



# SUSTAINABLE COMMUNITIES PROGRAM

## APPLICATION FOR DESIGNATION RENEWAL

### Eligible Applicants:

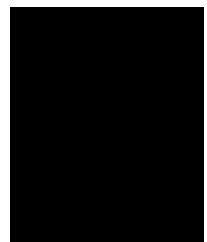
*Local Governments with a Sustainable Communities  
Designation*

*Local Government Consortiums with a Sustainable  
Communities Designation*

Application must be submitted  
on or before the expiration date of  
Sustainable Communities designation.

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 12.04.2024**



## **Overview of Sustainable Communities**

The Sustainable Communities Act of 2010 established a framework for reinvestment and revitalization of Maryland’s existing communities creating a single, locally designated geographic focus area. Since that time the “Sustainable Communities” designation has provided an efficient means of targeting scarce public and private resources for multiple State agency investments and prioritizations.

## **Purpose or Renewal and Streamlined Application**

The Sustainable Communities (SC) designation must be renewed every five years. This renewal application provides an opportunity for local governments to update their existing SC action plan and report on the accomplishments made over the past five years. Through the renewal process, local governments can request additional technical assistance and highlight any areas from the original action plan for which progress must still be made.

## **Application Eligibility and Threshold Requirements**

Local governments (municipal or county) are eligible to apply.

Eligible applicants are to reconvene their **Sustainable Communities Workgroup** to discuss the accomplishments and challenges of their Sustainable Community Action Plans in addition to any update they may like to make to the Action Plan. The applicant may choose to select new members to participate in the Workgroup. The purpose of this workgroup is to continue and reinforce working relationships and collaborations among local governmental departments and better align community development priorities and strategies. In addition, this is an opportunity to assess if the Workgroup would like technical assistance from State government agencies to implement certain action items or develop strategies to address local challenges.

## **Threshold Requirements**

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 an area in need of renewal and reinvestment that would benefit from a targeted long-term strategy.

Applicants can verify Priority Funding Area boundaries by visiting the MDP website at:

<http://www.mdp.state.md.us/OurProducts/pfamap.shtml>

2) 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;

3) The updated Plan must be consistent with other existing community or comprehensive plans;

4) A Sustainable Communities Workgroup is re-convened and a roster of members should be provided with the application.

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 page of the electronic application is the Table of Contents. This should also serve as a checklist and be used to provide corresponding tabs.

Please submit all materials (application, maps, pictures, and/or shapefiles) via email to the Sustainable Communities project management team.

**Incomplete applications will not be accepted.**

Deliver Sustainable Community Applications via email:

To: Carter Reitman

[carter.reitman@maryland.gov](mailto:carter.reitman@maryland.gov)

Copy: Olivia Ceccarelli-McGonigal

[olivia.ceccarelli@maryland.gov](mailto:olivia.ceccarelli@maryland.gov)

## **Site Visits, Follow-up, and Technical Assistance**

Attendance at a minimum of one application consultation session or training is mandatory for all applicants. Consult with Carter Reitman at 410-209-5849 or by email at [carter.reitman@maryland.gov](mailto:carter.reitman@maryland.gov) if you would like to schedule a meeting.

If requested, the Department can provide technical assistance to local governments to prepare their Sustainable Communities applications. 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.

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.

## **Approval**

Approval of applications will be made by the Governor's Smart Growth Coordinating Committee on the recommendation of an inter-agency review team. The review team is coordinated by the Department of Housing and Community Development. The Governor's Smart Growth Coordinating Committee can defer the approval of a Sustainable Communities renewal to the Governor's Smart Growth Subcabinet.

**All questions related to the application, please contact Carter Reitman at 410-209-5849 or by email at [carter.reitman@maryland.gov](mailto:carter.reitman@maryland.gov) or your regional project manager, found at this link: <https://dhcd.maryland.gov/Communities/Documents/SRP/PM-Map-ContactInfo.pdf>**

## **RENEWAL APPLICATION INSTRUCTIONS**

The Sustainable Communities application for renewal has **three** sections:

### **A. Contact information, General Information, Organizational Capacity:**

In this section, applicants are asked to update their contact information, provide information about demographic shifts over the past five years, discuss the strengths and weaknesses of their Sustainable Communities workgroup, and share any technical assistance needs the workgroup may have.

### **B. Report on accomplishments over past five years:**

The report is an opportunity to reflect on any accomplishments achieved in the Sustainable Community area. It is a tool used to evaluate if the SC applicant achieved its intended outcomes and identify what state resources were used, if any, to achieve those outcomes. Renewal applicants are encouraged to discuss how priorities, actions, and objectives were or were not achieved across the Sustainable Communities plan elements, including how any of the elements may have interrelated during the five initial years of SC designation.

### **C. Sustainable Communities Action Plan Update:**

The Sustainable Communities Action Plan details revitalization outcomes and strategies to achieve those outcomes over the next five years. Renewal applicants are encouraged to use their previous Sustainable Communities applications as a basis for their updated Action Plan. You may identify which weaknesses have not yet been addressed or which strategies have not yet been implemented. Include your revitalization priorities for the next five years, basing them on your community's current strengths and weaknesses.

## **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 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; 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.

**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 in which people in your community live and which make 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 conditions (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 safety and the reduction of crime; libraries; educational facilities and programs; health and wellness facilities and programs; 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.

**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 COMMUNITY ACTION PLAN UPDATE**

The Sustainable Community Action Plan (SC Plan or Plan) is meant to be a multi-year investment strategy – a strategic set of revitalization initiatives and projects that local partners believe will increase the economic vitality and livability of their community, increase prosperity for local households and improve the health of the surrounding environment. The Plan should be flexible enough to be updated regularly and renewed every five years as the community envisions new goals. The priority initiatives and projects identified in the action plan are your priorities for improving the livability of community places -- residential, commercial, or other public or private properties – and the sustainability of new work, retail, recreational and housing opportunities for residents. At the same time, the plan should only discuss the strategies that will impact the geographic area targeted for revitalization so that resources have the best opportunity to have the intended effect. These projects can also be designed to reduce the environmental impact of the community through water and energy resource conservation and management strategies. In this way, the Plan can be a road map for local stakeholders as well as State agencies to work together to create a more livable and sustainable community.

All communities submitted an SC Plan when the community earned its original designation. Some applicants may want to take advantage of the designation renewal process to outline new strategies, set new priorities, or reaffirm existing strategies for their Sustainable Community. Changes to SC Plans may reflect changes in external factors affecting the community or changes in the priorities of the applicant.

### **Action Plan Guidance**

**1) For each element, identify the essential strengths and weaknesses of your community.**

*Example:*

Strength - Good sidewalk connectivity

Weakness - Insufficient bicycle infrastructure

**2) Based on those strengths and weaknesses, formulate specific outcomes that address the most pressing issues or greatest opportunities. Identify a way to measure the success of that outcome.**

*Example:*

Outcome - Expand fiber optic broadband Internet connections in Town

Progress Measure - Linear measurement of broadband fiber laid

**3) After defining the outcomes, list detailed strategies and discrete actions that will serve as the means to achieve those goals.**

*Example:*

Strategy A - Increase number of Town sponsored events

Action A - Organize a workgroup tasked with planning weekend events

Action B - 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:*

Partner 1 - DHCD (Community Legacy program)

Partner 2 - Small Business Administration (Services and financial assistance)

## **CHECKLIST AND TABLE OF CONTENTS**

APPLICANT: Town of Galena

NAME OF SUSTAINABLE COMMUNITY: Town of Galena

**Please review the checklist of attachments and furnish all of the attachments that are applicable. Contents of the application should be tabbed and organized as follows:**

- ☐ **Section A - Sustainable Community Renewal Applicant Information**
  - [Applicant Information](#)
- ☐ **Section B – Sustainable Community Renewal Report (Projects, Strategies and Partners)**
  - [Part 1: Qualitative Assessment](#)
  - [Part 2: Competitive Funding](#)
- ☐ **Section C – Sustainable Community Renewal Action Plan Update (Matrix)**
  - [Action Plan](#)
- ☐ **Section D – Sustainable Communities Workgroup Roster**
- ☐ **Section E – Signature Letter (acknowledging Disclosure Authorization and Certification)**
  - [Disclosure Authorization](#)
- ☐ **Section F – Additional Files:** The following contents should be included:
  - If requesting a boundary modification, map in pdf format and a GIS shapefile of the proposed Sustainable Community boundary
  - Photos (jpeg format) of your aforementioned accomplished projects of the last five years

## **SECTION A - SUSTAINABLE COMMUNITY RENEWAL** **APPLICANT INFORMATION**

<b>Name of Sustainable Community:</b>		<b>Town of Galena</b>	
<b>Name of Applicant:</b>		<b>Town of Galena</b>	
<b>Applicant's Federal Identification Number:</b>		<b>52-0815936</b>	
<b>Applicant's Street Address:</b>		<b>101 S. Main Street</b>	
<b>City: Galena</b>	<b>County: Kent</b>	<b>State: MD</b>	<b>Zip Code: 21635</b>
<b>Phone Number: (410)648-5151</b>	<b>Fax Number: (410)648-6937</b>	<b>Web Address: townofgalena.com</b>	

### **Sustainable Community Application Local Contact:**

<b>Name: Audrey M. Erschen</b>	<b>Title: Grant Coordinator/Technology Support</b>
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

### **Sustainable Community Contact for Application Status:**

<b>Name: Audrey M. Erschen</b>	<b>Title: Grant Coordinator/Technology Support</b>
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

### **Other Sustainable Community Contacts:**

<b>Name: John Carroll</b>	<b>Title: Mayor</b>
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

### **(1) Sustainable Community Boundary and Description**

- (1) Are you requesting any changes to your Sustainable Community boundary? Describe why or why not?

The Town of Galena is not requesting any changes to our Sustainable Community boundary. It was previously determined that the most appropriate boundaries for this target area are the old town areas. This encompasses the businesses on Main and Cross Street, the old town residential area, the water tower and the recreational areas which include two town parks. This area is still the most appropriate.

- (2) If yes, Include the following in as an attachment:

a. PDF or JPEG of modified Sustainable Communities boundary map,



## Sustainable Communities Renewal Application - Section A

- b. GIS shapefiles of modified Sustainable Community boundary (mapped to the parcel boundary),

(3) Approximate number of acres of entire SC Area: 130.95

(4) Existing federal, state or local designations:

- ☐ Main Street ☐ National Register Historic District ☐ Local Historic District  
☐ Arts & Entertainment District ☐ State Enterprise Zone Special Taxing District ☐ BRAC  
☐ State Designated TOD ☐ Other(s): Municipal PFA

(5) Describe the SC Area's current demographic trends (with respect to age, race, household size, household income, educational attainment, number of housing units, or other relevant factors). How have demographics changed in the last five years?

Population 2022 Census: 697 population which reflects a gain of 85 persons. There were 385 (55%) females and 312 (45%) males.

Population by race: American Indian and Alaska native alone 0 (0%); Asian alone 11 (2%); Black or African American alone 13 (2%); Some other race alone 0 (0%); Two or more races 7 (1%); White alone 620 (89%).

Population by Hispanic or Latino Origin: (of any race): Hispanic or Latino Origin 46 (7%); Persons Not of Hispanic or Latino Origin 651 (93%)

Population by age: Age 0- 9: 49; Age 10-19: 68; Age 20-29: 148; Age 30-39: 102; Age 40-49: 44; Age 50-59: 99; Age 60-69: 68; Age 70-79: 105; Age 80+: 14. Median resident age: 39

Size of households: Total households are 347 with the size of household at 2.

Estimated median household income 2022: \$101,458 (it was \$63,567 in 2016).

Per capita income 2022: \$43,566 (it was \$27,484 in 2016).

Estimated median house value in 2022: \$245,800 (it was \$229,013 in 2016).

Median Gross Rent 2022: \$1120

Educational Level: High school or higher 31%; Bachelor's degree 18%; Graduate or professional degree: 16%.

Unemployment Rate 2020 Census: 5.5%.

Poverty rate: 3.6%

## (2) Organizational Structure, Experience and Public Input:

(3) Describe any changes to the Applicant's organizational structure. Specifically, how has membership of the Sustainable Communities Workgroup changed in the last five years? Who are/were the leaders, and how will/did the Workgroup advisor or staff manage implementation of the SC Area Plan?

The Sustainable Communities Workgroup continues to include key personnel and a diverse group. The members are from town government, Planning & Zoning Board, small business owners and residents. Participants have changed over the five-year period, but still represent the above membership. Previous and current members are listed below:

Previous	Current
<b>Government - Town Hall</b>	<b>Government - Town Hall</b>
Mayor John Carroll	Mayor John Carroll

## Sustainable Communities Renewal Application - Section A

Town Manager & Zoning Admin. [REDACTED] [REDACTED]; Zoning Coordinator [REDACTED]	Zoning Coordinator [REDACTED]
Assistant [REDACTED]	Clerk Position Vacant
	Grant Coordinator [REDACTED]
<b>Planning &amp; Zoning Board</b>	<b>Planning &amp; Zoning Board</b>
Chairman [REDACTED]	Chairman [REDACTED]
Member [REDACTED]	Member [REDACTED]
<b>Small Business Owners</b>	<b>Small Business Owners</b>
Oh So Sweet - [REDACTED]	Sassy River Market [REDACTED]
Firehouse Antiques - [REDACTED]	Firehouse Antiques - [REDACTED]
Oatley's Top Shop - [REDACTED]	Oatley's Top Shop - [REDACTED]
<b>Resident</b> [REDACTED]	<b>Resident</b> [REDACTED]
<b>Community Organizations</b>	<b>Community Organizations</b>
Susquehanna Regional Business Council (SRBC) - President [REDACTED]	Galena Volunteer Fire Company [REDACTED]
Lions Club- [REDACTED] Administrative Treasurer and [REDACTED] Member	Lions Club- [REDACTED] Administrative Treasurer

Mayor John Carroll fulfilled the leadership role for the group after the departure of [REDACTED]. Implementation of the Galena's SC Action Plan was included within the daily operations of the town. For the first three years of the plan, the Zoning Coordinator, [REDACTED], under the direction of the mayor and workgroup, implemented the Action Plan and duties were delegated to the staff as part of their regular duties. Since the members of the workgroup participated in developing the Action Plan through attendance at town meetings, and workshop meetings, they continued meeting to review the implementation and successful results of the Action Plan tasks.

- (4) What have been the strengths and challenges of the capacity of the Sustainable Communities Workgroup with respect to implementation of the SC Plan?

The strengths of the capacity of the Sustainable Communities Workgroup have been the commitment and diversity of the group. While changes in membership of the group have occurred over the five-year period, which was a challenge, the commitment of those initial members to ensure their replacement maintained the level of dedication and determination to continue the implementation of the plan was a strength. Without the maintenance of the obligation, the turnover could have created a problem for the workgroup, but with persistence this did not occur. Having new members also brought new perspectives to the group and assisted in the evaluation of implementation and solutions when roadblocks presented themselves.

- (5) How did residents and other stakeholders in the community provide input to the Sustainable Communities Action Plan update? On which existing local plans (comprehensive plans, economic development plans, sector plans, etc.) is the Sustainable Communities Action Plan based?

Residents, business owners and property owners were given the opportunity to participate in the SC Action Plan update, and recruitment was completed to replace members on the workgroup. The SC was discussed at Mayor & Council and PZ meetings, and specifically during meetings to update the

## Sustainable Communities Renewal Application - Section A

Galena Comprehensive Plan. Workshops were advertised on social media, the town's electronic sign and at town meetings.

- (6) Would you like any technical assistance from State agencies to help expand the capacity of your SC Workgroup or implement your SC plan? Please describe with which revitalization strategies you would like assistance.

The workgroup, along with Mayor & Council does not need any technical assistance currently. As we move forward with implementation of the updated plan if the need arises the appropriate State agencies will be contacted for their support.

## **SECTION B - SUSTAINABLE COMMUNITY RENEWAL** **REPORT**

### **PART I: QUALITATIVE ASSESSMENT**

#### **Purpose:**

The purpose of this assessment is to capture significant projects/ improvements that have been completed since the approval of your local government's Sustainable Communities designation.

In relation to the goals stated in your local government's Sustainable Community Action Plan, **please highlight at least three major accomplishments from the last five years**, including how you achieved them. When writing your narrative, consider the questions below and refer to the six elements discussed in the General Information section of this document (page iv) – Environment, Economy, Transportation, Housing, Quality of Life, and Land Use/Local Planning.

- 1) **Outcome:** Which outcomes identified in your Sustainable Community plan were you able to achieve?
- 2) **Projects:** Which projects did you implement in order to achieve the outcome? Also indicate when you started and completed these projects.
- 3) **Partners:** With whom (i.e. state agencies, local stakeholders) did you partner to complete projects?
- 4) **Impact:** What kind of measurable impact did the achieved outcome have on your community? Are there other intangible benefits?
- 5) **Photos:** Please also include pictures that depict your accomplishments.

#### **[EXAMPLE] Descriptive Narrative: Please list the most significant accomplishments that apply**

##### Example – Accomplishment 1

*Outcome: Improved stormwater management*

##### **Projects:**

*Project 1: Stormwater Retrofit Plan – In October 2014, the Town Council approved the Town's stormwater retrofit plan which outlines various strategies and capital budget expenditures over the next five years. Strategies include reducing the amount of impervious surface in the community and improving stormwater management. One of the plan recommendations is to pass an ordinance that assesses an environmental protection fee on municipal permits.*

*Project 2: Green Streets – The Town added green elements to approximately 600 linear feet of roadway that had been experiencing severe flooding. Specifically, bioswales were constructed and trees were planted.*

##### **Partners:**

*Chesapeake Bay Trust – provided technical assistance*

*MD DHCD – provided financial assistance in form of a Community Legacy grant (totaling \$50,000).*

*Impact: The implementation of the projects had a significant impact on the community by improving stormwater runoff. The streets with the newly constructed bioswales no longer experience flooding.*

**Descriptive Narrative: Please list the most significant accomplishments that apply.**

**Accomplishment 1:**

*Outcome:* To improve the appearance of Main Street and Cross Street 213/313

*Projects:*

Project 1 – Town of Galena Façade Improvement Grant Program for residential and commercial properties. This program supports exterior facade projects to recover and promote the homes' and businesses' integrity and improve the Galena Community's visual characteristics. In the past five years, 28 projects have been funded for a total grant amount of \$170,000.  
Project 2 – Installation of solar panels at town hall

*Partners:*

MD DHCD – provided financial assistance in the form of Community Legacy grants over the last 5 years. (totaling \$215,000).

MEA-MSEC – provided financial assistance in the form of a Maryland Smart Energy Community Grant with Sunrise Solar (totaling \$38,395.00)

*Impact:* This program has provided 80% of project costs for residents and commercial properties along Main and Cross Streets to improve the exterior appearance. Projects include painting, siding, replacing shingles on roofs, windows, rain gutters, and repair of porches. The impact of these improvements is apparent as you traverse our community by recovering structural integrity and restoring our town's visual characteristics. The installation of solar panels on town hall has reduced the cost of electricity and is providing a renewable source of energy. We are in the process of tracking energy credits.

**Accomplishment 2:**

*Outcome:* Visitor/Community Center and Public Restrooms

*Projects:*

Project 1 – Public Restroom at Galena Community Park

Project 2 – Installation of solar panels at Galena Community Park

*Partners:*

MD DNR – provided financial assistance in the form of a Community Parks and Playground Program grant (totaling \$58,000.00)

Forever Maryland, Maryland Environmental Trust, MD Department of Transportation, and the MD DHCD – provided financial assistance in the form of a Clean Up and Green Up Maryland grant (totaling \$4,500.00)

Kent County Arts Council – Mural at Community Park Restroom

*Impact:* The Town received a grant from the DNR Community Park and Playground to build a public restroom at Galena's Community Park. The restroom project was completed in the Fall of 2020. In 2021, Tree and Park planted flowers and shrubbery to enhance the building. In partnership with Kent County Arts Council in 2021, we began working on a mural for the blank wall outside of the restroom. This mural was completed by local artist Fredy Granillo depicting Eastern Shore wildlife and habitat. The final step to this project was purchasing four (4) solar panels, a marine battery, and equipment to install on the rooftops of the Park's Pavilion and the new Public Restroom, thus powering the restroom facility by the sun. When students, residents, and visitors stop by to play at our park, they can charge their cell phones and/or laptops. Educational signs were placed at the restroom and pavilion to demonstrate how solar works.

### **Accomplishment 3:**

*Outcome: Maintaining the integrity of existing residents and current Commercial buildings*

*Projects:*

Update the Town of Galena Comprehensive Plan

*Partners:*

Mayor & Council of Galena – provided input and guidance.

Galena Planning & Zoning Commission – provided input and guidance.

Citizens of the Town of Galena – provided input and guidance.

The Kent County Planning Commission – reviewed and provided helpful comments.

Kent County Department of Planning, Housing, and Zoning – reviewed and provided helpful comments.

MD Department of Planning – reviewed and provided helpful comments.

Jakubiak Town & City Planning – consultant.

*Impact:*

Beginning in the summer of 2021, the Galena Planning Commission conducted nearly monthly open work sessions during its regularly scheduled meetings to seek community input. The initial work sessions focused on the design of a survey that was later distributed in multiple phases into the Fall of 2021. Writing the plan and deliberating on goals and recommendations began in September 2021.

The Commission sponsored two public workshops during the planning process. At the first, held on January 28, 2022, the consulting town planner presented results from the 2021 survey, and led participants in reappraising the vision and goals from the 2009 Comprehensive Plan. The Commission collected advice on a renewed set of visions and planning goals. At the second workshop, held on February 15, 2022, the town planner presented updated vision and goal statements for public deliberation and the participants discussed broad recommendations and strategies aligned with those goals. The vision is presented later in this chapter.

The Commission then conducted work sessions through the Spring and early Summer of 2022 and conducted a public hearing on September 12, 2022. On September 26, 2022, after deliberating on the comments and questions received at the hearing, it voted unanimously to approve this Comprehensive Plan and to transmit it the Mayor and Town Council with a recommendation for adoption. The Mayor and Town Council held its public hearing on October 3, 2022. The Plan states that the residents of Galena wish to maintain the community in its wholeness and its individuality -- the people, the trees, the farms, the pace of life, the types of homes, the businesses, and the pride. This will be accomplished by observing the following fundamental policies when making decisions about the future of the community:

- The rural character, vegetation, and overall visual quality of the Town is to be protected.
- The predominant residential character of the Town along with its housing styles, walking scale, and history of home ownership is to be acknowledged and improved.
- The stability and independence of Galena as a community and the neighborliness and pride of its residents are values to be encouraged and maintained.

**Descriptive Narrative: Please use this section to describe any major outcomes or projects from your last Sustainable Communities Action Plan that have NOT been accomplished and why.**

*Outcome:*

Site acquisition of Town Center

*Narrative:*

The town has not been able to find a site for a town center. While we have been looking at empty retail space near the center of town, a feasible space has not become available. During discussions it was determined a change in this outcome was necessary. By using the renovations done during COVID at Town Hall, we will be able to create a “mini” town center in the vestibule area of our existing building.

*Outcome:*

To be able to provide transportation from the local marinas to bring boaters into our town.

*Narrative:*

After many meetings with stakeholders, it was determined the best direction to take to obtain this outcome was to investigate a shared use path. A grant was submitted to MDOT - Kim Lamphier Bikeways. We were awarded a grant and are in the process of completing a concept and design to connect the Town of Galena to Kent County’s Toal Park, then to Georgetown, as well as connecting to the east side of town at Olivet Hills in order to meet the needs of the underserved community there.

*Outcome:*

Land Acquisition

*Narrative:*

Being surrounded by farmland has prohibited land acquisition for the Town of Galena. While the Comprehensive Plan included areas of expansion, we are not at that point with our neighboring property owners. We have had meetings with the property owner of the parcel southeast of town. Meetings will continue to annex this parcel into Town of Galena limits.

## **Part II: Competitive Funding**

Use the rows below to list competed funds sought for sustainability or revitalization projects since receiving Sustainable Communities designation.	Source (federal, state, foundation, etc.)	Amount Received	If no funding was received, what technical or other assistance from the state would help with future applications?	Other Notes
<b>Community Legacy (CL):</b> <ul style="list-style-type: none"> <li>• 2019</li> <li>• 2020</li> <li>• 2021</li> <li>• 2022</li> <li>• 2023</li> </ul>	DHCD	<ul style="list-style-type: none"> <li>• \$50,000</li> <li>• \$55,000</li> <li>• \$35,000</li> <li>• \$50,000</li> <li>• \$25,000</li> </ul>		A total of 28 projects have been completed.
<b>Strategic Demolition Fund (SDF):</b> <ul style="list-style-type: none"> <li>• 2018</li> <li>•</li> </ul>	DHCD	<ul style="list-style-type: none"> <li>• \$0</li> </ul>	Unsure at this time as there is no a need for this funding.	
<b>Community Safety &amp; Enhancement Program:</b>	MDOT			
<b>Maryland Bikeways Program:</b> <ul style="list-style-type: none"> <li>• 2023</li> </ul>	MDOT	<ul style="list-style-type: none"> <li>• \$160,000</li> </ul>		Project began with RFP 01/23; 30% of design plan submission anticipated 04/24.
<b>Sidewalk Retrofit Program:</b>	MDOT			
<b>Water Quality Revolving Loan Fund:</b>	MDE			



## Sustainable Communities Renewal Application - Section B

**Other Funding Programs:** *examples are U.S. HUD Community Development Block Grants (CDBG), or grants from USDA, EPA, Appalachian Regional Commission, Chesapeake Bay Trust, Maryland Heritage Areas Association, Preservation Maryland, Safe Routes to School, Maryland Rural Development Corporation, Maryland Energy Administration, Maryland Department of Natural Resources, etc.*

**\*Please add more rows if necessary**

FY19	MEA – Smart Energy Grant	\$25,000		LED Retrofit Solar at Town Hall (Phase 1) Solar at Town Hall (Phase 2)
FY20		\$32,637		
FY20		\$3,838		
FY21	MD DNR - Community Park & Playground	\$90,000		Walking Path at Galena Elementary Galena Community Park Enhancements
FY22		\$11,000		
FY21	Chesapeake Bay Trust	\$15,075		Division Street Project Green Infrastructure Concept and Design
FY22		\$30,000		
FY23	MHAA	\$5,000		Mural
FY20	Delmarva Power	\$5,000		EV Charging Station
FY19	Keeping Maryland Beautiful	\$4,000		Planters on Main and Cross Streets; Planting flowers, and shrubs; Solar at Galena Community Park; Solar signage; Mural
FY20	Keeping Maryland Beautiful	\$4,500		
FY21	Forever Maryland	\$3,000		
FY21	Shore Rivers	\$41,538		Bio-Retention at Galena Community Park - Phase 1 Conceptual & Phase 2 Design (Partnership)
FY21	Kent Co Cultural Alliance	\$1,000		Mural
FY21	Upper Shore Regional Council	\$15,000		Comprehensive Plan

Sustainable Communities Renewal Application - Section B

**COMPETITIVE FUNDING:** Are there any types of projects/needs for which your Sustainable Community needs funding; however, there isn't a funding source?

The Town of Galena applies for a larger number of grants from diverse sources. We have been fortunate over the last five years to receive funding from many of the sources to which we have applied. Currently, there is not an identified need for projects without a funding source, though as the amount of funding available lessens and budgets become tighter that need may change.

**SECTION C - SUSTAINABLE COMMUNITIES ACTION PLAN**

**Town of Galena**

**Kent County**

**March 2024**

## Example 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>	<u>Strategies and Action Items</u>	<u>Implementation Partners</u>
<p>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.</p> <p>Progress Measure: What will you use to measure success toward outcome? Is it quantifiable or qualifiable?</p>	<p>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.</p>	<p>Which community stakeholders need to be involved to realize each action step and strategy? Name specific public and/or private sector partners.</p>
<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>

## Environment

This section 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; tree canopies and green spaces; green infrastructure; habitat improvement, climate change mitigation and adaptation; nuisance flooding;; stormwater infrastructure and management; water and sewer capacity; energy conservation; recycling, pet waste, and organic waste programs; the mitigation of environmental hazards; and parks and recreation improvements.

<u>Strengths</u>	<u>Weaknesses</u>
<ul style="list-style-type: none"> <li>Proximity to Sassafras River and Chesapeake Bay for recreational boating, commercial and sport fishing, kayaking and other recreational activities such as hunting and cycling.</li> <li>Park &amp; Tree Committee with quarterly events scheduled</li> <li>Tree City recognition 33+ years</li> <li>Partnership with Shore Rivers, Inc.</li> <li>Partnership with Galena Elementary School</li> </ul>	<ul style="list-style-type: none"> <li>High volume of Commercial Vehicles traveling through town daily</li> <li>Volunteerism has diminished.</li> <li>Resident apathy about sustainability.</li> <li>Stormwater unmanaged in areas</li> <li>Longstanding Invasive tree species</li> <li>Litter from those traversing on our streets</li> </ul>

<u>Desired Outcomes and Progress Measures</u>	<u>Strategies and Action Items</u>	<u>Implementation Partners</u>
<p>Outcome 1: Stormwater Management Division Street</p> <p>Progress Measures: RFP published Mayor &amp; Council approval of vendor Executed Vendor agreement Engineering Plan for management of stormwater</p>	<p>Strategy A: Contract with Engineering vendor Action: Receive Technical Assistance from University of MD Environmental Finance Center Action: Request for Proposal for Engineering vendors Action: Select Vendor</p> <p>Strategy B: Engineering Plan for stormwater management, Division Street. Action: Stakeholder meeting to gather information on Town, property owner, and management needs Action: Engineering plan approval</p> <p>Strategy C: Procure funding for implementation of stormwater management plan Action: Research funding opportunities Action: Apply for grant/low interest loan</p>	<p>Town of Galena Planning and Zoning Commission Town Government University of MD Kent County Government DNR ShoreRivers MD SHA Property Owners</p>

## Sustainable Communities Renewal Application - Section B

<p>Outcome 2: Increasing Biodiversity along Galena walking paths</p> <p>Progress Measures:  Identified plants/trees for specific locations  Approval of landscape plan.  Transplanted plants, and trees  Increased areas for children to connect and play with and in nature.  Increased habitats for native plants and animals</p>	<p>Strategy A: Landscape plan for biodiversity along walking paths  Action: Park and Tree Committee will identify planting areas along paths  Action: Park and Tree Committee will approve species of native plants for planting.  Action: Park and Tree Committee will approve landscape plan.</p> <p>Strategy B: Implement landscape plan  Action: Procure donations/funding for native plants.  Action: Schedule planting events  Action: Monitor implementation of plan with maintenance of new plantings</p>	<p>Town of Galena Park and Tree Committee  Town Government  DNR  ShoreRivers  Briscoe Manor Residents  Green Team  Galena Elementary School students</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>The main economic driver in the Galena SC is the convenient access to Annapolis, Philadelphia, Wilmington, Baltimore, and Washington D.C., which is within 1 ½ hour drive.</li> <li>Fiber Optic availability</li> </ul>	<ul style="list-style-type: none"> <li>The major barrier is the lack of public transportation for economic development and the small size of the town.</li> <li>Only main thoroughfares of the town are fiber optic connected. Installation is still in progress throughout the County.</li> <li>Limited opportunities in tourism</li> </ul>

Desired Outcomes and Progress Measures	Strategies and Action Items	Implementation Partners
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## Sustainable Communities Renewal Application - Section B

<p>Outcome 1: Visitor Center/Museum</p> <p>Progress Measures: Pull up banner displayed. Display in Town Hall Display in local business Virtual Museum online</p>	<p>Strategy A: Pull-up display for use in Town Hall and external sites. Action: Plan and design pull-up banner for Town Hall Action: Purchase pull-up banner</p> <p>Strategy B: Displays in Town Hall and local businesses. Action: Plan initial display and exhibit in Town Hall Action: Install initial display and exhibit in Town Hall Action: Install at least one storefront window display in a local business</p> <p>Strategy C: Virtual Museum Action: Design template for virtual museum Action: Create virtual museum pages Action: Link virtual museum pages to Town of Galena Website</p>	<p>MHAA Eastern Shore Heritage Inc Stories of the Chesapeake Heritage Area</p>
<p>Outcome 2: Increase Tourism</p> <p>Progress Measures: Report on existing tourism. Town of Galena tourism plan</p>	<p>Strategy A: Data collection on number of visitors Action: Identify the means to collect data Action: Collect data Action: Analyze data</p> <p>Strategy B: Tourism plan Action: Identify tourist locations in town and surrounding area Action: Collaborate with identified locations Action: Create tourist brochure</p>	<p>Kent County Department of Tourism Kent County Department of Economics Maryland Office of Tourism</p>

## 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>SHA completed repairing sidewalks and created crosswalks for pedestrian safety</li> <li>Residents can walk to different shops throughout the town</li> <li>Added Bike Rack in three different locations around town</li> </ul>	<ul style="list-style-type: none"> <li>Public transportation is lacking in our area.</li> <li>Seniors have to rely on medical and social agencies which are limited.</li> <li>Majority of transportation is privately owned automobiles.</li> </ul>

## Sustainable Communities Renewal Application - Section B

Desired Outcomes and Progress Measures	Strategies and Action Items	Implementation Partners
<p>Outcome 1: Educate residents of all ages of available transportation</p> <p>Progress Measures: List of available options for transport Records from information offered to public</p>	<p>Strategy A: Compilation of all resources providing transportation in our geographical area. Action: Communicate with State and County agencies to ascertain services provided. Action: Organize information collected.</p> <p>Strategy B: Publicize compilation of available resources Action: Develop a plan for delivery of information Action: Implement plan Action: Evaluate success of plan</p>	<p>Town of Galena Delmarva Community Transit Kent County MD Health Department Kent County Help Upper Shore Aging, Inc.</p>
<p>Outcome 2: Shared Use Path – Galena town center to Georgetown, and Galena town center to Olivet Hills</p> <p>Progress Measures: Implementation of design Concept and design of Georgetown connector</p>	<p>Strategy A: Construction of shared – use path connecting Galena to Toal Park and Olivet Hills Action: Completion of concept and design phases Action: Seek and apply for grant funding for implementation phase Action: RFP for construction</p> <p>Strategy B: Extension of shared – use path to Georgetown Action: Completion of feasibility study Action: Research funding for design phase</p>	<p>MDOT MDOT Kim Lamphier Bikeways Program SHA Kent County Parks and Recreation Kent County Roads DNR</p>



## Housing

This section focuses on the homes in which people in your community live and efforts which make 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 conditions (interior or exterior); housing programs; aging in place; preventing foreclosures; and reducing residential vacancies.

Strengths	Weaknesses
<ul style="list-style-type: none"> <li>Median home price of \$332,450, which attracts young families to live in Galena.</li> <li>We have a senior housing community called Briscoe Manor which houses 62 years old and disable adults. Average housing is 31 residents</li> </ul>	<ul style="list-style-type: none"> <li>New construction has been minimal with very few vacant building lots.</li> <li>Galena has limited rentals or apartments,</li> </ul>

Desired Outcomes and Progress Measures	Strategies and Action Items	Implementation Partners
<p>Outcome 1: Rehab Residential Property</p> <p>Progress Measures: Records of Residential Façade Grant Awardees</p>	<p>Strategy A: Repair and improve existing housing units Action: Apply for DHCD Community Legacy Grant Action: Educate residents and property owners of funding availability Action: Award grants to residents and property owners for improvements</p>	<p>DHCD MHT MDP Town Government</p>
<p>Outcome 2: Increase number of building lots for new home construction</p> <p>Progress Measures: Adoption of Zoning Ordinance Amendment Review of Annexation plan Meetings with stakeholders documented Public Hearing Presentation to Mayor &amp; Council Annexation of property into corporate limits</p>	<p>Strategy A: Amend Zoning Ordinance for detailed review of annexations Action: Adopt local procedures for annexations based upon the 2022 Comprehensive Plan Update</p> <p>Strategy B: Ensure that annexations expand community facilities as needed Action: Ensure that all required community facilities are addressed by the Developer Action: Use a team approach involving public works, town planning, engineering, and law to assess annexation.</p> <p>Strategy C: Work with property owner, and developer to prepare annexation proposal Action: Schedule meetings with key stakeholders Action: Identify infrastructure necessary for successful annexation to include in annexation proposal Action: Public Hearings</p>	<p>Board of Realtors MDP Town of Galena Planning and Zoning Commission Town Government Galena Residents</p>

## Sustainable Communities Renewal Application - Section B

	Action: Proposal presentation to Mayor & Council for action	
<p>Outcome 3: Removal of barriers for low-income/senior homeowners to apply for Galena Façade Improvement Program funding</p> <p>Progress Measures: Increased number of low-income/senior homeowners' applications Increased number of low-income/senior homeowner projects completed.</p>	<p>Strategy A: Guideline/qualifications for low-income/senior assistance for GFIP Action: Research existing guidelines/qualifications for financial assistance benefits in neighboring towns, and county. Action: Committee recommendation of assistance guidelines/qualifications for low-income/senior assistance for GFIP Action: Mayor &amp; Council approval of guidelines/qualification Recommendation</p> <p>Strategy B: Assist low-income/senior homeowners in application submission Action: Identify low-income/senior homeowners who may benefit from assistance Action: Work with low-income/senior homeowners on identifying projects, getting contractor quotes, and application completion.</p>	<p>Town of Galena Planning and Zoning Commission Town Government Galena Façade Grant Committee Kent County Government Galena churches, clubs, and other non-profits</p>

## 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>Walking paths</li> <li>Community Park</li> </ul>	<ul style="list-style-type: none"> <li>No health and wellness facility local</li> </ul>

## Sustainable Communities Renewal Application - Section B

<ul style="list-style-type: none"> <li>• UM Shore Medical Group- Primary Care</li> <li>• Senior Living facility</li> <li>• Close to surrounding counties and Middletown, Delaware</li> </ul>	<ul style="list-style-type: none"> <li>• Limited facilities and programs for the disabled</li> <li>• Volunteerism has diminished.</li> <li>• Rehabilitation of main streets - facades, parking, sidewalks.</li> </ul>
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Desired Outcomes and Progress Measures	Strategies and Action Items	Implementation Partners
<p>Outcome 1: Increase health and wellness opportunities</p> <p>Progress Measures: Installation of stations</p>	<p>Strategy A: Include outdoor exercise stations along walking paths</p> <p>Action: Research funding opportunities</p> <p>Action: Apply for funding</p> <p>Action: Installation of stations</p>	<p>DNR</p> <p>Kent County Parks and Rec</p> <p>Galena Park and Tree Committee</p> <p>Town Government</p>
<p>Outcome 2: Increase volunteer participation.</p> <p>Progress Measures: Increase in volunteer participation</p>	<p>Strategy A: Volunteerism Campaign</p> <p>Action: Research other organization campaigns</p> <p>Action: Adapt for Galena</p> <p>Action: Implement campaign</p>	<p>Town Government</p> <p>Lions Club</p> <p>Local Churches</p> <p>Civic groups</p>
<p>Outcome 1: To improve the appearance of properties in the oldest sections of town.</p> <p>Progress Measures: Record of advertisements placed on electronic sign, Facebook, and website. Sign in sheets for training, and support. Number of applicants Funding awarded</p>	<p>Strategy A: Increase communication with property owners to inform them of programs and funding opportunities available for property improvements.</p> <p>Action: Place information on electronic sign to educate property owners on programs and grants available for improvement of property.</p> <p>Action: Place information on the Town of Galena website to educate property owners on programs and grants available for improvement of property.</p> <p>Action: Place information on Town of Galena Facebook page to educate property owners on programs and grants available for improvement of property.</p> <p>Strategy B: Assist property owners with application submission for funding opportunities.</p> <p>Action: Offer training to assist property owners in submission of applications for funding.</p> <p>Action: Schedule open office time to assist property owners in submission of applications for funding.</p> <p>Strategy C: Identify potential properties for funding.</p>	<p>DHCD</p> <p>Town of Galena Planning &amp; Zoning Commission</p> <p>Town of Galena Staff</p> <p>Residents</p> <p>Non-profit agencies</p>

## Sustainable Communities Renewal Application - Section B

	Action: Assess properties for need Action: Contact property owners to schedule meeting Action: Provide guidance for property owners to determine funding opportunities for which they qualify.	
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### 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>Comprehensive Plan Updated 2022</li><li>Zoning Ordinance approved 2020</li><li>Land Subdivision Ordinance 2020</li><li>Strong Planning and Zoning Commission</li></ul>	<ul style="list-style-type: none"><li>Small number of town staff</li><li>Staff fills many roles</li><li>Limited number of colleagues for collaboration</li></ul>

Desired Outcomes and Progress Measures	Strategies and Action Items	Implementation Partners
Outcome 1: Amend Zoning Ordinance for detailed review of annexations.  Progress Measures: Zoning Ordinance Amendments	Strategy A: Adopt local procedures for annexations based upon the 2022 Comprehensive Plan Update  Action: Ensure that annexations expand community facilities as needed Action: Ensure that all required community facilities are addressed by the Developer  Action: Use a team approach involving public works, town planning, engineering, and law to assess annexation	Town of Galena Planning and Zoning Commission Town Government MDP

Sustainable Communities Renewal Application - Section B

Outcome 2: Collaboration with other municipalities  Progress Measures: MML Conference	Strategy A: MML Membership Action: Attend MML Conferences Action: Participate in MML Community Action: Participate in other professional groups	Town Officials Town Staff MDP
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