

Town of Bedford, New Hampshire
 Calendar Year 2020 Budget
 January 1, 2020 - December 31, 2020

PLANNING ADMINISTRATION

Appropriations by Function

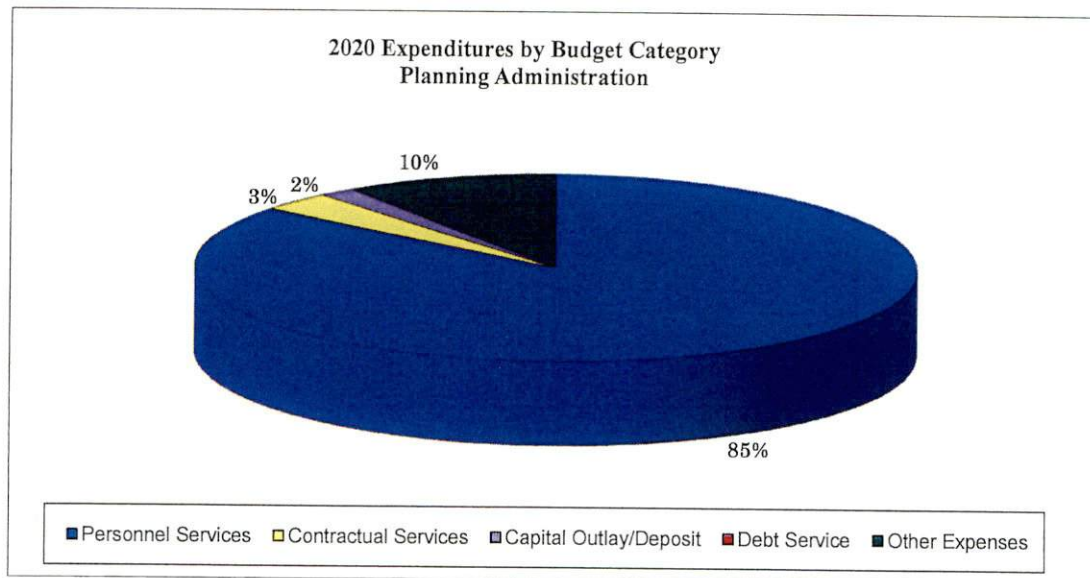
Function	Description	2018 Prior Year Actual	2019 CY Budget as Adopted	2020 Department Proposed	2020 Town Manager Proposed	Dollar Change	% Change
10	General Fund						
10010426	Planning Department	366,548	363,796	386,930	367,555	3,759	1.03%
10010442	Southern NH Planning	15,117	15,484	15,582	15,835	351	2.27%
	Total for Division	\$ 381,665	\$ 379,280	\$ 402,512	\$ 383,390	\$ 4,110	1.08%

Appropriations by Budget Category

Description	2018 Prior Year Actual	2019 CY Budget as Adopted	2020 Department Proposed	2020 Town Manager Proposed	Dollar Change	% Change
Personnel Services	291,687	307,846	327,030	327,655	19,809	6.43%
Contractual Services	3,180	10,000	12,500	12,500	2,500	25.00%
Capital Outlay/Deposit	49,728	24,800	26,400	6,400	(18,400)	-74.19%
Debt Service	-	-	-	-	-	0.00%
Other Expenses	37,071	36,634	36,582	36,835	201	0.55%
Total Department - Planning	\$ 381,665	\$ 379,280	\$ 402,512	\$ 383,390	\$ 4,110	1.08%

Department Revenues

Description	2018 Prior Year Actual	2019 Current Year Budget	2020 Department Proposed	2020 Town Manager Proposed	Dollar Change	% Change
10010420 Planning Board	30,000	30,000	40,000	40,000	10,000	33.33%
10010422 Zoning Board	7,000	1,400	3,000	3,000	1,600	114.29%
10010424 Historic District Commission	638	-	100	100.00	100	N/A
Total Department Revenues	\$ 37,638	\$ 31,400	\$ 43,100	\$ 43,100	\$ 11,700	37.26%



PLANNING/ZONING DEPARTMENT

Director: Rebecca Hebert

Mission Statement: To balance the rights of property owners with the public interest to ensure livable neighborhoods, a range of shopping and cultural opportunities, ample public facilities, land preservation for recreation and open space, and a healthy economic base. The department builds consensus among residents, businesses, and local officials on the future direction of the community through periodic preparation of a master plan for future land use, and those ideas and goals are then incorporated into ordinances, regulations, and planning documents to guide the decision-making of boards and commissions.

Program Description/Major Service Areas:

- Planning Tools - Preparation and implementation of town-wide master plan, zoning ordinance amendments, land development regulations, historic district and conservation regulations.
- Development Review - Review of all land subdivisions and site plans for commercial development and inspection of sites.
- Code Compliance - Enforcement of zoning ordinances and planning regulations, including litigation.
- Liaison to Town Boards - Staff support and reports to all land use boards and commissions including the Planning Board, Zoning Board of Adjustment, Historic District Commission and Conservation Commission.
- Access to Information - Provide research and guidance to officials and public on planning/zoning issues, participate in Bedford GIS and other records archiving and retrieval programs.
- Representation - Serve on regional and state committees to represent Bedford on planning projects such as new highways, mass transit, legislative initiatives, etc.

Program Broad Goals:

- Provide direct staff support, information, and analysis to support the work of the Town's land use boards and commissions.
- Implement the long range and comprehensive planning policies for the Town.
- Administer a timely and fair development review process in accordance with regulations and policies.
- Facilitate continuing education for planning/zoning staff and boards on best management practices, new legislation, and court decisions.
- Ensure continuing compliance with Planning Board approvals of site plan and subdivision applications.
- Adapt to changing technologies, such as GIS, and Munis, to improve storage and retrieval of information and to produce maps for a variety of planning purposes.

2020 Program Objectives:

- Complete the second year of the two-year Master Plan update process with the goal of adopting the new Master Plan in 2020.
 - Continue development review of site plan and subdivision applications for the Planning Board.
 - Continue construction administration for several large projects.
 - Assist DPW with the actions needed to bring the town in compliance with the EPA MS4 permit.
 - Continue to assist the wireless telecommunications subcommittee with their review of the zoning for wireless telecommunication facilities.
 - Improve the planning & zoning records by entering historical data and utilizing the digital archiving software.
 - Update the Town's school and recreation impact fees and assess whether new fees may be required.
 - Continue to work with the Conservation Commission and Historic District Commission to assist with the implementation of the commissions' goals and priorities.
 - Work with State Reps and SNHPC on funding for state highways in Bedford.
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PLANNING/ZONING

Performance Measures:

Description	2018 Actual	2019 Estimate	2020 Estimate
Boards and Commissions Served	13	13	13
Planning Board applications processed	77	70	70
Zoning appeals processed	27	30	30
Zoning violations investigated	57	70	65
Historic District applications processed	13	15	10
Conservations Commission agenda items processed	54	45	45
Special Projects	4	4	4

Summary Expenditures By Type:

	2018 Actual	2019 Adopted	2020 Department Proposed	2020 Manager Proposed
Personnel Services	291,687	307,846	327,030	327,655
Contractual Services	3,180	10,000	12,500	12,500
Capital Outlay	49,728	24,800	26,400	6,400
Other Expenses	21,953	21,150	21,000	21,000
Total Program Budget	366,548	363,796	386,930	367,555

Program Staffing:

#	Position	FTE
1 FT	Planning/Zoning Director	1.0
1 FT	Assistant Planning Director	1.0
1 PT	Planner I	0.5
1 FT	Land Use Executive Assistant	1.0
	Total Program FTE	3.5