



SUSTAINABLE COMMUNITIES PROGRAM

APPLICATION FOR DESIGNATION RENEWAL

Eligible Applicants:

- *Local Governments with a Sustainable Communities Designation*
- *Local Government Consortiums with a Sustainable Communities Designation*

Sustainable Communities Application Rounds

January 27, 2017

April 7, 2017

July 2, 2017

October 6, 2017

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/>

LARRY HOGAN, *Governor*

KENNETH C. HOLT, *Secretary*

BOYD K. RUTHERFORD, *Lt. Governor*

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 OF 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 ASSISTANCE

If a local government has limited capacity, staff from the Maryland Department of Housing and Community Development (DHCD) and Department of Planning (MDP) will be available to assist local government officials through the application process.

Please contact Mary Kendall at DHCD if you would like to request or learn more about this assistance (see page iii for contact information).

SUSTAINABLE COMMUNITIES BENEFITS

The benefits of a Sustainable Community designation are substantial. The SC designation is a threshold requirement for application to several State of Maryland revitalization programs (such as the Community Legacy Program and Strategic Demolition Fund listed below). Other programs offer additional points or preference in the application process. (See attachment “Sustainable Community Benefits”). The Sustainable Communities designation provides access to a suite of resources that can support housing and community development, local transportation enhancements, tax credit programs and programs to support a healthier environment. Taken together, these resources can promote safer, healthier and more attractive communities for families to live and put down roots.

Community Legacy Program is administered by the Maryland Department of Housing and Community Development and provides local governments and community development organizations with financial assistance to strengthen communities through such activities as business retention and attraction, encouraging homeownership and commercial revitalization. Community Legacy funds are restricted to Sustainable Community Areas.

Strategic Demolition Fund is administered by the Maryland Department of Housing and Community Development and provides grants and loans to local governments and community development organizations for predevelopment activities including demolition and land assembly for housing and revitalization projects.

The Strategic Demolition Fund catalyzes public and private investment in the reuse of vacant and underutilized sites. These funds are restricted to Sustainable Communities.

Application Eligibility and Threshold Requirements

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

Eligible applicants are to convene 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;
- 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 must be provided with the application.

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

Application Evaluation

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

Priority Funding Areas

All Sustainable Communities must be located entirely within a Priority Funding Area. Applicants can verify Priority Funding Area boundaries by visiting the MDP website at:

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

Application Training

The Department will be hosting various webinars for communities planning to submit a renewal application. Attendance at a minimum of one application training session is strongly encouraged for all applicants. Contact Mary Kendall (contact information below) to schedule an application training.

Application Submission

Applications will be submitted both electronically/digitally and via postal mail. Each applicant must submit two hard copies (one original and one copy) of their application with all required attachments. DHCD reserves the right to not consider incomplete applications.

The first printed page of the electronic application is a Table of Contents (see page vi). 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 flash drive. Pictures should be burned to the CD in a JPEG format and maps should be burned to the CD in a pdf format. Please ALSO include GIS shapefiles of Sustainable Community boundaries and other GIS related data. Please label your files on the CD-ROM appropriately, i.e., “Proposed Sustainable Community Boundary,” “Current Sustainable Community Boundary,” etc.

No incomplete applications will be accepted.

Deliver Sustainable Community Applications to:
Sustainable Community Application
ATTN: Mary Kendall
Division of Neighborhood Revitalization
Department of Housing and Community Development
2 N Charles Street, Suite 450
Baltimore, MD 21201

Site Visits, Follow-up Discussion, Technical Assistance

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.

In collaboration with the Maryland Department of Planning, the Department of Housing and Community Development is offering technical assistance to local governments with limited capacity to prepare their Sustainable Communities applications for renewal.

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.

All questions related to application content, please contact Mary Kendall at 410-209-5800 or by email at Mary.Kendall@maryland.gov.

SUSTAINABLE COMMUNITIES PLAN ELEMENTS

Ongoing designation as a Sustainable Community is contingent upon the continuation, expansion, and/or modification of a multi-year investment strategy that addresses the topic areas of Environment, Economy, Transportation, Housing, Quality of Life, and Land Use/Local Planning. The table below provides a non-exhaustive list of ideas that can be incorporated into each element as they are addressed in the sections that follow in this application.

ENVIRONMENT: Environmental accomplishments and objectives may include improvement of quality of land, water, air or watersheds, increased tree canopy, mitigation or adaptation to issues related to sea level rise, reduction of carbon footprint, improved energy conservation, access to local foods, green infrastructure, stormwater infrastructure/management, construction of parks, trails and other recreation facilities, recycling, improved water and sewer capacity, etc.

ECONOMY: Economic accomplishments and objectives may include increased regional accessibility, business attraction/retention, improved health of the business district and decreased commercial vacancies, improved accessibility to employment opportunities and economic drivers, adopted local policies/regulations that encourage economic growth, enhanced marketing and tourism, improvements to cultural and historic assets, etc.

TRANSPORTATION: Transportation accomplishments and objectives may include increased access to transit corridors, improved pedestrian safety and increased accessibility/sidewalks, alternative modes of transportation, such as bikeways and trails, public transit, such as bus and rail, carpooling, improved parking and road conditions, etc.

HOUSING: Housing accomplishments and objectives may include an increase in affordable, workforce or market rate housing, either for homeownership or rental, improved housing conditions and values, increase in housing programs, reduction in foreclosures and residential vacancies, increase in property values and home sale values, etc.

QUALITY OF LIFE: Quality of life accomplishments and objectives may include crime, socio-economic demographics, educational opportunities, museums, libraries, historic and cultural assets, civic amenities, faith-based organizations, economic health of households, sense of place, etc.

LAND USE/LOCAL PLANNING: Land use accomplishments and objectives may include changes to zoning, improved land use policies, increase/decrease in taxes and fees, etc.

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 and discuss the strengths and weaknesses of their Sustainable Communities workgroup.

B. Qualitative and Quantitative 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, 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 (iv), 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 less time consuming and focused on developing a strategic implementation plan. Renewal applicants are asked 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.

CHECKLIST AND TABLE OF CONTENTS

APPLICANT: City of Brunswick

NAME OF SUSTAINABLE COMMUNITY: City of Brunswick

Please review the checklist of attachments and furnish all of the attachments that are applicable. Contents of the notebook 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:
 - Map in pdf format of the proposed Sustainable Community modification area
 - **GIS shapefile of the modified Sustainable Community boundaries and other GIS related data**, e.g., spreadsheet of detailed listing of parcels that form the project boundary. (If you have additional comments or questions about the GIS mapping requirements, please contact Brad Wolters, Senior GIS Specialist, Department of Housing and Community Development, Brad.Wolters@maryland.gov)
 - Pictures (jpeg format) of your accomplished projects of the last five years (as indicated in Section B)

I. SUSTAINABLE COMMUNITY RENEWAL APPLICANT INFORMATION

Name of Sustainable Community:

City of Brunswick

Name of Renewal Applicant:

City of Brunswick

Applicant's Federal Identification Number: 52-6000779

Applicant's Street Address: 1 West Potomac Street

City: Brunswick

County: Frederick

State: MD

Zip Code: 21716

Phone Number: 301-834-7500

Fax Number: 301-694-6040

Web Address: www.BrunswickMD.gov

Sustainable Community Renewal Application Local Contact:

Name: Carrie Myers

Title: City Clerk

Address: 1 West Potomac Street

City: Brunswick

State: MD

Zip Code: 21716

Phone Number: 301-694-6040

Fax Number: 301-694-6040

E-mail Address: Assistant@BrunswickMD.gov

Other Sustainable Community Contacts:

Name:

Title:

Address:

City:

State:

Zip Code:

Phone Number:

Fax Number:

E-mail Address:

I. SUSTAINABLE COMMUNITY – General Information

A. Please inform us if you want to propose any changes to the existing Sustainable Community Area(s)
We do not wish to change the existing Sustainable Community Area.

(1) Provide a description of SC Area boundary modification. How did you determine that these are the most appropriate boundaries for its target area? Describe the methodology for choosing this target area. **N/A**

(2) If you are not requesting any changes to your boundary, explain why. **We do not feel a need to amend the Sustainable Community boundaries because our original boundary encompasses most of the City, except for the two newest subdivisions.**

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

- a. PDF or JPEG of modified Sustainable Communities boundary map,
- b. GIS shapefiles of modified Sustainable Community boundary (mapped to the parcel boundary), **N/A**

(4) Approximate number of acres of entire SC Area: **2,365**

(5) Existing federal, state or local designations:

Main Street Maple Street

National Register Historic District Local Historic District Arts & Entertainment District

State Enterprise Zone Special Taxing District BRAC State Designated TOD

Other(s):

(6) 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 City of Brunswick is a 100% urban community with a population of over 6,000 and climbing. A currently-developing subdivision with a final build-out of 1,505 new homes will increase the overall population to over 12,000 in several years. There are currently approximately 2,500 housing units in Brunswick, with an average household size of 2.71 people. According to CityData.com, the median age in Brunswick is 36.2 years, which is slightly less than the average median age in Maryland. The population is over 83% white, 7% black, and 4.9% Hispanic, with the remaining population made up of other races. Over 90% of the adult population have a high school education, and 28.8% claim a bachelor’s degree or higher. The average median income in Brunswick is over \$61,359, which is up from past years, but still significantly less than the Maryland average.**

Demographics have changed over the last five years due to a few factors. The Brunswick Crossing housing development has brought many higher-income families to the Brunswick community. Also, as the general economic climate continues to improve, housing prices and income tend to increase.

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? **There have been no major changes to the City's organizational structure besides normal Administration changes through Mayor and Council elections.**

The Sustainable Communities Workgroup consisted of several members consistent with the original group, as well as one new member. While the original group included more community organization stakeholders, the current group was comprised solely of government employees and an elected official. Returning to the group was Carrie Myers, Committee Chair and City Clerk (14 year employee); Bruce Dell, Planning and Zoning Administrator (10 year employee); and Carroll Jones, who was the Mayor at the time of the original application, but is now a Council Member (20+ years of service). New Member Terri Householder, Economic Development Coordinator and Main Street Manager (three year employee) was added during the renewal process. This group of individuals represents the key contacts for all matters related to this application.

- (2) What have been the strengths and challenges of the capacity of the Sustainable Communities Workgroup with respect to implementation of the SC Plan? **The original Sustainable Communities Workgroup did not continue to stay active as a group after the original application process, even though many of the members continue to have vested interests in individual groups or projects throughout Brunswick. We have found that having the City act as the central organization in charge of the approval and implementation of projects completed throughout Brunswick, through collaboration efforts or the zoning certificate approval process, has allowed us to continue to monitor the outcome of important projects happening in conjunction with our Sustainable Communities designation.**
- (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? **While no formal input was sought from the community during this process, the City routinely hears from our residents and volunteers about various projects and organizations going on in Brunswick. City officials listen to our residents and take their advice and suggestions into consideration on a daily basis. Many residents are linked to the City through one of our boards or commissions and others act as volunteers for our projects or events.**

The City's Sustainable Community Action Plan is based on our Master Plan and original Community Legacy Plan.

- (4) Would you like any technical assistance from State agencies to help expand the capacity of your SC Workgroup or implement your SC plan? **We do not feel the need for technical 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 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) **Pictures:** Please also include pictures that depict your accomplishments.

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

Example – Accomplishment 1

Outcome: Improved stormwater management

Projects:

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

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

Partners:

Chesapeake Bay Trust – provided technical assistance

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

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

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

Accomplishment 1:

Outcome: Improved “Green” Initiatives

Projects:

- Bike Improvements – Designation of bike path and signage downtown linking the Brunswick Crossing subdivision with the downtown district and the C&O Canal Tow Path; installation of bike racks and benches along the bike path; addition of a mountain bike trail located at the Sports Complex
- Landscaping Improvements – Forrest Resource Ordinance (FRO) money for various native plantings throughout town; flower planters at several locations in downtown
- Farm to Table Initiatives – completion of Community Garden; development of downtown weekly Farmer’s Market; offering affordable sales of rain barrels and compost bins through City Hall

Partners: State Highway Administration (grants), River’s Edge Trail Group, Frederick County, Brunswick Main Street, Community Garden Group, Bethany Lutheran Church

Impact: These projects have increased awareness of the importance of living in an active, sustainable community.

Accomplishment 2:

Outcome: Infrastructure Improvements

Projects:

- Street Paving – Completion of over \$800,000 worth of paving projects through town using City funds
- Sidewalk Grants and Program – Application to SHA’s Safe Routes to School Program for sidewalk improvements at Brunswick Elementary and Middle Schools; development of City-sponsored Sidewalk Improvement Program, a cooperative effort to help residents replace their sidewalks with City loans and assistance
- Smoke Testing Program – City conducted to determine fixable issues in City’s sewer system and lead to homeowner’s fixing many unknown violations regarding illegal sewer connections and drains
- Cameraing of Sewer Lines – Continued efforts by the City’s Public Works Department to identify and fix areas of Inflow and Infiltration (I&I) throughout the City’s sewer system

Partners: SHA

Impact: By identifying areas of infrastructure improvement throughout town, the City is working to better the quality of our roadways and sidewalk system for safe transportation, as well as reduce I&I.

Accomplishment 3:

Outcome: Economic Development/Code Enforcement Improvements

Projects:

- Adoption of International Property Maintenance Code – This Code is an important tool for the City to utilize in the area of Code Enforcement, both downtown and all throughout the City.
- Adoption of Vacant Property Ordinance – This ordinance is another tool in the City’s toolbox for dealing with vacant properties and owners in the downtown area, a problem that we’ve had for quite some time.
- Designation of Enterprise Zone – Another tool that provides incentives for business retention and attraction through tax credits.
- Purchase of 811 West Potomac Street – The City purchased this blighted, long-vacant property in downtown Brunswick, with plans to demolish the structure and rebuild, as a future home of the Brunswick Police and Public Works Departments. Relocating these departments will allow extra space to house the City’s Planning and Zoning Department, Senior Center, and Food Bank in the vacated spaces.

Partners: Frederick County

Sustainable Communities Renewal Application - Section B

Impact: The tools described above are there to assist City staff in dealing with vacant and/or non-compliant structures in, especially, our downtown area, but really City-wide.

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: Downtown Revitalization/Business Attraction

Narrative: While many businesses have come and gone in downtown Brunswick over the last five years, the problem of vacant storefronts is still a large one. Because Brunswick is a destination town, meaning travelers do not pass through town on their way to somewhere else, but rather have to get off the highway specifically to come to Brunswick, our City frequently lacks the foot traffic to make it lucrative for businesses to remain open.

City officials have passed several pieces of legislation such as the Vacant Property Ordinance, the International Property Maintenance Code, and the Enterprise Zone designation, that we hope to use as valuable tools that will begin to turn this problem around.

Outcome: Business Annexation – Sheetz & McDonalds

Narrative: While City officials had hoped to annex two key businesses located just outside of City limits, Sheetz and McDonalds, it has not happened thus far. These two businesses, located just off Route 340 at the western entrance to Brunswick, would increase the tax base significantly for the City of Brunswick. Annexing these businesses would also be a benefit to them for the option of connecting to public water and sewer and for relying on police services through the Brunswick Police Department, rather than Frederick County.

Sustainable Communities Renewal Application - Section B

Outcome: Arts & Entertainment District Designation

Narrative: While the City was hopeful to apply for, and receive, an A&E District Designation, staff has not taken the steps to begin this application process. We recognize the opportunities this distinction could have for Brunswick and do continue to hope to attain this designation in the future.

SUSTAINABLE COMMUNITY RENEWAL REPORT

PART II: QUANTITATIVE ASSESSMENT

Purpose:

The purpose of the quantitative 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). In your answer, be sure to only share the quantifiable changes that have occurred since your Sustainable Communities designation was approved. 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.

If there is an issue with which you would like assistance in addressing, please check “**interested in technical assistance**”. State agencies would like to provide assistance to communities in helping them achieve their goals identified in their Sustainable Community Action Plans.

Sustainable Communities Renewal Application - Section B

ENVIRONMENT	YES	If YES, specify in quantifiable units and compare values from the last five years	NO	If NO, why not? What kept you from achieving your plan's desired outcomes?	N/A	Interested in technical assistance
1. Has there been an improvement in water quality? If so, explain (1-2 sentences):			X	-Already met and exceeded EPA standards.		
2. Has the amount of impervious surface in your Community been reduced? (Amount in SF) If so, explain (1-2 sentences):			X			
3. Have there been improvements and/ or additions to your park and/ or recreational green space? If so, explain (1-2 sentences):	X	-Dog Park development -Mini-Golf development -Campground improvements -Brunswick Crossing parks and trail completion				
4. Did the Sustainable Community implement any recycling or waste reduction programs? If so, explain (1-2 sentences):			X	-Recycling programs were already in place.		
5. Do all residents have access to healthy food options (i.e. fresh food grocery stores, farmers markets etc.) within the Sustainable Community? If so, explain (1-2 sentences):	X	-Weekly farmer's market -Community Garden -Food Bank -Grocery store is currently being built – opening late fall 2017				
OTHER:						

Sustainable Communities Renewal Application - Section B

ECONOMY	YES	If YES, specify in quantifiable units and compare values from the last five years	NO	If NO, why not? What kept you from achieving your plan's desired outcomes?	N/A	Interested in technical assistance
1. Has there been an increase in the number of new businesses in your Main Street/ Commercial District? If so, explain (1-2 sentences):	X	-3 new restaurants -5+ stores/businesses				
2. Did the Municipality/ Sustainable Community area receive any designations that support local economic development? If so, explain (1-2 sentences):	X	-Enterprise Zone -HUB (Historically Underutilized Business) Zone				
3. Has there been an increase in foot traffic in the Main Street/commercial district? If so, explain (1-2 sentences) – what contributed to the increase:	X	-C&O Canal Towpath foot traffic in town -EDC/Main Street/City push for recreational tourism in downtown				
4. Have the number of commercial vacancies decreased? If so, explain (1-2 sentences):			X			
5. Has there been an increase in local jobs within the Sustainable Community for its residents? If so, explain (1-2 sentences):			X	-Although Weis grocery store will be opening in late fall 2017 and will create many new jobs		
OTHER:						

Sustainable Communities Renewal Application - Section B

TRANSPORTATION	YES	If YES, specify in quantifiable units and compare values from the last five years	NO	If NO, why not? What kept you from achieving your plan's desired outcomes?	N/A	Interested in technical assistance
1. Has the amount of bike trails/paths increased? How many linear feet do the trails cover? If so, explain (1-2 sentences):	X	-1 mile bike path connecting Brunswick Crossing community to C&O Canal Towpath via downtown Brunswick -1.5 mile mountain bike trail at Brunswick Sports Complex				
2. Have there been improvements to the public transit infrastructure? If so, explain (1-2 sentences):	X	-Over \$800,000 worth of street paving and sidewalk installation project in FY16 & FY17 funded by City of Brunswick -improvements to MARC train station through Community Legacy grant funds				
3. Has there been an increase in sidewalks? (Amount in linear feet) If so, explain (1-2 sentences):	X	-approx. 1500-2000 linear feet				
4. Have there been any roadway improvements that support "Complete" or "Green" streets? If so, explain (1-2 sentences):			X	-existing conditions do not warrant		
5. Has traffic congestion along major roads decreased? (Amount in percent) If so, explain (1-2 sentences):			X	-not necessary		

Sustainable Communities Renewal Application - Section B

OTHER:						
HOUSING	YES	If YES, specify in quantifiable units and compare values from the last five years	NO	If NO, why not? What kept you from achieving your plan's desired outcomes?	N/A	Interested in technical assistance
1. Have any residential facades been improved? If so, explain (1-2 sentences):	X	-Approx. 4-6/year, 25-30 overall				
2. Has the home ownership rate increased? If so, explain (1-2 sentences):	X	-Increased from 77% at time of original application to 79.3% currently				
3. Has there been an increase in the number of housing units in the Sustainable Community area? What number and/or percent are affordable? If so, explain (1-2 sentences):	X	-approx. 20 new housing units				
4. Has there been demolition of blighted properties? If so, explain (1-2 sentences):	X	-approx. 3 or 4				

Sustainable Communities Renewal Application - Section B

<p>5. Has the residential vacancy rate decreased? If so, explain (1-2 sentences):</p>	<p>X</p>	<p>-foreclosure rates are down overall -several previously vacant homes have been remodeled and resold</p>					
<p>OTHER:</p>							
<p>QUALITY OF LIFE</p>		<p>YES</p>	<p>If YES, specify in quantifiable units and compare values from the last five years</p>	<p>NO</p>	<p>If NO, why not? What kept you from achieving your plan's desired outcomes?</p>	<p>N/A</p>	<p>Interested in technical assistance</p>
<p>1. Has there been a decrease in crime rate? If so, explain (1-2 sentences):</p>	<p>X</p>	<p>-Slight decrease according to Brunswick Police Chief</p>					
<p>2. Have there been improvements and/ or additions to your public spaces (i.e. museums, community centers, public plazas)? If so, explain (1-2 sentences):</p>	<p>X</p>	<p>-Bike racks & benches -Restored caboose in Railroad Square Park</p>					
<p>3. Has there been an increase in public art/ arts & entertainment programs/venues (i.e. murals, movie theatre, music events)? If so, explain (1-2 sentences):</p>	<p>X</p>	<p>-Two new or refurbished murals -Several events featuring local bands</p>					
<p>4. How many historic properties were renovated/improved? If so, explain (1-2 sentences):</p>		<p>-since 2012, approx.. \$250,000 in Main Street façade improvement grants obtained, resulting in 10-12 façade improvements along Potomac Street, plus residential façade improvements as well</p>					

Sustainable Communities Renewal Application - Section B

<p>5. Are there any residential health and wellness opportunities in place (i.e. athletic facilities, recreational indoor/ outdoor courses or groups)? If so, explain (1-2 sentences):</p>	<p>X</p>	<p>-local gym -yoga, massage, acupuncture studio -senior exercise program -karate studio -multiple hiking and biking trails -municipal pool -municipal campground -C&O Canal -Potomac River -multiple youth athletic programs</p>				
<p>OTHER:</p>						
<p>LAND USE/LOCAL PLANNING</p>	<p>YES</p>	<p>If YES, specify in quantifiable units and compare values from the last five years</p>	<p>NO</p>	<p>If NO, why not? What kept you from achieving your plan's desired outcomes?</p>	<p>N/A</p>	<p>Interested in technical assistance</p>
<p>1. Have there been any infill developments? If so, explain (1-2 sentences):</p>	<p>X</p>	<p>-Gum Springs – lots of record improvements</p>				
<p>2. Has there been an increase in the amount of preserved/protected land? If so, explain (1-2 sentences):</p>			<p>X</p>			
<p>3. Have there been any developments hindered by growth constraints? If so, explain (1-2 sentences):</p>			<p>X</p>			

Sustainable Communities Renewal Application - Section B

<p>4. Have there been any zoning or any policy changes that have fostered growth in your Sustainable Community? If so, explain (1-2 sentences):</p>			X	-already in place prior to designation		
<p>5. Have there been any significant improvements to the municipal infrastructure within the Sustainable Community (i.e. street lighting, water/sewer lines)? If so, explain (1-2 sentences):</p>	X	<p>-water line replacements -I&I improvements -Lighting improvements – Gum Springs development -road paving and sidewalk improvements -Gum Springs widening – 1,000 ft.</p>				
<p>OTHER:</p>						
<p>COMPETITIVE FUNDING: Use the rows below to list competed funds sought for sustainability or revitalization projects since receiving Sustainable Communities designation.</p>	<p>Source (federal, state, foundation, etc.)</p>	<p>Amount Received</p>	<p>If no funding was received, what technical or other assistance from the state would help with future applications?</p>	<p>Other Notes</p>		
<p>Funding Program: Chesapeake Bay Trust – FY2013</p>	State	\$2,500.00		-pet waste stations throughout parks		
<p>Funding Program: Maryland Bikeways Program – FY2013</p>	State	\$25,000.00		-bike lane and signage		
<p>Funding Program: Maryland Recreational Trails Fund – FY2013</p>	State	\$10,107.92		-bike racks and benches		

Sustainable Communities Renewal Application - Section B

Funding Program: Community Legacy – FY2013	State	\$66,000.00		-purchase and move of historical caboose and WB tower
Funding Program: Community Legacy – FY2014	State	\$65,000.00		-renovation of historic train station
Funding Program: Preservation Maryland – FY2015	State	\$3,000.00		-preservation study of historic Berlin Cemetery
Funding Program: Community Parks & Playgrounds – FY2015	State	\$37,150.00		-development of Dog Park
Funding Program: MD Heart of the Civil War Heritage Area – FY2017	State	\$30,000	Funding authorization pending	-preservation of historic Berlin Cemetery
Funding Program: Safe Routes to Schools – FY2017	State	\$138,206.00	Funding authorization pending	-sidewalk replacement @ elementary and middle schools
Funding Program: Maryland Department of the Environment – FY2013-FY2017	State	\$193,200		-ENR operation and maintenance at the Waste Water Treatment Plant
Funding Program: Community Legacy – FY2013 – FY2016	State	\$250,000.00		-Façade improvement programs for Brunswick Main Street

*Please add more rows if necessary

[Type text]

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.

Guidance for completing the Action Plan can be found on the next page.

[Type text]

Action Plan Guidance

The document has been broken down into the same six categories as the Quantitative 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.

Sustainable Community Action Plan

Name of Sustainable Community

Submitted by [Name of Local Government]

Date:

[Type text]

Environment

(Environmental strengths and weaknesses can include but are not limited to quality of land, water, air, watersheds, tree canopy, risk of sea level rise, carbon footprint, energy conservation, access to local foods, green infrastructure, stormwater infrastructure/management, parks, trails and recreation, recycling, water and sewer capacity, etc)

<u>Strengths</u>	<u>Weaknesses</u>
<ul style="list-style-type: none"> • Adequate air and water quality • Adequate tree cover • Farmer’s Market, building of new Weis grocery store – opening soon • Abundant parks, trails, recreation • Mandatory recycling • Good water and sewer capacity • ENR sewer plant with excess capacity for future need 	<ul style="list-style-type: none"> • Aging water lines to Yourtee Springs • Aging water and sewer infrastructure • I&I issues • Stormwater – continues to be of concern with our ability to collect because of Brunswick’s challenging topography

<u>Desired Outcomes and Progress Measures</u>	<u>Strategies and Action Items</u>	<u>Implementation Partners</u>
<p>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>What outcomes are you trying to achieve? Where/ in what area do you want those changes to happen? →</p> <p>Progress Measure: Identify how you will know that you have achieved your outcome.</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.</p> <p>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>Outcome 1: Yourtee Springs Line</p> <p>Progress Measures: # of feet replaced</p>	<p>Strategy A: Continue to seek grant and loan funding options</p> <p>Strategy B: Continue to budget CIP funds each year</p> <p>Strategy C: Complete what work we can in-house</p>	<p>MDE, DHCD</p>

[Type text]

<p>Outcome 2: Decreased I&I</p> <p>Progress Measures: Less presence of I&I after rain fall</p>	<p>Strategy A: Install flow meters to measure I&I</p> <p>Strategy B: Continue smoke testing follow-up with home & business owners</p> <p>Strategy C: Continue internal cameraing program</p>	
--	--	--

Economy

(Economic strengths and weaknesses can include but are not limited to regional accessibility, business attraction/retention, health of the business district and commercial vacancies, workforce/employment and economic drivers, local policies/regulations, marketing, tourism, cultural and historic assets)

<u>Strengths</u>	<u>Weaknesses</u>
<ul style="list-style-type: none"> • Active Main Street and Economic Development Commission • Strong branding • Abundance of empty commercial sites for business to locate 	<ul style="list-style-type: none"> • High business turnover rate • Lots of vacant store fronts • Absentee landlords • Aging building stock – not up to current standards

Desired Outcomes and Progress Measures	 Strategies and Action Items	Implementation Partners
<p>Outcome 1: Promote and development business attraction</p> <p>Progress Measures: # of businesses opening</p>	<p>Strategy A: Continue with marketing strategy development</p> <p>Strategy B: Local Policy and regulations – investigate incentives to encourage business development</p>	<p>Frederick County EDC, DHCD, Frederick County Planning, Greater Brunswick Chamber Of Commerce, Main Street, Brunswick EDC</p>

[Type text]

Transportation

(Transportation strengths and weaknesses can include 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, road conditions)

Strengths	Weaknesses
<ul style="list-style-type: none"> • TransIT stops throughout town • Bike path and markings • Lots of sidewalks throughout town • Continued efforts to repave town roadways • MARC commuter line • Senior Center bus 	<ul style="list-style-type: none"> • Many sidewalks in need of improvements • Several streets and alleys still in need of re-paving

Desired Outcomes and Progress Measures →	Strategies and Action Items →	Implementation Partners
Outcome 1: Improved sidewalks Progress Measures: # of feet of replaced sidewalks	Strategy A: Continue to seek grant funding for sidewalk replacement Strategy B: Continue to program funding for residential sidewalk replacement program	SHA, DHCD
Outcome 2: Re-paved roadways Progress Measures: # of linear feet of re-paved streets	Strategy A: Continue to program CIP money for paving Strategy B: Continue to seek grant funding for paving projects	SHA, State of MD – HUR Revenue

[Type text]

Housing

(Housing strengths and weaknesses can include affordability, homeownership vs rental, housing stock diversity, housing condition and value, housing programs, foreclosures, residential vacancies, property values, home sale values)

Strengths	Weaknesses
<ul style="list-style-type: none">• Variety of housing options and prices• High homeownership rate• Lots of available inventory of houses• Property values continuing to increase	<ul style="list-style-type: none">• Lots of foreclosures in the recent past• Low income rental potential for properties in Main Street district

Desired Outcomes and Progress Measures →	Strategies and Action Items →	Implementation Partners
Outcome 1: Young professional upscale rentals downtown Progress Measures: # of units rehabilitated or built	Strategy A: Change City APFO ordinance to allow for zoning Strategy B: Increase downtown parking areas Strategy C: Continue with market study to attract younger population, take advantage of tourism economy, and increase foot traffic	DHCD, private investors, Main Street

[Type text]

Quality of Life

(Strengths and weaknesses can include crime, socio-economic demographics, educational opportunities, museums, libraries, historic and cultural assets, civic amenities, faith-based organizations, economic health of households, sense of place, etc)

Strengths	Weaknesses
<ul style="list-style-type: none">• Low crime rates• Museum, library, C&O canal presence• Abundant civic groups, clubs, and faith-based organizations• Good school system• Lots of recreational amenities	<ul style="list-style-type: none">• Downtown is not a stand-alone destination

Desired Outcomes and Progress Measures →	Strategies and Action Items →	Implementation Partners
Outcome 1: Increase connectivity throughout town Progress Measures: Increased foot traffic and business frequenting	Strategy A: Install way-finding signage Strategy B: Install more sidewalks/trails Strategy C: Add TransIT bus stops	DHCD, Frederick County, SHA
Outcome 2: Improvements to Brunswick Family Campground Progress Measures: Increased visits per year	Strategy A: Upgrade wi-fi connectivity Strategy B: Add camping cabins	City IT vendor, DNR, River & Trail Outfitters

[Type text]

Local Planning and Land Use

(Strengths and weaknesses in the local planning and land use subject area include but are not limited to zoning, land use, policies, taxes and fees, historical patterns of development, lot sizes and shapes, etc)

Strengths	Weaknesses
<ul style="list-style-type: none">• Enterprise Zone designation• Adoption of International Property Maintenance Code• Recent build out of several infill lots	

Desired Outcomes and Progress Measures →	Strategies and Action Items →	Implementation Partners
Outcome 1: Compliance of residential and commercial properties to City Code Progress Measures: Improvement in overall appearance of town	Strategy A: Increase code enforcement efforts Strategy B: Hire additional P&Z/Code employees to be more proactive with Code violations	

SIGNATURE LETTER

On behalf of the City of Brunswick, I hereby approve the application for renewal of the Sustainable Communities designation for City of Brunswick. I understand that the Disclosure Authorization and Certification from the original Sustainable Communities application continues to apply to the applicant local government, and as such the applicant agrees that not attaching an objection constitutes consent to the information being made available to the public, and a waiver of any rights the applicant may have regarding this information under Maryland's Access to Public Records Act, State Government Article, Section 10-611 et seq. of the Annotated Code of Maryland.

I also confirm that I am named or a former holder of my current title is named as an authorized official for the Sustainable Communities designation for my local government in the Local Government Authorization submitted with the original application.

Authorized Signature

Type Name and Title

Date