

CITY-COUNTY PLANNING WORK PROGRAM

FY 2014-15

To be considered for Adoption on 6.26.2014

Work Item/Project	Type of Deliverable (assistance, maintenance, coordination, caseload, plan, publication)	Quarter												Expected Complete Date	Primary Responsibility				
		1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	7	8	9	10	11	12	1	2			3	4	5	6
1. Annual/Biennial Publications:																			
HRC/CAC/CCPB Annual Reports	Report																		Multiple
Expanded Area Plan Status Report	Report																	Dec '14	CPAD
Expanded Legacy 2030 Status Report	Report																	Sept '14	CPAD
2. Legacy 2030 Implementation:																			
Compatible Multifamily Density Promotion Roadshow	Community Presentations																		CPAD
Design for Quality/Compatible Multifamily (targeted to developers and designers)	Illustrations/Presentations																	Dec '14	CPAD
Healthy Design Strategies	Reviews/Checklist/Ordinance																	May '15	CPAD assisted by CC
UDO Amendments: (evaluate/draft language if deemed appropriate)																			
>Communications Tower Update	Text Amendment																	Sept '14	CPAD
>Low impact commercial district	Text Amendment																	Mar '14	CPAD
>Home occupations	Text Amendment																	Mar '14	LUA
>Parking (based on study recs)	Text Amendment																	Dec '14	CPAD assisted by LUA
> Comprehensive urban agriculture ordinance	Report/Text Amendment/																	Feb '15	CPAD
Development Opportunity Maps, Phase II:																			
> Industrial	Maps/Report																	Mar '14	AGIS
> Multifamily																			
> Commercial																			
Public Art Planning (as requested)																			
Research Topics:																			
> Zoning district/use consolidation	Report																	May '15	CPAD
> Rural Historic Preservation	Report																	May '15	CC

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3. Area Plans: (to include design studies/charrettes, activity center/corridor recommendations, economic analysis)																
South Central Area Plan	Plan														Aug '14	CPAD
North Central Area Plan	Plan														Feb '15	CPAD
Southwest Suburban Area Plan	Plan														April '15	CPAD
East-Northeast Area Plan	Plan														June '15	CPAD
4. Special Area/Project Planning:																
School Site Studies	Assistance															CPAD
Industrial Sites Studies	Maintenance															CPAD
Peters Creek Parkway Corridor Plan Implementation	Assistance															CPAD
Revitalizing Urban Commercial Areas	Assistance															CPAD
Hanes Park Master Plan Update	Assistance															CPAD
Library Planning	Assistance															CPAD
Farmland Preservation Plan	Assistance															CPAD
UNCSA Master Plan	Assistance															CC
5. Planning Board Support:																
Board Administration, Minutes & Training	Coordination/Records/ Communications															Admin
6. Development Caseload Support:																
Rezoning	Reports, Maps															LUA
Planning Board Reviews	Reports															LUA
Staff Changes	Review															LUA
Special Use Permits	Reports															LUA
Subdivisions	Review															LUA
Street Closings	Reports															LUA
Sketch Plan Review	Review															LUA

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UDO Amendments (<i>External</i>)	Reports as Submitted							Ongoing								LUA
UDO Amendments (<i>Internal</i>):	Reports, Text Amendments							As Needed								
>Revised Platting Requirements	Report													Sept '14	LUA	
Document Scanning	Records							Ongoing								LUA
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
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 (<i>Incl. Preservation Month</i>)	Events/Citations/Publications/ Presentations							Ongoing								CC
Historic/Cultural Resources Studies	Reports							As Needed								CC
Historic Marker Program (<i>update City/Investigate County</i>)	Markers/Events													May '15	CC	
Historic Markers	Selection/Events														CC	
Historic Inventory Maintenance/Dissemination	Database							Ongoing								CC
Historic Inventory Publication (<i>City</i>)	Publication													May '15	CC	
Historic Resource Protection/Advocacy	Reports/Consultations							Ongoing								CC

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9. Small Town Planning Support:																
Walkertown	Reports/Maps															LUA/AGIS
Other Towns	Assistance/Maps															LUA/AGIS
Development Proposal Review	Notification/Consultation															LUA
10. External Committees:																
Downtown Partnership/Downtown Planning Support (Committees; potentially: design; public art; and sign ordinance)	Assistance															CPAD
External Groups: (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)	Assistance															Multiple
11. Regional Planning:																
Forsyth County Planners Roundtable	Coordination															Paul, Margaret
Piedmont Together Implementation	Assistance															Multiple
12. Housing Issues:																
General Housing	Assistance															CPAD
Cleveland Avenue/HAWS	Assistance															CPAD
13. Environmental Review Activities:																
Preparation of Reviews for City & County	Reports															CPAD

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		7	8	9	10	11	12	1	2	3	4	5	6			
14. Transportation Planning Assistance:																
TAC/TCC	Coordination							Ongoing								Margaret
Socio Economic Data Projections	Endorsement													Dec '14	Margaret	
Complete Streets Policy	Report/Policy/Assistance													Dec '14	Margaret	
Urban Circulator/Streetcar	Assistance							As Needed								Paul
Transportation Plan/Studies (MTIP, Transit Routes)	Assistance							Ongoing								Margaret
15. Watershed Protection:																
Implementation and Assistance	Assistance							Ongoing								LUA
16. Greenway Planning :																
Easement Acquisition/Education	Publications							Ongoing								CC
Implementation Assistance	Assistance							Ongoing								CC
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								Multiple
Bi-monthly Newsletter	Newsletters							Ongoing								Multiple
19. Interdepartmental Committees:																
Text Amendment Team	Coordination							Ongoing								David & LUA
Citywide 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

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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									CPAD
IS Liaison	Coordination							Ongoing									AGIS
23. Professional/Organizational Development:																	
Staff Team Building	Activities							Ongoing									Multiple
Service Excellence (<i>departmental</i>)	Coordination/Training							Ongoing									Multiple
Professional Education/Certification Maintenance	Training							Ongoing									Multiple
24. Administrative Activities/Support:																	
Work Program	Coordination, Report																Margaret
Budget and Financial Management	Report							Ongoing									Multiple
Personnel Administration & Management	Coordination							Ongoing									Multiple
25. Contingency & Unanticipated Items (<i>if required or if time allows</i>)																	
Cell Tower Text Amendment Update (<i>additional</i>)	Text Amendment																CPAD
Marketing of historic resources programs/tools (<i>LHL, Landmark Signs, and NR District Nominations</i>)	Presentations/Contacts/Website																CC
City/County Attorneys or mandated by NC Legislature	Text Amendments																Multiple

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