



# W-3578 Cole Highlands(Cole Highlands (Vanguard Prop & Ramey Dev Corp))(Special Use Zoning from RS9 & LI to RM8-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

Panth Naik  
Morris & Ritchie Associates of NC, PC  
5605 Chapel Hill Road  
Suite 112  
Raleigh, NC 27607

Project Name: W-3578 Cole Highlands(Cole Highlands  
(Vanguard Prop & Ramey Dev Corp))(Special Use Zoning from  
RS9 & LI to RM8-S)  
Jurisdiction: City of Winston-Salem  
ProjectID: 962608

Thursday, March 23, 2023

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

### 45. General comments

City of Winston-Salem  
Matthew Gantt  
336-727-8000  
matthewg@cityofws.org  
3/22/23 10:11 AM  
01.03) Rezoning-  
Special Use District - 2

**The following item is required before the driveway permit may be reviewed:**

1. A City driveway permit would be required for the three permanent connections to Cole Road. To obtain a driveway permit, complete and sign a City driveway permit application and submit it, along with a copy of the site plan to the Engineering Division for review. A review fee of \$200 is also required. All items may be submitted through IDT plans.

**The following items are required as part of the detailed plan review:**

2. As part of the driveway permit submittal, please include design calculations, construction details, and profiles for all public streets, proposed storm water systems. Clearly label storm drainage structures that will correspond to design information. Summary tables for storm drainage design may be included on the plan sheets. Design information will be required for the culverts beneath Mill Gate Avenue and Misty Rise Lane. Culverts may not be designed "by others".

3. Include construction details for sidewalks, wheelchair ramps, driveway connections, etc., within the plan. Where possible, use construction details provided in the City IDS Manual. Construction detail V-13 for a commercial driveway must be used for the entrances to the project off of Cole Road.

4. For the three entrances along Cole Road, please show permanent connections according to construction detail V-13 from the City IDS Manual. Provide turning radii for each entrance. Also, show 10' x 70' sight triangles for each entrance, particularly for the south entrance at Misty Rise Lane.

5. It is recommended that the north project entrance off of Cole Road be used as the project construction entrance. Construction traffic would have a greater sight distance along Cole Road in this area.

6. Garbage collection areas shown on the final plan will require a construction detail that shows the following: 4,000 psi concrete will need to be used for the dumpster pads. The pads must have a minimum thickness of 8" and be placed on top of 6" of compacted ABC stone. Concrete driveway aprons must also be constructed using 4,000 psi concrete.

7. Design information will be required for any proposed retaining walls throughout the project. This would also include any proposed retaining walls over the tributary to Fiddler's Creek. Any retaining wall over 10 feet in height will need to be approved by the Assistant City Manager.

8. For any transition from a public street to a private street within the development, please indicate that a 8' wide concrete strip will be used to denote the differentiation between the two.

9. Site note #5 states that the streets will be located in public right-of-way. However, the site plan shows private streets. Please clarify.

10. The permanent stormwater control measures have been shown located on fill slopes. In the permanent design phase, please show these ponds constructed using retaining walls or underground detention systems.

[Ver. 7] [Edited By Matthew Gantt]

## Erosion Control

### General Issues

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

**City of Winston-Salem** 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/>

Matthew Osborne  
336-747-7453  
[matthewo@cityofws.org](mailto:matthewo@cityofws.org)  
3/9/23 10:28 AM  
01.03) Rezoning-  
Special Use District - 2

#### 41. Floodplain Development Permit

**City of Winston-Salem** There are regulated floodplain areas within 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/>

Matthew Osborne  
336-747-7453  
[matthewo@cityofws.org](mailto:matthewo@cityofws.org)  
3/9/23 10:29 AM  
01.03) Rezoning-  
Special Use District - 2

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

**City of Winston-Salem** If this project will use any public funds, then Erosion Control Plan approval will need to be completed through NCDEQ - DEMLR. The contact for NCDEQ - DEMLR at the Winston-Salem Regional Office is Tamera Eplin (336-776-9800).

Matthew Osborne  
336-747-7453  
[matthewo@cityofws.org](mailto:matthewo@cityofws.org)  
3/9/23 10:32 AM  
01.03) Rezoning-  
Special Use District - 2

## Fire/Life Safety

### General Issues

#### 47. Sketch Plans and Site Plans

<p>Winston-Salem Fire Department Cory Lambert 336-747-7359</p>	<p>Future construction plans shall indicate locations of fire hydrants (existing and proposed) to demonstrate compliance with fire code requirements and City development standards.</p>
<p>coryml@cityofwsfire.org 3/14/23 8:38 AM 01.03) Rezoning-Special Use District - 2</p>	<p>For those buildings on this site that are equipped with sprinkler or standpipe systems, indicate the location of each FDC, ensuring no FDC is more than 100 feet from a fire hydrant.</p>
	<p>Ensure fire apparatus access roads are provided, designed, built and maintained in compliance with fire code requirements. These requirements include but are not limited to the following items:</p> <ul style="list-style-type: none"> <li>• Design, construction and maintenance of fire apparatus access roads to 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>• Design, construction and maintenance of approved turnaround designs 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> <p>As part of your construction plan submittal, include the calculations for needed fire flow for this project and indicate the approved method of calculation in use. Buildings that are equipped with sprinkler systems throughout are exempt from this requirement. Refer to Section 507 of the 2018 NC Fire Code for further information. Approved calculation methods include the following options:</p> <ul style="list-style-type: none"> <li>• Appendix B of the 2018 NC Fire Code; or</li> <li>• the ISO Fire Suppression Rating Schedule (as described in <a href="https://www.isomitigation.com/siteassets/downloads/guide-determinerequiredfireflow.pdf">https://www.isomitigation.com/siteassets/downloads/guide-determinerequiredfireflow.pdf</a>).</li> </ul> <p>Emergency responder radio coverage shall meet the requirements of Section 510 of the 2018 NC Fire Code for this project. Consider how these requirements, including any systems necessary to bring radio coverage into compliance with this section, may impact your plans.</p>

**MapForsyth Addressing Team**

**General Issues**

**50. Addressing & Street Naming**

<p>Forsyth County Government Gloria Alford 3367032337 alfordgd@forsyth.cc 3/20/23 9:31 AM 01.03) Rezoning-Special Use District - 2</p>	<p>The road names approved are Mill Gate Av, Misty Rise Ln and Rock Castle ( with two words) you need to pick a street type. Not approved is Caraway Ct, Southwold. You will need four more names for these plans. Contact me at allfordgd@forsyth.cc</p>
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**Planning**

**01 C0.0 COVER.pdf [1 redline] (Page 1) [1] C0.0 COVER**

**59. Planning Coments B**

City of Winston-Salem Garage/driveway parking can be counted in calculation  
Bryan Wilson  
336-747-7042  
[bryandw@cityofws.org](mailto:bryandw@cityofws.org)  
3/21/23 9:15 PM  
01.03) Rezoning-  
Special Use District - 2

**02 C1.0 SITE PLAN.pdf [4 redlines] (Page 1) [2] C1.0 SITE PLAN**

**60. Planning Coments B**

City of Winston-Salem Label which town homes are 2-story and which are 3-story. Verify that you have access  
Bryan Wilson to any rear access garages.  
336-747-7042  
[bryandw@cityofws.org](mailto:bryandw@cityofws.org)  
3/21/23 9:15 PM  
01.03) Rezoning-  
Special Use District - 2

**61. Planning Coments B**

City of Winston-Salem Revise Passive and Active open space labels and calculations to reflect required  
Bryan Wilson common recreation area and the remainder common open space. See UDO use  
336-747-7042 specific standards  
[bryandw@cityofws.org](mailto:bryandw@cityofws.org)  
3/21/23 9:15 PM  
01.03) Rezoning-  
Special Use District - 2

**General Issues**

**1. COUNCIL MEMBER CONTACT**

City of Winston-Salem **Please ensure that you have contacted the appropriate Council Member and/or**  
Marc Allred **the Community Assistance Liaison for their office prior to the Planning Board**  
336-727-8000 **Hearing. Be advised that Council Members may want to participate in any**  
[marca@cityofws.org](mailto:marca@cityofws.org) **community outreach efforts . Information for each Council Member can be**  
2/28/23 9:52 AM **found on their website here: <https://www.cityofws.org/564/City-Council>**  
01.11) Pre-submittal  
Application for Special  
Use-Limited District  
Zoning Map  
Amendment - 1

Morris & Ritchie Noted.  
Associates of NC, PC  
Panth Naik  
984-200-2103  
[pnaik@mragta.com](mailto:pnaik@mragta.com)  
3/3/23 4:34 PM  
01.11) Pre-submittal  
Application for Special  
Use-Limited District  
Zoning Map  
Amendment - 1

**43. Historic Resources**

City of Winston-Salem No comments  
Heather Bratland  
336-727-8000  
heatherb@cityofws.org  
3/9/23 11:02 AM  
01.03) Rezoning-  
Special Use District - 2

#### 51. Environmental Features/Greenways

City of Winston-Salem Greenway: A greenway is proposed along Fiddler's Creek in the *Greenway Plan Update*. A 40' greenway easement is requested along the west side of the creek/eastern property line. The greenway easement shall begin outside of the undisturbed portion of the required stream buffer per the Winston-Salem Stormwater Management Ordinance.  
Amy Crum  
336-747-7051  
amyc@cityofws.org  
3/20/23 10:39 AM  
01.03) Rezoning- Wetlands: N/A  
Special Use District - 2 Farmland/VAD: N/A  
Natural Heritage: N/A

#### 54. Reduce parking and move apartment building

City of Winston-Salem Reduce number of parking spaces and move apartment buildings closer to central pocket park.  
Marc Allred  
336-727-8000  
marca@cityofws.org  
3/21/23 8:46 PM  
01.03) Rezoning-  
Special Use District - 2

#### 56. Greenway

City of Winston-Salem Provide a 40' greenway easement in the 100' stream buffer. Needs to be outside the 50' stream buffer.  
Marc Allred  
336-727-8000  
marca@cityofws.org  
3/21/23 8:57 PM  
01.03) Rezoning- Provide a pedestrian connection from the greenway easement to the development.  
Special Use District - 2

#### 57. Apartment and Townhome Elevations

City of Winston-Salem Need three and a half story elevations and three story elevations of apartments.  
Marc Allred  
336-727-8000  
marca@cityofws.org  
3/21/23 8:58 PM  
01.03) Rezoning- On the bottom floor of the apartment elevations, is that parking or storage? State on site plan. And if parking, has this been added to your overall parking calculations?  
Special Use District - 2 Need to know the average height of the three and a half story building. If average height is below 45 feet, then the rezoning request can be RM8-S instead of RM18-S.  
  
Three-story townhome elevations, there is no parking being shown on the elevations, but your square footage is stating garages. You will need to show parking in your elevations and/or on your site plan.

#### 58. retaining wall

City of Winston-Salem Planning staff may recommend a condition of approval related to the retaining wall in excess of 10' in height.  
Bryan Wilson  
336-747-7042  
bryandw@cityofws.org  
3/21/23 9:08 PM  
01.03) Rezoning-  
Special Use District - 2

## Sanitation

### General Issues

#### 49. General Comments

City of Winston-Salem Recycling option not noted. As this is an optional residential service that can be set up at a later time, staff approves plan for recycling discipline.  
Helen Peplowski  
336-727-8000  
helenp@cityofws.org  
3/20/23 9:04 AM  
01.03) Rezoning-  
Special Use District - 2

## Stormwater

### General Issues

#### 39. Stormwater Management Permit Required

City of Winston-Salem This development will be required to apply for and be issued with a Post Construction Stormwater Management permit that shows compliance with the City of Winston-Salem's Post Construction Stormwater Management ordinance provisions.  
Joe Fogarty  
336-747-6961  
josephf@cityofws.org  
3/22/23 10:45 AM  
01.03) Rezoning-  
Special Use District - 2

The water quality provisions of the ordinance apply once more than 1 acre of disturbance is proposed during construction which will obviously be the case here. A development is considered a high density development in terms of those provisions if it exceeds 24% impervious area. The plan states that the impervious percentage shall be 28.34% and thus this development will be considered a high density development. High density developments are required to manage the first inch of runoff from the development 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. There appears to be a number of such conveyances located on this property. You do appear to be indicating the stream buffers but you have not stated the width unless I'm overlooking it. The width is required to be 50' and from measuring your buffers this appears to be the case. Just ensure the width is actually stated on the plan. No impervious area will be permitted in the buffer zones. The outer half of a buffer may be disturbed for construction grading purposes but the inner half of a buffer closest to the stream bank must remain undisturbed at all times. It appears you are meeting this requirement.

The water quantity provisions of the ordinance apply once more than 20,000 sq.ft or more of new impervious area is created which again is the case here. Those provisions require that the post developed peak runoff rates from the 2, 10 and 25 year storm events of minimum 6 hour duration are managed in an approved stormwater management system to at, or below, the pre developed rates and also that the increase in the pre versus post 25 year volume be stored in the stormwater management system and this volume released over a 2 to 5 day period.

Your plan is showing eight proposed Stormwater Control Measures (SCM's) so my

guess is you are likely aware of the above requirements and you have determined that these eight SCM's will be enough to meet them. I would like to point out that most, if not all, of these SCM's are shown currently in fill areas and the grading shown doesn't reflect placement and construction of these SCM's. My guess is you are going to have to some significant retaining walls required to construct these SCM's. You may want to check with Planning Department staff to see if such retaining walls will be required to be shown on the plan for the purposes of the Planning Board meeting especially considering that there will be lots of them potentially and they may be significant in height. I'm also concerned that once such walls are accounted for will there be adequate access provided to these SCM's? Some in particular, for example the SCM's on the east side of this plan, are placed in close proximity to buildings and have very steep slopes on each side so you may want to ensure that you can have adequate and safe access for heavy machinery and personnel to all of these SCM's for future maintenance requirements. I'm personally o.k. with the walls not been shown for now as I will be ensuring the SCM's are adequately designed at the time of permit review and that access is adequate and safe to each SCM and that they can work/fit in the locations you have shown them, but again, other Departments such as Planning may have different opinions on that.

Any stormwater management system will require a financial surety to be provided and set up at the time of permitting. If the developer intends to remain as the long term Operation and Maintenance (O&M) entity for the system then the surety shall consist of a one time non-refundable payment made to the City at the time of permitting that equals 4% of the estimated construction cost of the Stormwater Management system. If the developer intends to establish a Home Owners Association (HOA) to be the long term O&M entity, then the surety shall consist of the developer establishing an escrow account and depositing 15% of the estimated construction cost of the Stormwater Management system into that account. The HOA will be obliged to add further funds in later years per the ordinance requirements for such an escrow account. The developer will also have to have an escrow agreement approved by the City and once approved recorded at The Forsyth County Register of Deeds office.

Finally, the stormwater management system will also need to have an O&M Agreement approved by the City at the time of permitting and once approved recorded at The Forsyth County Register of Deeds office. If the developer is to be the long term O&M entity of the system, then it will be a 2 party agreement between the City and the Developer. If there will be a HOA as the long term O&M entity for the system then the agreement will be a 3 party agreement between the City, the Developer and the HOA. [\[Ver. 4\]](#) [Edited By Joe Fogarty]

## Utilities

### General Issues

#### 44. General Comments



City of Winston-Salem  
 Chris Jones  
 336-747-7499  
[charlesj@cityofws.org](mailto:charlesj@cityofws.org)  
 3/22/23 10:17 AM  
 01.03) Rezoning-  
 Special Use District - 2

Submit water/sewer extension plans in IDT to Utilities Plan Review for permitting/approval. Water meters purchased through the COWS. System development fees due at the time of meter purchase. Water and sewer to the apartments will be private and will need to be master metered with a Reduced Pressure Assembly backflow preventer. No heavy cut/fill over the existing sewer line running through the site. Excessive fill may require the existing sewer line to be replaced. CCTV of the existing sewer line will be required after construction. Pre-construction CCTV is recommended. Any damage will be required to be repaired by developer. Any creek crossing structures need to be submitted with the construction plans. Do not submit a "By Others Statement".  
[\[Ver. 4\]](#) [Edited By Chris Jones]

## WSDOT

### General Issues

#### 46. General Comments

City of Winston-Salem  
 David Avalos  
 336-727-8000  
[davida@cityofws.org](mailto:davida@cityofws.org)  
 3/21/23 2:38 PM  
 01.03) Rezoning-  
 Special Use District - 2

- Dedicate right of way 45' from center along Cole Rd
- Fee in lieu of sidewalk along cole rd frontage
- **Which internal streets are public and which are private?**
- **TIA comments pending review.**
- All internal streets should be built to city standard with curb and gutter and sidewalk on one side
- *Townhomes driveways need to be a minimum of 25' from the right of way. May need to remove the townhomes closest to cole rd.*
- Show building envelope
- Show mail kiosk

[\[Ver. 4\]](#) [Edited By David Avalos]

## Zoning

### General Issues

#### 52. Zoning

City of Winston-Salem  
 Amy McBride  
 336-727-8000  
[amym@cityofws.org](mailto:amym@cityofws.org)  
 3/22/23 10:24 AM  
 01.03) Rezoning-  
 Special Use District - 2

NOTE: If considering RM8 note the following  
 2. THREE STORY STRUCTURES Three story structures must be setback a minimum of fifty (50) feet from adjacent properties zoned for single family residential development.  
 The townhomes do not appear to meet this as proposed.

Tree save calculations on chart are correct. Please clearly show the tree save areas and sf. on the plan.

You have 2 types of required buffers. A 20' Type II Thoroughfare buffer is required where the property is adjacent to 40. Please label this buffer as such.

A min 15' Type II buffer is required where the property is adjacent to RS9. You can proposed a 20' if you prefer.

You have a 40' street yard buffer labeled adjacent to Cole Road. This isn't required but if the developer wants to volunteer it that is fine.

The plan notes Active/ Passive Open Space which is a requirement of a PRD not multi-family.

You are required to have Common Recreation Area. Please show the calculations and label the area and sf. as such.

#### 7.6.1 COMMON RECREATION AREAS-

A minimum of one hundred (100) square feet per unit shall be devoted to common recreation areas.

The total common recreation area may be divided into areas not less than four thousand (4,000) square feet each where the average length of the space does not exceed twice the average width.

Common recreation areas shall be easily accessible by pedestrian walkways so they can be conveniently and safely reached and used.

Common recreation areas shall be attractively landscaped and provided with sufficient natural or constructed screening to minimize any negative impacts upon adjacent residences within the development. Additionally, one large variety tree shall be required for every two thousand five hundred (2,500) square feet of common recreation area.

Common recreation areas shall be constructed on land where the average finished grade of the slope does not exceed five percent (5%), is well drained, and is otherwise capable of serving the purposes intended.

Bicycle parking is required at the rate of 0.125 spaces per dwelling unit in development; 2 space minimum per building, 20 space maximum per development.

You are not required to show MVSA landscaping for rezoning. Please check over the tree coverage spacing to make sure it works if you need to make any site design changes to the parking islands.

One large variety tree is required per every 5,000 square feet of proposed MVSA. All proposed parking spaces must be within 75 feet of a large variety tree trunk.

A tree must have a min of 600 sf. planting area to count towards this.

[Ver. 9] [Edited By Amy McBride]