

Planning Summary

	Actual FY 08	Original Budget FY 09	Adjusted Budget FY 09	Budget FY 10	% Change From Orig. FY 09	% Change From Adj. FY 09
Planning Administration	\$580,771	\$624,360	\$624,360	\$603,280	-3.38%	-3.38%
Comprehensive Planning	579,899	692,710	682,000	638,860	-7.77%	-6.33%
Development Review	373,184	409,300	373,510	366,420	-10.48%	-1.90%
Resource Management	797,049	917,910	900,183	874,400	-4.74%	-2.86%
Environmental Compliance	216,814	228,220	226,290	217,780	-4.57%	-3.76%
Total Planning	\$2,547,717	\$2,872,500	\$2,806,343	\$2,700,740	-5.98%	-3.76%

Mission and Goals

To provide leadership, guidance, and professional assistance to local citizens, community organizations, businesses, the 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 interests and policies of the Board of County Commissioners.
- Implement a long-range planning initiative, such as 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.
- To preserve approximately 2,000 acres in FY 10 toward reaching a total of 100,000 acres under land preservation easements.

Highlights, Changes and Useful Information

- The Comprehensive Plan update process, called the Pathways Plan, for Carroll County began in FY 05 and will last through FY 10. Four sets of meetings have been held in 23 different communities and with the Council of Governments, business, and development communities, attracting over 300 participants. The following website was created for this process to provide greater accessibility to materials and information for the citizens of Carroll County: <http://www.carrollpathways.org/>
- During 2008, Carroll County permanently preserved a total of 28 farms covering 2,465 acres bringing the total acres permanently preserved to 53,764.
- The September 2008 issue of Farmland Preservation Report ranked Carroll County, Maryland fifth in the nation for total preserved acres of farmland.
- The department instituted the Design and Architectural Review Committee (DARC) consisting of public and private representatives having an interest in new building aesthetics in Carroll County.
- To view the 2007 Planning Annual Report, please click on the following link: <http://ccggovernment.carr.org/ccg/plan/annualrpt.pdf>

Budget Changes

The 5.98% overall decrease in Planning is primarily due to the FY 10 elimination of two positions: a Comprehensive Planner and an Office Associate in addition to salary adjustments that occurred in FY 09.

Planning Administration

Description	Actual FY 08	Original Budget FY 09	Adjusted Budget FY 09	Budget FY 10	% Change From Orig. FY 09	% Change From Adj. FY 09
Personnel	\$479,117	\$508,280	\$508,280	\$508,280	0.00%	0.00%
Operating	101,654	116,080	116,080	95,000	-18.16%	-18.16%
Capital Outlay	0	0	0	0	0.00%	0.00%
Total	\$580,771	\$624,360	\$624,360	\$603,280	-3.38%	-3.38%
Employees FTE	8.00	8.00	8.00	8.00	-----	-----

Note: The Adjusted Budget includes budget changes made during the year. On-going mid-year changes have been annualized for comparison purposes.

Contact

Steve Horn, Director of Planning (410) 386-2145
**Deborah Effingham, Management and Budget Project
 Coordinator (410) 386-2082**

Mission and Goals

To provide leadership, guidance, and professional assistance to local citizens, community organizations, businesses, the 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 interests and policies of the Board of County Commissioners.
- 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.
- To develop creative means to preserve farmland in perpetuity for present and future agricultural uses.
- To preserve approximately 2,000 acres in FY 10 in an effort to reach a total of 100,000 acres permanently preserved.

Description

The Director of Planning is responsible for comprehensive water and sewer, transportation and emergency services planning activities. The Department also develops the Master Plan for the County and its eight incorporated municipalities in accordance with County and State programs, policies and regulations. As Secretary to the Planning and Zoning Commission, the Director coordinates the Planning and Zoning Commission's Community Investment Plan recommendation. The Director assists with site selection and land purchases for future schools, roads, and other public facilities involving implementation of the master plan.

County government agencies utilize professional services offered by the Planning Department as a resource in providing mapping and statistical information to their customers.

Planning Administration takes the lead role in the development of State mandated, countywide and small area comprehensive plans which direct the physical development of the County in the future. Planning Administration has a high level of public interaction with local citizens, municipal governments, and their appointed commissions, community organizations and other County appointed committees.

Program Highlights

- During 2008, Carroll County permanently preserved a total of 28 farms covering 2,465 acres, and bringing the total preserved to 53,764 acres.
- Received Rural Legacy grant funding of \$1.5 million for land preservation.

Budget Changes

- There are no salary increases in FY 10 and operating expenses are being held near, or reduced from, the FY 09 levels. Most budgets, including this one, are either flat or experience an overall decrease.
- The 18.16% decrease in operating in FY 10 is due to transferring the cost of transportation consulting to the Grant Fund to more accurately reflect the cost of county transportation services.

Positions

Title	Type	FTE
<i>Administrative Office Associate I/II</i>	Full-time	2.00
<i>Ag. Land Pres. Program Mgr.</i>	Full-time	1.00
<i>Deputy Director</i>	Full-time	1.00
<i>Director</i>	Full-time	1.00
<i>Office Associate IV</i>	Full-time	1.00
<i>Preservation Specialist</i>	Full-time	1.00
<i>Sustainability Coordinator</i>	Full-time	1.00
Total		8.00

Comprehensive Planning

Description	Actual FY 08	Original Budget FY 09	Adjusted Budget FY 09	Budget FY 10	% Change From Orig. FY 09	% Change From Adj. FY 09
Personnel	\$553,591	\$662,190	\$651,480	\$608,340	-8.13%	-6.62%
Operating	26,384	30,520	30,520	30,520	0.00%	0.00%
Capital Outlay	(75)	0	0	0	0.00%	0.00%
Total	\$579,899	\$692,710	\$682,000	\$638,860	-7.77%	-6.33%
Employees FTE	13.40	13.40	13.40	12.40	-----	-----

Note: The Adjusted Budget includes budget changes made during the year. On-going mid-year changes have been annualized for comparison purposes.

Contact

Brenda Dinne, Bureau Chief, Comprehensive Planning (410) 386-2145
Deborah Effingham, Management and Budget Project Coordinator (410) 386-2082

Land Preservation Plan and the Emergency Services Master Plan. Comprehensive Planning maintains demographic and socioeconomic data for the County by planning area, fire district, election district and transportation zone.

Mission and Goals

To provide leadership, guidance, and professional assistance to local citizens, community organizations, businesses, the 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:

- Implement a long-range planning initiative, 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 to Carroll's citizens.
- Maintain good working relationships with all eight municipalities to achieve strong planning coordination between the two levels of government.
- Provide professional and user-friendly products for decision makers and the public.
- Provide useful analysis and relevant information to support decision making processes.

Program Highlights

- Continued the update of the countywide comprehensive plan, called the Pathways Plan. Four sets of meetings have been held in 23 different communities, attracting over 300 participants. Additional time is required for the Pathways Plan to incorporate the State-required Water Resource Element into the plan and is currently underway.
- A transportation study continued in conjunction with the Pathways Plan.
- Adopted the Union Bridge Community Comprehensive Plan in July, 2008.
- The Taneytown and Freedom Community Comprehensive Plans and the Finksburg Corridor Plan were initiated in 2008.
- The Bureau processed four annexations and two rezoning petitions in 2008.

Description

The Bureau of Comprehensive Planning is responsible for planning the physical development of the County and the required public facilities to serve that development. Planning and zoning powers are given to the County by Article 66B of the Annotated Code of Maryland.

Comprehensive Planning develops long-range master plans for the County and provides reports and services for the Carroll County Planning Commission, County agencies, Town Councils and Planning and Zoning Commissions of the eight incorporated municipalities and the general public. The staff also investigates and provides recommendations on environmental concerns, rezoning petitions, annexation petitions and Concurrency Management and Adequate Public Facilities issues. Other services include updating the Water and Sewer Master Plan, the

Budget Changes

- There are no salary increases in FY 10 and operating expenses are being held near, or reduced from, the FY 09 levels. Most budgets, including this one, are either flat or experience an overall decrease.
- The 8.13% decrease in personnel from the FY 09 Original Budget to FY 10 is due to the elimination of a Comprehensive Planner position and reclassification of a GIS Supervisor to a GIS Analyst position.

Positions

Title	Type	FTE
<i>Bureau Chief</i>	Full-time	1.00
<i>Comprehensive Planner</i>	Full-time	4.00
<i>GIS Analyst</i>	Full-time	4.00
<i>Intern and Project Specialist</i>	Contractual	0.40
<i>Office Associate</i>	Full-time	2.00
<i>Planning Manager</i>	Full-time	1.00
Total		12.40

Development Review

Description	Actual FY 08	Original Budget FY 09	Adjusted Budget FY 09	Budget FY 10	% Change From Orig. FY 09	% Change From Adj. FY 09
Personnel	\$363,416	\$390,880	\$355,090	\$349,840	-10.50%	-1.48%
Operating	9,768	16,720	16,720	16,580	-0.84%	-0.84%
Capital Outlay	0	1,700	1,700	0	-100.00%	-100.00%
Total	\$373,184	\$409,300	\$373,510	\$366,420	-10.48%	-1.90%
Employees FTE	8.00	8.00	8.00	8.00	-----	-----

Note: The Adjusted Budget includes budget changes made during the year. On-going mid-year changes have been annualized for comparison purposes.

Contact

Clayton R. Black, Bureau Chief, Development Review (410) 386-2145
Deborah Effingham, Management and Budget Project Coordinator (410) 386-2082

Mission and Goals

To provide information to the public in a timely and courteous manner while ensuring that proposed development plans conform to all County regulations and are functional.

Goals include:

- Develop systems and procedures to collect, access, and provide accurate and reliable development information.
- Incorporate the use of technology in all services to maximize the performance of staff.
- Increase the level of development information for public information.
- Continuously review and recommend any development code changes to improve the functionality of developments.

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 submittal 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

- Updated and revised Chapter 103 parking code requirements by reducing the number of parking spaces and creating allowances for impervious paving.

- Amended Chapter 71, Concurrency Management, to allow for projects to be recorded within six months of substantial completion of the relief facility, to allow for the issuance of 50 dwelling units in a multi-family development, to require the testing of retirement homes for schools if not located within a public water/sewer service area, and defined an approaching inadequate status for fire and emergency medical services.

Budget Changes

- There are no salary increases in FY 10 and operating expenses are being held near, or reduced from, the FY 09 levels. Most budgets, including this one, are either flat or experience an overall decrease.
- The 10.50% decrease in personnel is primarily due to salary adjustments that occurred in FY 09.

Positions

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

Resource Management

Description	Actual FY 08	Original Budget FY 09	Adjusted Budget FY 09	Budget FY 10	% Change From Orig. FY 09	% Change From Adj. FY 09
Personnel	\$724,113	\$850,390	\$832,663	\$801,030	-5.80%	-3.80%
Operating	67,544	64,380	64,380	71,070	10.39%	10.39%
Capital Outlay	5,392	3,140	3,140	2,300	-26.75%	-26.75%
Total	\$797,049	\$917,910	\$900,183	\$874,400	-4.74%	-2.86%
Employees FTE	18.00	18.00	18.00	17.00	-----	-----

Note: The Adjusted Budget includes budget changes made during the year. On-going mid-year changes have been annualized for comparison purposes.

Contact

Gale Engles, Bureau Chief, Resource Management
(410) 386-2145

Deborah Effingham, Management and Budget Project
Coordinator (410) 386-2082

Mission and Goals

Resource Management promotes public awareness and education to preserve, protect and improve the quality and quantity of water in the County, and facilitate the comprehensive and effective management of Landscape and Forest Conservation Ordinances. Resource Management seeks to effectively and efficiently serve as the central source of water resource information and data, and interpret and apply both Federal and State laws and regulations concerning environmental protection.

Goals include:

- Promote public education to encourage natural resource conservation, management and protection.
- Ensure that development is sensitive to our natural resources and provides for the safety of the public.
- Develop and maintain GIS capabilities for natural resource management.
- Ensure that natural resource easements are protected.
- Ensure protection of our natural resources and safety to the general public during construction activities.
- Implement projects to enhance our natural 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 other County agencies, municipalities, and the public.

Program Highlights

- Completed the Airpark Business Center stormwater management pond, with a contributing drainage area of 205 acres. This facility addressed water quality, recharge, channel protection, and overbank flood protection volume for a 10-year storm.
- Three stormwater management ponds were designed for retrofit and constructed during FY 09 and included Hickory Ridge, Marriott Wood I, and Marriott Wood II. The three ponds treated a total of 8.91 acres of impervious surface and 43.49 acres of drainage area.
- The Bureau hosted its first annual environmental workshop at McDaniel College to promote public awareness and education to preserve, protect, and improve natural resources. The workshop, with 184 participants, included a Sediment and Erosion Control Certification Program and educational information on stormwater management.

Budget Changes

- There are no salary increases in FY 10.
- The 5.80% decrease in personnel is primarily due to the elimination of an Office Associate position and salary adjustments.
- The 10.39% increase in operating is primarily due to the transfer of Piney Run water testing from the Environmental Compliance budget to the Resource Management budget.

Positions

Title	Type	FTE
<i>Bureau Chief</i>	Full-time	1.00
<i>Chief Reviewer/Inspector</i>	Full-time	1.00
<i>Floodplain Mgt Specialist</i>	Full-time	1.00
<i>Forest Conservation Spec.</i>	Full-time	1.00
<i>Office Associate</i>	Full-time	2.00
<i>Program Engineer</i>	Full-time	1.00
<i>Sediment Control Inspector</i>	Full-time	4.00
<i>Stormwater Mgt Review Asst.</i>	Full-time	1.00
<i>Watershed Restoration Spec.</i>	Full-time	1.00
<i>Watershed Mgt Specialist.</i>	Full-time	1.00
<i>Water Resources Supervisor</i>	Full-time	1.00
<i>Water Resources Specialist</i>	Full-time	1.00
<i>Water Resources Technician</i>	Full-time	1.00
Total		17.00

Environmental Compliance

Description	Actual FY 08	Original Budget FY 09	Adjusted Budget FY 09	Budget FY 10	% Change From Orig. FY 09	% Change From Adj. FY 09
Personnel	\$183,565	\$192,870	\$190,940	\$190,610	-1.17%	-0.17%
Operating	33,249	35,350	35,350	27,170	-23.14%	-23.14%
Capital Outlay	0	0	0	0	0.00%	0.00%
Total	\$216,814	\$228,220	\$226,290	\$217,780	-4.57%	-3.76%
Employees FTE	3.00	3.00	3.00	3.00	-----	-----

Note: The Adjusted Budget includes budget changes made during the year. On-going mid-year changes have been annualized for comparison purposes.

Contact

**James E. Slater, Jr., Environmental Compliance Officer
(410) 386-2145**
**Deborah Effingham, Management and Budget Project
Coordinator (410) 386-2082**

Mission and Goals

To provide the most efficient and cost effective methods of protection and management for the benefit and appreciation of Carroll County's current and future residents, the State of Maryland and the Chesapeake Bay Region through the establishment and implementation of a comprehensive program. Also, to guide and participate in the county Environmental Advisory Council's capacity on issues of environmental concerns to the County's residents.

Goals include:

- Maintain compliance with Federal and State environmental laws and regulations.
- Ensure County activities, programs, and policies are in compliance with adopted environmental law and regulation as well as accepted best environmental management practices.
- Provide environmental education to the residents.
- Work with other jurisdictions, State and Federal agencies and on regional environmental efforts.

Description

The Bureau of Environmental Compliance is responsible for managing the County's Environmental Monitoring Program and the Federal and State Environmental Permits Programs. The department enforces County Ordinances and maintains the necessary Countywide permits such as National Pollutant Discharge Elimination System (NPDES).

Program Highlights

Successful management of the County's NPDES Program including the Town/County agreement for Phase II compliance assistance.

Budget Changes

- There are no salary increases in FY 10 and operating expenses are being held near, or reduced from, the FY 09 levels. Most budgets, including this one, are either flat or experience an overall decrease.
- The 23.14% decrease in operating is primarily due to the FY 10 transfer of Piney Run water monitoring to the Resource Management budget.

Positions

Title	Type	FTE
<i>Environmental Compliance Officer</i>	Full-time	1.00
<i>Environmental Compliance Tech</i>	Full-time	1.00
<i>GIS Analyst</i>	Full-time	1.00
Total		3.00