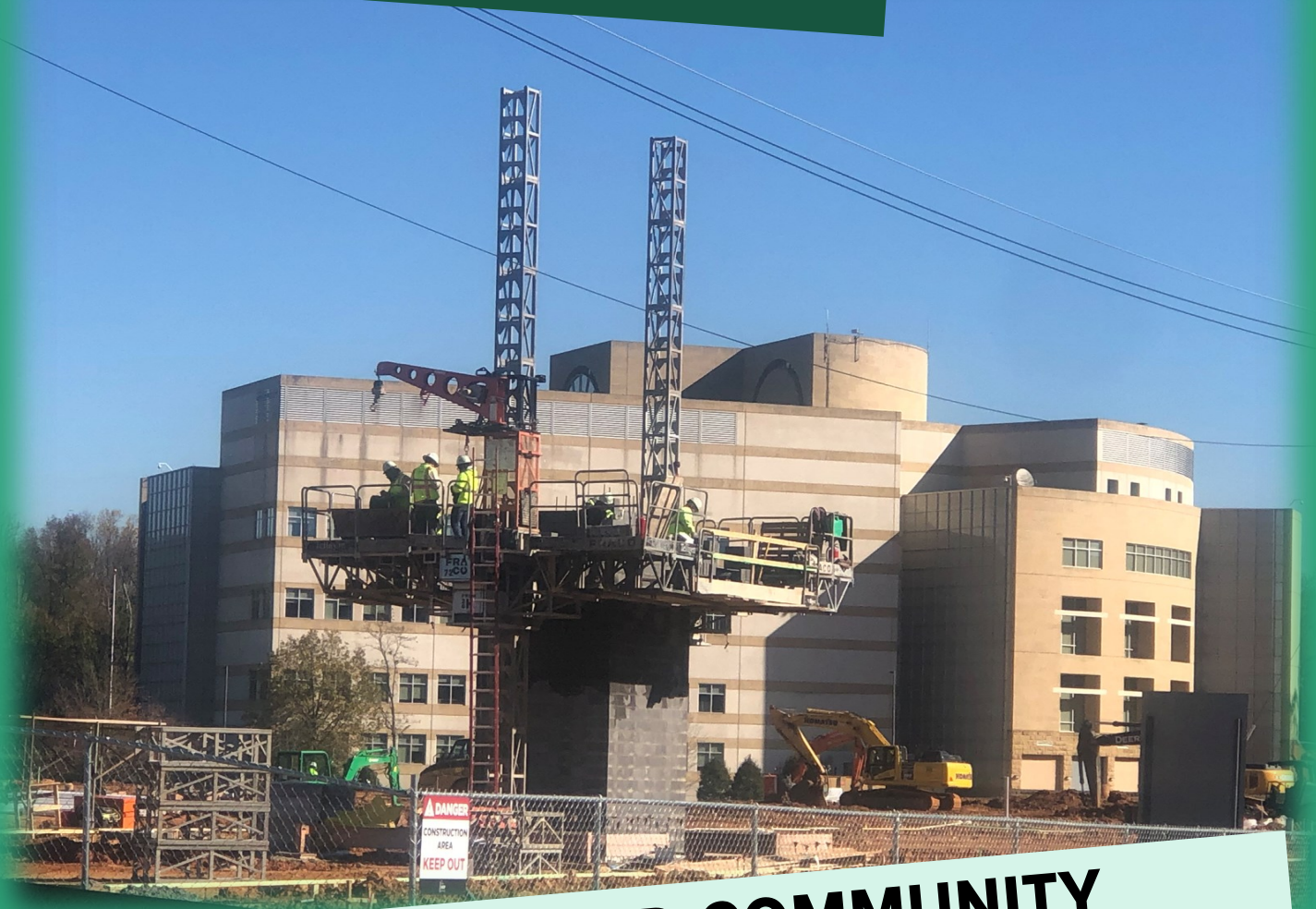


Fiscal Year 2022



PLANNING AND COMMUNITY DEVELOPMENT

Planning and Community Development is focused on ensuring the quality and safety of Greenbelt's residential and commercial communities. Through planning, inspections and enforcement, the department works to preserve and enhance the existing community and ensure the quality of Greenbelt in the future.

STRATEGIC PLAN

Mission

The Department of Planning and Community Development is charged with the responsibility to preserve and protect the health, safety, welfare, integrity and ideals upon which Greenbelt was founded. Through creativity, collaboration, thoughtful planning, guided growth and change, and the enforcement of city codes, the department works to preserve and enhance the existing community and ensure the quality of Greenbelt in the future.

Value Statements

- Every task, assignment and project undertaken by the department serves the needs of the public, and it is the goal of this department to serve the needs of the public with professionalism, integrity and courtesy.
- Be fair, consistent and effective in taking enforcement actions. Utilize enforcement tools for the purpose of obtaining compliance and not as an end unto itself.
- Plan and serve all residents of the city – present and future. Represent the interests of all segments of the community, recognizing that everyone is entitled to a safe, healthy and well planned place to live, work, attend school and recreate.
- Respect the opinions of everyone.

Goals

- Improve and enhance public safety through use of city codes and regulations as necessary and appropriate to protect the public's health, safety and welfare.
- Improve transportation opportunities.
- Undertake and complete capital projects and infrastructure improvements within budget and in a timely fashion.
- Maintain an active leadership role in planning for development and redevelopment in Greenbelt West.
- Preserve and enhance Greenbelt's legacy of a planned community.
- Participate in state, county and regional activities to represent and promote city interests.

- Operate, assign and administer the work program and departmental activities for efficiency without compromising quality and effectiveness.
- Invest in the professional development of staff by keeping them well trained and up-to-date on professional and technological advances. Encourage professional recognition through designation by accreditation organizations and bodies.

Improve and enhance public safety through use of city codes and regulations as necessary and appropriate to protect the public's health, safety and welfare.

Accomplishments

- Established a virtual inspection process to allow inspections to continue during the pandemic.
- Developed a continuity of operations plan for the department.
- Assisted with emergency preparedness during the pandemic.
- Continued to ensure commercial compliance with Prince George's County Use and Occupancy permit requirements.
- Assisted with addressing COVID-19 compliance issues.
- Continued weekend enforcement to address illegal signs.
- Ensured compliance with state lead free certification requirements for all rental properties in the city.
- Coordinated the licensing of short-term rentals with Prince George's County Department of Permitting, Inspections and Enforcement.
- Submitted annual report required for the city to maintain its Sediment and Erosion Control authority.
- Completed annual update to the Greenbelt Lake Dam Emergency Action Plan.
- Identified updates needed to the City Code for various chapters.
- Continued to work with the city's Information Technology Department on the implementation of the field-based inspection system.
- Worked with management companies and homeowner/condominium associations on code enforcement issues/concerns.

- On a daily basis, responded to telephone inquiries, logged new complaints and court ordered inspections, scheduled inspection appointments and managed community development database and files.
- Conducted over 1,000 property maintenance inspections, including residential rental, non-residential and complaint inspections.
- Logged, reviewed and approved over 700 building permits for compliance with applicable codes.
- Responded to over 300 property maintenance complaints.
- Issued over 300 rental licenses.
- Expanded the inter-municipal code enforcement working group to include representation from the cities of New Carrollton and Bowie.
- Expanded the number of staff members with access to the foreclosure database.
- Maintained relationship with State of Maryland Fire Marshal's Office.
- Received training in sediment and erosion control inspections and oversaw inspections on the smaller construction projects undertaken in the city.

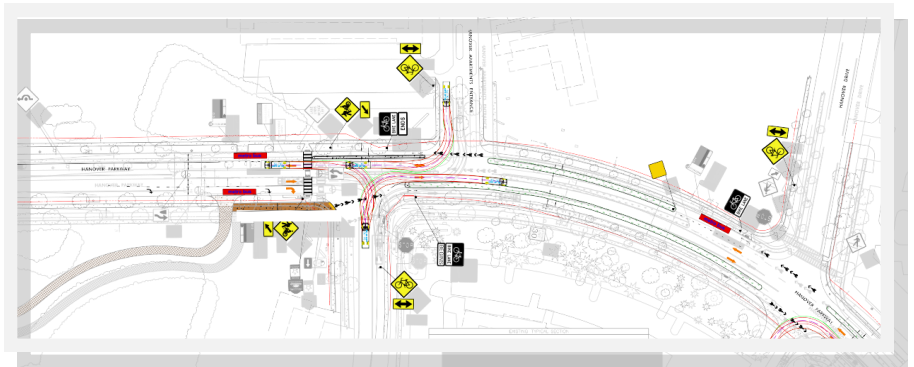
Management Objectives

- Fully implement field based inspection system. Retrofit vehicles with computers and printers to generate in-field reports and notices.
- Evaluate the Greenbelt Lake Dam Emergency Action plan and identify needed revisions and updates.
- Continue to oversee the city's sediment and erosion control permitting and inspections program.
- Obtain full compliance for the False Alarm Reduction Program.
- Achieve a 20% total apartment unit inspection rate for Franklin Park at Greenbelt Station.
- Continue to track and monitor the Property Foreclosure Registry System within Greenbelt.
- Work with management companies and homeowner/condominium associations on rental license enforcement.
- Work with the county on the enforcement of short-term rentals.
- Review the city's multi-family apartment inspection policies and procedures and make modifications as warranted.
- Oversee updates to the Utopia address database and work with the vendor on reporting functions.

Improve transportation opportunities.

Accomplishments

- Oversaw the completion of the Hanover Parkway Bicycle Feasibility Study project.
- Worked with the county on the implementation of Phase II of the county's Bike Share Implementation Plan that includes installing multiple stations in Greenbelt.
- Continued to work with the county and Washington Metropolitan Area Transit Authority (WMATA) to identify opportunities to improve transit services in the city.
- Worked on implementation of the Bus Stop Safety and Accessibility Study.
- Worked with Public Works staff to construct one new bus shelter.
- Worked with the Advisory Planning Board to update the Pedestrian and Bicycle Master Plan.
- Evaluated and responded to citizen requests for traffic calming, and assisted with the implementation of new traffic measuring device and software.
- Reviewed and commented on the State Consolidated Transportation Program.
- Participated in the review of the Draft Environmental Impact Statement for the I-495/I-270 Managed Lane Study.
- Attended Inter-Municipal Bikeways Working Group meetings.
- Managed the review of the Draft Environmental Impact Statement for the SCMaglev project.



Management Objectives

- Work with the Department of Public Works on the implementation of the city's Complete and Green Streets Policy.
- Continue to work with the county on the installation of at least five bike share stations in city rights-of-way.
- Work with State Highway Administration and neighboring jurisdictions on improvements to the Route 193 Corridor.
- Continue to work with county transit staff, WMATA and Transit Riders United of Greenbelt (TRUG) to maintain high quality bus services.

- Evaluate and respond to citizen requests for traffic calming measures.
- Continue to work with Public Works on the implementation of the Pedestrian and Bicycle Master Plan recommendations.
- Continue to implement the recommendations of the Bus Stop Safety and Accessibility Study.
- Work with Public Works on the identification and installation of two bus shelters and bus stop pads, and ADA improvements.
- Work with the Recreation Department to identify improvements for Indian Creek Trail (i.e., signage, landscape buffer, etc.).



- Review and comment on the State Consolidated Transportation Program and advocate for city road improvement projects.
- Pursue grant funding for the Cherrywood Lane Complete and Green Street project.
- Continue to attend Inter-Municipal Bikeways Working Group meetings.
- Monitor and comment as appropriate on federal and state transportation projects including the I-495/I-270 Managed Lane Study project and SCMaglev project.

Undertake and complete capital projects and infrastructure improvements within budget and in a timely fashion.

Accomplishments

- Oversaw the completion of Phase 1 of the Gateway Sign project.
- Reviewed, approved and inspected utility work within the city rights-of-way.
- Worked with the Public Works Director on the project management for the completion of the Greenbelt Lake Dam Improvement project.
- Worked with Recreation and Public Works staff to undertake the restoration of the Mother and Child Statue and bas reliefs.
- Managed Program Open Space funding and submitted projects to the state for approval.
- Worked with the IT Department and Public Information and Communications Coordinator to design a manual for the review, approval and installation of small cell infrastructure in the city.

- Managed inspection services for the county’s University Square Outfall Restoration project.
- Managed inspections and construction management services for the Prince George’s County Clean Water Partnership project at Greenbrook Lake.
- Submitted FY 2022 Program Open Space (POS) Annual Program.
- Oversaw the construction of the Buddy Attick Park parking lot project and managed grant funds.
- Managed permitting and procurement of a contractor to complete the Buddy Attick Park Parking Lot Reconstruction project.

Management Objectives

- Obtain grant funding for the implementation of Phase 2 of the Gateway Sign project and oversee installation of remaining welcome signs.
- Manage Program Open Space projects.
- Work with Public Works on the implementation of the city’s Complete and Green Street Policy.
- Secure grant funding for 90% engineering for the Hanover Bicycle Facility project.
- Review and approve construction in the right-of-way permits and ensure compliance with the City Code.
- Provide assistance on an as needed basis to the Greenbelt Road Task Force.
- Pursue grant funding for the implementation of the recommendations of the Pedestrian and Bicycle Master Plan.
- Work with the Clean Water Partnership Program to identify and implement stormwater management projects in the city.
- Pursue funding for the completion of 90% engineering plans for Phase 2 of the Cherrywood Lane Complete and Green Street project.

Maintain an active leadership role in planning for development and redevelopment in Greenbelt West.

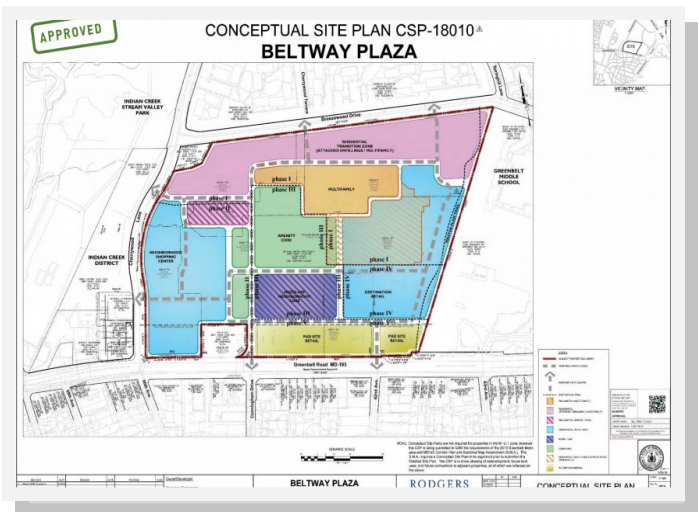
Accomplishments

- Oversaw the completion of development in Greenbelt Station South Core and ensured compliance with development agreement requirements and timely installation of public improvements.
- Oversaw completion and conveyance of public streets in Greenbelt Station South Core.
- Worked with the Greenbelt Station Master Association on improving the parking situation in Greenbelt Station South Core.

- Continued to coordinate the design and permitting of the WMATA connection trail.
- Managed erosion and sediment control inspections for the Greenbelt Metro/NRP Multi-family project near the Greenbelt Federal Courthouse.
- Managed the city's review of a Detailed Site Plan for the proposed redevelopment of Beltway Plaza.
- Managed construction in the right-of-way permits and bonding for public infrastructure improvements associated with Greenbelt Station South Core and the Greenbelt Metro/NRP multi-family project.

Management Objectives

- Continue to oversee the design, permitting and construction of the WMATA connection trail.
- Secure funding for the WMATA connection trail.
- Continue to manage the review of construction plans and permits for the Greenbelt Metro/NRP Multi-family project.
- Advocate for improvements to the Greenbelt Road corridor and participate in meetings as appropriate.
- Represent the city's interests in the I-495 full interchange at Greenbelt Metro Station and proposed development of the North Core.
- Continue to manage the design and engineering of the Cherrywood Lane Complete and Green Street project and pursue funding opportunities.
- Oversee development review for the redevelopment of Beltway Plaza.
- Worked with the Arts Advisory Board to identify opportunities for public art in new development projects in Greenbelt West.



Preserve and enhance Greenbelt's legacy of a planned community.

Accomplishments

- Worked with the county, GHI and other property owners in historic Greenbelt on the adoption of the Greenbelt Neighborhood Conservation Overlay Zone.
- Reviewed and commented on the county's Countywide Map Amendment.
- Served as liaison to the Advisory Planning Board and the Board of Appeals.

- Facilitated approval of a resident’s request for an electric vehicle charging station in city right-of-way in Historic Greenbelt.
- Performed development review of private development proposals throughout the city. Staff provided technical development review, presented projects to the City Council and public, represented the city at Prince George’s County Planning Board hearings, and successfully advocated for inclusion of city priorities within private development projects.
- Reviewed and commented on county zoning legislation.
- Worked with the Department of Recreation, Department of Public Works and the Arts Advisory Board on improved lighting and signage at Roosevelt Center.
- Reviewed and approved multiple construction in the right-of-way permits for various public infrastructure improvements.
- Continued to assist with creating the framework for the application submittal, review and approval of small cell right-of-way permits.
- Managed the review of the Detailed Site Plan for Royal Farms in Golden Triangle.
- Reviewed and commented on potential development proposals for 7010 Greenbelt Road.
- Participated in the county’s Wayfinding Study.

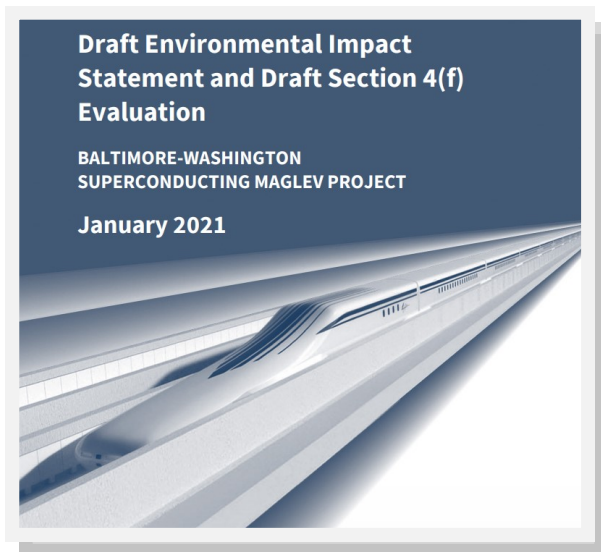


Management Objectives

- Continue to identify grant funding sources for greening/sustainability projects.
- Review all development plans to evaluate potential impacts on the community and environment.
- Monitor state and county planning and zoning legislation to ensure new regulations accomplish desired change.
- Evaluate Greenbelt’s historic cemeteries and identify needed improvements.
- Work with stakeholders and the county on the implementation of the Greenbelt Neighborhood Conservation Overlay Zone, as appropriate.

Participate in state, county and regional activities to represent and promote city interests.

Accomplishments



- Reviewed and provided comments on the Federal Capital Improvements Program for FY 2021-2025, and the State of Maryland Consolidated Transportation Program for FY 2021-2025.
- Managed the review of the Draft Environmental Impact Statement for the proposed relocation of the Bureau of Engraving and Printing to the Beltsville Agricultural Research Center.
- Managed the review of the Draft Environmental Impact Statement for the SCMaglev project.

- Participated in the county's Census 2020 Complete Count Committee.
- Participated in Washington Metropolitan Council of Governments Census work group.
- Secured grant funding for Census 2020 outreach and worked with the Public Information Office and other city departments on Census outreach efforts.
- Attended monthly Inter-Municipal Bikeways Working Group to promote trail connectivity within the Anacostia Trails Heritage Area.
- Reviewed and provided comments on various county zoning legislation proposals.
- Reviewed and commented on Countywide Map Amendment.
- Participated in the development of a Neighborhood Conservation Overlay Zone for Historic Greenbelt.
- Participated in Maryland Municipal League Planning Director meetings.



- Coordinated with the county Department of Permitting, Inspections and Enforcement on the administration of the county's new short-term rental licensing regulations.
- Worked with the New Deal Café to execute a Memorandum of Understanding to allow for the expansion of outdoor dining.



Management Objectives

- Review all proposed county zoning legislation for impact on the city before offering comment.
- Monitor and comment as appropriate on the proposed construction and operation of a Currency Production Facility at Beltsville Agricultural Research Center.
- Monitor the Managed Lane project.
- Attend the monthly Inter-Municipal Bikeways Working Group meetings to promote trail connectivity within the Anacostia Trails Heritage Area.
- Review and comment on the Federal Capital Improvements Program for FY 2022-2026 and the State of Maryland Consolidated Transportation Program for FY 2022-2026.
- Work with the county and State Highway Administration on undertaking Greenbelt Road corridor improvements, including the recommendations of the ULI-TAP corridor study.
- Monitor the NASA Goddard Master Plan process.
- Continue to work with the county on the licensing of short-term rental properties.

Operate, assign and administer the work program and departmental activities for efficiency without compromising quality and effectiveness.

Accomplishments

- Maintained rental database by subdivision and worked with homeowner associations and community associations on identifying unlicensed rentals.
- Completed a user manual for the Community Development Software.
- With the assistance of the IT Department, obtained 100% teleworking capacity for all staff allowing for full departmental operations to continue during the pandemic.
- Transitioned to a virtual inspection program so that rental and commercial property inspections could continue during the pandemic.

- Developed modified work schedules to address the health and safety of staff during the pandemic.
- Identified improvements needed to the Community Development software and worked with the vendor to get them completed.
- Pursued compliance with the city's building permit requirements.
- Implemented the city's handbill and false alarm reduction programs.
- Continued to reduce the number of businesses on the False Alarm Do Not Respond list.

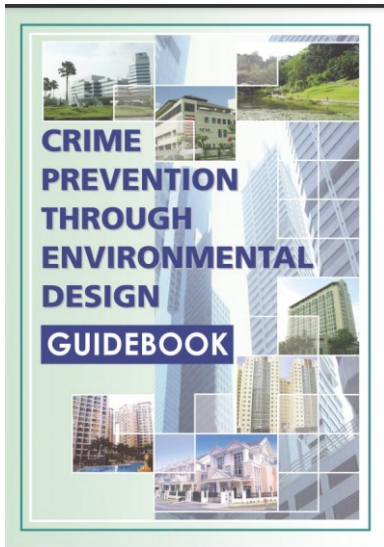
Management Objectives

- Contract with the Utopia software vendor to provide staff training on software capabilities.
- Complete the implementation of the portability of Community Development software to inspectors while in the field.
- Work with the IT Department on converting paper files to electronic filing system.
- Organize flat files and reduce storage needs.
- Ensure administrative staff are cross trained in all administrative functions.
- Evaluate the success of the noise reduction program and identify improvement/modifications, if needed.
- Continue to work with homeowner and condominium associations to ensure all rental properties are licensed and inspected.

Invest in the professional development of staff by keeping them well trained and up-to-date on professional and technological advances. Encourage professional recognition through designation by accreditation or organizations and bodies.

Accomplishments

- The Planning staff obtained sufficient hours of training to satisfy continuing education requirements for AICP certification maintenance.
- Attended the American Planning Association national and regional conference virtually.
- Completed the Maryland Department of the Environment's Responsible Personnel Training for Erosion and Sediment Control.
- Participated in several webinars on a variety of planning and code enforcement topics.



- Applied for and received approval to take the American Institute of Certified Planners (AICP) certification exam.
- Renewed International Code Council/American Association of Code Enforcement Property Maintenance and Housing Inspector certification.
- Completed the American Crime Prevention Through Environmental Design Certification Course.
- Completed training in reviewing Environmental Impact Statements.

Management Objectives

- Continue to meet AICP certification maintenance requirements.
- Attend APA National Conference.
- Attend local training opportunities on various planning and code enforcement topics.
- Achieve all planning staff be AICP certified.
- Complete plan review course to expand in-house erosion and control inspection capabilities.
- Complete the implementation of the portability of Community Development software to inspectors while in the field and coordinate training with software vendor.
- Renew International Code Council/American Association of Code Enforcement property maintenance and housing inspector certification.

ISSUES AND SERVICE FOR 2022

CODE ENFORCEMENT

The COVID-19 pandemic created unique challenges for the city and its residents. The Department of Planning and Community Development was not immune to these challenges but was able to modify its policies and procedures to minimize disruption to the implementation of our community development programs. The development of a virtual inspection program was instrumental in allowing the department to complete a significant number of its scheduled residential and commercial inspections and to continue to process complaint cases. However, due to the limitations of virtual inspections and the reluctance of some property owners to participate, the department does anticipate an increase demand for in-person inspections in FY 2022. The department also foresees an increase in complaints and windshield inspections to address maintenance issues inherent to communities with an aging housing stock, and to address Council's interest in seeing increased inspection activities at Franklin Park at Greenbelt Station. These growing demands, along with a growing housing stock, present staffing challenges. The freezing of the Assistant Director of Community Development position and the shortage of qualified Community Development Inspector candidates has added to the work load challenges of department staff. A major goal for FY 2022 is to achieve full staffing levels so that an assessment can be conducted to determine if staff resources are enough to address a growing demand for inspections, both property maintenance and construction.

As stated in previous years, the major difficulty with organizing and assigning staff resources based on the dynamics of code enforcement work is that it is difficult to identify and manage true priorities. The Supervisory Inspector continues to work diligently to identify code enforcement priorities to assist in the assignment of staff resources and department tasks.

DEVELOPMENT

After experiencing a lull in development, the city continues to see an increase in development proposals. While development is always plagued with uncertainties, it is anticipated that the city will see Phase 1 of the Beltway Plaza redevelopment moving forward with plan review and a development proposal for 7010 Greenbelt Road. Over the years, the city has established a development review process that has yielded high quality development, and while that process has been challenged with the county's effort to expedite its development review process, planning staff has worked to overcome these challenges by striving to engage developers earlier in the process and inviting boards and committees and City Council to participate in the earlier stages of the plan review process.

While Greenbelt Station South Core is almost complete, the 354-unit multi-family apartment complex adjacent to the Federal Courthouse is in full construction mode. As the project progresses, planning staff will be engaging the Arts Advisory Board and the developer to identify opportunities to install public art. This is a goal for all new development projects within the city.

Planning staff has engaged consultants to manage erosion and sediment control inspections and to monitor construction of right-of-way improvements associated with development/construction projects. While this has posed budgetary challenges, with the Assistant Director of Community Development position being vacant, the city does not have the capability to conduct construction and major erosion and sediment control inspections in-house.

Planning staff looks forward to continuing to work closely with the Economic Development Coordinator in the development, implementation and management of economic development initiatives. As the department oversees the review of major development and redevelopment projects there is an important role for the Economic Development Coordinator, and planning staff looks forward to closely working with her in facilitating, reviewing and managing development activities.

TRANSPORTATION

Transportation planning represents a significant portion of the department's work program. Whether it's processing a traffic calming request, reviewing a major state road project, implementing the recommendations of the Pedestrian and Bicycle Master Plan, implementing the city's Complete and Green Street policy or implementing the city's Bus Stop Safety and Accessibility Study, all projects have a common goal: To protect and enhance the city's legacy as a walkable/bikeable community.

The implementation of the recommendations of the Pedestrian and Bicycle Master Plan and the Bus Stop Safety and Accessibility Study were placed on hold in FY 2021, but staff anticipates implementation to resume in FY 2022. In the meantime, staff has been working with the Advisory Planning Board to complete an update to the Pedestrian and Bicycle Master Plan and studying locations for bus stop improvements. Staff oversaw the completion of the Hanover Parkway Bicycle Feasibility Study and is pursuing grant funding to move this project to final engineering. Priority projects for the department in FY 2022 will be the implementation of the city's Complete and Green Street Policy, continued engineering and implementation of the Cherrywood Lane Complete and Green Street project, advocating/planning for Greenbelt Road improvements and working with the county on the implementation of its bikeshare program.

The department has been mobilizing the Speed Sentry units throughout the city, based on resident complaints and traffic calming requests. In an effort to expand on the city's traffic calming program, department staff has coordinated with the Police and Public Works Departments on the deployment of new speed detection technology. This technology will be used in addition to the Speed Sentry

units to perform speed studies that are used to generate staff recommendations on needed transportation improvement, education and enforcement.

CAPITAL PROJECTS

The timely completion of capital projects continues to be an ongoing challenge to staff, since there are many individuals and agencies involved in the planning, design, review, approval, permitting, inspection and contract management of every project. The pandemic resulted in several capital projects being deferred in FY 2021, but grant funded projects proceeded which included the Gateway Sign project, Repairs/Cleaning of the Bas Reliefs and Mother and Child Statue and Buddy Attick Parking Lot Reconstruction. The Buddy Attick Park Parking Lot Reconstruction project finally overcame its county permitting challenges and the project is anticipated to be completed in early FY 2022, if not sooner.

A major capital improvement project that is anticipated to go to construction in FY 2022 is the Greenbelt Station WMATA Trail. This \$2 million plus project is a complex project involving several agency approvals and requiring coordination amongst various agencies and departments. The construction of this project will require significant staff time to manage. If the Assistant Director of Community Development position remains vacant, it is anticipated that project management, as well as erosion and sediment control inspections, will be contracted out to one of our engineer consulting firms.

STATE/FEDERAL PROJECTS

A major role of the department is to monitor and assist in the review of county, state and federal projects. There are several state and federal projects that staff is actively involved in the review and monitoring of including the SCMaglev, the I-495/I-270 Managed Lane Study, the proposed relocation of the Bureau of Engraving and Printing and the NASA Goddard Master Plan. In FY 2021, significant staff time was dedicated to reviewing draft environmental impact statements, monitoring the Section 106 historic review process and coordinating legal services. In FY 2022, it is anticipated that staff resources will be directed to reviewing final environmental impact statements, records of decisions, and depending on the outcomes of the NEPA process, managing legal services.

With the recent increase in state and federal projects and their significant relationship/impacts to Greenbelt, staff has had to reprioritize its work program often resulting in the delay of city planning projects (e.g., pedestrian and bicycle planning, capital project planning, second dog park, etc.). If these state and federal projects continue to move forward and/or new projects are initiated, the department will have to closely evaluate its work program and again reprioritize projects. This will be done in concert with the goals and strategies identified by City Council at its FY 2022 goals session.

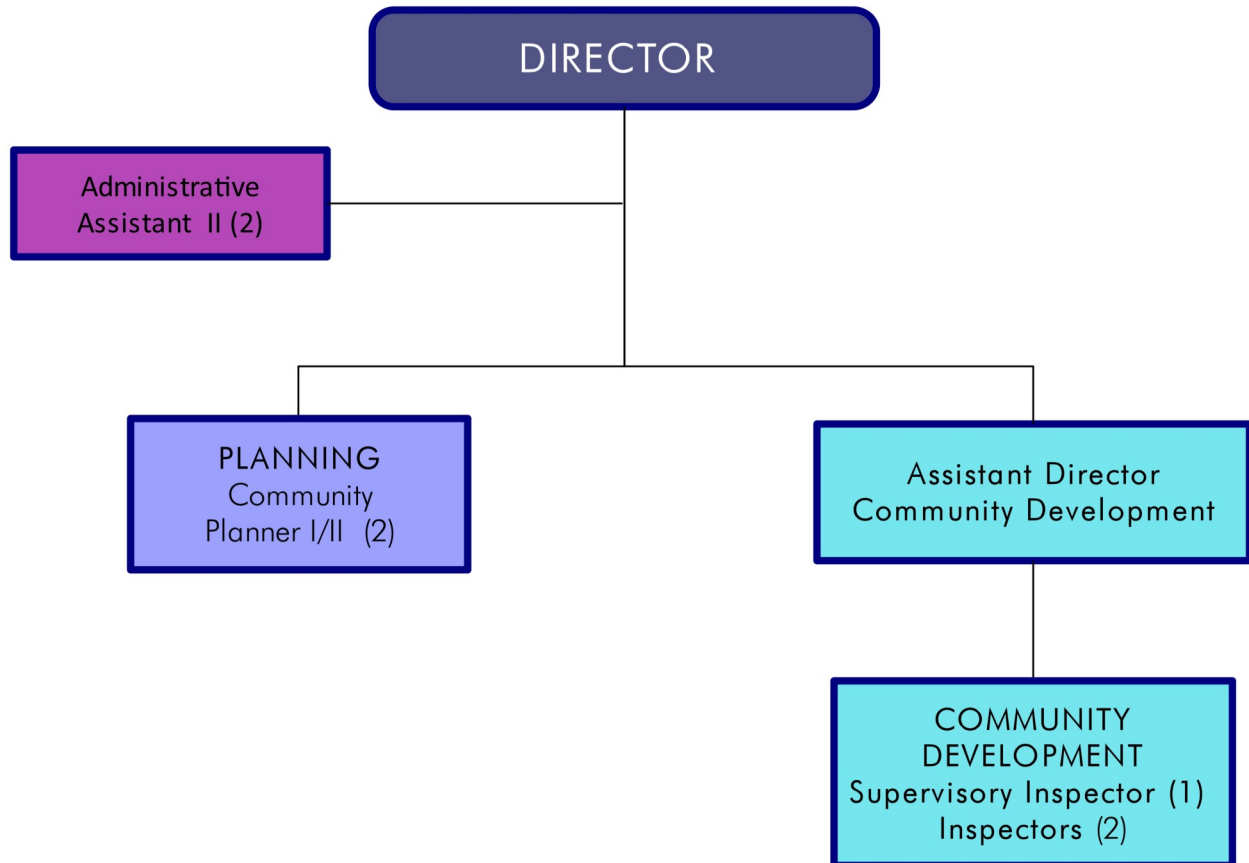
PERSONNEL STAFFING

	Grade	Auth. FY 2020	Auth. FY 2021	Prop. FY 2022	Auth. FY 2022
210 Planning					
Planning Director	GC-26	1	1	1	1
Assistant Director*	GC-22	0	0	0	0
Community Planner I & II	GC 16 & 18	2	2	2	2
Total FTE		3	3	3	3
220 Community Development					
Assistant Director	GC-22	1	1	1	1
Supervisory Inspector	GC-18	1	1	1	1
Community Development Inspector I & II	GC-12 & 14	2	2	2	2
Administrative Assistant II	GC-13	2	2	2	2
Total FTE		6	6	6	6
Total Planning & Community Development		9	9	9	9

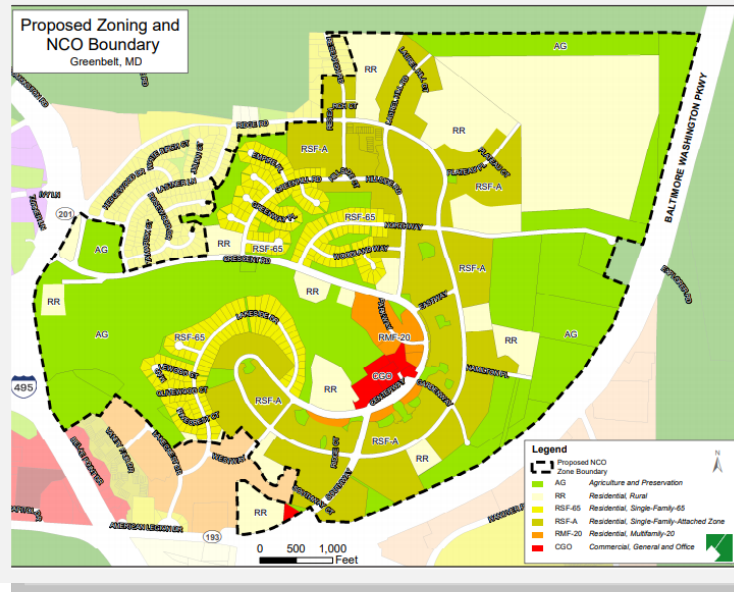
*Can be underfilled



PLANNING & COMMUNITY DEVELOPMENT ORGANIZATIONAL CHART



PLANNING



The Planning Department is responsible for overseeing all physical development in the city. Duties include: reviewing development projects for impact on the city, planning, coordinating and managing capital projects, compiling demographic data and the preparation of population and housing projections, coordination of planning and development activities with other public bodies, planning and coordinating environmental enhancement projects, serving as liaison to the Advisory Planning Board and Board of Appeals, preparing special studies addressing particular issues, drafting legislation and other duties as necessary.

The Planning Department is responsible for overseeing all physical development in the city. Duties include: reviewing development projects for impact on the city, planning, coordinating and managing capital projects, compiling demographic data and the preparation of population and housing projections, coordination of planning and development activities with other public bodies, planning and coordinating environmental enhancement projects, serving as liaison to the Advisory Planning Board and Board of Appeals, preparing special studies addressing particular issues, drafting legislation and other duties as necessary.

Performance Measures	FY 2019 Actual	FY 2020 Actual	FY 2021 Estimated	FY 2022 Estimated
Advisory Planning Board Meetings	20	24	24	24
Other Meetings	450	400	350	500
Grants Administered	5	5	5	5
Full Time Equivalent (FTE)	3	3	3	3

MANAGEMENT OBJECTIVES

- Continue to oversee the design, permitting and construction of the WMATA connection trail.
- Oversee the review of major State and Federal projects including the I-495/I-270 Managed Lane Study, SCMaglev, and the relocation of the Bureau of Engraving and Printing to BARC.
- Work with the county on the rollout of the new Zoning Ordinance, including the Greenbelt Neighborhood Conservation Overlay Zone.
- Obtain grant funding for the implementation of Phase 2 of the Gateway Sign project and oversee installation of remaining welcome signs.
- Manage the review of the Beltway Plaza redevelopment and other development projects within the city.

BUDGET COMMENTS

- 1) Line 01, Salaries, and line 28, Employee Benefits, have fluctuated in recent fiscal years. FY 2022 salaries shows the cost of a fully staffed Planning Department.
- 2) Professional Services, line 30, is restored to fund engineering services to assist with the review of traffic impact studies, noise attenuation studies, road improvements and other development review related issues.

PLANNING Acct. No. 210	FY 2019 Actual Trans.	FY 2020 Actual Trans.	FY 2021 Adopted Budget	FY 2021 Estimated Trans.	FY 2022 Proposed Budget	FY 2022 Adopted Budget
PERSONNEL EXPENSES						
01 Salaries	\$215,251	\$222,872	\$227,200	\$227,200	\$271,100	\$271,100
28 Employee Benefits	72,744	84,520	94,500	94,500	97,000	97,000
Total	\$287,995	\$307,392	\$321,700	\$321,700	\$368,100	\$368,100
OTHER OPERATING EXPENSES						
30 Professional Services	\$226	\$9,622	\$0	\$0	\$30,000	\$30,000
33 Insurance	1,610	1,896	2,100	2,200	2,300	2,300
45 Membership & Training	4,887	2,423	4,600	3,100	8,600	8,600
55 Office Expenses	1,059	1,386	1,300	8,200	1,550	1,550
58 Special Program	0	3,729	0	0	0	0
Total	\$7,782	\$19,056	\$8,000	\$13,500	\$42,450	\$42,450
TOTAL PLANNING	\$295,777	\$326,448	\$329,700	\$335,200	\$410,550	\$410,550
REVENUE SOURCES						
Development Review Fees	\$15,364	\$13,136	\$10,000	\$10,000	\$10,000	\$10,000
Total	\$15,364	\$13,136	\$10,000	\$10,000	\$10,000	\$10,000

COMMUNITY DEVELOPMENT

This office is responsible for activities relating to the protection of the health, safety and welfare of the community through the enforcement of housing, building, sediment control and construction codes. This office is also responsible for burglar alarm licensing, and handbill and noise ordinance enforcement.

Performance Measures	FY 2019	FY 2020	FY 2021	FY 2022
	Actual	Actual	Estimated	Estimated
Board of Appeals Meetings	1	0	1	1
Single Family Rental Inspections	385	374	400	400
Apartment Units Inspected	1,020	600	400	1,064
Rental Licenses (excluding apartments)	281	650	700	700
Construction Permits Issued	40	17	20	20
Building Permits Issued	1,033	660	850	890
Sediment Control Permits Issued	5	4	5	4
Sediment Control Inspections	116	220	200	150
Noise Ordinance Citations	9	11	15	10
Noise Ordinance Complaints	97	88	85	75
Property Violation Complaints	444	258	250	300
Handbill Violations	15	12	10	10
Burglar Alarm Licenses Issued	213	211	215	215
Day Care Businesses Licensed	13	11	12	12
Alarm Companies Registered	65	65	65	65
Commercial Units Licensed	246	245	305	300
Liquor Licenses Issued	20	20	19	18
Residential False Alarm Invoices	2	3	5	8
Residential False Alarm Warning Letters	168	173	175	175
Non-Residential False Alarm Invoices	29	27	30	30
Non-Residential False Alarm Warning Letters	106	125	130	130
Police Non-Response	12	6	4	2
Foreclosure Filings	51	22	20	50
Municipal Infractions Issued	7	32	31	25
Full Time Equivalent (FTE)	6.0	6.0	6.0	6.0

MANAGEMENT OBJECTIVES

- Complete the implementation of the portability of Community Development software to assist inspectors while in the field. Sustain at least a 20% rental inspection rate for all multi-family apartment developments.
- Continue to work with the county on the licensing of short-term rental properties.

BUDGET COMMENTS

- 1) Line 30, Professional Services, is lower in FY 2022 due to the completion of Greenbelt Station South Core and Greenbrook Lake Clean Water Partnership project.

COMMUNITY DEVELOPMENT Acct. No. 220	FY 2019 Actual Trans.	FY 2020 Actual Trans.	FY 2021 Adopted Budget	FY 2021 Estimated Trans.	FY 2022 Proposed Budget	FY 2022 Adopted Budget
PERSONNEL EXPENSES						
01 Salaries	\$274,296	\$248,054	\$294,200	\$294,200	\$315,400	\$315,400
25 Repair/Maintain Vehicles	167	1,878	1,000	1,000	1,050	1,050
27 Overtime	0	834	1,000	1,000	1,000	1,000
28 Employee Benefits	112,139	100,098	144,600	144,600	130,700	130,700
Total	\$386,602	\$350,864	\$440,800	\$440,800	\$448,150	\$448,150
OTHER OPERATING EXPENSES						
30 Professional Services	\$138,786	\$49,209	\$30,000	\$82,500	\$67,000	\$67,000
33 Insurance	1,333	1,406	1,600	1,800	1,800	1,800
34 Other Services	4,324	4,370	4,000	1,800	4,000	4,000
38 Communications	5,594	5,373	7,500	5,600	7,500	7,500
42 Building Rental	35,700	35,700	35,700	35,700	35,700	35,700
45 Membership & Training	2,154	3,189	3,000	1,200	3,700	3,700
48 Uniforms	599	554	1,000	1,000	1,000	1,000
50 Motor Equipment						
Maintenance	1,493	2,468	2,800	200	1,800	1,800
Vehicle Fuel	429	1,154	1,500	600	1,000	1,000
52 Departmental Equipment	0	0	3,000	3,800	3,000	3,000
53 Computer Expenses	12,505	15,958	13,000	13,000	13,000	13,000
55 Office Expenses	17,221	12,420	13,700	9,100	13,700	13,700
Total	\$220,138	\$131,801	\$116,800	\$156,300	\$153,200	\$153,200
TOTAL COMMUNITY DEVELOPMENT	\$606,740	\$482,665	\$557,600	\$597,100	\$601,350	\$601,350
REVENUE SOURCES						
Street Permits	\$69,845	\$25,994	\$10,000	\$7,300	\$10,000	\$10,000
Licenses & Permit Fees	930,886	824,121	921,900	921,900	928,900	928,900
Non-Residential Alarm	28,550	28,175	30,000	30,000	6,000	6,000
Municipal Infractions	11,665	6,025	12,000	6,000	6,000	6,000
False Alarm Fees	3,075	1,500	4,000	0	2,000	2,000
Total	\$1,044,021	\$885,815	\$977,900	\$965,200	\$952,900	\$952,900

