

CITY-COUNTY PLANNING WORK PROGRAM

Proposed, 2011-12

Work Item/Project	Type of Deliverable (assistance, maintenance, coordination, caseload, plan, publication)	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Staff Time (person/ years)	Status
		7	8	9	10	11	12	1	2	3	4	5	6		
Ongoing/Recurring															
1. Annual Publications:														0.4	
	HRC/CAC/CCPB Annual Reports														
	Trends Report														
	Area Plan Status Report														
2. Area Plans:														2.4	
	West Suburban Area Plan														
	Northwest Area Plan														
	Rural Hall Area Plan														
	Downtown Plan Update														
	Area Plan Manual														
3. Legacy Update:														4.4	
	Existing Land Use Map Verifications							Ongoing							
	Discussion Drafts of Chapters														
	First Round Public Meetings														
	Analysis of Public Input														
	Completion of Proposed Recommendations														
	Second Round of Public Input														
	Final Draft and Public Hearing Process														
4. Special Area/Project Planning:														0.5	
	Central Library Analysis							Ongoing							
	Northeastern Rural Study Area														
	Horizons Park Master Plan														
	MLK Corridor Form-Based Overlay District														
	School Site Studies							Ongoing							
	Industrial Sites Studies							Ongoing							
	Dam Breach Zone														
	Ward Realignment														

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Ongoing/Recurring															
Peters Creek Parkway Corridor Plan	Plans														
RUCA	Plans					Ongoing									
5. Planning Board Support:													1.2		
Board Administration	Records, Communications					Ongoing									
Document Scanning	Records					Ongoing									
Minutes, Meeting Arrangements	Minutes					Ongoing									
Training/Orientation	Training Sessions					As Necessary									
UDO Maintenance	Updated UDO					Ongoing									
6. Development Caseload Support:													4.5		
Rezoning	Reports, Maps					Ongoing									
Planning Board Reviews	Plans					Ongoing									
Staff Changes	Plans					Ongoing									
Special Use Permits	Reports					Ongoing									
Subdivisions	Plans					Ongoing									
Street Closings	Reports					Ongoing									
UDO Amendments	Reports					Ongoing									
7. Community Appearance Commission Activities:													0.4		
Regular CAC Support	Assistance					Ongoing									
TAPR	Reports					Ongoing									
Recognitions	Letters/Markers/Awards					Ongoing									
Community Education/Beautification Programs	Seminars/Videos/Events					Ongoing									
8. Historic Resources Commission:													1.8		
Certificate of Appropriateness and HRC Support	Reports					Ongoing									
Review of Historic Nominations/Designations	Reports					As Needed									
Section 106 Reviews	Reports					Ongoing									

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Ongoing/Recurring															
Education & Recognition Activities <i>(including Historic Preservation Month)</i>	Activities/Letters						Ongoing								
Historic/Cultural Resources Studies	Reports														
Historic Marker Program	Markers														
Historic Inventory Maintenance/Dissemination <i>City (2013) and County (2014)</i>	Database						Ongoing								
Historic Inventory Publications	Publications														
Historic Resource Protection/Advocacy	Reports/Consultations						Ongoing								
Old Salem/Bethabara Historic District Guidelines	Reports														
9. Small Town Planning Support:													0.2		
Walkertown	Reports/Maps/Plans						Ongoing								
Other Towns	Assistance/Maps						As Needed								
Development Review Process	Assistance														
10. External Task Force:													0.2		
Downtown Partnership/Downtown Planning Support	Assistance						Ongoing								
External Groups <i>(Creative Corridors, Pioneering Healthy Communities, Change of Use Committee, NC Complete Streets Advisory, Local Foods, Neighborhood Alliance, Community Based Organizations, Chamber Committees, NC Sustainable Communities Task Force)</i>	Assistance						Ongoing								
11. Regional Planning:													0.4		
Aerotropolis	Assistance						Ongoing								
Regional Livability/Sustainability Efforts	Assistance						Ongoing								
Heart of the Triad <i>(Implementation)</i>	Assistance						Ongoing								
12. General Housing Issues:													0.1		
HOPE VI Liaison	Assistance						Ongoing								
Cleveland Street/HAWS	Assistance						Ongoing								

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Ongoing/Recurring															
13. Environmental Review Activities:														0.3	
Preparation of Reviews for City & County	Reports							Ongoing							
14. Transportation Planning Assistance:														0.3	
TAC/TCC	Assistance							Ongoing							
Streetcar Study Assistance	Assistance														
Socio Economic Data Allocations	Assistance							Ongoing							
Transportation Plan/Studies	Research, Assistance														
15. Watershed Protection:														0.1	
Implementation and Assistance	Assistance							Ongoing							
16. Greenway Planning :														0.4	
Greenway Plan Update	Report														
Implementation and Assistance	Assistance							Ongoing							
17. Recreation and Parks:														0.1	
Implementation and Assistance	Assistance							Ongoing							
18. Education and Outreach:														0.5	
TV13	Video Production							Ongoing							
Legacy Toolkit Slide Shows and Handouts	Presentation, Handouts							Ongoing							
Kids in Planning Program (KIPP)	Presentation, Assistance							Ongoing							
Presentations to Community Groups	Presentations							Ongoing							
Community Outreach	Assistance							Ongoing							
Web Based Outreach	Information							Ongoing							
Bi-monthly Newsletter	Newsletters							Ongoing							
19. Interdepartmental Task Force:														0.4	
Text Amendment Team	Coordination							Ongoing							
Employee Committees	Assistance							Ongoing							
Interdepartmental Permitting and Review	Assistance							Ongoing							
Board of Adjustment/City and County	Assistance							Ongoing							
20. Technical/Information Collection and Support:														0.8	
GIS Mapping, Maintenance and Expansion	Maps, Data							Ongoing							

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<u>Ongoing/Recurring</u>																
GIS Steering Committee/Technical Advisory Group	Assistance							Ongoing								

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Ongoing/Recurring															
Misc. Publications/Graphics	Maps, Reports, Website						Ongoing								
Web Site Maintenance	Maps, Reports, Website						Ongoing								
Census Data Analysis	Coordination, Assistance						Ongoing								
Information & Assistance to Customer Groups	Assistance						Ongoing								
21. Addressing and Street Naming/Renaming:														2	
Addressing Technical Committee and Support	Records, Communications						Ongoing								
Street Naming	Records						Ongoing								
Street Renaming	Reports, Assistance						Ongoing								
Policies & Procedures	Updated Code						Ongoing								
Address Assignment	Coordination						Ongoing								
22. Office wide:														3	
Staff Meetings/Standard Administrative/Operating Procedures	Coordination						Ongoing								
Inventory, Data Base Creation	Information						Ongoing								
Citizen Contact List Maintenance	Database						Ongoing								
Library	Information						Ongoing								
Administrative Improvements	Coordination						Ongoing								
23. Professional Organization/Development:														0.6	
Staff Team Building	Activities						Ongoing								
Service Excellence (<i>departmental</i>)	Training						Ongoing								
Board & Commission Training	Training						Ongoing								
Professional Education/Certification Maintenance	Training						Ongoing								
24. Administrative Activities/Support: (26 person)														1	
IS Liaison	Coordination						Ongoing								
Census Liaison	Coordination						Ongoing								
Work Program	Coordination, Report														
Budget and Financial Management	Report						Ongoing								
Personnel Administration & Management	Coordination						Ongoing								

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Ongoing/Recurring															
25. Contingency Items: (Unanticipated)														0	
												Staff Total:	26		

Staffing reflects staff reduction from 27 to 26

* Assuming funding & neighborhood support staff levels.

Note 2: There are work items that arise during the year under contingency that are not specifically anticipated at the beginning of the year. These work items are typically requested by either of the elected bodies, the City or County Managers, or the Planning Board.