

Land Use, Planning and Development Summary

	Actual FY 14	Original Budget FY 15	Adjusted Budget FY 15	Budget FY 16	% Change From Orig. FY 15	% Change From Adj. FY 15
Land Use, Planning and Development Adm.	\$1,244,886	\$1,126,550	\$1,080,370	\$1,093,560	-2.93%	1.22%
Comprehensive Planning	371,933	385,860	396,280	403,200	4.49%	1.75%
Development Review	557,675	477,010	481,100	478,660	0.35%	-0.51%
Resource Management	1,395,146	705,070	669,840	665,720	-5.58%	-0.62%
Zoning Administration	287,830	228,410	223,560	228,250	-0.07%	2.10%
Total Land Use, Planning and Dev.	\$3,857,470	\$2,922,900	\$2,851,150	\$2,869,390	-1.83%	0.64%

Mission and Goals

To provide leadership, guidance and professional assistance to citizens, community organizations, businesses, the Board of County Commissioners, the Planning and Zoning Commission and local, State, regional and Federal governmental agencies on planning and zoning issues of importance to Carroll County.

Goals include:

- Represent and promote the long-range planning, development and environmental interest and policies of the Board of County Commissioners
- Implement long-range planning initiatives, such as the County Master Plan, water/sewer services, transportation system enhancements and local community plan updates
- Promote Carroll County's interests by serving on local, State and regional committees addressing planning questions of importance to Carroll County citizens
- Achieve strong planning coordination with the eight municipalities throughout Carroll County
- Continue to preserve farmland in perpetuity for present and future agricultural uses

Highlights, Changes, and Useful Information

- The majority of funding for the services provided by the Department of Land Use, Planning and Development is in the Community Investment Plan, including Agricultural Land Preservation and various water development and quality projects.
- In FY 15, the Board of County Commissioners adopted Carroll County's Comprehensive Master Plan.

Budget Changes

Total Land Use, Planning, and Development decreases due transferring expenses from the Bureau of Resource Management and Land Use, Planning, and Development Administration into the newly established Watershed Protection and Restoration Fund.

LUPD Administration

Description	Actual FY 14	Original Budget FY 15	Adjusted Budget FY 15	Budget FY 16	% Change From Orig. FY 15	% Change From Adj. FY 15
Personnel	\$777,827	\$803,040	\$760,080	\$779,980	-2.87%	2.62%
Benefits	384,746	212,010	208,790	184,200	-13.12%	-11.78%
Operating	82,312	111,500	111,500	129,380	16.04%	16.04%
Capital	0	0	0	0	0.00%	0.00%
Total	\$1,244,886	\$1,126,550	\$1,080,370	\$1,093,560	-2.93%	1.22%
Employees FTE	14.80	14.40	13.40	13.40	-----	-----

Note: FY 14 Actuals include a health and fringe allocation. The Adjusted Budget includes budget changes made during the year. Ongoing mid-year changes have been annualized for comparison purposes.

Contact

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Mission and Goals

It is the Department of Land Use, Planning and Development's (LUPD) vision to maintain, develop and implement programs and plans that allocate personnel and physical, natural, fiscal and constructed resources in a manner that is equitable, responsible and defensible.

Goals include:

- Provide leadership in all aspects of:
 - Planning
 - Resource conservation
 - Public facility investment
 - Growth management
- Preserve the rural character of our landscape
- Maintain the fabric of our communities
- Conserve our natural, mineral and cultural resources
- Minimize sprawl and inefficient development practices
- Encourage an environment that stimulates sound economic development opportunities
- Protect farmland and agricultural activities

Description

The Department of LUPD is a front line, local government agency dealing with citizens, businesses and other governmental agencies on a daily basis. Citizens, merchants, public officials and the press rely on the Department for guidance, leadership, geographic information System (GIS) products, and statistical information on county-wide issues relating to growth, land preservation, water resource planning, transportation, town/county cooperation and resource protection issues. Other responsibilities include enforcing the County's Storm Sewer System code, the Countywide National Pollutant Discharge Elimination System and Municipal Separate Storm Sewer System permit.

Program Highlights

- In FY 15, the Board of County Commissioners adopted Carroll County's Comprehensive Master Plan.
- Staff had significant new State initiatives to track, review and provide comment on. The most notable issues are related to:
 - Septic systems in rural areas
 - Land use mapping
 - Total maximum daily load development
 - Stormwater management funding

Budget Changes

- The decrease from FY 15 Original to Adjusted is due to the transfer of the NPDES Specialist position to the Watershed Protection and Restoration Fund.
- A 2.5% salary increase is included in FY 16.
- Benefits decrease due to Pension and OPEB allocations.
- Operating increases due to professional development and memberships to the Enhanced Reservoir Monitoring Program, and the Maryland Municipal Stormwater Association.

Positions

Title	Type	FTE
<i>Administrative Office Associate</i>	Full-time	1.70
<i>Ag. Land Pres. Program Mgr.</i>	Full-time	1.00
<i>Deputy Director</i>	Full-time	.70
<i>Director</i>	Full-time	1.00
<i>GIS Analyst</i>	Full-time	3.00
<i>Hydro geologist</i>	Full-time	1.00
<i>LUPD Project Coordinator</i>	Full-time	1.00
<i>Management Support</i>	Part-time	0.60
<i>Office Associate</i>	Full-time	2.00
<i>Planning Intern</i>	Full-time	0.40
<i>Preservation Specialist</i>	Full-time	1.00
Total		13.40

30% of the Deputy Director and one Administrative Office Association position are charged to the Watershed Protection and Restoration Fund.

Comprehensive Planning

Description	Actual FY 14	Original Budget FY 15	Adjusted Budget FY 15	Budget FY 16	% Change From Orig. FY 15	% Change From Adj. FY 15
Personnel	\$242,533	\$299,810	\$309,490	\$316,160	5.45%	2.16%
Benefits	125,331	70,310	71,050	70,660	0.50%	-0.55%
Operating	4,070	15,740	15,740	16,380	4.07%	4.07%
Capital	0	0	0	0	0.00%	0.00%
Total	\$371,933	\$385,860	\$396,280	\$403,200	4.49%	1.75%
Employees FTE	5.00	6.00	6.00	6.00	-----	-----

Note: FY 14 Actuals include a health and fringe allocation. The Adjusted Budget includes budget changes made during the year. Ongoing mid-year changes have been annualized for comparison purposes.

Contact

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Mission and Goals

To prepare plans, initiatives, programs and implementation measures that facilitate a balanced and harmonious equilibrium of economic opportunity, resource protection and the intelligent utilization of human resources in a manner and methodology that respects the rights and dignity of our citizens and their constitutionally-guaranteed protections.

Goals include:

- Complete State planning requirements within deadlines set by the State for County areas and projects.
- Provide assistance to the municipalities to meet their State Planning requirements within deadlines set by the State.
- Develop processes for creating and updating countywide plans that are efficient, collaborative, and provide appropriate opportunities for community participation and access to information.
- Continually increase GIS capabilities for providing decisions-making and analysis and products.
- Continually improve the quality of analysis and information support needed for decision-makers to provide appropriate and well-founded decisions.
- Proactively seek new ways to increase citizen and community awareness on planning issues.
- Use current technologies to facilitate access to planning-related information for citizens.
- Make the most effective use of time spent serving on local and regional committees.

Description

The Bureau of Comprehensive Planning is responsible for comprehensive, countywide master planning. Land use plans are developed and implemented working with the Carroll County Planning Commission authorized under the Land Use

Article of the Annotated Code of Maryland. The Bureau assures County projects and programs conform to the County Master Plan, that current and long-range planning serves to implement the Plan, and that land use and policy decisions are in accordance with the Plan. Other functions of the Bureau are: water and sewer master planning, comprehensive planning for the County and incorporated towns; major street and road planning; and to act as town/county liaison planners.

Program Highlights

- Adopted 2014 Carroll County Comprehensive Master Plan and Finksburg Corridor Plan.
- Currently working on Freedom Community Comprehensive Plan and Continuity of Operations Plan.

Budget Changes

- The increase from FY 15 Original to Adjusted is due to employee turnover and a salary adjustment.
- A 2.50% salary increase is included in FY 16.
- Operating increases due to professional development.

Positions

Title	Type	FTE
<i>Bureau Chief</i>	Full-time	1.00
<i>Comprehensive Planner</i>	Full-time	3.00
<i>Comprehensive Planner Tech</i>	Full-time	1.00
<i>Transportation Planner</i>	Full-time	1.00
Total		6.00

Development Review

Description	Actual FY 14	Original Budget FY 15	Adjusted Budget FY 15	Budget FY 16	% Change From Orig. FY 15	% Change From Adj. FY 15
Personnel	\$331,985	\$355,740	\$359,550	\$368,530	3.60%	2.50%
Benefits	216,777	107,680	107,960	95,120	-11.66%	-11.89%
Operating	8,914	13,590	13,590	14,010	3.09%	3.09%
Capital	0	0	0	1,000	100.00%	100.00%
Total	\$557,675	\$477,010	\$481,100	\$478,660	0.35%	-0.51%
Employees FTE	8.00	8.00	8.00	8.00	-----	-----

Note: FY 14 Actuals include a health and fringe allocation. The Adjusted Budget includes budget changes made during the year. Ongoing mid-year changes have been annualized for comparison purposes.

Contact

Clayton R. Black, Bureau Chief (410) 386-2145
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Mission and Goals

To administer and monitor plan recommendations and the implementation of codes and requirements that serve to allocate personnel and physical, natural, fiscal and constructed resources in a manner that is equitable, responsible and defensible.

Goals include:

- To provide timely, efficient, accurate, and friendly customer service in a predictable and efficient manner while assuring compliance with County development codes, regulations, and processes, as well as applicable State laws and regulations
- Interpret correctly and consistently apply the requirements of Chapter 103 Development and Subdivision of Land, Chapter 71 Adequate Public Facilities and Concurrency Management, Development Review Manual, and Roads and Storm Drain Design Manual
- Fairly and equitably manage and coordinate the entire development review process from pre-submittal conference through release of bonds
- Promote economic development initiatives through expeditious and thorough reviews
- Develop and refine systems and procedures to collect, assess, and provide accurate, reliable development information
- Increase the availability of information for improving public knowledge and use of the development process
- Facilitate communications and cooperation for all users of our service
- Incorporate the use of technology in all services to maximize the performance of Bureau staff
- Continuously review and recommend code changes and process revisions to improve the process and functionality of the development process

Description

The Bureau of Development Review is responsible for reviewing all residential, commercial and industrial plans in Carroll County. The Bureau processes and tracks development plans from submission through approval while providing development review services to the municipalities. The Bureau is also responsible for monitoring the effects of the Concurrency Management Ordinance and developing the annual report detailing the adequacy level of the applicable facilities.

Program Highlights

- The development tracking system was replaced with Accela software program.
- Code changes and amendments to the Planning Commission's rules have allowed for staff to present the development plan for review to the Planning Commission Chair, decreasing the time of the overall review process.

Budget Changes

- The increase from FY 15 Original to Adjusted is due to a position reclassification.
- A 2.5% salary increase is included in FY 16.
- Capital includes a cabinet to store mylar documents.

Positions

Title	Type	FTE
<i>Bureau Chief</i>	Full-time	1.00
<i>Development Review Coordinator</i>	Full-time	3.00
<i>Development Review Technician</i>	Full-time	1.00
<i>Engineering Reviewer</i>	Full-time	1.00
<i>Legal Document Coordinator</i>	Full-time	1.00
<i>Office Associate</i>	Full-time	1.00
Total		8.00

Resource Management

Description	Actual FY 14	Original Budget FY 15	Adjusted Budget FY 15	Budget FY 16	% Change From Orig. FY 15	% Change From Adj. FY 15
Personnel	\$862,846	\$433,290	\$432,660	\$444,880	2.67%	2.82%
Benefits	485,464	216,720	182,120	174,280	-19.58%	-4.30%
Operating	25,565	44,560	44,560	36,260	-18.63%	-18.63%
Capital	21,271	10,500	10,500	10,300	-1.90%	-1.90%
Total	\$1,395,146	\$705,070	\$669,840	\$665,720	-5.58%	-0.62%
Employees FTE	19.00	9.10	9.10	9.10	-----	-----

Note: FY 14 Actuals include a health and fringe allocation. The Adjusted Budget includes budget changes made during the year. Ongoing mid-year changes have been annualized for comparison purposes.

Contact

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Mission and Goals

Protect and manage the natural resources for use and enjoyment by the citizens of Carroll County. Promote public awareness and education to preserve, protect, and improve natural resources in the County.

Goals include:

- Serve as the central source of information and data relating to Carroll County's natural resources
- Fairly and equitably interpret and apply code requirements for Chapter 53 Environmental Management of Storm Sewer System, Chapter 153 Floodplain Management, Chapter 157 Landscape Enhancement of Development, Chapter 151 Stormwater Management, and Chapter 154 Water Resource Management
- Maintain full EPA National Pollutant Discharge Elimination System (NPDES) permit compliance for the five-year compliance period
- Protect and promote the economic value and contribution of Carroll County's agricultural resources

Description

The Bureau of Resource Management combines staff from stormwater management, forestry/landscape, environmental inspections and water resource management. The department is responsible for protection and management of water, soil and forestry resources. Staff is involved in a wide range of activities, including subdivision and site plan review, water supply development and protection, watershed restoration and protection, stormwater management, forest protection and enhancement, landscaping development and enhancement, floodplain management, sediment control, sinkhole protection and mitigation, program development, and providing technical assistance to all stakeholders.

Program Highlights

- In FY 14, five stormwater management retrofit projects were completed. These will be instrumental in addressing the National Pollutant Discharge Elimination System permit requirements.
- To offset the cost of engineering, staff provides conceptual designs for new facilities prior to contracting with a consultant.
- Ten projects are currently under design and three are under construction.

Budget Changes

- The decrease from FY 15 Original to Adjusted is due to position allocations between Resource Management and the Watershed Protection and Restoration Fund.
- A 2.5% salary increase is included in FY 16.
- Operating decreases due to the transfer of lab expenses to the Watershed Protection and Restoration Fund.

Positions

Title	Type	FTE
<i>Bureau Chief</i>	Full-time	0.25
<i>Chief Reviewer/Inspector</i>	Full-time	0.70
<i>Environ. Inspector/Grading Rev.</i>	Full-time	3.00
<i>Floodplain Mgt. Specialist</i>	Full-time	0.20
<i>Forest Conservation Spec.</i>	Full-time	0.90
<i>Office Associate</i>	Full-time	1.85
<i>Program Engineer</i>	Full-time	0.60
<i>Stormwater Mgt. Review Asst.</i>	Full-time	0.40
<i>Water Resource Specialist</i>	Full-time	0.40
<i>Water Resource Supervisor</i>	Full-time	0.20
<i>Water Resource Technician</i>	Full-time	0.20
<i>Watershed Mgt. Specialist</i>	Full-time	0.20
<i>Watershed Restoration Engineer</i>	Full-time	0.20
Total		9.10

The salaries and benefits of Bureau of Resource Management's positions are split between the Bureau of Resource Management and the Watershed Protection and Restoration Fund.

Zoning Administration

Description	Actual FY 14	Original Budget FY 15	Adjusted Budget FY 15	Budget FY 16	% Change From Orig. FY 15	% Change From Adj. FY 15
Personnel	\$154,908	\$165,450	\$160,950	\$164,930	-0.31%	2.47%
Benefits	120,352	56,960	56,610	57,020	0.11%	0.72%
Operating	12,569	6,000	6,000	6,300	5.00%	5.00%
Capital	0	0	0	0	0.00%	0.00%
Total	\$287,830	\$228,410	\$223,560	\$228,250	-0.07%	2.10%
Employees FTE	4.00	4.00	4.00	4.00	-----	-----

Note: FY 14 Actuals include a health and fringe allocation. The Adjusted Budget includes budget changes made during the year. Ongoing mid-year changes have been annualized for comparison purposes.

Contact

Jay C. Voight, Zoning Administrator (410) 386-2982
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Mission and Goals

To monitor and enforce the implementation codes and requirements that serve to allocate personnel and physical, natural, fiscal, and constructed resources in a manner that is equitable, responsible and defensible.

Goals include:

- To promote the health, safety, and welfare of the residents of Carroll County through the fair and equitable enforcement of the Zoning Ordinance
- To administer, maintain, and enforce the Zoning Ordinance and related regulations, to process development proposals and applications to ensure land use activities are in accordance with the Zoning Ordinance and Comprehensive Plan
- Administer and oversee implementation of the Zoning Ordinance
- Interpret the Zoning Ordinance and provide information to citizens, legal and real estate professionals on the zoning and use of properties for their determination in land use and purchase decisions
- Enforce written Zoning Regulations and the approvals and conditions of the Board of Zoning Appeals
- Review all pending building permits to assure Zoning Ordinance conformance

Description

The purpose of the Zoning Ordinance is to promote the health, safety and general welfare of the community by regulating and restricting a structure's:

- Height and number of stories
- Percent of lot area that may be occupied
- Density of population
- Lot, yard, court and other open space size
- Location
- Use and purpose

The Zoning Ordinance also functions to:

- Conserve the value of property
- Secure safety from fire, panic and other danger
- Provide for adequate light and air

The Zoning Administrator:

- Conducts public hearings for variance requests including notices and postings
- Participates in planning efforts as they relate to master plans, comprehensive plans, and map and text amendments

Program Highlights

Zoning has taken over the responsibility for Housing and Community Development termination appeal hearings.

Budget Changes

- The decrease from FY 15 Original to Adjusted is due to employee turnover.
- A 2.5% salary increase is included in FY 16.
- Operating increases due to sign posts and boards.

Positions

Title	Type	FTE
<i>Administrative Office Assoc.</i>	Full-time	1.00
<i>Zoning Administrator</i>	Full-time	1.00
<i>Zoning Inspector</i>	Full-time	1.00
<i>Zoning Technician</i>	Full-time	1.00
Total		4.00