

CITY-COUNTY PLANNING WORK PROGRAM

FY 2020-21 Mid-Year Update
January 2021

| Work Item | Type of Deliverable (assistance, maintenance, coordination, caseload, plan, publication) | 1st Quarter | | | 2nd Quarter | | | 3rd Quarter | | | 4th Quarter | | | Expected Completion Date | Mid-Year Status | Primary Responsibility |
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| | | 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 | In progress | Various |
| Downtown Streetscape Master Plan | CCPB adoption | | | | | | | | | | | | | Complete | Complete | CPAD |
| Define Critical Neighborhood Businesses/Services | Assistance to BIA (as directed) | | | | | | | | | | | | | June '21 | On hold at direction of BIA; project to be reassessed Summer 2021 | CPAD |
| Downtown Investment Report | Report, Summary Handout | | | | | | | | | | | | | Feb '21 | In progress | CPAD |
| Gentrification Report Recommendations | Report | | | | | | | | | | | | | Feb '21 | In progress, final presentation date dependent upon replies from peer cities | CPAD |
| UDO ClearCode, Phase 2 | Preparation of illustrative graphics | | | | | | | | | | | | | June '21 | On hold | CPAD |
| Identifying locations for permanent supportive housing for the homeless | Site Identification, Mapping | | | | | | | | | | | | | June '21 | In progress | Various |
| Legacy-Related UDO Amendments: | | | | | | | | | | | | | | | | |
| East End Master Plan Implementation | Text Amendments | As requested by City Manager's Office | | | | | | | | | | | | 2020-21 | Awaiting direction from Managers | CPAD |
| Traffic Impact Study Requirements Updates | Text Amendments | | | | | | | | | | | | | Nov '20 | Complete | LUA |
| Review/Update Affordable Housing Bonus Density | Text Amendments | | | | | | | | | | | | | Complete | Complete | CPAD |
| Downtown Streetscape Master Plan Implementation | Text Amendments | | | | | | | | | | | | | 2021-2022 | On hold due to Covid | CPAD |
| Creation of Cottage Court and PUD Provisions | Text Amendments | | | | | | | | | | | | | Nov '20 | Initial Planning Board public hearing held in January '21 | CPAD |
| Sign Ordinance Follow-Up (at request of Winston-Salem City Council) | Report/Text Amendment | | | | | | | | | | | | | May '21 | In progress | LUA |
| Revised Accessory Dwelling Unit Provisions (at request of Winston-Salem City Council) | Report/Text Amendment | | | | | | | | | | | | | June '21 | In progress | CPAD |
| Research Topics: | | | | | | | | | | | | | | | | |
| Parcels on Unopened Public ROW | Facilitate Discussion/Assist with Program Development | As directed by City Management & Council | | | | | | | | | | | | TBD | Awaiting direction from Managers | 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 | Complete | CPAD | |
| New Walkertown Road/Beltway Interchange Plan | Plan | | | | | | | | | 2021-2022 | staff work to start this FY; public involvement in FY21-22 | 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 | In progress | 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 | In progress | 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 | |
| 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) | | | | | | | | | | | | | |

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| Minor Subdivisions Requirement Revisions | Text Amendment | | | | | | | | | | | | 4th Quarter FY20-21 | On hold until Cottage Court regulations adopted | LUA | |
| Update Uses Allowed in GI District | Text Amendment | | | | | | | | | | | | Complete | Complete | CPAD | |
| Standards for Self-Storage Buildings | Text Amendment | | | | | | | | | | | | May '21 | In progress | LUA/CPAD | |
| Comprehensive Technical Clean Up | Text Amendment | | | | | | | | | | | | June '21 | Expected completion 1st quarter FY21-22 | CPAD | |
| Family Group Home Amendment (for Reasonable Accommodation) | Text Amendment | | | | | | | | | | | | January '21 | Complete | Chris | |
| NCGS 160D Changes | Text Amendment | | | | | | | | | | | | June '21 | In progress | Chris | |
| 6. Community Appearance Commission (CAC) | | | | | | | | | | | | | | | | |
| Support, Board Administration, Minutes & Training | Coordination/Records/Communication | | | | | | | | | | | | | | | CPAD |
| Tech Assistance & Project Review | Reports | | | | | | | | | | | | | | | CPAD |
| Recognitions | Letters/Markers | | | | | | | | | | | | | | | CPAD |
| Community Education/Beautification Programs | Seminars/Brochure/Events | | | | | | | | | | | | | | | CPAD |
| Biennial Awards | Award Process/Distribution | | | | | | | | | | | | Nov '20 | Complete | CPAD | |
| 7. Historic Resources Commission (HRC) | | | | | | | | | | | | | | | | |
| Support, Board Administration, Minutes & Training | Coordination/Records/Communication | | | | | | | | | | | | | | | CC |
| Certificate of Appropriateness (COAs) | Reports | | | | | | | | | | | | | | | CC |
| Review of Historic Nominations/Designations | Reports | | | | | | | | | | | | | | | CC |
| Section 106 Reviews | Reports | | | | | | | | | | | | | | | CC |
| Historic/Cultural Resource Studies | Reports | | | | | | | | | | | | | | | CC |
| Historic Resource Protection/Advocacy | Reports/Consultations | | | | | | | | | | | | | | | CC |
| Partner/Collaborate with External Organizations (Preservation Forsyth, Old Salem, etc.) | Assistance | | | | | | | | | | | | | | | CC |
| City/County Historic Marker Program | Marker Unveilings for P.H. Hanes Knitting Company and Bowen Park Neighborhood | | | | | | | | | | | | Dec '20 | Marker unveiling for P.H. Hanes held via Zoom in November; City Marketing staff are working on scheduling a Zoom event for Bowen Park | CC | |
| West End HO Guideline Update | Updated Guidelines | | | | | | | | | | | | Complete | Complete | CC | |
| Planning for Update of H District & LHL Guidelines | Process Development | | | | | | | | | | | | June '21 | In progress | CC | |
| Old Salem Infrastructure Project | Consult/Review | | | | | | | | | | | | June '21 | In progress | CC | |
| Educational/Recognition Activities: | | | | | | | | | | | | | | | | |
| General | Events/Citations/Publications/Presentations | | | | | | | | | | | | | | | CC |
| Black History Month | Website, Various Media, Tours | | | | | | | | | | | | Feb '21 | In progress | CC | |

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| Park History Panels | Text for Panels | | Ongoing | | | | | CC |
| Implementation of Outreach Strategy for Historic Programs/Resources | Various Media | | Ongoing | | | | | CC |
| Architectural Inventory: | | | | | | | | |
| Inventory Maintenance | Database | | Ongoing | | | | | CC |
| City Publication | Promotion/Sales | | Ongoing | | | | | CC |
| County/Smaller Communities Inventory Update | Inventory, Publication | | | | | 2023 | In progress | CC |
| 8. Public Art Commission (PAC) | | | | | | | | |
| Support, Board Administration, Minutes & Training | Coordination/Records/Communication | | Ongoing | | | | | CPAD |
| Respond to Public Art Selection Requests | Processes/Selections/Coordination | | As requested | | | | | CPAD |
| Long Range Public Art Plan | Plan | | | | | Complete | Complete | CPAD |
| Merschel Park Phase II RFP | Processes/Selections/Coordination | | As directed by City Manager's Office | | | TBD | Waiting on direction from Managers | CPAD |
| Short-term/Unplanned Public Art Projects | Processes/Selections/Coordination | | Ongoing | | | | | CPAD |
| Map of Local Public Art Installations | Map | | | | | Feb '21 | In progress; expected completion May '21 | CPAD/GIS |
| Percent for Art Ordinance | Ordinance | | | | | 2021-2022 | On hold until after FY2021-22 municipal budget is developed | CPAD |
| Submission of Our Town grant | grant proposal | | | | | Spring '21 | Waiting on direction from Managers | CPAD |
| Portrait Project | Coordination, Art Installations | | | | | 2021-2022 | In progress | CPAD |
| 9. Small Town Planning Support | | | | | | | | |
| Walkertown | Reports/Maps | | Ongoing | | | | | LUA/GIS |
| Other Towns | Assistance/Maps | | As Needed | | | | | LUA/GIS |
| Boards of Adjustment (Lewisville, Clemmons) | Staffing | | Ongoing | | | | | LUA |
| 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 | | | | | | | | |

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| Virtual Public Outreach and Engagement Recommendations | Report | | | | | | | | | January '21 | staff will present at February '21 work session | CPAD | |
| 2020 Census Complete Count Committee and Follow-up | Coordination, Public Information | | | | | | | | | June '21 | Follow-up expected in Spring '21 | CPAD | |
| Quarterly Development Forum | Consultation, Meetings | | | | | | | | | Quarterly | | Aaron/Desmond | |
| Neighborhood Organization Monthly Case Review | Consultation, Meetings | | | | | | | | | Monthly | | Aaron/Desmond | |
| Schools and Planning Roundtable | Meetings | | | | | | | | | Every 4 Months | | Kirk | |
| HRC/CLG/CAC/CCPB Annual Reports | Reports | | | | | | | | | 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 | |
| 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 | In progress, completion in February '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 | | | | | | | | | | | | | |

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| PDS New Staff Orientation/Training | Consultation/Training | | | Ongoing | | | | Chris/Kirk |
| Staff Team Building | Activities | | | Ongoing | | | | Multiple |
| Service Excellence (<i>departmental</i>) | 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 | In progress | 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 |
| Requests from City/County Managers, Elected Bodies, and Boards/Commissions | Research, Reports | | | As Requested | | | | TBD |
| GIS: Geographic Information Systems TBD: To be determined CPAD: Comprehensive Planning and Design PB: (City-County) Planning Board CC: Community Character BIA: (City) Business Inclusion & Advancement Department LUA: Land Use Administration CD: (City) Community Development & Housing Department Admin: Administration & Administrative Support | | | | | | | | |