



# W-3487 Winston-Salem CNI (Site Plan Amendment)



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

Michael Osman  
Steele Group Architects  
217 West Sixth Street  
Winston-Salem, NC 27101

Project Name: W-3487 Winston-Salem CNI (Site Plan Amendment)  
Jurisdiction: City of Winston-Salem  
ProjectID: 576677

Wednesday, July 21, 2021

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: 13

### Engineering

### General Issues

**18. Driveway Permit required**

City of Winston-Salem  
Matthew Gantt  
336-727-8000  
matthewg@cityofws.org  
7/14/21 2:45 PM  
01.13) Application for  
Site Plan Amendment -  
2

A City driveway permit will be required for the proposed access points on to East Twelfth Street, Highland Avenue, and East Eleventh Street. The access will need to be a heavy duty concrete apron to support dumpster pickup traffic (8" 4,000 psi concrete over 6" compacted ABC). The concrete apron shall extend from the edge of pavement on each of the above-named streets to the right-of-way line. The driveway permit must be issued prior to issuance of a grading permit (if required). Also, submit construction details for driveway connections.

As a condition of the driveway permit, the existing tunnel under Highland Avenue needs to be addressed. The City's preference would be to flowable fill the tunnel to avoid road closures, utility conflicts and compaction requirements for suitable backfill for the roadway cut. This will also require coordination with the property on the west side of Highland Avenue.

Street and drainage design for the proposed public street must be reviewed and approved by the City's Engineering department. Street must meet the City's Infrastructure Development Standards. Design must be approved prior to the issuance of the grading permit (if required) and/or the issuance of a building permit for the site. Right-of-way should incorporate the public sidewalk and on-street parking as shown. Utility easements are required on both sides of the right-of-way.

[Ver. 4] [Edited By Matthew Gantt]

## Erosion Control

### General Issues

#### 15. Erosion Control Plan Needed

City of Winston-Salem  
Matthew Osborne  
336-747-7453  
matthewo@cityofws.org  
7/8/21 3:44 PM  
01.13) Application for  
Site Plan Amendment -  
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/>

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

City of Winston-Salem  
Matthew Osborne  
336-747-7453  
matthewo@cityofws.org  
7/8/21 3:44 PM  
01.13) Application for  
Site Plan Amendment -  
2

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).

## Fire/Life Safety

### General Issues

#### 21. Notes

<p>City of Winston-Salem (Fire) Douglas Coble (336) 734-1290 <a href="mailto:douglasc@cityofwfsfire.org">douglasc@cityofwfsfire.org</a> 7/15/21 7:15 AM 01.13) Application for Site Plan Amendment - 2</p>	<p>Indicate locations of fire hydrants (existing and proposed) to demonstrate compliance with fire code requirements and City development standards.</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>
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**MapForsyth Addressing Team**

**General Issues**

**24. Addressing & Street Naming**

Forsyth County  
Government  
Gloria Alford  
3367032337  
alfordgd@forsyth.cc  
7/21/21 9:17 AM  
01.13) Application for  
Site Plan Amendment -  
2

The two driveway should be named. Please contact me [alfordgd@forsyth.cc](mailto:alfordgd@forsyth.cc) in regard to naming the driveway. Dublin Dr will extend.

Street names are required to conform to the following rules that are enforced to ensure clarity and public safety. 1. Street names shall not contain more than 30 characters in the county, including the directional (if any) and the street type. 2. No street name shall have less than 3 characters. 3. Street names shall not contain punctuation or special characters including apostrophes, commas, hyphens, periods, or other similar characters. 4. Street names shall not exceed two words, excluding the directional and street type. Exceptions may be given to streets named after persons upon approval of the ATC. 5. Street names shall not contain directional words or street type words 6. Street names that sound like an existing street name, or another proposed name, are prohibited. Adding the letter E or S does not make a street name unique. Examples: Beach St and Beech St; New Town Rd and New Towne Rd; Wood St and Woods St. 7. The use of corporate or institutional names for streets that access the company's property or purposed property is not permitted. 8. The use of a person's name for a street is permitted only if the person has been deceased for a minimum of 5 years (subject to approval of other municipal codes), and made significant contributions to the county, or is an historical figure. Biographical information must be submitted in support of such naming. 9. Street names that are deemed offensive, obscene, or derogatory of any class, race, religion, ethnic group, gender, or age group are prohibited. 10. Street names shall not contain numerals. For example, Second Street is not permitted to be named as "2nd Street," where the official name is "Second." Figure 14. Address Format Addressing and Street Naming Guidelines and Procedures Manual 24 11. Spelling of words in street names shall conform to the spelling found on [www.merriamwebster.com](http://www.merriamwebster.com). Words that are taken from a foreign language, or that are difficult to spell or pronounce shall not be permitted. 12. The words "old" or "new" are not to be permitted in any street named after January 1, 2008. 13. Street names honoring events or people in the City of Winston-Salem shall be made through the Mayor's Office. Honorary street name signs are temporary and are installed for a short, defined time, usually less than one year. Honorary street signs will be brown and white in addition and secondary to the permanent green and white sign. 14. The use of official city and state names, landmarks, or names of historic significance can be used as street names as long the name does not exceed 2 words. 15. It is permissible to use names not found in a standard dictionary, if those names have historical or community significances, or if the name is the official name of a city or state in the United States. These names cannot exceed two words.

[Ver. 2] [Edited By Gloria Alford]

## Planning

[2021-06-28 Winston-Salem CNI Site Plan Amendment.pdf \[17 redlines\]](#) (Page 1)

### 3. Council Member Contact **B**

City of Winston-Salem  
Bryan Wilson  
336-747-7042  
[bryandw@cityofws.org](mailto:bryandw@cityofws.org)  
6/29/21 1:43 PM  
Pre-Submittal Workflow - 1

Please ensure that you have contacted your appropriate Council Member. They may also wish to participate in any community outreach which is to take place prior to the Planning Board Hearing.

[Steele Group Architects](#)  
Michael Osman  
336-734-2003  
[mike.osman@steelegrp.com](mailto:mike.osman@steelegrp.com)  
7/5/21 10:05 PM  
Pre-Submittal Workflow - 1

Council member has been contacted and will be made aware of community outreach.

## General Issues

### 17. Historic Resources

[City of Winston-Salem](#)  
Heather Bratland  
336-727-8000  
[heatherb@cityofws.org](mailto:heatherb@cityofws.org)  
7/8/21 4:13 PM  
01.13) Application for  
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2

This parcel was the site of Brown Elementary School (FY1391), the oldest portion of which was a 2-story, Classical Revival brick school built in 1914. After a significant fire in 2017, the historic portion of the school was demolished in 2018. Redevelopment of the site is under review at the State Historic Preservation Office as ER21-0095.

### 23. Design

[City of Winston-Salem](#)  
Gary Roberts  
336-747-7069  
[garyr@cityofws.org](mailto:garyr@cityofws.org)  
7/21/21 8:05 AM  
01.13) Application for  
Site Plan Amendment -  
2

Please extend the 4 sidewalk segments bordering the two parking lots along Highland Avenue, to connect with the side along Highland Avenue. Also, please provide one or two more east to west pedestrian connections within the development, including a crosswalk across the new internal street to provide a direction connection to the play area.

[Ver. 2] [Edited By Gary Roberts]

## Sanitation

## General Issues

### 19. No Issues with Dumpster Enclosure

[City of Winston-Salem](#)  
Jennifer Chrysson  
336-727-8000  
[jenniferc@cityofws.org](mailto:jenniferc@cityofws.org)  
7/13/21 12:12 PM  
01.13) Application for  
Site Plan Amendment -  
2

No issues with the dumpster enclosure(s) placement.

## Stormwater

## General Issues

### 14. Stormwater Management Permit Required

City of Winston-Salem  
Joe Fogarty  
336-747-6961  
[josephf@cityofws.org](mailto:josephf@cityofws.org)  
7/8/21 2:32 PM

01.13) Application for  
Site Plan Amendment -  
2

This development will be subject to applying for and being issued with a Post Construction Stormwater Management permit that is in compliance with the applicable provisions of the City of Winston-Salem's Post Construction Stormwater Management ordinance.

The plan states that the proposed impervious area percentage is 66.4%. Any development that exceeds 24% in impervious area and disturbs more than 1 acre during construction is considered a high density development under the water quality provisions of the ordinance. High density developments require the first inch of runoff to be managed in an approved Stormwater management system.

The plan also states that there will be 2.97 acres of impervious area. Developments that create more than 20,000 sq.ft. of new impervious area are subject to the water quantity provisions of the ordinance. These require that the peak runoff rates from the 2, 10 and 25 year storm events of minimum 6 hour duration be managed to at, or below, the pre developed rates and also that the increase in the 25 year volume be managed by storing it in the Stormwater Management system and releasing this volume over a 2 to 5 day period.

The plan is currently showing two "Subsurface Post Construction Stormwater Management Areas". They are not specific as in what exact type of Stormwater control structures these are. The Planning Board may want to know that. It's not important to me to know the type of devices at this stage as I will review them for compliance at the permitting stage but again, the Planning Board and indeed the public at the public hearing may want to know so that they have an idea of what system they are approving or expecting to see installed.

The Stormwater management permit will require a non-refundable financial surety to be provided as part of the permitting process. This is to equal 4% of the estimated construction cost of the Stormwater management system and is to be paid to the City at the time of permitting. The permit process will also require that an Operation and Maintenance Agreement be approved by the City and once approved recorded at The Forsyth County Register of Deeds office.

## Utilities

### General Issues

#### 22. General Comments

City of Winston-Salem  
Charles Jones  
336-727-8000  
[charlesj@cityofws.org](mailto:charlesj@cityofws.org)  
7/15/21 8:00 AM

01.13) Application for  
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2

Submit water/sewer extension plans to Utilities Plan Review for permitting/approval. Water meters purchased through COWS. All water connections will required a backflow preventer matching the meter size. System development fees due at the time of meter purchase. All 6" sanitary lines into a SSMH must have a clean out at the R/W. Call Chris Jones at 336-399-1285 with any utility questions.

## WSDOT

### General Issues

#### 20. General Comments

City of Winston-Salem

David Avalos

336-727-8000

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

7/14/21 2:53 PM

01.13) Application for  
Site Plan Amendment -  
2

- Remove parking spot on Dublin closest to 11th St and the one just north of it. Mirror bulbout across the street.
- How do you plan to address the tunnel?
- 7' sidewalk where parking abuts sidewalk
- Provide 15' right of way radius at all property corners.
- Close all unused curb cuts
- Show bike parking
- Recommend standard crosswalks.
- Repair any damaged sidewalk or curb and gutter.

[Ver. 5] [Edited By David Avalos]

## Zoning

### General Issues

#### 25. Zoning

City of Winston-Salem  
Elizabeth Colyer  
336-747-7427  
elizabethrc@cityofws.org  
7/20/21 3:23 PM  
01.13) Application for  
Site Plan Amendment - 2

Please revise/correct the Tree Save Area legend to reflect any stands of trees to be preserved, there do not appear to be any tree stands to preserve. If there are stands, then please delineate and label the square footage of each stand on the site plan and provide this information in the legend.

Please provide all applicable information requested in the standard site plan legend, including proposed building heights.

<https://www.cityofws.org/445/Legends>

Please ensure that all Use-Specific Standards are met for 5.2.71.

Please label all building setback lines and proposed 10-foot wide Streetyards.

Please see Section 7.6.1 for Common Recreation Area standards, including landscaping to be met when permits are submitted. Please label the square footage of each common recreation area on the site plan.

Please show the parking calculations based on the number of bedrooms per unit; 1 bedroom/1.5 spaces, 2 bedroom/1.75 spaces, 3 bedroom/2 spaces, 4 bedroom/3 spaces. All off-street parking shall be provided to the rear of principal buildings, unless otherwise approved by the Planning Board.

Please provide required bicycle parking calculations at 0.125 spaces per unit with 20 spaces maximum required. When a development has 10 or more individual buildings, a maximum of 2 spaces may be allowed for each of 10 selected buildings. Please label the location of the bicycle racks on the site plan.

A minimum three and one-half (3.5) foot wide landscaped area shall be provided between any parking area and building wall providing access into the unit(s).

Pitched roofs are required on all buildings.

Proposed developments in GMA 2 should meet the following standards unless the site is greater than 3 acres and otherwise approved through special-use district rezoning (5.2.71 B.7):

1. Buildings adjacent to all existing streets except major thoroughfares shall have their primary entrance oriented towards the existing street.
2. Front setbacks of less than ten (10) feet shall be accompanied by a finished floor elevation of at least two and one-half (2.5) feet above the average street grade in front of the building or unit. ii. This requirement shall not apply to multifamily buildings where nonresidential uses occupy the street level of the building.
3. Parking shall be located to the side and/or rear of the primary building entrance, except where buildings are adjacent to major thoroughfares.

Please label all proposed sidewalk, driveway, drive aisle, and unobstructed pedestrian walkways from a main entrance to existing public sidewalks that must be a minimum of 5 feet in width.

Please show the location of any proposed on-premises freestanding sign(s) on the site plan. Any freestanding sign may not encroach into sight distance triangles at driveways or intersections.

Any proposed dumpster must be screened per UDO Section 6.2.1 F and must be set back a minimum of 50 feet from a residential (RM18) zoning district, there is a proposed dumpster on the east side of the site that does not appear to meet this requirement. There is no variance option or other means of exemption for this setback.

Any proposed exterior site lighting, other than required emergency egress lighting must, at minimum, meet the standards of UDO Section 6.6.

Please provide MVSA planting calculations; 1 large variety tree for every 5,000 sf of MVSA, 1 small or medium variety tree for 2,500 sf of MVSA if there are existing overhanging utility lines. Please demonstrate that all proposed parking spaces are within 75 feet of a large variety tree.

[Ver. 4] [Edited By Elizabeth Colyer]