

# CITY-COUNTY PLANNING WORK PROGRAM

*FY 2015-16  
Adopted on 6/25/2015*

| Work Item/Project   | Type of Deliverable<br>(assistance, maintenance,<br>coordination, caseload, plan,<br>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 |                        |                        |
| <b>1. Legacy 2030 Implementation:</b>   |   |             |   |             |    |    |             |   |   |             |   |   |                        |                        |
| Legacy and Area Plan Implementation   | On work programs/budgets  |             |   |             |    |    |             |   |   |             |   |   |                        |                        |
| Multifamily Roadshows   | Website/Community Presentations   |             |   |             |    |    |             |   |   |             |   |   |                        |                        |
| Design Tips for Multifamily Approvals   | Illustrations/Handouts  |             |   |             |    |    |             |   |   |             |   |   | Dec '15                | CPAD                   |
| Development Opportunity Maps, Phase II  | Maps/Report   |             |   |             |    |    |             |   |   |             |   |   | Oct '15                | CPAD                   |
| Underutilized/Vacant Site Inventory & Mapping   | Maps/Report   |             |   |             |    |    |             |   |   |             |   |   | Apr '16                | GIS                    |
| Public Art Master Plan  | Adoption, Commission Formation  |             |   |             |    |    |             |   |   |             |   |   |                        | CPAD                   |
| Healthy Design Checklist  | Checklist   |             |   |             |    |    |             |   |   |             |   |   | Aug '15                | CC                     |
| Future Growth Area Indicators   | Report  |             |   |             |    |    |             |   |   |             |   |   | May '16                | CPAD                   |
| Urban Agriculture Community Education   | Handouts, On-line Info  |             |   |             |    |    |             |   |   |             |   |   | Dec '15                | CPAD                   |
| Urban Food Access   | Report/Coordination   |             |   |             |    |    |             |   |   |             |   |   | May '16                | CPAD                   |
| Area Plan Website Enhancement   | Website   |             |   |             |    |    |             |   |   |             |   |   | Dec '15                | GIS                    |
| Downtown Streetscape Recommendations  | Report  |             |   |             |    |    |             |   |   |             |   |   | Mar '16                | CC                     |
| <b>UDO Amendments:</b>  |   |             |   |             |    |    |             |   |   |             |   |   |                        |                        |
| >Parking  | Text Amendment  |             |   |             |    |    |             |   |   |             |   |   | Jul '15                | CPAD                   |
| >Low Impact Commercial District   | Text Amendment  |             |   |             |    |    |             |   |   |             |   |   | Jul '15                | CPAD                   |
| >Accessory Dwellings  | Text Amendment  |             |   |             |    |    |             |   |   |             |   |   | Nov '15                | CPAD, City Atty        |
| <b>Research Topics:</b>   |   |             |   |             |    |    |             |   |   |             |   |   |                        |                        |
| >How to Address New Trends<br>(zip car, bike share, Uber, AirBnB, etc.)   | Report  |             |   |             |    |    |             |   |   |             |   |   | May '16                | CPAD                   |
| >Land Use Regulations and Business Growth   | Report  |             |   |             |    |    |             |   |   |             |   |   | Apr '16                | CPAD                   |
| <b>2. Area Plans:</b><br><i>(to include design studies/charrettes, activity center/corridor recommendations, economic analysis)</i> |   |             |   |             |    |    |             |   |   |             |   |   |                        |                        |
| East/Northeast Area Plan  | Plan  |             |   |             |    |    |             |   |   |             |   |   | Aug '15<br>PB Hearing  | CPAD                   |
| Southeast Suburban Area Plan  | Plan  |             |   |             |    |    |             |   |   |             |   |   | Feb '16                | CPAD                   |
| Southwest Winston-Salem Area Plan   | Plan  |             |   |             |    |    |             |   |   |             |   |   | Apr '16                | CPAD                   |
| Rural Hall Area Plan  | Plan  |             |   |             |    |    |             |   |   |             |   |   | Jun '16                | CPAD                   |

# CITY-COUNTY PLANNING WORK PROGRAM

*FY 2015-16  
Adopted on 6/25/2015*

| Work Item/Project                                      | Type of Deliverable<br>(assistance, maintenance,<br>coordination, caseload, plan,<br>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>3. Special Area Planning and Design Assistance:</b> |   |             |   |   |             |    |    |              |   |   |             |   |   |                        |                        |                |
| School Site Studies                                    | Assistance  |             |   |   |             |    |    | As Requested |   |   |             |   |   |                        |                        | CPAD           |
| Industrial Site Studies                                | Assistance/Maintenance  |             |   |   |             |    |    | As Requested |   |   |             |   |   |                        |                        | CPAD           |
| Library Planning                                       | Assistance  |             |   |   |             |    |    | As Requested |   |   |             |   |   |                        |                        | CPAD           |
| Revitalizing Urban Commercial Areas                    | Assistance  |             |   |   |             |    |    | As Needed    |   |   |             |   |   |                        |                        | CPAD           |
| Area Plan Target Areas                                 | Economic Analyses   |             |   |   |             |    |    | As Needed    |   |   |             |   |   |                        |                        | CPAD           |
| Area Plan Site Studies                                 | Graphics/Renderings   |             |   |   |             |    |    | As Needed    |   |   |             |   |   |                        |                        | CPAD           |
| City/County Sites                                      | Design Assistance   |             |   |   |             |    |    | As Requested |   |   |             |   |   |                        |                        | CPAD           |
| Waughtown Neighborhood Plan                            | Assistance  |             |   |   |             |    |    |              |   |   |             |   |   |                        | CPAD                   |                |
| <b>4. Planning Board Support:</b>                      |   |             |   |   |             |    |    |              |   |   |             |   |   |                        |                        |                |
| Board Administration, Minutes & Training               | Coordination/Records/<br>Communications   |             |   |   |             |    |    | 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            |
| Street Closings  | Reports   |             |   |   |             |    |    | Ongoing      |   |   |             |   |   |                        |                        | LUA            |
| Sketch Plan Review                                     | Review  |             |   |   |             |    |    | Ongoing      |   |   |             |   |   |                        |                        | LUA            |
| UDO Amendments ( <i>External</i> )                     | Reports as Submitted  |             |   |   |             |    |    | Ongoing      |   |   |             |   |   |                        |                        | LUA            |
| <b>UDO Amendments (<i>Internal</i>):</b>               |   |             |   |   |             |    |    |              |   |   |             |   |   |                        |                        |                |
| >Table of Permitted Uses                               | Text Amendment  |             |   |   |             |    |    |              |   |   |             |   |   |                        | Council Direction      | LUA            |
| >Bufferyard Plant List Update                          | Text Amendment  |             |   |   |             |    |    |              |   |   |             |   |   |                        | Council Direction      | CPAD           |
| >Mailboxes in Subdivisions (Required by USPS)          | Consultant/Text Amendment   |             |   |   |             |    |    |              |   |   |             |   |   |                        | Undetermined           | LUA            |
| >Electronic Sweepstakes                                | Text Amendment  |             |   |   |             |    |    |              |   |   |             |   |   |                        | Sep '15                | LUA, City Atty |

# CITY-COUNTY PLANNING WORK PROGRAM

*FY 2015-16  
Adopted on 6/25/2015*

| Work Item/Project   | Type of Deliverable<br>(assistance, maintenance,<br>coordination, caseload, plan,<br>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 |                        |                        |
| >Airport Overlay Zone Text/Mapping Updates  | Text/Map Amendment  |             |   |             |    |    |             |   |   |             |   |   | Dec '15                | CPAD                   |
| >H District Uses/Reconstruction   | Text Amendment  |             |   |             |    |    |             |   |   |             |   |   | Dec '15                | CC, City Atty          |
| >Comprehensive Non-Substantive/Corrections  | Text Amendment  |             |   |             |    |    |             |   |   |             |   |   | Mar '16                | LUA                    |
| >New and other uses (including brewery, distillery, tasting rooms, small events center) | Report/Text Amendment   |             |   |             |    |    |             |   |   |             |   |   | Apr '16                | CPAD                   |
| Document Scanning   | Records   |             |   |             |    |    |             |   |   |             |   |   |                        | LUA                    |
| Electronic Plan Review  | Assistance, Process   |             |   |             |    |    |             |   |   |             |   |   |                        | LUA                    |
| <b>6. Community Appearance Commission Activities:</b>                                   |   |             |   |             |    |    |             |   |   |             |   |   |                        |                        |
| CAC Support, Board Administration, Minutes & Training                                   | Coordination/Records/Communication  |             |   |             |    |    |             |   |   |             |   |   |                        | CC                     |
| Tech Assistance & Project Review  | Reports   |             |   |             |    |    |             |   |   |             |   |   |                        | CC                     |
| TAPR Effectiveness Assessment   | Report  |             |   |             |    |    |             |   |   |             |   |   | Oct '15                | CC                     |
| Biennial Awards Program   | Award Selections/Event  |             |   |             |    |    |             |   |   |             |   |   | Jun '16                | CC                     |
| Recognitions  | Letters/Markers   |             |   |             |    |    |             |   |   |             |   |   |                        | CC                     |
| Community Education/Beautification Programs   | Seminars/Brochure/Events  |             |   |             |    |    |             |   |   |             |   |   |                        | CC                     |
| <b>7. Historic Resources Commission:</b>  |   |             |   |             |    |    |             |   |   |             |   |   |                        |                        |
| HRC Support, Board Administration, Minutes & Training                                   | Coordination/Records/Communication  |             |   |             |    |    |             |   |   |             |   |   |                        | CC                     |
| Certificate of Appropriateness (COA's)  | Reports   |             |   |             |    |    |             |   |   |             |   |   |                        | CC                     |
| Review of Historic Nominations/Designations   | Reports   |             |   |             |    |    |             |   |   |             |   |   |                        | CC                     |
| Section 106 Reviews   | Reports   |             |   |             |    |    |             |   |   |             |   |   |                        | CC                     |
| Programmatic Agreement with State (Update)  | Signed Agreement  |             |   |             |    |    |             |   |   |             |   |   |                        | CC                     |
| Historic/Cultural Resource Studies  | Reports   |             |   |             |    |    |             |   |   |             |   |   |                        | CC                     |
| Oak Crest National Register Nomination  | Grant Administration  |             |   |             |    |    |             |   |   |             |   |   | Sep '16                | CC                     |
| Historic Resource Protection/Advocacy   | Reports/Consultations   |             |   |             |    |    |             |   |   |             |   |   |                        | CC                     |
| Guidelines Update Planning  | Format/Process  |             |   |             |    |    |             |   |   |             |   |   |                        | CC                     |
| City & County Historic Marker Program   | Selection/Events  |             |   |             |    |    |             |   |   |             |   |   |                        | CC                     |

# CITY-COUNTY PLANNING WORK PROGRAM

*FY 2015-16  
Adopted on 6/25/2015*

| Work Item/Project  | Type of Deliverable<br>(assistance, maintenance,<br>coordination, caseload, plan,<br>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>Educational/Recognition Activities:</b>   |   |             |   |             |           |    |             |   |   |             |   |   |                        |                        |                |
| >General   | Events/Citations/Publications/<br>Presentations   |             |   |             | Ongoing   |    |             |   |   |             |   |   |                        |                        | CC             |
| >Preservation Month  | Coordination/Events/Presentations   |             |   |             |           |    |             |   |   |             |   |   |                        | May '16                | CC             |
| >HRC Sustainability Subcommittee   | To be determined  |             |   |             | Ongoing   |    |             |   |   |             |   |   |                        |                        | CC             |
| >Rural Historic Preservation Education   | To be determined  |             |   |             |           |    |             |   |   |             |   |   |                        | Jun '16                | CC             |
| <b>Architectural Inventory:</b>  |   |             |   |             |           |    |             |   |   |             |   |   |                        |                        |                |
| >Inventory Maintenance and Update  | Process/Database  |             |   |             | Ongoing   |    |             |   |   |             |   |   |                        |                        | CC             |
| >City Publication  | Promotion/Sales, Presentations  |             |   |             |           |    |             |   |   |             |   |   |                        | Apr '16                | CC             |
| >County Publication  | Interest/Funding  |             |   |             |           |    |             |   |   |             |   |   |                        | Dec '15                | CC             |
| <b>8. Small Town Planning Support:</b>   |   |             |   |             |           |    |             |   |   |             |   |   |                        |                        |                |
| Walkertown   | Reports/Maps  |             |   |             | Ongoing   |    |             |   |   |             |   |   |                        |                        | LUA/GIS        |
| Other Towns  | Assistance/Maps   |             |   |             | As Needed |    |             |   |   |             |   |   |                        |                        | LUA/GIS        |
| Development Proposal Review  | Notification/Consultation   |             |   |             | As Needed |    |             |   |   |             |   |   |                        |                        | LUA            |
| <b>9. External Committees:</b>   |   |             |   |             |           |    |             |   |   |             |   |   |                        |                        |                |
| Downtown Partnership/Downtown Planning Support   | Assistance  |             |   |             | Ongoing   |    |             |   |   |             |   |   |                        |                        | CPAD           |
| External Groups: ( <i>Creative Corridors, Be Healthy Coalition, Change of Use Committee, Local Foods, Neighborhood Alliance, SG Atkins CDC, Community Based Organizations, Chamber Committees, Forsyth Futures, Forsyth County Ag Extension, Piedmont Together</i> ) | Assistance  |             |   |             | Ongoing   |    |             |   |   |             |   |   |                        |                        | Multiple       |
| <b>10. Regional Planning:</b>  |   |             |   |             |           |    |             |   |   |             |   |   |                        |                        |                |
| Forsyth County Planners Roundtable   | Coordination  |             |   |             |           |    |             |   |   |             |   |   |                        |                        | Paul, Margaret |
| <b>11. Housing Issues:</b>   |   |             |   |             |           |    |             |   |   |             |   |   |                        |                        |                |
| General Housing  | Assistance  |             |   |             | Ongoing   |    |             |   |   |             |   |   |                        |                        | CPAD           |
| Cleveland Avenue/HAWS  | Assistance  |             |   |             | Ongoing   |    |             |   |   |             |   |   |                        |                        | CPAD           |

# CITY-COUNTY PLANNING WORK PROGRAM

*FY 2015-16  
Adopted on 6/25/2015*

| Work Item/Project                                   | Type of Deliverable<br>(assistance, maintenance,<br>coordination, caseload, plan,<br>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 |                        |                        |
| <b>12. Environmental Review Activities:</b>         |   |             |   |             |    |              |             |   |   |             |   |   |                        |                        |
| Preparation of Reviews for City & County            | Reports   |             |   |             |    | Ongoing      |             |   |   |             |   |   |                        | CPAD                   |
| <b>13. Transportation Planning Assistance:</b>      |   |             |   |             |    |              |             |   |   |             |   |   |                        |                        |
| TAC/TCC   | Coordination  |             |   |             |    | Ongoing      |             |   |   |             |   |   |                        | Margaret               |
| Complete Streets Policy                             | Policy/Assistance   |             |   |             |    | As Requested |             |   |   |             |   |   |                        | Margaret               |
| Urban Circulator/Streetcar                          | Assistance  |             |   |             |    | As Needed    |             |   |   |             |   |   |                        | Paul                   |
| Transportation Plan/Studies (MTP, Collector Street) | Assistance  |             |   |             |    | Ongoing      |             |   |   |             |   |   |                        | Margaret               |
| <b>14. Watershed Protection:</b>                    |   |             |   |             |    |              |             |   |   |             |   |   |                        |                        |
| Implementation and Assistance                       | Assistance  |             |   |             |    | Ongoing      |             |   |   |             |   |   |                        | LUA                    |
| <b>15. Greenway Planning :</b>                      |   |             |   |             |    |              |             |   |   |             |   |   |                        |                        |
| Easement Acquisition/Education                      | Development Process, Consultation   |             |   |             |    | Ongoing      |             |   |   |             |   |   |                        | CC                     |
| Implementation Assistance                           | Assistance  |             |   |             |    | Ongoing      |             |   |   |             |   |   |                        | CC                     |
| <b>16. Recreation and Parks:</b>                    |   |             |   |             |    |              |             |   |   |             |   |   |                        |                        |
| Implementation Assistance                           | Assistance  |             |   |             |    | Ongoing      |             |   |   |             |   |   |                        | CC                     |
| Design Assistance                                   | Assistance  |             |   |             |    | As Requested |             |   |   |             |   |   |                        | CPAD                   |
| <b>17. Publication, Education, Outreach:</b>        |   |             |   |             |    |              |             |   |   |             |   |   |                        |                        |
| Community Outreach                                  | Presentations/Handouts/Web Site   |             |   |             |    | Ongoing      |             |   |   |             |   |   |                        | Multiple               |
| HRC/CAC/CCPB Annual Reports                         | Report  |             |   |             |    |              |             |   |   |             |   |   |                        | Multiple               |
| Legacy 2030 Biennial Community Report               | Report  |             |   |             |    |              |             |   |   |             |   |   | Dec '15                | CPAD                   |
| Bi-monthly Planning Newsletter                      | Report  |             |   |             |    |              |             |   |   |             |   |   |                        | Multiple               |
| Quarterly Development Dashboard                     | Report  |             |   |             |    |              |             |   |   |             |   |   |                        | Multiple               |
| <b>18. Interdepartmental Committees:</b>            |   |             |   |             |    |              |             |   |   |             |   |   |                        |                        |
| Text Amendment Team                                 | Coordination  |             |   |             |    | Ongoing      |             |   |   |             |   |   |                        | David & LUA            |
| Citywide Employee Committees                        | Assistance  |             |   |             |    | Ongoing      |             |   |   |             |   |   |                        | Multiple               |
| Interdepartmental Permitting and Review             | Assistance/Coordination   |             |   |             |    | Ongoing      |             |   |   |             |   |   |                        | LUA                    |
| Board of Adjustment/City and County                 | Assistance  |             |   |             |    | Ongoing      |             |   |   |             |   |   |                        | LUA                    |
| GIS Steering Committee/Technical Advisory Group     | Assistance  |             |   |             |    | Ongoing      |             |   |   |             |   |   |                        | GIS                    |

# CITY-COUNTY PLANNING WORK PROGRAM

*FY 2015-16  
Adopted on 6/25/2015*

| Work Item/Project   | Type of Deliverable<br>(assistance, maintenance,<br>coordination, caseload, plan,<br>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 |                        |                        |
| <b>19. Technical/Information Collection and Support:</b>    |   |             |   |             |    |              |             |   |         |             |   |   |                        |                        |
| GIS Mapping, Analysis, Maintenance and Expansion            | Maps/Data/Reports   |             |   |             |    | Ongoing      |             |   |         |             |   |   |                        |                        |
| Census Liaison  | Maps/Data/Analysis  |             |   |             |    | Ongoing      |             |   |         |             |   |   |                        |                        |
| GIS Download Website  | Data  |             |   |             |    | Ongoing      |             |   |         |             |   |   |                        |                        |
| Planning Website  | Website   |             |   |             |    | Ongoing      |             |   |         |             |   |   |                        |                        |
| Urban Development Factors                                   | Maps  |             |   |             |    |              |             |   |         |             |   |   | Sept '15               | GIS                    |
| Minor Subdivisions  | Maps  |             |   |             |    |              |             |   |         |             |   |   |                        | GIS                    |
| Addressing Project  | Assistance  |             |   |             |    | As Requested |             |   |         |             |   |   |                        |                        |
| Annexation History  | Maps/Report   |             |   |             |    |              |             |   |         |             |   |   | May '16                | GIS                    |
| <b>20. Office Wide:</b>                                     |   |             |   |             |    |              |             |   |         |             |   |   |                        |                        |
| Customer Service/Information                                | Assistance  |             |   |             |    | Ongoing      |             |   |         |             |   |   |                        | All                    |
| Staff Meetings/Standard Administrative/Operating Procedures | Coordination  |             |   |             |    | Ongoing      |             |   |         |             |   |   |                        | Multiple               |
| Citizen Contact List Maintenance                            | Database  |             |   |             |    | Ongoing      |             |   |         |             |   |   |                        | CPAD                   |
| IS Liaison  | Coordination  |             |   |             |    | Ongoing      |             |   |         |             |   |   |                        | GIS                    |
| <b>21. 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               |
| <b>22. Administrative Activities/Support:</b>               |   |             |   |             |    |              |             |   |         |             |   |   |                        |                        |
| Work Program  | Coordination, Report  |             |   |             |    |              |             |   |         |             |   |   |                        | Margaret               |
| Budget and Financial Management                             | Report  |             |   |             |    | Ongoing      |             |   |         |             |   |   |                        | Multiple               |
| Personnel Administration & Management                       | Coordination  |             |   |             |    | Ongoing      |             |   |         |             |   |   |                        | Multiple               |
| Division Succession Plan                                    | Plan/Implementation   |             |   |             |    |              |             |   | Ongoing |             |   |   |                        |                        |

# CITY-COUNTY PLANNING WORK PROGRAM

*FY 2015-16  
Adopted on 6/25/2015*

| Work Item/Project  | Type of Deliverable<br>(assistance, maintenance,<br>coordination, caseload, plan,<br>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 |  |          |
| 23. Contingency & Unanticipated Items <i>(if required or if time allows)</i>   |   |             |             |             |                     |                        |                        |   |   |   |   |   |   |  |          |
| Text amendment referrals from City/County Attorneys or mandated by NC Legislature  | Text Amendments   |             |             |             | As Needed/Requested |                        |                        |   |   |   |   |   |   |  | Multiple |
| Bonus Density/Affordable Housing   | Text Amendments   |             |             |             | As Directed         |                        |                        |   |   |   |   |   |   |  | TBD      |
| Bethania Historic Overlay District   | Guidelines/Meetings/<br>Map Amendment   |             |             |             | As Requested        |                        |                        |   |   |   |   |   |   |  | CC       |
| GIS: Graphic Information Systems<br>CPAD: Comprehensive Planning and Design<br>CC: Community Character<br>LUA: Land Use Administration<br>Admin: Administration & Administrative Support |   |             |             |             |                     |                        |                        |   |   |   |   |   |   |  |          |