

## STAFF REPORT

**DOCKET:** UDO-CC20  
**STAFF:** [Steve Smotherman](#)

### **REQUEST**

An ordinance amendment proposed by Planning and Development Services staff modifying Chapter 3 of the *Unified Development Ordinances (UDO)* amending Section 3.2.5B.2, Final Plat Required Information and Certificates, to add that the first/bottom layer of asphalt be installed and approved in subdivision streets prior to acceptance of surety for remaining infrastructure improvements and final plat recordation.

### **BACKGROUND**

The Winston-Salem Engineering Department has requested an amendment to the UDO to clarify the street construction requirements which must be met for development to be eligible for plat recordation. The amendment aims to codify an existing policy to remove confusion developers may have regarding the plat recordation process. This policy specifies that the first/bottom layer of asphalt shall be applied to streets prior to plat recordation, which allows individual lots to be sold to private individuals. Requiring this initial layer of asphalt minimizes the potential for the structural integrity of the stone base of the right-of-way to be compromised if exposed to cold weather conditions.

This requirement has been the City's de-facto policy for several years and is well-understood by local developers. However, in recent years, there has been confusion amongst developers based in other markets thinking that a final subdivision plat could be recorded with only a stone base installed over water, sewer, and storm sewer lines within laid curb and gutter.

### **SUMMARY:**

Staff believes the proposed amendment will codify current operating procedures regarding street construction requirements necessary for plat recordation and remove any potential confusion within the development community. Engineering Department staff presented this amendment conceptually to the Quarterly Development Forum in September 2022, with no issues being raised at that time. Planning and Development Services staff sent a follow-up email with the proposed ordinance language to forum members in early November 2022, and no issues have arisen since the September meeting.

### **RECOMMENDATION: APPROVAL**

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**CITY-COUNTY PLANNING BOARD  
PUBLIC HEARING  
MINUTES FOR UDO-CC20  
DECEMBER 8, 2022**

Steve Smotherman presented the staff report.

**PUBLIC HEARING**

FOR: None

AGAINST: None

MOTION: Clarence Lambe recommended approval of the ordinance amendment.

SECOND: Walter Farabee

VOTE:

FOR: George Bryan, Walter Farabee, Clarence Lambe, Chris Leak, Salvador Patiño,  
Brenda Smith, Jack Steelman

AGAINST: None

EXCUSED: None

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Chris Murphy, AICP/CZO  
Director of Planning and Development Services