



# W-3683 Jerry Lansing Cottage Ct (Special Use Rezoning from RS9 to RSQ-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

Kenneth Bell  
KB Holdings Development  
525 N Tryon St  
1600  
Charlotte, NC 28202

Project Name: W-3683 Jerry Lansing Cottage Ct (Special Use Rezoning from RS9 to RSQ-S)  
Jurisdiction: City of Winston-Salem  
ProjectID: 1911340

Wednesday, March 18, 2026

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: 12

### Erosion Control

#### General Issues

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

City of Winston-Salem  
Matthew Osborne  
336-462-7480  
[matthewo@cityofws.org](mailto:matthewo@cityofws.org)  
3/4/26 11:30 AM

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

01.03) Rezoning-Special Use District - 2 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)).

### 30. 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)  
3/4/26 11:30 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/>

## Fire/Life Safety

### General Issues

### 33. Approval Notes

Winston-Salem Fire Department  
Nathaniel Brown  
336-747-7466  
[nathanielb@cityofwsfire.org](mailto:nathanielb@cityofwsfire.org)  
3/9/26 7:44 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 North Carolina Building Codes

## MapForsyth Addressing Team

### General Issues

#### **38. Addressing & Street Naming**

**Forsyth County Government** Driveway will need to be named. Contact me at [alfordgd@forsyth.cc](mailto:alfordgd@forsyth.cc)  
 Gloria Alford  
 3367032337  
[alfordgd@forsyth.cc](mailto:alfordgd@forsyth.cc)  
 3/16/26 11:19 AM  
 01.03) Rezoning-Special Use  
 District - 2

## Planning

### General Issues

#### **41. Issue Resolution Deadline**

**City of Winston-Salem** 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>  
 Bryan Wilson  
 336-747-7042  
[bryandw@cityofws.org](mailto:bryandw@cityofws.org)  
 3/18/26 12:15 PM  
 01.03) Rezoning-Special Use  
 District - 2

#### **42. Neighborhood Outreach**

City of Winston-Salem  
Bryan Wilson  
336-747-7042  
bryandw@cityofws.org  
3/18/26 12:16 PM  
01.03) Rezoning-Special Use  
District - 2

## **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. The 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**

### **43. Site Design**

City of Winston-Salem  
Bryan Wilson  
336-747-7042  
[bryandw@cityofws.org](mailto:bryandw@cityofws.org)

Staff recommends that you reorient Building 5 to face internally to the cottage court (i.e. facing south) and shifting buildings 6 and 7 north to allow for additional spacing.

3/18/26 12:17 PM  
01.03) Rezoning-Special Use Show any proposed rollout corral or dumpster location.  
District - 2

## Sanitation

### General Issues

#### 36. Bulk Container Information

City of Winston-Salem  
Matthew Cheatham  
336-727-8000  
[matthewch@cityofws.org](mailto:matthewch@cityofws.org)  
3/16/26 9:31 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.

## Stormwater

### General Issues

#### 28. Exempt from Stormwater Management Permitting

City of Winston-Salem  
Joe Fogarty  
336-747-6961  
[josephf@cityofws.org](mailto:josephf@cityofws.org)  
3/4/26 10:24 AM  
01.03) Rezoning-Special Use  
District - 2

This development will be exempt from the City of Winston-Salem's Post Construction Stormwater Management ordinance and hence exempt from having to be issued with a Post Construction Stormwater Management permit. It will be exempt from the water quality provisions of the ordinance as this development will disturb less than 1 acre during construction, which is the threshold for these provisions to apply. The site proposed to be developed is only 0.625 acres in size and so its obviously going to be less than 1 acre of disturbance. It will be exempt from the water quantity provisions of the ordinance as there will be less than 20,000 sq.ft. of new impervious area created, which is the threshold for these provisions to apply. The site impervious area percentages stated on the plan total 33.1% of the site area. This equates to 9,011 sq.ft. of proposed impervious area. All that is required is a formal exemption review for to be applied for prior to construction activity.

## Utilities

### General Issues

#### 34. General Comment

City of Winston-Salem  
Robert Wall  
336-727-8000  
[robertw@cityofws.org](mailto:robertw@cityofws.org)  
3/12/26 9:35 AM  
01.03) Rezoning-Special Use  
District - 2

Water and sewer interior to the site will be private. The site will be master metered with a Reduced Pressure Assembly backflow preventer matching the meter size. Water meters purchased through COWS. System development fees due at time of meter purchase for both water and wastewater. An existing connection not intended for reuse must be terminated at the main.

## WSDOT

### General Issues

#### 32. General

City of Winston-Salem  
Robert Stone  
336-727-8000  
[robertst@cityofws.org](mailto:robertst@cityofws.org)  
3/17/26 8:46 AM  
01.03) Rezoning-Special Use  
District - 2

- Review City of Winston-Salem IDS Manual to ensure plans are designed in accordance with city standards & specifications.
- Provide 10' x 70' sight distance triangles at all proposed driveway or street connections from back of curb or edge of pavement. Ensure no obstructions are within sight distance triangles.
- Provide fee-in-lieu of sidewalk along frontage of Lansing Road per CTP future cross section during permit review process.
- Driveway connection must meet City IDS Manual standards in detail V-13.
- Ensure driveway connection on Jerry Street is at least 25' from intersection of Lansing Road.
- Development will require commercial infrastructure permit with the city.

[ Ver. 4 ] [Edited By Robert Stone]

## Zoning

### General Issues

#### 37. Zoning Plan Review

City of Winston-  
Salem/Forsyth County

Rory Howard  
336-747-7065

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

3/18/26 8:30 AM

01.03) Rezoning-Special Use  
District - 2

1. Show some trees/landscaping in the courtyard open space. (see UDO 5.2.26.1.E.9 Courtyard Open Space)
2. Show the required MVSA plantings. All parking spaces must be within 75 feet of the trunk of a large-variety tree, and there must be 1 MVSA tree per 5,000 square feet of parking area. (see UDO 6.2.1.D.3 Interior Motor Vehicle Surface Area Plantings)
3. Parking area needs to be buffered on left side with a type 2 bufferyard, show and label on site plan.

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