



Application for Designation

Maryland Department of Housing and Community Development
Division of Neighborhood Revitalization
10 North Calvert Street, Suite 444
Baltimore, Maryland 21202



Martin O'Malley
Governor

Anthony G. Brown
Lt. Governor

Raymond A. Skinner
Secretary

Clarence J. Snuggs
Deputy Secretary



MAIN STREET MARYLAND

Main Street Maryland (MSM) is a comprehensive downtown revitalization program created in 1998 by the Maryland Department of Housing and Community Development (DHCD). The mission of the program is to accelerate the economic progress and revitalization of Maryland's traditional main streets and neighborhoods. Using a competitive process, Main Street Maryland selects communities which have made a commitment to succeed and helps them improve the economy, appearance and image of their traditional downtown business districts.

The primary objective of the Main Street approach is to foster economic development in the State's core communities, preserving local historic and cultural resources while promoting new investment and business development. To accomplish MSM goals and objectives, DHCD has partnered with the National Trust for Historic Preservation and the National Main Street Center, which developed the Main Street Four Point Approach™ for commercial revitalization. Beginning in 2008, Main Street Maryland programs incorporated a Fifth Point: Clean, Safe, and Green. This 5-point approach emphasizes the importance of working simultaneously in the following areas:

- **Organization: *Building consensus and cooperation among the many groups and individuals who have a role in the revitalization process.*** The Main Street approach to revitalization is a community-wide effort. A Main Street program must facilitate coordination between the public and private sector actors, while building capacity with people, funds, and local support.
- **Promotion: *Marketing the traditional commercial district's assets to customers, potential investors, new businesses, local citizens and visitors.*** Promoting and marketing a Main Street area will increase the neighborhood's visibility. Main Street programs should market the area through events to increase retail sales, improve the area's image, and to develop tourism opportunities.
- **Design: *Enhancing the physical appearance of the commercial district by rehabilitating historic buildings, encouraging supportive new construction, developing sensitive design management systems, and long-term planning.*** The Main Street approach to design incorporates historic preservation and involves improving buildings, signage, window displays, and streetscapes.
- **Economic Restructuring: *Strengthening the district's existing economic base while finding ways to expand it to meet new opportunities and challenges from outlying development.*** Main Street programs should assess challenges and opportunities for the downtown area, recruit businesses to fill vacant spaces, and encourage the mixed-use of commercial buildings; i.e. store-front commercial use and residential upper-story use.

- **Clean, Safe, and Green: Enhancing the perception of a community through the principles of Smart Growth and sustainability.** Main Street communities should work to present a clean and safe commercial district through strategies such as expanding parks and playgrounds, implementing commercial recycling programs, and promoting energy and water efficient building improvements.

BENEFITS OF MAIN STREET MARYLAND DESIGNATION

The Main Street Maryland Program offers technical assistance, training, and other commercial revitalization services to the State designated Main Street communities.

- Priority consideration to Maryland Department of Housing and Community Development (DHCD) funding programs and to other State agency resources
- Main Street Manager orientation and training sessions for designated community's staff, stakeholders, volunteers and businesses
- On-site technical assistance visits to help the community develop and plan for the future
- Access to a State Main Street Coordinator and Assistant Coordinator to serve as a liaisons between the designated community and public-private partners; provide technical assistance, information, and consultation to the designated community; and promote the designated Main Street Maryland communities;
- National Trust Main Street Center membership, which includes access to national conferences, database resources, and discounts to workshops;
- Quarterly meetings and annual trainings on topics specific to commercial revitalization;
- Access to MSM's electronic database, which provides key reports, including economic impact data and return on investment statistics.

ELIGIBLE APPLICANTS

The Main Street Maryland Application for Designation may be completed and submitted by a local government (municipality or county) or nonprofit organization that has local government support. Maryland cities or towns meeting the following criteria are eligible for MSM designation:

- A minimum population of 1,000 based on the most recent U.S. Census survey
- Must be a designated Sustainable Community approved by the State of Maryland
- Must have a defined central business district with a significant number of historic commercial buildings.
- Boundaries of the proposed Main Street area must be within a Priority Funding Area as determined by the Maryland Department of Planning
- Demonstrate a commitment to employ a local Main Street Manager
- Demonstrate a commitment to support a local Main Street program budget

- Demonstrate a commitment to organize and maintain volunteer committees made up of public and private sector individuals

APPLICANT REQUIREMENTS

- Comply with the comprehensive National Main Street Center's Four-Point Approach™ as well as DHCD's fifth point: Clean, Safe and Green.
- Maintain a full-time Main Street Manager. (Note: The acceptance of part-time managers will be evaluated on a case by case basis, with the expectation that the position will become full-time.)
- Develop an annual work plan based on the applicant's vision and mission.
- Provide and maintain an annual program budget that is comprehensive and achievable.
- Engage and maintain broad-based community support and participation, including public and private sector support for the local MSM program. For nonprofit applicants, develop and maintain an active board of directors with fiduciary responsibility.
- Maintain a historic preservation ethic in accordance with guidelines from the National Trust for Historic Preservation.
- Provide requested data and submit reports to Main Street Maryland to track the applicant's progress
- Actively attend and participate in meetings, evaluations, and site visits coordinated by MSM/DHCD.
- Participate and support Main Street Maryland promotion and marketing initiatives.

RESOURCES

Maryland Department of Housing and Community Development (DHCD): www.mdhousing.org

Sustainable Communities: <http://www.mdhousing.org/Website/Programs/dn/Default.aspx>

Mapping Tool: <http://www.mdhousing.org/Website/DHCDmapper.aspx>

Maryland State Department of Assessments and Taxation - Certificate of Good Standing: <http://planningmaryland.gov/OurWork/PFAIMap.shtml>

National Main Street Center: www.mainstreet.org

National Register of Historic Places: <http://www.nationalregisterofhistoricplaces.com/welcome.html>

Maryland Historical Trust: <http://mht.maryland.gov/>

Going Green Downtown: <http://www.green.maryland.gov/greendowntown/>

APPLICATION SUBMISSION REQUIREMENTS

DHCD/Main Street Maryland (MSM) accepts applications for designation on a “rolling” basis. Applications may be submitted throughout the year through the following process:

1. The local government must submit a Letter of Interest to the Main Street Maryland State Coordinator indicating their interest to apply. The letter should identify who the point of contact should be for the application process – either a representative of the local government or a representative from the nonprofit the city/town has identified as the organization to administer the local Main Street program should they get designated. Brief information on the proposed Main Street district boundaries should be included as well. Letters of Interest should be sent to:

Amy Seitz
State Coordinator
Main Street Maryland Program
Maryland Department of Housing and Community Development
Division of Neighborhood Revitalization
10 North Calvert Street, Suite 444
Baltimore, Maryland 21202

2. Once the MSM program has received the Letter of Interest a site visit will be scheduled to tour the proposed district and discuss with the local government and its nonprofit partner(s) how the local Main Street program would be administered.
3. Following the site visit, the MSM program will provide feedback to the point of contact for the proposed Main Street and an application for designation may be submitted.

Each applicant should submit two hard copies (one original and one copy) of the completed application with all required attachments. Hard copies should be submitted in three ring binders with sections separated by tabs – use the Required Attachments checklist as a guide for how the tabs should be created.

In addition to the hard copies of your application, please submit on CD-ROM/Flash Drive a copy of the completed application (Word document and/or PDF) and required attachments as well as any pictures and/or maps. Pictures should be in a JPEG or EPS file format.

SUBMIT HARD COPIES AND CD-ROM/FLASH DRIVE TO:

Nick Rudolph
Assistant State Coordinator
Main Street Maryland Program
Maryland Department of Housing and Community Development
Division of Neighborhood Revitalization
10 North Calvert Street, Suite 444
Baltimore, Maryland 21202

APPLICATION REVIEW PROCESS

Follow-up Discussion

During the application review process, applicants may be contacted for follow-up discussions prior to awards.

Approval

After applications are reviewed and the program staff makes award recommendations, approval of Main Street Maryland designations will be made by the Secretary of the Maryland Department of Housing and Community Development.

MAIN STREET SELECTION CRITERIA

Applications will be assessed based on programmatic criteria, including, but not limited to, the following factors:

- Proposed MSM community is a definable traditional business district which contains historic architectural resources.
- Applicants shall have demonstrated ability to implement or develop a commercial revitalization strategy.
- Boundaries of the proposed Main Street area must be within a Sustainable Community as determined by the Maryland Department of Housing & Community Development.
- Boundaries of the proposed Main Street area must be within a Priority Funding Area as determined by the Maryland Department of Planning.
- Applicants shall be a local jurisdiction or local jurisdiction approved non-profit organization with evidence of a local historic preservation ethic, and commitment to historic preservation.
- Applicants shall commit to developing an adequate local budget for implementing and administering the local MSM program with commitments from public and private organizations.
- Applicants shall have a strong commitment from local government to provide sustained support for the local MSM program and the local MSM Manager. Applicants shall have strong support from private sector organizations and the local community.
- Applicants shall have adequate organizational and financial capacity to implement and operate a local MSM program. For non-profit organizations and community development organizations, this includes the ability to create and maintain a volunteer board of directors and committees.
- Presence of other revitalization designations, including but not limited to, local and national Historic Districts, Business Improvement District, Enterprise Zone, Heritage Area, Scenic

Byway, and Arts and Entertainment Districts. *(If these additional designations are not already held, communities are encouraged to consider.)*

Reporting Requirements

If approved, the designated Main Street community (local government or nonprofit designee) will be required to report quarterly on program activity.

ASSISTANCE WITH THE APPLICATION

If you have questions regarding the application, required attachments, or any other matter related to the application process please contact Nick Rudolph, Assistant State Coordinator at 410-209-5818 or Rudolph@mdhousing.org.

Main Street Maryland Application for Designation

Required Attachments Checklist

**Applicant
Name/Name of
Community:**

Historic Ellicott City

Please review the checklist of attachments and furnish all of the attachments that are applicable. Please include this checklist in your application as the table of contents. Contents of the notebook should be tabbed and organized as follows:

- Section A: Community Data**
- A-1 Executive Summary:** Attach a one page summary of the proposed local MSM program, including the timeframe for the program and benefits of the designation/MSM program to the business district and surrounding community.
- A-2 Photographs:** Include photographs of the proposed Main Street area, including buildings, streetscapes, and any assets unique to your community (significant structures, events, trails, etc.).
- Signed and completed waiver for use of photos,**
- A-3 Maps:** Include a map of the proposed Main Street area, including boundary descriptions. Label map with details, identify one-way streets, parks and other open spaces, parking facilities, and any significant structures and buildings.
- A-4 Local Government Resolution:** *(Resolution must be on jurisdiction's letter head or other official document of the local government)*
- A-5) Proposed MSM Program Budget**
- A-6) If Applicant is a Nonprofit Organization, the following organizational documents must be provided:**
 - A) Articles of Incorporation and all amendments**
 - B) Organizational By-Laws and all amendments**
 - C) IRS Tax Exempt Determination Letter**
 - D) List of Organization's Board of Directors**
 - F) Certificate of Good Standing** - Obtain a current Certificate of Good Standing from the Maryland Department of Assessments and Taxation by visiting their website https://sdatcert1.resiusa.org/certificate_net/
 - G) Organization's Operating Budget for the Current Year and projected budget for the next two years.**
 - H) Most Recent Independent Financial Audit, if applicable and Annual Report**
 - I) Resolution of the Board of Directors/Trustees**
- Section B: Main Street Strategy**
- Section C: Local Leadership and Commitment**

Main Street Designation Application

Applicant Information

City: Ellicott City County: Howard County

Name and title of contact person: Debra Korb, Executive Director

Organization Name: Ellicott City Historic District Partnership

Address: P.O. Box 92, Ellicott City, MD 21041

Phone: 443-240-2060 Fax: _____ Email Address: Debra.korb@vistellicottcity.com

Signature: _____ Date: _____

Name of City Manager/Mayor
Council Member: Courtney Watson

Address: 3430 Court House Drive, Ellicott City, MD 21043

Phone: 410-313-3110 Fax: _____ Email Address: cwatson@howardcountymd.gov

State Senator: Allan Kittleman District Number: 9

State Delegate: Gail Bates District Number: 9A

State Delegate: Warren Miller District Number: 9A

Section A: Community Data

Executive Summary

The Ellicott City Historic Downtown Partnership (ECHDP), in coordination with Howard County Government (the County) and Howard County Economic Development Authority (HCEDA), seeks designation of historic Ellicott City as a Main Street Maryland Community.

Historic Ellicott City features a vibrant historic commercial core surrounded by historic residential neighborhoods, several government offices, and a stunning natural landscape. The proposed boundary for the Main Street Maryland (MSM) designation matches the boundary of the Ellicott City Sustainable Community, and this area contains over 1,000 residents as required for MSM designation.

The ECHDP is building on the increased focus on historic Ellicott City including its recent award in the Benjamin Moore Main Street Matters competition, which saw numerous businesses painted on in the historic district. In addition, the County has recently announced plans to spend over \$3 million on infrastructure improvements in the historic district, some of which are already underway. The County was recently awarded a \$100,000 grant for streetscape improvements in Ellicott City. Finally, the non-profit ECHDP recently signed an MOU with HCEDA for \$100,000 in funding over the next 3 years.

The ECHDP's mission is to preserve the heritage of the historic Ellicott City community while enhancing and creating sustainable economic growth. Carrying out this mission requires a comprehensive approach to revitalization, and the Main Street Maryland program's five-point approach offers a strong framework for the ECHDP's activities. As a result, the ECHDP has organized its work program and committees to address Main Street Maryland's five points. The ECHDP's strategies and goals are to: 1) Establish the ECHDP as the leading and unifying voice for historic Ellicott City, 2) Strengthen the economic viability of businesses, 3) Foster and support a cleaner and greener Ellicott City, 4) Expand preservation efforts throughout the historic district, and 5) Make Ellicott city a premier place to visit. The ECHDP will utilize a number of data points to measure the progress of its goals and strategies.

Awareness and input into the application for MSM designation has involved multiple public meetings with community groups and citizens led in part by a county hired consultant ultimately leading to the merger of the two predecessor organizations to the ECHDP, which were the Ellicott City Restoration Foundation (ECRF) and the Ellicott City Business Association (ECBA). Before joining forces in 2013, ECRF and ECBA had offered more than 50 years' combined support for historic preservation projects and local business in Ellicott City is well suited to administer the MSM program in Ellicott City. Designation as a Main Street Maryland community will further enhance these efforts, giving historic Ellicott City access to the technical assistance, training, and commercial revitalization services offered by the Maryland Department of Housing and Community Development (DHCD). For historic Ellicott City, Main Street Maryland designation holds the long-term promise of these economic benefits along with the immediate benefits of

the state's resources related to professional training, technical assistance, and funding opportunities.

	1990	2000	2011
A-1) County Population	187,328	247,842	287,085*
A-2) Community/Municipality population			1,330
A-3) Community unemployment rate**	2.1%	1.8%	5.1%
A-4) Community median income		\$74,167	\$107,821
A-5) What is the size of your community's labor force?	164,858		
A-6) Geographic size of community in square miles?	0.62 (Ellicott City) 250 (Howard County)		

*2010 population - 2011 Not available

** Data for items A-3) to A-5) is provided at the county level, not available at Main Street area level

A-7) How close is the nearest regional shopping mall, retail center, or other commercial competitor to the proposed Main Street area?

From the center of town (Main Street and Old Columbia Pike), the nearest major regional commercial center is the Mall in Columbia, which is an approximate 10 minute drive (~5 miles).

Additional shopping centers nearby include the Long Gate shopping center, which is anchored by Safeway and Target and contains a mix of big box stores and restaurants. Long Gate shopping center is approximately a 4-minute drive (~2 miles) from Main Street Ellicott City. Also, Route 40 which contains several neighborhood shopping centers and restaurants is located approximately 5 minutes away (~2 miles).

A-8) Describe any major resorts or attractions in or near the community.

Though not in the community, there are several major resorts and attractions near Ellicott City. Turf Valley is a conference center, golf and spa resort located approximately 15 minutes west of downtown Ellicott City, near Route 40.

The Howard County Fairgrounds, with its rotating schedule of events, is located approximately 15 minutes west of downtown Ellicott City

Merriweather Post Pavilion is a major outdoor concert venue within Downtown Columbia, located approximately 10 minutes south of downtown Ellicott City.

The Maryland Live casino and entertainment complex next to Arundel Mills Mall is approximately 20 minutes from downtown Ellicott City in neighboring Anne Arundel County.

Historic Savage Mill is a shopping, dining, recreation and entertainment destination located 15 minutes from downtown Historic Ellicott City

There are four museums and several historic sites in the historic district of Ellicott City.

A-9) Describe any significant fluctuation in population due to tourism, educational facilities, the economy, or other trends.

N/A

A-10) List the five (5) largest employers in the community:

Name of Employer	# of Employees
1) Howard County Government	3100
2) Circuit Courthouse	*
3) Centretek	80
4) West End Service	33
5) Roger Carter Recreation Center	*

*Employee count included in Howard County total of 3,100

A-11) Historic Identity: Approximately how many buildings in the proposed Main Street area were built:

Pre-1800: 3 1800-1900: 116 1900-1945: 159 1945-1970: 15 1970-2011: 85

A-12) Does your community have a local historic preservation organization? Yes No
If yes, please describe its mission and role in the proposed local MSM program.

The ECHDP works in coordination with the Howard County Historical Society, Historic Ellicott City, Inc., and an informal group called Historic Preservation Advocates. The Patapsco Heritage Greenway is in the process of applying for certification as a Heritage Area and their area of focus includes Ellicott City.

Howard County also has a local historic district commission this is staffed by a preservation planner.

In addition, many architects who work on historic projects in the district sit on the ECHDP board and/or serve on ECHDP committees.

Mission Statements for each historical group follows.

Howard County Historical Society

The collection, preservation and public education of the history of Howard County and its people through written records, documents and images, through physical cultural artifacts and through oral history.

Historic Ellicott City, Inc.

To restore and preserve the historic beauty and significance of the Historic District of Ellicott City, Maryland and to promote the many opportunities for education, entertainment and enrichment the Historic District offers to our community and our visitors.

Historic Preservation Advocates

To create a Howard County Historic Preservation Plan to provide guidance and direction for the current and future preservation of Howard County’s non-renewable historic and cultural resources, as well as to ensure the County’s future plans for growth will protect historic resources in a coordinated, recognized and measured manner.

A-13) Describe any planned or recently completed infrastructure improvements in the proposed Main Street Area.

Howard County is presently involved in planning and undertaking pedestrian, parking and stormwater improvements in Ellicott City. Several projects involve parking lot enhancements.

Recently completed projects include improvements to the parking lot known as Lot B, which included repaving using pervious materials for stormwater management and reconstruction of a retaining wall.

Currently underway is the redesign of a surface parking lot known as Lot E, located behind Ellicott Mills Brewing Co. on Main Street. The project involves constructing a new retaining wall and a uniquely designed staircase to connect the Main Street commercial core with the parking lots at the Howard County Courthouse and Court Place. The Courthouse area offers substantial parking during evening and weekend hours. A streetscaped walkway is planned along Court Place. The project also includes bio-retention areas for stormwater treatment, native plantings, and a new crosswalk over Main Street.

Reconstruction of a collapsed stone wall in the public surface parking lot known as Lot C, the Mulligan’s Hill area, is underway.

Projects in the planning and study stage include additional crosswalk areas on Main Street and a streetscape enhancement effort to include benches, new recycling and trash containers, planters, wayfinding signs and bike racks. The streetscape enhancement effort is funded by a Community Legacy grant award.

Additional infrastructure projects have been discussed in community meetings and will be considered in the future.

A-14) If the Main Street is located within an incorporated town, answer the questions below:

a) What is the total annual budget?	\$N/A
b) Is the municipality’s mayor full-time or part-time?	N/A

A-15) Does your community have:

a) Comprehensive or master plan	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	Date approved	2/4/2013
b) Zoning ordinance	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	Date approved	10/6/2013
c) A planning and zoning commission	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes		
d) Building inspector	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes		
e) Historic district commission	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes		

f) Preservation planner	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes
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A-16) Description of Proposed Main Street Area:

a. Number of square blocks in the proposed Main Street area	N/A*
b. Total number of commercial buildings	134
c. Number of commercial buildings with vacant first floor	5
d. Number of commercial buildings with vacant upper floors	2
e. Total number of commercial buildings completely vacant	3
f. Estimated average rent per square foot	
g. Number of buildings in residential use	278
h. Estimated average sales price of residential buildings	\$392,737**
i. Number of government buildings and parking structures/lots	12

*Ellicott City was not developed in a grid of street blocks.

**Average sales price for zip code 21043 as of February 2014 (source: RBI)

A-17) Number of businesses devoted to:

	Number	Sq. ft*.	% of Total Sq. Ft.
Department stores	0		%
Variety or discount stores	0		%
Grocery stores	0		%
Restaurants	11		%
Taverns/bars	4		%
Furniture/furnishing stores	12		%
Auto-oriented businesses	0		%
Drug stores	0		%
Specialty stores	18		%
Hotels	0		%
Theaters	0		%
Financial institutions	0		%
Other service businesses	13		%
Government offices	4		%
Privately-held parking garages	0		%
Warehouses	0		%
Apartments	?		%
Other residences	?		%
Schools	0		%
Clothing stores	3		%
Book stores	1		%
Music/instrument stores	0		%
Doctors' offices	1		%
Florists	1		%
Banks	0		%
Gas stations	0		%
Dry Cleaners	0		%
TOTAL	68	198,085	100%

*Square feet per category is not available at this time. Future business surveys will request this information.

Section B: Main Street Strategy

B-1) Describe the benefits of a Main Street designation to your community.

The designation will benefit the community by providing a framework and structure to keep the city viable, provide 'one voice' for the community. It will also assist with marketing, funding opportunities and professional and economic development success.

B-2) Describe your community's top five (5) major assets/strengths upon which your Main Street revitalization strategy will build.

Rich community history

Desirable location in mid-Atlantic region; close to major cities/population pools

Thriving business community

Strong partnership with county government and economic development authority - both are willing to invest in Main Street

Active volunteer base from local community

B-3) Describe your Main Street community's five (5) major challenges to revitalization.

Age of infrastructure

Historic buildings offer small space options for restaurant and retail

Limited land for new development

Perception of parking available

Resistance to change from long-running business and property owners

B-4) Economic Trends:

- a) Summarize the major economic trends, positive or negative, that affect the proposed Main Street area, including trends in the community relating to business openings and closings in the last five to ten years.

Ellicott City offers a wide range of businesses that, along with its heritage, contribute to an authentic, historic Main Street experience not found in more generic retail shopping centers. While there are attorneys and other service providers, the largest part of the retail sector is the niche retail establishments (antiques and boutique businesses) and popular restaurants that attract customers from varying distances. The retail product mix also appeals to a broad demographic spectrum.

The merchant community contains a mix of long-time business people and over the past 10 years, a group of new merchants have located in Ellicott City, adding new energy, vitality, and vision. As testament to its economic success, there are few vacancies in the business district. When vacancies do occur, they are filled quickly by new tenants or by existing businesses relocating to larger spaces.

Ellicott City is the County Seat for Howard County. County office buildings (and associated workforce and visitors) are only a half mile from the historic downtown. Howard County's median income (\$105,358) is the fifth highest in the country and the County's large population (287,085) results in substantial disposable income for people who want to eat and shop in Ellicott City.

The Area's central location affords access to a large regional customer base (residents of Baltimore, Annapolis, DC, etc.) beyond county residents, alone. Access to major highways and proximity to Baltimore/Washington International Thurgood Marshall Airport, business parks, and the Fort Meade Complex strengthens the Area's economic competitiveness.

Ellicott City is not without its challenges. The rent structure may make it less competitive than other Main Street communities. Many individual businesses lack coordinated operating times, and early closings can dissuade shoppers.

Getting customers into the Area could be made easier, particularly related to directing customers to parking (many have felt the parking situation makes it less competitive with nearby shopping centers and the Columbia Mall). In response to this concern, the County has invested in a sensor-based parking management system that uses mobile technology to direct travelers to parking spaces. A wayfinding signage system has also been identified as a need for the community, and the County is beginning to plan for a wayfinding system.

- b)** Is tourism or heritage tourism an economic factor in the community? If so, please describe how heritage tourism impacts your economy.

Heritage tourism is a significant factor in the community, and Main Street Ellicott City has leveraged that success. As an historic community, Ellicott City is very attractive to tourists and boasts a significant amount of tourism activity. This includes the B&O Railroad Museum, multiple historic sites owned and operated by the County's Department of Recreation and Parks, special events, cultural arts events and regular "Ghost Tours" sponsored by Howard County Tourism. The County purchased and renovated a closed post office, converting it to a Visitors' Center on Main Street. The Historical Society Museum is an attraction and is currently being completely redesigned with plans for changing exhibits. The nearby Howard County fairgrounds hosts events that attract at times an international crowd, which drives customer traffic to Ellicott City (for example, the Sheep and Wool Festival

B-5) Main Street Framework:

- a)** What work does your city/town/organization currently engage in that may address the activities described in Five-Point Main Street Maryland revitalization approach?

ECHDP has established committees focused on each of the five points actively working on projects that advance the five-point revitalization approach. The organization works closely with various Howard County government departments to address revitalization issues. The following provides an overview of activities organized by each respective point of the Five Point Approach.

Organization:

- Communications
- Fund raising
- Website
- Social Media
- Secured free office space

Promotions: Annual Events are strategically timed to have "staying power" and attract regular visitation to the town, often during slower times of the year.

Annual Events:

- Main Street Music Fest (September)
- Hallowread (October)
- Trick or Treat on Main Street (October)
- Midnight Madness (December)
- Holiday Window Decorating Contest (December)
- Spring Celebration (April)
- Hills of Milltown 5K (April)
- Photo Contest (June)
- Plein Air Paint Out (July)

Monthly Events:

- Girls Night Out
- First Friday

Design: Interfaces with Government Departments of Planning and Zoning, Public Works, Parks and Recreation, and the Historic District Commission. Ongoing projects include monitoring and giving input for the following:

- Residential and commercial development proposed in and around the Historic District
- New terraced and landscaped walkway from Courthouse Complex to Main Street
- Proposed new pedestrian crossings on Main Street
- New benches and plantings
- Storefront window displays for businesses under renovation

Economic Restructuring:

- Main Street Application
- Data Collection – Survey on who visits Ellicott City and why
- Business Visits
- Defining branding niche for town (ongoing)

Green:

- Garden Adoption Program, rain barrels, plantings.
- Center for Watershed Protection – flood prevention
- Business Safety Program – Green, Safe & Clean
- Improved Recycling initiatives

b) Describe your strategy and goals for the proposed Main Street area using the Five-Point Main Street Maryland revitalization approach.

1. Establish ECHDP as the leading and unifying voice for historic Ellicott City
 - a. Develop and maintain social media presence
 - b. Distribute e-newsletter monthly about business activity, issues of interest, county activities related to EC and events

- c. Maintain website
 - d. Increase email list to include all owners, businesses, residents of downtown and other interested parties
 - e. Establish regular internal communications process
 - f. Increase the number of volunteers involved in ECHDP initiatives and town activities
2. Strengthen the economic viability of businesses
 - a. Conduct a business survey to identify individual business strengths and possible needs
 - b. Build strong cohesion in business community
 - c. Identify training, workshop or consultation services to support businesses
 - d. Create a database of all properties and businesses
 3. Foster and support a cleaner and greener Ellicott City
 - a. Increase the amount of recycling, consolidate trash and recycling bins and eliminate grease waste issues
 - b. Green up the streets with appropriate plantings
 - c. Increase number of stormwater management facilities
 - d. Work with county to create more public green space
 - e. Improve conditions of the natural environment throughout the town
 4. Expand preservation efforts throughout the historic district
 - a. Expand the number of participants in the façade improvement program
 - b. Identify structures in need of repair (West End, near Court House, Main Street, Court Ave.) and develop ways to address
 - c. Work with county to update Historic District standards and guidelines
 - d. Create standards and palette of materials for public projects
 5. Make Ellicott city a premier place to visit
 - a. Increase the number of attendees at events
 - b. Establish a marketing program to promote and support events and activities in town
 - c. Create sponsorship packages for events
 - d. Develop a brand, with consideration of intertwining entertainment, history and food

c) Please provide objective measures by which you will evaluate your progress (number of renovated buildings, number of new businesses, etc.) in reaching your goals.

- Number of businesses created/expanded
- Number of businesses closed
- Number of jobs created
- Number of jobs lost
- Number of private improvements
- Number of public improvements
- Dollar amount of public investment in business improvements
- Dollar amount of private investment
- Number of volunteer hours

B-6) Community Participation:

- a) How have community groups and citizens been involved in your proposal for Main Street designation? Please explain efforts and responses.**

At the direction of the County Executive, County staff began working with the business community to build stronger relations and find ways to invigorate the historic downtown. County personnel met with merchants and property owners to identify concerns, address problems and to increase investments. During the last five years, this has meant conducting work shops, focus groups and community meetings to discuss goals and priorities. While initially focused on merchants, the residents on Main Street and the surrounding area quickly became involved.

This engagement led to the submission of the Ellicott City Sustainable Communities Plan. One element of the plan – the merger of the two leading town organizations – was then facilitated by a consultant, Lauren Adkins, whose experience with the National Main Street Center, set out the principles and guidelines for the community. In July 2013, the Ellicott City Historic District partnership was established, bringing together the Ellicott City Business association and the Ellicott City Restoration Foundation. The Main Street principles are embedded in the ECHDP which grew out of direct community involvement

- b) Describe any private and/or public partnerships that you have explored to aid your community in revitalization and explain the success of the partnerships.**

Howard County Economic Development Authority is a public partner investing in the ECHDP. Howard County Government is a public partner working to invest in strategic infrastructure projects. Other partners include the Community Foundation of Howard County and Leadership Howard County (helped draft Strategic Plan for ECHDP).

Historic Ellicott City was one of 20 main streets in the United States and Canada in Benjamin Moore's 'Main Street Matters' program. As a recipient, Benjamin Moore provides the paint and supplies and contracts for repairs to and painting of facades, porches, railings, shutters and other exterior trims on buildings along Main Street.

B-7) Other Revitalization Designations.

Please indicate other designations in your proposed Main Street area:

DESIGNATION	YEAR
Sustainable Community (DHCD)	2012
Arts & Entertainment District (DBED)	
Heritage Area (MDP/MHT) *	
Local Historic District	1974
National Register Historic District	1978
National Park Service Certified Local Government Program	
Other:	
Other:	

*The Patapsco Heritage Greenway is preparing an application for designation in 2014.

Section C: Local Leadership and Commitment

C-1) Please indicate what type of organization will administer the local MSM program:

- Local Government
- Non-Profit Organization
- Community Development Organization

C-2) How will you incorporate Main Street into your current city/town/organization structure?

Main Street's five core principles are incorporated into the ECHDP By-Laws. These identify the committees and goals for the organization. ECHDP is not part of the county government, although the county is represented on its Board. Additionally, the county's Economic Development Authority also has a Board seat and, as an important funder, will provide oversight of the operations. ECHDP will provide regular reports to EDA and, as a courtesy to its partner, the County government.

C-3) Please indicate how the Main Street program will be staffed: *(If Part Time, please explain your strategy and timeline to make the position Full Time)*

- Full Time
- Part Time
- New Hire
- Existing Staff

If an existing staff member will act as the Main Street manager, please explain how this position will be incorporated into their current workload:

N/A

C-4) Describe the role of other civic organizations that will be important to the success of the proposed Main Street program and its strategy:

The Fels Lane Community Association is represented on the Board. A local girl scout troop helped with a customer intercept survey for the organization. ECHDP will look to engage additional civic organizations through potential event sponsorships and/or volunteerism.

C-5) Fundraising History: Has the community received grants from, or participated in, Federal, State, or Local programs (Community Legacy, Community Development Block Grant, Heritage Areas, State Highway, etc.)? No Yes

If yes, please indicate below:

		Fiscal		Amount of Funds	Remaining

Organization Name	Funding Program Name	Year	Use of Funds		Funds
Howard County Dept of Planning & Zoning	Community Legacy	13	Ellicott City Façade Improvement Program	50,000	43,305*
Howard County Dept of Planning & Zoning	Community Legacy	14	Ellicott City Streetscape Improvement Program	100,000	100,000
Howard County Dept of Public Works	Capital Improvements	2014	Roadway, stormwater, parking lot and pedestrian improvements	\$3,000,000	\$
				\$	\$
				\$	\$
				\$	\$

*Remaining funds reflects individual façade projects that have been completed and reimbursed, and does not reflect projects underway and nearing completion for reimbursement (as of June 18, 2014). The amount of funds applied for by such projects underway totals \$30,088.12.

**In addition to the programs listed above, the community has benefited from funds from HCEDA, and from an ongoing Benjamin Moore campaign.

C-6) If applicant is a Nonprofit Organization:

a) Describe your organization’s mission, tax status, board of directors, and the proposed leadership structure for the local Main Street program.

The organization's working mission statement is "To enhance and create sustainable economic growth while preserving the heritage of the historic Ellicott City community. The organization's tax status is a 501(c)(3) with a subsidiary holding a 501(c)(6). This is a result of the combining of the Ellicott City Restoration Foundation with the Ellicott City Business Association to form the ECHDP in 2013. There are seventeen members on the Board of Directors from various stakeholder agencies such as local business owners, residents, property owners, corporate entities, Howard County government, HCEDA, and local non-profits. The proposed leadership structure will have the Board directing the Executive Director of the organization, who will function as the Main Street Manager.

b) Describe your organization’s experience in implementing a commercial revitalization strategy or engaging in commercial revitalization activities:

The Ellicott City Historic District Partnership (ECHDP) is a successor organization to two long-time advocacy organizations in the Historic District, the Ellicott City Restoration Foundation (ECRF) and the Ellicott City Business Association (ECBA). Before deciding to join forces in 2013, ECRF and ECBA had offered more than 50 years’ combined support for historic preservation projects and local business in Ellicott City and for the town as a great place to visit.

c) Describe the local government’s commitment to this effort, including how staff and in-kind and financial resources will support the local Main Street program:

The Howard County government is fully committed to the application from the Ellicott City Historic District Partnership and to working with the Partnership to ensure that Ellicott City thrives. A County representative serves on the Board and the county will have a position on the Board going forward. This person also serves as a liaison from the county and is able to facilitate access to other services and resources in order to help the Partnership. County personnel serve on working committees of the ECHDP, providing expertise, time and resources to support the organization.

The Howard County Economic Development Authority (EDA) also has a position on the Board. Additionally, it is providing \$40,000 in funds during FY 15 and will provide \$30,000 in FY 16 and \$30,000 in FY 17.

 **IRS** Department of the Treasury
Internal Revenue Service
P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248421964
Oct. 31, 2012 LTR 4168C E0
52-1183660 000000 00
00018295
BODC: TE

ELLICOTT CITY RESTORATION
FOUNDATION INC
% W EDWARD LILLEY
PO BOX 92
ELLICOTT CITY MD 21041-0092


003434

Employer Identification Number: 52-1183660
Person to Contact: MS. MITCHELL
Toll Free Telephone Number: 1-877-829-5500

Dear TAXPAYER:

This is in response to your Oct. 22, 2012, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in APRIL 1981.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website www.irs.gov/eo for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

ELLICOTT CITY HISTORIC DISTRICT PARTNERSHIP, INC.

BY-LAWS

ARTICLE I

Name and Office

SECTION 1. Name and Principal Office of Corporation. The name of this corporation shall be Ellicott City Historic District Partnership, Inc. (hereinafter referred to as "Corporation"). The principal offices shall be determined from time to time by the Board of Directors of the Corporation.

ARTICLE II

Purpose

SECTION 1. Purpose. The purposes for which this Corporation is organized are to stimulate revitalization in downtown Ellicott City through design (improving the appearance and planning for the long-term health of downtown); economic restructuring (supporting the downtown economy); organization (encouraging cooperation and building leadership in the community); promotion (creating a positive image for downtown by promoting the downtown as an exciting place to live, shop and invest); green initiatives (enhancing the perception of a neighborhood through the principles of Smart Growth and sustainability) and to receive, administer and distribute funds in connection with any activities related to the above purposes; provided, however, that the Corporation shall only engage in activities that are in the purview of Section 501(c)3 of the Internal Revenue Code of 1954 or corresponding sections of any prior or future law. The Corporation shall not participate in, or intervene in, any political campaign on behalf of any candidate for public office.

ARTICLE III

Geographic Focus Area

Section 1. Geographic Focus Area. The primary geographic focus area for the Corporation shall be the Ellicott City Historic District. Additional efforts beyond the primary focus area may be undertaken as they relate to the purpose of the Corporation.

ARTICLE IV

Board of Directors

SECTION 1. Powers. The property, business, and affairs of the Corporation shall be managed under the direction of its Board of Directors. All of the powers of the Corporation may be exercised by or under the authority of the Board of Directors. The Board of Directors (hereinafter referred to as "Board") shall keep minutes of each of its proceedings and a full account of all of its transactions. The Board may delegate to the officers of the corporation such powers as it may see fit.

SECTION 2. Number and Composition of the Board. The Board shall consist of no more than twenty-five (25) persons or such other number as may be designated from time to time by resolution of a majority of the entire Board of Directors.

SECTION 3. Election and Tenure of Directors. At each annual meeting, the Directors shall elect Directors to hold office in accordance with the following provisions. The Directors shall be divided into three classes, as nearly equal in number as possible, with respect to the times for which they shall severally hold office. Directors of the First Class first chosen shall hold office for one year or until the first annual election following their election; Directors of the Second Class first chosen shall hold office for two years or until the second annual election following their election; and Directors of the Third Class first chosen shall hold office for three years or until their successors shall be duly elected and shall qualify. At each future annual meeting of the Directors, the successors to the Class of Directors whose term shall expire at that time shall be elected to hold office for a term of three years, so that the term of office of one Class of Directors shall expire in each year. Each Director elected shall hold office until that Director's successor shall be elected and shall qualify. Directors may be re-elected to serve unlimited additional terms, subject to the limitation that they may not serve more than three, three year terms consecutively.

SECTION 4. Removal of Directors. Unless statute or the Articles of Incorporation provide otherwise, the Directors may remove any Director, with cause, by the affirmative vote of a majority of the entire Board of Directors.

SECTION 5. Board Vacancy. In the case of any vacancy in the Board through death, resignation, disqualification, removal or other cause, a designated representative of the Board shall notify the organization represented by the vacant seat. The Board representative shall request that the organization's members select a new Director to fill the vacancy.

SECTION 6. Filling a Vacancy on the Board. A majority of the remaining Directors whether or not sufficient to constitute a quorum, may fill a vacancy on the Board which results from any cause except an increase in the number of Directors and a majority of the entire Board may fill a vacancy which results from an increase in the number of Directors. A director elected to fill a vacancy serves until the next annual meeting of the Directors and until that Director's successor is elected and qualifies.

SECTION 7. Board Resignation. Any Director may resign by submitting written notice of resignation to the Secretary. Any member of the Board who attends fewer than 75 percent of the Board meetings in a fiscal year may be removed as a member of the Board of Directors.

SECTION 8. Place of Meetings. All meetings of the Board of Directors shall be held at the principal office of the corporation or such other location in the United States as may be provided in the notice of the meeting. The Board of Directors may hold their meetings by conference telephone or other similar electronic communications equipment in accordance with the provisions of the Maryland Corporation law.

SECTION 9. Annual Meeting. The annual meeting of the Board of Directors of the Corporation for the election of Directors and Officers and for the transaction of general business shall be held in April. The annual meeting shall be open for the transaction of any business within the powers of the Corporation without special notice of such business, except

when special notice is specifically required by statute or by the Articles of Incorporation. Failure to hold an annual meeting at the designated time shall not invalidate the Corporation's existence or affect any otherwise valid corporate acts.

SECTION 10. Regular Meetings. Regular meetings of the Board of Directors shall be held once a month at a time and date approved by the Board of Directors. The regular meeting shall be open for the transaction of any business within the powers of the Corporation without special notice of such business, except when special notice is specifically required by statute or by the Articles of Incorporation. Failure to hold a regular meeting at the designated time shall not invalidate the Corporation's existence or affect any otherwise valid corporate acts.

SECTION 11. Special Meetings. Special meetings of the Board of Directors shall be held whenever called by any member of the Board of Directors. The Secretary shall give notice or cause notice to be given of each special meeting of the Board of Directors, by mailing or by emailing the same at least three (3) days prior to the meeting or by telephoning the same at least two (2) days prior to the meeting, to each Director; but such notice may be waived by any Director. Unless otherwise indicated in the notice thereof, any and all business may be transacted at any special meeting; and any Director may in writing waive notice of the time, place, and objectives of any special meeting.

SECTION 12. Quorum. A majority of the entire Board of Directors shall constitute a quorum for the transaction of business at all meetings of the Board of Directors, but, if at any meeting less than a quorum shall be present, a majority of those present may adjourn the meeting. The act of a majority of the Directors present at any meeting at which there is a quorum shall be the act of the Board of Directors, except as may be otherwise specifically provided by law or by the Articles of Incorporation or by these By-Laws.

SECTION 13. Informal Action by Directors. Any action required or permitted to be taken at a meeting of the Board of Directors or of a committee of the Board may be taken without a meeting if a unanimous written consent which sets forth such action is signed or emailed by each member of the Board or committee and is filed with the minutes of proceedings of the Board or committee.

SECTION 14. Compensation of Directors. Directors shall not receive any salary for their services. Nothing herein contained shall be construed to preclude any Director from serving the Corporation in any other capacity and receiving compensation therefore.

SECTION 15. Director Orientation. All new members of the Board of Directors shall participate in an orientation program familiarizing them with the goals and objectives of the Corporation and with their responsibilities.

ARTICLE V Committees

SECTION 1. Standing Committees. This Corporation shall have at least five (5) standing committees, which shall be entitled Design, Economic Restructuring, Promotion, Organization and Green/Safe & Clean. The Design, Economic Restructuring, Promotion, Organization and Green Safe & Clean committees shall consist of not less than three (3)

members, and shall have as chairperson a member of the Board of Directors of the Corporation who shall be responsible for directing and coordinating the affairs of the committee.

SECTION 2. Executive Committee. The Executive Committee is composed of the four officers and the immediate past president and shall have and exercise the authority of the Board of Directors in the management of the Corporation

SECTION 3. Nominating Committee. The President shall appoint a Nominating Committee consisting of at least three (3) Directors. Appointment of the Nominating Committee shall occur in January, with the opening of the nomination process in February, the selection of nominees in March and the election of nominees at the annual April meeting.

SECTION 4. Ad Hoc Committees. The Board of Directors, by resolution adopted by a majority of Directors in office, may designate or appoint one or more ad hoc committees in addition to the above-named standing committees. Other committees not having and exercising the authority of the Board of Directors in the management of the Corporation may be designated and appointed by a resolution adopted by a majority of the Directors appointed at a meeting at which a quorum is present. The designation and appointment of any such committees and the delegation thereto of authority shall not operate to relieve the Board of Directors, or any individual Director, of any responsibility imposed upon them by law.

ARTICLE VI Officers

SECTION 1. Election, Tenure and Compensation. The Officers of the Corporation shall be a President, a Vice-President, a Secretary, a Treasurer, and a Immediate Past President, and also such other Officers including one or more assistants to the foregoing Officers as the Board of Directors from time to time may consider necessary for the proper conduct of the business of the Corporation. The President, Vice-President and Immediate Past President shall be elected for two year terms by the Board of Directors. The Secretary and Treasurer shall be elected for a one year term by the Board of Directors. The President and Vice-President shall be Directors and the other Officers may, but need not be, Directors. Any two (2) or more of the above offices, except those of President and Vice President, may be held by the same person, but no Officer shall execute, acknowledge or verify any instrument in more than one capacity if such instrument is required by Law or by these By-Laws to be executed, acknowledged or verified by any two (2) or more Officers.

In the event that any office other than an office required by Law, shall not be filled by the Board of Directors, or, once filled, subsequently becomes vacant, then such office and all references thereto in these By-Laws shall be deemed inoperative unless and until such office is filled in accordance with the provisions of these By-Laws.

Except where otherwise expressly provided in a contract duly authorized by the Board of Directors, all Officers and agents of the Corporation shall be subject to removal at any time by the affirmative vote of a majority of the Voting Directors, and all Officers, agents, and employees, shall hold office at the discretion of the Board of Directors or of the Officers appointing them.

Officers may be reelected for three consecutive terms.

At the annual meeting, the person then serving as President shall automatically become Immediate Past President upon election of a new President.

SECTION 2. Powers and Duties of the President. The President shall be the Chief Executive Officer of the Corporation and shall have general charge and control of all its business affairs and properties.

The President may sign and execute all authorized bonds, contracts or other obligations in the name of the Corporation. He/she shall have the general powers and duties of supervision and management usually vested in the office of the President of a Corporation. The President shall be ex-officio a member of all the standing committees. He/she shall do and perform such other duties as may, from time to time, be assigned to him/her by the Board of Directors.

SECTION 3. Powers and Duties of the Vice President. The Board of Directors shall appoint a Vice President and may appoint more than one Vice President. Any Vice President (unless otherwise provided by resolution of the Board of Directors) may sign and execute all authorized bonds, contracts, or other obligations in the name of the Corporation. Each Vice President shall have such other powers and shall perform such other duties as may be assigned to him/her by the Board of Directors or by the President. In case of the absence or disability of the President, the duties of that office shall be performed by any Vice President, and taking of any action by any such Vice President in place of the President shall be conclusive evidence of the absence or disability of the President. The Vice President will be elected to the position of President following completion of his or her term as Vice President unless circumstances prevent the fulfillment of both terms.

SECTION 4. Powers and Duties of the Secretary. The Secretary shall give, or cause to be given, notice of all meetings of Directors and all other notices required by Law or by these By-Laws, and in case of his/her absence or refusal or neglect to do so, any such notice may be given by any person thereunto directed by the President, or by the Directors upon whose written request the meeting is called as provided in these By-Laws. The Secretary shall record all the proceedings of the meetings of the Directors in books provided for that purpose, and he/she shall perform such other duties as may be assigned to him/her by the Directors or the President. He/she shall have custody of the seal of the Corporation and shall affix the same to all instruments requiring it, when authorized by the Board of Directors or the President, and attest the same. In general, the Secretary shall perform all the duties generally incident to the office of Secretary, subject to the control of the Board of Directors and the President.

SECTION 5. Powers and Duties of the Treasurer. The Treasurer shall administer all the funds and securities of the Corporation, and he/she shall keep full and accurate account of receipts and disbursements in books belonging to the Corporation. He/she shall deposit all moneys and other valuables in the name and to the credit of the Corporation in such depository or depositories as have been established or shall be designated by the Board of Directors.

The Treasurer shall disburse the funds of the Corporation as may be ordered by the Board of Directors, taking proper vouchers for such disbursements. He/she shall render to the President and the Board of Directors a monthly Treasurer's Report and, whenever either of them so requests, a detailed accounting of all his/her transactions as Treasurer and of the financial condition of the Corporation.

The Treasurer shall perform all the duties generally incident to the office of the Treasurer, subject to the control of the Board of Directors and the President.

SECTION 6. Powers and Duties of the Assistant Treasurer. The President and Vice President shall serve as Assistant Treasurers with the power to perform all duties of the Treasurer in the absence or disability of the Treasurer. In case of the absence or disability of the Treasurer, the duties of the office shall be performed by any Assistant Treasurer, and the taking of any action by any such Assistant Treasurer in place of the Treasurer shall be conclusive evidence of the absence or disability of the Treasurer.

SECTION 7. Powers and Duties of the Immediate Past President. The Immediate Past President shall serve as a Voting Director of the Board of Directors and the Executive Committee and shall act in an advisory capacity to the President and Board of Directors.

ARTICLE VII Membership

SECTION 1. Members. Any business, organization or individual interested in supporting the purposes of the Corporation may become a member by filing an application in such form as the Board of Directors shall prescribe, and subject to the payment of dues as the Board of Directors may establish.

SECTION 2. Dues. The Board of Directors shall establish annual dues as it deems appropriate. Such establishment of dues shall include method of payment and application procedure.

SECTION 3. Resignation. Any member may resign from membership in the Corporation upon giving written notice thereof to the Secretary. Such resignation shall specify the effective date thereof. Members who resign from membership shall not be entitled to any refund of dues therefore paid.

SECTION 4. Benefits. The Board will assign benefits to the membership categories. Basic services offered by the Corporation will serve to the benefit of Downtown Ellicott City as a whole regardless of membership status.

ARTICLE VIII Executive Director

SECTION 1. Executive Director. The Voting Directors may employ an Executive Director, who shall manage the daily operations of the Corporation. The Executive Director shall be responsible for coordinating the implementation of the Corporation's policies and

projects and such other duties as the Voting Directors may require. The Executive Director shall receive for his or her services such compensation as may be determined by the Voting Directors. Personnel policies governing hiring, selection, removal and other personnel issues shall be governed by personnel policies. These personnel policies shall be adopted by a majority of the Voting Directors.

ARTICLE IX Board of Advisors

SECTION 1. Board of Advisors. The Corporation may establish a Board of 10 to 25 Advisors. The term of office for each Advisor shall be three (3) years except that the term of office for the members of the first Board of Advisors shall be as follows:

- a) One-third shall be elected for one year.
- b) One-third shall be elected for two years.
- c) One-third shall be elected for three years.

Thereafter, one-third of the Advisors shall be elected at each annual meeting of the members. Nominations to the Board of Advisors shall be made by the Nominations Committee appointed by the Board of Directors and shall be set forth in the notice of the annual meeting. Each Advisor shall hold office for the term for which he or she is elected and until his or her successor shall have been elected and qualified. Advisors in office may be reelected for consecutive terms.

SECTION 2. Vacancies. Any vacancy occurring in the Board of Advisors (other than a vacancy resulting from the normal expiration of a term of office) may be filled by the affirmative vote of a majority of the current members of the Board of Directors. An Advisor elected to fill a vacancy shall be elected for the unexpired term of his or her predecessor in office. Any Advisor may resign by submitting written notice of resignation to the Secretary. Any Advisor may be removed from office at any time with or without cause by the affirmative vote of the majority of the Advisors in office.

SECTION 3. Responsibilities. The Board of Advisors shall assist the Board of Directors in the development of an annual work plan for the Corporation, providing advice to the Board of Directors and the Executive Director, and shall provide ongoing advice and counsel throughout the year to the Board of Directors and the Executive Director as requested by the Board of Directors and the Executive Director.

ARTICLE X Finances

SECTION 1. Bank Accounts. Such Officers or agents of the Corporation as from time to time shall be designated by the Board of Directors shall have authority to deposit any funds of the Corporation in such banks or trust companies as shall from time to time be designated by the Board of Directors, and such Officers or agents as from time to time shall be authorized by the Board of Directors may withdraw any or all of the funds of the Corporation so deposited; any such bank or trust company, upon checks, drafts or other instruments or orders for the

payment of money, drawn against the account or in the name or behalf of this Corporation, and made or signed by such Officers or agents; and each bank or trust company with which funds of the Corporation are so deposited is authorized to accept, honor, cash and pay, without limit as to amount, all checks, drafts or other instruments or orders for the payment of money, when drawn, made or signed by Officers or agents in the manner so designated by the Board of Directors until written notice of the revocation of the authority of such Officers or agents by the Board of Directors shall have been received by such bank or trust company. There shall from time to time be certified to the banks or trust companies in which funds of the Corporation are deposited, the signature of the Officers or agents of the Corporation so authorized to draw against the same. In the event that the Board of Directors shall fail to designate the persons by whom checks, drafts and other instruments or orders for payment of money shall be signed, as hereinabove provided in this Section, all of such checks, drafts and other instruments or orders for the payment of money shall be signed by the President or a Vice President and countersigned by the Secretary or Treasurer of the Corporation.

SECTION 2. Loans. Such Officers or agents of the Corporation as from time to time shall be designated by the Board of Directors shall have authority to effect loans, advances or other forms of credit at any time or times for the corporation from such banks, trust companies, institutions, corporations, firms or persons as the Board of Directors, shall from time to time designate; and for such loans, advances or other forms of credit to make, execute and deliver one or more notes, acceptances or written obligations of the Corporation on such terms, and with such provisions as to the security or sale or disposition thereof as such Officers or agents shall deem proper. There shall from time to time be certified to each bank, trust company, institution, corporation, firm or person so designated the signatures of the Officers or agents so authorized; and each such bank, trust company, institution, corporation, firm or person is authorized to rely upon such certificates until written notice of the revocation by the Board of Directors of the authority of such Officers or agents shall be delivered to such bank, trust company, institution, corporation, firm or person.

SECTION 3. Reimbursements. Any payments made to an Officer or other employee of the Corporation, such as salary, commission, interest or rent, or entertainment expense incurred by him/her, which shall be disallowed in whole or in part as a deductible expense by the Internal Revenue service, shall be reimbursed by such Officer or other employee of the Corporation to the full extent of such disallowance. It shall be the duty of the Directors, as a Board, to enforce payment of each such amount disallowed. In lieu of payment by an employee, subject to the determination of the Board of Directors, proportionate amounts may be withheld from his/her future compensation payments until the amount owed to the Corporation has been recovered.

ARTICLE XI

General Provisions

SECTION 1. Fiscal Year. The fiscal year of the Corporation shall end on the last day of June in each calendar year.

SECTION 2. Notices. Whenever, under the provisions of these By-Laws, notice is required to be given to any Director or Officer it shall not be construed to mean personal notice, but such notice shall be given in writing, by email, or by mail by depositing the same in a post office or letter box, in a postpaid sealed wrapper, addressed to each Officer or Director at such address as appears on the books of the Corporation, or in default of any other

address, to such Director or Officer at the general post office in Ellicott City, Maryland, and such notice shall be deemed to be given at the time the same shall be thus mailed. Any Director or Officer may waive any notice required to be given under these By-Laws.

SECTION 3. Seal. In the event that the President shall direct the Secretary to obtain a corporate seal, the corporate seal shall be circular in form and shall have inscribed thereon the name of the Corporation, the year of its organization and the word "Maryland". Duplicate copies of the corporate seal may be provided for use in the different offices of the corporation but each copy thereof shall be in the custody of the Secretary of the Corporation.

ARTICLE XII Amendments

SECTION 1. Amendment of By-Laws. The Voting Directors shall have the power and authority to amend, alter or repeal these By-Laws or any provision thereof, and may from time to time make additional By-Laws by a two-thirds vote of the Voting Directors present at any duly called meeting of the Board, provided that no such action shall be taken if it would in any way adversely affect the Corporation's qualifications under Section 501(c)(3) of the Internal Revenue Code of 1954 or corresponding sections of any prior or future law.

ARTICLE XIII Indemnification

SECTION 1. Definitions. As used in this Article IX, any word or words that are defined in section 2-418 of the Corporations and Association Article of the Annotated Code of Maryland, as amended from time to time (the "Indemnification Section"), shall have the same meaning as provided in the Indemnification section.

SECTION 2. Indemnification of Directors and Officers. The Corporation shall indemnify and advance expenses to a Director or Officer of the corporation in connection with a proceeding to the fullest extent permitted by and in accordance with the Indemnification section.

SECTION 3. Indemnification of Employees and Agents. With respect to an employee or agent, other than a Director or Officer, of the corporation, the Corporation may, as determined by the Board of Directors of the Corporation, indemnify and advance expenses to such employee or agent in connection with a proceeding to the extent permitted by and in accordance with the Indemnification section.

SAMPLE
LOCAL GOVERNMENT RESOLUTION
MAIN STREET MARYLAND PROGRAM

Resolution of TYPE Name of Local Governing Body has received, by application and award, the Main Street Maryland designation by the Department of Housing and Community Development (the "Department") of the State of Maryland and supports the local administration of the Main Street Maryland program in TYPE Name of City/Town.

WHEREAS, TYPE Name of Local Governing Body recognizes that there is a significant need for continued reinvestment and revitalization of this community in TYPE Name of County/City; and,

WHEREAS, TYPE Name of Local Governing Body has made a commitment to improve the economy, appearance and image of their traditional downtown business district; and,

WHEREAS, a local organization, TYPE Name of Local Organization, has been formed to implement a comprehensive revitalization strategy, based on the Department's Main Street Maryland program which utilizes the Main Street Four-Point Approach®, to strengthen the economic potential of the historic downtown and neighborhood business district

NOW, THEREFORE BE IT RESOLVED THAT, TYPE Name of Local Governing Body hereby endorses and supports TYPE Name of Local Organization in administering the local Main Street Maryland program for TYPE Name of Local Governing Body; and

BE IT FURTHER RESOLVED THAT, the chief elected executive official be, and is hereby requested to endorse this Resolution, thereby indicating approval thereof; and,

BE IT FURTHER RESOLVED THAT, [TYPE name of individual or title of position] is hereby authorized to execute documents and take any action necessary to carry out the intent of these resolutions; and,

BE IT FURTHER RESOLVED THAT, copies of this Resolution be sent to the Department of Housing and Community Development of the State of Maryland Main Street Maryland Program.

READ AND PASSED THIS _____ day of _____, 20_____.

BY ORDER: _____, I hereby certify that Resolution Number _____ is true and correct and duly adopted by the _____ (Legislative Body) of _____ (City or County).

ATTEST/WITNESS:

TYPE NAME OF LOCAL GOVERNING BODY HERE

By: _____

Name: _____

Title: _____

Approved By: _____

Name: _____

Title: _____

[Chief elected executive official]

Date: _____

WAIVER OF MARYLAND'S ACCESS TO PUBLIC RECORDS ACT

And

AUTHORIZATION TO USE INFORMATION

The Department of Housing and Community Development (the "Department") promotes and publicizes its various programs to the public through its websites, brochures, manuals and other printed materials (the "Marketing Materials"). Occasionally the Department selects specific projects, organizations and borrowers that have received financial assistance from its programs, for inclusion in these Marketing Materials.

Some of the information the Department uses may be confidential under Maryland's Access to Public Records Act, § 10-611 et seq., of the State Government Article of the Annotated Code of Maryland (the "Records Act"). Examples of this type of information may include, but are not limited to: project costs, other sources of funding, and repayment terms. In addition, the Department may include pictures and descriptions of the Project including its location, names of organizations, borrowers and guarantors and the type and amount of financial assistance received from the Department.

By signing hereunder, I hereby waive my rights under the Records Act with respect to the information pertinent to the project for which I have received technical and/or financial assistance including: project costs, all funding sources and amounts, and all repayment terms, but *excluding* personal financial data. Furthermore I hereby authorize the Department to print, publish or post pictures of the project, the project's address or location, if applicable, web address, and the amount and type of all technical and/or financial assistance I received in connection with the project, and such additional information as is pertinent to the project, whether protected by the Records Act or not.

A copy of this Waiver, received by facsimile or electronic mail which is executed and dated by the undersigned may be relied upon by the Department as if it were the original. I hereby agree to forward the original Waiver by regular U.S. Mail to the Department within five days of my execution of same.

The signature(s) and seal(s) of the undersigned is/are subscribed to this Waiver on this _____ day of _____, 20__ with the specific intention of creating a document under seal.

Name of Project: __2011 Main Street Maryland Application for Designation_____

Community Name: _____

Witness

By: _____ (Seal)
Name: _____
Title: _____

Witness

By: _____ (Seal)
Name: _____
Title: _____

Witness

By: _____ (Seal)
Name: _____
Title: _____