

CITY-COUNTY PLANNING WORK PROGRAM

Proposed, 2011-12

Work Item/Project	Type of Deliverable (assistance, maintenance, coordination, caseload, plan, publication)	1st Quarter		2nd Quarter			3rd Quarter			4th Quarter			Staff Time (person/ years)	Status	
		7	8	9	10	11	12	1	2	3	4	5			6
Ongoing/Recurring															
1. Annual Publications:															
HRC/CAC/CCPB Annual Reports	Report													0.4	
Trends Report	Report														
Area Plan Status Report	Report														
2. Area Plans:															
West Suburban Area Plan	Adopted & Published													2.4	
Northwest Area Plan	Adopted and Published														
Rural Hall Area Plan	Adopted & Published														
Downtown Plan Update	Update/Facilitation														
Area Plan Manual	Publication														
3. Legacy Update:															
Existing Land Use Map Verifications	Database													4.4	
Discussion Drafts of Chapters	Coordination														
First Round Public Meetings	Coordination/Assistance														
Analysis of Public Input	Reports														
Completion of Proposed Recommendations	Coordination/Assistance														
Second Round of Public Input	Coordination/Assistance														
Final Draft and Public Hearing Process	Report/Coordination														
4. Special Area/Project Planning:															
Central Library Analysis	Assistance													0.5	
Northeastern Rural Study Area	Report														
Horizons Park Master Plan	Plan/Report														
MLK Corridor Form-Based Overlay District	Report/Text Amendment														
School Site Studies	Assistance														
Industrial Sites Studies	Report														
Dam Breach Zone	Analysis/Reports														
Ward Realignment	Plan														

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Ongoing/Recurring															
Peters Creek Parkway Corridor Plan	Plans														
RUCA	Plans					Ongoing									
5. Planning Board Support:													1.2		
Board Administration	Records, Communications					Ongoing									
Document Scanning	Records					Ongoing									
Minutes, Meeting Arrangements	Minutes					Ongoing									
Training/Orientation	Training Sessions					As Necessary									
UDO Maintenance	Updated UDO					Ongoing									
6. Development Caseload Support:													4.5		
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:													0.4		
Regular CAC Support	Assistance					Ongoing									
TAPR	Reports					Ongoing									
Recognitions	Letters/Markers/Awards					Ongoing									
Community Education/Beautification Programs	Seminars/Videos/Events					Ongoing									
8. Historic Resources Commission:													1.8		
Certificate of Appropriateness and HRC Support	Reports					Ongoing									
Review of Historic Nominations/Designations	Reports					As Needed									
Section 106 Reviews	Reports					Ongoing									

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Ongoing/Recurring															
Education & Recognition Activities <i>(including Historic Preservation Month)</i>	Activities/Letters						Ongoing								
Historic/Cultural Resources Studies	Reports														
Historic Marker Program	Markers														
Historic Inventory Maintenance/Dissemination <i>City (2013) and County (2014)</i>	Database						Ongoing								
Historic Inventory Publications	Publications														
Historic Resource Protection/Advocacy	Reports/Consultations						Ongoing								
Old Salem/Bethabara Historic District Guidelines	Reports														
9. Small Town Planning Support:												0.2			
Walkertown	Reports/Maps/Plans						Ongoing								
Other Towns	Assistance/Maps						As Needed								
Development Review Process	Assistance														
10. External Task Force:												0.2			
Downtown Partnership/Downtown Planning Support	Assistance						Ongoing								
External Groups <i>(Creative Corridors, Pioneering Healthy Communities, Change of Use Committee, NC Complete Streets Advisory, Local Foods, Neighborhood Alliance, Community Based Organizations, Chamber Committees, NC Sustainable Communities Task Force)</i>	Assistance						Ongoing								
11. Regional Planning:												0.4			
Aerotropolis	Assistance						Ongoing								
Regional Livability/Sustainability Efforts	Assistance						Ongoing								
Heart of the Triad <i>(Implementation)</i>	Assistance						Ongoing								
12. General Housing Issues:												0.1			
HOPE VI Liaison	Assistance						Ongoing								
Cleveland Street/HAWS	Assistance						Ongoing								

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Ongoing/Recurring																
13. Environmental Review Activities:														0.3		
Preparation of Reviews for City & County	Reports						Ongoing									
14. Transportation Planning Assistance:														0.3		
TAC/TCC	Assistance						Ongoing									
Streetcar Study Assistance	Assistance															
Socio Economic Data Allocations	Assistance						Ongoing									
Transportation Plan/Studies	Research, Assistance															
15. Watershed Protection:														0.1		
Implementation and Assistance	Assistance						Ongoing									
16. Greenway Planning :														0.4		
Greenway Plan Update	Report															
Implementation and Assistance	Assistance						Ongoing									
17. Recreation and Parks:														0.1		
Implementation and Assistance	Assistance						Ongoing									
18. Education and Outreach:														0.5		
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									
19. Interdepartmental Task Force:														0.4		
Text Amendment Team	Coordination						Ongoing									
Employee Committees	Assistance						Ongoing									
Interdepartmental Permitting and Review	Assistance						Ongoing									
Board of Adjustment/City and County	Assistance						Ongoing									
20. Technical/Information Collection and Support:														0.8		
GIS Mapping, Maintenance and Expansion	Maps, Data						Ongoing									

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<u>Ongoing/Recurring</u>																
GIS Steering Committee/Technical Advisory Group	Assistance						Ongoing									

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Ongoing/Recurring															
Misc. Publications/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								
21. Addressing and Street Naming/Renaming:														2	
Addressing Technical Committee and Support	Records, Communications						Ongoing								
Street Naming	Records						Ongoing								
Street Renaming	Reports, Assistance						Ongoing								
Policies & Procedures	Updated Code						Ongoing								
Address Assignment	Coordination						Ongoing								
22. Office wide:														3	
Staff Meetings/Standard Administrative/Operating Procedures	Coordination						Ongoing								
Inventory, Data Base Creation	Information						Ongoing								
Citizen Contact List Maintenance	Database						Ongoing								
Library	Information						Ongoing								
Administrative Improvements	Coordination						Ongoing								
23. Professional Organization/Development:														0.6	
Staff Team Building	Activities						Ongoing								
Service Excellence (<i>departmental</i>)	Training						Ongoing								
Board & Commission Training	Training						Ongoing								
Professional Education/Certification Maintenance	Training						Ongoing								
24. Administrative Activities/Support: (26 person)														1	
IS Liaison	Coordination						Ongoing								
Census Liaison	Coordination						Ongoing								
Work Program	Coordination, Report														
Budget and Financial Management	Report						Ongoing								
Personnel Administration & Management	Coordination						Ongoing								

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Ongoing/Recurring															
25. Contingency Items: (Unanticipated)														0	
												Staff Total:	26		

Staffing reflects staff reduction from 27 to 26

* Assuming funding & neighborhood support 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.