

# Land and Resource Management Summary

	Actual FY 15	Original Budget FY 16	Adjusted Budget FY 16	Budget FY 17	% Change From Orig. FY 16	% Change From Adj. FY 16
Land and Resource Management Administration	\$1,161,802	\$738,945	\$739,780	\$711,260	-3.75%	-3.86%
Development Review	496,255	478,660	479,770	515,080	7.61%	7.36%
Resource Management	1,209,843	665,720	664,350	710,120	6.67%	6.89%
Zoning Administration	278,433	228,250	228,710	233,930	2.49%	2.28%
<b>Total Land and Resource Management</b>	<b>\$3,146,334</b>	<b>\$2,111,575</b>	<b>\$2,112,610</b>	<b>\$2,170,390</b>	<b>2.79%</b>	<b>2.74%</b>

## 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
- 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

Changes in Resource Management and Land and Resource Management Administration are due to changes in employee allocations between these budgets and the Watershed Protection and Restoration Fund.

# Land and Resource Management Administration

Description	Actual FY 15	Original	Adjusted	Budget FY 17	% Change	% Change
		Budget FY 16	Budget FY 16		From Orig. FY 16	From Adj. FY 16
Personnel	\$721,870	\$550,940	\$551,520	\$529,880	-3.82%	-3.92%
Benefits	325,848	151,580	151,830	144,820	-4.46%	-4.62%
Operating	114,084	36,425	36,430	36,560	0.37%	0.36%
Capital	0	0	0	0	0.00%	0.00%
<b>Total</b>	<b>\$1,161,802</b>	<b>\$738,945</b>	<b>\$739,780</b>	<b>\$711,260</b>	<b>-3.75%</b>	<b>-3.86%</b>
Employees FTE	14.80	10.00	10.00	9.10	-----	-----

Note: FY 15 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

Thomas Devilbiss, Director (410) 386-2145  
 Sheree Lima, Management and Budget Project Coordinator  
 (410) 386-2082  
<http://ccggovernment.carr.org/ccg/plan/>

## Mission and Goals

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## 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 November in compliance with the NPDES permit.
- In FY 15, the Agricultural Preservation Program preserved six farms, the Rural Legacy Program two farms and the Critical Farms Program two farms for a total of 1,057 acres preserved.

## Budget Changes

- A 3.0% salary increase is included in FY 17 offset by changes to salary allocations.
- Benefits decrease due to Pension and OPEB allocations.

## Positions

Title	Type	FTE
Administrative Office Associate	Full-time	0.50
Ag. Land Pres. Program Mgr.	Full-time	1.00
Director	Full-time	0.60
GIS Analyst	Full-time	3.00
Hydrogeologist	Full-time	1.00
Land Use Project Coordinator	Full-time	1.00
Office Associate	Full-time	1.00
Preservation Specialist	Full-time	1.00
<b>Total</b>		<b>9.10</b>

40% of the Director and 50% of the Administrative Office Associate are charged to the Watershed Protection and Restoration Fund.

# Development Review

Description	Actual FY 15	Original Budget FY 16	Adjusted Budget FY 16	Budget FY 17	% Change From Orig. FY 16	% Change From Adj. FY 16
Personnel	\$278,177	\$368,530	\$369,560	\$380,650	3.29%	3.00%
Benefits	183,488	95,120	95,200	120,330	26.50%	26.40%
Operating	34,591	14,010	14,010	14,100	0.64%	0.64%
Capital	0	1,000	1,000	0	-100.00%	-100.00%
<b>Total</b>	<b>\$496,255</b>	<b>\$478,660</b>	<b>\$479,770</b>	<b>\$515,080</b>	<b>7.61%</b>	<b>7.36%</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: FY 15 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  
 Sheree Lima, Management and Budget Project Coordinator  
 (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 15	38	66
FY 14	41	35
FY 13	39	27
FY 12	35	39
FY 11	40	34
FY 10	66	54

## Budget Changes

- The increase from FY 16 Original to Adjusted is due to employee turnover.
- A 3.0% salary increase is included in FY 17.

## 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
<b>Total</b>		<b>8.00</b>

# Resource Management

Description	Actual FY 15	Original Budget FY 16	Adjusted Budget FY 16	Budget FY 17	% Change From Orig. FY 16	% Change From Adj. FY 16
Personnel	\$437,637	\$444,880	\$443,610	\$493,090	10.84%	11.15%
Benefits	313,897	174,280	174,180	173,870	-0.24%	-0.18%
Operating	448,340	36,260	36,260	36,160	-0.28%	-0.28%
Capital	9,969	10,300	10,300	7,000	-32.04%	-32.04%
<b>Total</b>	<b>\$1,209,843</b>	<b>\$665,720</b>	<b>\$664,350</b>	<b>\$710,120</b>	<b>6.67%</b>	<b>6.89%</b>
<b>Employees FTE</b>	<b>19.00</b>	<b>9.10</b>	<b>9.10</b>	<b>9.90</b>	<b>-----</b>	<b>-----</b>

Note: FY 15 Actuals include a health and fringe allocation and other operating expenses. The 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  
 Sheree Lima, Management and Budget Project Coordinator  
 (410) 386-2082  
<http://ccgovernment.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 15, three 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.
- Nine projects are currently under design and three are under construction.

## Budget Changes

- A 3.0% salary increase is included in FY 17.
- Personnel increases due to changes in employee allocations between this budget and 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	0.40
<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	0.80
<i>Watershed Mgt. Specialist</i>	Full-time	0.20
<i>Watershed Restoration Engineer</i>	Full-time	0.20
<b>Total</b>		<b>9.90</b>

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

# Zoning Administration

Description	Actual FY 15	Original Budget FY 16	Adjusted Budget FY 16	Budget FY 17	% Change From Orig. FY 16	% Change From Adj. FY 16
Personnel	\$158,148	\$164,930	\$165,360	\$170,260	3.23%	2.96%
Benefits	105,991	57,020	57,050	57,670	1.14%	1.09%
Operating	14,294	6,300	6,300	6,000	-4.76%	-4.76%
Capital	0	0	0	0	0.00%	0.00%
<b>Total</b>	<b>\$278,433</b>	<b>\$228,250</b>	<b>\$228,710</b>	<b>\$233,930</b>	<b>2.49%</b>	<b>2.28%</b>
Employees FTE	4.00	4.00	4.00	4.00	-----	-----

Note: FY 15 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  
 Sheree Lima, Management and Budget Project Coordinator  
 (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, 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

In FY 15:

New Zoning Cases	283
Abated Cases	350
Open Zoning Cases	130
Zoning Inspections	1,065
Zoning Certificate Issued	78
Administration Zoning Hearings	62
Termination Hearings	9

## Budget Changes

- A 3.0% salary increase is included in FY 17.
- Operating decreases due to lower estimates for computer supplies and printing fees based on actual expenditures.

## Positions

Title	Type	FTE
Administrative Office Associate	Full-time	1.00
Zoning Administrator	Full-time	1.00
Zoning Inspector	Full-time	1.00
Zoning Technician	Full-time	1.00
<b>Total</b>		<b>4.00</b>