

CITY-COUNTY PLANNING WORK PROGRAM

*FY 2012-13
ADOPTED 8.23.2012*

Work Item/Project	Type of Deliverable (assistance, maintenance, coordination, caseload, plan, publication)	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Expected Complete Date	Status
		7	8	9	10	11	12	1	2	3	4	5	6		
1. Annual Publications:															
HRC/CAC/CCPB Annual Reports	Report														
Trends Report	Report													June '13	
Area Plan Status Report	Report													June '13	
2. Legacy Update-Adoption/Implementation:															
Final Draft and Public Hearing Process	Coordination													Dec '12	
Document Publications	Publication													March '13	
Public Education & Coordination	Presentations														
Promoting Compatible Density	Presentations/Handouts/Web Site														
UDO Evaluation/Updates	Report/Text Amendments													June '13	
Sustainable Development Practices	Report													March '13	
Urban Food Access	Report													March '13	
Development Opportunity Maps	Maps														
Update Area Plan Process	Process														
3. Area Plans:															
Update Area Plan Manual/Citizen Materials	Publications													Oct '13	
Tobaccoville	Plan													June '13	
Southeast Forsyth County	Plan													Sept '13	
Southeast Winston-Salem	Plan													Oct '13	
Downtown Plan Update	Plan													Feb '13	
4. Special Area/Project Planning:															
Central Library Analysis	Assistance														
Horizons Park Master Plan	Plan													Sept '12	
School Site Studies	Assistance														
Industrial Sites Studies	Maintenance														
Dam Breach Zone	Text Amendment														
Peters Creek Parkway Corridor Plan	Assistance														

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RUCA	Assistance						Ongoing								
Martin Luther King, Jr. Dr. Streetscape Plan	Assistance														
5. Planning Board Support:															
Board Administration	Records, Communications						Ongoing								
Minutes, Meeting Arrangements	Minutes						Ongoing								
Training & Orientation	Coordination						As Necessary								
UDO Maintenance	Updated UDO						Ongoing								
6. Development Caseload Support:															
Rezoning	Reports, Maps						Ongoing								
Planning Board Reviews	Reports						Ongoing								
Staff Changes	Review						Ongoing								
Special Use Permits	Reports						Ongoing								
Subdivisions	Review						Ongoing								
Street Closings	Reports						Ongoing								
Sketch Plan Review	Review						Ongoing								
UDO Amendments	Reports						Ongoing								
Document Scanning	Records						Ongoing								
7. Community Appearance Commission Activities:															
CAC Support/Training	Coordination						Ongoing								
TAPR	Reports						Ongoing								
Recognitions	Letters/Markers/Awards						Ongoing								
Community Education/Beautification Programs	Seminars/Videos/Events						Ongoing								
8. Historic Resources Commission:															
HRC Support/Training	Coordination						Ongoing								
Certificate of Appropriateness (COA's)	Reports						Ongoing								
Review of Historic Nominations/Designations	Reports						As Needed								
Section 106 Reviews	Reports						Ongoing								

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Education & Recognition Activities <i>(Incl. Preservation Month & Centennial Celebration)</i>	Events/Citations				Ongoing										
Public Info/Website	Presentations/Website				Ongoing										
Historic/Cultural Resources Studies	Reports				As Needed										
Historic Marker Program	Markers/Events														
Historic Inventory Maintenance/Dissemination	Database				Ongoing										
Historic Inventory Publications (City '13)	Publications														
Historic Resource Protection/Advocacy	Reports/Consultations				Ongoing										
Local Historic Landmark Guidelines	Guidelines														
9. Small Town Planning Support:															
Walkertown	Reports/Maps				Ongoing										
Other Towns	Assistance/Maps				As Needed										
Development Proposal Review	Notification/Consultation				As Needed										
10. External Committees:															
Downtown Partnership/Downtown Planning Support	Assistance				Ongoing										
External Groups <i>(Creative Corridors, Centennial Committee, Pioneering Healthy Communities, Be Healthy Coalition, Change of Use Committee, NC Complete Streets Advisory, Local Foods, Neighborhood Alliance, Community Based Organizations, Chamber Committees, NC Sustainable Communities Task Force, Forsyth Futures, Waste Water Master Plan)</i>	Assistance				Ongoing										
11. Regional Planning:															
Forsyth County Planners Roundtable	Coordination				Ongoing										
Aerotropolis	Assistance				Ongoing										
Regional Livability/Sustainability Efforts	Assistance				Ongoing										
Heart of the Triad <i>(Implementation)</i>	Assistance				Ongoing										

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12. General Housing Issues:															
HOPE VI Liaison	Assistance						Ongoing								
Cleveland Avenue/HAWS	Assistance						Ongoing								
13. Environmental Review Activities:															
Preparation of Reviews for City & County	Reports						Ongoing								
14. Transportation Planning Assistance:															
TAC/TCC	Coordination						Ongoing								
Complete Streets Policy	Report													March '13	
Urban Circulator Alternatives Analysis	Coordination/Report													Dec '12	
Socio Economic Data Allocations	Coordination						Ongoing								
Transportation Plan/Studies (LRTP, Transit Routes)	Assistance						Ongoing								
Wake Forest Area Bike/Pedestrian/Transit Study	Coordination/Plan														
15. Watershed Protection:															
Implementation and Assistance	Assistance						Ongoing								
16. Greenway Planning :															
Greenway Plan Update	Publication													Nov '12	
Implementation and Assistance	Assistance						Ongoing								
17. Recreation and Parks:															
Implementation and Assistance	Assistance						Ongoing								
18. Education and Outreach:															
Legacy Toolkit	Presentations/Handouts						Ongoing								
Kids in Planning Program (KIPP)	Presentations/Assistance						Ongoing								
Community Outreach	Presentations/Handouts/Web Site						Ongoing								
Bi-monthly Newsletter	Newsletters						Ongoing								
19. Interdepartmental Committees:															
Text Amendment Team	Coordination						Ongoing								
Employee Committees	Assistance						Ongoing								
Interdepartmental Permitting and Review	Assistance						Ongoing								
Board of Adjustment/City and County	Assistance						Ongoing								

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GIS Steering Committee/Technical Advisory Group	Assistance							Ongoing							

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20. Technical/Information Collection and Support:																
GIS Mapping, Analysis, Maintenance and Expansion	Maps, Data, Reports						Ongoing									
Census Liaison	Maps/Data/Analysis						Ongoing									
GIS Download Website	Data						Ongoing									
Planning Web Site	Web Site						Ongoing									
21. Addressing and Street Naming/Renaming:																
Addressing Technical Committee and Support	Coordination/Minutes						Ongoing									
Street Naming/Renaming	Assignments/Reports						Ongoing									
Ordinance	City/County Amendment															
Address Assignment	Assignments						Ongoing									
22. Office Wide:																
Customer Service/Information	Assistance						Ongoing									
Staff Meetings/Standard Administrative/Operating Procedures	Coordination						Ongoing									
Citizen Contact List Maintenance	Database						Ongoing									
Planning Library	Coordination						Ongoing									
IS Liaison	Coordination						Ongoing									
23. Professional/Organizational Development:																
Staff Team Building	Activities						Ongoing									
Service Excellence (departmental)	Coordination/Training						Ongoing									
Professional Education/Certification Maintenance	Training						Ongoing									
NCAMPO Conference Local Host Committee	Conference													May '13		
NCAPA Conference Local Host Committee	Conference													Sept.'13		
24. Administrative Activities/Support:																
Work Program	Coordination, Report															
Budget and Financial Management	Report						Ongoing									
Personnel Administration & Management	Coordination						Ongoing									
25. Contingency Items: (Unanticipated)																