

# CITY-COUNTY PLANNING WORK PROGRAM

FY 2019-20  
Adopted July 11, 2019

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
		J	A	S	O	N	D	J	F	M	A	M	J		
<b>1. Legacy 2030 Implementation</b>															
Legacy and Area Plan Implementation	On work programs/budgets of City and County departments														Aaron
Evaluate GMA 5 for Newly Sewered Areas	Review and recommendation													Aug '19	CPAD
Downtown Streetscape Master Plan	Adoption (CCPB & City Council)													Fall '19	CC
Legacy Status Report to the Community	Publication													Dec '19	CPAD
Define Critical Neighborhood Businesses/Services	Report (for BIA)													Dec '19	CPAD
Affordable Housing Opportunity Areas	Criteria, Site Identification, Mapping													Jan '20	CPAD
Downtown Investment Report	Report, Summary Handout													Feb '20	CPAD
Gentrification Report Recommendations	Collaboration, Monitoring, Field Trips													May '20	CPAD
UDO Update, Phase 2	Consultant Selection & Management													2020-21	CPAD
Identify Target Areas for Neighborhood Improvement	Criteria, Site Identification, Mapping													TBD	CPAD
Street Standards Updates	Continued Discussion														LUA
Legacy-Related UDO Amendments:															
UDO Update, Phase I Implementation	New Format Adoption/Effective													Dec '19	CPAD
East End Master Plan Implementation	Text Amendments													Feb '20	CPAD
Traffic Impact Study Requirements Updates	Text Amendment													Feb '20	LUA
Review/Update Affordable Housing Bonus Density	Text Amendment													Spr '20	CPAD
UDO Phase I Tune-Up	Text Amendments													April '20	Chris
Downtown Streetscape Master Plan Implementation	Text Amendments													2020-21	CC
Research Topics:															
Parcels on Unopened Public ROW	Facilitate Discussion/Assist with Program Development													TBD	Chris
Land Efficient & Innovative Development Regulations	Report and recommendations													Jan '20	CPAD

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<b>2. Area Plans</b>															
US 158/Beltway Interchange Plan	Plan Adoption by County & Walkertown				As directed by Walkertown and County										CPAD
Peters Creek Parkway Corridor Plan	Plan Adoption by City & County				As directed by City and County										CPAD
Airport/Whitaker Park Strategic Area Plan	Plan													May '20	CPAD
Doral Drive/Beltway Interchange Plan	Plan													June '20	CPAD
<b>3. Special Area Planning and Design Assistance</b>															
School Site Studies	Assistance				As Requested										CPAD
Industrial Site Studies	Assistance/Maintenance				As Requested										CPAD
Revitalizing Urban Commercial Areas	Assistance/Design Assistance				As Requested by BIA										CPAD
City/County Sites	Design Assistance				As Requested										CPAD
Farmland Preservation Plan Implementation	Assist Cooperative Extension				As Requested										TBD
City-owned Lots for Affordable Housing	Analysis, Mapping				As directed by City Management & Council									TBD	GIS
<b>4. Planning Board Support</b>															
Board Administration, Minutes & Training	Coordination/Records/ Communications				Ongoing										Admin
Transition to Digital Meeting Agenda Books	Hardware, Digital/Online Files				Ongoing										Admin
<b>5. Development Caseload Support</b>															
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
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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UDO Amendments (Internal)							
Minor Subdivisions Requirement Revisions	Text Amendment					Nov '19	LUA
PRD Open Space Standards	Text Amendment					March '20	LUA
Residential Infill Standards	Follow Up Memo					April '20	LUA
Update Uses Allowed in GI District	Text Amendment					May '20	CPAD
Comprehensive Technical Clean Up	Text Amendment					2020-21	CPAD
Update Erosion Control Standards	Assist Stormwater					2020-21	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
Biennial Awards Program	Award Process, Event					May/June '20	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
West End HO Guideline Update	Updated Guidelines					June '20	CC
Planning for Update of H District & LHL Guidelines	Process Development					2020-21	CC
Bethania Historic Overlay District Establishment	Committee, Guidelines, Text Amendment					2020-21	CC
Old Salem Infrastructure Project	Consult/Review					2020-21	CC

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<b>Educational/Recognition Activities:</b>															
General	Events/Citations/Publications/Presentations						Ongoing								CC
Park History Panels	Text for Panels						Ongoing								CC
Implementation of Outreach Strategy for Historic Programs/Resources	Various Media						Ongoing								CC
Union Station Grand Opening	Oral Histories/Exhibits/Events													Sept '19	CC/Intern
Preservation Month	Coordination/Events/Presentations													May '20	CC
<b>Architectural Inventory:</b>															
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
Long Range Public Art Plan	Plan													May '20	CPAD
Portrait Project	Coordination, Art Installations													2020-21	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, Local Foods, Neighborhood Alliance, SG Atkins CDC, Community Based Orgns, Chamber Committees, Forsyth Ag Extension, Homebuilders/Realtors</i>	Assistance						Ongoing								Multiple
<b>11. Regional Planning</b>															
Forsyth County Planners Roundtable	Coordination														Aaron, Chris, Margaret
Regional Planning Directors	Coordination														Director

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<b>12. Housing Issues</b>															
General Housing	Assistance						Ongoing								CPAD
Housing Plans/Studies	Assist CD/Others						Ongoing								CPAD
For Everyone Home Project Team	Assist CD/Serve on Project Team												2020-21	Aaron	
<b>13. Environmental Review Activities</b>															
Preparation of Reviews for City & County	Reports						Ongoing								CPAD
<b>14. Transportation Planning Assistance</b>															
TAC/TCC	Coordination						Ongoing								Margaret
Transportation Plan/Studies (MTP, CTP, Collector Street Plan, Pedestrian Plan)	Assistance						As Requested by WSDOT						TDB	Multiple	
Regional Land Use/Transportation Coordination (Socio-Economic Data Update and Scenario Planning using Community Viz)	Coordination, Analyses						Ongoing							GIS	
<b>15. Watershed Protection</b>															
Implementation and Assistance	Assistance						Ongoing								LUA
<b>16. Greenway Planning</b>															
Easement Acquisition/Education	Development Process, Consultation						Ongoing								CC
Implementation Assistance	Assistance						Ongoing								CC
<b>17. Recreation and Parks</b>															
City Park History	Direct Intern Research												Fall '19	CC	
Parks and Open Space Plan Update	Plan Adoption						TBD in consultation with City & County Rec/Parks Departments						TBD	CC	
Park Accessibility Report	Mapping						TBD by City Recreation Dept.						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	
Belews Lake Park Master Plan	Park Master Plan						As Requested by County						TBD	CPAD	

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<b>18. Publication, Education, Outreach</b>															
Community Outreach	Presentations/Handouts/Web Site						Ongoing								Multiple
Social Media Messaging	Social Media Posts						Ongoing								Graphics/Angie
Outreach to Underserved Communities	Consultations/ Presentations/Handouts/ WebSite						Ongoing								Various
Quarterly Development Forum	Consultation, Meetings													Quarterly	Aaron
Neighborhood Organization Monthly Case Review	Consultation, Meetings													Monthly	Aaron
HRC/CLG/CAC/CCPB Annual Reports	Reports													Various	Multiple
Planning Newsletter (Bi-monthly)	Newsletter													Bi-Monthly	Multiple
Development Dashboard (Quarterly)	Report													Quarterly	CPAD/GIS
2020 Census Complete Count Committee	Coordination, Public Information													Apr '20	CPAD
Community Info Sessions (including Development 101 Class, City University, CORE Initiative)	Presentation/Handouts/Exercises						As scheduled/requested by other departments/organizations								Various
<b>19. Interdepartmental Committees</b>															
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
<b>20. Technical/Information Collection and Support</b>															
GIS Mapping, Analysis, Maintenance & Expansion	Maps/Data/Analyses/Reports						Ongoing								GIS
Census Liaison	Maps/Data/Analyses/Reports						Ongoing								GIS
GIS Download Website	Data						Ongoing								GIS
Planning Website	New Website Migration						Ongoing							Fall '19	GIS
Digital Aerial Photo Access Planning/Logistics	Consult with IS													Nov '19	GIS

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<b>21. Office Wide</b>															
Consolidation of PDS Offices on BAS 3rd Floor	Coordination/File Management/Move													TBD	All
Customer Service/Information	Assistance														All
Staff Meetings/Standard Operating Procedures	Coordination														Multiple
Citizen Contact List Maintenance	Database														CPAD
IS Liaison	Coordination														GIS
<b>22. Professional/Organizational Development</b>															
PDS New Staff Orientation/Training	Consultation/Training													Ongoing	Margaret
Staff Team Building	Activities													Ongoing	Multiple
Service Excellence ( <i>departmental</i> )	Coordination/Training													Ongoing	Multiple
Professional Education/Certification Maintenance	Training													Ongoing	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
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      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															