

Do you have a potential rezoning, subdivision, or Planning Board Review request? Do you have an idea that you would like to receive feedback on before formally submitting for review? The Planning Department offers a forum for this type of feedback/interaction. Each Friday, the Design and Development Review staff hosts informal Sketch Plan meetings in 30 minute increments from 8:30a.m – 10:30a.m. The meetings are hosted by Planning, but include representatives from several of the departments involved in the development review process.

The purpose of these meetings is to provide customers a forum where they can receive feedback on their proposal from several of the reviewing agencies at one time. The departments that participate will provide feedback on the proposal as submitted and also try to identify any “dealbreaker issues” that may significantly impact a request.

Sketch Plan Meeting Rules

1. Sketch Plan Meetings take place each Friday morning with the exception of weeks when City of Winston-Salem offices are closed on either Monday or Friday.
2. Each Friday is limited to five, 30 minute meetings. The first five complete requests received will be placed on the agenda. The deadline to submit plans for a Sketch Plan meeting is Monday (of week of the Sketch Plan meeting) by 5:00p.m.
3. Submit fourteen folded copies of your sketch plan to Robert Solomon in the Planning Department. Plans are required to have a location/vicinity map and some form of property identification (i.e. PIN#, address, etc.)
4. While there is no requirement for the amount of information depicted on the plan, please remember that staff’s comments will be based on the information provided. In other words- the better information you can provide, the better feedback staff can give.
5. Staff will provide the best feedback we can; however, we can’t cover everything in the scope of these meetings. Remember, these meetings are intended to try to identify any red flags or “dealbreaker issues” before a formal submittal is made. Comments from the meeting should be considered preliminary. Each request must still go through a formal submittal, at which time a formal set of comments will be provided.

If you have any questions about Sketch Plan meetings, please contact the Design and Development Review Team at (336)-727-8000.