

PROGRAM MISSION

To deliver consistent, coordinated and timely customer service in the review, administrative approval and inspection of development in the County, ensuring conformance to applicable codes, policies, and standards.

Development Services, formed in July 2005, brings together a number of functions that are essential and required in the management and control of various private sector development activities. Staff in this unit is responsible for: review and approval of plats and plans associated with developer projects; administration of developer performance bonds to ensure construction of required public infrastructure; coordination and recommendation of public infrastructure needs for special exception development projects approved by the County Board; inspecting all developer construction activities in public rights-of-way; review and issuance of right-of-way use permits and building permits; and the maintenance and dissemination of the unit's various public documents and records. This Bureau consists of three sections: Subdivision and Bonds, Development and Plan Review, and Permitting and Inspection.

- **Subdivision and Bonds** manages the County's review and approval process of subdivision plats, condominium plats, and public easement dedication and vacation plats by applying State and County subdivision code requirements. It also administers a public improvement performance bond program that ensures construction of public improvements required by County Board-approved site plan conditions, and the County's Subdivision Ordinance; and collects fees for plat review and bond processing.
- **Development and Plan Review** prepares DES input and recommendations presented to the Planning Commission and the County Board on major site plans and rezoning projects, use permits, General Land Use Plan (GLUP) amendments, and Board of Zoning Appeals variances. This unit also coordinates DES review and approval of site and engineering design plans reflecting street and sidewalk improvements, water, sewer and utility undergrounding, streetlights, stormwater management, Chesapeake Bay Ordinance compliance, and collects fees for development and engineering plan reviews.
- **Permitting and Inspection** serves as a central reception and processing point for DES review and approval of right-of-way, building, plumbing and demolition permits; oversees the County's utility underground and utility marking program; provides media reproduction services of DES plats, plans and other related documents, and collects permit review and media reproduction fees. Inspection unit serves as DES representative on construction sites that inspects the construction by private developers of public infrastructure and stormwater management facilities; enforces the implementation of erosion and sediment control measures, and manages traffic and pedestrian passage on all construction sites throughout the County.

PROGRAM FINANCIAL SUMMARY

	FY 2007 Actual	FY 2008 Revised	FY 2009 Proposed	% Change '08 to '09
Personnel	\$2,072,737	\$2,308,069	\$2,686,269	16%
Non-Personnel	182,774	199,555	248,600	25%
Intra-County Charges	(278,123)	(377,590)	(362,832)	-4%
Total Expenditures	1,977,388	2,130,034	2,572,037	21%
Total Revenues	755,766	987,500	1,091,256	11%
Net Tax Support	\$1,221,622	\$1,142,534	\$1,480,781	30%
Permanent FTEs	25.5	26.0	30.0	
Temporary FTEs	-	-	-	
Total Authorized FTEs	25.5	26.0	30.0	

SIGNIFICANT BUDGET HIGHLIGHTS

- ↑ Personnel expenditures include normal salary increases, an increase in employer retirement contributions to maintain full funding of the retirement fund, and a ten percent increase in employer health insurance rates. In addition, the FY 2009 budget reflects the addition of positions approved by the County Board as an FY 2008 supplemental appropriation (4.0 FTEs, \$375,145) to assist with the increased workload for site plan reviews.
- ↑ Non-personnel expenditures primary include an increase in vehicle rental charges (\$31,099) in part reflecting a prior year transfer of vehicles from the Engineering Bureau to Development Services, and telephone and communications costs (\$15,971).
- ↓ Intra-County charges reflect a decrease in eligible personnel costs charged to the Utility Fund (\$14,758).
- ↑ Revenue increases by \$103,756. Service charges for site plan approvals were increased (\$241,162) to fund the addition of 3.0 FTEs. The other new position is supported by fees collected by Transportation Engineering and Operations. Other revenue estimated to decrease primarily includes right-of-way permit fees (\$15,485), bond processing fees (\$17,140), engineering plan approval fees (\$48,400), erosion and sediment control fees (\$32,100) and Chesapeake Bay review fees (\$24,955). These revenues are projected to decrease in FY 2009 due to projects in the pipeline whose revenue will not come into this program until FY 2010.

PERFORMANCE MEASURES

Critical Measures	FY 2004 Actual	FY 2005 Actual	FY 2006 Actual	FY 2007 Actual	FY 2008 Estimate	FY 2009 Estimate	FY 2009 Target
Preliminary plat turnaround (days)	59	70	67	107	60	70	60
Public right-of-way permits issued	630	650	664	941	750	850	900
Supporting Measures	FY 2004 Actual	FY 2005 Actual	FY 2006 Actual	FY 2007 Actual	FY 2008 Estimate	FY 2009 Estimate	FY 2009 Target
Multi-way stop turnaround (days)	140	120	100	100	100	100	90
Building, plumbing and demolition permits reviewed	5,235	5,919	6,667	7,295	7,200	7,300	7,400

DEVELOPMENT SERVICES

- The Preliminary Plat turnaround time for the FY 2008 estimates decreases from FY 2007, as there was a long-term vacancy. The number of plats submitted and other duties (e.g. attention to citizen, developer, engineer and attorney inquiries) is expected to increase turnaround time slightly in FY 2009 due to a projected increase in development activity.