



# 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 - 7.24

## **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 Manchester, Maryland

NAME OF SUSTAINABLE COMMUNITY: Town of Manchester, Maryland

**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 Manchester, Maryland</b>
<b>Name of Applicant:</b>		<b>Town of Manchester, Maryland</b>
<b>Applicant's Federal Identification Number:</b>		<b>52-6016793</b>
<b>Applicant's Street Address:</b>		<b>3337 Victory Street</b>
<b>City: Manchester</b>	<b>County: Carroll</b>	<b>State: MD. Zip Code: 21074</b>
<b>Phone Number: 410-239-3200</b>	<b>Fax Number: 410-239-6430</b>	<b>Web Address: www.manchester.gov</b>

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

- (1) Are you requesting any changes to your Sustainable Community boundary? Describe why or why not? No. The Town wishes to maintain and reinvigorate the current area, beautifying and economically enhancing the area.
- (2) If yes, Include the following in as an attachment:
- PDF or JPEG of modified Sustainable Communities boundary map,
  - GIS shapefiles of modified Sustainable Community boundary (mapped to the parcel boundary),
- (3) Approximate number of acres of entire SC Area: 424
- (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):
- (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? *The area has seen a change in types of housing units in the area. As homes in the SC area have sold, the owners are converting the homes into apartments. There has been no change for businesses or other uses.*

### **(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 original organizational structure has stayed the same with the addition of several members of the community. The SC group has experienced changes in people, but not positions. All positions are currently filled and a Roster has been provided as attachment.*



## Sustainable Communities Renewal Application - Section A

- (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 Committee key strength is its members that are committed to making the Town a better place to live. There are two big challenges. The first is the Town's Main Street scape. The large trees have made it difficult to encourage building improvements. The second is the lack of business development and continuation of residential development.*

- (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 are able to provide input to the Town's plans via public work sessions, public comment periods and individual comments made via writing or in person.*

- (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.

*Yes. Specifically, we would like technical assistance with Architectural and Beatification enhancements to our Historic Main Street, as well as acquiring specific State of Maryland designations such as, but not limited to: Main Street and Local Historic District designation.*

## **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: New Athletic Field Lights**

*Outcome: The Town was able to replace The lights for our multi use ballfield.*

*Projects: Via Project Open Space funds the Town was able to remove and replace lights on our multi-use athletic field. The f lights are able to meet current standards for youth football and baseball.*

*The lights are LED/energy efficient. The lights also can work off programming for on and off to reduce inefficiencies.*

*Partners: Project Open Space*

*Impact: The new lights have benefitted our youth programs in the areas of safety and reliability. The new lights have also reduced the Town's carbon footprint as well as reduced cost of operation.*

**Accomplishment 2: ENR Upgrade for current WWTP**

*Outcome: The Town and its contracted engineer are in the design phase for upgrading our WWTP to meet current ENR standards*

*Projects: The Maryland Department of the Environment imposed new effluent standards. The Town is required to meet those. The Town has bid and contracted with CDM Smith Engineering to design and upgrade the current WWTP to meet these new standards.*

*Partners: MDE*

*Impact: The project will enable the Town to contract out the new design. Once built, the WWTP will meet current treatment standards. This will decrease our environmental footprint and enhance our sustainability.*

**Accomplishment 3: Enhance SWM Facility at the North end of Town**

*Outcome: New and upgraded SWM Facility at the Whispering Valley Neighborhood.*

*Projects: The SWM Facility was enlarged with new larger intake piping.*

*Partners: Carroll County Government*

*Impact: The expansion and upgrading of the facility increased the facilities' capacity. The outcome also enhanced our requirements for the combined Town/County SW 20 permit.*

**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:* Completion of a beautification program.

*Narrative:* The Main Street beautification program was a cornerstone to enhance our community and its business district. The underlying issue is that our main street is a State Highway; therefore we must abide by state regulation when trying to make any change. It is specifically difficult when discussing landscape and other related issues. We are continuing our work to relandscape the area, repair sidewalks and make it a safer pedestrian area.

The Town believes that the beautification program is one of several steps needed increase and sustain the economic viability of the Town.

*Outcome:* Attraction of businesses and commercial growth.

*Narrative:* Based on decisions made by prior Administrations and Zoning Boards, the Town of Manchester is limited to the amount of Business and Commercial properties currently available within the Sustainable Communities Boundary.

*Outcome:* Promote equitable and affordable housing.

*Narrative:* Due to the affordable cost of single-family homes in the Manchester area, it has been a challenge for the Town to convince or encourage developers to consent to build or convert existing structures to affordable housing. In addition, Manchester has seen an increase over the last 5 years in the number of families using the Housing Choice Voucher Program. While the number of vouchers utilized in 2013 is not available, observation of current usage suggests this increase.

## **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>•</li> <li>•</li> <li>•</li> </ul>	DHCD	N/A		Not Available
<b>Strategic Demolition Fund (SDF):</b> <ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>	DHCD	N/A		Do not have Main Street Designation
<b>Community Safety &amp; Enhancement Program:</b>	MDOT	N/A		
<b>Maryland Bikeways Program:</b>	MDOT	N/A		
<b>Sidewalk Retrofit Program:</b>	MDOT	N/A		
<b>Water Quality Revolving Loan Fund:</b>	MDE	N/A	This fund has offered a 5-million-dollar loan to help pay for WWTP upgrades.	

Sustainable Communities Renewal Application - Section B

<b>Other Funding Programs:</b> <i>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.</i>				
*Please add more rows if necessary				
Chesapeake Bay Trust			5K grant to increase our curb single stream recycle program.	
Town/ Patapsco Trout Unlimited			Applied for grant to repair and sustain headwater location for the Monocacy River and Brown Trout spawning.	

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?

## **SECTION C - SUSTAINABLE COMMUNITIES ACTION PLAN**

### Town of Manchester

<b><u>Example Section</u></b>		
<b><u>Strengths</u></b>		<b><u>Weaknesses</u></b>
<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>

  

<b><u>Desired Outcomes and Progress Measures</u></b>	<b><u>Strategies and Action Items</u></b>	<b><u>Implementation Partners</u></b>
<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>Maryland Department of Planning, Maryland Department of Housing, County Planning Department, local homeowners' association</p>



## Sustainable Communities Renewal Application - Section B

Example Action 3: Analyze code compliance programs for potential inefficiencies and opportunities for proactive engagement.  
Example Action 4: Pursue façade improvement funding to assist low-income homeowners overcome barriers to code compliance.

### 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.

#### Strengths

- Multiple Parks that preserve natural habitat and lead to water quality and tree canopy for wildlife habitat.
- On going process to upgrade sodium halide lights to LED producing brighter lighting at lower cost.
- 30-ton monthly single stream curbside recycling program.
- SWM Infrastructure upgrades to west and east portions of Town
- WWTP ENR program
- Pine Valley Park grass to meadow initiative
- Free oil and antifreeze recycling program

#### Weaknesses

- Tree loss from storms/age and blight reducing Town wide Canopy
  - Loss of canopy has increased undergrowth which increases fire load.
- Increase Re-cycling tonnage to reduce solid waste entering the landfill.
- Alternative/ Innovative method of Sub-Surface Discharge off Effluent from WWTP in winter months to eliminate all discharge to receiving waters.
- Reduce Carbon Footprint production by better promotion of Biking/walking to work/in town.

Sustainable Communities Renewal Application - Section B

<u>Desired Outcomes and Progress Measures</u>	<u>Strategies and Action Items</u>	<u>Implementation Partners</u>
<p>Outcome 1: ENR/ WWTP Upgrade</p> <p>Progress Measures: Reduction in nutrient discharge. Reduction in biological process upset caused by heavy rains. Higher level of Automation.</p>	<p>Strategy A: ENR Design; Design a plant that meets MDE requirements for ENR.</p> <p>Action-1 Implement Barden Pho filtration process to reduce the levels of Nitrogen and Phosphorus</p> <p>Action-2 Use of cloth polishing filter to increase clarity of effluent</p> <p>Action -3 Install an equalizing tank to reduce flow surges that Maintain a balance of working biomass.</p> <p>Strategy B: Reduce carbon footprint at Plant.</p> <p>Action-1 Install modern monitoring equipment to reduce workforce Attendance at Plant.</p> <p>Action 2 Newer controlling components to reduce noise pollution and Lower energy demand.</p>	<p>MDE CDM Smith Town Residents Town Business EPA</p>
<p>Outcome 2: SWM Infrastructure</p> <p>Progress Measures: Decrease runoff within Town; improve SW collection ability; increase infiltration rates; Improve compliance with Storm Water Pollution Prevention Plan.</p>	<p>Strategy A: Assist Carroll County Gov with the design and implementation of Manchester East SWM Facility</p> <p>Action- 1-Assist County with land purchase for new facility.</p> <p>Action-2 Identify areas in the western part of Town to include with New facility.</p> <p>Strategy B: Repair facilities that are not meeting County inspection.</p> <p>Action 1- Repair SMW facility inlets</p> <p>Action 2- Require additional pervious pavement, targeting sidewalks, driveways, streets.</p> <p>Action 3- Repair associated storm water inlets to ensure SW is Captured.</p> <p>Action 3- Move to provide larger recycle bins to reduce materials in SW Facilities</p>	<p>Carroll County Government CLSI Engineering White Pine Construction County Resource Management MDE</p>

## Sustainable Communities Renewal Application - Section B

<p>Outcome 3: Pine Valley Park Grass to Meadow Initiative.</p> <p>Progress Measures: Reduce mowing acreage; Lower carbon footprint; less invasive plant species; more pollinator area</p>	<p>Strategy A: Reduce Mowing acreage.</p> <p>Action 1- Till and naturally kill current grass and other vegetation.</p> <p>Action 2- Plant for natural meadow</p> <p>Action 3- Prepare adjacent area for conversion to meadow.</p> <p>Strategy B: Reduce Carbon Footprint</p> <p>Action 1- Identify areas for conversion to meadow</p> <p>Action 2- Quantify the reduction in gas and person hours needed for Weekly mowing</p>	<p>Charlotte's Quest NC</p> <p>Charlotte's Quest NC Volunteers</p> <p>Town Employees</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>● Restaurant business</li> <li>● Low Business Turnover</li> <li>● The Town has a Main Street corridor</li> <li>● Manchester's location provides access to other important centers in region.</li> <li>● Businesses in Manchester are healthy and active.</li> <li>● The Town is home to three age-restricted residential communities, whose senior residents support local businesses on foot.</li> </ul>	<ul style="list-style-type: none"> <li>● Limited amount of available commercial property acreage.</li> <li>● Lack of convenient parking in the commercial area.</li> <li>● Lack of downtown business incentives.</li> <li>● Traffic congestion and pedestrian safety on MD Route 30 (Main Street) discourage foot traffic that would drive local spending.</li> </ul>

Sustainable Communities Renewal Application - Section B

Desired Outcomes and Progress Measures	Strategies and Action Items	Implementation Partners
<p>Outcome 1: Develop Main Street beautification plan</p> <p>Progress Measures: increased engagement with merchant's, increased foot traffic and spending in local businesses.</p>	<p>Strategy A- Removal of trees and vegetation that obscure businesses and streets. This also removes potential fire hazard/ blight to area.</p> <p>Strategy B- Repair and correct sidewalks that have been damaged by above vegetation.</p> <p>Strategy C- engage in new landscaping strategy that is acceptable to MDOT&amp; DNR.</p> <p>Strategy D- Enhance safety to walking areas and street crossings in the business area.</p> <p>Strategy E- Apply for funding from the Maryland Façade Improvement Program to enhance positive appearance of Business/Local structures.</p>	<p>MDOT DNR Town Maintenance DHCD</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>Trail Blazer Public Transportation that connects residents to jobs and amenities in Westminster.</li> <li>Proximity to metropolitan destinations such as Baltimore, Harrisburg, Washington, and Frederick</li> <li>Park and Ride location at MD. RT. 27 &amp; MD. RT. 30</li> <li>Many sidewalks are continuous, creating a pedestrian-friendly environment</li> </ul>	<ul style="list-style-type: none"> <li>Traffic Loading, Delay Times, and Pedestrian Safety</li> <li>Heavy Truck and other traffic from MD Rt. 30 redirected onto Main Street, local, and County roads causes traffic congestion, undesirable conditions in town, and maintenance concerns on local roads.</li> <li>Lack of Walking &amp; Bike Trails</li> <li>Lack of alternative transportation modes beyond the Trail Blazer</li> </ul>

Desired Outcomes and Progress Measures	Strategies and Action Items	Implementation Partners
<p>Outcome 1: Reduce traffic congestion and volume on Main Street MD RT.30.</p> <p>Progress Measures: Reduce Cue times at lights on Main Street, Improve traffic flow patterns</p>	<p>Strategy A: Request MDOT to invest in a comprehensive traffic evaluation study to address the current and future flow and loading issues.</p> <p>Strategy B: Work with MDOT to add additional traffic flow devices that expedite through traffic.</p>	<p>MDOT/SHA Carroll County Engineering (Traffic) Carroll County Planning</p>
<p>Outcome 2: Provide additional safe walking and biking trails and pathways.</p>	<p>Strategy A: Create a Town-specific walking and biking plan.</p>	<p>Carroll County Dept. of Parks and Rec. Mayor and Council</p>

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Progress Measures: Increase in the number of residents that commute daily to work by walking, biking, and carpooling	Strategy B: Continue the progress that has been made to the sidewalk improvements and ADA improvements throughout the business district and other areas throughout the Town.	Manchester Planning Commission DNR
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<div><h2>Housing</h2><p>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.</p><p>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.</p></div>	
Strengths	Weaknesses
<ul style="list-style-type: none"><li>● Low home vacancy rate</li><li>● Diversity of housing such as Rental Units and several Retirement Communities.</li><li>● Single Family homes dominates the residential development market.</li><li>● Increased rental units.</li><li>● Homebuyers prefer Manchester due to small town feel and quality of life.</li></ul>	<ul style="list-style-type: none"><li>● Low stock of affordable housing for first time home buyers, moderate to low-income residents.</li><li>● Rapid turnover of single-family homes to rental units in the Main Street corridor. This has been caused by foreclosure, selling by owners or estate sales.</li><li>● The increase in HUD assisted rental properties are taxing Police agencies.</li></ul>

## Sustainable Communities Renewal Application - Section B

Desired Outcomes and Progress Measures	Strategies and Action Items	Implementation Partners
<p>Outcome 1: Promote affordable housing for first time homeowners.</p> <p>Progress Measures: Establish baseline for renters v homeowners. Reevaluate each year. Increase homeownership specifically in the rental group.</p>	<p>Strategy A: Work with renters to promote the MD Mortgage program. Supply them with information on MMP programs such as 1st Time Advantage, Flex Loans, and special assistance grants.</p> <p>Strategy B: Follow basic Demographic trends, such as Population, Age Groups and family make up.</p> <p>Strategy C: Follow trends in the sales market and Older home renovations for the SC area.</p>	<p>Carroll County Bureau of Housing Manchester Planning Commission DHCD</p>
<p>Outcome 2: Renew/ Renovation of old homes</p> <p>Progress Measures: Increase in the sales, rehabilitation, and renovation of the older structures/ homes within the main Street corridor.</p>	<p>Strategy A: Create façade Improvement program.</p> <p>Strategy B: Implement architectural and decorative codes to build and maintain Main Street look.</p> <p>Strategy C: Promote Community legacy Program sponsored by MD Department of Housing and Community Development to assist building owners.</p> <p>Strategy D: Develop Town funded rehab program with matching funds.</p>	<p>DHCD Manchester Planning Commission Mayor and Council</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>• Largest amount of Open Space and Park Land of any Carroll County municipality.</li><li>• Access to local Park that include sports fields and a walking path. This park is connected by walkway to one of the Town's residential communities.</li><li>• Local Senior Center and County Library a short distance from Town.</li><li>• Vibrant North Carroll Recreational Council provides Youth Sports.</li><li>• Low Part 1 crime rate</li></ul>	<ul style="list-style-type: none"><li>• Lack of bike riding pathways</li><li>• Lack of sidewalks for some neighborhoods</li><li>• Increase responses to rental properties.</li><li>• Increase in traffic congestion</li><li>• Failure to complete beautification program.</li></ul>

Desired Outcomes and Progress Measures	Strategies and Action Items	Implementation Partners
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<p>Outcome 1: Maintain Low Crime Part 1 Crime rate</p> <p>Progress Measures: Monthly data. Police Chief Status reports on criminal Activity. Police/citizens cooperation</p>	<p>Strategy A: Continued Police funding</p> <p>Strategy B: Improved Police Training</p> <p>Strategy C: Institute Neighborhood Policing policies that fit Manchester's character.</p>	<p>MPD Mayor and Council</p>
<p>Outcome 2: Park Improvements</p> <p>Progress Measures: New/ADA accessible playground equipment. Easy access to parks. Improved athletic facilities for all ages.</p>	<p>Strategy A: Seek funding for projects.</p> <p>Strategy B: Partner with local Charity to enhance ADA equipment in Parks.</p> <p>Strategy C: upgrade lighting on sports field in an effort to enhance safety and playing field availability while reducing carbon footprint.</p>	<p>Project Open Space North Carroll Rec Council Mayor and Council</p>
<p>Outcome 3: Increase Town Activities</p> <p>Progress Measures: Impower Manchester Happenings group to provide a fixed number of Town Events. Attendance at events, survey residents on types of community events to sponsor</p>	<p>Strategy A: Fund Manchester Happenings to sponsor events</p> <p>Strategy B: Get buy-in from Town Business to help with Sponsoring events</p> <p>Strategy C: Clearly Advertise Events</p>	<p>Mayor and Council MPD Town Staff Community Groups</p>

## 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>● Full-time Zoning Administrator.</li><li>● 5-year update to 2018 Comp Plan</li><li>● Update Master Water and Sewer Plan</li><li>● Low Tax rate (.216)</li><li>● Maintaining Town’s steady growth based on sound planning strategies</li></ul>	<ul style="list-style-type: none"><li>● Lack of Zoning/Ordinance enforcement employee.</li><li>● Traffic congestion issues stemming from development.</li><li>● Lack of sewer infrastructure in parts of Town</li><li>● Insufficient funding available to invest in community infrastructure and public facilities to promote livability and attract new /expanded business growth.</li></ul>

Sustainable Communities Renewal Application - Section B

Desired Outcomes and Progress Measures	Strategies and Action Items	Implementation Partners
<p>Outcome 1: Improve Town infrastructure</p> <p>Progress Measures: Steady funding of Infrastructure Projects. Reduction of water loss/ steady sewer flow,</p>	<p>Strategy A: Make plan for adding infrastructure via CIP</p> <p>Strategy B: Fund Plan at a steady rate</p> <p>Strategy C: Via CIP manage infrastructure repair/adding new based on sound evaluations of current situation.</p>	<p>MDE Mayor and Council Town Staff</p>
<p>Outcome 2: Reevaluation of the Manchester Route 30 through Town</p> <p>Progress measures: Reduction of traffic backups, decrease speeds through Town, Overall Traffic Reduction</p>	<p>Strategy A: MDOT/SHA should reevaluate turning movements along Rt 30.</p> <p>Strategy B: Strategy A: Request that MDOT/SHA and Carroll County take the lead in completing a comprehensive study to prepare alternative transportation modes and delivery systems addressing downtown traffic on MD Route 30. Pg. 84 Town Comp. Plan</p> <p>Strategy C: Request that MDOT/SHA and Carroll County take the lead in completing a comprehensive study to prepare alternative transportation modes and delivery systems addressing downtown traffic on MD Route 30. Pg. 84 Town Comp. Plan</p>	<p>MDOT/SHA Carroll County Commissioners Mayor and Town Council Manchester Planning Commission</p>



