

CITY-COUNTY PLANNING WORK PROGRAM 2009-2010

Work Item/Project	Type of Deliverable (assistance, maintenance, coordination, caseload, plan, publication)	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Professional Staff Time (person years)	Status
		7	8	9	10	11	12	1	2	3	4	5	6		
Ongoing/Recurring															
1. Annual Publications:															
Legacy Annual Report	Report													1.1	
HRC/CAC/CCPB Annual Reports	Report														
Trends Report	Report														
Area Plan Status Report	Report														
2. Area Plans:															
Southwest Winston-Salem	Plan													3.7	
Southeast Suburban Area Plan	Plan														
Northeast Suburban Area Plan	Plan														
South Suburban Area Plan	Plan														
Area Plan Manual	Publication							Ongoing							
3. Special Area Planning:															
Central City Development Strategy	Assistance													0.4	
Transit-Oriented Developments	Map/Plan														As needed
4. Legacy:															
Maintenance/Minor Updates	Memo							Ongoing						0.7	
Legacy Related Text Amendments (RUCA, Revisions to various setbacks, Lighting Standards, Downtown form-based code)	Reports/Ordinances														
LEGACY UPDATE	Reports							Ongoing							
Implementation & oversight	Coordination														
Public review/input	Coordination/Assistance														
Draft writing & review	Reports														
Public review of draft	Coordination/Assistance														Predominately FY 10/11
PB & Elected Bodies	Coordination/Assistance														Predominately FY 10/11
5. Special Project Planning:															
Certification & Redevelopment Plans	Plan													0.4	
RUCA	Plans							Ongoing							

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Ongoing/Recurring															
6. Planning Board Support:															
Board Administration	Records, Communications						Ongoing							0.7	
Minutes, Meeting Arrangements	Minutes						Ongoing								
Training/Orientation	Training Sessions														As Needed
UDO Maintenance	Updated UDO						Ongoing								
7. Development Caseload Support:															
Rezoning	Reports, Maps						Ongoing							3.9	
Planning Board Reviews	Plans						Ongoing								
Staff Changes	Plans						Ongoing								
Special Use Permits	Reports						Ongoing								
Subdivisions	Plans						Ongoing								
Street Closings	Reports						Ongoing								
UDO Amendments	Reports						Ongoing								
8. Community Appearance Commission Activities:															
Regular CAC Support	Assistance						Ongoing							0.7	
TAPR	Reports						Ongoing								
CAC Awards	Event														
Recognitions/Letters	Letters						Ongoing								
9. Historic Resources Commission:															
Landmark/Certificate of Appropriateness Caseload	Reports						Ongoing							2	
Section 106 Reviews	Reports						Ongoing								
Historic Preservation Month	Activities														
National Register Studies	Reports														Various
Historic Marker Program	Markers														
Historic Inventory Phase III	Reports														
Awards and Recognitions	Letters						Ongoing								
Bethania Historic Overlay	Assistance/Ordinance														
Historic District Guidelines	Reports														

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Ongoing/Recurring															
10. Small Town Planning Support:															
Clemmons Plan Update	Assistance													0.1	As required
Walkertown	Reports						Ongoing								
11. External Task Force:															
Downtown Partnership/Downtown Planning Support	Assistance						Ongoing							0.3	
Public Art Assistance/Arts Council	Assistance						Ongoing								
Chamber Committees	Assistance						Ongoing								
Weed & Seed (RUCA) Task Force	Assistance						Ongoing								
NBN	Assistance						Ongoing								
Neighborhood Alliance	Assistance						Ongoing								
12. Regional Planning:															
Aerotropolis	Assistance						Ongoing							0.1	
PART Regional Rail	Assistance						Ongoing								
Heart of the Triad	Assistance														
13. General Housing Issues:															
HOPE VI Liaison	Assistance						Ongoing							0.1	
Cleveland Street/HAWS	Assistance						Ongoing								
14. Environmental Review Activities:															
Preparation of Reviews	Reports						Ongoing							0.7	
15. Assistance with Phase II Stormwater Regulations:															
Floodplain Regulations in UDO	Report													0.2	
16. Transportation Planning Assistance:															
TAC/TCC	Assistance						Ongoing							0.4	
Streetcar Project Support	Assistance						Ongoing								
Comprehensive Transportation Plan	Research, Assistance						Ongoing								
17. Watershed Protection:															
Implementation and Assistance	Assistance						Ongoing							0.1	
18. Greenway Planning :															
Implementation and Assistance	Assistance						Ongoing							0.2	

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Ongoing/Recurring															
19. Recreation and Parks:														0.1	
Implementation and Assistance	Assistance						Ongoing								
20. Education and Outreach:														0.8	
Today's Tomorrow, Advertisements on TV13	Video Production						Ongoing								
Legacy Toolkit Slide Shows and Handouts	Presentation, Handouts						Ongoing								
Presentations to Community Groups	Presentations						Ongoing								
Community Outreach (brown bag lunches, surveys, various email lists, etc.)	Assistance/Coordination						Ongoing								
Web Based Outreach	Information						Ongoing								
Bi-monthly Newsletter	Newsletters						Ongoing								
21. Internal Task Force:														0.3	
Text Amendment Team	Coordination						Ongoing								
Interdepartmental Permitting and Review	Assistance						Ongoing								
GIS Steering Committee/Technical Advisory Group	Coordination						Ongoing								
22. Technical/Information Collection and Support:														5.9	
GIS Mapping, Maintenance and Expansion	Assistance						Ongoing								
Graphics	Maps, Reports, Website						Ongoing								
Web Site Maintenance	Maps, Reports, Website						Ongoing								
Addressing and Street Naming/Renaming	Coordination, Corrections						Ongoing								
2010 Census Support	Coordination, Assistance						Ongoing								
Information & Assistance to Customer Groups	Assistance						Ongoing								
23. Officewide:														2.9	
Staff Meetings/Standard Administrative/Operating Procedures	Coordination						Ongoing								
Inventory, Data Base Creation	Information						Ongoing								
Library	Information						Ongoing								
Administrative Improvements	Coordination						Ongoing								
24. Professional Organization/Development:														0.8	
Staff Team Building	Activities						Ongoing								

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Ongoing/Recurring																	
Board & Commission Training	Training						Ongoing										
Required Professional Education	Training						Ongoing										
Educational Opportunities	Training						Ongoing										
25. Administrative Activities/Support: (28 person staff)															0.9		
IS Liaison	Coordination						Ongoing										
Census Liaison	Coordination						Ongoing										
Work Program	Coordination, Report																
Budget and Financial Management	Report						Ongoing										
Personnel Administration & Management	Coordination						Ongoing										
26. Contingency Items: (Unanticipated)															0.5		
MAC/CAC/NAC Plans	Map/Plan																
Urban Boulevard Policies	Report																
Transit-Oriented Developments	Map/Plan																
															Staff Total:	28	

Please note: Lighting standards will be worked on as time and staffing allows; approved work program is based on 28 FTE---budget cuts and hiring freezes below that level will likely effect the projects that can be completed.