

CITY-COUNTY PLANNING WORK PROGRAM

FY 2017-18
Adopted July 13, 2017

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 of City and County departments														Paul
Legacy Status Report to the Community	Report													Dec '17	CPAD
Development 101 Class	Presentation/Handouts/Web Site													Fall '17	CPAD
Historic Buildings for Adaptive Reuse	Mapping, Report													Jan '18	CPAD
Downtown Investment Report (2000-17)	Report													Feb '18	CPAD
Update Winston-Salem Urban Neighborhoods Residential Opportunity Areas Report	Report													Dec '17	GIS
Downtown Streetscape Master Plan	Consultant Selection/Management, Plan													Fall '18	CC
UDO Update, Phase I	Consultant Selection/Management													June '18	CPAD
Evaluate Land Banking for Commercial & Industrial Development/Identify Parcels for Redevelopment*	Assist Business Inclusion & Advancement (BIA)													May '18	CPAD
Legacy-Related UDO Amendments:															
Accessory Dwellings	Text Amendment														CPAD
Bufferyard Standards	Text Amendment														CPAD
Multifamily By-right in Additional Districts	Text Amendment													Oct '17	CPAD
Commercial Building Materials Standards															
Assessment/Recommendations	Report													Oct '17	LUA
UDO Amendment (if decision to move forward)	Text Amendment													Feb '18	LUA
Lighting Ordinance	Text Amendment													Mar '18	CPAD
Sign Ordinance in County (2007 version, without amortization)	Text Amendment													Apr '18	CPAD
Research Topics:															
Parcels on Unopened Public ROW	Mapping and Report													Apr '18	Chris
Transportation Impact Study Requirement Revisions	Report and recommendations													Feb '18	CC
UDO Amendments to Promote Mixed Use Development*	Report and recommendations													Apr '18	CPAD
Street Standards and Design Guidelines	Collaboration, Report, Recommendations													May '18	CPAD

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Infill Development															
Barriers to Infill Development	Report and recommendations													Jan '18	CPAD
Design Standards & Potential UDO Revisions*	Report and recommendations													May '18	CPAD
Corridor Study Strategy	Report and recommendations													Apr '18	CPAD
Affordable Housing Downtown	Report and recommendations													Apr '18	CPAD
Transit-Oriented & Green Development Incentives*	Assist City Manager's Office													Jun '18	CPAD
Parking Requirements for Transit Development*	Assist WSDOT													Jun '18	CPAD
2. Area Plans															
South Suburban Area Plan Update	Plan														CPAD
Northeast Suburban Area Plan Update	Plan														CPAD
West Suburban Area Plan Update	Plan													Apr '18	CPAD
Area Plan 3.0 Format	Report													May '18	CPAD
Area Plan Economic Target Areas	Economic Analysis														CPAD
Area Plan Site Studies	Graphics														CPAD
3. Special Area Planning and Design Assistance															
School Site Studies	Assistance														CPAD
Industrial Site Studies	Assistance/Maintenance														CPAD
Library Planning	Assistance														CPAD
Revitalizing Urban Commercial Areas: General and Tier 3	Assistance														CPAD
City/County Sites	Design Assistance														CPAD
Farmland Preservation Plan Implementation	Assist Cooperative Extension														TBD
Infill Housing Design Partnership	Assist CD														CC/CPAD
Merschel Plaza Plan Development	Assistance														TBD
East End Master Plan	Assist Consultant													Dec '17	CPAD
4. Planning Board Support															
Board Administration, Minutes & Training	Coordination/Records/ Communications														Admin
5. Development Caseload Support															

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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
UDO Amendments (External)	Reports as Submitted							Ongoing							LUA
Street Closings (County)	Report							Ongoing							
Sketch Plan Review	Review							Ongoing							LUA
Document Scanning	Records							Ongoing							LUA
Digital File Management Assessment	Strategy/Process Changes												Apr '18		LUA
Electronic Plan Review	Process, Public Information														LUA
Electronic Plan Submittal Assessment--CAC/HRC	Strategy/Process Changes												Mar '18		CC
City Sign Ordinance Amortization (Measurement, Notification, Information)	Assessments; Notifications; Public Information							Ongoing					Nov '17; Ongoing		Inspections; Multiple
Prioritize Whitaker Park Development Reviews; collaborate with other departments to identify potential streamlining for development reviews*	Reviews/Permits; Collaboration; Process Changes												Jun '18		LUA
UDO Amendments (Internal)															
Airport Overlay Zone Text/Mapping Updates	Text/Map Amendment							As Directed by City Council					Council Aug '17		CPAD
Limited Campus Uses	Text Amendment												Aug '17		CPAD
Non-Substantive/Corrections	Text Amendment							As Needed							LUA
Reasonable Accommodation Provisions	Collaborate, Recommendations												May '18		CPAD
6. Community Appearance Commission (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	Event/Recognitions												Jun '18		CC
7. Historic Resources Commission (HRC)															

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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
Programmatic Agreement with State (Update)	Signed Agreement							As Needed							CC
Historic/Cultural Resource Studies	Reports							Ongoing							CC
Historic Resource Protection/Advocacy	Reports/Consultations							Ongoing							CC
Partner/Collaborate with External Organizations (Preservation Forsyth, Old Salem, etc.)	Assistance							Ongoing							CC
Potential Local Historic Landmark Sites	Report/List												Nov '17		
City & County Historic Marker Program	Selection/Events												Various	CC	
Historic Landmark Designation Process Revisions*	Policy, Forms												Jun '18	CC	
West End HO Guideline Update	Guidelines or New HO and Guidelines												Jun '18	CC	
Bethania Historic Overlay District Establishment	Committee, Guidelines, Text Amendment												Fall '18	CC	
Educational/Recognition Activities:															
General	Events/Citations/Publications/ Presentations							Ongoing							CC
Preservation Month	Coordination/Events/Presentations												May '18	CC	
Implementation of Outreach Strategy for Historic Programs/Resources	Various Media														
Architectural Inventory:															
Inventory Maintenance	Database							Ongoing							CC
City Publication	Promotion/Sales							Ongoing							CC
County/Smaller Communities Inventory Update	Inventory, Publication												2023	CC	
8. Public Art Commission (PAC)															
Support, Board Administration, Minutes & Training	Coordination/Records/Communication							Ongoing							CPAD
Respond to Public Art Selection Requests	Coordination/Report							As requested							CPAD

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9. Small Town Planning Support															
Walkertown	Reports/Maps							Ongoing							LUA/GIS
Other Towns	Assistance/Maps							As Needed							LUA/GIS
Boards of Adjustment (Lewisville, Clemmons)	Staffing							Ongoing							LUA
10. External Committees															
Downtown Partnership/Downtown Planning Support	Assistance							Ongoing							CPAD
External Groups: <i>(Creative Corridors, Be Healthy Coalition, Local Foods, Neighborhood Alliance, SG Atkins CDC, Community Based Organizations, Chamber Committees, Forsyth Futures, Forsyth County Ag Extension, Homebuilders/Realtors)</i>	Assistance							Ongoing							Multiple
11. Regional Planning															
Forsyth County Planners Roundtable	Coordination														Paul, Chris, Margaret
Regional Planning Directors	Coordination														Paul
12. Housing Issues															
General Housing	Assistance							Ongoing							CPAD
Housing Plans/Studies	Assist CD/Others							Ongoing							CPAD
13. Environmental Review Activities															
Preparation of Reviews for City & County	Reports							Ongoing							CPAD
14. Transportation Planning Assistance															
TAC/TCC	Coordination							Ongoing							Margaret
Urban Circulator/Streetcar	Assistance							As Needed							Paul
Transportation Plan/Studies	Assistance							Ongoing							Multiple
Bicycle Plan Update	Assist WSDOT													Fall '18	CC
Regional Land Use/Transportation Scenario Planning	Assistance													Fall '18	Margaret
15. Watershed Protection															
Implementation and Assistance	Assistance							Ongoing							LUA
16. Greenway Planning															

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Easement Acquisition/Education	Development Process, Consultation														CC
Implementation Assistance	Assistance														CC
17. Recreation and Parks															
Parks and Open Space Plan Update															
Tentative City Bond Project List	Assistance on Bond Project List													Jan '18	CC
Countywide Plan*	Plan													Fall '18	CC
Master Plan/Park Design Assistance--City	Design Assistance														CPAD/CC
Master Plan/Park Design Assistance--County	Design Assistance														CPAD/CC
Master Plan/Design Assistance--CG Hill	Assist County Parks & Recreation													Dec '17	CPAD
18. Publication, Education, Outreach															
Marketing Strategy for PDS Department Programs/Resources															
Strategy Development	Consultation, Strategy													Dec '17	
Strategy Implementation	Various Media													June '18; Ongoing	
Community Outreach	Presentations/Handouts/Web Site														Multiple
HRC/CAC/CCPB Annual Reports	Report														Multiple
Planning Newsletter (Bi-monthly)	Report														Multiple
Development Dashboard (Quarterly)	Report														CPAD/GIS
19. Interdepartmental Committees															
Citywide Employee Committees	Assistance														Multiple
Interdepartmental Review	Coordination														LUA
Board of Adjustment (City and County)	Staffing														LUA
GIS Steering Committee/Technical Advisory Group	Assistance														GIS

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20. Technical/Information Collection and Support															
GIS Mapping, Analysis, Maintenance & Expansion	Maps/Data/Reports						Ongoing								GIS
Census Liaison	Maps/Data/Analysis						Ongoing								GIS
GIS Download Website	Data						Ongoing								GIS
Planning Website	Website						Ongoing								GIS/Admin
Minor Subdivisions History	GIS Layer													2018-19	GIS
Annexation History	GIS Layer													2018-19	GIS
Digital Aerial Photo Access	On-line Access						To Be Determined							TBD	GIS
21. 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
Division Succession Planning	Job Documentation/Cross Training						Ongoing								Margaret
22. 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
Host Committee for 2018 NC Planning Conference	Events, Workshops, Tours													Fall '18	Multiple
23. Administrative Activities/Support															
Work Program	Coordination, Report														Margaret
Budget and Financial Management	Reports, Coordination						Ongoing								Multiple
Personnel Administration & Management	Coordination						Ongoing								Multiple

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24. Contingency & Unanticipated Items (if required or if time allows)															
Text amendment referrals from City/County Managers/Attorneys or mandated by NC Legislature	Text Amendments				As Needed/Requested										TBD, City/County Atty
Research requests from City/County Managers, and Elected Bodies	Research, Reports				As Requested										TDB
GIS: Geographic Information Systems		TBD: To be determined													
CPAD: Comprehensive Planning and Design		*City Council Strategic Plan Action Item													
CC: Community Character															
LUA: Land Use Administration															
Admin: Administration & Administrative Support															