



## UDOClearCode

### Winston-Salem/Forsyth County Code Assessment

Webinar Summary Notes

January 18, 2018

On January 18, 2018, CodeWright conducted a two-hour webinar with staff that covered several issues key to the UDOClearCode Project:

- A review of online codification companies on the market today;
- A summary of the trends in use of these companies across the mid-Atlantic and in similar-sized municipalities to Winston-Salem & Forsyth County;
- An overview of the elements of online codifications that should be taken into consideration to ensure user-friendliness of the updated UDO; and
- A set of four example codes to look at in-depth for pros and cons.

The following summarizes comments and questions collected from staff members during the webinar:

#### Codifier Review

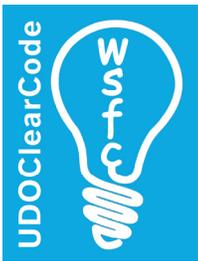
- See the accompanying Excel file that summarizes codifiers used in NC, SC, VA, and comparably-sized municipalities around the country.

#### On-line Codification Options

- The main codification option that the staff has been thinking about is EnCode Plus, based on preliminary research and a recommendation from the City of Greensboro.
- Presentation information has confirmed what staff has found during preliminary research.
- Budget decisions in the next fiscal year will affect the decision as well.
- Suggest that staff and CodeWright jointly reach out to the codifier of choice to better understand options and limitations so that WSFC can be well-prepared after the code assessment to complete the project in a user-friendly manner.

#### User-friendly Elements

- Document Structure
  - Clarification of material that is recommended for inclusion in an outside document: Submittal requirements for a site plan or a subdivision; subdivision certification provisions, tree lists; anything that is suggested but not required.
- Navigation
  - Staff noted that the numbering system is a little different in WSFC because of the City and County joint use of the UDO; CodeWright suggests to allow UDO to continue as a standalone document, rather than trying to reference back to the City or County numbering system.
  - Suggestion to consider using a slightly different numbering scheme in the cases where City and County provisions differ within the UDO, to avoid the creation of duplicate section numbers (i.e., the City has a Section 12.3.4.a.1 AND the County has a different Section 12.3.4.a.1 – this creates confusion that could be avoided by making the numbering system different.)



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- Graphics & Illustrations
  - Staff has been discussing the possibility of setting up a retainer system with whomever they choose to do their imagery, so that new or revised images in the future match the established conventions.
  - Stress on the importance of receiving the native files and supporting information for each graphic (i.e., the CAD/photoshop/illustrator file that is editable rather than just a .JPEG or .PNG file that is not editable).
  - Question on the summary image or “multi-purpose” illustrations that combine various code sections: Where do you place an example like this in the code? Answer: Suggest keeping them in the main code body (not an appendix or a separate section, which would force the reader to travel throughout the document to see the graphics, making them less helpful). In general, it’s OK to include various standards in one graphic, but they should mainly relate to one section and the standards in that section are the “main idea” of the graphic. A summary graphic should not show every possible standard, but a few related ones where helpful.
- Flow Charts
  - Question on flow charts (and tables and illustrations as well): Are they adopted as part of the code update? Answer: Yes, they are codified. Note that every single flow chart, table, and graphic should have a number and a title, so that they can be referenced in the text and discussed by figure number during adoption or review. The code should include a provision that says that images, graphics, and illustrations are supporting; the text of the code controls.
  - Comment that flow charts could also be kept in the supplementary document or guide, which is not adopted, if desired.

#### Example Codes

- See examples included in the Webinar PowerPoint copy to review example codes.