

CITY-COUNTY PLANNING WORK PROGRAM

*FY 2015-16
Adopted on 6/25/2015*

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			6	
1. Legacy 2030 Implementation:																
Legacy and Area Plan Implementation	On work programs/budgets							Ongoing								Paul
Multifamily Roadshows	Website/Community Presentations							Ongoing								CPAD
Design Tips for Multifamily Approvals	Illustrations/Handouts														Dec '15	CPAD
Development Opportunity Maps, Phase II	Maps/Report														Oct '15	CPAD
Underutilized/Vacant Site Inventory & Mapping	Maps/Report														Apr '16	GIS
Public Art Master Plan	Adoption, Commission Formation							Ongoing								CPAD
Healthy Design Checklist	Checklist														Aug '15	CC
Future Growth Area Indicators	Report														May '16	CPAD
Urban Agriculture Community Education	Handouts, On-line Info														Dec '15	CPAD
Urban Food Access	Report/Coordination														May '16	CPAD
Area Plan Website Enhancement	Website														Dec '15	GIS
Downtown Streetscape Recommendations	Report														Mar '16	CC
UDO Amendments:																
>Parking	Text Amendment														Jul '15	CPAD
>Low Impact Commercial District	Text Amendment														Jul '15	CPAD
>Accessory Dwellings	Text Amendment														Nov '15	CPAD, City Atty
Research Topics:																
>How to Address New Trends (zip car, bike share, Uber, AirBnB, etc.)	Report														May '16	CPAD
>Land Use Regulations and Business Growth	Report														Apr '16	CPAD
2. Area Plans: <i>(to include design studies/charrettes, activity center/corridor recommendations, economic analysis)</i>																
East/Northeast Area Plan	Plan														Aug '15 PB Hearing	CPAD
Southeast Suburban Area Plan	Plan														Feb '16	CPAD
Southwest Winston-Salem Area Plan	Plan														Apr '16	CPAD
Rural Hall Area Plan	Plan														Jun '16	CPAD

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3. Special Area Planning and Design Assistance:																
School Site Studies	Assistance							As Requested								CPAD
Industrial Site Studies	Assistance/Maintenance							As Requested								CPAD
Library Planning	Assistance							As Requested								CPAD
Revitalizing Urban Commercial Areas	Assistance							As Needed								CPAD
Area Plan Target Areas	Economic Analyses							As Needed								CPAD
Area Plan Site Studies	Graphics/Renderings							As Needed								CPAD
City/County Sites	Design Assistance							As Requested								CPAD
Waughtown Neighborhood Plan	Assistance														CPAD	
4. Planning Board Support:																
Board Administration, Minutes & Training	Coordination/Records/ Communications							Ongoing								Admin
5. 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 (<i>External</i>)	Reports as Submitted							Ongoing								LUA
UDO Amendments (<i>Internal</i>):																
>Table of Permitted Uses	Text Amendment														Council Direction	LUA
>Bufferyard Plant List Update	Text Amendment														Council Direction	CPAD
>Mailboxes in Subdivisions (Required by USPS)	Consultant/Text Amendment														Undetermined	LUA
>Electronic Sweepstakes	Text Amendment													Sep '15	LUA, City Atty	

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>Airport Overlay Zone Text/Mapping Updates	Text/Map Amendment												Dec '15	CPAD
>H District Uses/Reconstruction	Text Amendment												Dec '15	CC, City Atty
>Comprehensive Non-Substantive/Corrections	Text Amendment												Mar '16	LUA
>New and other uses (including brewery, distillery, tasting rooms, small events center)	Report/Text Amendment												Apr '16	CPAD
Document Scanning	Records													LUA
Electronic Plan Review	Assistance, Process													LUA
6. Community Appearance Commission Activities:														
CAC Support, Board Administration, Minutes & Training	Coordination/Records/Communication													CC
Tech Assistance & Project Review	Reports													CC
TAPR Effectiveness Assessment	Report												Oct '15	CC
Biennial Awards Program	Award Selections/Event												Jun '16	CC
Recognitions	Letters/Markers													CC
Community Education/Beautification Programs	Seminars/Brochure/Events													CC
7. Historic Resources Commission:														
HRC Support, Board Administration, Minutes & Training	Coordination/Records/Communication													CC
Certificate of Appropriateness (COA's)	Reports													CC
Review of Historic Nominations/Designations	Reports													CC
Section 106 Reviews	Reports													CC
Programmatic Agreement with State (Update)	Signed Agreement													CC
Historic/Cultural Resource Studies	Reports													CC
Oak Crest National Register Nomination	Grant Administration												Sep '16	CC
Historic Resource Protection/Advocacy	Reports/Consultations													CC
Guidelines Update Planning	Format/Process													CC
City & County Historic Marker Program	Selection/Events													CC

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Educational/Recognition Activities:															
>General	Events/Citations/Publications/ Presentations				Ongoing										CC
>Preservation Month	Coordination/Events/Presentations													May '16	CC
>HRC Sustainability Subcommittee	To be determined				Ongoing										CC
>Rural Historic Preservation Education	To be determined													Jun '16	CC
Architectural Inventory:															
>Inventory Maintenance and Update	Process/Database				Ongoing										CC
>City Publication	Promotion/Sales, Presentations													Apr '16	CC
>County Publication	Interest/Funding													Dec '15	CC
8. Small Town Planning Support:															
Walkertown	Reports/Maps				Ongoing										LUA/GIS
Other Towns	Assistance/Maps				As Needed										LUA/GIS
Development Proposal Review	Notification/Consultation				As Needed										LUA
9. External Committees:															
Downtown Partnership/Downtown Planning Support	Assistance				Ongoing										CPAD
External Groups: (<i>Creative Corridors, Be Healthy Coalition, Change of Use Committee, Local Foods, Neighborhood Alliance, SG Atkins CDC, Community Based Organizations, Chamber Committees, Forsyth Futures, Forsyth County Ag Extension, Piedmont Together</i>)	Assistance				Ongoing										Multiple
10. Regional Planning:															
Forsyth County Planners Roundtable	Coordination														Paul, Margaret
11. Housing Issues:															
General Housing	Assistance				Ongoing										CPAD
Cleveland Avenue/HAWS	Assistance				Ongoing										CPAD

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12. Environmental Review Activities:															
Preparation of Reviews for City & County	Reports					Ongoing									CPAD
13. Transportation Planning Assistance:															
TAC/TCC	Coordination					Ongoing									Margaret
Complete Streets Policy	Policy/Assistance					As Requested									Margaret
Urban Circulator/Streetcar	Assistance					As Needed									Paul
Transportation Plan/Studies (MTP, Collector Street)	Assistance					Ongoing									Margaret
14. Watershed Protection:															
Implementation and Assistance	Assistance					Ongoing									LUA
15. Greenway Planning :															
Easement Acquisition/Education	Development Process, Consultation					Ongoing									CC
Implementation Assistance	Assistance					Ongoing									CC
16. Recreation and Parks:															
Implementation Assistance	Assistance					Ongoing									CC
Design Assistance	Assistance					As Requested									CPAD
17. Publication, Education, Outreach:															
Community Outreach	Presentations/Handouts/Web Site					Ongoing									Multiple
HRC/CAC/CCPB Annual Reports	Report														Multiple
Legacy 2030 Biennial Community Report	Report												Dec '15		CPAD
Bi-monthly Planning Newsletter	Report														Multiple
Quarterly Development Dashboard	Report														Multiple
18. 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									GIS

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19. Technical/Information Collection and Support:														
GIS Mapping, Analysis, Maintenance and Expansion	Maps/Data/Reports					Ongoing								
Census Liaison	Maps/Data/Analysis					Ongoing								
GIS Download Website	Data					Ongoing								
Planning Website	Website					Ongoing								
Urban Development Factors	Maps												Sept '15	GIS
Minor Subdivisions	Maps													GIS
Addressing Project	Assistance					As Requested								
Annexation History	Maps/Report												May '16	GIS
20. 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								GIS
21. 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
22. Administrative Activities/Support:														
Work Program	Coordination, Report													Margaret
Budget and Financial Management	Report					Ongoing								Multiple
Personnel Administration & Management	Coordination					Ongoing								Multiple
Division Succession Plan	Plan/Implementation								Ongoing					

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23. Contingency & Unanticipated Items <i>(if required or if time allows)</i>															
Text amendment referrals from City/County Attorneys or mandated by NC Legislature	Text Amendments				As Needed/Requested										Multiple
Bonus Density/Affordable Housing	Text Amendments				As Directed										TBD
Bethania Historic Overlay District	Guidelines/Meetings/ Map Amendment				As Requested										CC
GIS: Graphic Information Systems CPAD: Comprehensive Planning and Design CC: Community Character LUA: Land Use Administration Admin: Administration & Administrative Support															