NC Building Codes</li> </ul> |
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Landscaping

General Issues

26. Trees

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| <p>City of Winston Salem - Vegetation Management<br/>Keith Finch<br/>3364168867<br/><a href="mailto:keithf@cityofws.org">keithf@cityofws.org</a><br/>9/15/25 10:37 AM<br/>01.03) Rezoning-Special Use District - 2</p> | <p>- It appears that all landscaping/tree planting will be on private property. If this is not the case, a detailed landscape plan will need to be included and approved by vegetation management. All large canopy trees should be planted at least 6' from any paved surface. What species will be used for the canopy trees?</p> <p>- For the tree save area/s, a distance of one foot for every 1.5" of diameter at breast height should be keep clear - no driving, parking, storing materials, etc. in this protected zone.</p> |
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29. Trees

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| <p>City of Winston Salem - Vegetation Management</p> <p>Derek Renegar<br/>3364168867<br/><a href="mailto:Derekr@cityofws.org">Derekr@cityofws.org</a><br/>9/16/25 10:29 AM<br/>01.03) Rezoning-Special Use District - 2</p> | <p>It appears there is not intent to plant within the City ROW. 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.</p> <p>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.</p> |
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## MapForsyth Addressing Team

### General Issues

#### 25. Addressing & Street Naming

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| <p>MapForsyth</p> <p>Matthew Hamby<br/>3367032358<br/><a href="mailto:hambyme@forsyth.cc">hambyme@forsyth.cc</a><br/>9/15/25 9:04 AM<br/>01.03) Rezoning-Special Use District - 2</p> | <p>New addresses will be assigned when plans are submitted for subdivision. Please email me a list of names you would like to use for road names, none of the names on the plan can be approved. Whitmore is not in the dictionary and Kensington, Arborview, and Belmont are already used. Email at <a href="mailto:hambyme@forsyth.cc">hambyme@forsyth.cc</a></p> |
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## NCDOT

### General Issues

#### 28. General Comments

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| <p>NCDOT Division 9<br/>Ashley Long<br/>336-747-7900<br/><a href="mailto:amlong1@ncdot.gov">amlong1@ncdot.gov</a><br/>9/16/25 9:19 AM<br/>01.03) Rezoning-<br/>Special Use District - 2</p> | <p>The following comments from NCDOT are intended to serve as a guide for property owners, developers and designers to ensure that they are aware of the Department's expectations. It is important to note that these comments are subject to change. More specific comments may be provided as the applicant works through any details with the District Office while seeking official approval. NCDOT reserves the right to modify comments at any point during our review process based upon any subsequent submittals or discoveries made with designs that are related to safety and mobility.</p> <ul style="list-style-type: none"> <li>• If internal streets will be NCDOT-maintained, a subdivision review will be required to be formally submitted.</li> <li>• NCDOT driveway permit required for connections to state-maintained roads (S Stratford Rd / US 158).</li> <li>• Any roadway section exceeding 150' that results in a dead-end termination, a T-turnaround would need to be provided, even for temporary conditions.</li> <li>• Adequate drainage under the driveway connection shall be provided. Unless otherwise indicated, the pipe shall be a minimum diameter of 15" and be of an approved NCDOT material.</li> <li>• Existing traffic plus traffic generated from the proposed development would warrant turn lane treatments on S Stratford Rd.</li> <li>• Provide adequate horizontal and vertical sight distance for all proposed driveways.</li> <li>• Required 100 ft separation between driveways per the NCDOT driveway manual.</li> <li>• A 16.1 two-party encroachment would be required for utility connections (i.e. power, telephone, and gas) in the right of way.</li> <li>• A 16.1B encroachment agreement would be required for any road improvements.</li> <li>• A 16.6 three-party encroachment agreement required for any utility ties (water and sewer) in right of way, and sidewalk where applicable.</li> <li>• For all encroachment agreement questions, please contact Carolina Carbajal – <a href="mailto:ccarbajalcruz1@ncdot.gov">ccarbajalcruz1@ncdot.gov</a></li> </ul> |
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## Planning

**2025.09.02 25-012 RZ-1.pdf [3 redlines]** (Page 1) [1] 25-012 REZN-30x42 Rezoning Plan

### 22. Callout B

|                                                                                                                                                                                                                        |              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| <p>City of Winston-<br/>Salem/Forsyth County<br/>Rory Howard<br/>336-747-7422<br/><a href="mailto:roryh@cityofws.org">roryh@cityofws.org</a><br/>9/12/25 4:01 PM<br/>01.03) Rezoning-<br/>Special Use District - 2</p> | <p>RM8-S</p> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|

### 23. Callout B

City of Winston-Salem/Forsyth County  
Rory Howard  
336-747-7422  
[roryh@cityofws.org](mailto:roryh@cityofws.org)  
9/12/25 4:01 PM  
01.03) Rezoning-  
Special Use District - 2

RM8-S

## 24. Callout B

City of Winston-Salem/Forsyth County  
Rory Howard  
336-747-7422  
[roryh@cityofws.org](mailto:roryh@cityofws.org)  
9/12/25 4:01 PM  
01.03) Rezoning-  
Special Use District - 2

107 units

## General Issues

### 9. Council Member Contact

City of Winston-Salem  
Ellie Levina  
336-727-2626  
[elliele@cityofws.org](mailto:elliele@cityofws.org)  
8/25/25 3:11 PM  
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  
Luke Dickey  
(336)7231067  
[ldickey@stimmelpa.com](mailto:ldickey@stimmelpa.com)  
9/1/25 7:07 PM  
Pre-Submittal Workflow  
- 1

Councilmember has been contacted

### 10. Neighborhood Outreach

City of Winston-Salem  
Ellie Levina  
336-727-2626  
[elliele@cityofws.org](mailto:elliele@cityofws.org)  
8/25/25 3:11 PM  
Pre-Submittal Workflow  
- 1

### **UDO Section 3.2.19.A7 - 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](mailto:marca@cityofws.org) - 336-747-7069**
- **Bryan Wilson (Residential) - [bryandw@cityofws.org](mailto:bryandw@cityofws.org) - 336-747-7042**

Stimmel Associates, PA Neighborhood meeting has been scheduled  
Luke Dickey  
(336)7231067  
[ldickey@stimmelpa.com](mailto:ldickey@stimmelpa.com)  
9/1/25 7:08 PM  
Pre-Submittal Workflow  
- 1

## **16. Historic Resources**

City of Winston-Salem/Forsyth County  
Isabel Coletti  
336-747-7422  
[isabelc@cityofws.org](mailto:isabelc@cityofws.org)  
9/3/25 9:32 AM  
01.03) Rezoning-Special Use District - 2

No comments

## 17. Community Appearance Commission

City of Winston-Salem/Forsyth County  
Daniel Rankin  
336-747-6835  
[danielr@cityofws.org](mailto:danielr@cityofws.org)  
9/3/25 4:03 PM  
01.03) Rezoning-  
Special Use District - 2

No comment

## 30. Issue Resolution Deadline

City of Winston-Salem  
Bryan Wilson  
336-747-7042  
[bryandw@cityofws.org](mailto:bryandw@cityofws.org)  
9/16/25 4:36 PM  
01.03) Rezoning-  
Special Use District - 2

Please be aware of the site plan resubmittal/issue resolution deadline as shown on the Planning Board Calendar of Significant Dates published on our website here: <https://www.cityofws.org/1564/Monthly-Planning-Board-Items>

## 31. Kimwell Drive

City of Winston-Salem  
Bryan Wilson  
336-747-7042  
[bryandw@cityofws.org](mailto:bryandw@cityofws.org)  
9/16/25 4:46 PM  
01.03) Rezoning-  
Special Use District - 2

Planning supports providing a public street connection through the existing Kimwell Drive ROW to its intersection with Somerset Center Drive.

## 32. Environmental Features/Greenways

City of Winston-Salem  
Amy Crum  
336-747-7051  
[amyc@cityofws.org](mailto:amyc@cityofws.org)  
9/16/25 5:00 PM  
01.03) Rezoning-  
Special Use District - 2

No comment.

## Stormwater

### General Issues

## 13. Stormwater Management Permit Required



City of Winston-Salem

Joe Fogarty

336-747-6961

[josephf@cityofws.org](mailto:josephf@cityofws.org)

9/2/25 5:18 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 42% and that there will be 7.9 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 quality provisions also require stream buffers to be provided off of all intermittent and perennial streams that may be located on the property. I do not see any buffers on your plan so I'm assuming you have had a stream assessment carried out by NCDEQ that verified that no such stream exists on the development property. You will need to verify this at the time of the stormwater permit review because you seem to indicate with your plan linetype, some sort of stream on the north side of the stormwater management system. If this is a perennial or intermittent stream then this SCM will have to be moved and stream buffers provided. I'm assuming for now for the purposes of this review that this is not classified as intermittent or perennial.

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 development. You need for example to ensure that all areas such as that between Kensington Way and Belmont Circle are picked up and such areas don't bypass the system.

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.

[ [Ver. 2](#) ] [Edited By Joe Fogarty]

## Utilities

### General Issues

#### **18. General Comment**

City of Winston-Salem  
Robert Wall  
336-727-8000  
[robertw@cityofws.org](mailto:robertw@cityofws.org)  
9/8/25 2:25 PM  
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. COWS will not aide developer in obtaining any easements for public utilities.

## WSDOT

### General Issues

#### 27. General

City of Winston-Salem  
Robert Stone  
336-727-8000  
[robertst@cityofws.org](mailto:robertst@cityofws.org)  
9/15/25 3:47 PM  
01.03) Rezoning-  
Special Use District - 2

- Review City of Winston-Salem IDs Manual to ensure all submitted plans are developed in accordance with city standards are specification.
- Ensure all driveways and curb cuts not intended for future use are terminated in accordance with city standards.
- More detailed plans with dimensioning will be required for further comment.
- Provide right turn lane for driveway connection to Stratford Road based on AADT volumes. Dedicate necessary R/W to encompass turn lane.
- Required connection to Somerset Center Drive and parking lot driveway inside access easement utilizing existing public R/W between site property and shopping center.
- Provide fee-in-lieu of sidewalk along entire property frontage of Stratford Road.
- Dedicate additional R/W along property frontage of Stratford Road to provide uniform R/W frontage and adequate R/W for right turn lane.

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