

Town of Bedford, New Hampshire  
Calendar Year 2021 Budget  
January 1, 2021 - December 31, 2021

**PLANNING ADMINISTRATION**

**Appropriations by Function**

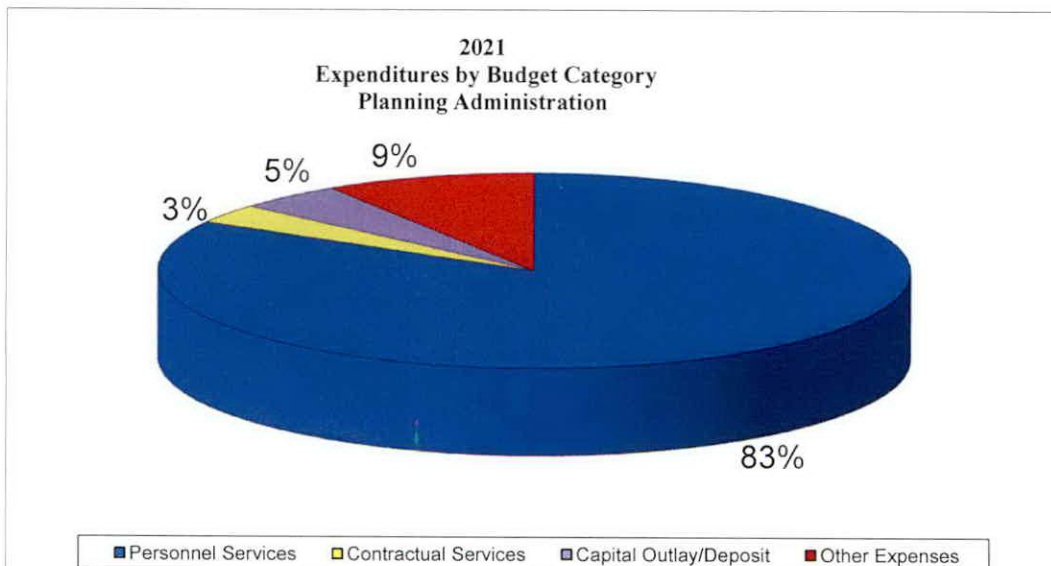
Function	Description	2019 Prior Year Actual	2020 CY Budget as Adopted	2021 Department Proposed	2021 Town Manager Proposed	Dollar Change	% Change
10 General Fund							
10010426	Planning Department	349,721	367,555	383,834	382,669	15,114	4.11%
10010442	Southern NH Planning	15,484	15,835	15,809	15,555	(280)	-1.77%
<b>Total for Division</b>		<b>\$ 365,205</b>	<b>\$ 383,390</b>	<b>\$ 399,643</b>	<b>\$ 398,224</b>	<b>\$ 14,834</b>	<b>3.87%</b>

**Appropriations by Budget Category**

Description	2019 Prior Year Actual	2020 CY Budget as Adopted	2021 Department Proposed	2021 Town Manager Proposed	Dollar Change	% Change
Personnel Services	301,749	327,655	329,634	331,149	3,494	1.07%
Contractual Services	1,720	12,500	12,500	12,500	-	0.00%
Capital Outlay/Deposit	25,211	6,400	20,400	18,400	12,000	187.50%
Other Expenses	36,525	36,835	37,109	36,175	(660)	-1.79%
<b>Total Department - Planning</b>	<b>\$ 365,205</b>	<b>\$ 383,390</b>	<b>\$ 399,643</b>	<b>\$ 398,224</b>	<b>\$ 14,834</b>	<b>3.87%</b>

**Department Revenues**

Description	2019 Prior Year Actual	2020 Current Year Budget	2021 Department Proposed	2021 Town Manager Proposed	Dollar Change	% Change
10010420 Planning Board	30,000	40,000	130,000	130,000	90,000	225.00%
10010422 Zoning Board	1,400	3,000	1,500	1,500	(1,500)	-50.00%
10010422 Historic District Commission	-	100	450	450	350	350.00%
10010424 Planning Department	-	-	-	-	-	0.00%
10130496 <b>Total Department Revenues</b>	<b>\$ 31,400</b>	<b>\$ 43,100</b>	<b>\$ 131,950</b>	<b>\$ 131,950</b>	<b>\$ 88,850</b>	<b>206.15%</b>



# 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, maintain character of Bedford, protect land conservation and recreation, and maintain 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 high level 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 commercial sites.
- Code Compliance - Enforcement and interpretation of zoning ordinances and planning regulations, including litigation.
- Liaison to Town Boards – Provide professional staff support 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, Doc Star 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, statewide 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, fair and predictable development review process in accordance with Bedford's regulations and policies.
- Facilitate continuing education for planning/zoning staff and board volunteers 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, Doc Star and Munis, to improve storage and retrieval of information and to produce maps for a variety of planning purposes.

## *2021 Program Objectives:*

- Begin the process of prioritizing and implementing the recommendations of the 2020 Master Plan.
- Continue facilitating the review of site plan and subdivision applications for the Planning Board.
- Continue construction administration for several large projects.
- Continue to assist the telecommunications subcommittee with their review and discussion of wireless telecommunication facilities and planning for potential community broadband.
- Assist the Poles and Wires Committee with the creation of the bylaws, application forms and design guidelines needed to administer the right-of-way ordinance.
- Improve the planning & zoning records by entering historical data and utilizing the Doc Star digital archiving software.
- Update the school and recreation impact fees and assess whether new fees may be required based on decisions regarding the implementation of the facilities master plan.
- Continue to work with the Conservation Commission and Historic District Commission to assist with the implementation of the commissions' goals and priorities.
- Continue to work with SNHPC on funding for state highways in Bedford.

- Complete the update of Bedford's Hazard Mitigation Plan.
- Assist the Conservation Commission with the conservation and protection of land.

**PLANNING/ZONING**

*Performance Measures:*

Description	2019 Actual	2020 Estimate	2021 Estimate
Boards and Commissions Served	10	10	10
Planning Board applications processed	53	50	50
Zoning appeals processed	23	30	30
Zoning violations investigated	55	65	55
Historic District applications processed	12	12	10
Conservations Commission agenda items processed	39	40	40
Special Projects	3	4	4

*Summary Expenditures By Type:*

	2019 Actual	2020 Adopted	2021 Department	2021 Manager
Personnel Services	301,749	327,655	329,634	331,149
Contractual Services	1,720	12,500	12,500	12,500
Capital Outlay	25,211	6,400	20,400	18,400
Other Expenses	21,041	21,000	21,300	20,620
<b>Total Program Budget</b>	<b>349,721</b>	<b>367,555</b>	<b>383,834</b>	<b>382,669</b>

*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
	<b>Total Program FTE</b>	<b>3.5</b>