

CITY-COUNTY PLANNING WORK PROGRAM

FY 2020-21 Complete, November Update

Adopted November 2020

Work Item	Type of Deliverable (assistance, maintenance, coordination, caseload, plan, publication)	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Expected Completion Date	Primary Responsibility
		J	A	S	O	N	D	J	F	M	A	M	J		
1. Legacy 2030 Implementation															
Legacy and Area Plan Implementation	On work programs/budgets of City and County departments	Ongoing													Aaron
Comprehensive Plan Update	Process Development, Research													2022-23	Various
Downtown Streetscape Master Plan	CCPB adoption													Complete	CPAD
Define Critical Neighborhood Businesses/Services	Assistance to BIA (as directed)													June '21	CPAD
Downtown Investment Report	Report, Summary Handout													Feb '21	CPAD
Gentrification Report Recommendations	Report													Feb '21	CPAD
UDO ClearCode, Phase 2	Preparation of illustrative graphics													June '21	CPAD
Identifying locations for permanent supportive housing for the homeless	Site Identification, Mapping													June '21	Various
Legacy-Related UDO Amendments:															
East End Master Plan Implementation	Text Amendments	As requested by City Manager's Office												2020-21	CPAD
Traffic Impact Study Requirements Updates	Text Amendments													Nov '20	LUA
Review/Update Affordable Housing Bonus Density	Text Amendments													Complete	CPAD
Downtown Streetscape Master Plan Implementation	Text Amendments													2021-2022	CPAD
Creation of Cottage Court and PUD Provisions	Text Amendments													Nov '20	CPAD
Sign Ordinance Follow-Up (at request of Winston-Salem City Council)	Report/Text Amendment													May '21	LUA
Revised Accessory Dwelling Unit Provisions (at request of Winston-Salem City Council)	Report/Text Amendment													June '21	CPAD
Research Topics:															
Parcels on Unopened Public ROW	Facilitate Discussion/Assist with Program Development	As directed by City Management & Council												TBD	Chris

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2. Corridor and Interchange Plans															
Interchange Plan Schedule/Prioritization Phase II	Report													April '21	CPAD
Doral Drive/Beltway Interchange Plan	Plan													Nov '20	CPAD
New Walkertown Road/Beltway Interchange Plan	Plan													2021-2022	CPAD
3. Special Area Planning and Design Assistance															
School Site Studies	Assistance	As Requested												CPAD	
Industrial Site Studies	Assistance/Maintenance	As Requested												CPAD	
Smith Reynolds Airport Aerotropolis Assistance	Assistance	As Requested												Various	
Revitalizing Urban Commercial Areas - expected work item at direction of City Council and Office of Business Inclusion/Advancement	Assistance/Design Assistance													March '21	CPAD
City/County Sites	Design Assistance	As Requested												CPAD	
Tanglewood Business Park Assistance	Assistance	As Requested												Various	
Farmland Preservation Plan Implementation	Assist Cooperative Extension	As Requested												CC/CPAD	
City-owned Lots for Affordable Housing	Analysis, Mapping	As directed by City Management & Council											TBD	GIS	
4. Planning Board Support															
Board Administration, Minutes & Training	Coordination/Records/ Communications	Ongoing												Admin	
Preparation of Digital Meeting Agenda Books	Digital/Online Files	Ongoing												Admin	
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	
UDO Amendments (External)	Reports as Submitted	Ongoing												LUA	
Street Closings (County)	Report	Ongoing												LUA	
Sketch Plan Review	Review	Ongoing												LUA	
Document Scanning	Records	Ongoing												LUA	

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Digital Records Conversion	Scan/Convert Records	Ongoing												LUA	
Prioritize Whitaker Park reviews; collaborate with other departments on streamlining reviews	Reviews/Permits; Collaboration; Process Changes	As development is proposed/submitted												LUA	
UDO Amendments (Internal)															
Minor Subdivisions Requirement Revisions	Text Amendment													4th Quarter FY20-21	LUA
Update Uses Allowed in GI District	Text Amendment													Complete	CPAD
Standards for Self-Storage Buildings	Text Amendment													May '21	LUA/CPAD
Comprehensive Technical Clean Up	Text Amendment													June '21	CPAD
Family Group Home Amendment (for Reasonable Accommodation)	Text Amendment													January '21	Chris
NCGS 160D Changes	Text Amendment													June '21	Chris
6. Community Appearance Commission (CAC)															
Support, Board Administration, Minutes & Training	Coordination/Records/Communication	Ongoing												CPAD	
Tech Assistance & Project Review	Reports	Ongoing												CPAD	
Recognitions	Letters/Markers	Ongoing												CPAD	
Community Education/Beautification Programs	Seminars/Brochure/Events	Ongoing												CPAD	
Biennial Awards	Award Process/Distribution													Nov '20	CPAD
7. Historic Resources Commission (HRC)															
Support, Board Administration, Minutes & Training	Coordination/Records/Communication	Ongoing												CC	
Certificate of Appropriateness (COAs)	Reports	Ongoing												CC	
Review of Historic Nominations/Designations	Reports	As Needed												CC	
Section 106 Reviews	Reports	Ongoing												CC	
Historic/Cultural Resource Studies	Reports	Ongoing												CC	
Historic Resource Protection/Advocacy	Reports/Consultations	Ongoing												CC	
Partner/Collaborate with External Organizations (Preservation Forsyth, Old Salem, etc.)	Assistance	Ongoing												CC	
City/County Historic Marker Program	Marker Unveilings for P.H. Hanes Knitting Company and Bowen Park Neighborhood													Dec '20	CC
West End HO Guideline Update	Updated Guidelines													Complete	CC

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10. External Committees																
Downtown Partnership/Downtown Planning Support	Assistance					Ongoing					CPAD					
External Groups: <i>Creative Corridors, Local Foods, Neighborhood Alliance, SG Atkins CDC, Community Based Organs, Chamber Committees, Forsyth Ag Extension, Homebuilders/Realtors</i>	Assistance					Ongoing					Multiple					
11. Regional Planning																
Forsyth County Planners Roundtable	Coordination															Aaron, Chris, Kirk
Regional Planning Directors	Coordination															Aaron
12. Housing																
General Housing	Assistance					Ongoing					CPAD					
Neighborhood Revitalization Plans for Dreamland Park and Skyline Village	Assistance									June '21	CPAD					
Choice Neighborhoods Grant Implementation	Assistance									June '21	Various					
Housing Plans/Studies	Assist CD/Others					Ongoing					CPAD					
Provide Planning Assistance to County Code Enforcement Staff	Assist County Housing Staff					As Requested					Various					
For Everyone Home Project Team	Assist CD/Serve on Project Team									June '21	Aaron					
13. Environmental Review Activities																
Preparation of Reviews for City & County	Reports					Ongoing					CPAD					
14. Transportation Planning Assistance																
TAC/TCC	Coordination					Ongoing					Kirk					
Transportation Plan/Studies (MTP, CTP, Collector Street Plan, Pedestrian Plan)	Assistance					As Requested by WSDOT					Multiple					
Regional Land Use/Transportation Coordination (Socio-Economic Data Update and Scenario Planning using Community Viz)	Coordination, Analyses					Ongoing					GIS					
15. Watershed Protection																
Implementation and Assistance	Assistance					Ongoing					LUA					
16. Greenway Planning																
Easement Acquisition/Education	Development Process, Consultation					Ongoing					CC					
Implementation Assistance	Assistance					Ongoing					CC					
17. Recreation and Parks																

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Park Accessibility Report	Mapping	As requested by City Recreation and Parks Dept.									2020-21	GIS
Master Plan/Park Design Assistance--City	Design Assistance	As Requested										CPAD/CC
Master Plan/Park Design Assistance--County	Design Assistance	As Requested										CPAD
Horizons Park Conceptual Plan	Park Conceptual Plan										Dec '20	CPAD
Belews Lake Park Master Plan	Park Master Plan										June '21	CPAD
18. Publication, Education, Outreach												
Community Outreach	Presentations/Handouts/Web Site	Ongoing										Multiple
Social Media Messaging	Social Media Posts	Ongoing										Graphics/GIS
Virtual Public Outreach and Engagement Recommendations	Report										January '21	CPAD
2020 Census Complete Count Committee and Follow-up	Coordination, Public Information										June '21	CPAD
Quarterly Development Forum	Consultation, Meetings	Ongoing									Quarterly	Aaron/Desmond
Neighborhood Organization Monthly Case Review	Consultation, Meetings	Ongoing									Monthly	Aaron/Desmond
Schools and Planning Roundtable	Meetings	Ongoing									Every 4 Months	Kirk
HRC/CLG/CAC/CCPB Annual Reports	Reports	Ongoing									Various	Multiple
Planning Newsletter (Bi-monthly)	Newsletter										Bi-Monthly	Multiple
Development Dashboard (Quarterly)	Report										Quarterly	CPAD/GIS
Community Info Sessions (including Development 101 Class, City University, CORE Initiative)	Presentation/Handouts/Exercises	As scheduled/requested by other departments/organizations										Various
19. Interdepartmental Committees												
Citywide Employee Committees	Assistance	Ongoing										Multiple
Interdepartmental Reviews	Coordination	Ongoing										LUA
Boards of Adjustment (City and County)	Staffing	Ongoing										LUA
GIS Steering Committee	Assistance	Ongoing										Aaron
GIS Technical Group	Assistance	Ongoing										GIS
20. Technical/Information Collection and Support												
GIS Mapping, Analysis, Maintenance & Expansion	Maps/Data/Analyses/Reports	Ongoing										GIS

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Census Liaison	Maps/Data/Analyses/Reports	Ongoing					GIS
GIS Data Requests	Data	Ongoing					GIS
Digital Aerial Photo Access Planning/Logistics	Develop Process, Implementation Strategy					Complete (funding and project initiation to take place at later time)	GIS
21. Office Wide							
Consolidation of PDS Offices on BAS 3rd Floor	Coordination/File Management/Move					Jan '21	All
Customer Service/Information	Assistance	Ongoing					All
Staff Meetings/Standard Operating Procedures	Coordination	Ongoing					Multiple
Citizen Contact List Maintenance	Database	Ongoing					CPAD
UDO ClearCode Website Maintenance	Website Maintenance	Ongoing					Kirk
IS Liaison	Coordination	Ongoing					GIS
22. Professional/Organizational Development							
PDS New Staff Orientation/Training	Consultation/Training	Ongoing					Chris/Kirk
Staff Team Building	Activities	Ongoing					Multiple
Service Excellence (departmental)	Coordination/Training	Ongoing					Multiple
Professional Education/Certification Maintenance	Training	Ongoing					Multiple
Initiate Conversation with Selected Colleges on Promoting Planning Careers to People of Color	Consultation	Ongoing					Multiple
23. Administrative Activities/Support							
Work Program	Coordination, Reporting					Mid-year work program at January '21 work session; 2021-2022 work program at June '21 work session	Kirk
Budget and Financial Management	Reports, Coordination	Ongoing					Multiple
Personnel Administration & Management	Coordination	Ongoing					Multiple
24. Contingency & Unanticipated Items (if required or if time allows)							
Text amendment referrals from City/County Elected Officials/Managers/Attorneys or mandated by NC Legislature	Text Amendments	As Needed/Requested					TBD, City/County Atty

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Requests from City/County Managers, Elected Bodies, and Boards/Commissions	Research, Reports	As Requested					TBD
GIS: Geographic Information Systems CPAD: Comprehensive Planning and Design CC: Community Character LUA: Land Use Administration Admin: Administration & Administrative Support		TBD: To be determined PB: (City-County) Planning Board BIA: (City) Business Inclusion & Advancement Department CD: (City) Community Development & Housing Department					