

CITY-COUNTY PLANNING WORK PROGRAM

FY 2013-14

ADOPTED 6.27.2013

Work Item/Project	Type of Deliverable (assistance, maintenance, coordination, caseload, plan, publication)	1st Quarter		2nd Quarter			3rd Quarter			4th Quarter			Expected Complete Date	Primary Responsibility
		7	8	9	10	11	12	1	2	3	4	5		
1. Annual/Biennial Publications:														
HRC/CAC/CCPB Annual Reports	Report													
Trends Report	Report												March '14	CPAD
Legacy 2030 Status Report	Report												June '14	CPAD
2. Legacy 2030 Implementation:														
Public Education	Coordination/Presentations													PC
Design for Compatible/Higher Density Multifamily	Illustrations/Handouts/Presentations/ Public Engagement												June '14	CPAD & PC
Design for Growth Corridors & Activity Centers	Illustrations/Handouts/Presentations/ Public Engagement												June '14	CPAD
UDO Amendments: > To facilitate Sustainable Development Practices > Agricultural Production/Urban Food Access	Text Amendments												Dec '13	CC CPAD
Development Opportunity Maps: > Industrial > Multifamily > Commercial	Maps												March '14	AGIS
Future Land Use Carrying Capacity Analysis	Report												March '14	CPAD & AGIS
Comprehensive Parking Requirements Study	Report												Dec '13	PC
Research Topics: > Natural Heritage Inventory > Healthy Design Guidelines/Assesment > Public Art Master Plan	Report												Dec '13	CC
	Report												March '14	CPAD
	Report												June '14	PC
3. Area Plans:														
Southeast Winston-Salem	Plan												July '13	CPAD
Walkertown	Plan												Feb '14	CPAD
North Suburban	Plan												April '14	CPAD
South Central Winston-Salem	Plan												June '14	CPAD

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4. Special Area/Project Planning:														
Central Library Analysis	Report												Aug '13	CPAD
Central Library Public Outreach	Assistance					Ongoing								CPAD/All
School Site Studies	Assistance					Ongoing								PC
Industrial Sites Studies	Maintenance					Ongoing								CPAD
Peters Creek Parkway Corridor Plan	Assistance													CPAD
Revitalizing Urban Commercial Areas	Assistance					Ongoing								CPAD
Hanes Park Master Plan Update	Assistance													CPAD
Farmland Preservation Plan	Assistance													CPAD & CC
UNCSA Master Plan	Assistance					Ongoing								CC
Happy Hill Cemetery Study	Assistance					Ongoing								CC
5. Planning Board Support:														
Board Administration, Minutes & Training	Coordination/Records/ Communications					Ongoing								Admin
6. Development Caseload Support:														
Rezoning	Reports, Maps					Ongoing								LUA
Planning Board Reviews	Reports					Ongoing								LUA
Staff Changes	Review					Ongoing								LUA
Special Use Permits	Reports					Ongoing								LUA
Subdivisions	Review					Ongoing								LUA
Street Closings	Reports					Ongoing								LUA
Sketch Plan Review	Review					Ongoing								LUA
UDO Amendments (External)	Reports as Submitted					Ongoing								LUA
UDO Amendments (Internal):														
>Planning Board Approval of Site Plan Amendments	Report												Dec '13	LUA
>Revised Platting Requirements	Report												March '14	LUA
Document Scanning	Records					Ongoing								LUA

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7. Community Appearance Commission Activities:															
CAC Support, Board Administration, Minutes & Training	Coordination/Records/Communication				Ongoing										CC
Tech Assistance & Project Review	Reports				Ongoing										CC
Recognitions	Letters/Markers				Ongoing										CC
Community Education/Beautification Programs	Seminars/Brochure/Events				Ongoing										CC
Biennial Awards Program	Awards				Ongoing										CC
8. Historic Resources Commission:															
HRC Support, Board Administration, Minutes & Training	Coordination/Records/Communication				Ongoing										CC
Certificate of Appropriateness (COA's)	Reports				Ongoing										CC
Review of Historic Nominations/Designations	Reports				As Needed										CC
Section 106 Reviews	Reports				Ongoing										CC
Education & Recognition Activities (Incl. Preservation Month)	Events/Citations/Publications/Presentations				Ongoing										CC
Public Info/Website	Presentations/Website				Ongoing										CC
Historic/Cultural Resources Studies	Reports				As Needed										CC
Historic Marker Program	Markers/Events														CC
Historic Inventory Maintenance/Dissemination	Database				Ongoing										CC
Historic Inventory Publication (City)	Publication												June '14		CC
Historic Resource Protection/Advocacy	Reports/Consultations				Ongoing										CC
9. Small Town Planning Support:															
Walkertown	Reports/Maps				Ongoing										LUA/AGIS
Other Towns	Assistance/Maps				As Needed										LUA/AGIS
Development Proposal Review	Notification/Consultation				As Needed										LUA

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10. External Committees:															
Downtown Partnership/Downtown Planning Support	Assistance					Ongoing									CPAD
External Groups (<i>Creative Corridors, Pioneering Healthy Communities, Be Healthy Coalition, Change of Use Committee, Local Foods, Neighborhood Alliance, Community Based Organizations, Chamber Committees, NC Sustainable Communities Task Force, Forsyth Futures, Translational Science Institute Advisory Committee, Forsyth County Extension Advisory Committee</i>)	Assistance					Ongoing									Multiple
11. Regional Planning:															
Forsyth County Planners Roundtable	Coordination					Ongoing									PC
Piedmont Together Strategy	Assistance					Ongoing									Multiple
12. Housing Issues:															
General Housing	Assistance					Ongoing									CPAD
Cleveland Avenue/HAWS	Assistance					Ongoing									CPAD
13. Environmental Review Activities:															
Preparation of Reviews for City & County	Reports					Ongoing									PC
14. Transportation Planning Assistance:															
TAC/TCC	Coordination					Ongoing									PC
Socio Economic Data Projections	Coordination/Report														PC
Complete Streets Policy	Policy/Assistance														PC
Urban Circulator Alternatives Analysis	Coordination/Report														Paul
Transportation Plan/Studies (MTIP, Transit Routes)	Assistance					Ongoing									PC
Wake Forest Area Bike/Pedestrian/Transit Study	Coordination														Amy
15. Watershed Protection:															
Implementation and Assistance	Assistance					Ongoing									LUA
16. Greenway Planning :															
Easement Acquisition Education	Publications					Ongoing									CC
Implementation Assistance	Assistance					Ongoing									CC

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17. Recreation and Parks:															
Implementation Assistance	Assistance					Ongoing									CC
Design Assistance	Assistance					As Requested									CPAD
18. Education and Outreach:															
Community Outreach	Presentations/Handouts/Web Site					Ongoing									PC
Bi-monthly Newsletter	Newsletters					Ongoing									PC
19. Interdepartmental Committees:															
Text Amendment Team	Coordination					Ongoing									David & LUA
Employee Committees	Assistance					Ongoing									Multiple
Interdepartmental Permitting and Review	Assistance/Coordination					Ongoing									LUA
Board of Adjustment/City and County	Assistance					Ongoing									LUA
GIS Steering Committee/Technical Advisory Group	Assistance					Ongoing									AGIS
20. Technical/Information Collection and Support:															
GIS Mapping, Analysis, Maintenance and Expansion	Maps/Data/Reports					Ongoing									AGIS
Census Liaison	Maps/Data/Analysis					Ongoing									AGIS
GIS Download Website	Data					Ongoing									AGIS
Planning Web Site	Web Site					Ongoing									Multiple
21. Addressing and Street Naming/Renaming:															
Addressing Technical Committee and Support	Coordination/Minutes					Ongoing									AGIS
Street Naming/Renaming	Assignments/Reports					Ongoing									AGIS
Address Assignment	Assignments					Ongoing									AGIS
22. Office Wide:															
Customer Service/Information	Assistance					Ongoing									All
Staff Meetings/Standard Administrative/Operating Procedures	Coordination					Ongoing									Multiple
Citizen Contact List Maintenance	Database					Ongoing									PC
IS Liaison	Coordination					Ongoing									AGIS

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23. Professional/Organizational Development:															
Staff Team Building	Activities														PC & Admin
Service Excellence (departmental)	Coordination/Training														Multiple
Professional Education/Certification Maintenance	Training														Multiple
NCAPA Conference Local Host Committee	Conference												Sept. '13		PC
24. Administrative Activities/Support:															
Work Program	Coordination, Report														PC
Budget and Financial Management	Report														PC & Admin
Personnel Administration & Management	Coordination														Multiple
25. Contingency & Unanticipated Items															
Building Adaptive Reuse & Redevelopment Areas Study															Kelly
Implement Research Study Recommendations															Multiple

AGIS: Addressing & GIS
 CPAD: Comprehensive Planning and Design
 PC: Planning Coordination
 CC: Community Character
 LUA: Land Use Administration
 Admin: Administrative Support