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/

Approved by SGCC 3/9/2022

LARRY HOGAN
Governor
BOYD K. RUTHERFORD
Lt. Governor
KENNETH C. HOLT
Secretary
OWEN McEVOY
Deputy Secretary

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

Incomplete applications will not be accepted.

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Deliver Sustainable Community Applications to:

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

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Site Visits. Follow-up Discussion, Technical Assistance

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

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

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

Approval

Approval of applications will be made by the Governor's Smart Growth 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 Olivia Ceccarelli-McGonigal at 410-209-5826 or by email at olivia.ceccarelli@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 <u>five</u> 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, implemented the strategies initially envisioned and identify what resources were used. Renewal applicants are encouraged to discuss how priorities, actions, and objectives were or were not achieved across the six elements listed on the previous page (v), 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 has been revised so that it is less time consuming and focused on developing a strategic implementation plan. 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 people in your community live or making it easier for them to find and stay in a place to call home.

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

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

This category includes projects focusing on (but not limited to): improvement of public 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.

Additional Guidance for Developing the Sustainable Communities Action Plan

III. 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 a 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 be due to changes in external factors affecting the community or changes in the priorities of the applicant.

Action Plan Guidance

The Action Plan section has been broken down into the same six categories as the Comprehensive Assessment section of this document. These parts address key components of your Sustainable Community Action Plan. Follow the guidelines below to fill out the matrix.

1) **For each of the different sections, pinpoint essential strengths and weaknesses of your community**. Example Transportation: Strength - Good sidewalk connectivity. Weakness - Insufficient amount of downtown parking.

2) **Based on those strengths and weaknesses, formulate specific outcomes that address the most pressing issues or greatest potentials. Include a means of measuring the success of said outcome.** Example Economy: Outcome – Expand broadband fiber optics in Town. Progress Measure - Linear measurement of fiber laid and number of residential and business connections.

3) **After defining the outcomes, list detailed strategies (break down to several action steps if needed) that will serve as the means to achieve those goals.** Example Economy: Strategy - Increase number of Town sponsored events → Develop with community input, a series of weekend events that the Town could host.

4) **List potential partners that can support the successful implementation of these strategies through different types of resources.** Example Economy: DHCD (Community Legacy program), Small Business Administration (Services and financial assistance) etc.

<u>CHECKLIST AND TABLE OF CONTENTS</u>

APPLICANT: <u>Mayor & Council</u> _____

NAME OF SUSTAINABLE COMMUNITY: Town of Williamsport_____

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**

❑ **Section B – Sustainable Community Renewal Report (Projects, Strategies and Partners)**

❑ **Section C – Sustainable Community Renewal Action Plan Update (Matrix)**

❑ **Section D – Sustainable Communities Workgroup Roster**

❑ **Section E – Signature Letter (acknowledging Disclosure Authorization and Certification)**

❑ **Section F – CD-ROM:** The CD-ROM should include the following contents:

- If requesting a boundary modification, map in pdf format of the proposed Sustainable Community

- **GIS shapefiles of the modified Sustainable Community boundary (if requesting a modification) and other GIS related data**

- Photos (jpeg format) of your accomplished projects of the last five years **(as indicated in Section B)**

- Digital copy of completed Sustainable Communities Renewal Application

I. SUSTAINABLE COMMUNITY RENEWAL APPLICANT INFORMATION

Name of Sustainable Community: **Town of Williamsport**
Name of Applicant: **Mayor & Council**
Applicant's Federal Identification Number: **52-6000812**
Applicant's Street Address: **2 N. Conococheague Street**
City: Williamsport   **County: Washington**   **State: MD**   **Zip Code: 21795**
Phone Number: (301)223-7711   **Fax Number: (301) 223-6496**   **Web Address: www.williamsportmd.gov**

Sustainable Community Application Local Contact:

Name: Donnie Stotelmyer   **Title: Town Manager**
Address: 2 N. Conococheague Street   **City: Williamsport**   **State: MD**   **Zip Code: 21795**
Phone Number: ▮   **Fax Number:** ▮   **E-mail Address:** ▮

Sustainable Community Contact for Application Status:

Name: Donnie Stotelmyer   **Title: Town Manager**
Address: 2 N. Conococheague Street   **City: Williamsport**   **State: MD**   **Zip Code: 21795**
Phone Number: ▮   **Fax Number:** ▮   **E-mail Address:** ▮

Other Sustainable Community Contacts:

Name: William Green   **Title: Mayor of Williamsport**
Address: 2 N. Conococheague Street   **City: Williamsport**   **State: MD**   **Zip Code: 21795**
Phone Number: ▮   **Fax Number:** ▮   **E-mail Address:** ▮

II. SUSTAINABLE COMMUNITY   General Information

A. Sustainable Community Boundary and Description

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

     a. We are not requesting any boundary changes at this time. The Town's corporate limits have not been altered since the previous application was completed.

(2) Include the following in as an attachment (if requesting a modification to your current boundary):

    a. N/A

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

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

(3) Approximate number of acres of entire SC Area:_650 Acres_____

(4) <u>Existing federal, state or local designations:</u>

X Main Street ☐Maple Street

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

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

X Other(s): Maryland Opportunity Zone, Priority Funding Area, Heritage Area: Heart of Civil War, Maryland Inventory of Historic Places, Community Legacy Area

(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?

    a. The population for Williamsport, MD according to city-data.com was recorded as 2,089 in 2019. This is a decrease in population of 111 since the last Sustainable Communities application in 2015. The median household income has also decreased from $46,253 at the time of the last application to $36,097 in 2019. The average median age for residents is 42.9 years of age in 2019. Nearly 85% of residents have a High School education, only 15% identify as having a Bachelor's Degree or higher.

B. Organizational Structure, Experience and Public Input:

(1) 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?

    a. There have been no changes in the structure of the SC Workgroup. Each Councilmember has continued on with their assigned part/role as a member to move the objectives forward and complete tasks related to their committee oversight as well as tie them into the work identified in the Sustainable Communities plan.

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

    a. As some Councilmembers have changed seats during the last round of elections there has been a learning curve required to give them time to learn what is needed. As each Councilmember focuses on their oversight within the Town's needs they have been able to apply tasks outlined in the Sustainable Communities plan as part of those duties. This change in some leadership positions has brought both challenges with learning the new duties as well as strengths since it allowed for new perspectives to be brought in as well.

(3) 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?

    a. During the period of the previous application the Town was able to utilize several methods to engage and collect input from interested parties. The Town routinely solicits input from civic groups, organizations involved in activities in the community, the schools, and residents. The Mayor sends out a monthly newsletter to residents in the utility bills to keep them up to date on activities and how they can become involved or give feedback. The Town and the newly formed Main Street program both have social media accounts that keep followers abreast of activities and how they can become involved in processes. This information is collected and applied to improve upon planned projects, events, or for future applications.

(4) 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.

    No the town is not in need of assistance at this time.

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

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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: Assist residents to improve their homes

Outcome: Create a Façade Improvement Grant opportunity for the community

Projects: Through the newly formed Main Street Williamsport program the Town was able to create a Façade Improvement Grant opportunity that allows for residential & commercial property owners to apply for funding to help them improve the exterior of the buildings.

Partners: Maryland Historical Trust, DHCD, Main Street

Impact: The properties in Williamsport have begun to improve and the appearance of the Town is more welcoming and inviting. Interest in the grant program has been popular and the Town has even had to create a waiting list for those interested in participating in it. The overall feedback has been mostly positive as well.

Accomplishment 2: Bring National Park Service Headquarters in Town limits

Outcome: National park Service Headquarters is complete

Projects: Building has been completed and park service has moved into building. Renovations to other properties on the grounds is ongoing.

Partners: National Park Service, MEDCO, CHIEF, Washington County Government

Impact: Will increase foot traffic to the area and bring more jobs in the community.

Accomplishment 3: Attract New Businesses to downtown

Outcome: Dilapidated buildings have been purchased by privately owned group

Projects: Buildings on Conococheague Street have been purchased and in process of being renovated and leased. This will bring at least 4 new businesses into the downtown area.

Partners: Port44 LLC

Impact: The new businesses will fill identified gaps in services needed downtown such as eateries and a bicycle shop. The businesses will help attract tourists who visit the C&O Canal and bring more foot traffic to the downtown area.

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

Outcome: Decrease truck traffic downtown

Narrative: The truck traffic in downtown continues to be an issue. This is in part due to the ongoing construction in the surrounding areas, the construction within the town, and congestion issues on Interstate 81. When the Interstate has accidents and backup the truck traffic continues to overwhelm our downtown area.

Outcome: Provide more parking, especially for downtown

Narrative: Parking continues to remain an issue for the Town. The Town has begun exploring ways that Church lots can be utilized during "off periods" as well as costs associated with building a parking deck. Unfortunately at this time the parking deck is not feasible as finances of the Town are unable to fund the project. Grant opportunities as well as parcels would need to be identified for the project to happen.

Outcome: Improve connectivity to C&O Canal and throughout Town

Narrative: While some parts of the Town's connectivity issues have been addressed, there are still portions of sidewalks and bikeways that need to be installed or completed to complete the desired outcome. The Town is working to continue to address sidewalks and repairs needed and install bikeways as road repairs occur.

SUSTAINABLE COMMUNITY RENEWAL REPORT

PART II: COMPREHENSIVE ASSESSMENT

Purpose:

The purpose of the comprehensive assessment is to capture indicators of accomplishments in each Sustainable Community. Indicators should reflect the five year time period since the adoption of the Sustainable Communities Action Plan. Thus, the following questions focus on the common outcomes that were identified in the various Sustainable Community Action Plans approved by the State. The assessment will be grouped in the sections of Environment, Economy, Transportation, Housing, Quality of Life, and Land Use.

Please answer the following questions to the best of your knowledge.

Check "**YES**" if applicable to your community. If you answer "**YES**" please quantify the accomplishment (i.e. Q: Has there been an increase in the number of businesses in your Main Street/commercial district? A: YES 4 new businesses have opened in the past five years). If necessary, please also provide a short description of the accomplishment.

Please check "**NO**" if the question item did not have any impact on your community. If you answer **"NO"** please briefly summarize what kept you from achieving your plan's desired outcomes.

Check "**N/A**", if the question item does not apply to your Sustainable Community.

Sustainable Communities Renewal Application - Section B

ENVIRONMENT	YES	NO	N/A	If YES, specify in quantifiable units and compare values from the last five years If NO, why not? What kept you from achieving your plan's desired outcomes?
1. Has there been an improvement in water quality? Have you completed any projects intended to improve water quality? Ex. impervious surface reduction, stormwater improvements etc.	X			Phase 2 Water Project Completed; Water line and laterals replaced
2. Have you improved wildlife habitat in your community? Ex. native plantings, pollinator gardens, rain gardens	X			Planted trees annually
3. Have you increased access to green space, parks or outdoor recreational opportunities?	X			River Bottom Park received upgrades; Formed partnership with lot owner in Town to create needed green space
4. Have you implemented operational sustainability practices (example: town hall enhancements) and or community-based practices? (ex. Rain barrels or rain gardens at residences, recycling, composting etc)		X		Town does not have resources to launch wide scale recycling program. Rain barrels were not well received by residents. No space to be able to create a community garden area.
OTHER:				

Sustainable Communities Renewal Application - Section B

ECONOMY	YES	NO	N/A	If YES, specify in quantifiable units and compare values from the last five years If NO, why not? What kept you from achieving your plan's desired outcomes?
1. Has there been an increase in the number of new businesses in your Main Street/Commercial District?	X			Buildings are in the process of being rehabilitated and private company that owns them has begun leasing spaces to new businesses.
2. Did the Municipality/Sustainable Community area receive any designations that support local economic development?	X			In September of 2020 Williamsport became designated as a Main Street Community
3. Has there been an increase in foot traffic in the Main Street/commercial district?		X		Due to the construction the foot traffic has not increased yet. Once completed and the new businesses are fully open and operational this should improve.
4. Have the number of commercial vacancies decreased?	X			Properties have been purchased and are in the process of being rehabilitated.
5. Has there been an increase in local jobs within the Sustainable Community for its residents?				
6. Has there been an increase in workforce development training or other opportunities for connecting potential employees to well-paying jobs?		X		The businesses have not yet opened or are solo entrepreneur level ownership so it has not impacted the job demand yet. We expect to see this increase as the businesses grow and tourism increases from the Canal.

Sustainable Communities Renewal Application - Section B

OTHER:

TRANSPORTATION	YES	NO	N/A	If YES, specify in quantifiable units and compare values from the last five years. If NO, why not? What kept you from achieving your plan's desired outcomes?
1. Has the amount of bike trails/paths increased? How many linear feet do the trails cover?		X		Current amount of bike trails has remained the same.
2. Have there been improvements to the public transit infrastructure?		X		Transportation infrastructure has not changed.
3. Has there been an increase in sidewalks? (Amount in linear feet). Were accessibility elements added, such as more ADA-accessible ramps and signage/signals? Has there been a noticeable increased use of these walking places?		X		This is currently being addressed and is in the engineering phase.
4. Have there been any roadway improvements that support "Complete" or "Green" streets?			X	

Sustainable Communities Renewal Application - Section B

	YES	NO	N/A	
5. Has traffic congestion along major roads decreased? (Amount in percent)		X		The increase in developments, construction in the surrounding areas, and congestion on Interstate 81 has caused the traffic to remain the same if not increase.
OTHER:				

HOUSING	YES	NO	N/A	If YES, specify in quantifiable units and compare values from the last five years If NO, why not? What kept you from achieving your plan's desired outcomes?
1. Have any residential facades or interiors been improved? Has the energy efficiency of any housing units been increased?	X			Main Street has launched Façade Improvement grants that has helped owners rehabilitate properties. The purchase of several buildings by Port 44 LLC has also brought improvements to properties.
2. Has the home ownership rate increased?	X			Homes were purchased in anticipation of the increased interest for the community thanks in part to the National Headquarters being built.
3. Has there been an increase in the number of housing units in the Sustainable Community area? What number and/or percent are affordable? How many are within .5 miles of a transit stop?		X		The Town has no room to grow for more housing to be established or built.
4. Has there been demolition of blighted properties?		X		Unable to demolish blighted properties due to being privately owned and unable to enforce code violations to cause property owners to address the properties properly.

	YES	NO	N/A	
5. Has the residential vacancy rate decreased?		X		While the actual properties may have changed, unoccupied properties have remained at the same levels over the years.
6. Has the jurisdiction partnered with any community development corporations to improve its housing stock, increase the availability of affordable housing, or support those experiencing homelessness or being threatened with eviction? Has the jurisdiction initiated any of its own programs to do the same?			X	
7. Has there been an increase in homeownership counseling services or individuals accessing such services?			X	
OTHER:				
COMMUNITY HEALTH & QUALITY OF LIFE	**YES**	**NO**	**N/A**	**If YES, specify in quantifiable units and compare values from the last five years. If NO, why not? What kept you from achieving your plan's desired outcomes?**
1. How many historic properties were renovated/improved? To your knowledge, did the renovations mitigate certain environmental hazards such as lead and asbestos?	X			There have been roughly 8 properties that have been renovated and improved. Since renovations were done through private ownership the Town is not aware if there were any environmental hazards that they may have had to address while renovating.

Sustainable Communities Renewal Application - Section B

2.	Have there been improvements and/or additions to your public or community available spaces? Examples include museums, community centers, public plazas, murals and public art.	X	The Town has relocated the Town Museum to a previously vacant building. The Town had new roofs placed on park buildings. The Barn has had improvements made to the lower portion of the building.
3.	Are there opportunities for residents to gather, communicate and celebrate? Do they serve multi-generations and all populations in the community? Examples are wide-ranging and may include fairs, community history days, neighborhood meetings, etc.	X	The Town holds C&O Canal Days each year which honors the Town's history with the C&O Canal.
4.	Have there been any changes in access to health and wellness services? Examples include mobile clinics, hospitals, telehealth opportunities.	X	The Town has had mobile clinics and dental clinics offered for residents.
5.	Are there any residential health and wellness opportunities in place (i.e. athletic facilities, recreational indoor/outdoor courses or groups)?	X	Washington County has hosted recreational activities in the Town. The Town has a fitness trail available for use.

Sustainable Communities Renewal Application - Section B

	YES	NO	N/A	
6. Do all residents have access to healthy food options such as fresh food grocery stores, farmers markets, community gardens, etc., within the Sustainable Community?		X		The Town has tried twice to offer a Farmer's Market which has not been supported by residents or well attended.
7. Has there been a decrease in crime rate?		X		The lack of a local police department has left the Town to rely on one full time and 2 part-time officers from the Sheriffs' Department. This amount of staffing does not meet the Town's actual needs. The increased growth to the surrounding area has caused crime to continue to be an issue within the Town limits.
8. Do all residents have access to the Internet and other basic utilities and services?	X			
OTHER:				

LOCAL PLANNING & STAFFING CAPACITY	YES	NO	N/A	If YES, specify in quantifiable units and compare values from the last five years. If NO, why not? What kept you from achieving your plan's desired outcomes?
1. Have there been any infill developments?			X	

Sustainable Communities Renewal Application - Section B

#	Question			
2.	Has there been an increase in the amount of preserved/protected land?		X	
3.	Have there been any developments hindered by growth constraints? If so, please describe. Example constraints could be inadequate infrastructure, insufficient zoning density/intensity, or lack of buildable land.	X		Town has no room to expand or have developments.
4.	Have there been any zoning or policy changes that have fostered growth or redevelopment in your Sustainable Community?	X		Zoning requirements have bene updated and are currently being addressed and adapted to better fits the community needs.
5.	Have there been any significant improvements to the municipal infrastructure within the Sustainable Community (i.e. street lighting, water/sewer lines)?	X		The Town is currently working on a Phased process to address all of this.
6.	Have you hired any new staff members, reassigned duties, or procured the services of a contractor to increase or better align local capacity? Have you implemented any professional development programs?	X		The Town has brought in an Events Coordinator, Main Street Manager, and an Administrative Assistant.

Sustainable Communities Renewal Application - Section B

7. Has your community initiated or completed any planning efforts that will support the Sustainable Community area, including comprehensive planning, small area planning, or planning studies?	X		Through the Main Street program the Town has begun recruiting volunteers to help with all of this.
OTHER:			

Sustainable Communities Renewal Application - Section B

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
Community Legacy (CL): • **Façade Grant Program** • **Main Street Operational Grant** •	DHCD	$70,000		
Strategic Demolition Fund (SDF): • •	DHCD		Applied was not approved	
Community Safety & Enhancement Program:	MDOT			
Maryland Bikeways Program: **FLAP**	MDOT	$200,000		
Sidewalk Retrofit Program: **FLAP**	MDOT	$138,590		
Water Quality Revolving Loan Fund:	MDE	$874,457		

Sustainable Communities Renewal Application - Section B

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
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				
Maryland Rural Development Corporation	MRDC	$13,728		Services of Circuit Rider Program
Maryland Energy Administration	?	$100,000		
Project Open Space Grants	State & County			
Maryland Dept. of Natural Resources	State	$203,000		

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 Williamsport is in a unique opportunity to purchase the home of the Founder of Williamsport, General Otho Holland Williams. The Town would like to explore ways that this historic home could be purchased to create a living history attraction that would benefit tourism and provide an educational element to the County.

Sustainable Community Action Plan

Town of Williamsport

Sustainable Communities Renewal Application - Section B

Example Section

Strengths	Weaknesses
• Insert bulleted list of strengths (provide some detail as to why and how this is a strength in your community)	• Insert bulleted list of weaknesses (provide some detail as to why and how this is a weakness in your community)

Desired Outcomes and Progress Measures	Strategies and Action Items	Implementation Partners
Outcomes should be considered end results of actions and strategies. Based on the strengths and weaknesses, identify the strengths on which you would like to build and the challenges you would like to address. Progress Measure: What will you use to measure success toward outcome? Is it quantifiable or qualifiable?	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.	Which community stakeholders need to be involved to realize each action step and strategy? Name specific public and/or private sector partners.

Example Outcome 1: Code violations and complaints are reduced in the Sustainable Community residential areas.
 	
Example Progress Measures: Code violations reduced by 25% in Sustainable Community residential areas
	Example Strategy A: Review and revise, as needed, code compliance program to reduce frequency and number of residential code violations.
	    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.
	    Example Action 2: Conduct outreach program to determine barriers to code compliance.
	    Example Action 3: Analyze code compliance program 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.
		Maryland Department of Planning, Maryland Department of Housing, County Planning Department, local homeowners association

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,; storm water 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

- Planting Trees Events: The Town is a Tree City USA and continues to host annual tree planting events to create green spaces in the community.
- Trash, Recycling, Clean up Events: Town provides trash and recycling collections weekly. The Town hosts (2) annual Clean up Events where residents can dispose of trash, yard waste, recyclables, and bulk items for free. Streets are swept at minimum weekly and storm drains are cleaned monthly. The Town also encourages and works with other groups that plan and hold clean up events in the parks and along the C&O Canal.
- Parks and Recreational Facilities: Town has (3) public parks, Byron Memorial Park, River bottom, and Billy Doub Parks. These parks provide multiple recreational facilities including a baseball field, jungle gym equipment, public pool, pavilions, soccer fields, and an indoor facility that is available to be rented for events.
- Water and Sewer: Water Improvement Projects are still be conducted to identify and replace old and corroded water lines and manholes.
- ==Energy Conservation: Gradually the Town is still working to convert all street lights to LED lights which will conserve energy.==

Weaknesses

- Flooding: Floodplains of the Potomac and Conococheague Creek. Dam located on the premises of power plant can cause flooding and an adverse impact on the environment and water system.
- Water supply: Not at capacity. Low water pressure which might be corrected with the ongoing Water Improvement Projects.
- Inadequate accessibility to Billy Doub Park: The Town is in the process of improving sidewalks and handicap accessibility in Billy Doub Park.
- Obstacle to Development: Central Williamsport is underlain by extremely rocky silty clay loam soils that are very shallow over bedrock.
- Pollution: Creek is polluted by farm waste and individual septic-system seepage.

Desired Outcomes and Progress Measures

Strategies and Action Items

Implementation Partners

Sustainable Communities Renewal Application - Section B

Outcome 1: Improve accessibility to Billy Doub Park. Progress Measures: Number of accessibility improvements made to park.	Strategy A: Identify specific park improvements that are most important for accessibility • Action Item 1- Improve sidewalks and trails • Action Item 2- Improve safety through additional lighting Strategy B: Developed phased funding plan for accessibility improvements to park • Acton Item 1- Identify funding sources that can assist with covering costs of accessibility improvements	Project Open Space, SHA's Rec Trails Program, Community Parks & Playgrounds
Outcome 2: Provide sufficient water supply to all residents Progress Measures: Number of corroded pipes replaced	Strategy A: Increase water pressure for adequate water supply • Action Item 1- Complete PER to identify issues • Action Item 2- Complete updated CIP to phase projects identified Strategy B: Replace corroded pipes • Action Item 1- Develop phases in the plan to replace corroded pipes • Action Item 2- Identify and prioritize the number of pipes to be replaced first.	MDE, Town of Williamsport, Town Engineering Firm, USDA, MRDC, CDBG

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 street scaping and beautification.

Strengths

- Location: Many tourists visit the town due to the close proximity to the C&O Canal and Antietam Battlefield.
- Town Events: Town hosts various events throughout the year to attract in visitors that include: July 4th, Bike Nite in July, C&O Canal Days, WWII Weekend, Canal Town Christmas events, and Polar Bear Plunge.
- Tax Revenue Collected: Hotel/motel tax collected by the County and redistributed to the Town. Town receives approximately $2,200 monthly, which is generated from the Red Roof Inn.
- Main Street Program: The newly designated Main Street will build a strong economic influence in the community to help encourage more businesses to relocate there.

Weaknesses

- Commercial Vacancies: While many properties have been purchased by a private group to be rehabilitated (2) large existing structures at the entrance area of the Main Street are in disrepair and blighted eyesores.
- Businesses Lacking: The Town lacks certain types of businesses such as fine dining restaurants, bike shop, general store, and grocery stores.

Desired Outcomes and Progress Measures	Strategies and Action Items →	Implementation Partners
Outcome 1: Attract new businesses to downtown Progress Measures: Number of new businesses	Strategy A: Spruce u commercial district • Action Item 1- Continue façade improvement program to encourage improvements • Action Item 2- Encourage business owners to improve commercial signage and exterior aesthetics • Action Item 3- Develop design guidelines for exterior renovations Strategy B: Engage Main Street Williamsport to attract businesses that would help increase the livelihood of the downtown area.	Main Street Committees, Planning & Zoning Commission

Sustainable Communities Renewal Application - Section B

	DHCD, CDBG, MRDC
Outcome 2: Increase staff support for revitalization projects Progress Measures: Number of staff	Strategy A: Identify grants and funding sources to support hiring more staff Strategy B: Increase tax revenue from tourism industry • Action Item 1- Plan and promote unique cultural and historic events

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
• Location: There are (3) major State Highway routes through the Town of Williamsport, Routes 11, 63, and 68. The Town maintains all roads which includes 5 miles of State Highway routes. • Bike Paths: The Town is bike friendly and includes a marked bike loop that connects the C&O Canal with the downtown area. The bike lanes are located on both sides of the street. • Public Transportation: The County Commuter is a bus service that provides public transportation to the areas. The Commuter picks up passengers in the Town of Williamsport on N. Conococheague Street and transports them to other parts of the county. • Trails: The Town is located along the C&O Canal towpath, which is the longest trail in the United States.	• Congestion: Heavy truck traffic is routed through downtown that creates temporary congestion. • Connectivity: Lack of connection between the C&O Canal and downtown for tourists outside of the bike loop. • Incomplete and poor sidewalks: Sidewalks are missing along routes to school. Some sidewalks are in disrepair. • Parking for the park: Parking in the C&O Canal Basin parking lot is insufficient to accommodate parking for the park users. There is also insufficient parking in the downtown business district. More parking is required for the projected increase of tourism due to the relocation of the NPS Headquarters.

Desired Outcomes and Progress Measures →	Strategies and Action Items →	Implementation Partners
Outcome 1: Provide more parking for downtown Progress Measures: Number of parking spaces	Strategy A: Identify other parking options such as changing angles of the way people park on the street Strategy B: Acquire vacant land or lots to add additional parking around downtown area	County Transportation Dept., State Highway Administration, CDBG, Community Legacy, National Park Service, Planning & Zoning Commission
Outcome 2: Improve connectivity to C&O Canal and throughout Town Progress Measures: Linear feet of sidewalks improve	Strategy A: Complete sidewalk gaps and maintain deteriorated sidewalks • Action Item 1- Identify locations of incomplete and deteriorated sidewalks • Action Item 2- Prioritize sidewalks to be completed or improved first and develop phases for sidewalk improvements Strategy B: Continue to incorporate more bike lanes as roads are improved to connect more parts of Town to the C&O Canal Basin	Bikeways MD Program, National Park Service, MDE

Sustainable Communities Renewal Application - Section B

Housing

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

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

Strengths	Weaknesses
• Range of housing: Typologies include mostly single family detached (51%), single family attached (12.8%), apartments and cottage complexes primarily for elderly and retiree residents. • Affordable: Most homes are under $200k	• Aging housing stock: Both interior and exteriors of homes need to be updated • Poor maintenance: Most of the rental properties are poorly maintained • Areas of lower income housing are poorly maintained

Desired Outcomes and Progress Measures	Strategies and Action Items	Implementation Partners

Outcome 1: Improve the existing old housing stock
 	
Progress Measures: Number of homes improved
	Strategy A: Rehabilitate and restore the exterior of homes
	  • Action Item 1- Create a list of homes that are in need of repairs
	  • Action Item 2- Identify homes and property owners responsible for repairs
	  • Action Item 3- Develop a list of incentives that home/property owners can use to improve the houses
	  • Action Item 4- Create a code enforcement that violations can be held responsible
		Main Street, DHCD, Planning & Zoning Commission, Washington County

Outcome 2: Improve housing stock
 	
Progress Measures: Number of homes within Town limits
	Strategy A: Explore Annexation of surrounding areas that fall within the Williamsport zip code, but not Town limits
	  • Action Item 1- Meet with land owners of areas around Town to discuss annexation of grounds
	  • Action Item 2- Discuss with County officials about annexation
		Washington County Officials, State Officials

Community Health and Quality of Life

Sustainable Communities Renewal Application - Section B

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
• Small town character: The total area of the town is only 665.6 acres. • National Historic District: The town was founded in 1787. The historic district of the town was designated in 2001. Almost 20% of the buildings in the district date from the late 18th and early 19th centuries. Slightly less than 60% of the buildings date from the mid-late 19th and early 20th centuries. Due to the town's significance during the Civil War the town is also included in the Heart of the Civil War Heritage Area. • Main Street Designation: The recently awarded Main Street designation has brought newly gained interest in the town's activities and programs to enhance quality of life. • Facilities: The town has (3) parks, one featuring a little league field and the other featuring soccer fields. There is a pond that an annual fishing rodeo is held. The local schools are within walking distance for students.	• Town population: The total population for the town is 2,195. It has not had significant increases for years. Over 50% of residents are either over the age of 65 (28%) or are under the age of 18 (26%). • Insufficient activities: There are insufficient programs and activities especially for youth and elderly residents. • Lack of community involvement: Information about the town isn't easily shared with existing, new, and the potential community members. Minimal participation at council meetings. • Limited staff: Town has a limited number of staff able to support any additional programs.

Desired Outcomes and Progress Measures ↑	Strategies and Action Items ↑	Implementation Partners

Outcome 1: Increase programming
 	
Progress Measures: Number of activities available for residents
	Strategy A: Encourage residents & local non-profits to utilize Town-owned space to host activities that would benefit residents.
	  • Action Item 1- Promote the buildings and solicit non-profits looking for space to hold activities
	  • Action 2- Engage residents to determine which activities would be supported
	Strategy B: Explore annexation of surrounding areas to boost Town income and support hiring more staff to run programming.
		Main Street, DHCD, Washington County Government, Local Civic & Non-profit organizations. Residents

Sustainable Communities Renewal Application - Section B

Outcome 2: Promote activities and news about community Progress Measures: Resident participation	Strategy A: Encourage resident participation and advertise activities within the Town more • Action Item 1- Poll residents on methods that work best to get the word out • Action Item 2- Use social media to promote activities focused on youth • Action 3- Coordinate with nursing homes in area to learn of activities elderly residents can participate in as well	Main Street, Local Nursing Homes, Local Civic & Non-profit organizations, Residents

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.

Sustainable Communities Renewal Application - Section B

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

• Accessibility by Highways: Located south of Interstates 70 & 81
 • Town Center/ Trade Areas: There are (3) Town Center Trade areas.
     o Downtown Potomac & Conococheague Streets
     o Route 68 Small Business Area
     o Milestone Terrace Small business area
	• Town Ordinance: The Planning & Zoning needs to update and adopt County ordinances so that resident deputies may enforce code violations.
	 • Limited Tax Base: creates difficulty to maintain Town provided services

Desired Outcomes and Progress Measures	Strategies and Action Items	Implementation Partners
Outcome 1: Adopt new ordinances Progress Measures: Updated Code	Strategy A: Work to compromise existing codes wanted in the Town with Washington County Codes so that violations may be enforced by resident deputies.	Planning & Zoning Commission, Town Attorney, Mayor & Council
Outcome 1: Annex in new areas Progress Measures: Expand Town Limits	Strategy A: Explore how to annex in new areas within the Williamsport zip code, but not town limits, to grow tax base	Planning & Zoning Commission, Town Attorney, Mayor & Council, Washington County Government