

# CITY-COUNTY PLANNING WORK PROGRAM

FY 2018-19

Adopted July 12, 2018; Updated Fall 2018

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			
<b>1. Legacy 2030 Implementation</b>																
Legacy and Area Plan Implementation	On work programs/budgets of City and County departments				Ongoing											Director
Legacy Status Report Update	Spreadsheet													Dec '18	CPAD	
Area Plan Status Report	Report													Dec '18	CPAD	
Industrial Opportunity Areas Study (update/expand existing study in consultation with WSBI)	Report and Mapping													Dec '18	CPAD	
Downtown Investment Report (2000-18)	Report													Feb '19	CPAD	
Planning for UDO Update, Phase 2	Report and recommendations													May '19	CPAD	
Residential Infill Layout Examples	Graphics													May '19	CPAD	
Explore partnerships with other depts/orgns to attract critical businesses/service to neighborhoods	Assistance/Collaboration/Proposals													May '19	CPAD	
Downtown Streetscape Master Plan	Management, Public Involvement, Plan													June '19	CC	
Legacy-Related UDO Amendments:																
UDO Update, Phase I Implementation	Text Amendments				To be determined based on consultant recs and CCPB direction										CPAD	
Multifamily in Additional Districts (UDO-283)	Text Amendment				As directed by Council and CCPB										CPAD	
Lighting Ordinance (UDO-286)	Text Amendment													CCPB--July '18	CPAD	
Sign Ordinance in County (2007 version, without amortization)	Text Amendment													2019-20	CPAD	
Street Standards Updates	(Tentatively) Text Amendment, Design Manual Changes				As directed by CCPB at July '18 Work Session									TBD	CPAD	
Traffic Impact Study Requirements Updates	Text Amendment Recommendation													Mar '19	LUA	
Research Topics:																
Parcels on Unopened Public ROW	Mapping and Report													To Council-Fall '18	Chris	
Use of Package Treatment Plants in Rural Areas	Report and recommendations													Oct '18	CPAD	
Affordable Housing Downtown	Report and recommendations													Oct '18	CPAD	
Neighborhood Improvement without Displacement	Report and recommendations													Apr '19	CPAD	

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<b>2. Area Plans</b>															
West Suburban Area Plan Update	Plan Adoption by County													Adopted City--Jun; to County--Aug '18	CPAD
Strategy for Beltway Interchange Studies	Process													Sept '18	CPAD
Strategy for Special Area Plans	Process													Apr '19	CPAD
Corridor Study #1--Peters Creek Parkway	Plan													May '19	CPAD
Beltway Interchange Study #1	Plan													June '19	CPAD
<b>3. Special Area Planning and Design Assistance</b>															
School Site Studies	Assistance														CPAD
Industrial Site Studies	Assistance/Maintenance														CPAD
Library Planning	Assistance														CPAD
Revitalizing Urban Commercial Areas	Assistance/Design Assistance														CPAD
City/County Sites	Design Assistance														CPAD
Farmland Preservation Plan Implementation	Assist Cooperative Extension														TBD
East End Master Plan	CCPB/Council Endorse Plan													Fall '18	CPAD
<b>4. Planning Board Support</b>															
Board Administration, Minutes & Training	Coordination/Records/ Communications														Admin
<b>5. Development Caseload Support</b>															
Rezoning	Reports, Maps														LUA
Planning Board Reviews	Reports														LUA
Staff Changes	Review														LUA
Special Use Permits	Reports														LUA
Subdivisions	Review														LUA
UDO Amendments (External)	Reports as Submitted														LUA
Street Closings (County)	Report														LUA
Sketch Plan Review	Review														LUA
Document Scanning	Records														LUA

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Digital Records Conversion	Scan/Convert Records													2019-20	LUA
Electronic Plan Review (Add processes/reviews)	Process, Public Information													2019-20	LUA
Prioritize Whitaker Park Development Reviews; collaborate with other departments to identify potential streamlining for development reviews	Reviews/Permits; Collaboration; Process Changes				As development is proposed/submitted										LUA
UDO Amendments (Internal)															
Fencing Requirements	Text Amendment													Fall '18	LUA
Minor Subdivisions Requirement Revisions	Text Amendment													Nov '18	LUA
Residential Infill Standards	Text Amendment													Dec '18	LUA
PRD Open Space Standards	Text Amendment												Feb '19	LUA	
Reasonable Accommodation Provisions	Text Amendment			As directed by City Attorney										Margaret/LUA	
<b>6. Community Appearance Commission (CAC)</b>															
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	
<b>7. Historic Resources Commission (HRC)</b>															
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	
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	
City & County Historic Marker Program	Selection/Events												Various	CC	
Completion of Map Updates for Architectural Survey	Mapping												Feb '19	CC/GIS	
Bethania Historic Overlay District Establishment	Committee, Guidelines, Text Amendment													Spr '19	CC
West End HO Guideline Update	Updated Guidelines													May '19	CC

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Additional Training for LHL Owners and the HRC	Workshops, Events													Jun '19	CC
Planning for Update of H District & LHL Guidelines	Process Development													Jun '19	CC
Educational/Recognition Activities:															
General	Events/Citations/Publications/ Presentations							Ongoing							CC
Implementation of Outreach Strategy for Historic Programs/Resources	Various Media							Ongoing							CC
Preservation Month	Coordination/Events/Presentations													May '19	CC
Architectural Inventory:															
Inventory Maintenance	Database							Ongoing							CC
City Publication	Promotion/Sales							Ongoing							CC
County/Smaller Communities Inventory Update	Inventory, Publication													2023	CC
<b>8. Public Art Commission (PAC)</b>															
Support, Board Administration, Minutes & Training	Coordination/Records/Communication							Ongoing							CPAD
Respond to Public Art Selection Requests	Processes/Selections/Coordination							As requested							CPAD
Portrait Project	Coordination, Art Installations													2019-20	CPAD
Long Range Public Art Plan	Plan													2019-20	CPAD
<b>9. Small Town Planning Support</b>															
Walkertown	Reports/Maps							Ongoing							LUA/GIS
Other Towns	Assistance/Maps							As Needed							LUA/GIS
Boards of Adjustment (Lewisville, Clemmons)	Staffing							Ongoing							LUA
<b>10. External Committees</b>															
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

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<b>11. Regional Planning</b>																
Forsyth County Planners Roundtable	Coordination														Director, Chris, Margaret	
Regional Planning Directors	Coordination														Director	
<b>12. Housing Issues</b>																
General Housing	Assistance														CPAD	
Housing Plans/Studies	Assist CD/Others														CPAD	
<b>13. Environmental Review Activities</b>																
Preparation of Reviews for City & County	Reports														CPAD	
<b>14. Transportation Planning Assistance</b>																
TAC/TCC	Coordination														Margaret	
Transportation Plan/Studies (MTP, CTP, Collector Street Plan)	Assistance														TBD	Multiple
Bicycle Plan Update	Assist WSDOT														Jan '19	CC
Regional Land Use/Transportation Coordination (Socio-Economic Data Update and Scenario Planning using Community Viz)	Coordination, Analysis														2019-20	GIS
<b>15. Watershed Protection</b>																
Implementation and Assistance	Assistance														LUA	
Watershed Boundary Revisions	Assistance, Mapping														TBD	GIS
<b>16. Greenway Planning</b>																
Easement Acquisition/Education	Development Process, Consultation														CC	
Implementation Assistance	Assistance														CC	
<b>17. Recreation and Parks</b>																
City Park History	Direct Intern Research														Aug '18	CC
Parks and Open Space Plan Update	Plan														Oct '18	CC
Park Accessibility Report	Mapping														TBD	GIS
Master Plan/Park Design Assistance--City	Design Assistance														As Requested	CPAD/CC
Master Plan/Park Design Assistance--County	Design Assistance														As Requested	CPAD

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<b>18. Publication, Education, Outreach</b>															
Community Outreach	Presentations/Handouts/Web Site				Ongoing										Multiple
HRC/CAC/CCPB Annual Reports	Report														Multiple
Planning Newsletter (Bi-monthly)	Report														Multiple
Development Dashboard (Quarterly)	Report														CPAD/GIS
2020 Census Complete Count Committee	Coordination, Public Information												Apr '20		CPAD
Community Info Sessions (including Development 101 Class, City of Winston-Salem University)	Presentation/Handouts/Exercises				As scheduled/requested by other departments/organizations										Various
Telling Our Story	TBD												Jun '19		CPAD
<b>19. Interdepartmental Committees</b>															
Citywide Employee Committees	Assistance				Ongoing										Multiple
Interdepartmental Reviews	Coordination				Ongoing										LUA
Board of Adjustment (City and County)	Staffing				Ongoing										LUA
GIS Steering Committee/Technical Advisory Group	Assistance				Ongoing										GIS
<b>20. Technical/Information Collection and Support</b>															
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
Data Repository Prep	Updated Data Sets												May '19		GIS
Annexation History	GIS Layer												May '19		GIS
Minor Subdivisions History	GIS Layer												2019-20		GIS
Digital Aerial Photo Access	On-line Access				To Be Determined										GIS
<b>21. Office Wide</b>															
Customer Service/Information	Assistance				Ongoing										All
Staff Meetings/Standard Operating Procedures	Coordination				Ongoing										Multiple
Citizen Contact List Maintenance	Database				Ongoing										CPAD
IS Liaison	Coordination				Ongoing										GIS

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<b>22. Professional/Organizational Development</b>															
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													Sept '18	Multiple
<b>23. Administrative Activities/Support</b>															
Work Program	Coordination, Report													Various	Margaret
Budget and Financial Management	Reports, Coordination				Ongoing										Multiple
Personnel Administration & Management	Coordination				Ongoing										Multiple
<b>24. Contingency &amp; Unanticipated Items (if required or if time allows)</b>															
Text amendment referrals from City/County Elected Officials/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		Added/Corrected from Adopted Version													
CC: Community Character															
LUA: Land Use Administration															
Admin: Administration & Administrative Support															