

**AGENDA
CITY-COUNTY PLANNING BOARD
VIRTUAL WORK SESSION**

**May 27, 2021
4:30 P.M.**

- I. STORAGE SERVICES, RETAIL, TEXT AMENDMENT (UDO-CC11)**
Tiffany White will summarize UDO-CC11, a text amendment proposing use-specific standards for Storage Services, Retail. A Planning Board public hearing is scheduled for this item on June 10th. This item is a 2020-2021 Planning Board work program item [attached]. (No Board Action Required)

- II. INTERCHANGE PLANS – PHASE II UPDATE**
Steve Smotherman will present staff recommendations regarding the next phase of Northern Beltway Interchange Plans. This item is a 2020-2021 Planning Board work program item. (Board Action Required)

- III. APPLICATION FEE WAIVER – TURKEY SHOOT TEXT AMEDMENT**
Per UDO Section 3.2.15.A.6, the Planning Board may waive the text amendment application fee for an amendment submitted by an individual which is determined by the Planning Director to be beneficial throughout the jurisdiction. Aaron King will discuss a proposed amendment to Turkey Shoot use conditions and why staff is recommending fees be waived for this amendment. (Board Action Required)

- IV. DISCUSSION ON PLANNING BOARD WORK PROGRAM FOR FY '21-22**
Kirk Ericson will brief the Board on the draft Planning Board work program for Fiscal Year 2021-22. This item is a 2020-2021 Planning Board work program item [attached]. The Board will vote on this item at its June 10th meeting. (No Board Action Required)

- V. DEBRIEFING PUBLIC HEARING MEETING OF MAY 13th**

- VI. STAFF REPORT**

- VII. FOR THE GOOD OF THE ORDER**

UDO-CC11

AN ORDINANCE AMENDING CHAPTERS 5 AND 11 OF THE *UNIFIED DEVELOPMENT ORDINANCES* (UDO) TO REVISE USE-SPECIFIC STANDARDS FOR STORAGE SERVICES, RETAIL AND DEFINITIONS

Be it ordained by the _____, that the Unified Development Ordinances are amended as follows:

Section 1. Chapter 5, Section 5.2.89 of the UDO is amended as follows:

5.2.89 STORAGE SERVICES, RETAIL ~~(W)~~

The following conditions apply to storage services, retail in the PB District:

- ~~A. The use shall occupy no more than fifty percent (50%) of the building.~~
- ~~B. The use shall be enclosed in a building with access to the storage units only from the interior of the building.~~
- ~~C. No freestanding buildings used for storage services, retail shall be allowed.~~
- ~~D. Signage shall comply with the following:~~
 - ~~1. Freestanding: Max height six (6) feet/Max area thirty six (36) square feet.~~
 - ~~2. Attached: Not to exceed fifteen percent (15%) of wall area.~~
- ~~E. Storage services, retail in PB District requires a special use permit from Elected Body.~~

The following conditions apply to storage services, retail:

A. Storage Services, Retail – External Access:

- 1. No activity other than storage shall take place within any storage unit.
- 2. Storage of hazardous, toxic, or explosive substances is prohibited.
- 3. Outdoor storage of boats, RVs, and other similar vehicles is permitted.
 - a. In HB and GB zoning districts, outdoor storage must comply with Outdoor Storage Area Screening Standards outlined in **Section 6.2.1.F** for properties in Winston-Salem and/or **Section 6.2.2.E** for properties in Forsyth County.

B. Storage Services, Retail – Internal Access:

- 1. Outdoor storage is prohibited.
- 2. Only the following building siding materials shall be allowed: Brick and brick veneer; Stone, stone veneer, and cultured stone; Precast concrete panels provided they are textured and contain architectural detailing; Concrete Masonry Units (CMU) provided they are split face and textured; Fiber Cement Siding (Hardie Board); Glass; Stucco with architectural detailing; and Wood.
- 3. Facades greater than one hundred (100) feet in linear length shall be articulated with recesses or projections which total at least twenty-five percent (25%) of that façade's length. No uninterrupted length of any facade shall exceed seventy-five (75) horizontal feet.
- 4. For any facade facing a street or public right-of-way, glass display windows must cover at

NOTE: Items to be removed are indicated with a ~~strike through~~; items to be added are shown as **highlighted**. Items with a single underscore are applicable to Forsyth County only, and *italicized* items are applicable to Winston-Salem only.

Section 3. Table 11.2.2: Definitions of the UDO is amended as follows:

| TABLE 11.2.2: DEFINITIONS | |
|---|---|
| STORAGE SERVICES, RETAIL – EXTERNAL ACCESS | Storage services buildings where individual storage units are accessed via external doors rather than doors along internal corridors. |
| STORAGE SERVICES, RETAIL – INTERNAL ACCESS | Storage services buildings where individual storage units are accessed via internal doors and corridors. |

Section 4. This Ordinance shall be effective upon adoption.

NOTE: Items to be removed are indicated with a ~~strike through~~; items to be added are shown as **highlighted**. Items with a single underscore are applicable to Forsyth County only, and *italicized* items are applicable to Winston-Salem only.

CITY-COUNTY PLANNING WORK PROGRAM

FY 2021-22
Adopted June 2021

| Work Item | Type of Deliverable (assistance, maintenance, coordination, caseload, plan, publication) | 1st Quarter | | 2nd Quarter | | 3rd Quarter | | 4th Quarter | | Expected Completion Date | Primary Responsibility | |
|---|---|--|---|-------------|---|-------------|---|-------------|---|-----------------------------|---------------------------|---------|
| | | J | A | S | O | N | D | J | F | | | M |
| 1. Legacy 2030 Implementation | | | | | | | | | | | | |
| Legacy and Area Plan Implementation | On work programs/budgets of City and County departments | Ongoing | | | | | | | | | | Aaron |
| Comprehensive Plan Update | Process Development, Contact With Stakeholders, Preparation for public meetings to start summer '22 | | | | | | | | | | FY 2023-24 | Various |
| Define Critical Neighborhood Businesses/Services | Assistance to BIA | | | | | | | | | | Dec '21 | CPAD |
| Downtown Investment Report | Report, Summary Handout | | | | | | | | | Feb '22 | CPAD | |
| UDO ClearCode, Phase 2 | Preparation of illustrative graphics | | | | | | | | | | June '22 | CPAD |
| City-County Economic Development Awareness | Outreach | | | | | | | | | | June '22 | Aaron |
| Identifying locations for permanent supportive housing for the homeless | Assistance to CD | Ongoing | | | | | | | | | | Various |
| Legacy-Related UDO Amendments: | | | | | | | | | | | | |
| East End Master Plan Implementation | Text Amendments | Ongoing | | | | | | | | | | Various |
| Downtown Streetscape Master Plan Implementation | Text Amendments | | | | | | | | | | Nov '21 | CPAD |
| PRD Minimum Acreage Requirements Revision | Text Amendments | | | | | | | | | FY 2022-23 | CPAD | |
| Sign Ordinance Amendment | Text Amendments | | | | | | | | | | Oct '21 | CPAD |
| Revised Accessory Dwelling Unit Standards | Text Amendments | | | | | | | | | | Feb '22 | CPAD |
| Research Topics: | | | | | | | | | | | | |
| Parcels on Unopened Public ROW | Facilitate Discussion/Assist with Program Development | As directed by City Management & Council | | | | | | | | | TBD | Chris |

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| | | J A S | O N D | J F M | A M J | | |
| 2. Corridor Plans | | | | | | | |
| New Walkertown Road Corridor Plan | Plan | | | | | June '22 | CPAD |
| 3. Special Area Planning and Design Assistance | | | | | | | |
| School Site Studies | Assistance | | | As Requested | | | CPAD |
| Industrial Site Studies | Assistance/Maintenance | | | As Requested | | | CPAD |
| Smith Reynolds Airport/Whitaker Park Plan Implementation | Assistance | | | Ongoing | | | Various |
| Smith Reynolds Airport Aerotropolis Assistance | Assistance | | | As Requested | | | Various |
| Downtown Plan Update (Assisting DWSP Staff) | Assistance | | | | | Spring 2023 | CPAD |
| City/County Sites | Design Assistance | | | As Requested | | | CPAD |
| Tanglewood Business Park Assistance | Assistance | | | As Requested | | | Various |
| Farmland Preservation Plan Implementation | Assist Cooperative Extension | | | As Requested | | | CC/CPAD |
| City-owned Lots for Affordable Housing | Analysis, Mapping | | | Ongoing | | | Various |
| 4. Planning Board Support | | | | | | | |
| Board Administration, Minutes & Training | Coordination/Records/ Communications | | | Ongoing | | | Admin |
| Preparation of Meeting Agenda Books | Digital/Online Files | | | 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 |
| UDO Amendments (External) | Reports as Submitted | | | Ongoing | | | LUA |
| Annexation Requests | Review/Reports | | | Ongoing | | | GIS |
| Street Closings (County) | Report | | | Ongoing | | | LUA |
| Sketch Plan Review | Review | | | Ongoing | | | LUA |
| Document Scanning | Records | | | Ongoing | | | LUA |
| Digital Records Conversion | Scan/Convert Records | | | Ongoing | | | LUA |
| Prioritize Whitaker Park reviews; collaborate with other departments on streamlining reviews | Reviews/Permits; Collaboration; Process Changes | | | As development is proposed/submitted | | | LUA |

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| | | J | A | S | O | N | D | J | F | | | M |
| UDO Amendments (Internal) | | | | | | | | | | | | |
| Minor Subdivisions Requirement Revisions | Text Amendment | | | | | | | | | | Nov '21 | CC |
| Glare Study Requirements for Solar Farms Within 5 Miles of Airport | Text Amendment | | | | | | | | | | April '22 | CPAD |
| 6. Community Appearance Commission (CAC) | | | | | | | | | | | | |
| Support, Board Administration, Minutes & Training | Coordination/Records/Communication | | | | | | | | | | | CPAD |
| Tech Assistance & Project Review | Reports | | | | | | | | | | | CPAD |
| Recognitions | Letters/Markers | | | | | | | | | | | CPAD |
| Community Education/Beautification Programs | Seminars/Brochure/Events | | | | | | | | | | | CPAD |
| Biennial Awards | Award Process/Distribution | | | | | | | | | | FY 2022-23 | CPAD |
| 7. Historic Resources Commission (HRC) | | | | | | | | | | | | |
| Support, Board Administration, Minutes & Training | Coordination/Records/Communication | | | | | | | | | | | CC |
| Certificate of Appropriateness (COAs) | Reports | | | | | | | | | | | CC |
| Review of Historic Nominations/Designations | Reports | | | | | | | | | | | CC |
| Section 106 Reviews | Reports | | | | | | | | | | | CC |
| Historic/Cultural Resource Studies | Reports | | | | | | | | | | | CC |
| Historic Resource Protection/Advocacy | Reports/Consultations | | | | | | | | | | | CC |
| Partner/Collaborate with External Organizations (Preservation Forsyth, Old Salem, etc.) | Assistance | | | | | | | | | | | CC |
| City/County Historic Marker Program | Stroble Farm; Winston-Salem Rescue Squad; Oak Crest Historic District; Reynolda Park Neighborhood; Clemmons House | | | | | | | | | | Nov '21 | CC |
| Update of H District Standards | Ordinance | | | | | | | | | | FY 2022-23 | CC |
| Old Salem Infrastructure Project Phase II | Consult/Review | | | | | | | | | | | CC |
| Educational/Recognition Activities: | | | | | | | | | | | | |
| General | Events/Citations/Publications/Presentations | | | | | | | | | | | CC |
| Black History Month | Website, Various Media, Tours | | | | | | | | | | Feb '22 | CC |
| Park History Panels | Text for Panels | | | | | | | | | | | CC |
| Implementation of Outreach Strategy for Historic Programs/Resources | Various Media | | | | | | | | | | | CC |

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| | | J A S | O N D | J F M | A M J | | |
| Architectural Inventory: | | | | | | | |
| Inventory Maintenance | Database | | | Ongoing | | | CC |
| City Publication | Promotion/Sales | | | Ongoing | | | CC |
| County/Smaller Communities Inventory Update | Inventory, Publication | | | | | FY 2023-2024 | CC |
| 8. Public Art Commission (PAC) | | | | | | | |
| Support, Board Administration, Minutes & Training | Coordination/Records/Communication | | | Ongoing | | | CPAD |
| Respond to Public Art Selection Requests | Processes/Selections/Coordination | | | As requested | | | CPAD |
| Merschel Park Phase II RFP | Processes/Selections/Coordination | | | As directed by City Manager's Office | | TBD | CPAD |
| Short-term/Unplanned Public Art Projects | Processes/Selections/Coordination | | | Ongoing | | | CPAD |
| Salem Parkway Bridges Public Art | Processes/Selections/Coordination | | | | | FY 2021-2022 | CPAD |
| COVID Memorial Public Art | Processes/Selections/Coordination | | | | | FY 2021-2022 | CPAD |
| Bus Shelter Public Art - Phase II | Processes/Selections/Coordination | | | | | FY 2021-2022 | CPAD |
| Percent for Art Ordinance | Ordinance | | | | | March '22 | CPAD |
| Portrait Project | Coordination, Art Installations | | | | | FY 2021-2022 | CPAD |
| 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 | | | Aaron, Kirk, CPAD |
| External Groups: <i>Creative Corridors, Local Foods, Neighborhood Alliance, SG Atkins CDC, Community Based Organs, Chamber Committees, Forsyth Ag Extension, Homebuilders/Realtors</i> | Assistance | | | Ongoing | | | Multiple |
| 11. Regional Planning | | | | | | | |
| Forsyth County Planners Roundtable | Coordination | | | | | | Aaron, Chris, Kirk |
| Regional Planning Directors | Coordination | | | | | | Aaron |
| 12. Housing | | | | | | | |

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| | | J A S | O N D | J F M | A M J | | |
| General Housing | Assistance | Ongoing | | | | | CPAD |
| Neighborhood Revitalization Plans for Dreamland Park and Skyline Village | Assistance | | | | | Dec '21 | CPAD |
| VAD Properties Task Force Participation | Assistance | Ongoing | | | | | Aaron, Kirk |
| Choice Neighborhoods Grant Implementation | Assistance | Ongoing | | | | | Various |
| Housing Plans/Studies | Assist CD/Others | Ongoing | | | | | CPAD |
| Provide Planning Assistance to County Code Enforcement Staff | Assist County Housing Staff | As Requested | | | | | Various |
| For Everyone Home Project Team | Assist CD/Serve on Project Team | Ongoing | | | | | Aaron |
| 13. Environmental Review Activities | | | | | | | |
| Preparation of Reviews for City & County | Reports | Ongoing | | | | | CPAD |
| 14. Transportation Planning Assistance | | | | | | | |
| TAC/TCC | Coordination | Ongoing | | | | | Kirk |
| Transportation Plan/Studies (MTP, CTP, Collector Street Plan, Pedestrian Plan) | Assistance | As Requested by WSDOT | | | | | Multiple |
| Regional Land Use/Transportation Coordination (Socio-Economic Data Update and Scenario Planning using Community Viz) | Coordination, Analyses | Ongoing | | | | | GIS |
| 15. Greenway Planning | | | | | | | |
| Easement Acquisition/Education | Development Process, Consultation | Ongoing | | | | | CC |
| Implementation Assistance | Assistance | Ongoing | | | | | CC |
| 16. Recreation and Parks | | | | | | | |
| Park Accessibility Application Development | GIS Assistance | | | | | June '22 | GIS |
| Master Plan/Park Design Assistance--City | Design Assistance | As Requested | | | | | CPAD/CC |
| Master Plan/Park Design Assistance--County | Design Assistance | As Requested | | | | | CPAD |
| C.G. Hill Memorial Park - Defining Elements from Conceptual Master Plan | Design Assistance | | | | | Dec' 21 | CPAD |
| Multi-Use Agricultural Center Design Assistance | Design Assistance | | | | | Dec' 21 | CPAD |
| Horizons Park Conceptual Plan | Park Conceptual Plan | | | | | Dec '21 | CPAD |
| 17. Publication, Education, Outreach | | | | | | | |
| Community Outreach | Presentations/Handouts/Web Site | Ongoing | | | | | Multiple |
| Social Media Messaging | Social Media Posts | Ongoing | | | | | Graphics/GIS |

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| | | J A S | O N D | J F M | A M J | | |
| 2020 Census Follow-Up to Elected Bodies | Presentation | J A S O N D J F M A M J | | | | August '21 | CPAD/GIS |
| Quarterly Development Forum | Consultation, Meetings | Ongoing | | | | Quarterly | Aaron/Desmond |
| Neighborhood Organization Monthly Case Review | Consultation, Meetings | Ongoing | | | | Monthly | Aaron/Desmond |
| Schools and Planning Roundtable | Meetings | Ongoing | | | | Every 4 Months | Kirk |
| HRC/CLG/CAC/CCPB Annual Reports | Reports | Ongoing | | | | Various | Multiple |
| Quarterly Development Dashboard and Annual Residential Development Trends Reports | Report | █ | █ | █ | █ | Various | CPAD/GIS |
| Community Info Sessions (including Development 101 Class, City University) | Presentation/Handouts/Exercises | As scheduled/requested by other departments/organizations | | | | | Various |
| 18. Interdepartmental Committees | | | | | | | |
| Citywide Employee Committees | Assistance | Ongoing | | | | | Multiple |
| Interdepartmental Reviews | Coordination | Ongoing | | | | | LUA |
| Boards of Adjustment (City and County) | Staffing | Ongoing | | | | | LUA |
| GIS Steering Committee | Assistance | Ongoing | | | | | Aaron |
| GIS Technical Group | Assistance | Ongoing | | | | | GIS |
| ARPA Task Force Participation | Assistance | Ongoing | | | | | Aaron |
| 19. Technical/Information Collection and Support | | | | | | | |
| Community Equity Mapping for City DEI Office | Maps/Data/Analyses/Reports | █ | | | | Sept '21 | GIS |
| GIS Mapping, Analysis, Maintenance & Expansion | Maps/Data/Analyses/Reports | Ongoing | | | | | GIS |
| Transforming All Data and Metadata to New Datum | Data Management | █ | | | | FY 2021-22 | GIS |
| 2020 Census Ward Realignment | Maps/Data/Analyses/Reports | █ | | | | FY 2021-22 | GIS |
| Census Liaison/Data Management | Maps/Data/Analyses/Reports | Ongoing | | | | | GIS |
| GIS Data Requests | Data | Ongoing | | | | | GIS |
| Digital Aerial Photo Project Management | Project and Consultant Management | █ | | | | June '22 | GIS |
| 20. Office Wide | | | | | | | |
| Customer Service/Information | Assistance | Ongoing | | | | | All |
| Staff Meetings/Standard Operating Procedures | Coordination | Ongoing | | | | | Multiple |
| Citizen Contact List Maintenance | Database | Ongoing | | | | | CPAD |

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| | | J A S | O N D | J F M | A M J | | |
| UDO ClearCode Website Maintenance | Website Maintenance | | Ongoing | | | | Kirk |
| IS Liaison | Coordination | | Ongoing | | | | GIS |
| 21. Professional/Organizational Development | | | | | | | |
| PDS New Staff Orientation/Training | Consultation/Training | | Ongoing | | | | Chris/Kirk |
| Staff Team Building | Activities | | Ongoing | | | | Multiple |
| Service Excellence (departmental) | Coordination/Training | | Ongoing | | | | Multiple |
| Professional Education/Certification Maintenance | Training | | Ongoing | | | | Multiple |
| Assist NC Colleges With Promoting Planning Careers to People of Color | Assistance | | Ongoing | | | | Multiple |
| Develop Curriculum for Departmental Interns | Program Development | | | | | Sept '21 | Multiple |
| 22. Administrative Activities/Support | | | | | | | |
| Work Program | Coordination, Reporting | | | | | January '22 (Mid Year Status Report) and June '22 | Kirk |
| Budget and Financial Management | Reports, Coordination | | Ongoing | | | | Multiple |
| Personnel Administration & Management | Coordination | | Ongoing | | | | Multiple |
| 23. Contingency & Unanticipated Items (if required or if time allows) | | | | | | | |
| Text amendment referrals from City/County Elected Officials/Managers/Attorneys or mandated by NC Legislature | Text Amendments | | As Needed/Requested | | | | TBD, City/County Atty |
| Requests from City/County Managers, Elected Bodies, and Boards/Commissions | Research, Reports | | As Requested | | | | TBD |
| GIS: Geographic Information Systems | TBD: To be determined | | | | | | |
| CPAD: Comprehensive Planning and Design | PB: (City-County) Planning Board | | | | | | |
| CC: Community Character | BIA: (City) Business Inclusion & Advancement Department | | | | | | |
| LUA: Land Use Administration | CD: (City) Community Development & Housing Department | | | | | | |
| Admin: Administration & Administrative Support | | | | | | | |