This annual report is required under the City-County Planning Board’s established procedures, and covers the July 1, 2017–June 30, 2018 fiscal year.

Established under special enabling legislation that authorized the City-County Planning Board (CCPB) in 1947, the board is the longest standing joint planning operation between a City and County in North Carolina. The board is comprised of nine citizens appointed jointly by the Forsyth County Board of Commissioners and the Winston-Salem City Council. The Planning Board meets twice each month.

In March 2018, Allan Younger concluded his service on the Planning Board. Allan was appointed in 2010 and brought valuable insights from his extensive community contacts and his knowledge of the needs of small business. He promoted economic vitality in disadvantaged areas and community awareness and involvement in proposals being considered by the Planning Board. Johnny Sigers was appointed to replace Allan Younger.

The Planning Board adopted the 2017-18 work program in July 2017 to guide Planning staff activities for the fiscal year. Primary planning efforts for the year were Legacy 2030 recommended initiatives, the final area plan in the area plan update series, and Phase I of the UDO Update. The Planning Board and staff also perform other planning duties as requested by the City of Winston-Salem, Forsyth County and the smaller municipalities of Forsyth County.

This report describes the work of the Planning Board and its staff during the 2017-18 fiscal year, grouped under the following general categories: Legacy 2030 Implementation; Area Plans; Public Education, Information and Outreach; Downtown, Economic and Community Development; Historic Preservation; Community Appearance; Public Art, Other Specialized Planning Efforts; Text Amendments; Development Review Activities; and Administrative Matters.

**Planning Director Paul Norby Announces Retirement**

In January 2018, City-County Planning Director A. Paul Norby, FAICP announced he would retire, effective August 1, 2018. Paul has served as the planning director for Winston-Salem and Forsyth County since 1999, making him the longest serving director in the Planning Board’s 70-year history.

During his 19-year tenure, Paul was instrumental in furthering the Planning Board’s push to be a proactive partner with residents, developers and builders. These efforts include development of the Legacy Comprehensive Plan in 2001 and the Legacy 2030 Update in 2012-13, which was recognized by the American Planning Association in 2014 with the prestigious Daniel Burnham Award for a Comprehensive Plan. Other significant planning efforts led by Paul include downtown revitalization plans, development opportunities maps, area plans developed with participation of local residents, master plans for greenways, parks and public art, and community appearance, historic preservation and open space initiatives. Paul also oversaw the 2013 merger of the Planning Department and City-County Inspections Division into a joint Planning and Development Services Department. The City-County Planning Board has retained Developmental Associates to help find Paul’s replacement and hopes to have his successor hired by fall 2018.
UDO Update – Phase I

Staff initiated Phase I of updating the Unified Development Ordinances (UDO), the zoning, development and subdivision regulations for Winston-Salem and Forsyth County, to improve user-friendliness and modernity. A consultant was selected in the fall of 2017 to complete a code assessment to identify changes that would have the greatest positive impact on the UDO, especially related to its format and user experience. The consultant met with key stakeholders and staff in early 2018 to hear their concerns regarding the UDO and spent the remainder of the year preparing the draft assessment document. Staff anticipates bringing the completed code assessment to the Planning Board in late summer 2018. Once the Planning Board accepts the code assessment, staff will begin drafting UDO text amendments based on key recommendations. Phase II of the UDO update initiative, adding uniform graphics and modernizing the UDO’s web experience, will take place in a future fiscal year.

Multifamily in Additional Districts

Based on Legacy 2030 recommendations of increasing residential densities and promoting mixed-use development, staff drafted a text amendment (UDO-283) to add multifamily as a permitted use in the HB (Highway Business) and GO (General Office) zoning districts. After significant public input, the Planning Board considered the amendment in December 2017 and sent it on to the City Council without a recommendation (due to a tie vote.) The Planning Board discussed the issue again in June 2017 and recommended to the City Council that they approve the text amendment with a limitation that multifamily residential uses be permitted in HB zoning, but only in activity centers and on growth corridors, on sites of at least one acre in size. The City Council and County Commissioners are expected to consider the amendment in early 2018-19.

Adaptive Reuse Opportunity Report

Legacy 2030 recommended completing a study to identify older/historic buildings that have adaptive reuse potential. Staff prepared a report that identifies properties with the best potential for adaptive reuse and revitalization. To be included in the report, properties had to be at least 50 years old, vacant, and commercial or industrial in nature. Additionally, adaptive reuse of the site had to be supported by the relevant area plan. This report is available on the Planning website and will be updated as additional properties become over 50 years old, become available, or are redeveloped.

Barriers to Infill

In March 2018, staff presented a report to the Planning Board on local barriers to infill development. The report examined how housing values, difficult-to-develop parcels, regulations, the rezoning process, and land availability all make infill development more difficult than greenfield development. The report made several recommendations for promoting infill, including amending the Planned Residential Development and Infill ordinances, allowing small-footprint multifamily uses in single-family zoning districts, and increasing development density in suburban neighborhoods.

Infill UDO Revisions

As an outgrowth of the Barriers to Infill Report and in response to a City Council request, Planning staff reviewed the City’s current infill development provisions that require residential buildings in Growth Management Area 2 to follow special standards to ensure infill development is compatible with existing neighborhood character. The report included recommended changes to overcome identified issues. The Planning Board concurred with the recommendations and staff will draft a text amendment for consideration in fall 2018.

Transit-Oriented Development Report

Based on City Council requests, staff prepared a report on Transit Oriented Development (TOD) and green development incentives. The report examined current conditions and opportunities for TODs in Winston-Salem. While no TOD projects exist in Winston-Salem at this time, the report included recommendations for ways the City can continue to support the development of areas that could become TODs in the future. An evaluation of green development incentives concluded that little has changed since a 2015 report was prepared on the topic.

Street Standards Report

In June 2018, staff presented a report to the Planning Board that examines whether revisions to existing street standards are necessary to implement Legacy 2030 recommendations. In preparing this report, staff collaborated with staff from other departments including Transportation, Engineering, and the City Manager’s office. Staff also investigated standards used in peer cities. The report highlights street standard provisions that are recommended for further study or Planning Board action. Staff anticipates developing an ordinance amendment based on selected report recommendations in 2018-19.

TIS Requirement Revisions Report

Staff prepared a report that examines whether updates to the Traffic Impact Study (TIS) requirements adopted in 2001 are needed, including expanding the provisions to apply to residential development and requiring analysis of multimodal transportation impacts. To prepare the report, Planning staff investigated peer city standards and collaborated with staff from other departments, including the Winston-Salem and North Carolina Departments of Transportation and the City Engineering Department. The report with recommendations for further study or specific action was presented to the Planning Board in June 2018. Staff will develop proposed revisions and reach out to stakeholders in 2018-19.

Lots on Unopened Rights-of-Way Report

Legacy 2030 promotes infill development as a means to better utilize existing infrastructure and to increase utilization of land in already developed areas. In the spring of 2016, staff began discussing the potential development yield on existing unopened rights-of-way (ROWs) or “paper streets” as a way to achieve infill development. Planning staff identified 208 unopened ROWs adjacent to land available for development. The initial
208 sites were reduced to 91 sites due to extreme environmental issues (excessive topo, floodplain, streams, watershed limitations, etc.) or lack of sewer. In the end, though our analysis, it appears that 46 of the sites may be viable and economically feasible for infill development. The report will go to City Council in fall 2018 to consider creating a program to incentivize infill development.

**AREA PLANS**

Area plans apply Legacy 2030 recommendations at the community and neighborhood level. Following adoption of Legacy 2030, the area plan process was updated to make it shorter and more streamlined, while providing opportunities for citizen participation. Plans in this area plan update series also include urban design suggestions and examples which illustrate how selected sites could be developed or redeveloped. In 2017-18, the final area plan update (for the West Suburban Area) was developed by staff in consultation with the community and was recommended to the elected bodies by the Planning Board.

All of our area plans have now been updated within the past five years to reflect current community conditions, concerns, and trends. Given the recent nature of these updates, the Planning Board has directed staff to spend the next several years developing other Legacy-recommended long range planning documents, rather than immediately starting a third round of area plans. Starting in fiscal year 2018-19, staff will be developing three new types of plans: corridor plans for sites along Legacy 2030 growth corridors; interchange plans for areas surrounding interchanges of the Northern Beltway; and target area plans for areas which need special economic or community development assistance.

A detailed strategy for undertaking corridor plans was developed in 2017-18, with strategies for interchange plans and target area plans slated for development in 2018-19. Staff is referring to this new series of smaller area planning documents collectively as “Area Plan 3.0.” Once a new comprehensive plan is adopted in 4-5 years, the cycle of area plan updates is expected to be resumed.

**West Suburban Area Plan**

The West Suburban Area Plan Update includes land in both the Winston-Salem and Forsyth County jurisdictions and is generally bounded on the north by Reynolda Road/NC 67; on the east by Silas Creek Parkway/NC 67; on the south by US 421; and on the west by the Lewisville town limits and the western leg of the Northern Beltway. The plan update had very active citizen participation with a record total of 220 people attending its four community meetings. Plan recommendations focus on reducing traffic congestion on roads such as Meadowlark Drive, and encouraging the construction of additional sidewalks, greenways and bike lanes. The plan update continues to direct new growth to seven activity centers and the Reynolda Road, Country Club Road, and Robinhood Road growth corridors. The plan was recommended by the Planning Board in April, adopted by the City Council in June and will be considered by the County Commissioners in August 2018.

**Corridor Study Strategy Report**

The Corridor Study Strategy Report outlines the framework and process for completing detailed plans for Legacy growth corridors. Corridor plans will build upon the recommendations of recently adopted area plans updates and use urban design principles to make recommendations for transforming corridors into pedestrian- and transit-friendly places. Recommendations for specific development improvements as well as guidelines defining the character and aesthetics of corridor sections will be included in these plans. The strategy also proposes a variety of methods for engaging the community and collecting feedback during various stages of the process. Staff will begin the first corridor plan, for the Peters Creek Growth Corridor, in the fall of 2018.

**PUBLIC EDUCATION, INFORMATION and OUTREACH**

**Planning Newsletter**

The bi-monthly newsletter of the Planning and Development Services Department continues to inform a wide variety of stakeholders in the community by highlighting the work of the Planning Board and staff. The newsletter is available in the Planning office, distributed via email to elected and appointed officials and to interested citizens, and is posted on the Planning website.

**Development Dashboard**

The Development Dashboard is a two-page report summarizing Winston-Salem and Forsyth County building permit data in an easy-to-read format. The report is issued quarterly and includes data for the same quarter from the previous calendar year and comparisons to quarterly values in the past 10 years. The 10 highest valued developments for each evaluation period are listed in a table and identified on a map. In addition, a geographic area, such as Downtown Winston-Salem, a type of development, such as multifamily residential, or a development tool, such as historic preservation tax credits, is highlighted each quarter. Staff produced four quarterly reports in 2017-2018, including a 2017 calendar year summary in January 2018.
Development 101 Course
Staff worked with the City’s Office of Business Inclusion and Advancement (BIA) to create a class to help inexperienced “mom-and-pop” small business owners navigate the complex arena of zoning, permitting, and inspections. The class, titled “How Does Planning Affect My Business?” was held as part of the 2017 BIA Business Training Program in December 2017. The course will continue to be presented as part of the training program in future years, and will also be available as a standalone presentation to any organization that requests it. It is hoped that this course will help make it easier for local businesses to continue to grow and develop in the community.

Historic Preservation Month
The Forsyth County Historic Resources Commission (HRC) continued their practice of celebrating May as Historic Preservation Month along with many other preservation groups in the county. To celebrate the month, each municipality adopted a resolution declaring the month of May as Historic Preservation Month. The HRC unveiled a historic marker recognizing the Silver Hill community and hosted open houses at two Local Historic Landmarks in the Washington Park neighborhood. The HRC also hosted a sanctuary tour and church history talk at Home Moravian Church.

DOWNTOWN, ECONOMIC AND COMMUNITY DEVELOPMENT

Downtown Plan Implementation
Planning staff continues to collaborate with the Downtown Winston-Salem Partnership and serve on subcommittees to help implement recommendations of the Downtown Plan. In 2016-17, the Winston Overlay (WO) design standards were amended to include an alternative compliance review process where the Planning Board can approve building designs which do not meet the specific provisions of the overlay, but meet their intent. During 2017-18, the Planning Board granted alternative compliance approval to two development projects – a multifamily residential complex on 4th Street between Poplar and Spruce Streets, and a parking deck at the intersection of 3rd and Main Streets.

2017 Downtown Investment Report
Staff researched new construction and redevelopment values for Downtown Winston-Salem from 2000 to 2017 and determined total investment (including residential, public and institutional, health and technology, retail, office, arts and entertainment, mixed uses and infrastructure) in Downtown since 2000 exceeds $1.72 billion. Staff presented the findings of the report at the Downtown Winston-Salem Partnership’s annual meeting in February 2018.

Downtown Streetscape Master Plan
During 2017-18, staff finalized the consultant selection and contract for the Downtown Streetscape Master Plan and Design Standards. After careful deliberation and secondary interviews, an interdepartmental team selected MIG, Inc. to develop the master plan. Since funding for the plan is primarily from federal transportation funds, the contract had to be approved by both the City Council and the North Carolina Department of Transportation. City Council gave final approval in May 2018. Staff anticipates the public involvement process to begin in early fall and the plan completed in summer 2019.

East End Master Plan
Planning staff assisted the S.G. Atkins Community Development Corporation and Ayers Saint Gross Architects and Planners in the development of a master plan to guide future development in the neighborhood east of the Innovation Quarter and Downtown Winston-Salem. The East End Master Plan identifies catalyst projects, prioritizes development initiatives, and recommends various implementation strategies to help realize the plan’s vision.

Martin Luther King Overlay District Update
The Martin Luther King Overlay (MLKO) District was adopted in 2011 for lots adjacent to Martin Luther King, Jr. Drive between Cleveland Avenue and Business 40 to improve the appearance of buildings along the corridor through basic form-based standards similar to those of the Winston Overlay (WO) District in Downtown. The MLKO standards were amended (UDO-282) in 2017-18 to add an alternative compliance provisions which allows the Planning Board to approve building designs along the corridor that do not meet the specific provisions of the overlay, but meet their intent.

RUCA Assistance
Planning staff continued providing design assistance for the Revitalizing Urban Commercial Areas (RUCA) program, which is overseen by the City’s Business Inclusion and Advancement Office. Two RUCA projects required design assistance in 2017-18: the renovation and upfit of a property on Polo Road for a small businesses space; and, potential streetscape improvements for a section of the Ogbum Station area.

HISTORIC PRESERVATION
Certificates of Appropriateness
During 2017-18, the Forsyth County Historic Resources Commission (HRC) reviewed 115 Certificate of Appropriateness (COA) applications from Historic (H) Districts (Old Salem and Bethabara), the West End Historic Overlay (HO) District, and the Local Historic Landmark properties—an increase of more than 20% from the 89 COAs reviewed in 2016-17.

Recognizing History Report
In spring 2018, Historic Resources Commission staff provided an update memo to the City Council on the proposed recommendations and suggestions for ways to recognize history of the City and how to encourage more Local Historic Landmark applications in areas of the City that are underrepresented.
Historic Markers
Two historic markers were installed as part of the Historic Marker Program during 2017-2018. Marker unveiling ceremonies were held in the fall of 2017 for the Fourteenth Street School and in the spring of 2018 for the Silver Hill community.

National Register of Historic Places Listing
The R. J. Reynolds Tobacco Company Buildings 2-1 and 2-2 were listed on the National Register of Historic Places in October 2017. The Flynt House was listed in May 2018.

Architectural Survey and Publication Update
In June 2018, staff was notified that Forsyth County received a matching grant for phase one of the Forsyth County Architectural Survey Update, which includes the unincorporated parts of Forsyth County, as well as Bethania, Clemmons, Kernersville, Lewisville, Rural Hall, and Walkertown.

Local Historic Landmark Designations
The Hoots Roller Milling Company and Warehouse and the Flynt House were designated as Forsyth County Local Historic Landmarks in 2017-2018. The Hoots Roller Milling Company and Warehouse recently underwent rehabilitation as adaptive reuse projects. The Flynt House is a residential property in Rural Hall.

West End Historic Overlay Design Review Guidelines Update
Historic Resources staff, working with an HRC subcommittee, completed a draft update of the West End Historic Overlay District Guidelines in spring 2018. Public meetings and an on-line tool, civicomment.org, are being used to get feedback from the community on the proposed changes and updates. Public information and comment will continue through the fall. The HRC will consider approval of guideline changes later in 2018-19.

COMMUNITY APPEARANCE
Roots Day
The Community Appearance Commission (CAC), the Winston-Salem Vegetation Management Department, and Keep Winston-Salem Beautiful held Community Roots Day 2017 in the Atwood Acres neighborhood. Volunteers planted approximately 275 trees in the neighborhood and celebrated the 25th anniversary of the event that began in 1993 in the Boston-Thurmond neighborhood. Since 1993, volunteers have planted over 8,000 trees throughout the City of Winston-Salem in neighborhoods such as Easton, East Winston, West Salem, Sunnyside, Happy Hill, and Castle Heights.

Public Project Review
The CAC’s Technical Advisory and Project Review (TAPR) Committee continued in their role of reviewing publicly funded projects and providing comments and recommendations for improvements in appearance. In 2017-18, the committee reviewed a total of eight projects including the new Kernersville and Clemmons branch libraries and the new Second Street Park in Winston-Salem.

Community Appearance Awards
The CAC held the 2018 Community Appearance Awards in the James A. Gray Auditorium at the Old Salem Museums & Gardens Visitor Center in May to honor the efforts of businesses, individuals, and community groups who have had a positive impact on the appearance of Winston-Salem and Forsyth County. The event marked the 16th in a series of awards programs initiated in 1990. Approximately 100 people were in attendance to hear keynote speaker, Ken Bowers, AICP speak on the value of design. Mr. Bowers is the President of the North Carolina Chapter of the American Planning Association and the Director of the City of Raleigh’s Planning Department. A total of eleven awards were presented to area businesses, individuals, and community groups.
PUBLIC ART
Sides Road Water Tank
A fifty-foot tall American River Otter, species found in Forsyth County along the Yadkin River, was painted on the City’s Sides Road Water Tank in April 2018. The City-County Public Art Commission facilitated the project, which was designed and painted by the artist Daas, of Jacksonville, FL. The project was paid for by the Lidl grocery store on Peters Creek Parkway through the Major Retail Business – Special (MRB-S) zoning review process. The district has a menu of site improvement options available for developers to choose from, including paying for a piece of public art in the city. Time-lapse videos of the artist at work can be viewed on the City’s Facebook and YouTube pages.

Larry Leon Hamlin Portrait
The Public Art Commission sent out a nationwide request for qualifications for a portrait of Larry Leon Hamlin, the founder of the National Black Theatre Festival (held biennially in Winston-Salem), to be displayed in the recently renovated Benton Convention Center. The Commission received qualifications from 20 artists, and chose the New Orleans painter, Aron Belka. The 12-foot tall portrait will be unveiled in late September 2018. An artist in July 2018. The chosen artist will begin work in the fall of 2018 and install the artwork at sites around the city in 2019.

Winston-Salem Portrait Project
During 2017-18, the Public Art Commission developed a concept for a citywide project which will be displayed in eight neighborhood settings and Downtown Winston-Salem. The project will use photography and is based on the concept of creating a photographic portrayal of our community made of many faces, displayed where we come together and where we are divided. The Commission received 30 proposals and is expected to choose an artist in July 2018. The chosen artist will begin work in the fall 2018 and install the artwork at sites around the city in 2019.

OTHER SPECIALIZED PLANNING EFFORTS
Transportation Planning
Based on a long-standing arrangement, Planning staff provides assistance to the transportation planning efforts of the Winston-Salem Department of Transportation. Together, they staff the Winston-Salem Urban Area Metropolitan Planning Organization (MPO). During 2017-18, Planning staff provided administrative support to the MPO’s Technical Coordinating Committee (TCC) and Transportation Advisory Committee (TAC), assisted with transportation planning efforts, and served on various transportation-related committees. In spring 2018, Planning staff reviewed population and housing unit projections out to the year 2045 to be used in the Triad Regional Transportation Model. Staff used building permit and subdivision data, along with recommendations from Legacy and area plans, as the basis for the growth projections.

Environmental Review
Planning staff is responsible for ensuring that the City and County comply with the National Environmental Policy Act when using federal funds for projects undertaken by the City’s Community Development Department and the County’s Housing Department. In 2017-18, Planning staff completed two extensive environmental assessments of housing construction projects and more than 110 individual housing rehab project reviews. Of those, 50 were reviewed by the Planning Division’s Historic Resources staff as part of the National Historic Preservation Act.

Countywide Parks and Open Space Plan
In fall 2017, staff began the process of updating the Winston-Salem/Forsyth County Parks and Open Space Plan. In November, five public drop-in sessions were held throughout the county to gather input on improvements needed for existing City and County parks and desired park amenities. An online survey was also available to allow individuals unable to come to a session an opportunity to provide their input. Staff is utilizing this input for development of the plan recommendations with the anticipated completion of the plan in fall 2018.

C.G. Hill Memorial Park Conceptual Master Plan
Planning staff and the Forsyth County Parks and Recreation Department prepared a conceptual master plan for C.G. Hill Park with participation from citizens and stakeholders. The plan is the first step in identifying the types of facilities the park could support while still preserving its unique physical and environmental value. The conceptual master plan proposes maintaining existing facilities in the park while adding new facilities that will enhance and preserve the natural environment.

Multiuse Agricultural Expo/Event Center
A committee of staff from various Forsyth County departments and the NC Cooperative Extension has been meeting to discuss plans for a bond-approved agricultural event center. In 2018, the committee requested Planning staff assistance in analyzing the potential use of several County-owned sites for the location of the expo center. Staff also developed conceptual site plans for the properties. A site for the center has not been selected yet and Planning staff will continue to assist the committee in 2018-19.
TEXT AMENDMENTS
In 2017-18, Planning staff processed nine Unified Development Ordinances (UDO) text amendments. A text amendment to allow multifamily uses in additional districts (UDO-283) is discussed in Legacy Implementation. An amendment to allow alternative compliance in the MLKO District (UDO-282) is discussed in Downtown, Economic and Community Development. Other significant text amendments were:

Limited Campus Uses
At the request of City Council, staff developed UDO-281 to further restrict Limited Campus Uses in residential zoning. Various versions were proposed and were reviewed by stakeholders, including owners of Campus (C) District-zoned properties, neighborhood residents and elected officials. UDO-281 was recommended by the Planning Board in November 2017 and adopted by City Council and the Forsyth County Commissioners in early 2018. As adopted, Limited Campus Uses are restricted to properties adjacent to Campus-zoned property (defined as sharing a property line or immediately across a street from a Campus-zoned parcel) and must be within 500 feet of the Campus zoning. The review authority for these uses remains with the Planning Board.

Building Material Requirements for Retail Stores
Staff proposed UDO-284 in response to some recent instances where retail stores utilized metal siding for new buildings constructed in/near residential areas. UDO-284 establishes acceptable building material for the use Retail Store. It also includes a provision allowing the creative use of metal siding through Special Use zoning approval. The Planning Board recommended approval of the amendment in February 2018. City Council and the County Commissioners adopted UDO-284 in spring 2018.

Accessory Dwelling Units Approved by Board of Adjustment
In September 2017, City Council approved UDO-267 which requires new accessory dwelling units (ADUs) to receive Special Use zoning approval. While this established clear standards for future accessory dwelling units, it left existing ADUs that had previously approved by the Zoning Board of Adjustment (BOA) in question. UDO-285 allows existing ADUs which had previously received a Special Use Permit from the BOA to continue having their permits renewed through the BOA, rather than having to request Special Use zoning approval. UDO-285 was recommended for approval by the Planning Board in January and adopted by City Council in February 2018.

DEVELOPMENT REVIEW ACTIVITIES
The table summarizes development review activities processed and coordinated by the Planning staff for the 2016-17 and 2017-18 fiscal years.

Overall, development review activities remained fairly steady in 2017-18. The number of zoning cases processed increased to 8 from the previous year’s total of 42. The number of final plats processed dropped from 84 to 58, while the number of minor subdivisions increased from 95 to 116.

Two of the most notable zoning cases over the past year were Final Development Plan requests for industrially-zoned land located on Temple School Road. In September 2017, the Planning Board approved a Final Development Plan for a 140,000 square foot warehouse located on 12.76 acres of land that was zoned to LI-S Two-Phase in 2003. This building is currently under construction with an anticipated completion date of fall 2018. In March 2018, the Planning Board approved a Final Development Plan for a 200,000 square foot industrial building located just north of the previously mentioned warehouse. Construction of the 200,000 square foot warehouse will begin in summer 2018. Both projects represent a significant investment in the development and growth of Winston-Salem’s industrial base.

The development review activity summarized above is an indicator of future development. The best indicator of current development activity is building permit data. During the 2017-18 fiscal year, the City-County Inspections Division issued building permits tallying over $558 million in construction value, a 10% increase from the prior fiscal year. In 2017-18, residential construction value significantly increased over the two prior fiscal years, but nonresidential construction value decreased.

<table>
<thead>
<tr>
<th>Building Material Requirements for Retail Stores</th>
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<tr>
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<tr>
<th>Development Review Activities</th>
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<tr>
<td>Preliminary subdivision plans approved</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>Final plats approved</td>
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<td>Minor subdivisions approved</td>
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<tr>
<td>Site plans approved through Planning Board Review</td>
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<td>Zoning Caseload</td>
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<tr>
<td>Final Development Plans</td>
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<td>6</td>
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<td>Total Zoning Cases</td>
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<tr>
<td>Staff approved minor site plan changes to approved special use district site plans</td>
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<td>UDO Text amendments processed</td>
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<thead>
<tr>
<th>City-County Building Permits</th>
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<tr>
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Electronic Plan Review
In 2017-18, Planning staff continued the conversion from paper site plan submittals to electronic plan submittal and review. Sketch Plan Reviews and Minor Subdivision Reviews were converted entirely to electronic submittal and review using the idtplans application. In the spring of 2018, staff began accepting electronic submittals of rezoning site plans and major subdivisions. Beginning in August 2018, all site plans must be submitted and reviewed electronically through the idtplans system.

ADMINISTRATIVE MATTERS

Staffing and Budget
The Planning Division started and concluded the 2017-18 fiscal year with twenty-two funded staff positions, including nineteen professional planner positions, assisted by two administrative support positions and a graphics coordinator.

In September 2017, Shelly Stewart retired after serving the City-County Planning Board and the citizens of Winston-Salem and Forsyth County for more than twenty-eight years. Shelly began employment with the Planning Department in 1989. As administrative secretary, Shelly prepared Planning Board and other meeting minutes and submitted items for consideration by City Council and County Commissioners. Since the early 2000’s, Shelly also served as the Planning Department receptionist, greeting people in the front office and helping callers on the telephone. Beth Broom replaced Shelly and started in January 2018.

Two other staff members left City-County Planning in 2017-18: Walter Farabee took the newly created position of director of talent retention and recruitment with the Winston-Salem Chamber of Commerce; and, April Johnson left to become the Executive Director of Preservation Durham.

The City-County Planning Board and staff are jointly funded by the City of Winston-Salem and Forsyth County. In 2017-18, a total of $2,644,730 was allocated to the Planning Division. For the upcoming fiscal year, a total of $2,574,630 was allocated, reflecting a slight decrease in personnel costs and a significant decrease in contractual services. The 2017-18 budget included funds for the consultant contract for Phase I of the UDO update. Staff anticipates additional funding in 2019-20 to undertake Phase II of the UDO update.

LOOKING AHEAD TO 2018-2019
In July 2018, the Planning Board adopted a new work program to guide the work of the Planning staff in the upcoming year. Major items in the 2018-19 work program include: Legacy-recommended reports and UDO text amendments; continued work on Phase I of the UDO Update; and the first corridor plan in the new Area Plan 3.0 process.

With the Legacy 2030 comprehensive plan as our guide, the Planning Board and staff look forward to the challenges and opportunities during 2018-19 and in providing what its mission statement calls for: “visionary leadership in comprehensive, creative planning for our urban and rural community, and responsible stewardship of the natural environment.” Through its many hours of work and careful deliberation on the various issues before it, the Board continues to demonstrate that it “values a beautiful, livable, harmonious, and economically successful community.”

July 2018
City-County Planning Board
Arnold G. King, Chairman; Chris Leak, Vice Chair
George M. Bryan, Jr., Melynda Dunigan, Jason T. Grubbs, Tommy Hicks, Clarence R. Lambe Jr., Johnny Sigers, Brenda J. Smith
A. Paul Norby, FAICP, Director of Planning

The City-County Planning Board and staff are funded jointly by the City of Winston-Salem and Forsyth County

City of Winston-Salem
Allen Joines, Mayor
Vivian H. Burke Mayor Pro Tempore, Northeast Ward; Denise D. Adams North Ward;
Dan Besse, Southwest Ward; Robert C. Clark, West Ward; John Larson, South Ward; Jeff MacIntosh, Northwest Ward;
Derwin L. Montgomery, East Ward; James Taylor Jr., Southeast Ward
Lee Garrity, City Manager

Forsyth County Board of Commissioners
David R. Pyler, Chairman; Don Martin, Vice Chair
Fleming El-Amin, Ted Kaplan, Richard V. Linville, Gloria D. Whisenhunt, Everette Witherspoon;
J. Dudley Watts Jr., County Manager

he mission of the City-County Planning Board of Winston-Salem and Forsyth County is to assert visionary leadership in comprehensive, creative planning for our urban and rural community, and responsible stewardship of the natural environment. We value a beautiful, livable, harmonious, and economically successful community.