

# Land and Resource Management Summary

	Actual FY 17	Original Budget FY 18	Adjusted Budget FY 18	Budget FY 19	% Change From Orig. FY 18	% Change From Adj. FY 18
Land and Resource Management Administration	\$868,920	\$785,890	\$769,190	\$798,740	1.64%	3.84%
Development Review	602,384	543,860	543,600	570,590	4.91%	4.97%
Resource Management	943,720	809,390	805,010	867,520	7.18%	7.77%
Zoning Administration	371,584	239,680	239,250	259,200	8.14%	8.34%
<b>Total Land and Resource Management</b>	<b>\$2,786,609</b>	<b>\$2,378,820</b>	<b>\$2,357,050</b>	<b>\$2,496,050</b>	<b>4.93%</b>	<b>5.90%</b>
<b>Total Without Benefits</b>	<b>\$1,709,248</b>	<b>\$1,761,110</b>	<b>\$1,740,890</b>	<b>\$1,850,750</b>	<b>5.09%</b>	<b>6.31%</b>

## Mission and Goals

The Department of Land and Resource Management's vision is to maintain, develop, and implement programs in an efficient and effective manner related to development review, zoning, resource management, geographic information systems (GIS), and agricultural preservation.

### Goals include:

- Preserve farmland in perpetuity for present and future agricultural uses
- Develop creative means to achieve the County's land preservation goal of 100,000 acres
- 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
- Maintain full EPA National Pollutant Discharge Elimination System (NPDES) permit compliance for the five-year compliance period
- Promote the health, safety, and welfare of the residents of Carroll County through the fair and equitable enforcement of the Zoning Ordinance

## Highlights, Changes, and Useful Information

The majority of funding for the services provided by the Department of Land and Resource Management is in the Community Investment Plan, including Agricultural Land Preservation and water quality projects.

## Budget Changes

The overall decrease from FY 18 Original to Adjusted is due to employee turnover.

# Land and Resource Management Administration

Description	Actual FY 17	Original Budget FY 18	Adjusted Budget FY 18	Budget FY 19	% Change From Orig. FY 18	% Change From Adj. FY 18
Personnel	\$538,831	\$562,820	\$547,300	\$579,990	3.05%	5.97%
Benefits	325,320	184,910	183,730	180,590	-2.34%	-1.71%
Operating	4,769	38,160	38,160	38,160	0.00%	0.00%
Capital	0	0	0	0	0.00%	0.00%
<b>Total</b>	<b>\$868,920</b>	<b>\$785,890</b>	<b>\$769,190</b>	<b>\$798,740</b>	<b>1.64%</b>	<b>3.84%</b>
<b>Total Without Benefits</b>	<b>\$543,600</b>	<b>\$600,980</b>	<b>\$585,460</b>	<b>\$618,150</b>	<b>2.86%</b>	<b>5.58%</b>
Employees FTE	9.10	9.33	9.33	9.43	-----	-----

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

## Contact

Thomas Devilbiss, Director (410) 386-2145  
 Lynn Karr, Senior Budget Analyst (410) 386-2082  
<http://ccgovernments.org/ccg/plan/>

## Mission and Goals

It is the Department of Land and Resource Management's vision to maintain, develop, and implement programs in an efficient and effective manner related to development review, zoning, resource management, geographic information systems (GIS), and agricultural preservation.

### Goals include:

- Preserve farmland in perpetuity for present and future agricultural uses
- Develop creative means to achieve the County's land preservation goal of 100,000 acres
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- Promote the health, safety, and welfare of the residents of Carroll County through the fair and equitable enforcement of the Zoning Ordinance

## Description

The Department of Land and Resource Management is a front-line agency serving the citizens, businesses, and other governmental agencies on a daily basis. The Department provides leadership guidance, GIS products, and technical and statistical information on issues relating to development, land preservation, water resource management, zoning, town/county cooperation, and resource protection issues. Responsibilities also include enforcing the County's Storm Sewer System code, and managing the Countywide National Pollutant Discharge Elimination System (NPDES). The Department staffs the Planning and Zoning Commission, the Environmental Advisory Council, and participates in the Water Resource Coordination Council.

## Program Highlights

- Annual in-house training for County and municipal staff was performed in October in compliance with the NPDES permit.
- Administration staff submitted the Annual Permit Compliance Report to the Maryland Department of Environment.
- In FY 17, the County Agricultural Preservation Program preserved ten farms, and the Critical Farms Program one farm, for a total of 1,529 acres preserved.

## Budget Changes

- The decrease from FY 18 Original to Adjusted due to employee turnover.
- Personnel increases due to a 3.0% salary adjustment, reclassifications, and a change in personnel allocations to the Watershed Protection and Restoration Fund.

# Development Review

Description	Actual FY 17	Original Budget FY 18	Adjusted Budget FY 18	Budget FY 19	% Change From Orig. FY 18	% Change From Adj. FY 18
Personnel	\$335,132	\$400,460	\$400,230	\$414,090	3.40%	3.46%
Benefits	237,864	129,300	129,270	142,400	10.13%	10.16%
Operating	28,940	14,100	14,100	14,100	0.00%	0.00%
Capital	448	0	0	0	0.00%	0.00%
<b>Total</b>	<b>\$602,384</b>	<b>\$543,860</b>	<b>\$543,600</b>	<b>\$570,590</b>	<b>4.91%</b>	<b>4.97%</b>
<b>Total Without Benefits</b>	<b>\$364,520</b>	<b>\$414,560</b>	<b>\$414,330</b>	<b>\$428,190</b>	<b>3.29%</b>	<b>3.35%</b>
<b>Employees FTE</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>-----</b>	<b>-----</b>

Note: Actuals include a health and fringe allocation and other operating expenditures. 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  
 Lynn Karr, Senior Budget Analyst (410) 386-2082  
<http://ccgovernent.carr.org/ccg/devrev/>

## Mission and Goals

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.

## Goals include:

- Interpret correctly and consistently apply the requirements of Chapter 155 Development and Subdivision of Land, Chapter 156 Adequate Public Facilities and Concurrency Management, Development Review Manual, and Roads and Storm Drain Design Manual
- 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
- Continually review and recommend code changes and revisions to improve the 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

Year	Final Plats Processed and Recorded	Planning Commission Reviewed
FY 17	41	41
FY 16	48	27
FY 15	38	66
FY 14	41	35
FY 13	39	27
FY 12	35	39

## Budget Changes

- Personnel increases due to a 3% salary adjustment and reclassifications.
- Benefits increases due to a change in OPEB allocations.

# Resource Management

Description	Actual FY 17	Original Budget FY 18	Adjusted Budget FY 18	Budget FY 19	% Change From Orig. FY 18	% Change From Adj. FY 18
Personnel	\$496,241	\$519,050	\$514,980	\$569,150	9.65%	10.52%
Benefits	383,508	246,630	246,320	254,120	3.04%	3.17%
Operating	56,172	35,510	35,510	36,050	1.52%	1.52%
Capital	7,799	8,200	8,200	8,200	0.00%	0.00%
<b>Total</b>	<b>\$943,720</b>	<b>\$809,390</b>	<b>\$805,010</b>	<b>\$867,520</b>	<b>7.18%</b>	<b>7.77%</b>
<b>Total Without Benefits</b>	<b>\$560,212</b>	<b>\$562,760</b>	<b>\$558,690</b>	<b>\$613,400</b>	<b>9.00%</b>	<b>9.79%</b>
<b>Employees FTE</b>	<b>9.90</b>	<b>9.90</b>	<b>9.90</b>	<b>10.15</b>	<b>-----</b>	<b>-----</b>

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

## Contact

Gale Engles, Bureau Chief (410) 386-2145  
 Lynn Karr, Senior Budget Analyst (410) 386-2082  
<http://ccgoverment.carr.org/ccg/resmgmt/>

## 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 staff is responsible for protection and management of water, soil, and forestry resources. The staff is involved in a wide range of activities: subdivision and site plan review, retrofit and restoration projects, tree plantings, water supply protection, watershed assessments, restoration and protection, forest protection and enhancement, landscape development and enhancement, floodplain management and grading/sediment control, sinkhole investigation, program development, inspection and enforcement, and technical assistance to other County agencies and the general public. The work of the Bureau is regulated by County Codes and State/Federal mandated programs.

## Program Highlights

- In FY 17, 3 stormwater management retrofit projects were completed, treating 92 acres of impervious area and 147 acres of drainage area.
- Six non-structural stormwater management practices were installed with informational signage at the Carroll County Farm Museum. This venue was used for the Bureau's Earth Day celebration with students from the Carroll County Outdoor School program.

## Budget Changes

- The decrease from FY 18 Original to Adjusted is due to turnover, offset by reclassifications.
- Personnel increases due to a 3.0% salary adjustment, reclassifications, and a change in personnel allocations to the Watershed Protection and Restoration Fund.

# Zoning Administration

Description	Actual FY 17	Original Budget FY 18	Adjusted Budget FY 18	Budget FY 19	% Change From Orig. FY 18	% Change From Adj. FY 18
Personnel	\$166,690	\$176,510	\$176,110	\$183,710	4.08%	4.32%
Benefits	130,669	56,870	56,840	68,190	19.91%	19.97%
Operating	73,858	6,000	6,000	7,000	16.67%	16.67%
Capital	367	300	300	300	0.00%	0.00%
<b>Total</b>	<b>\$371,584</b>	<b>\$239,680</b>	<b>\$239,250</b>	<b>\$259,200</b>	<b>8.14%</b>	<b>8.34%</b>
<b>Total Without Benefits</b>	<b>\$240,915</b>	<b>\$182,810</b>	<b>\$182,410</b>	<b>\$191,010</b>	<b>4.49%</b>	<b>4.71%</b>
<b>Employees FTE</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>-----</b>	<b>-----</b>

Note: Actuals include a health and fringe allocation and other operating expenditures. 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

Lynn Karr, Senior Budget Analyst (410) 386-2082

<http://ccgovernment.carr.org/ccg/zoningad/>

## Mission and Goals

To maintain a fair and equitable application of the Zoning Ordinance.

### Goals include:

- Promote the health, safety, and welfare of the residents of Carroll County through the fair and equitable enforcement of the Zoning Ordinance
- Administer, maintain, and enforce the Zoning Ordinance and related regulations, and to process development proposals and applications to ensure land use activities are in accordance with the Zoning Ordinance and Comprehensive Plan
- 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

	FY 16	FY 17
New Zoning Cases	311	331
Abated Cases	322	284
Zoning Inspections	1,118	1,250
Zoning Certificate Issued	70	71
Admin.Zoning Hearings	73	62
Building Permits Processed	1,891	1,865
Investigation Activities	1,944	2,050

## Budget Changes

- Personnel increases due to a 3% salary adjustment and reclassifications.
- Operating increases due to cell tower consulting fees, which are offset by revenue.