

CITY-COUNTY PLANNING WORK PROGRAM

Approved, 2010-11

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		
Ongoing/Recurring														
1. Annual Publications:												0.8		
Legacy Annual Report	Report													
HRC/CAC/CCPB Annual Reports	Report													
Trends Report	Report													
Area Plan Status Report	Report													
2. Area Plans:												4.2		
South Suburban Area Plan	Plan ready for adoption													
Northeast Suburban Area Plan	Plan ready for adoption													
West Suburban Area Plan	Draft Plan complete													
Northwest Area Plan	Draft Plan complete													
Downtown Plan Update	In Process													
Rural Hall Area Plan	Draft Plan complete													
Area Plan Manual	Publication							Ongoing						
3. Legacy:												4.1		
Maintenance/Minor Updates	Memo							Ongoing						
Legacy Related Text Amendments (Non-residential setbacks in residential zones, Accessory dwellings, Lighting Standards)	Reports/Ordinances													
Central City Development Strategy	Assistance							Ongoing						
LEGACY UPDATE	Reports							Ongoing						
Existing Land Use Map Verifications	Plans, Reports													
Implementation & oversight	Coordination													
Public review/input	Coordination/Assistance													
Draft writing & review	Reports													
Planning Board & Elected Bodies	Coordination/Assistance							As Necessary						

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Ongoing/Recurring															
4. Special Area/Project Planning:														0.4	
Transit Oriented Developments	Map, Plan				Ongoing										
Downtown Retail Analysis	Assistance				Ongoing										
Central Library Analysis	Assistance				Ongoing										
Western Rural Area Study	Report														
School Site Studies	Assistance				Ongoing										
Industrial Sites Studies	Report				Ongoing										
RUCA	Plans				Ongoing										
5. Planning Board Support:														0.7	
Board Administration	Records, Communications				Ongoing										
Document Scanning	Records				Ongoing										
Minutes, Meeting Arrangements	Minutes				Ongoing										
Training/Orientation	Training Sessions														
UDO Maintenance	Updated UDO				Ongoing										
6. Development Caseload Support:														2.5	
Rezoning	Reports, Maps				Ongoing										
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										
7. Community Appearance Commission Activities:														0.6	
Regular CAC Support	Assistance				Ongoing										
TAPR	Reports				Ongoing										
Recognitions	Letters/Marker				Ongoing										

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Ongoing/Recurring																
8. Historic Resources Commission:														1.5		
Landmark/Certificate of Appropriateness Caseload	Reports				Ongoing											
Section 106 Reviews	Reports				Ongoing											
Historic Preservation Month	Activities															
National Register Studies (Neighborhood Churches, Trades & Agricultural bldgs in context, Castle Heights, Yokley Farm, Camp Betty Hastings, etc.)*	Reports															
Historic Marker Program	Markers															
Historic Inventory Compilation & Dissemination	Reports															
Awards and Recognitions event	Heritage Awards															
Bethania Historic Overlay	Assistance/Ordinance				As Needed											
Old Salem/Bethabara Historic District Guidelines	Reports															
9. Small Town Planning Support:														0.1		
Clemmons Plan Update	Assistance				As Needed											
Walkertown	Reports/Maps/Plans				Ongoing											
10. External Task Force:														0.3		
Downtown Partnership/Downtown Planning Support	Assistance				Ongoing											
Public Art Assistance/Arts Council	Assistance				Ongoing											
Chamber Committees	Assistance				Ongoing											
Weed & Seed Task Force	Assistance				Ongoing											
Community Based Organizations	Assistance				Ongoing											
Neighborhood Alliance	Assistance				Ongoing											
11. Regional Planning:														0.1		
Aerotropolis	Assistance				Ongoing											
Regional Livability/Sustainability Efforts	Assistance				Ongoing											
PART Regional Rail	Assistance				Ongoing											
Heart of the Triad (adoption of plan)	Assistance															

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Ongoing/Recurring															
12. General Housing Issues:												0.1			
HOPE VI Liaison	Assistance				Ongoing										
Cleveland Street/HAWS	Assistance				Ongoing										
13. Environmental Review Activities:												0.5			
Preparation of Reviews for City & County	Reports				Ongoing										
14. Assistance with Phase II Stormwater Reg.:												0.1			
Floodplain Regulations in UDO	Report/Text Amendment				As Needed										
15. Transportation Planning Assistance:												0.6			
TAC/TCC	Assistance				Ongoing										
Streetcar Study Assistance	Assistance				Ongoing										
Socio Economic Data Allocations	Assistance				Ongoing										
Comprehensive Transportation Plan/Studies	Research, Assistance				Ongoing										
16. Watershed Protection:												0.1			
Implementation and Assistance	Assistance				Ongoing										
17. Greenway Planning :												0.4			
Greenway Plan Update	Report				Ongoing										
Implementation and Assistance	Assistance				Ongoing										
18. Recreation and Parks:												0.1			
Implementation and Assistance	Assistance				Ongoing										
19. Education and Outreach:												0.7			
Today's Tomorrow, Advertisements on TV13	Video Production				Ongoing										
Legacy Toolkit Slide Shows and Handouts	Presentation, Handouts				Ongoing										
Kids in Planning Program (KIPP)	Presentation, Assistance				Ongoing										
Presentations to Community Groups	Presentations				Ongoing										
Community Outreach	Assistance				Ongoing										
Web Based Outreach	Information				Ongoing										
Bi-monthly Newsletter	Newsletters				Ongoing										

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Ongoing/Recurring														
20. Internal Task Force:												0.6		
Text Amendment Team	Coordination						Ongoing							
Employee Committees	Assistance						Ongoing							
HANSEN/MAD, etc. Group	Assistance						Ongoing							
Interdepartmental Permitting and Review	Assistance						Ongoing							
21. Technical/Information Collection and Support:												1.9		
GIS Mapping, Maintenance and Expansion	Maps, Data						Ongoing							
GIS Steering Committee/Technical Advisory Group	Assistance						Ongoing							
Trends Report	Report													
Change of Use Task Force	Assistance						Ongoing							
Graphics	Maps, Reports, Website						Ongoing							
Web Site Maintenance	Maps, Reports, Website						Ongoing							
Census Data Analysis	Coordination, Assistance						Ongoing							
Information & Assistance to Customer Groups	Assistance						Ongoing							
22. Addressing and Street Naming/Renaming:												2.5		
Addressing Committee Support	Records, Communications						Ongoing							
Street Naming	Records						Ongoing							
Street Renaming	Reports, Assistance						Ongoing							
Policies & Procedures	Updated Code						Ongoing							
Address Assignment	Coordination						Ongoing							
23. Officewide:												1.9		
Staff Meetings/Standard Administrative/Operating Procedures	Coordination						Ongoing							
Inventory, Data Base Creation	Information						Ongoing							
Library	Information						Ongoing							
Administrative Improvements	Coordination						Ongoing							

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Ongoing/Recurring															
24. Professional Organization/Development:												0.5			
Staff Team Building	Activities				Ongoing										
Board & Commission Training	Training				Ongoing										
Required Professional Education	Training				Ongoing										
Educational Opportunities	Training				Ongoing										
25. Administrative Activities/Support: (27 person)												1.3			
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)												0.4			
Staff Total:												27			

Staffing reflects staff reduction from 29 to 27
Lighting Ordinance?

* Assuming funding & neighborhood support

Note 1: Certain activities such as mapping and addressing are "overbooked", meaning that the likely time required for those items will exceed the staff hours available with current funded FTE staff levels.
Note 2: There are work items that arise during the year under contingency that are not specifically anticipated at the beginning of the year. These work items are typically requested by either of the elected bodies, the City or County Managers, or the Planning Board.

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