

Planning Summary

	Actual FY 09	Original Budget FY 10	Adjusted Budget FY 10	Budget FY 11	% Change From Orig. FY 10	% Change From Adj. FY 10
Planning Administration	\$623,009	\$603,280	\$629,830	\$629,830	4.40%	0.00%
Comprehensive Planning	576,013	638,860	567,160	554,480	-13.21%	-2.24%
Development Review	332,569	366,420	373,950	373,080	1.82%	-0.23%
Resource Management	875,153	874,400	920,540	910,730	4.15%	-1.07%
Environmental Compliance	220,897	217,780	15,360	0	-100.00%	-100.00%
Total Planning	\$2,627,641	\$2,700,740	\$2,506,840	\$2,468,120	-8.61%	-1.54%

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 3,000 acres in FY 11 toward reaching a total of 100,000 acres under land preservation easements.

Highlights, Changes and Useful Information

- Staff in the Department of Planning has been reduced by more than 12% since FY 09.
- The Environmental Compliance budget has been eliminated, and its duties were absorbed by Resource Management.
- In FY 10, the Planning Commission set aside the Pathways Plan and directed staff to update the [2000 Master Plan](#). The State-required Water Resource Element of the Plan was released for 60-day review.
- The majority of funding for the services provided by the Department of Planning is in the [Community Investment Plan](#). This would include Agriculture Land Preservation and various water development and quality projects. In the case of the water development and quality projects, this is required under State and Federal laws and regulations.
- In FY 09, five stormwater management retrofit projects were completed that will be instrumental in addressing the National Pollutant Discharge Elimination System permit requirements.
- During 2009, Carroll County permanently preserved a total of 11 farms covering 1,262 acres, bringing the total preserved to 54,858 acres.
- The County received Rural Legacy grant funding of \$1.5 million in FY 10 for land preservation.
- To view the 2007 Planning Annual Report, please click on the following link: <http://ccgovernment.carr.org/ccg/plan/annualrpt.pdf>

Budget Changes

- The decrease in the Department's budget is primarily due to the elimination of a Comprehensive Planning GIS Analyst, a Development Review Coordinator, an Environmental Compliance Officer, and an Environmental Compliance Technician.
- In FY 11 there are no salary increases and operating budgets are generally held flat or reduced from FY 10.

Planning Administration

Description	Actual FY 09	Original Budget FY 10	Adjusted Budget FY 10	Budget FY 11	% Change From Orig. FY 10	% Change From Adj. FY 10
Personnel	\$517,010	\$508,280	\$534,830	\$534,830	5.22%	0.00%
Operating	105,999	95,000	95,000	95,000	0.00%	0.00%
Capital Outlay	0	0	0	0	0.00%	0.00%
Total	\$623,009	\$603,280	\$629,830	\$629,830	4.40%	0.00%
Employees FTE	8.00	8.00	9.00	9.00	-----	-----

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
<http://ccgoverment.carr.org/ccg/plan/default.asp>

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 3,000 acres in FY 11 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 2009, Carroll County permanently preserved a total of 11 farms, covering 1,262 acres, and bringing the total preserved to 54,858 acres.
- In FY 10, the County received \$1.5 million of Rural Legacy grant funding for land preservation.

Budget Changes

- The increase in Personnel and FTE's from the FY 10 Original Budget to the Adjusted is due to the transfer of an Office Associate from the Bureau of Comprehensive Planning to Planning Administration.
- In FY 11 there are no salary increases and operating budgets are generally flat or reduced from FY 10.

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 III/IV</i>	Full-time	2.00
<i>Preservation Specialist</i>	Full-time	1.00
<i>Sustainability Coordinator</i>	Full-time	1.00
Total		9.00

Comprehensive Planning

Description	Actual FY 09	Original Budget FY 10	Adjusted Budget FY 10	Budget FY 11	% Change From Orig. FY 10	% Change From Adj. FY 10
Personnel	\$558,522	\$608,340	\$536,640	\$524,330	-13.81%	-2.29%
Operating	17,492	30,520	30,520	30,150	-1.21%	-1.21%
Capital Outlay	0	0	0	0	0.00%	0.00%
Total	\$576,013	\$638,860	\$567,160	\$554,480	-13.21%	-2.24%
Employees FTE	13.40	12.40	10.40	10.40	-----	-----

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**

<http://ccgovernment.carr.org/ccg/compplan/default.asp>

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.

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 Concurrence Management and Adequate Public Facilities issues. Other services include updating the Water and Sewer Master Plan, the

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.

Program Highlights

- In FY 10, the Planning Commission set aside the Pathways Plan and directed staff to update the 2000 Master Plan. The State-required [Water Resource Element](#) of the Plan was released for 60-day review.
- In FY 10, the Hampstead, Taneytown, and Union Bridge Community Comprehensive Plans, and the Finksburg Corridor Plan, were adopted.
- The bureau is currently updating the Bicycle and Pedestrian Facilities Master Plan, the Hazard Mitigation Plan, and the Spring & Fall Cycle amendments to the Water and Sewer Master Plan.
- In 2009, the bureau processed six annexations.

Budget Changes

- The decrease in Personnel and FTE's from the FY 10 Original Budget to the Adjusted is due to the transfer of an Office Associate position to Planning Administration and the elimination of a GIS Analyst position.
- In FY 11 there are no salary increases and operating budgets are generally held flat or reduced from FY 10.

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	3.00
<i>Intern and Project Specialist</i>	Contractual	0.40
<i>Office Associate</i>	Full-time	1.00
<i>Planning Manager</i>	Full-time	1.00
Total		10.40

Development Review

Description	Actual FY 09	Original Budget FY 10	Adjusted Budget FY 10	Budget FY 11	% Change From Orig. FY 10	% Change From Adj. FY 10
Personnel	\$327,244	\$349,840	\$357,370	\$357,370	2.15%	0.00%
Operating	2,958	16,580	16,580	15,710	-5.25%	-5.25%
Capital Outlay	2,367	0	0	0	0.00%	0.00%
Total	\$332,569	\$366,420	\$373,950	\$373,080	1.82%	-0.23%
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**

<http://ccgovernent.carr.org/ccg/devrev/default.asp>

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 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

- In FY 10, the bureau began administration of the Design and Architectural Review Committee to provide better coordination of projects through the development process.
- Revised chapters 103 and 223 to include extending sunset provisions on concept plans and allowing developers to create homeowners' associations to manage open space parcels.

Budget Changes

- The increase in Personnel from the FY 10 Original Budget to the Adjusted is due to the net effect of a transfer of an Engineer position from the Engineering Administration budget to the Development Review budget and the elimination of a Development Review Coordinator position.
- In FY 11 there are no salary increases and operating budgets are generally held flat or reduced from FY 10.

Positions

Title	Type	FTE
<i>Bureau Chief</i>	Full-time	1.00
<i>Dev. Review & Concurrency Mgr</i>	Full-time	1.00
<i>Development Review Coordinator</i>	Full-time	2.00
<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
<i>Planning Engineer</i>	Full-time	1.00
Total		8.00

Resource Management

Description	Actual FY 09	Original Budget FY 10	Adjusted Budget FY 10	Budget FY 11	% Change From Orig. FY 10	% Change From Adj. FY 10
Personnel	\$832,415	\$801,030	\$832,130	\$832,130	3.88%	0.00%
Operating	38,185	71,070	86,110	76,300	7.36%	-11.39%
Capital Outlay	4,553	2,300	2,300	2,300	0.00%	0.00%
Total	\$875,153	\$874,400	\$920,540	\$910,730	4.15%	-1.07%
Employees FTE	18.00	17.00	18.00	18.00	-----	-----

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

<http://ccgovernment.carr.org/ccg/resmgmt/default.asp>

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

- In FY 09, five stormwater management retrofit projects were completed that will be instrumental in addressing the National Pollutant Discharge Elimination System permit requirements.
- The bureau provided a booth at numerous community events to provide information about the County's watershed restoration efforts and to recruit volunteers. In 2009, forty-one people signed up to volunteer for watershed restoration efforts.
- The bureau held two training sessions to educate the public and included erosion and sediment control certification training, stormwater management conveyance systems, upcoming changes to Flood Insurance Rate Maps, and Total Maximum Daily Load (TMDL) regulations.

Budget Changes

- The increase in Personnel, Operating, and FTE's from the FY 10 Original Budget to the Adjusted is due to the transfer of a GIS Analyst position from the Environmental Compliance Budget. The Environmental Compliance Bureau was eliminated during FY 10.
- In FY 11 there are no salary increases and operating budgets are generally held flat or reduced from FY 10.

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>GIS Analyst</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		18.00

Environmental Compliance

Description	Actual FY 09	Original Budget FY 10	Adjusted Budget FY 10	Budget FY 11	% Change From Orig. FY 10	% Change From Adj. FY 10
Personnel	\$193,197	\$190,610	\$3,230	\$0	-100.00%	-100.00%
Operating	27,700	27,170	12,130	0	-100.00%	-100.00%
Capital Outlay	0	0	0	0	0.00%	0.00%
Total	\$220,897	\$217,780	\$15,360	\$0	-100.00%	-100.00%
Employees FTE	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

Tom Devilbiss, Deputy Director of Planning (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).

Budget Changes

The decrease in Personnel and Operating from the FY 10 Original Budget to the Adjusted is due to the elimination of an Environmental Compliance Officer position and an Environmental Compliance Technician position. The remaining GIS position and associated operating costs were transferred to the Resource Management Budget. The oversight of the environmental compliance function is now with Planning Administration.