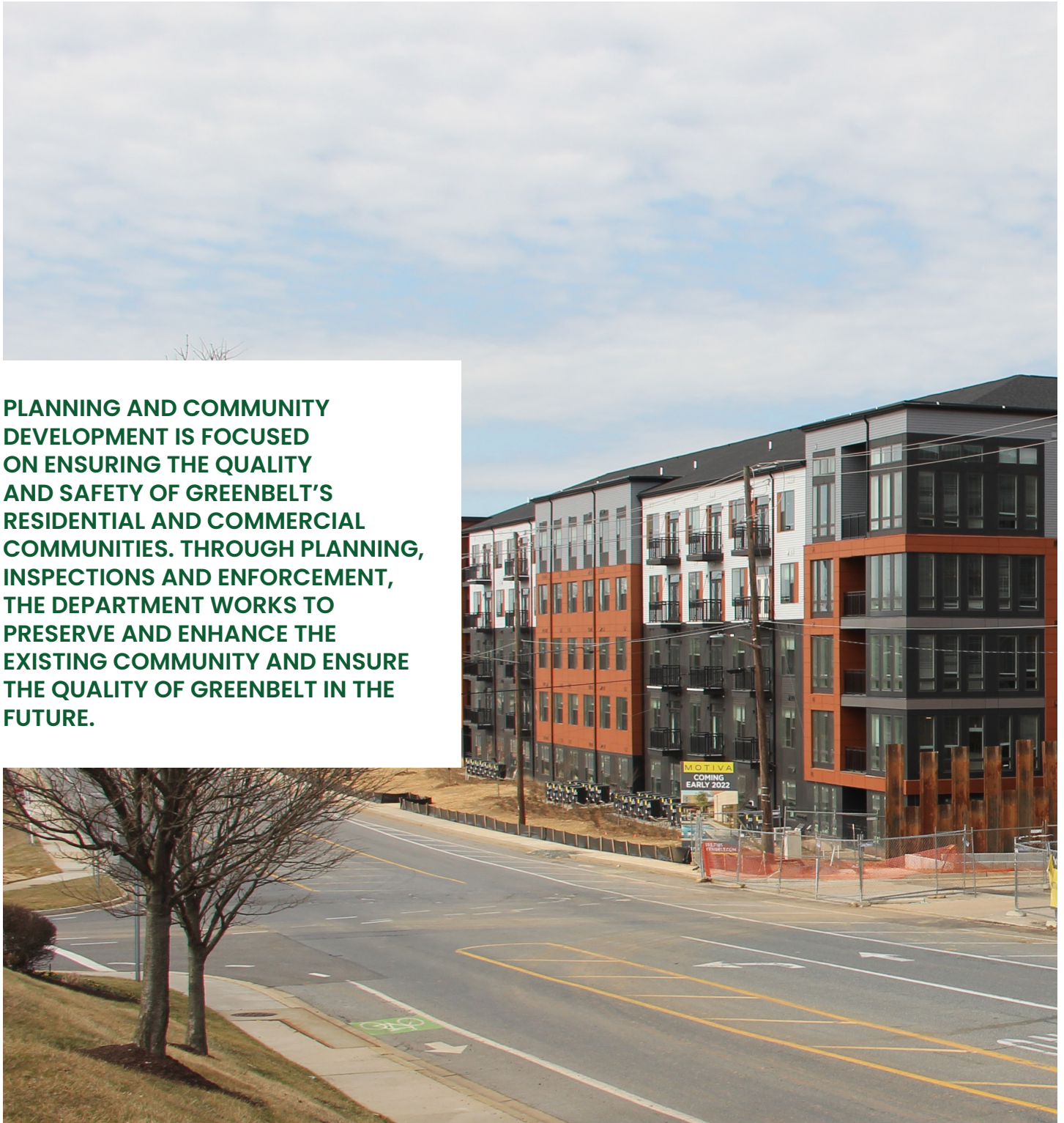


PLANNING AND COMMUNITY DEVELOPMENT

FISCAL YEAR 2023

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

- Continued to provide a residential virtual inspection platform to allow residents who were concerned with their safety during the pandemic.
- Continued to double commercial inspections due to the pandemic backlog.
- Continued to ensure commercial compliance with Prince George's County Use and Occupancy permit requirements.
- Continued weekend enforcement to address illegal signs.
- Increased windshield inspections to address uptick in trash complaints.
- Ensured compliance with State lead free certification requirements for all rental properties in the City.
- Continued the data input of Chapter 4 property maintenance violations to updated Utopia software.
- Continued to work with the City's Information Technology Department on the implementation of the field-based inspection system.
- Worked with management companies to address repeat code offenders and manage violations.
- 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.
- 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 900 property maintenance inspections, including residential rental, non-residential and complaint inspections.
- Logged, reviewed and approved over 500 building permits for compliance with applicable codes.
- Responded to over 100 property maintenance complaints.
- Issued over 360 rental licenses.
- Expanded the inter-municipal code enforcement working group to include representation from the jurisdictions of Cheverly, Colmar Manor and Cottage City.
- Maintained access to the foreclosure database.
- Tracked eviction data provided by apartment developments.
- Maintained relationship with State of Maryland Fire Marshal's office.

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 Property Foreclosure Registry System within Greenbelt.
- Work with management companies and homeowner/condominium associations on rental license enforcement.
- Continue to 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 vendor on reporting functions.

Improve transportation opportunities.

Accomplishments

- Monitored the required installation of a bikeshare station at Motiva multi-family development.
- Oversaw Cherrywood Lane frontage improvements associated with the new Motiva development.

- Worked on implementation of the Bus Stop Safety and Accessibility Study.
- Worked with Public Works staff to construct two new bus shelters.
- Worked with the Advisory Planning Board to update the Pedestrian and Bicycle Master Plan.
- Evaluated and responded to citizen requests for traffic calming.
- Reviewed and commented on the State Consolidated Transportation Program.
- Continued to monitor the SCMaglev Project.
- Participated in Prince George's County Master Plan of Transportation planning project.
- Worked with Public Works on implementation of a bus shelter solar lighting pilot project.
- Completed the Greenbelt Road (MD 193) Corridor Plan through a grant from the MWCOG TLC Program.
- Managed the implementation of a pilot program to increase parking opportunities in Greenbelt South Core development.

Management Objectives

- Participate in the County's Master Plan of Transportation – Plan 2035 Implementation project.
- Work with the Department of Public Works on the implementation of the City's Complete and Green Streets policy.
- Continue to advocate to the County the installation of additional bikeshare stations.
- Secure funding to continue planning work on improving the Greenbelt Road (MD 193) corridor.
- Continue to work with county transit staff and WMATA staff 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 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.

- Review construction in the right-of-way permits for road improvement projects associated with Beltway Plaza redevelopment.

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.
- Oversaw the completion of cleaning and repairs to bas reliefs and Mother and child Statue and closed out grant.
- Oversaw the completion of the Mother and Child interpretive panel.
- Managed Program Open Space funding and submitted projects to the State for approval.
- Managed citizen requests involving the installation of electric vehicle charging station(s).
- Worked with IT Department and Public Information and Communications Coordinator on design manual for the review, approval and installation of small cell infrastructure in the City.
- Submitted FY 2023 Program Open Space (POS) Annual Program.
- Secured funding for the Buddy Attick Park Parking Lot Improvement project.
- Oversaw the construction of the Buddy Attick Park parking lot project, and managed grant funds.
- Secured planning assistance under the Prince George’s County Assistance to Municipalities program for the development of wayfinding signage master plan.
- Coordinated with Public Works on the Greenbrook Trail project.
- Participated in meetings with Public Works and Prince George’s County Department of the Environment on storm drain discussion at 51 Crescent Road.
- Participated in ARPA planning efforts.
- Worked with Public Works on implementation of a bus shelter solar lighting pilot project.



- Work with County historic preservation planners on addressing the condition of the Hamilton Cemetery.

Management Objectives

- Pursue grant funding for cemetery preservation activities.
- Provide support to the implementation of ARPA funded projects as needed.
- 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 City Code.
- 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 additional storm-water management projects in the city.
- Pursue funding for the completion of 90 percent 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

- Completed the Greenbelt Road (MD 193) Corridor Plan through a grant from the MWCOG Transportation Land Use Connections program.
- Secured over a million dollars in Transportation Alternatives Program grant funding for the WMATA trail project.
- Began work with the Recreation Department and the Neighborhood Design Center on a community greenspace plan for the Greenbelt Station and Verde Apartment community.
- Researched required invasive removal for the Greenbelt Station South Core development.

- Oversaw the completion of development in Greenbelt Station South Core and ensured compliance with development agreement requirements and timely installation of public improvements.
- Oversaw the conveyance of remaining park land to the City.
- Managed the City's review of Greenbelt Stations South Core developers to remove invasive plantings per the City's development agreement.
- Continued to work with the Greenbelt Station Master Association on improving the parking situation in Greenbelt Station South Core.
- Coordinated efforts for the installation of art at the Motiva development.
- 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.
- Executed a Memorandum of Understanding for Beltway Plaza Phase 1 redevelopment so the City's conditions of support are binding.
- 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.
- Pursue grant funds to support implementation of the Greenbelt Road Corridor plan and to extend planning efforts further east along the corridor.
- Continue to 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.
- Ensure Phase 1 development at the Beltway Plaza is completed in conformance with the City's Memorandum of Understanding and the approved Detailed Site Plan.
- Manage the review of plans and permits for Beltway Plaza redevelopment project.
- Work with the recreation department to install signage and other amenities along the Indian Creek Trail.

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

Accomplishments

- Secured funding for a citywide wayfinding plan.
- Worked with Museum Director to develop content for the Toaping Castle interpretive panel.
- Reviewed and commented on a text amendment for 7010 Greenbelt Road.
- Finalized franchise agreement for small cell wireless facilities.
- Worked with consultant to finalize on-line application process for small cell wireless applications.
- Assisted with amending the City Code to designate Greenbriar Park as a Forest Preserve area.
- 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 final draft of 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 to install a free little library on City property.
- 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.
- Reviewed and approved multiple construction in the right-of-way permits for various public infrastructure improvements.

Management Objectives

- Continue to identify grant funding sources for greening/sustainability projects.
- Continue to review all development plans to evaluate potential impacts on the community and environment.
- Oversee completion of citywide wayfinding plan and begin implementation.
- Assist with addressing stormwater issues throughout the City.
- Assist with the review and permitting of small cell wireless applications and updates to design requirements.

- Monitor state and county planning and zoning legislation to ensure new regulations accomplish desired change.
- Complete restoration plan for the Hamilton cemetery and address condition of all city cemeteries.
- Work with the County on the implementation of the County's new zoning ordinance and the Greenbelt Neighborhood Conservation Overlay Zone as appropriate.

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

Accomplishments

- Managed the review of the Final Environmental Impact Statement for the proposed relocation of the Bureau of Engraving and Printing to the Beltsville Agricultural Research Center.
- Participated in the County's Master Plan of Transportation 2035 planning project.
- Engaged the Maryland State Highway Administration, WMATA, County and local jurisdictions, along with community members and other stakeholders, in developing the Greenbelt Road (MD 193) Corridor Plan.
- Reviewed and provided comments on the Federal Capital Improvements Program for FY 2022-2026, and the State of Maryland Consolidated Transportation Program for FY 2022-2026.
- Monitored the status of the Bureau of Engraving and Printing to the Beltsville Agricultural Research Center project and SCMaglev project, and kept legal counsel informed.
- Reviewed and provided comments on various county zoning legislation proposals.
- Reviewed and commented on final draft of the County Wide Map Amendment.
- Participated in the County's adoption of a Neighborhood Conservation Overlay Zone for Historic Greenbelt.
- Monitored the NASA Goddard Master Plan process.
- 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.

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 and SCMaglev project.
- Review and comment on the Federal Capital Improvements Program for FY 2023-2026 and the State of Maryland Consolidated Transportation Program for FY 2023-2026.
- Work with the County and the State Highway Administration on the Greenbelt Road (MD 193) corridor planning and secure additional funding to extend planning efforts along the corridor.
- Continue to work with the county on the licensing of short-term rental properties.
- Continue to participate in the County's Master Plan of Transportation 2035 planning process.

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

Accomplishments

- Continued to maintain rental database by subdivision and worked with homeowner associations and community associations on identifying unlicensed rentals.
- Continued to implement 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.
- Contracted with and oversaw outside engineering services to provide erosion and sediment control inspections.
- Re-assigned administrative tasks in response to the retirement of a long-time staff person to allow for continuity of services.

- Acquired gas meters and noise meter for inspection staff to improve their performance/efficiency in the field.

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.
- Resume full in-person inspections.
- 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 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 enough hours of training to satisfy continuing education requirements for AICP certification maintenance.
- Attended the American Planning Association national conference.
- Served on the Government Alliance for Race and Equity Cohort.
- Completed the County's Complete Street Training for Place Making.
- Participated in several webinars on a variety of planning and code enforcement topics.
- Received training in erosion and sediment control inspections and oversaw inspections on the smaller construction projects undertaken in the City.
- Continued webinar training with International Code Council.

- Participated in Landlord and Tenant Education, Community, Outreach & Engagement eviction prevention program.
- Participated in demonstrations for new finance software.

Management Objectives

- Continue to meet AICP certification maintenance requirements.
- Complete the work associated with the Government Alliance for Race and Equity Cohort.
- Attend APA National Conference.
- Attend local training opportunities on various planning and code enforcement topics.
- Achieve all planning staff being AICP certified.
- Complete plan review course to expand in-house erosion and control inspection capabilities.
- Participate in International Code Council training webinars.
- Complete the implementation of the portability of Community Development software to inspectors while in the field and coordinate training with software vendor.
- Attend Building Code Officials annual conference in Pennsylvania.

ISSUES AND SERVICE FOR 2023

OVERVIEW

The COVID-19 pandemic continued to pose unique challenges for the Department of Planning and Community Development. With this said, the Department maintained continuity of operations and developed policies and procedures that allowed it to respond to the pandemic in a manner that resulted in minimal disruption to the implementation of Community Development and Planning programs.

As has been the case over the past several budgets, staffing and workload remain issues within the Department. As in recent years, the Department continues to reprioritize its work program to respond to unexpected planning and development activities. This includes private development projects and unanticipated County, State and Federal planning projects. The City continues to receive and review new development proposals. Managing development proposals requires an extensive amount of staff resources, thereby presenting challenges for a Department which already maintains a robust work program.

Unfortunately funding for the Assistant Director of Community Development position was deferred again in FY2022. The lack of an Assistant Director of Community Development puts a strain on the Director, the Supervisory Inspector and all department staff. This position has historically had construction experience and been responsible for reviewing and inspecting construction in the right-of-way permits, performing erosion and sediment control review and inspections, assisting with management of capital projects and providing leadership to the Community Development functions of the Department. Currently, these functions are predominately being performed by the Planning Director and/ or outside consultant, limiting her ability to carry out planning functions. The Supervisory Inspector has also reallocated his time to provide erosion and sediment control inspections for minor projects. The FY 2023 budget includes full funding for the Assistant Director of Community Development position.

Unfortunately, despite on-going efforts to fill a vacant Community Development Inspector position, the position has remained vacant due to a shortage in qualified/ interested candidates. This has put a further strain on Community Development's two full-time staff members, who have been absorbing the workload of this position for over almost three years, even as the City's housing stock has increased with the completion of Greenbelt Station South Core (807 units) and Motiva Apartments (354 units).

CODE ENFORCEMENT

As discussed, the pandemic continues to impact Community Development programs. In regard to residential inspections, for the safety of staff and residents, virtual residential inspections continued in FY 2022. Interior apartment inspections present unique challenges when relying on virtual technology; however, Community Development staff have but worked closely with property management companies to conduct a significant number of scheduled annual inspections within each complex. Commercial inspections did predominately occur in person, with the use of appropriate personal protection equipment (PPE). It is the staff's goal that all Community Development inspections can transition back to in-person by the start of FY 2023, but this will depend on the state of the pandemic. As was anticipated last fiscal year, the Department saw an increase in complaints related to trash removal, and staff responded by scheduling routine windshield inspections within each section of the City. This effort will continue in FY 2023. Staff also worked closely with Franklin Park at Greenbelt Station management to address citizen complaints in a timely manner.

As stated previously, 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 2023 is to achieve full staffing levels so that an assessment can be conducted to determine if staff resources are sufficient to address a growing demand for inspections, both property maintenance and construction. This assessment is critical given the addition of 354 multi-family units at Motiva, the expected growth at Beltway Plaza, and the planned commercial development in Golden Triangle. These developments, in addition to the Greenbelt Station South Core development, represent a significant increase in the Department's workload over the last several years. During the same time as this increase in the Department's work program, the Department has experienced a decline in funded staff positions. For example, in 2009 (before any of the aforementioned developments were constructed), six Community Development staff positions were authorized., Currently, Community Development operates with only three authorized positions – half the number authorized more than a decade ago.

PLANNING

The Department has its pulse on a myriad of planning projects related to development, transportation and the environment. As has been the trend over the last couple of years, residential and commercial development proposals have been on the uptick. The proposed large-scale redevelopment of Beltway Plaza continues to move forward, and it is anticipated that Phase 1 of the project may break ground by FY 2023. The scale and complexity of this project require extensive amounts of staff time and resources and it is expected this project will be a major focus of the City's planning work program over the next several years. Also expected to be moving through the planning and development process is the Royal Farms at Golden Triangle and the multi-family development at 7010 Greenbelt Road.

Planning staff continues to monitor and assist in the review of county, state and federal projects including SC Maglev, Relocation of Bureau of Engraving and Printing to Beltsville Agricultural Research Center, NASA Area 400 Disposal, Update to the County's Master Plan of Transportation and I-495 & I-270 Managed Lane project. Staff anticipates significant staff time will be dedicated to the review and monitoring of these projects in FY 2023, including managing legal services. As these projects continue to move forward and/or new projects are initiated, the Department strives to reprioritize its work program in concert with the goals and strategies identified by City Council.

Transportation planning continues to be 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 Department has been mobilizing speed detection devices units throughout the city, based on resident complaints and traffic calming requests. This technology allows the Department to perform speed studies that are used to generate staff recommendations on needed transportation improvement, education and enforcement. To expand on the City's capability to respond to traffic calming requests, staff is looking at securing professional engineering support in FY 2023 to assist with traffic calming studies in Historic Greenbelt.



The Department also completed the Greenbelt Road (MD 193) Corridor Plan (from Baltimore Avenue to Kenilworth Avenue) through MWCOC's Transportation Land Use Connections program. The Department engaged a broad range of stakeholders, including members of the public, elected officials, and State, County, and local agency staff, to create a cohesive vision, including short- and long-term recommendations. To expand on this effort in FY 2023, the Department plans to seek funding for a Phase 2 of the plan, which will address the portion of Greenbelt Road from Kenilworth Avenue to Mandan Road.

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.

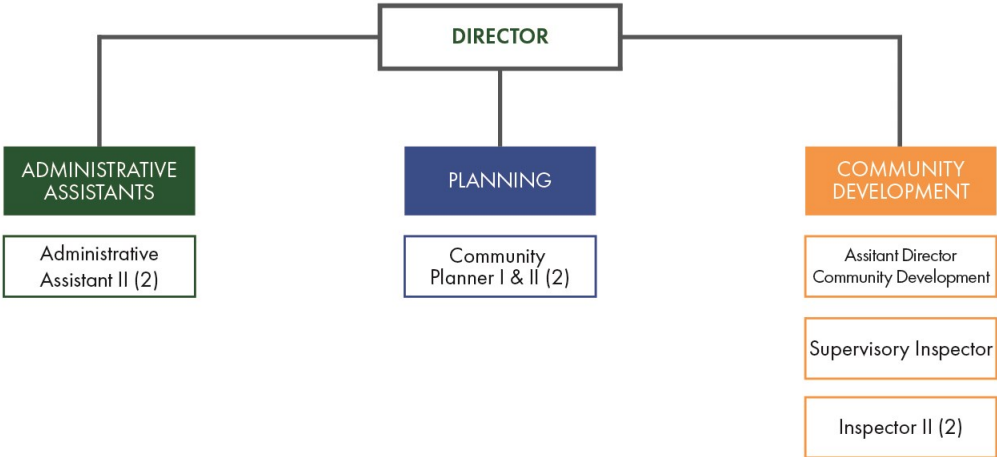
In FY 2022 staff completed Phase 1 of the Gateway Sign project, the cleaning and restoration of the bas reliefs and Mother and Child Statue and oversaw improvements to the Buddy Attick Park Parking Lot Improvement project.

PERSONNEL STAFFING

	Grade	Auth. FY 2021	Auth. FY 2022	Prop. FY 2023	Auth. FY 2023
210 Planning					
Planning Director	GC-26	1	1	1	
Assistant Director	GC-22	0	0	1	
Community Planner I & II	GC 16 & 18	2	2	2	
Total FTE		3	3	4	0
220 Community Development					
Assistant Director	GC-22	1	1	1	
Supervisory Inspector	GC-18	1	1	1	
Community Development Inspector I & II	GC-12 & 14	2	2	2	
Administrative Assistant II	GC-13	2	2	2	
Total FTE		6	6	6	0
Total Planning & Community Development		9	9	10	0



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.

Performance Measures	FY 2020 Actual	FY 2021 Actual	FY 2022 Estimated	FY 2023 Estimated
Advisory Planning Board Meetings	24	24	26	24
Other Meetings	400	350	450	450
Grants Administered	5	5	6	5
Full Time Equivalent (FTE)	3	3	3	4

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.
- Participate in the County’s Master Plan of Transportation—Plan 2035 Implementation project.
- Secure funding to continue planning work on improving the Greenbelt Road (MD 193) corridor.
- 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, reflect the cost of a fully staffed Planning Department in FY 2023.
- 2) Professional Services, line 30, provides funding for 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 2020 Actual Trans.	FY 2021 Actual Trans.	FY 2022 Adopted Budget	FY 2022 Estimated Trans.	FY 2023 Proposed Budget	FY 2023 Adopted Budget
PERSONNEL EXPENSES						
01 Salaries	\$222,872	\$242,105	\$271,100	\$271,100	\$285,800	
28 Employee Benefits	84,520	80,603	97,000	97,000	110,100	
Total	\$307,392	\$322,708	\$368,100	\$368,100	\$395,900	\$0
OTHER OPERATING EXPENSES						
30 Professional Services	\$9,622	\$391	\$30,000	\$30,000	\$30,000	
33 Insurance	1,896	2,189	2,300	2,300	2,300	
45 Membership & Training	2,423	656	8,600	8,600	9,600	
55 Office Expenses	1,386	382	1,550	1,500	1,800	
58 Special Program	3,729	7,724	0	0	0	
Total	\$19,056	\$11,342	\$42,450	\$42,400	\$43,700	\$0
TOTAL PLANNING	\$326,448	\$334,050	\$410,550	\$410,500	\$439,600	\$0
REVENUE SOURCES						
Development Review Fees	\$13,136	\$3,493	\$10,000	\$10,000	\$5,000	
Total	\$13,136	\$3,493	\$10,000	\$10,000	\$5,000	\$0

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 2020 Actual	FY 2021 Actual	FY 2022 Estimated	FY 2023 Estimated
Board of Appeals Meetings	0	0	1	1
Single Family Rental Inspections	374	538	460	500
Apartment Units Inspected	600	418	750	900
Rental Licenses (excluding apartments)	650	700	700	700
Construction Permits Issued	17	32	30	30
Building Permits Issued	660	568	250	300
Sediment Control Permits Issued	4	1	5	5
Sediment Control Inspections	220	231	175	150
Noise Ordinance Citations	11	5	5	5
Noise Ordinance Complaints	88	32	29	30
Property Violation Complaints	258	205	150	150
Handbill Violations	12	4	10	10
Burglar Alarm Licenses Issued	211	215	215	215
Day Care Businesses Licensed	11	12	13	13
Alarm Companies Registered	65	66	66	66
Commercial Units Licensed	245	237	311	382
Liquor Licenses Issued	20	21	21	21
Residential False Alarm Invoices	3	0	2	5
Residential False Alarm Warning Letters	173	64	56	60
Non-Residential False Alarm Invoices	27	20	33	40
Non-Residential False Alarm Warning Letters	125	120	86	90
Police Non-Response	6	3	2	2
Foreclosure Filings	22	0	5	10
Municipal Infractions Issued	32	31	30	30
Full Time Equivalentents (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) In FY 2023, Salaries, line 01, and Employee Benefits, line 28, show the effect of funding an Assistant Director to oversee Community Development operations.
- 2) Line 30, Professional Services, funds engineering services associated with erosion and sediment control inspections, and site inspections for projects on city property and/ or right-of-way.
- 3) Computer Expenses, line 53, includes the annual cost associated with the Community Development software and Speed Sentry units.

COMMUNITY DEVELOPMENT Acct. No. 220	FY 2020 Actual Trans.	FY 2021 Actual Trans.	FY 2022 Adopted Budget	FY 2022 Estimated Trans.	FY 2023 Proposed Budget	FY 2023 Adopted Budget
PERSONNEL EXPENSES						
01 Salaries	\$248,054	\$257,088	\$315,400	\$315,400	\$421,300	
25 Repair/Maintain Vehicles	1,878	212	1,050	0	2,000	
27 Overtime	834	0	1,000	1,000	1,000	
28 Employee Benefits	100,098	98,467	130,700	130,700	181,200	
Total	\$350,864	\$355,767	\$448,150	\$447,100	\$605,500	\$0
OTHER OPERATING EXPENSES						
30 Professional Services	\$49,209	\$90,280	\$67,000	\$33,500	\$30,000	
33 Insurance	1,406	1,577	1,800	1,900	2,000	
34 Other Services	4,370	4,733	4,000	4,000	4,000	
38 Communications	5,373	5,895	7,500	4,200	7,500	
42 Building Rental	35,700	35,700	35,700	35,700	35,700	
45 Membership & Training	3,189	95	3,700	900	4,900	
48 Uniforms	554	0	1,000	1,000	1,000	
50 Motor Equipment						
Maintenance	2,468	969	1,800	2,000	2,000	
Vehicle Fuel	1,154	1,051	1,000	1,000	1,000	
52 Departmental Equipment	0	3,775	3,000	3,000	3,000	
53 Computer Expenses	15,958	14,895	13,000	15,000	15,000	
55 Office Expenses	12,420	10,152	13,700	13,700	9,600	
Total	\$131,801	\$169,122	\$153,200	\$115,900	\$115,700	\$0
TOTAL COMMUNITY DEVELOPMENT	\$482,665	\$524,888	\$601,350	\$563,000	\$721,200	\$0
REVENUE SOURCES						
Street Permits	\$25,994	\$7,410	\$10,000	\$7,300	\$10,000	\$0
Licenses & Permit Fees	824,121	1,030,978	928,900	813,000	890,000	0
Non-Residential Alarm	28,175	18,900	6,000	30,000	30,000	0
Municipal Infractions	6,025	625	6,000	6,000	7,000	0
False Alarm Fees	1,500	0	2,000	500	2,000	0
Total	\$885,815	\$1,057,913	\$952,900	\$856,800	\$939,000	\$0

