

PROPOSED CITY-COUNTY PLANNING WORK PROGRAM

FY 2016-17
Adopted July 14, 2016

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		
1. Legacy 2030 Implementation															
Legacy and Area Plan Implementation	On work programs/budgets of City and County departments							Ongoing							Paul
Update Legacy Implementation Table	Report												Dec '16	CPAD	
Multifamily Roadshow & Design Tips	Presentations/Materials Dissemination							Ongoing						CPAD	
Commercial Development/Redevelopment Design Techniques	Visual Report												Oct '16	CPAD	
Identify Sites for Future Tall Buildings in Downtown	Report/Mapping												Dec '16	CPAD	
Urban Food Access Implementation--Review Urban Livestock Regulations	Consultation and Report												Jan '17	CPAD	
Development 101 Class	Assistance (to CBD)												Feb '17	CPAD	
Development Opportunity Maps, Phase III (Redevelopment Ops, Underutilized Sites)	Inventory/Mapping/Report												Mar '17	GIS	
User Friendly PDS Website Enhancements	Consultations, Website Updates												Mar '17	CPAD, GIS	
Institutional Use Compatability Techniques	Visual Report												May '17	CPAD	
Downtown Streetscape Plan Funding	Proposed Funding for Plan												Jun '17	CC	
Legacy-Related UDO Amendments:															
Accessory Dwellings	Text Amendment							As directed by elected bodies						CPAD	
Review and Update Winston Overlay (WO)															
Consultation (with DWSP) and Report	Consultation, Report												Oct '17	CPAD	
UDO Amendment (if decision to move forward)	Text Amendment												Mar '17	CPAD	
Bufferyard Standards	Text Amendment												Apr '17	CPAD	
Research Topics:															
Parcels on Unopened Public ROW	Mapping and Report												Sept '17	GIS	
Comprehensive UDO Update -- process and costs	Report and recommendations												Jan '17	CPAD	
Age-Friendly Communities	Report and recommendations												Jan '17	CPAD	
Strategies to Revitalize Slow Growth Areas	Report and recommendations												Mar '17	CPAD	
Active Neighborhoods Factors and Deficiencies	Report and recommendations												Apr '17	CC	
Helping Mixed-Use Development Happen	Report and recommendations												Apr '17	CPAD	
Performance Standards for High-Intensity Uses	Report and recommendations												May '17	CPAD	

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2. Area Plans															
Northwest Winston-Salem Area Plan	Plan													Mar '17	CPAD
Northeast Suburban Area Plan	Plan													May '17	CPAD
South Suburban Area Plan	Plan													July '17	CPAD
Area Plan Template Update	Template													Sept '16	CPAD
Area Plan Economic Target Areas	Economic Analysis														CPAD
Area Plan Site Studies	Graphics														CPAD
Area Plan Status Report Update	Report													Mar '17	CPAD
3. Special Area Planning and Design Assistance															
School Site Studies	Assistance														CPAD
Industrial Site Studies	Assistance/Maintenance														CPAD
Library Planning	Assistance														CPAD
Revitalizing Urban Commercial Areas	Assistance														CPAD
City/County Sites	Design Assistance														CPAD
Clemmons/Blanket Bottom Area Land Use	Assist Clemmons														CPAD
Farmland Preservation Plan Implementation	Assist Cooperative Extension														TBD
Infill Housing Design Partnership	Assist CBD														CC/CPAD
Merschel Plaza Plan Development	Assistance														TBD
East End Master Plan	Assist Consultant														CPAD
4. Planning Board Support															
Board Administration, Minutes & Training	Coordination/Records/ Communications														Admin

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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
Street Closings	Reports							Ongoing							LUA
Sketch Plan Review	Review							Ongoing							LUA
Document Scanning	Records							Ongoing							LUA
Electronic Plan Review	Assistance, Process														LUA
UDO Amendments (<i>External</i>)	Reports as Submitted							Ongoing							LUA
<i>UDO Amendments (Internal)</i>															
New uses (special events center, brewery, distillery)	Text Amendment													Sep '16	CPAD
Comprehensive Non-Substantive/Corrections	Text Amendment													Nov '16	LUA
Investigate Requiring Neighborhood Meetings Prior to Planning Board Rezoning Hearing															
Investigate/Report	Consultation, Report													Sep '16	LUA
UDO Amendment (if decision to move forward)	Text Amendment													Dec '16	LUA
Airport Overlay Zone Text/Mapping Updates	Text/Map Amendment													Mar '17	CPAD
6. Community Appearance Commission (CAC)															
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

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7. Historic Resources Commission (HRC)															
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
Programmatic Agreement with State (Update)	Signed Agreement							As Needed							CC
Historic/Cultural Resource Studies	Reports							Ongoing							CC
Historic Resource Protection/Advocacy	Reports/Consultations							Ongoing							CC
Landmark Criteria and Application Update	Policy, Form													Sep '16	CC
Oak Crest National Register Nomination	Grant Administration													Sep '16	CC
City & County Historic Marker Program	Selection/Events														CC
HO Guideline Update/New (West End or Bethania)	Guidelines or New HO and Guidelines													TDB	CC
Educational/Recognition Activities:															
General	Events/Citations/Publications/ Presentations							Ongoing							CC
Preservation Month	Coordination/Events/Presentations													May '16	CC
Marketing Strategy for Programs/Resouces															
Plan/Strategy Development	Consultation, Report													Dec '16	CC
Plan/Strategy Implementation	On-line and printed materials, videos														CC
Architectural Inventory:															
Inventory Maintenance	Database							Ongoing							CC
City Publication	Promotion/Sales							Ongoing							CC
County Inventory Update & Publication	Funding Decisions, Grant Ap, Contract														CC
8. Public Art Commission (PAC)															
Support, Board Adminstration, Minutes & Training	Coordination/Records/Communication							Ongoing							CPAD
PAC Work Program Development	Coordination/Report													Dec '16	CPAD

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9. Small Town Planning Support															
Walkertown	Reports/Maps														LUA/GIS
Other Towns	Assistance/Maps														LUA/GIS
Development Proposal Review	Notification/Consultation														LUA
10. External Committees															
Downtown Partnership/Downtown Planning Support	Assistance														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, Piedmont Together)</i>	Assistance														Multiple
11. Regional Planning															
Forsyth County Planners Roundtable	Coordination														Paul, Margaret
12. Housing Issues															
General Housing	Assistance														CPAD
Cleveland Avenue/HAWS	Assistance														CPAD
Fair Housing Plan	Assist CBD														CPAD
13. Environmental Review Activities															
Preparation of Reviews for City & County	Reports														CPAD
14. Transportation Planning Assistance															
TAC/TCC	Coordination														Margaret
Urban Circulator/Streetcar	Assistance														Paul
Transportation Plan/Studies	Assistance														Multiple
Bicycle Plan Update	Assist WSDOT														CC
Regional Land Use/Transportation Scenario Planning	Assistance														Margaret
15. Watershed Protection															
Implementation and Assistance	Assistance														LUA

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16. Greenway Planning															
Easement Acquisition/Education	Development Process, Consultation							Ongoing							CC
Implementation Assistance	Assistance							Ongoing							CC
17. Recreation and Parks															
Master Plan Implementation Assistance	Assistance							Ongoing							CC
Master Plan/Design Assistance (CG Hill, Horizons)	Assist County Parks & Recreation							As Requested							CPAD
Design Assistance--City	Assistance							As Requested							CPAD
18. Publication, Education, Outreach															
Community Outreach	Presentations/Handouts/Web Site							Ongoing							Multiple
HRC/CAC/CCPB Annual Reports	Report														Multiple
Bi-monthly Planning Newsletter	Report														Multiple
Quarterly Development Dashboard	Report														Multiple
19. Interdepartmental Committees															
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
20. Technical/Information Collection and Support															
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
Minor Subdivisions	GIS Layer							Ongoing							GIS
Annexation History	GIS Layer											Ongoing			GIS
Digital Aerial Photo Access															
Assessment and Strategy	Report												Sep '16		GIS
Implementation	On-line Access							To Be Determined					TBD		GIS

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21. Office Wide															
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
Division Succession Planning	Job Documentation/Cross Training											Ongoing			
22. Professional/Organizational Development															
Staff Team Building	Activities							Ongoing							Multiple
Service Excellence (<i>departmental</i>)	Coordination/Training							Ongoing							Multiple
Professional Education/Certification Maintenance	Training							Ongoing							Multiple
23. Administrative Activities/Support															
Work Program	Coordination, Report														Margaret
Budget and Financial Management	Report							Ongoing							Multiple
Personnel Administration & Management	Coordination							Ongoing							Multiple
24. Contingency & Unanticipated Items (if required or if time allows)															
Text amendment referrals from City/County Attorneys or mandated by NC Legislature	Text Amendments							As Needed/Requested							TBD, City/County Atty
Sign Regulations (to comply with court decision)	Text Amendments							As Directed							CPAD, City/County Atty
GIS: Geographic Information Systems TBD: To be determined CPAD: Comprehensive Planning and Design CC: Community Character LUA: Land Use Administration Admin: Administration & Administrative Support															