

President James T. Mullin, District 1  
Vice President Diana Broomell, District 4  
Commissioner Tari Moore, District 2  
Commissioner Michael W. Dunn, District 3  
Commissioner Robert J. Hodge, District 5



Alfred C. Wein, Jr.  
County Administrator

Eric Sennstrom, AICP, Director  
410.996.5220  
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410.996.5200  
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**CECIL COUNTY GOVERNMENT**  
Department of Planning and Zoning  
200 Chesapeake Boulevard, Suite 2300, Elkton, MD 21921

**MEMORANDUM**

**DATE:** 31 January 2011  
**TO:** Cecil County Board of Estimates  
**FROM:** <sup>ESS</sup> Eric S. Sennstrom, Director  
Planning & Zoning  
**RE:** FY 2012 Departmental Budget

Enclosed please find eight (8) copies of this department's proposed budget for FY 2012. Included pursuant to the Budget Manager's instructions are Schedules A through D, a mission statement, statement of departmental accomplishments, and a statement of cost containment efforts. It should be noted that this submittal, excluding wages and fringe benefits, proposes a 20 percent reduction from the current fiscal year.

Thank you for your assistance with this matter. If you have any questions or desire additional information, please contact me at your earliest convenience.

ESS

Enclosures

## **PLANNING & ZONING**

### MISSION STATEMENT

The mission of this department continues to be the efficient and professional attainment of the goals and objectives of the Cecil County Comprehensive Plan through the implementation of the Zoning Ordinance and Subdivision Regulations. We also strive to provide better service to the taxpayers, general public, and County government by expediently carrying out specific objectives in a professional and courteous manner at all times and in all circumstances. We provide respectful, timely, and objective responses to inquiries; fair, timely, and objective recommendations to boards and commissions; and to promote a high standard of professionalism among staff.

### COST CONTAINMENT

As stated in our cover letter, this department is proposing a 20% reduction, excluding salary and fringe, from the FY 2011 budget. This results from a reevaluation of line item and submitting the absolute minimum necessary to operate the department. We have also eliminated all nonessential travel and conference attendance as well as closely monitoring supply consumption and usage.

### FY 2011 ACCOMPLISHMENTS

- Assisted with adoption of new Comprehensive Plan
- Drafted new Subdivision Regulations
- Drafted ne Zoning Ordinance
- Drafted new zoning maps
- Continued efforts to achieve compliance at Indian Acres campground
- Continued to implement County and State land preservation programs
- Continued to assist with provision of water, wastewater, and gas infrastructure in growth area
- Provided staff support to various boards and commissions (BOCC, BOA, PC, HDC, APAB)
- Reviewed development proposals and building permits for compliance with County's regulations
- Administered and initiated court action to enforce County's regulations
- Continued to administer the County's Master Water & Sewer Plan
- Managed the County's GIS efforts

**SCHEDULE A**  
**(\$ 5,000 per unit or greater)**  
**MACHINERY & EQUIPMENT**

Cecil County Government  
 Budget Request Forms

by Department  
 (Excludes CIP Budget)  
 \*Include on Schedule C

Department 221 Planning & Zoning

FY2012

Description of Item (1=high, 5=low)	(A) Rank by Priority	(B) Current Existing Inventory	(C) Planned Additions	(D) Planned Deletions use ( )	(E) \$ Unit Cost	(F) (= C * E) Extended Cost	Justification (use additional sheets, if necessary)
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NO ITEMS REQUESTED

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TOTAL 0 0 0 0 0

SCHEDULE B

Cecil County Government  
Budget Request Forms

REVENUE SOURCES  
by Department

Department

221 Planning & Zoning

FY2012

Account Title or Description of Source	FY 2011 Current Year Amended Budget	FY 2012 Requested Budget	Budget Comments
Zoning & Filing Fees	3,000	3,000	
Special Exceptions	11,250	11,250	
Subdivisions	62,000	62,000	
GIS Spatial Data	3,000	3,000	
Variance Fees	6,600	6,600	
Site Plan Fees	4,500	4,500	
Topo Sheets	500	500	
MTA Route 65 Pass Through	75,000	75,000	

TOTAL

165,850

165,850

SCHEDULE C

Cecil County Government  
Budget Request Forms

OPERATING EXPENDITURES  
by Department  
(excluding Salaries, Fringes)

Department

221 Planning & Zoning

FY2012

(include OT, shift diff., holiday)

Account Title	FY2011 Current Year Amended Budget	FY2012 Requested Budget	Comments
Supplies	27,000	27,000	
Travel	1,000	1,000	
Dues & Publications	2,000	2,000	
Professional Services	140,000	70,000	
Postage	20,000	20,000	
Telephone	1,600	1,600	
Vehicle: Gas & Oil	2,700	2,700	
Equipment Repair & Maintenance	9,000	9,000	
Printing	2,000	2,000	
Equipment Rental	13,000	13,000	
MTA Route 65 Pass Through	75,000	75,000	

TOTAL

293,300

223,300

**SCHEDULE D**

Cecil County Government  
Budget Request Forms

**STAFFING SUMMARY**

(express in FTE, 2080 hours = 1 FTE)

Department

**221 Planning & Zoning**

**FY2012**

Position Listing (by title)	FY 2011 Authorized Positions	FY 2012 Requested Total Positions	Comments
Director	1.00	1.00	
Administrative Assistant	1.00	1.00	
Code Compliance Inspector	1.00	1.00	
GIS Coordinator	1.00	1.00	
Office Services Specialist	1.00	1.00	
Planner I	1.00	1.00	
Plans Reviewer	2.00	2.00	

**TOTAL**

8.00

8.00

**SCHEDULE A**  
**(\$ 5,000 per unit or greater)**  
**MACHINERY & EQUIPMENT**

Cecil County Government  
 Budget Request Forms

by Department

Department 222 Board of Appeals

(Excludes CIP Budget)

FY2012

\*Include on Schedule C

Description of Item	(A) Rank by Priority (1=high, 5=low)	(B) Current Existing Inventory	(C) Planned Additions	(D) Planned Deletions use ( )	(E) \$ Unit Cost	(F) (= C * E) Extended Cost	Justification (use additional sheets, if necessary)
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NO ITEMS REQUESTED

TOTAL 0 0 0 0 0

SCHEDULE B

Cecil County Government  
Budget Request Forms

REVENUE SOURCES  
by Department

Department

222 Board of Appeals

FY2012

Account Title or Description of Source	FY 2011 Current Year Amended Budget	FY 2012 Requested Budget	Budget Comments
Filing Fee	500	500	

TOTAL

500

500

SCHEDULE C

Cecil County Government  
Budget Request Forms

OPERATING EXPENDITURES

by Department

Department

222 Board of Appeals

FY2012

(excluding Salaries, Fringes)  
(include OT, shift diff., holiday)

Account Title	FY2011 Current Year Amended Budget	FY2012 Requested Budget	Comments
Professional Services	3,500	3,500	
Advertising	15,000	15,000	
Legal Services	10,000	10,000	

TOTAL

28,500

28,500

SCHEDULE D

Cecil County Government  
Budget Request Forms

STAFFING SUMMARY

Department

222 Board of Appeals

(express in FTE, 2080 hours = 1 FTE)

FY2012

Position Listing (by title)	FY 2011 Authorized Positions	FY 2012 Requested Total Positions	Comments
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No Positions Allocated

TOTAL

0.00

0.00

**SCHEDULE A**  
**(\$ 5,000 per unit or greater)**  
**MACHINERY & EQUIPMENT**

Cecil County Government  
 Budget Request Forms

by Department  
 (Excludes CIP Budget)  
 \*include on Schedule C

Department 223 Planning Commission

**FY2012**

(A) Rank by Priority (1=high, 5=low)	(B) Current Existing Inventory	(C) Planned Additions	(D) Planned Deletions use ( )	(E) \$ Unit Cost	(F) (= C * E) Extended Cost	Justification (use additional sheets, if necessary)
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NO ITEMS REQUESTED

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TOTAL

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SCHEDULE B

Cecil County Government  
Budget Request Forms

REVENUE SOURCES

by Department

Department

223 Planning Commission

FY2012

Account Title or Description of Source	FY 2011 Current Year Amended Budget	FY 2012 Requested Budget	Budget Comments
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No Revenues Projected

TOTAL

0

0

SCHEDULE C

Cecil County Government  
Budget Request Forms

OPERATING EXPENDITURES

by Department

Department

223 Planning Commission

FY2012

(excluding Salaries, Fringes)  
(include OT, shift diff., holiday)

Account Title	FY2011 Current Year Amended Budget	FY2012 Requested Budget	Comments
Legal Services	37,500	37,500	

TOTAL

37,500

37,500

**SCHEDULE D**

**STAFFING SUMMARY**  
(express in FTE, 2080 hours = 1 FTE)

Department

**223 Planning Commission**

Cecil County Government  
Budget Request Forms

**FY2012**

Position Listing (by title)	FY 2011 Authorized Positions	FY 2012 Requested Total Positions	Comments
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No Positions Allocated

**TOTAL**

0.00

0.00

**SCHEDULE A**  
**(\$ 5,000 per unit or greater)**  
**MACHINERY & EQUIPMENT**

Cecil County Government  
 Budget Request Forms

by Department  
 (Excludes CIP Budget)  
 \*Include on Schedule C

Department 224 Chesapeake Bay Critical Area

**FY2012**

Description of Item (1=high, 5=low)	(A) Rank by Priority	(B) Current Existing Inventory	(C) Planned Additions	(D) Planned Deletions use ()	(E) \$ Unit Cost	(F) (= C + E) Extended Cost	Justification (use additional sheets, if necessary)
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NO ITEMS REQUESTED

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TOTAL 0 0 0 0 0

SCHEDULE B

Cecil County Government  
Budget Request Forms

REVENUE SOURCES  
by Department

Department

224 Chesapeake Bay Critical Area

FY2012

Account Title or Description of Source	FY 2011 Current Year Amended Budget	FY 2012 Requested Budget	Budget Comments
Critical Area Grant	7,000	7,000	

TOTAL

7,000

7,000

SCHEDULE C

Cecil County Government  
Budget Request Forms

**OPERATING EXPENDITURES**

by Department

Department

224 Chesapeake Bay Critical Area

FY2012

(excluding Salaries, Fringes)  
(include OT, shift diff., holiday)

Account Title	FY2011 Current Year Amended Budget	FY2012 Requested Budget	Comments
Vehicle Repair & Maintenance	3,750	3,750	

TOTAL

3,750

3,750

SCHEDULE D

Cecil County Government  
Budget Request Forms

**STAFFING SUMMARY**  
(express in FTE, 2080 hours = 1 FTE)

Department

224 Ches. Bay Crit. Area

FY2012

Position Listing (by title)	FY 2011 Authorized Positions	FY 2012 Requested Total Positions	Comments
Principal Planner	1.00	1.00	
Zoning Administrator	1.00	1.00	
Resource Plans Reviewer	1.00	1.00	
Administrative Assistant	1.00	1.00	

TOTAL

4.00

4.00