



# W-3672 906 S Broad St (Special Use Rezoning from LB to PB-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-3672 906 S Broad St (Special Use Rezoning  
from LB to PB-S)  
Jurisdiction: City of Winston-Salem  
ProjectID: 1877015

Wednesday, November 19, 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: 19

### Engineering

### General Issues

#### 10. Commercial Infrastructure Permit Required

City of Winston-Salem-  
Engineering  
James Lowe  
336-727-8000

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

10/1/25 3:47 PM  
01.03) Rezoning-  
Special Use District - 2

- This development will require a City of Winston-Salem Commercial Infrastructure Permit (formerly Commercial Driveway 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.
- Verify fire apparatus and emergency vehicle access and maneuverability throughout parking lot(s) and roadway corridors.
- Sight Distance Triangles (SDT) shall be drawn at all roadway intersections from the back of curb on curb and gutter streets and from the edge of pavement on ribbon pavement streets.
- Check with WSDOT regarding ROW dedication and sidewalk requirements.
- No footing, wall, or wall components will be allowed within the public R/W or within public water, sewer, or storm drainage easements.

Additional comments may be issued when more detailed plans are provided during the technical permitting process.

Stimmel Associates, PA Acknowledged - resubmitting new layout for review

Luke Dickey  
(336)7231067

[ldickey@stimmelpa.com](mailto:ldickey@stimmelpa.com)

11/3/25 4:23 PM  
01.03) Rezoning-  
Special Use District - 2

## Erosion Control

### General Issues

#### 4. 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)

10/1/25 8:12 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/>

Stimmel Associates, PA Acknowledged

Luke Dickey  
(336)7231067

[ldickey@stimmelpa.com](mailto:ldickey@stimmelpa.com)

11/3/25 4:24 PM  
01.03) Rezoning-  
Special Use District - 2

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

City of Winston-Salem

Matthew Osborne  
336-462-7480

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

10/1/25 8:12 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)).

Stimmel Associates, PA acknowledged

Luke Dickey  
(336)7231067

[ldickey@stimmelpa.com](mailto:ldickey@stimmelpa.com)

11/3/25 4:24 PM

01.03) Rezoning-

Special Use District - 2

## 6. Floodplain Development Permit

City of Winston-Salem

Matthew Osborne

336-462-7480

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

10/1/25 8:13 AM

01.03) Rezoning-

Special Use District - 2

There are regulated floodplain areas near the limits of this proposed project. Be aware that any proposed development in the regulated floodplain area will require approval of a Floodplain Development Permit and compliance with Winston-Salem/Forsyth Co. UDO, Chapter 8, Section 1 - Floodway and Flood Fringe Regulations. Please be mindful of this ordinance requirement as you continue with plans to develop this parcel. Application for a Floodplain Development Permit must be submitted through the electronic plan review portal as application type **04.04 Floodplain Development Permit** at the following link: <https://winston-salem.idtplans.com/secure/>

Stimmel Associates, PA

Luke Dickey

(336)7231067

[ldickey@stimmelpa.com](mailto:ldickey@stimmelpa.com)

11/3/25 4:25 PM

01.03) Rezoning-

Special Use District - 2

Floodplain touches the southwest corner of the site. Plan is for no impacts within this area. Acknowledge need for a Floodplain Development Permit for any proposed disturbance in the floodplain.

## Fire/Life Safety

### General Issues

## 16. Approval Notes

City of Winston-Salem  
(Fire)

Raven Byrd  
336-747-7456

[ravenb@cityofwsfire.org](mailto:ravenb@cityofwsfire.org)

10/15/25 11:39 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

Stimmel Associates, PA Acknowledged

Luke Dickey  
(336)7231067

[ldickey@stimmelpa.com](mailto:ldickey@stimmelpa.com)

11/3/25 4:26 PM

01.03) Rezoning-  
Special Use District - 2

## MapForsyth Addressing Team

### General Issues

### 9. Addresses

MapForsyth

Matthew Hamby

3367032358

[hambyme@forsyth.cc](mailto:hambyme@forsyth.cc)

10/1/25 11:33 AM

01.03) Rezoning-  
Special Use District - 2

Contact MapForsyth at [hambyme@forsyth.cc](mailto:hambyme@forsyth.cc) for addresses for each building.

Stimmel Associates, PA Acknowledged - resubmitting revised layout for review

Luke Dickey  
(336)7231067

[ldickey@stimmelpa.com](mailto:ldickey@stimmelpa.com)

11/3/25 4:26 PM

01.03) Rezoning-

Special Use District - 2

## Planning

### General Issues

#### 7. Historic Resources

City of Winston-Salem/Forsyth County

Isabel Coletti

336-747-7422

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

10/1/25 8:46 AM

01.03) Rezoning-

Special Use District - 2

The building at 906 S Broad Street is a ca. 1915 house (FY4803) that contributes to the historic character of the West Salem Historic District (FY3011), which was listed in the National Register of Historic Places in 2005. A certified rehabilitation of this building that complies with the Secretary of the Interior's Standards for Rehabilitation and is reviewed and approved through the State Historic Preservation Office and National Park Service may be eligible for state and federal income tax credits. For more information, please see <https://www.ncdcr.gov/about/history/division-historical-resources/nc-state-historic-preservation-office/restoration-5>

Stimmel Associates, PA Acknowledged

Luke Dickey

(336)7231067

[ldickey@stimmelpa.com](mailto:ldickey@stimmelpa.com)

11/3/25 4:27 PM

01.03) Rezoning-

Special Use District - 2

#### 11. CPACC

City of Winston-Salem

Kelly Bennett

336-727-8000

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

10/2/25 9:49 AM

01.03) Rezoning-

Special Use District - 2

The South Central Winston-Salem Area Plan Update recommends Single-Family Residential land use at this location.

Stimmel Associates, PA Acknowledged

Luke Dickey

(336)7231067

[ldickey@stimmelpa.com](mailto:ldickey@stimmelpa.com)

11/3/25 4:27 PM

01.03) Rezoning-

Special Use District - 2

#### 12. Community Appearance Commission

<a href="#">City of Winston-Salem/Forsyth County</a> Daniel Rankin 336-747-6835 <a href="mailto:danielr@cityofws.org">danielr@cityofws.org</a> 10/6/25 11:56 PM 01.03) Rezoning-Special Use District - 2	No comment
<a href="#">Stimmel Associates, PA</a> Luke Dickey (336)7231067 <a href="mailto:ldickey@stimmelpa.com">ldickey@stimmelpa.com</a> 11/3/25 4:27 PM 01.03) Rezoning-Special Use District - 2	Acknowledged

#### 14. Historic Resources

<a href="#">City of Winston-Salem/Forsyth County</a> Isabel Coletti 336-747-7422 <a href="mailto:isabelc@cityofws.org">isabelc@cityofws.org</a> 10/14/25 4:27 PM 01.03) Rezoning-Special Use District - 2	<p>This parcel is located in the West Salem Historic District (FY3011), which was listed in the National Register in 2005. The construction will require the demolition of 906 S. Broad Street.</p> <p>1. 906 S. Broad Street (FY4803) is a contributing resource dating to ca. 1915.</p> <p>If demolition of the houses is necessary, Historic Resources staff requests that they be individually photographed and documented using the architectural resources documentation form. Staff requests that documentation and photographs be submitted to and approved by Historic Resources staff before the issuance of demolition permits.</p>
<a href="#">Stimmel Associates, PA</a> Luke Dickey (336)7231067 <a href="mailto:ldickey@stimmelpa.com">ldickey@stimmelpa.com</a> 11/3/25 4:27 PM 01.03) Rezoning-Special Use District - 2	Acknowledged

#### 19. Environmental Features/Greenways

<a href="#">City of Winston-Salem</a> Amy Crum 336-747-7051 <a href="mailto:amyc@cityofws.org">amyc@cityofws.org</a> 10/20/25 3:45 PM 01.03) Rezoning-Special Use District - 2	Greenway: N/A Wetlands: N/A VAD/Farmland: N/A Natural Heritage: N/A
<a href="#">Stimmel Associates, PA</a> Luke Dickey (336)7231067 <a href="mailto:ldickey@stimmelpa.com">ldickey@stimmelpa.com</a> 11/3/25 4:27 PM 01.03) Rezoning-Special Use District - 2	Acknowledged

### 23. Important Planning Dates

[City of Winston-Salem](#) Issue Resolution Deadline is October 30th.  
Marc Allred Neighborhood Outreach is due Nov 5th.  
336-727-8000 Planning Board is November 13th.  
[marca@cityofws.org](mailto:marca@cityofws.org)  
10/22/25 8:23 AM  
01.03) Rezoning-  
Special Use District - 2

[Stimmel Associates, PA](#) Acknowledged  
Luke Dickey  
(336)7231067  
[ldickey@stimmelpa.com](mailto:ldickey@stimmelpa.com)  
11/3/25 4:27 PM  
01.03) Rezoning-  
Special Use District - 2

### 25. CPACC

[City of Winston-Salem](#) Close existing driveway cut in addition to demolishing existing driveway.  
Stephen Smotherman  
336-727-8000  
[steves@cityofws.org](mailto:steves@cityofws.org)  
11/14/25 1:49 PM  
Revised Site Plan  
Interdepartmental  
Review

### 28. Driveway entrance minimum width

[City of Winston-Salem](#) Contact Jim Lowe for updated information regarding the minimum driveway entrance  
Bryan Wilson width. [jameslo@cityofws.org](mailto:jameslo@cityofws.org)  
336-747-7042  
[bryandw@cityofws.org](mailto:bryandw@cityofws.org)  
11/19/25 9:56 AM  
Revised Site Plan  
Interdepartmental  
Review

## Stormwater

### General Issues

#### 8. Exempt from Stormwater Management Permitting

<p><a href="#">City of Winston-Salem</a>  Joe Fogarty  336-747-6961  <a href="mailto:josephf@cityofws.org">josephf@cityofws.org</a>  10/1/25 9:20 AM  01.03) Rezoning-  Special Use District - 2</p>	<p>This development will be exempt from the provisions of the City of Winston-Salem's Post Construction Stormwater Management ordinance and thus exempt from having to be issued with a Post Construction Stormwater Management permit.</p> <p>It will be exempt from the water quality provisions of the ordinance as it will disturb less than 1 acre during construction. This is obvious as the total site area is stated as only 0.19 acres. It will be exempt from the water quantity provisions of the ordinance as it is proposing to create less than a 20,000 sq.ft. increase in impervious area from the pre developed to the post developed condition. The existing impervious area is stated as 2,163 sq.ft. while the proposed is stated as 5,926 sq.ft. so this equates to a 3,763 sq.ft. increase. Since both the quality and quantity exemptions are met, that essentially exempts the development from the ordinance and thus exempts it from having to be issued with a stormwater management permit.</p>
<p><a href="#">Stimmel Associates, PA</a>  Luke Dickey  (336)7231067  <a href="mailto:ldickey@stimmelpa.com">ldickey@stimmelpa.com</a>  11/3/25 4:28 PM  01.03) Rezoning-  Special Use District - 2</p>	<p>Acknowledged</p>
<p><a href="#">City of Winston-Salem</a>  Joe Fogarty  336-747-6961  <a href="mailto:josephf@cityofws.org">josephf@cityofws.org</a>  11/5/25 2:44 PM  Revised Site Plan  Interdepartmental  Review</p>	<p>Same comments I had previously apply to the revised plan submitted for the December Planning Board meeting.</p>

## Utilities

### General Issues

#### 18. General Comment

<p><a href="#">City of Winston-Salem</a>  Robert Wall  336-727-8000  <a href="mailto:robertw@cityofws.org">robertw@cityofws.org</a>  10/20/25 3:03 PM  01.03) Rezoning-  Special Use District - 2</p>	<p>Submit plans for review/approval through IDT system. Any existing connections not intended for reuse must be terminated at the main. Any new water connections will require a payment of system development fee for both water and wastewater. Water meters purchased through COWS. All water connections will require a Reduced Pressure Assembly Backflow Preventer matching the meter size.</p>
<p><a href="#">Stimmel Associates, PA</a>  Luke Dickey  (336)7231067  <a href="mailto:ldickey@stimmelpa.com">ldickey@stimmelpa.com</a>  11/3/25 4:28 PM  01.03) Rezoning-  Special Use District - 2</p>	<p>Acknowledged</p>

## WSDOT

### General Issues



## 17. General

[City of Winston-Salem](#)  
Robert Stone  
336-727-8000  
[robertst@cityofws.org](mailto:robertst@cityofws.org)  
10/20/25 2:04 PM  
01.03) Rezoning-  
Special Use District - 2

- Review City of Winston-Salem IDS Manual to ensure all plans are developed in accordance with city standards and specifications.
- Provide 10' x 70' sight distance triangles at all driveway connections. Ensure no obstructions are inside sight distance triangles.
- Ensure all driveways and curb cuts not intended for future use are terminated in accordance with city standards.
- Provide dimensioning for all sidewalk, curb & gutter, curve radii, parking stalls, drive aisles, etc.
- Two-Way Driveway access and drive aisles must be a minimum of 20' wide.
- Condition of existing sidewalk along property frontage may be compromised in certain locations, provided necessary repairs where making pedestrian access and driveway connections.
- Verify fire apparatus maneuverability throughout site.
- How will trash service be handled?
- More detailed and dimensioned plans submitted for permitting may incur further comment.
- Lane configuration of Broad & Walnut has changed, plans submitted for permitting will need to reflect existing conditions.
- Development will require Commercial Infrastructure Permit with city.

[Stimmel Associates, PA](#) Acknowledged - revised layout submitted for review  
Luke Dickey  
(336)7231067  
[ldickey@stimmelpa.com](mailto:ldickey@stimmelpa.com)  
11/3/25 4:28 PM  
01.03) Rezoning-  
Special Use District - 2

## 26. General

[City of Winston-Salem](#)  
Robert Stone  
336-727-8000  
[robertst@cityofws.org](mailto:robertst@cityofws.org)  
11/19/25 8:17 AM  
Revised Site Plan  
Interdepartmental  
Review

- Review City of Winston-Salem IDS Manual to ensure all plans are developed in accordance with city standards and specifications.
- Provide 10' x 70' sight distance triangles at all driveway connections. Ensure no obstructions are inside sight distance triangles.
- Ensure all driveways and curb cuts not intended for future use are terminated in accordance with city standards.
- Provide dimensioning for all sidewalk, curb & gutter, curve radii, parking stalls, drive aisles, etc.
- Verify fire apparatus maneuverability throughout site.
- Terminate any existing driveways and curb cuts not intended for future use in accordance with city standards.
- Update roadway markings and traffic pattern to reflect existing conditions.
- Development will require Commercial Infrastructure Permit with city.

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

## Zoning

### General Issues

## 27. Planting Strips

City of Winston-Salem

Daniel Roberts

336-747-7047

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

11/19/25 9:50 AM

Revised Site Plan

Interdepartmental

Review

The planting strips between the parking spaces are not required but are allowed if they are a preference.

[ [Ver. 2](#) ] [Edited By Bryan Wilson]