



# SUSTAINABLE COMMUNITY DESIGNATION

## 2022 APPLICATION

### Eligible Applicants:

*Local Government*  
*Local Government Consortium*

### Sustainable Communities Application Rounds

February 19, 2021

May 21, 2021

August 20, 2021

November 19, 2021

Maryland Department of Housing and Community Development  
Division of Neighborhood Revitalization  
2 N Charles Street, Suite 450  
Baltimore, MD 21201

410-209-5800

<http://dhcd.maryland.gov/>

**SGSC Approved - 9.22**

LARRY HOGAN  
Governor

BOYD K. RUTHERFORD  
Lt. Governor

KENNETH C. HOLT  
Secretary

OWEN McEVOY  
Deputy Secretary

## **OVERVIEW OF SUSTAINABLE COMMUNITIES**

The Sustainable Communities Program was established by the Sustainable Communities Act of 2010 (House Bill 475, Chapter number 487) for the purpose of targeting of State revitalization resources into a single focus area called “Sustainable Community Areas”. In the Act, Sustainable Community Areas are defined as places where public and private investments and partnerships achieve:

- Development of a healthy local economy;
- Protection and appreciation of historical and cultural resources;
- A mix of land uses;
- Affordable and sustainable housing, and employment options;
- Growth and development practices that protect the environment and conserve air, water and energy resources, encourage walkability and recreational opportunities, and where available, create access to transit.

The aim of this new focus area was to promote an interdisciplinary approach to community planning and investment, and to provide a framework for local Sustainable Community Action Plans.

The Sustainable Community designation application is a vehicle for implementation of the 2010 Act. *Through this application, eligible applicants will propose two things:*

- (1) Define a geographic area within the existing built environment in need of revitalization or additional state investment to strengthen the local market**
- (2) Submit a Sustainable Community Action Plan, a summary of initiatives and projects that support the revitalization of the targeted Sustainable Community Area**

### **Sustainable Community Action Plan**

Sustainable Community Action Plans should include a range of revitalization strategies and projects that prevent or reverse the decline of or disinvestment in a Sustainable Community Areas through improvements in residential, commercial, or other public or private properties.

### **Sustainable Communities – Application Rounds**

Round 32: February 19, 2021

Round 33: May 21, 2021

Round 34: August 20, 2021

Round 35: November 19, 2021

Complete applications received by the closing date of each round will be reviewed by State inter-agency teams, and recommendations will be presented to the Secretary of the Maryland Department of Housing and Community Development and then to the Smart Growth Subcabinet within approximately three months.

### **Application Eligibility**

Local governments (municipal or county) are eligible to apply. Eligible applicants must form a local **Sustainable Communities Workgroup** that will develop and guide implementation of the local Sustainable Community Action Plan. The purpose of this workgroup is to facilitate collaboration among

local government agencies and private stakeholders to support community development planning and implementation. For example, the **Sustainable Communities Workgroup** should include representatives of key public and private stakeholders, such as local government agencies, community associations, community development organizations, and employer/business representatives.

**All Sustainable Community applications must meet the following threshold requirements:**

- 1) Sustainable Community Area boundaries must be entirely within a Priority Funding Area (PFA) and should be indicative of a targeted approach. Applicants can verify Priority Funding Area boundaries by visiting the Maryland Department of Planning website at: <http://mdpgis.mdp.state.md.us/PFA/publicinfotemplate/index.html>
- 2) A local government resolution in support of the boundary designation and plan should accompany the application or must be in process (all Sustainable Community Area designations will be contingent upon an executed local resolution);
- 3) Entities in the community must have pledged financial and/or in-kind resources to implement the Plan as indicated by letters of support;
- 4) The proposed Sustainable Community is within or near a town center or transportation center, or there is a need for financing assistance for small businesses, nonprofit organizations or microenterprises;
- 5) The proposed plan must be consistent with other existing community or comprehensive plans;
- 6) A Sustainable Communities Workgroup is formed and a roster of members is provided.

**Applications that do not meet these threshold requirements will not be considered.**

**Application Submission and Evaluation**

The Sustainable Community application will be evaluated based on thorough assessment of strengths and weaknesses and how well desired outcomes, strategies and action steps are connected to the local conditions.

The first printed page of the electronic application is a Table of Contents. This should also serve as a checklist and be used to provide corresponding tabs. In addition to the hard copies of an application, all pictures and maps are to be submitted on a CD-ROM, or send via email to the Sustainable Communities project management team. Pictures should be in a JPEG format and maps should be in a pdf format. Please also include GIS shapefiles of Sustainable Community boundaries and other GIS related data.

**Incomplete applications will not be accepted.**

**Deliver Sustainable Community Applications to:**

Sustainable Community Application  
ATTN: Olivia Ceccarelli-McGonigal  
Division of Neighborhood Revitalization  
Department of Housing and Community Development  
2 N Charles Street, Suite 450  
Baltimore, MD 21201  
410-209-5826

**Site Visits. Follow-up Discussion, Technical Assistance**

Attendance at a minimum of one application consultation session is mandatory for all applicants. Consult with Olivia Ceccarelli-McGonigal at 410-298-5826 or by email at [olivia.ceccarelli@maryland.gov](mailto:olivia.ceccarelli@maryland.gov) if you would like to schedule a meeting.

During the application review process, the review team may make site visits and/or hold meetings with applicants. In addition, applicants may be contacted by the Department for follow-up discussions prior to awards.

When needed, the Department may offer technical assistance, in collaboration with the Maryland Department of Planning, to local governments with limited capacity to prepare their Sustainable Communities applications.

**Approval**

Approval of applications will be made by the Governor's Smart Growth Subcabinet on the recommendation of the Secretary of Housing and Community Development. A State inter-agency team will review applications and make recommendations to the Department of Housing and Community Development Secretary.

**All questions related to the application, please contact Olivia Ceccarelli-McGonigal at 410-209-5826 or by email at [olivia.ceccarelli@maryland.gov](mailto:olivia.ceccarelli@maryland.gov) or your regional project manager, found at this link:**

**<https://dhcd.maryland.gov/Communities/Documents/SRP/PM-Map-ContactInfo.pdf>**

# Sustainable Community Application 2022

## I. SUSTAINABLE COMMUNITY APPLICANT INFORMATION

Name of Sustainable Community:		Town of Boonsboro	
Name of Applicant:		Mayor & Council	
Applicant's Federal Identification Number:		52-6011452	
Applicant's Street Address:		21 N. Main Street	
City: Boonsboro	County: Washington	State: MD Zip Code: 21713	
Phone Number: [REDACTED]	Fax Number: [REDACTED]	Web Address www.town.boonsboro.md.us	

### Sustainable Community Application Local Contact:

Name: Paul Mantello		Title: Town Manager	
Address: 21 N. Main Street	City: Boonsboro	State: MD	Zip Code: 21713
Phone Number: [REDACTED]	Fax Number: [REDACTED]	E-mail Address: [REDACTED]	

### Sustainable Community Contact for Application Status:

Name: Paul Mantello		Title: Town Manager	
Address: 21 N. Main Street	City: Boonsboro	State: MD	Zip Code: 21713
Phone Number: [REDACTED]	Fax Number: [REDACTED]	E-mail Address: [REDACTED]	

## II. SUSTAINABLE COMMUNITY – General Information

### **A. Proposed Sustainable Community Area(s):**

- (1) Provide a description of Sustainable Community Area boundaries. How did the applicant determine that these are the most appropriate boundaries for its target area? Describe the methodology for choosing this target area.
  - a. The Sustainable Community boundaries proposed are slightly smaller than the Town of Boonsboro's corporate boundaries. Based upon the size of the area, roughly 1958.4 acres, the Sustainable Community area was selected to focus on the area that would focus on the revitalization efforts the Town has already begun to do. The area defined would focus on the older homes in the community and the largest concentration of the business district.
- (2) Include the following as attachments: 1) PDF or JPEG of proposed Sustainable Communities boundary map, 2) GIS shapefiles of proposed Sustainable Community boundary (mapped to the parcel boundary), 3) representative photos of proposed Sustainable Community area.

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(3) Approximate number of acres within the SC Area: 1957

(4) Existing federal, state or local designations:

☐ Main Street ☐ Maple Street

☐ National Register Historic District ☐ Local Historic District ☐ Arts & Entertainment District

☐ State Enterprise Zone Special Taxing District ☐ BRAC ☐ State Designated TOD

☐ Opportunity Zone ☒ Other(s): Priority Funding Area, Heritage Area: Heart of Civil War, Maryland Inventory of Historic Properties, Tree City

(5) Prior Revitalization Investments & Smart Growth: **Non-Applicable**

a. *List and describe any significant State and local smart growth or revitalization related program investments that have been made in the area during the past five years.*

Funding Program/Investment Name	Year Awarded/Implemented	Amount

b. Describe the investment. What impact have these investments had on the community?

(6) Describe the Sustainable Community Area's demographic trends (with respect to age, race, household size, household income, educational attainment, or other relevant factors).

a. The Town of Boonsboro's population is 3,556. The population diversity is as follows: 84.7% white (non-Hispanic), 5.43% Black/ African American, 3.32% Hispanic, and 6.55% identifying as Asian, Multi-racial, or other. Based upon data from Datausa, 27.26% of the population are under the age of 18 and 16.2% are over the age of 65. Approximately 92.7% of residents over the age of 25 have a High School Diploma, with 31.7% of those individuals also reporting as having a Bachelor Degree or higher according to city-data.com. The median household income is \$73,628, with average household consisting of 2.6 residents.

### B. Organizational Structure, Experience and Public Input:

(1) Describe the Applicant's organizational structure. Specifically, which organizations are members in the **Sustainable Communities Workgroup** and who are the respective staff? Who are the leaders, and how will the Workgroup advisor or staff manage implementation of the Sustainable Community Area Plan?

a. The Town of Boonsboro has a Mayor, Assistant Mayor, and (5) Town Council Members. Each elected official serves a term of four-(4) years. The Mayor and Council will be responsible for the leadership and implementation of the Sustainable Community Plans. The Town Manager, Paul Mantello, and other support staff will largely do the legwork for projects within the Sustainable Community area. In addition, the Town of Boonsboro's Commissions will assist with implementing projects as they align with the mission of the Commissions.

(2) Describe the Applicant organization's past experience in administering revitalization plans and projects. Describe the roles of the members of the **Sustainable Communities Workgroup**, including their experience in implementing revitalization initiatives. What are the strengths and

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challenges of the capacity of these groups with respect to implementation of the Sustainable Community Plan?

- a. The Sustainable Community Workgroup was comprised of the heads of each of the Town's Commissions, the Town's elected officials and key personnel, and the Town's Circuit Rider through Maryland Rural Development Corporation (MRDC). The Town's leadership are very active within the community and highly motivated to accomplish projects for the betterment of the public. A challenge would be the limited funding and limited personnel to properly address all the demanding projects that the Town's elected officials hope to accomplish. It is the hope of the workgroup that the earning the Sustainable Communities Designation will allow the Town of Boonsboro to create new opportunities and form new partnerships with groups and organizations that can help guide the town and ensure we are utilizing resources wisely to their maximum capacity.
- (3) How did residents and other stakeholders in the community provide input on the Action Plan described below in the next section? On which existing local plans (comprehensive plans, economic development plans, sector plans, etc.) is the Sustainable Communities Action Plan based? Understanding that there are special circumstances related to the Covid-19 pandemic, what adjustments have or will need to be made regarding public input? Please inform Sustainable Communities staff and/or your regional project manager if assistance or special consideration is required.
- a. Foundational information for the Sustainable Community Action Plan came from projections, feedback, and planning born out of the Town of Boonsboro's various Commissions as well as public comment and feedback. Projects and plans create within the various commissions were able to drive much of the outcomes and fill in strategies that might be used to achieve results. The Sustainable Communities Action Plan was also compiled with the help of the Town Manager, Paul Mantello, who was able to help provide current status to projects outlined in plans and infrastructure needs.

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## III. SUSTAINABLE COMMUNITY ACTION PLAN

The Sustainable Community Action Plan (SC Plan or Plan) is meant to be a multi-year investment strategy. The Plan should be flexible enough to be updated regularly and must be renewed every five years to reflect new goals and conditions. The priority initiatives and projects identified in the action plan are local priorities for improving properties and opportunities for residents. The Plan should address the strategies that will guide investment in the geographic area targeted for revitalization. The Plan will guide local stakeholders and State agencies as they work together to achieve revitalization objectives.

**Please complete the attached matrix.** The document has been broken down into six different sections, with a separate matrix comprising each components of your Sustainable Community Action Plan. The sections are: Environment, Local Economy, Housing, Community Health and Quality of Life, Transportation and Local Planning and Staffing Capacity. Follow the guidelines below to complete each matrix.

- 1) **For each of the different sections, pinpoint essential strengths and weaknesses of your community.** Example Transportation: Strength - Good sidewalk connectivity. Weakness - Insufficient amount of downtown parking.
- 2) **Based on those strengths and weaknesses, formulate specific outcomes that address the most pressing issues or greatest potentials. Include a means of measuring the success of said outcome.** Example Economy: Outcome – Expand broadband fiber optics in Town. Progress Measure - Linear measurement of fiber laid and number of residential and business connections.
- 3) **After defining the outcomes, list detailed strategies (break down to several action steps if needed) that will serve as the means to achieve those goals.** Example Economy: Strategy - Increase number of Town sponsored events → Develop with community input, a series of weekend events that the Town could host.
- 4) **List potential partners that can support the successful implementation of these strategies through different types of resources.** Example Economy: Dept. of Housing and Community Development (Community Legacy program), Small Business Administration (Services and financial assistance) etc.

## SUSTAINABLE COMMUNITIES PLAN ELEMENTS

The table below provides a description of each subject area/element of the Sustainable Communities Action Plan. Included are examples of common strengths and weaknesses within each subject area and the types of projects that might be implemented to address said strengths and weaknesses.

**ENVIRONMENT:** Describes projects involving the natural environment, our use of natural resources, and our relationships or access to the natural environment.

This category includes projects focusing on (but not limited to): the quality of land, water, and air; watershed maintenance and preservation; tree canopies and green spaces; green infrastructure; habitat improvement; climate change mitigation and adaptation; stormwater infrastructure and management; water and sewer



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capacity; recycling, pet waste, and organic waste programs; the mitigation of environmental hazards; and parks and recreation improvements.

**ECONOMY:** Describes projects centered on economic growth and management.

This category includes projects focusing on (but not limited to): business attraction & retention; improving and maintaining the health of business districts, downtowns, and main streets; commercial vacancy reduction; workforce attraction and retention; employment/job training; marketing, branding, and tourism; improving or creating economic impact of cultural and historic assets; providing technical and financial assistance to businesses; commercial building acquisition, rehabilitation and/or adaptive re-use; and creating a sense of place and vibrancy through streetscaping and beautification.

**TRANSPORTATION:** Describes projects involving the way people in your community get from place to place.

This category includes projects focusing on (but not limited to): access to transit corridors; pedestrian safety and accessibility; sidewalks; alternative modes of transportation, such as bikeways and trails; public transit, such as bus and rail; carpooling; proximity to transportation centers; parking; and road conditions.

**HOUSING:** Describes projects involving the homes people in your community live or making it easier for them to find and stay in a place to call home.

This category includes projects focusing on (but not limited to): affordability; increasing homeownership; increasing rental housing; diversifying the kinds of housing available; improving housing condition (interior or exterior); housing programs; aging in place; preventing foreclosures; and reducing residential vacancies.

**COMMUNITY HEALTH & QUALITY OF LIFE:** Describes projects concerned with public health, community culture, and the day-to-day life of community residents.

This category includes projects focusing on (but not limited to): improvement of public health including improving community design to promote healthy behaviors such as walking and strengthening community support and connectedness through health and wellness programs and facilities that create inclusive communities. These projects may include physical improvements to indoor spaces and outdoor environments and services such as programs for the disabled; civic amenities, access to quality food options; collaborations with faith-based organizations; arts and entertainment education; and homelessness prevention, services, and facilities. Projects should include community engagement that includes participation in the selection of strategies and outcomes, progress reports, and evaluation.

**LOCAL PLANNING & STAFFING CAPACITY:** Describes projects concerned with a local government's ability to plan for the community's future and to meet the current needs of residents.

This category includes projects focusing on (but not limited to): updating zoning ordinances or land use; updating municipal/local policies, taxes, fees, etc.; increasing local government staff capacity; and updating planning documents like sector plans or comprehensive plans.

# **Sustainable Communities Action Plan**

**For the Town of Boonsboro**

**Updated June 27<sup>th</sup>, 2022**

### Sample Section

<u>Strengths</u>	<u>Weaknesses</u>
<ul style="list-style-type: none"> <li>Insert bulleted list of strengths (provide some detail as to why and how this is a strength in your community)</li> </ul>	<ul style="list-style-type: none"> <li>Insert bulleted list of weaknesses (provide some detail as to why and how this is a weakness in your community)</li> </ul>

<u>Desired Outcomes and Progress Measures</u> Outcomes should be considered end results of actions and strategies. Based on the strengths and weaknesses, identify the strengths on which you would like to build and the challenges you would like to address. Progress Measure: What will you use to measure success toward outcome? Is it quantifiable or qualifiable?	<u>Strategies and Action Items</u> Identify strategies that will help your community to achieve each identified outcome to the left. If applicable, break down each strategy into specific action items that outline different steps of the strategy. Specify how you are planning to achieve the desired outcomes.	<u>Implementation Partners</u> Which community stakeholders need to be involved to realize each action step and strategy? Name specific public and/or private sector partners.
<p>Example Outcome 1: Code violations and complaints are reduced in the Sustainable Community residential areas.</p> <p>Example Progress Measures: Code violations reduced by 25% in Sustainable Community residential areas</p>	<p>Example Strategy A: Review and revise, as needed, code compliance program to reduce frequency and number of residential code violations.</p> <p>Example Action 1: Complete analysis of code violations over the past five years to determine areas, both geographically and topically, for which code violations are most frequent.</p> <p>Example Action 2: Conduct outreach program to determine barriers to code compliance.</p> <p>Example Action 3: Analyze code compliance program for potential inefficiencies and opportunities for proactive engagement.</p> <p>Example Action 4: Pursue façade improvement funding to assist low-income homeowners overcome barriers to code compliance.</p>	<p>Maryland Department of Planning, Maryland Department of Housing, County Planning Department, local homeowners association</p>

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### Environment

This section focuses on the natural environment, our use of natural resources, and our relationships to the natural environment.

Strengths and weaknesses might focus on the following: quality of land, water, and air; watershed maintenance and preservation; tree canopies and green spaces; climate change mitigation and adaptation; energy conservation; green infrastructure; stormwater infrastructure and management; water and sewer capacity; recycling, pet waste, and organic waste programs; the mitigation of environmental hazards; and parks and recreation.

<u>Strengths</u>	<u>Weaknesses</u>
<ul style="list-style-type: none"><li>● Town has a very active Environmental Commission plus Tree and Park Boards which provide guidance on “<i>Green</i>” Initiatives for the town.</li><li>● Boonsboro is a Tree City USA community</li><li>● There are several walking trails throughout the Town to encourage residents to be active outdoors</li><li>● Community hosts events &amp; programs that encourage “<i>Green</i>” practices: Greenfest, Residential Recycling pick-up, Clean Up Events, and Farmer’s Markets</li><li>● Town has setup Electric Car charging stations</li><li>● The towns' office buildings also run mostly off of solar energy, from the panels near the wastewater management plant.</li><li>● There are pollinator gardens by the library with educational information about the importance of pollinators and native plants.</li><li>● Located next to many MD state parks such as Greenbriar, Washington Monument Park, and accessibility to the Appalachian Trail</li><li>● Stormwater management project at park established to decrease runoff into the watershed.</li></ul>	<ul style="list-style-type: none"><li>● Funding and volunteer time.</li><li>● Need for a community garden</li><li>● Increased areas for walking trails</li><li>● Aging Reservoir system, causes system leaks and water loss issues</li><li>● Current utility customers’ rates do not reflect increasing operating costs.</li><li>● We need to keep the ecosystem balanced with being a growing town. (Plans to add over +1000 new homes in town over the next 5-10 years)</li><li>● Provide more education on ways to reduce waste to residents.</li></ul>

<u>Desired Outcomes and Progress Measures</u>	<u>Strategies and Action Items</u>	<u>Implementation Partners</u>
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<p>Outcome 1: Improve Reservoir System</p> <p>Progress Measures: Replacement of aged components within the system, compliance with MS-4 permits</p>	<p>Strategy A: Educate and collaborate with residents and businesses on water conservation techniques in order to decrease the average gallons used per day.</p> <ul style="list-style-type: none"> <li>• Water meters should be periodically inspected to ensure proper water usage is being documented.</li> <li>• Conduct outreach to business owners and residents about water conservation strategies.</li> <li>• Identify and install upgraded meters on properties to better evaluate usage</li> </ul> <p>Strategy B: Complete stormwater retrofits in the town's most environmentally sensitive areas to reduce nonpoint source pollution.</p> <ul style="list-style-type: none"> <li>• Perform a stormwater management study, if necessary to help encourage environmentally friendly solutions to stormwater issues.</li> <li>• Encourage non-structural stormwater management techniques such as buffer strips, vegetated swales, and dry wells to reduce the quantity of runoff from development sites.</li> <li>• Identify streets in need of new curbs, gutters, and sidewalks, or that are most flood prone.</li> <li>• Apply for grant funding to implement comprehensive stormwater system improvements, streetscaping, including bioretention.</li> </ul> <p>Strategy C: Complete PERs on town systems to develop a phased plan for repairs and upgrades needed.</p>	<p>Maryland Department of Natural Resources (DNR), Maryland Department of the Environment (MDE), Washington County Department of Environmental Management, Maryland Department of Planning (MDP), Washington County Department of Planning &amp; Zoning US Department of Agriculture US Army Corps of Engineers, MRDC</p>
<p>Outcome 2: Pursue green conservation strategies and best practices throughout Town.</p> <p>Progress Measures: recycling tonnage and participation rate, number of solar program participants, energy expenditures</p>	<p>Strategy A: Increase recycling participation by residents and businesses.</p> <ul style="list-style-type: none"> <li>• Launch a public education and outreach campaign.</li> <li>• Continue to encourage residents' use of recycling services</li> </ul> <p>Strategy B: Explore solar energy programs and other efficiency tools for town residents to save on electricity costs.</p>	<p>MDE, Washington County Department of Environmental Management</p>

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<p>Outcome 3: Maintain appropriate amounts and types of land for scenic, open space, and recreational uses, and ensure that these uses are an integral part of the Town's development pattern.</p> <p>Progress Measures: number/cost of park improvements, number of new park users</p>	<p>Strategy A: Complete a five-year parks improvement and master plan.</p> <p>Strategy B: Add educational experiences within the park system through way signage and identification of naturally occurring features.</p>	<p>DNR, Washington County Division of Public Works - Parks &amp; Facilities Department, Town Park Commission</p>
<p>Outcome 4: Improve information regarding trees within the town</p> <p>Progress Measures: Maintain Tree City Designation, number of new trees planted in community, create more green space areas</p>	<p>Strategy A: Work with DNR and Washington County resources to increase information about trees within the town and how to best maintain them.</p> <p>Strategy B: Work to increase number of trees in areas where deemed beneficial.</p>	<p>MDE, Washington County Department of Environmental Management, Arbor Day Foundation, Town Park Commission</p>
<p>Outcome 5: Utilize the open spaces, primarily reserved for agriculture and conservation, for recreational purposes.</p> <p>Progress Measures: Passive and Active Recreational Opportunities, Become part of Appalachian Trail Communities, create community garden space</p>	<p>Strategy A: Determine specific recreational uses and their location. (e.g. hiking/biking trails, boardwalk etc.)</p> <p>Strategy B: Establish that these recreational facilities are compatible and do not have any adverse effects on the conservation and agricultural lands.</p> <p>Strategy C: Work to create community gardens in available green space.</p>	<p>Washington County Recreation Dept, Appalachian Trail Organization, DNR - Program Open Space, Town Park Board, BEC Commission</p>

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### Economy

This section is centered on economic growth and management.

Strengths and weaknesses might focus on the following: business attraction & retention; improving and maintaining the health of business districts, downtowns, and main streets; commercial vacancy reduction; workforce attraction and retention; employment/job training; marketing, branding, and tourism; improving or creating economic impact of cultural and historic assets; providing technical and financial assistance to businesses; commercial building acquisition, rehabilitation and/or adaptive re-use; and creating a sense of place and vibrancy through streetscaping and beautification.

<u>Strengths</u>	<u>Weaknesses</u>
<ul style="list-style-type: none"><li>● Businesses that are located in the town center are mostly local, community owned.</li><li>● Suited for small business and artisan community</li><li>● Has maintained a “small town charm”</li><li>● Proximity to the Baltimore/Washington DC economic markets and workforce.</li><li>● Town merchants, groups, and leadership host several events throughout the year to attract visitors: Girls Night Out, Boonsboro Days, Greenfest, National Night Out, Movie Nights in Park</li><li>● Town has a Buy Local program through managed in part by the active Economic Development Commission</li><li>● There is limited commercial inventory in the downtown area</li><li>● A newer development, in the process of being built now will house many national commercial tenants and large housing development.</li><li>● Some of the local businesses and buildings such as the library are owned or made possible with funding from local author Nora Roberts. This is a big attraction for tourists to visit the Boonsboro Inn, the local bookstore (since there are frequent book signings with a variety of authors in town), and some of the nearby restaurants</li></ul>	<ul style="list-style-type: none"><li>● Lack of parking: not much off-street parking options for businesses, existing needs more signage</li><li>● Residences on street level prevent shops from being added</li><li>● Bedroom community- many residents travel outside of area for goods and services</li><li>● Commercial property owners in town center lack the capital necessary to rehabilitate the buildings they purchase.</li><li>● Local job sources. Most working adults commute to Frederick and beyond</li><li>● We have very few empty business/ commercial buildings in town</li><li>● Reinforce using local businesses for shopping</li><li>● Perception of safety issues by consumers &amp; business owners for off-street parking options</li></ul>

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Desired Outcomes and Progress Measures	Strategies and Action Items	Implementation Partners
<p>Outcome 1: Assist businesses in establishing, improving, or expanding in the town's commercial districts.</p> <p>Progress Measures: New businesses, number and square footage of buildings reused, reported revenue/profit increases at existing businesses, new jobs</p>	<p>Strategy A: Revise the zoning code and development review processes to encourage business improvements.</p> <ul style="list-style-type: none"> <li>• Ensure that on-premise signage in the Town Center district will be erected in proper scale, quality, and harmony to the surrounding environment.</li> <li>• Promote mixed uses (i.e. first floor commercial and second floor residential) and offices to increase service-based business for convenience and job growth.</li> <li>• Initiate design competitions for adaptive reuse projects with proposed retail development.</li> <li>• Link development incentives to projects along Main Street such as permit fee waivers or expedited approvals.</li> </ul> <p>Strategy B: Rehabilitate and/or (in rare cases) demolish buildings and shopping centers in poor condition, and pursue landscaping and streetscape enhancements.</p> <ul style="list-style-type: none"> <li>• Use DHCD Community Legacy funding to establish a revolving loan fund or grant for façade improvements to remove eyesores which impair visitor's image of the community.</li> <li>• Promote a façade improvement program among local business owners and owners of commercially zoned properties.</li> <li>• Solicit façade grant applications and monitor exterior improvements on grantee buildings.</li> </ul> <p>Strategy C: Develop and implement a marketing plan for the Town, including informational and promotional materials, Town maps, and revise and update website as needed. DHCD, MDP, Maryland Department of Commerce, and Washington County Department of Planning &amp; Zoning, Washington County Department of Business Development.</p> <p>Strategy D: Attract additional compatible service businesses to Town.</p> <ul style="list-style-type: none"> <li>• Develop a survey to understand commercial needs – determine what residents' value about the businesses available to them in Boonsboro and what needs go unfilled by the current inventory of Town businesses.</li> <li>• Use technical assistance and grants available from County &amp; State resources</li> <li>• Foster home occupations that are not adverse to the surrounding community.</li> <li>• Promote Tax Credit programs for which extra points are available through SC designation (Job Creation, Small Commercial tax credits).</li> </ul>	<p>DHCD, MDP, Maryland Department of Commerce, Washington County Department of Planning &amp; Zoning, Washington County Department of Business Development, Washington County Office of Budget &amp; Finance, Town Economic Development Commission, MRDC</p>



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Outcome 2: Research other potential funding sources that can assist the Town with achieving its revitalization goals	Strategy A: Reach out to MD Community Development Block Grant Program to verify if certain areas of Town could be considered CDBG eligible	CDBG, MDP, MRDC
Outcome 3: Increase support staff to aide with Revitalization & Economic Development  Progress Measures: New businesses, new staff member, Main Street designation	Strategy A: Identify grants to help funds more staff ● Work with DHCD to earn Main Street designation	Main Street Maryland, DHCD
Outcome 4: Improve Parking Lot Signage & Safety Perception  Progress Measures: Increase use of parking areas, Increased business hours for small businesses	Strategy A: Research funding options to improve signage  Strategy B: Add cameras & lighting to parking areas to increase safety measures	CDBG, MRDC, Safety & Risk Commission, Town Commissions

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# Transportation

This section describes the way people in your community get from place to place.

Strengths, weaknesses and outcomes can focus on: access to transit corridors; pedestrian safety and accessibility; sidewalks; alternative modes of transportation, such as bikeways and trails; public transit, such as bus and rail; carpooling; proximity to transportation centers; parking; and road conditions.

Strengths	Weaknesses
<ul style="list-style-type: none"> <li>• A great part of the downtown/Main Street area is walkable if you live and work here.</li> <li>• Ample on-street parking</li> <li>• It is also near major highways. It is quickly becoming a desirable area to live in, since it is a small town, but is close to many amenities and nearby cities for work and other activities. It is a historically vibrant town with beautiful surroundings and outdoor recreation which is another appeal to many residents.</li> <li>• (2) carpooling areas that people utilize</li> <li>• Roads are well maintained</li> <li>• Sidewalks on Main Street are well maintained</li> <li>• Trails throughout Shaffer Park</li> </ul>	<ul style="list-style-type: none"> <li>• Street lighting needs extended from town center</li> <li>• Lack of off-street parking. The future development to capitalize town's business core and possible tourist trade will increase off-street parking demand, for which there is no provision.</li> <li>• No County bus service, no taxi service. Private vehicle dependence</li> <li>• Needs more signage for off-street public parking areas</li> <li>• Main Street parking fills quickly</li> <li>• Increase walkability from one end of town to the other, portions of the community outside of the downtown area are not connected or lack sidewalks</li> <li>• Increase flashing crosswalks at high traffic intersections</li> <li>• New and improved sidewalks, bike lanes and crosswalks</li> <li>• Connecting street between old and new sections of Shafer Park</li> </ul>

Desired Outcomes and Progress Measures	Strategies and Action Items	Implementation Partners
<p>Outcome 1: Greater sidewalk connectivity and closing the missing links in the network.</p> <p>Progress Measures: amount of new/repared sidewalks, improved connectivity</p>	<p>Strategy A: Target for improvement those areas which lack adequate and safe sidewalks and modern crosswalks, and other pedestrian amenities such as street lights or street trees.</p> <p>Strategy B: Engage in a study regarding walking and biking in the town. Add pedestrian and bike sensors to key locations in order to gain an understanding of the number of pedestrian and bicycle trips taken in the town</p>	<p>State Highway Administration, Town Planning &amp; Zoning, Public Works Dept., Maryland Bikeways, MRDC, Washington County Government, School System, Boonsboro Residents</p>

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	<ul style="list-style-type: none"> <li>Promote walking and biking by identifying or establishing walking/biking groups, and establishing occasional walk/bike to school days.</li> <li>Explore possibility of Safe Routes or Safe Roads grant opportunities</li> </ul> <p>Strategy C: Adopt amendments to the Subdivision Regulations that require, walkability, and sidewalk connectivity in all new subdivisions.</p>	
<p>Outcome 2: Transit service</p> <p>Progress Measures: Return of transit services, bus departure/arrival times.</p>	<p>Strategy A: Encourage conversations with Washington County to have additional stops in Boonsboro</p> <p>Strategy B: Hold public outreach to gain understanding of the community's desire for public transit.</p>	<p>Washington County Government, Boonsboro Residents</p>
<p>Outcome 3: Improve the parking landscape in town.</p> <p>Progress measures: increased parking capacity or improved parking configurations</p>	<p>Strategy A: Develop a comprehensive parking plan for the Town Center that addresses parking for visitors, tenants, employees, and deliveries.</p> <ul style="list-style-type: none"> <li>Identify off-street parking locations for tenants and employees, perhaps through a permit system in the Town's public parking lots.</li> </ul>	<p>MDOT, Washington County Division of Public Works - Highway Department</p>

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### Housing

This section focuses on the homes in which people in your community live or making it easier for them to find and stay in a place to call home.

Strengths, weaknesses and outcomes might focus on the following: affordability; increasing homeownership; increasing rental housing; diversifying the kinds of housing available; improving housing condition (interior or exterior); housing programs; aging in place; preventing foreclosures; and reducing residential vacancies.

Strengths	Weaknesses
<ul style="list-style-type: none"> <li>• Very diverse housing market: Low income to custom built homes</li> <li>• Hot selling area for homes</li> <li>• Middle income housing</li> <li>• Historical residential structures well maintained</li> <li>• Low income Senior housing complex</li> <li>• Primarily a bedroom community (residents work in DC and Baltimore; community also home to retirees)</li> <li>• 70% of residents are homeowners</li> <li>• A newer development, in the process of being built now, a community of about 450 homes, some of which will be senior living.</li> </ul>	<ul style="list-style-type: none"> <li>• Some residences &amp; properties near town center in need of maintenance</li> <li>• Affordable senior housing</li> <li>• We don't have many residential vacancies. Homes sell quickly in the area.</li> <li>• Some older homes have sat empty, for over 6 years on Main Street and some of the side streets.</li> <li>• Some of the older homes can be expensive to renovate and are large projects.</li> </ul>

Desired Outcomes and Progress Measures	Strategies and Action Items	Implementation Partners
<p>Outcome 1: Improve the quality of the housing stock and address blighting influences in the area.</p> <p>Progress Measures: Increase confidence of homeowners, renters and future developers to promote and improve housing appeal and community character.</p>	<p>Strategy A: Assist home buyers and investors in identifying acquisition opportunities and financial assistance programs.</p> <p>Strategy B: Promote rehabilitation of existing housing through the marketing of financial assistance programs and education on local building code requirements</p>	<p>Washington County Government, homeowners, future development partners and the Maryland Department of Housing and Community Development, DHCD</p>
<p>Outcome 2: Promote high standards of property maintenance that lead to stable home values and neighborhoods.</p>	<p>Strategy A: Adopt and enforce a property maintenance code, such as the International Property Maintenance Code, to regulate the condition of buildings – especially vacant ones.</p>	<p>MDP, Washington County Planning &amp; Zoning, Public Works, DHCD, Town</p>

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Progress measures: changes to the town code, number of code incidents enforced, number of properties improved	<p>Strategy B: Establish license and inspection requirements for all rental residential properties.</p> <p>Strategy C: Re-engage or divest properties from absentee landlords</p> <ul style="list-style-type: none"><li>• Develop and use a strategy that places liens or other code enforcement and compliance techniques on tax-delinquent or otherwise unattended properties</li><li>• Partner with a property rehabilitator to improve properties for re-sale to responsible local owners</li></ul> <p>Strategy D: Work to create and launch a Façade Improvement program that will encourage property owners to maintain historic charm and upkeep of the older homes in the community</p>	Planning & Zoning Commission, Local Police Dept., Heritage Area organizations, MHT
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### Community Health and Quality of Life

This section is concerned with public health, community culture, and the day-to-day life of community residents.

This category includes projects focusing on (but not limited to): improvement of public health including improving community design to promote healthy behaviors such as walking and strengthening community support and connectedness through health and wellness programs and facilities that create inclusive communities. These projects may include built environment, indoor spaces, outdoor environments such as increasing community gardens and access to services including educational facilities and programs; health and wellness facilities and programs that serve multi-generations; senior facilities and programs; youth facilities and programs; facilities and programs for the disabled; civic amenities, access to quality food options; collaborations with faith-based organizations; arts and entertainment education; and homelessness prevention, services, and facilities. Projects should include community engagement that includes participation in the selection of strategies and outcomes, progress reports, and evaluation.

Strengths	Weaknesses
<ul style="list-style-type: none"><li>● Great Opportunity for work/live community</li><li>● Thriving downtown commercial district</li><li>● Robust local library that is part of the regional library service, providing internet and computer access, educational programming as well as the greater Western Maryland Library system's collection.</li><li>● Small town atmosphere in community, rural setting</li><li>● A lot of town events for the community: community movie nights, concerts in park, Greenfest, Boonsboro Days</li><li>● Town has own police department</li><li>● The area is within close proximity to the Appalachian Trail for local recreational opportunities.</li><li>● Day-trip distance to Washington D.C., Baltimore, Gettysburg, Frederick, other regional attractions</li><li>● Large assisted living facility</li><li>● Many places in town are accessible for disabled</li><li>● Farmers' Market offers a variety of goods, fresh local fruits, vegetables, meats, and cheeses.</li><li>● Community historic park, recreation such as basketball, bike trails, walking paths, sidewalks to access most of the town</li><li>● Strong sense of community pride amongst residents</li></ul>	<ul style="list-style-type: none"><li>● Additional indoor community space needed</li><li>● We could use a large community recreation center with amenities, to add to the town and give people another recreational option (we currently have a small Rec center, but it's not open for the public and things to do in them as activities to bring people together)</li><li>● Lack of police patrolling the town after a certain time, so recent car thefts in town, increase in incidents which we are currently trying to resolve.</li><li>● Lack of county transportation options, limited if you do not own a car</li><li>● Limited staff/ volunteers for events, can be challenging to find new faces to get involved</li></ul>

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- Located in a Heritage Area: Heart of Civil War Heritage Area, which works with Town's long running Historical Museum to highlight the history of "Boonsborough"

Desired Outcomes and Progress Measures	Strategies and Action Items	Implementation Partners
<p>Outcome 1: Transit service</p> <p>Progress Measures: Additional bus departure/arrival times.</p>	Strategy A: Encourage expansion of existing Washington County transit schedule	Washington County Government
<p>Outcome 2: Increase recreational activities for both youth and adults</p> <p>Progress Measures: Feasibility study completed</p>	<p>Strategy A: Encourage residents and local non-profits to utilize Town-owned space for youth development activities</p> <p>Strategy B: Study financial feasibility for Town to maintain community center (if Town can't maintain it, can it identify a partner, such as County Recreation Department, to assist)</p>	Washington County Division of Public Works, Washington County Department of Business Development
<p>Outcome 3: Increase staff support for events</p> <p>Progress Measure: Increased staffing</p>	Strategy A: Research additional funding programs that can assist with raising funds for staff	DHCD, MRDC
<p>Outcome 4: Increase volunteer support for events</p> <p>Progress Measure: Increased volunteer</p>	<p>Strategy A: Survey community on ways to get more engaged</p> <p>Strategy B: Routinely market and promote for volunteers to participate in events</p>	Commissions, Town staff

## Local Planning and Staffing Capacity

This section is concerned with a local government's ability to plan for the community's future and to meet the current needs of residents.

Strengths, weaknesses and outcomes might focus on the following: updating zoning ordinances or land use; updating municipal/local policies, taxes, fees, etc.; increasing local government staff capacity; and updating planning documents like sector plans or comprehensive plans.

Strengths	Weaknesses
<ul style="list-style-type: none"> <li>● Loyal Volunteers to the committees &amp; commissions</li> <li>● Local ordinances are consistently looking to be improved to reflect national trends</li> <li>● Boonsboro has part-time access to a Circuit Rider for supporting writing grant applications &amp; state designations</li> <li>● Town Center Zoning in place for business district</li> <li>● Licensed, experienced and innovative operations management staff.</li> <li>● Dedicated, professional administrative staff.</li> <li>● Availability of volunteer administrative support.</li> <li>● Willingness to adopt emerging technology.</li> <li>● Supportive Town Hall staff &amp; maintenance crew</li> <li>● Town Leadership, Staff, &amp; Volunteers are cohesive and work well together</li> <li>● Many ideas for how to improve upon the town's needs</li> </ul>	<ul style="list-style-type: none"> <li>● Inability to retain licensed plant operators and other essential employees for key roles in the town's infrastructure</li> <li>● Aging system components.</li> <li>● Lack of assets management system.</li> <li>● Consistent code enforcement</li> <li>● Getting assistance among more members of the community, churches, schools, businesses, for a comprehensive plan.</li> <li>● Increasing staff capacity to increase jobs and to help with the growing towns' needs over time as it continues to grow</li> <li>● Larger population will place a higher demand on town services</li> </ul>

Desired Outcomes and Progress Measures	Strategies and Action Items	Implementation Partners
<p>Outcome 1: Build local capacity for planning and town management activities.</p> <p>Progress measure: Number of projects completed, reduced time to deliver services to town residents</p>	<p>Strategy A: Secure an AmeriCorps or other volunteer/stipend-based employee to build capacity within the town government.</p> <p>Strategy B: Work with local university and community college students to offer volunteer or contracted work opportunities in support of town initiatives.</p> <p>Strategy C: Launch or partner with programs that hire senior citizens or retirees to volunteer in town or other facilities, similar to</p>	<p>Town departments, Corporation for National and Community Service, Hagerstown Community College, University System of Maryland at Hagerstown</p>



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	the ways in which the Bowles House and town museum are run now.	
Outcome 2: Update Capital Improvement Plan & Comprehensive Plan  Progress Measure: Completed Plans	Strategy A: Solicit outside consultants to aide leadership & staff to create plans for the Town that will allow phased work to be done and long-term goals to be set	DHCD, MRDC
Outcome 3: Explore ways to increase Town Staff  Progress Measure: Number of new hires	<p>Strategy A: Solicit outside consultants to aide leadership &amp; staff to create plans for the Town that will explore rate increases that may cover additional staff</p> <p>Strategy B: Explore Main Street designation which will allow for funds to help with hiring staff to focus on Economic Development</p> <p>Strategy C: Explore State &amp; Federal grants that would help cover costs for hiring &amp; equipment for additional police staff.</p>	DHCD, MRDC, Town Leadership