

New Greenmount West Community Association: Development Committee Procedures and Protocols

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The mission of the Greenmount West Community Association (NGWCA) Development Committee is to work with developers and community stakeholders to represent the best interests and needs of the community while achieving controlled and strategic growth. It is a **NGWCA requirement** that all developers, community stakeholders and partners who are seeking **community letters of support** make an appointment to present to the Development Committee at a regularly scheduled, monthly meeting.

Committee Contact Information

Adam Kutcher, Committee Chair

hoopak@gmail.com

703-869-5081

Shea Frederick, Committee Co-Chair

shea@codetick.com

Committee Membership

The Development Committee strives to fully represent the opinions of the neighborhood via our regular members. Committee members are asked to attend all meetings and to take an active role in the committee's work, which may include:

- Recording committee minutes and decisions
- Drafting letters of community support or opposition
- Performing research on topics ranging from: land use, zoning, code enforcement, permitting, parking, and more.
- Representing the Development Committee to the Community Association's general membership or Board
- Acting as a liaison for the community with Baltimore City offices and departments
- Representing the Development Committee in conversations with non-profit and for-profit organizations working within Greenmount West

Current members:

- Shea Frederick
- Sam Frank
- Louis Linden
- Lowell Larsson
- Jessie Nedrow
- Lauren Barros
- Nancey Kinlin
- Monika Graves

Community Partners Providing Technical Support and Expertise:

- Charlie Duff (Jubilee Baltimore)
- Peter Duvall (Strong City Baltimore)
- Ellen Janes (Central Baltimore Partnership)
- Ashley Wallace (Central Baltimore Partnership)

Community Attendance

All Greenmount West residents and GMW Community Association members are invited to attend and participate Development Committee meetings. Residents and GMW Community Association members may attend without advance notice, but it is suggested that they contact the committee chair via email to receive any advance materials (e.g. agenda) for review prior to the meeting. Agendas and copies of all materials are provided in advance of each meeting to committee members and presenters.

2017-2018 Meetings

- **Location:** OpenWorks, 1400 Greenmount Ave, Baltimore, MD 21202
- **Dates and Times:** Development Committee meetings are held on the third Monday of the month every month except August. Meetings begin promptly at 6:30PM and run to approximately 8:30 PM. Attendees are encouraged to arrive at least 5 minutes early. When you arrive, please text 443-257-7006 or the committee chair for access - the external door may be locked after 6:40 PM.
 - Occasionally, and exclusively at the discretion of the Development Committee, special meetings will be scheduled to address issues which require a longer conversation. Meeting dates and times will be posted to NextDoor as they are scheduled.
- **2017-2018 Development Committee Schedule**
 - Monday, September 18, 2017
 - Monday, October 16, 2017
 - Monday, November 13, 2017
 - Monday, December 18, 2017
 - Monday, January 15, 2018
 - Monday, February 19, 2018
 - Monday, March 19, 2018
 - Monday, April 16, 2018
 - Monday, May 21, 2018
 - Monday, June 18, 2018

Meeting Format and Procedures

Agenda are created and distributed in advance of every regular meeting. All presenters will be given a start and end time for their presentation. It is expected that visitors will provide any materials for the committee's review a minimum of two business days prior to the meeting via email to the Chair.

The first hour of each regular monthly meeting is generally devoted to presentations by guests (developers, community members, partners, etc.), conversations with City representatives, or other business involving external constituents. The committee may extend invitations for this time slot and welcomes guests to request participation as well. Presenters who request to present during this hour are booked on a first-come, first-served basis, and the committee maintains a firm one-hour cap on this portion of the meeting. **Guests bringing handouts should plan to bring a minimum of ten copies** to share with all members of the committee; a large-screen TV (uses a HDMI or a USB hookup) is also available for presentations. Guests are asked to adjourn immediately following their presentations; NGWCA will follow-up with all guests within five business days after each meeting. Due to the volume of work which is addressed by the Development Committee, it is imperative that all meetings start and end on time. Further, each portion of the meeting is strictly timed so that members can be sure to address all items listed on the agenda for each meeting. As a result, it is critical that all attendees and presenters arrive on-time and conduct their business according to the allotted schedule.

The second hour of each meeting is generally devoted to **community member-only** discussion of the evening's external presentations, addressing outstanding issues (perhaps from prior meetings or which have arisen since the prior meeting), and decisions about next steps and individual follow-up action assignments.

Minutes from the committee meetings are finalized within two weeks of the meeting and sent to the NGWCA Board prior to their monthly meeting. A representative of the Development Committee will brief the community's General Membership at the regular monthly meeting as well.

General Community Development Concerns

In addition to the positions expressed in the Greenmount West Master Plan and the NGWCA Greenspace Inventory of 2013, the committee has recurring areas of interest which should be considered by all developers who present to the committee:

- **Safety:** Guests should be prepared to answer questions/present on the aspects of their project(s) which positively impact the safety of Greenmount West. Specific examples include increased lighting for pedestrian pathways, security cameras which record the exterior of the building and pedestrian pathways, and other additions/inclusions to the property which enhance safety for both the residents/customers/clients of the project and neighbors.
- **Greening:** Guests should be prepared to answer questions/present on the aspects of their project(s) which positively impact greening efforts in Greenmount West. Specific examples include the addition of window/street planter boxes, adding trees or shrubs to the property, use of green materials in construction/rehabbing, etc. Additionally, should these kinds of activities be outside the scope of the project, visitors are strongly encouraged to consider making a contribution to the NGWCA Greening Fund, which supports cleaning and greening efforts across the neighborhood.
- **Local Hiring/Utilizing Local Labor:** All construction projects in Greenmount West are encouraged to take advantage of hiring locally from the neighborhood.

- **Parking:** All development projects in Greenmount West must present their parking plan and show how it conforms with or deviates from parking requirements for their current or proposed zoning.

Letters of Support and Opposition

The Development Committee welcomes all requests for community letters of support. Letters of support may only be issued following a presentation to the committee at a regularly scheduled, monthly meeting. Once the meeting concludes, the committee will be in contact with any follow-up questions a maximum of five business days after the meeting. Once all information has been obtained by the committee to render a decision of positive support, a letter of support will be issued a maximum of five business days later.

All requests for a letter of support will be addressed within ten business days following a regularly scheduled, monthly meeting, provided NGWCA has received all requested follow-up information in a timely fashion. Under no circumstances will the committee rush this process. Letters of support will be forwarded by NGWCA to the appropriate City agency (generally the Board of Municipal and Zoning Appeals, BMZA) with the requestor cc'd on the email. Letters will be emailed to the City the same day that they are shared with the requestor.

In the event that NGWCA is not able to approve a request for a letter of support, a **letter of opposition** will be issued. The letter of opposition will state the specific reason(s) that the request was denied. Letters of opposition will be forwarded by NGWCA to the appropriate City agency with the requestor cc'd on the email. Letters will be emailed to the City the same day that they are shared with the requestor.

In the event that a zoning variance is requested of the City and the developer does not reach out to the Development Committee for a meeting, a letter of opposition will be issued. The grounds for the letter will rest on the committee lacking information to render a position of support, in addition to the inclusion of any other information as appropriate. Letters of opposition will be sent by NGWCA to the appropriate City agency directly.