

CITY-COUNTY PLANNING WORK PROGRAM

Proposed, 2010-11

Work Item/Project	Type of Deliverable (assistance, maintenance, coordination, caseload, plan, publication)	1st Quarter		2nd Quarter			3rd Quarter			4th Quarter			Professional Staff Time (Person Years)	Status		
		7	8	9	10	11	12	1	2	3	4	5			6	
Ongoing/Recurring																
1. Annual Publications:														0.8		
Legacy Annual Report	Report															
HRC/CAC/CCPB Annual Reports	Report															
Trends Report	Report															
Area Plan Status Report	Report															
2. Area Plans:														4.2		
South Suburban Area Plan	Adopted Plan															
Northeast Suburban Area Plan	Adopted Plan															
West Suburban Area Plan	Draft Plan															
Northwest Area Plan	Draft Plan															
Downtown Plan Update	In Process															
Rural Hall Area Plan	Draft Plan															
Western Rural Area Study	Report															
Area Plan Manual	Publication															
3. Legacy:														4.1		
Maintenance/Minor Updates	Memo															
Legacy Related Text Amendments (Commercial setbacks in residential zones, Accessory units, Lighting Standards)	Reports/Ordinances															
Central City Development Strategy	Assistance															
LEGACY UPDATE	Reports															
Existing Land Use Map Verifications	Plans, Reports															
Implementation & oversight	Coordination															
Public review/input	Coordination/Assistance															
Draft writing & review	Reports															
PB & Elected Bodies	Coordination/Assistance															

CITY-COUNTY PLANNING WORK PROGRAM

Proposed, 2010-11

Work Item/Project	Type of Deliverable (assistance, maintenance, coordination, caseload, plan, publication)	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Professional Staff Time (Person Years)	Status
		7	8	9	10	11	12	1	2	3	4	5	6		
Ongoing/Recurring															
4. Special Area/Project Planning:												0.4			
Transit Oriented Developments	Map, Plan				Ongoing										
Downtown Retail Analysis	Assistance				Ongoing										
Central Library Analysis	Assistance				Ongoing										
Western Rural Area Study	Report														
School Site Studies	Assistance				Ongoing										
Industrial Sites Studies	Report				Ongoing										
RUCA	Plans				Ongoing										
5. Planning Board Support:												0.7			
Board Administration	Records, Communications				Ongoing										
Document Scanning	Records				Ongoing										
Minutes, Meeting Arrangements	Minutes				Ongoing										
Training/Orientation	Training Sessions														
UDO Maintenance	Updated UDO				Ongoing										
6. Development Caseload Support:												2.5			
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:												0.6			
Regular CAC Support	Assistance				Ongoing										
TAPR	Reports				Ongoing										
Recognitions	Letters/Marker				Ongoing										

CITY-COUNTY PLANNING WORK PROGRAM

Proposed, 2010-11

Work Item/Project	Type of Deliverable (assistance, maintenance, coordination, caseload, plan, publication)	1st Quarter		2nd Quarter			3rd Quarter			4th Quarter			Professional Staff Time (Person Years)	Status
		7	8	9	10	11	12	1	2	3	4	5		
Ongoing/Recurring														
8. Historic Resources Commission:												1.5		
Landmark/Certificate of Appropriateness Caseload	Reports					Ongoing								
Section 106 Reviews	Reports					Ongoing								
Historic Preservation Month	Activities													
National Register Studies	Reports													
Historic Marker Program	Markers													
Historic Inventory Compilation & Dissemination	Reports													
Awards and Recognitions event	Heritage Awards													
Bethania Historic Overlay	Assistance/Ordinance					As Needed								
Historic District Guidelines	Reports													
9. Small Town Planning Support:												0.1		
Clemmons Plan Update	Assistance					As Needed								
Walkertown	Reports/Maps/Plans					Ongoing								
10. External Task Force:												0.3		
Downtown Partnership/Downtown Planning Support	Assistance					Ongoing								
Public Art Assistance/Arts Council	Assistance					Ongoing								
Chamber Committees	Assistance					Ongoing								
Weed & Seed Task Force	Assistance					Ongoing								
Community Based Organizations	Assistance					Ongoing								
Neighborhood Alliance	Assistance					Ongoing								
11. Regional Planning:												0.1		
Aerotropolis	Assistance					Ongoing								
Sustainability Efforts	Assistance					Ongoing								
PART Regional Rail	Assistance					Ongoing								
Heart of the Triad (adoption plan elements)	Assistance													

CITY-COUNTY PLANNING WORK PROGRAM

Proposed, 2010-11

Work Item/Project	Type of Deliverable (assistance, maintenance, coordination, caseload, plan, publication)	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Professional Staff Time (Person Years)	Status
		7	8	9	10	11	12	1	2	3	4	5	6		
Ongoing/Recurring															
12. General Housing Issues:												0.1			
	HOPE VI Liaison	Assistance				Ongoing									
	Cleveland Street/HAWS	Assistance				Ongoing									
13. Environmental Review Activities:												0.5			
	Preparation of Reviews for City & County	Reports				Ongoing									
14. Assistance with Phase II Stormwater Reg.:												0.1			
	Floodplain Regulations in UDO	Report/Text Amendment				As Needed									
15. Transportation Planning Assistance:												0.6			
	TAC/TCC	Assistance				Ongoing									
	Streetcar Study Assistance	Assistance				Ongoing									
	Socio Economic Data Allocations	Assistanc				Ongoing									
	Comprehensive Transportation Plan/Studies	Research, Assistance				Ongoing									
16. Watershed Protection:												0.1			
	Implementation and Assistance	Assistance				Ongoing									
17. Greenway Planning :												0.4			
	Greenway Plan Update	Report				Ongoing									
	Implementation and Assistance	Assistance				Ongoing									
18. Recreation and Parks:												0.1			
	Implementation and Assistance	Assistance				Ongoing									
19. Education and Outreach:												0.7			
	Today's Tomorrow, Advertisements on 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									

CITY-COUNTY PLANNING WORK PROGRAM

Proposed, 2010-11

Work Item/Project	Type of Deliverable (assistance, maintenance, coordination, caseload, plan, publication)	1st Quarter		2nd Quarter			3rd Quarter			4th Quarter			Professional Staff Time (Person Years)	Status
		7	8	9	10	11	12	1	2	3	4	5		
Ongoing/Recurring														
20. Internal Task Force:												0.6		
Text Amendment Team	Coordination						Ongoing							
Employee Committees	Assistance						Ongoing							
HANSEN/MAD, etc. Group	Assistance						Ongoing							
Interdepartmental Permitting and Review	Assistance						Ongoing							
21. Technical/Information Collection and Support:												1.9		
GIS Mapping, Maintenance and Expansion	Maps, Data						Ongoing							
GIS Steering Committee/Technical Advisory Group	Assistance						Ongoing							
Trends Report	Report													
Change of Use Task Force	Assistance						Ongoing							
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							
22. Addressing and Street Naming/Renaming:												2.5		
Addressing Committee Support	Records, Communications						Ongoing							
Street Naming	Records						Ongoing							
Street Renaming	Reports, Assistance						Ongoing							
Policies & Procedures	Updated Code						Ongoing							
Address Assignment	Coordination						Ongoing							
23. Officewide:												1.9		
Staff Meetings/Standard Administrative/Operating Procedures	Coordination						Ongoing							
Inventory, Data Base Creation	Information						Ongoing							
Library	Information						Ongoing							
Administrative Improvements	Coordination						Ongoing							

CITY-COUNTY PLANNING WORK PROGRAM

Proposed, 2010-11

Work Item/Project	Type of Deliverable (assistance, maintenance, coordination, caseload, plan, publication)	1st Quarter		2nd Quarter			3rd Quarter			4th Quarter			Professional Staff Time (Person Years)	Status
		7	8	9	10	11	12	1	2	3	4	5		
Ongoing/Recurring														
24. Professional Organization/Development:												0.5		
Staff Team Building	Activities						Ongoing							
Board & Commission Training	Training						Ongoing							
Required Professional Education	Training						Ongoing							
Educational Opportunities	Training						Ongoing							
25. Administrative Activities/Support: (27 person)												1.3		
IS Liaison	Coordination						Ongoing							
Census Liaison	Coordination						Ongoing							
Work Program	Coordination, Report													
Budget and Financial Management	Report						Ongoing							
Personnel Administration & Management	Coordination						Ongoing							
26. Contingency Items: (Unanticipated)												0.4		
											Staff Total:	27		

Staffing reflects staff reduction from 29 to 27

Lighting Ordinance?

Note 1: Certain activities such as mapping and addressing are "overbooked", meaning that the likely time required for those items will exceed the staff hours available with current funded FTE 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.