

# Land and Resource Management Summary

	Actual FY 18	Original Budget FY 19	Adjusted Budget FY 19	Budget FY 20	% Change From Orig. FY 19	% Change From Adj. FY 19
Land and Resource Management Administration	\$875,279	\$798,740	\$818,320	\$744,760	-6.76%	-8.99%
Development Review	587,877	570,590	554,870	488,880	-14.32%	-11.89%
Resource Management	942,770	867,520	858,540	766,230	-11.68%	-10.75%
Zoning Administration	302,938	259,200	272,060	239,230	-7.70%	-12.07%
<b>Total Land and Resource Management</b>	<b>\$2,708,864</b>	<b>\$2,496,050</b>	<b>\$2,503,790</b>	<b>\$2,239,100</b>	<b>-10.29%</b>	<b>-10.57%</b>
<b>Total Without Benefits</b>	<b>\$1,692,063</b>	<b>\$1,850,750</b>	<b>\$1,857,930</b>	<b>\$1,951,380</b>	<b>5.44%</b>	<b>5.03%</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 increase from FY 19 Original to Adjusted is due to salary adjustments, partially offset by employee turnover.
- Resource Management increases due to the addition of a Resource Management Technician.
- FY 20 Budget reflects a change in OPEB allocations. OPEB is budgeted in the Health and Fringe Benefits Budget, part of Human Resources.

# Land and Resource Management Administration

Description	Actual FY 18	Original Budget FY 19	Adjusted Budget FY 19	Budget FY 20	% Change From Orig. FY 19	% Change From Adj. FY 19
Personnel	\$540,140	\$579,990	\$598,180	\$616,130	6.23%	3.00%
Benefits	310,628	180,590	181,980	96,070	-46.80%	-47.21%
Operating	24,511	38,160	38,160	32,560	-14.68%	-14.68%
Capital	0	0	0	0	0.00%	0.00%
<b>Total</b>	<b>\$875,279</b>	<b>\$798,740</b>	<b>\$818,320</b>	<b>\$744,760</b>	<b>-6.76%</b>	<b>-8.99%</b>
<b>Total Without Benefits</b>	<b>\$564,651</b>	<b>\$618,150</b>	<b>\$636,340</b>	<b>\$648,690</b>	<b>4.94%</b>	<b>1.94%</b>
<b>Employees FTE</b>	<b>9.33</b>	<b>9.43</b>	<b>9.43</b>	<b>9.43</b>	<b>-----</b>	<b>-----</b>

Note: Actuals include allocations for health and fringe, OPEB, and other operating expenditures. The Adjusted Budget includes budget changes made during the year. Ongoing mid-year changes have been annualized for comparison purposes. FY 20 Budget reflects a change in OPEB allocations. OPEB is budgeted in the Health and Fringe Benefits Budget, part of Human Resources.

## Contact

**Thomas Devilbiss, Director (410) 386-2145**  
**Lynn Karr, Senior Budget Analyst (410) 386-2082**  
<https://www.carrollcountymd.gov/government/directory/land-resource-management/>

## Mission and Goals

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
- 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

## 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 assists 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 18 the County Agricultural Preservation Program preserved 12 farms, for a total of 1,271 acres.

## Budget Changes

- The increase from FY 19 Original to Adjusted is due to salary adjustments.
- A 3% salary increase is included in FY 20.
- Operating decreases due to a reduction in professional services, partially offset by an increase to professional development.

# Development Review

Description	Actual FY 18	Original Budget FY 19	Adjusted Budget FY 19	Budget FY 20	% Change From Orig. FY 19	% Change From Adj. FY 19
Personnel	\$321,755	\$414,090	\$399,480	\$411,460	-0.64%	3.00%
Benefits	219,568	142,400	141,290	63,410	-55.47%	-55.12%
Operating	46,555	14,100	14,100	14,010	-0.64%	-0.64%
Capital	0	0	0	0	0.00%	0.00%
<b>Total</b>	<b>\$587,877</b>	<b>\$570,590</b>	<b>\$554,870</b>	<b>\$488,880</b>	<b>-14.32%</b>	<b>-11.89%</b>
<b>Total Without Benefits</b>	<b>\$368,309</b>	<b>\$428,190</b>	<b>\$413,580</b>	<b>\$425,470</b>	<b>-0.64%</b>	<b>2.87%</b>
Employees FTE	8.00	8.00	8.00	8.00	-----	-----

Note: Actuals include allocations for health and fringe, OPEB, and other operating expenditures. The Adjusted Budget includes budget changes made during the year. Ongoing mid-year changes have been annualized for comparison purposes. FY 20 Budget reflects a change in OPEB allocations. OPEB is budgeted in the Health and Fringe Benefits Budget, part of Human Resources.

## Contact

Clayton R. Black, Bureau Chief (410) 386-2145  
 Lynn Karr, Senior Budget Analyst (410) 386-2082  
<https://www.carrollcountymd.gov/government/directory/land-resource-management/development-review/>

## 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, Chapter 158 Zoning, 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 18	48	39
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

- The decrease from FY 19 Original to Adjusted is due to employee turnover.
- A 3% salary increase is included in FY 20.

# Resource Management

Description	Actual FY 18	Original Budget FY 19	Adjusted Budget FY 19	Budget FY 20	% Change From Orig. FY 19	% Change From Adj. FY 19
Personnel	\$513,566	\$569,150	\$560,810	\$624,920	9.80%	11.43%
Benefits	366,742	254,120	253,480	96,870	-61.88%	-61.78%
Operating	54,646	36,050	36,050	33,320	-7.57%	-7.57%
Capital	7,816	8,200	8,200	11,120	35.61%	35.61%
<b>Total</b>	<b>\$942,770</b>	<b>\$867,520</b>	<b>\$858,540</b>	<b>\$766,230</b>	<b>-11.68%</b>	<b>-10.75%</b>
<b>Total Without Benefits</b>	<b>\$576,028</b>	<b>\$613,400</b>	<b>\$605,060</b>	<b>\$669,360</b>	<b>9.12%</b>	<b>10.63%</b>
<b>Employees FTE</b>	<b>9.90</b>	<b>10.15</b>	<b>10.15</b>	<b>10.65</b>	<b>-----</b>	<b>-----</b>

Note: Actuals include allocations for health and fringe, OPEB, and other operating expenditures. The Adjusted Budget includes budget changes made during the year. Ongoing mid-year changes have been annualized for comparison purposes. FY 20 Budget reflects a change in OPEB allocations. OPEB is budgeted in the Health and Fringe Benefits Budget, part of Human Resources.

## Contact

Gale Engles, Bureau Chief (410) 386-2145  
 Lynn Karr, Senior Budget Analyst (410) 386-2082  
<https://www.carrollcountymd.gov/government/directory/land-resource-management/resource-management/>

## Mission and Goals

To protect and manage the natural resources for use and enjoyment by the citizens of Carroll County, and to 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 current 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 18, nine stormwater management retrofit projects were completed, treating 194 acres of impervious area and 411 acres of drainage area.
- 17 projects are currently under design and four are under construction.
- Staff performed 12,303 inspections in FY 18, and processed 712 development plans.
- Community outreach included:
  - Staff participation at Carroll County outdoor School's Earth Day event
  - Speaking at schools, community organizations, club meetings and other venues to ensure environmental information is timely and available
  - "Down to Earth" newsletters sent to citizens throughout the County providing information about Bureau activities and suggestions about ways homeowners can protect the environment

## Budget Changes

- The decrease from FY 19 Original to Adjusted is due to employee turnover, partially offset by salary adjustments.
- Personnel increases due to a 3% salary adjustment, the addition of a Resource Management Technician, and a change in personnel allocations to the Watershed Protection and Restoration Fund.
- Operating decreases due to a new printer contract, partially offset by professional development.
- Capital increases due to additional equipment to meet monitoring requirements.

# Zoning Administration

Description	Actual FY 18	Original Budget FY 19	Adjusted Budget FY 19	Budget FY 20	% Change From Orig. FY 19	% Change From Adj. FY 19
Personnel	\$174,401	\$183,710	\$195,650	\$201,460	9.66%	2.97%
Benefits	119,864	68,190	69,110	31,370	-54.00%	-54.61%
Operating	8,673	7,000	7,000	6,100	-12.86%	-12.86%
Capital	0	300	300	300	0.00%	0.00%
<b>Total</b>	<b>\$302,938</b>	<b>\$259,200</b>	<b>\$272,060</b>	<b>\$239,230</b>	<b>-7.70%</b>	<b>-12.07%</b>
<b>Total Without Benefits</b>	<b>\$183,075</b>	<b>\$191,010</b>	<b>\$202,950</b>	<b>\$207,860</b>	<b>8.82%</b>	<b>2.42%</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 allocations for health and fringe, OPEB, and other operating expenditures. The Adjusted Budget includes budget changes made during the year. Ongoing mid-year changes have been annualized for comparison purposes. FY 20 Budget reflects a change in OPEB allocations. OPEB is budgeted in the Health and Fringe Benefits Budget, part of Human Resources.

## Contact

Jay C. Voight, Zoning Administrator (410) 386-2982  
 Lynn Karr, Senior Budget Analyst (410) 386-2082  
<https://www.carrollcountymd.gov/government/directory/land-resource-management/zoning-administration/>

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

## Mission and Goals

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

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

## 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 and 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

## Program Highlights

	FY 16	FY 17	FY 18
New Zoning Cases	311	331	271
Abated Cases	322	284	291
Zoning Inspections	1,118	1,250	1,085
Zoning Certificates Issued	70	71	86
Admin. Zoning Hearings	73	62	59
Building Permits Processed	1,891	1,865	1,661
Investigation Activities	1,944	2,050	1,872

## Budget Changes

- The increase from FY 19 Original to Adjusted is due to salary adjustments, partially offset by employee turnover.
- A 3% salary increase is included in FY 20.
- Operating decreases due to a reduction in cell tower consulting fees.

## 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
- Population density
- Lot, yard, court, and other open space size
- Location
- Use and purpose