

# **OTTERBEIN COMMUNITY ASSOCIATION**

## **Welcome Pack & Resident Manual**

The primary purpose of the Otterbein Community Association (“OCA”) is to build community and ensure the best quality of life for all homeowners and residents, while maintaining and enhancing property values in our historic district through enforcing the covenants and maintenance of the association common areas.

THE OTTERBEIN COMMUNITY ASSOCIATION, INC.  
POST OFFICE BOX 27065  
BALTIMORE, MD 21230  
[WWW.THEOTTERBEIN.ORG](http://WWW.THEOTTERBEIN.ORG)



## Otterbein Community Association

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### Welcome to Otterbein

A community of neighbors working together to achieve a higher quality of life, while envisioning a historic neighborhood that is a desirable place in which to live, to play and enjoy the benefits of families, friends, and the vibrant city of Baltimore.

### Dear New Homeowner;

Congratulations on the purchase of your new home. On behalf of the Board of Directors and the OCA Welcome Committee and all homeowners of Otterbein, we would like to officially welcome you to our neighborhood. We look forward to meeting you whether it be by personal visit, walking throughout the neighborhood or a community activity.

Moving into a common-interest community, property governed by a homeowner's association, can be a confusing and challenging ordeal, more especially for those who have never been involved with a homeowner's association. We have prepared this Resident Manual with the hope that it will help answer many of the questions you may have as a new resident to our community, as well as our established residents; and hope it will serve as a valuable tool providing the latest information on current policies and procedures that pertain to you and your family, as well as your guests visiting our community.

In addition, your Resident Manual contains certain specific information you need to know about the community to include the OCA governing documents, bylaws and covenants, as well as Baltimore City information and local resources.

### About Otterbein

Otterbein is a small neighborhood of historic rowhouses immediately southwest of, and in close walking distance to, the Inner Harbor. The neighborhood is very compact, entirely located between Hanover Street and Sharp Street, and between Barre Street and Henrietta Street. All of the existing original neighborhood houses were restored in the 1970s as a part of Baltimore's "dollar homes" urban homesteading program. With historic homes comes highly restricted architectural controls, residents enjoy their own parks and the neighborhood offers treelined streets making Otterbein truly a "one of a kind" community in Baltimore. For more history, visit the *Neighborhood / History* page on the Otterbein website [www.theotterbein.org](http://www.theotterbein.org)

### Why OCA?

Incorporated as a non-profit organization in 1976, the Otterbein Community Association was created as a formal legal entity to maintain the common areas of the Association and ensure the highest quality and value of properties within the historic neighborhood. As a legal authority, the OCA is deemed to enact and enforce maintenance and design standards in addition to the standards established by the city.



## **Covenants**

Otterbein is a covenant-controlled community. It is incumbent upon all homeowners to read and comply with the dedicatory documents of the association called the Amended and Restated Bylaws and Otterbein Covenants and Exterior Design Standards (“OCEDS”), enclosed. By accepting title to your home one automatically accepts responsibility to abide by these covenants. The dedicatory documents can be found in this Resident Manual and on the *Otterbein Association / Documents* section of the OCA website [www.theotterbein.org](http://www.theotterbein.org).

The association operates via a volunteer Board of Directors who oversees the community. Due to residing within Otterbein we residents are bound by the rules and regulations set forth in the dedicatory documents. Should a violation of these documents occur a homeowner will receive a written notice of the covenant violation with proper timeframe to resolve the issue. Should a violation go unresolved a fine may be assessed.

Fines are intended to target covenant infractions that have a direct correlation to home values and consistency of architecture. It is not the desire of the Board to fine a homeowner, however, violations which affect property values and/or neighborhood appearance must be resolved in a timely manner. The fines are in place to provide motivation to resolve the issue, not as a punishment. Information regarding fines can be found [insert information here]. Should you need to address a covenant violation you may utilize the *Contact* page under the Otterbein website.

## **Annual Assessments (Park Fee / Dues)**

Each homeowner, not the bank or mortgage company is responsible for paying the park fees and annual dues. Payment of Park Fees, currently \$285 are due on July 1 of each year, or within the (10) days after the mailing of such bill by the OCA to the last known address. Homeowners are not required to pay the annual dues; however, we highly suggest you elect to pay the optional annual dues, currently \$50, which go towards community activities and events. More information about Dues and Fiscal Policies can be found on Page 3 of the Amended and Restated Bylaws: Article VI – Dues and Fiscal Responsibilities.

## **OCA Communications**

OCA produces an association newsletter “The Mullion” at least quarterly each year. At times, a special edition may be published. Newsletters include vital & current topics of interest, upcoming community events, community policing info, and other relevant information. We use the newsletter, a dedicated email group, our Facebook page, and [OCABoard@theotterbein.org](mailto:OCABoard@theotterbein.org) to communicate with homeowners and residents of the community. Residents with questions or concerns may email [OCABoard@theotterbein.org](mailto:OCABoard@theotterbein.org) at any time and one of the Board members will be in contact with you.

The Otterbein website [www.theotterbein.org](http://www.theotterbein.org) provides information about our community, but also our next-door community Harbor Walk, contact information for your Board Members and Architectural Review Committee, and resources to include: Cultural and Civic, Baltimore City, State and Federal and Emergency Preparedness.

## The OCA Board of Directors

The operation of your homeowner's association is governed by an active volunteer Board of Directors. The Board currently consists of four Directors: President, Vice President, Secretary and Treasurer and three Members-At-Large; all homeowners of the community. The Board of Directors is elected by the community to oversee the daily functions and financial responsibilities of the OCA. The Board is also responsible for maintaining members' compliance with the established dedicatory documents. They have specific provisions regarding what can and cannot be done on members properties. It is imperative that members take the time to read through the dedicatory documents you receive during the home purchase process. Copies are also available in the *Documents* section on our website: [www.theotterbein.org](http://www.theotterbein.org)

Typical responsibilities of the Board include:

- Governing the community by establishing policies and objectives.
- Selecting, appointing, supporting, and reviewing the performance of elected members.
- Ensuring the availability of adequate financial resources.
- Approving annual budgets, operating budgets and expenditures made by the OCA.
- Generating Annual Reports for community members.
- Set the amount of the Parks fee and dues assessments.
- Enforce architectural control.
- Maintain common park areas and structures located in these areas.
- Keep a complete record of affairs of the OCA.

The Board's primary duty is to preserve the integrity of the community, maintain the appearance of the neighborhood, enhance the community's value, manage common areas and to enforce the rules dictated by its governing documents for the good and in the best interest of Otterbein homeowners. Licensed vendors are hired to assist the board in decisions that affect your community.

## **Duties of Board Members as provided in the Bylaws Article IX; Section 7**

### **PRESIDENT**

The President shall be the executive officer of the Corporation, shall call and preside at meetings of the Corporation and the Board of Directors, and shall be member ex officio of all committees, as outlined in Article XII. The President shall appoint the chairmen of all committees and when necessary a Secretary pro tem. The President shall have such powers and perform such duties as may from time to time be vested in the President by the Corporation.

### **VICE PRESIDENT**

The Vice President shall assist the President and shall assume all duties of the President in his/her absence or temporary inability to serve. The Vice President shall automatically be an ex-officio member of all Committees.

### **TREASURER**

The Treasurer shall be the official custodian of all moneys of the Corporation. The Treasurer shall be responsible for the financial affairs of the Corporation, including the care and custody of the Association's membership and park maintenance funds, certificate of deposit, and all other financial records. The Treasurer shall keep the Members and the Board of Directors informed of fiscal affairs and presents a quarterly and annual report to the Members. The Treasurer shall supervise the financial affairs of the Corporation according to acceptable accounting procedures for audit purposes. The Treasurer shall make all financial records available at all times to inspection by any Member. The Treasurer is authorized to pay expenses of the Corporation in the amount of not more than Two Thousand Dollars (\$2000.00). Expenses in excess of Two Thousand Dollars (\$2000.00) (or such other amount as the Board from time to time may determine) shall be incurred and paid only in accordance with the budget or by order of the Board of Directors. The Treasurer shall keep a current list of the Members; records of the membership dues; and send bills to the Regular Members.

### **SECRETARY**

The Secretary shall keep the minutes at the meetings of the Corporation and the Board of Directors. The Secretary shall maintain a file containing essential records, which shall be transmitted to his/her successor at the close of the Secretary's term of office. The Secretary shall send notices of all meetings and direct all mailings of the Corporation. The Secretary shall perform such other duties as are traditionally performed by a corporate secretary.

## OCA Homeowner's At-A-Glance

<b>Covenant Information</b> (Enclosed)	<ul style="list-style-type: none"> <li>• Copies of the legal dedicatory documents for the OCA:             <ul style="list-style-type: none"> <li>○ Amended and Restated Bylaws</li> <li>○ Otterbein Covenants and Exterior Design Standards</li> </ul> </li> <li>• Located in your closing papers, the <i>Documents</i> section on the association website, <a href="http://www.theotterbein.org">www.theotterbein.org</a> and enclosed.</li> </ul>
<b>Architectural Review Committee</b> (Guidelines for Exterior Restoration enclosed; Application for Authorization-to-Proceed example enclosed)	<ul style="list-style-type: none"> <li>• If you are planning any exterior changes to your property's design, material, color, or outward appearance, you must receive approval prior to the beginning of work. Both Otterbein's Architectural Review Committee and the City's Historical and Architectural Preservation Commission (CHAP) <u>must approve the change and in some cases, homeowners must obtain a permit prior to sending the application to the CHAP.</u> For information on permits, go to <a href="http://www.baltimorehousing.org/permits">http://www.baltimorehousing.org/permits</a></li> <li>• To guide you as to what is acceptable or not, there are two publications — the Otterbein Community's Covenants and the Guidelines for Exterior Restoration – Otterbein Homestead Area. Located in the <i>Architectural Review</i> section on the association website <a href="http://www.theotterbein.org">www.theotterbein.org</a> and enclosed.</li> <li>• The steps to apply for changes to the exterior of a home can be found on the <i>Architectural Review</i> section on the website <a href="http://www.theotterbein.org">www.theotterbein.org</a>.</li> </ul>
<b>Annual Assessments</b> (Park Fees, Dues)	<ul style="list-style-type: none"> <li>• As of July 1, 2021, park fees are \$285 per year and dues assessments are \$50 per year.</li> <li>• Park fees and dues are due July 1<sup>st</sup> of each year or within the (10) days after the mailing of such bill by the OCA to the last known address.</li> <li>• Payments are made electronically and managed via QuickBooks. Bank Checks made be made in care of Otterbein Community Association to: Post Office Box 27065 Baltimore, MD 21230</li> </ul>
<b>Meetings</b>	<ul style="list-style-type: none"> <li>• The OCA holds quarterly meetings.</li> <li>• Notices are emailed in sufficient advance by the Board to ensure your attendance.</li> <li>• Each homeowner is encouraged to attend the quarterly meetings.</li> <li>• Once a quarter, we invite all OCA homeowners, neighbors, and community members to join us as we share information about our community, hear from guest speakers on the happenings in and around the vibrant city of Baltimore and the Southern Peninsula, and work towards building a community that celebrates our historic neighborhood; a place to live, play and enjoy the benefits of family and friends.</li> </ul>

<b>Communication with the OCA</b>	<ul style="list-style-type: none"> <li>• Website: <a href="http://www.theotterbein.org">www.theotterbein.org</a></li> <li>• Mailing Address: The Otterbein Community Association, Inc. P.O. Box 27065 Baltimore, MD 21230</li> <li>• ListServe <ul style="list-style-type: none"> <li>○ Send and email to: <a href="mailto:the-otterbein+subscribe@googlegroups.com">the-otterbein+subscribe@googlegroups.com</a> with any Subject and Message Body. You can also remove yourself from the list by sending a message to <a href="mailto:the-otterbein+unsubscribe@googlegroups.com">the-otterbein+unsubscribe@googlegroups.com</a> with any Subject and Message Body.</li> </ul> </li> <li>• Facebook: <a href="https://www.facebook.com/groups/theotterbein">https://www.facebook.com/groups/theotterbein</a></li> </ul>
<b>Street Sweeping</b> (Mechanical Street Sweeping Flyer enclosed)	<ul style="list-style-type: none"> <li>• OCA is located in the southwest section of the city and is swept on the third and fourth Wednesday of each Month. <ul style="list-style-type: none"> <li>○ ODD SIDE: of each street are swept on the third Wednesday.</li> <li>○ EVEN SIDE: of each street are swept on the fourth Wednesday.</li> </ul> </li> <li>• Please make an effort to move your vehicles out of the way on those days.</li> </ul>
<b>Parking</b>	<ul style="list-style-type: none"> <li>• Parking Permit Area #8 under the City of Baltimore Parking Authority's Resident Parking Permit (RPP) Program.</li> <li>• More information can be found on The Parking Authority's website: <a href="https://parking.baltimorecity.gov/">https://parking.baltimorecity.gov/</a></li> <li>• Applications and further information can be found on the RPP website: <a href="https://parking.baltimorecity.gov/residential-parking">https://parking.baltimorecity.gov/residential-parking</a></li> <li>• Visitor passes are intended only for the short-term use of persons who are visiting Otterbein residents. Visitor permits may not be loaned, sold or otherwise misused and may be voided under such conditions. No lost or stolen visitor permits will be replaced.</li> <li>• No four-wheeled personal or recreational vehicles, trailers, or camper bodies or any portion thereof, nor any boat shall be parked in the streets.</li> </ul>
<b>Parks &amp; Common Areas</b>	<ul style="list-style-type: none"> <li>• OCA is responsible for maintaining the lawns, trees, shrubs and other plantings located in the community parks. There are seven parks withing the OCA: <ul style="list-style-type: none"> <li>○ Hill Street, between Hughes Street and Hill</li> <li>○ Hermitage Square, at Sharp Street between Hill and Montgomery Streets</li> <li>○ York Street, between Hill and York Streets</li> <li>○ Concert, between York and Lee Streets</li> <li>○ Homesteader, between Lee Street and Welcome Alley</li> <li>○ Flower Bed, also between Lee and Welcome Alley</li> <li>○ Welcome Alley, between Welcome Alley and Barre Streets</li> </ul> </li> </ul>



<b>Pets</b>	<ul style="list-style-type: none"> <li>• Animals must be kept in a humane manner without health or safety hazard and without nuisance.</li> <li>• Baltimore City's Animal Control Ordinance No. 708 includes the following: Dogs over four months of age must have a valid license. Dogs and cats over four months of age must have a valid rabies vaccination.</li> <li>• Dogs must wear identification on their collars when outdoor. Dogs when outdoors must be leashed at all times to prevent dog bites, damage to property, spread of disease to people and other animals, turning over garbage cans, and creating unsanitary conditions.</li> <li>• Animal bites must be reported to the health department and/or police.</li> <li>• Owners are responsible for the removal of excreta deposited by their animals.</li> </ul>
<b>Mail</b>	<ul style="list-style-type: none"> <li>• The OCA is split between two ZIP code areas: 21201 generally on the north side of Lee St and 21230 on the south side.</li> <li>• The main Post Office for Baltimore City, located at 900 East Fayette Street, handles mail service for ZIP code 21201.</li> <li>• A postal substation is located at 146 West Ostend Street, just west of the intersection with S. Hanover Street, and handles the mail services for ZIP code 21230 (the Post Office now shows the address of this facility as 1220 Race Street, around the corner from the Ostend Street address)</li> <li>• Information on Post Office locations visit: <a href="https://tools.usps.com/find-location.htm">https://tools.usps.com/find-location.htm</a></li> </ul>
<b>Trash Pickup</b>	<ul style="list-style-type: none"> <li>• Trash is picked up every Wednesday morning, usually after 7 AM.</li> <li>• There is no trash pickup on the following City Holidays: New Year's Day, Martin Luther King Birthday, Presidents' Day, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving, Christmas, and Election Day.</li> <li>• The City provides municipal trash cans to every residential address: <a href="https://publicworks.baltimorecity.gov/solid-waste/cans">https://publicworks.baltimorecity.gov/solid-waste/cans</a></li> <li>• The City also provides a bulk trash pickup service, which must be scheduled in advance by web or phone (311). <a href="https://publicworks.baltimorecity.gov/pw-bureaus/solid-waste/bulk">https://publicworks.baltimorecity.gov/pw-bureaus/solid-waste/bulk</a></li> <li>• Residents of the 600 block of Hanover are to place their trash on the sidewalk in York Alley (not on the grass). Residents of the 400 block of Hanover are to place trash at the rear. Concrete trash containers located on sidewalks and in the parks are not for deposit of resident's trash.</li> </ul>



<b>Early Learning (cont'd)</b>	<ul style="list-style-type: none"> <li>• Kiddie Academy <a href="https://kiddieacademy.com/academies/locust-point/">https://kiddieacademy.com/academies/locust-point/</a></li> <li>• Streetlite CDC <a href="http://www.streetlite.com/get-involved/child-development-center/">http://www.streetlite.com/get-involved/child-development-center/</a></li> </ul>
<b>Baltimore City Information</b>	<ul style="list-style-type: none"> <li>• General Information, visit the City website: <a href="https://www.baltimorecity.gov/">https://www.baltimorecity.gov/</a></li> <li>• Baltimore's 311: provides a director of all City services. <ul style="list-style-type: none"> <li>○ Create a service request, use the websites 'Get Help With' and 'Popular Service Requests'</li> <li>○ Call 311 or 443-263-2200</li> <li>○ Use the Baltimore City 311 (Balt 311) utilities App. Apple or Android. Search your App Store.</li> </ul> </li> <li>• Open Data Baltimore: free public data, tools, and resources from Baltimore City: <a href="https://data.baltimorecity.gov/">https://data.baltimorecity.gov/</a></li> <li>• CityView is a map showing operational and demographic views of Baltimore: <a href="https://cityview.baltimorecity.gov/maps/#/">https://cityview.baltimorecity.gov/maps/#/</a></li> <li>• Mayor Brandon M. Scott's website provides general information and contact details: <a href="https://mayor.baltimorecity.gov/">https://mayor.baltimorecity.gov/</a></li> <li>• City Council Representative Eric T. Costello for District 11 website: <a href="https://www.baltimorecitycouncil.com/Eric-costello">https://www.baltimorecitycouncil.com/Eric-costello</a> <ul style="list-style-type: none"> <li>○ Visit the Otterbein website Resources/Emergency Preparedness page for a critical preparedness note from Councilman Costello: <a href="https://www.theotterbein.org/wp/home-2/resources/critical-preparedness/">https://www.theotterbein.org/wp/home-2/resources/critical-preparedness/</a></li> </ul> </li> <li>• Baltimore Police: <a href="https://www.baltimorepolice.org/">https://www.baltimorepolice.org/</a> Otterbein is in the Southern District. For emergencies dial: 911</li> <li>• Baltimore City Clean Guide (enclosed): The Baltimore City Clean Guide was made by neighbors for neighbors. This guide gives residents more detailed information about trash removal, recycling, and rat prevention. We hope that you will use the ideas and tools in this guide to keep your street, alley, and backyard clean and healthy.</li> <li>• Clear the FOG &amp; Trash the Wipes (enclosed): Fats, Oils and Grease come from food preparation and kitchen clean up. GOG may look like liquid when drained, but it solidifies when discharged into the sanitary sewer.</li> <li>• Sewage Backup Guide (enclosed): DPW prepared this guide to provide customers with information regarding sewage backups and steps you can take to prevent sewer backups.</li> </ul>

<b>Baltimore City Information (cont'd)</b>	<ul style="list-style-type: none"> <li>• CitiWatch Community Partnership: Register your security camera in this voluntary public-private partnership, along with other residents and small business owners, to share video evidence of a possible crime or quality-of-life disruption with Baltimore Police Department and the City's public safety agencies. Mayor's Office of Information Technology: 410-396-6648 or <a href="mailto:moit-administrative-team@baltimorecity.gov">moit-administrative-team@baltimorecity.gov</a></li> <li>• 211 Maryland: Use 211 MARYLAND to connect with health and human services, including domestic/family violence and substance abuse services 24/7. With help, comes hope. CALL 211, or TEXT your zip code to 898-211, or CHAT with a representative. In a crisis with depression, anxiety or drugs or alcohol, Dial 211 and Press 1.</li> <li>• Alternative 911: ALT 911 Baltimore provides a list of phone numbers and resources as an alternative to calling 911, for mental health issues, substance abuse, LGBTQIA+, domestic abuse, youth-focused resources or for people experiencing homelessness. However, if you are in immediate medical or physical danger, call 911. <a href="https://alt911bmore.com/">https://alt911bmore.com/</a></li> </ul>
<b>Utilities</b>	<ul style="list-style-type: none"> <li>• Electric: The electricity market in Maryland is deregulated, so Baltimore has a whole host of electrical service providers offering competitive rates. Baltimore Gas and Electric is far and away the largest of these, but the other options available will depend on your location. Even if you're moving within the city, it behooves you to evaluate the options available to see if you can get a better rate. Choose Energy lets you enter your zip code and compare rates directly. Once you've settled on a provider, most companies allow you to review your account and pay your balance directly through their online portal. <a href="https://www.bge.com/MyAccount/MyService/Pages/StartStopMove.aspx">https://www.bge.com/MyAccount/MyService/Pages/StartStopMove.aspx</a></li> <li>• Gas: Not all modern homes use natural gas, so you'll want to speak to your landlord or investigate your home closely to see if any of your appliances are attached to a natural gas line. If you do need natural gas, keep in mind that Baltimore's deregulation laws apply to gas providers as well. Contract terms are locked in for either one or five years, so weigh your options carefully. The market isn't as expansive as it is for electric service, and the largest provider by far is Baltimore Gas and Electric. <a href="https://www.bge.com/MyAccount/MyService/Pages/StartStopMove.aspx">https://www.bge.com/MyAccount/MyService/Pages/StartStopMove.aspx</a></li> <li>• Cable and Internet: Over a dozen internet and cable companies service Baltimore, but the biggest names are Verizon, Xfinity, and Spectrum. Currently only Xfinity provides services to Otterbein: <a href="https://www.xfinity.com/learn/moving">https://www.xfinity.com/learn/moving</a></li> <li>• Trash: Trash collection in Baltimore is overseen by the Department of Public Works, and pickups are scheduled on a weekly basis. Your trash collection service should be initiated automatically with your move, so there's no need to sign up for service directly. You can check their site and enter your address to find out the collection schedule in your neighborhood. Recycling is similarly automated, and there's no limit to how much recycling you can put out. Your collectors will sort your recycling for you, so there's no need to separate your glass from your paper. <a href="https://publicworks.baltimorecity.gov/">https://publicworks.baltimorecity.gov/</a></li> </ul>

<b>Food &amp; Drink</b>	<ul style="list-style-type: none"> <li>• Check Out these South Baltimore Food and Drink Directories <ul style="list-style-type: none"> <li>○ The South Baltimore Peninsula Post <a href="https://bmorepeninsulapost.com/peninsula-food-drink-directory/">https://bmorepeninsulapost.com/peninsula-food-drink-directory/</a></li> <li>○ SOutBmOre.com Dining &amp; Happy Hour <a href="https://www.southbmore.com/baltimore/dining/">https://www.southbmore.com/baltimore/dining/</a> <a href="https://www.southbmore.com/daily-specials-in-south-baltimore/daily-happy-hour-specials/">https://www.southbmore.com/daily-specials-in-south-baltimore/daily-happy-hour-specials/</a></li> <li>○ Baltimore Magazine Restaurants <a href="https://www.baltimoremagazine.com/directory/restaurant/">https://www.baltimoremagazine.com/directory/restaurant/</a></li> </ul> </li> </ul>
<b>Grocery Stores</b>	<ul style="list-style-type: none"> <li>• Shoppers Food Warehouse 857 E. Fort Avenue Baltimore MD 21230</li> <li>• Harris Teeter 1801 Whetstone Way Baltimore, MD 21230</li> </ul>
<b>Sports Leagues (Adults / Kids)</b>	<ul style="list-style-type: none"> <li>• Baltimore Beach (volleyball) <a href="http://www.baltimorebeach.com/">http://www.baltimorebeach.com/</a></li> <li>• SOBO Sports (football) <a href="http://www.sobosports.com/">http://www.sobosports.com/</a></li> <li>• SOBO Ultimate (frisbee) <a href="http://ultimatebaltimore.com/">http://ultimatebaltimore.com/</a></li> <li>• Volo City Baltimore (click Federal Hill for Riverside sports) <a href="http://www.volocity.org/baltimore/">http://www.volocity.org/baltimore/</a></li> </ul> <p><b>Kid's Sports</b></p> <ul style="list-style-type: none"> <li>• South Baltimore Little League <a href="http://southbaltimorelittleleague.website.siplay.com/">http://southbaltimorelittleleague.website.siplay.com/</a></li> <li>• South Baltimore Youth Soccer League <a href="http://www.sbysl.com/">http://www.sbysl.com/</a></li> <li>• Volo City Kids Baltimore <a href="http://www.volocityfoundation.org/baltimore/">http://www.volocityfoundation.org/baltimore/</a></li> </ul>
<b>Miscellaneous</b>	<ul style="list-style-type: none"> <li>• The South Baltimore Peninsula Post: Connecting the people of South Baltimore. <a href="https://bmorepeninsulapost.com/">https://bmorepeninsulapost.com/</a> <a href="https://www.facebook.com/BmorePeninsulaPost/">https://www.facebook.com/BmorePeninsulaPost/</a></li> <li>• South Bmore: All things South Baltimore: <a href="https://www.southbmore.com/">https://www.southbmore.com/</a> <a href="https://www.facebook.com/SouthBMorecom/">https://www.facebook.com/SouthBMorecom/</a></li> <li>• Baltimore Crime &amp; Safety Coalition (Southern District): The purpose of this page is provide a platform for citizens of Baltimore to share concerns about crime as well as share suggestions for how to increase safety. <a href="https://www.facebook.com/groups/394067455087128/">https://www.facebook.com/groups/394067455087128/</a></li> </ul>



#### Miscellaneous (cont'd)

- Live Baltimore: connecting all 278 unique neighborhoods in Baltimore: <https://livebaltimore.com/>
- Baltimore Family Alliance: Baltimore Family Alliance is an independent alliance of thousands of families committed to city living. Our mission is to connect communities to create an "urban village" & empower families to advocate for good schools, safe streets, and great neighborhoods.  
<http://www.baltimorefamilies.org/>
- Visit Baltimore: There's always something new and unexpected to discover in Baltimore. Your one stop site for all things to-do, guides, events and to plan your fun in Baltimore.  
<https://baltimore.org/>  
<https://www.facebook.com/BmoreMD/>
- National Aquarium in Baltimore: 20,000 Animals. 800 Species. One Aquarium. Learn about animals from all over our blue planet—from the depths of the ocean to the canopy of the rain forest—and discover the connection they all share with water.  
<https://aqua.org/>
- Maryland Zoo: The Zoo's mission is to inspire and educate people to join with it in the active support and conservation of wildlife and wild places. The Zoo is committed to serving its communities by engaging people with the wonder of the living world through personal encounters that foster lifelong harmonious relationships with nature. <https://www.marylandzoo.org/>
- Baltimore Heritage: Baltimore Heritage is a nonprofit organization dedicated to saving historic buildings and revitalizing neighborhoods. We celebrate the stories of our city's people and places through tours and education. We support home-owners and neighborhood organizations as they work to preserve and restore their homes and local landmarks.  
<https://baltimoreheritage.org/>  
<https://facebook.com/baltimoreheritage>

## Amended and Restated Bylaws

of

### **THE OTTERBEIN COMMUNITY ASSOCIATION, INCORPORATED**

**(A Maryland Non-Stock Corporation)**

#### **ARTICLE I – NAME, PRINCIPAL OFFICE, AND REGISTERED AGENT**

Section 1. *Name.* The name of the Corporation is “**THE OTTERBEIN COMMUNITY ASSOCIATION, INCORPORATED**” (hereinafter referred to as the “Corporation”).

Section 2. *Principal Office.* The principal office of the Corporation shall be located at **P.O. Box 27065, Baltimore, Maryland 21230**. The Corporation may from time to time have such other offices as the Board of Directors may determine or as the affairs of the Corporation may require.

Section 3. *Registered Agent.* The Corporation shall have and continuously maintain a registered agent in the State of Maryland. The Corporation’s current Registered Agent is **Navah Langmeyer, residing at 124 West Lee Street, Baltimore, MD 21201, or current Treasurer**. The address of the registered agent may from time to time be changed by the Board of Directors.

#### **ARTICLE II – GEOGRAPHIC AREA**

Section 1. *Geographic Area.* The Corporation’s Geographic Area shall include the following houses and parks listed below:

- The houses located on Barre Street with the following addresses: #101, 109, 111, 113, 115, 117, 119, 123, 131, 133, 135, and 137;
- The houses located on Hanover Street with the following addresses: #502, 504, 506, 508, 510, 512, 516, 518, 520, 522, 524, 526, 528, 530, 600, 602, 604, 606, 608, 610, 612, 614, 616, 618, 620, 622, 624, 626, 628, 630, 632, 702, 704, 706, 708, 710, and 712;
- The houses located on Hill Street with the following addresses: #100, 101, 103, 104, 105, 106, 107, 108, 109, 111, 113, 115, 117, 119, 120, 121, 123, 125, 127, 130, 131, 132, 133, 134, 135, 137, 143, 145, 147, 201, 203, 205, 207, 209, 211, 213, 215, 217, 219, 221, and 223;
- The houses located on Lee Street with the following addresses: #100, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 118, 119, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 135, and 137;

- The houses located on Pubped Way with the following addresses: #612, 614, 616, and 618;
- The houses located on Sharp Street with the following addresses: #501, 503, 511, 513, 515, 517, 519, 521, 523, 525, 527, 529, 531, 533, 603, 605, 607, 609, 613, 615, 617, 619, 621, 623, 625, 701, 709, 711, and 713;
- The houses located on Welcome Alley with the following addresses: #100, 111, 113, 115, 117, 119, 121, 123, 125, 133, 134, 135, 136, 137, 138, and 139;
- The houses located on York Street with the following addresses: #142; and
- The following seven (7) parks listed below:

<u>Park Name:</u>	<u>Location:</u>
1. Concert Park	(between York Street and Lee Street)
2. Flower Bed Park	(between Lee Street and Welcome Ally)
3. Hermitage Square Park	(at Sharp Street between Hill Street and Montgomery Street)
4. Hill Street Park	(between Hughes Street and Hill Street)
5. Homesteader Park	(also between Lee Street and Welcome Alley)
6. Welcome Alley Park	(between Welcome Alley and Barre Street)
7. York Street Park	(between Hill Street and York Street)

### **ARTICLE III – PURPOSE STATEMENT**

Section 1. *Purpose Statement.* The Corporation is organized and shall be operated exclusively for charitable and educational purposes as they are now or hereafter may be defined by Section 501(c)(4) of the Internal Revenue Code, or the corresponding provision of any future United States Internal Revenue Code.

No part of the net earnings of the Corporation shall inure to the benefit of, or be distributed to, its Members, Directors, Officers, or other private persons, except that the Corporation shall be

authorized and empowered to pay reasonable compensation for service rendered and to make payments and distributions in furtherance of the purpose of the Corporation.

No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles, the Corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501(c)(4) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

#### **ARTICLE IV – SEAL**

Section 1. *Corporate Seal.* The corporate seal of this Corporation shall be circular in design and have inserted thereon, “The Otterbein Community Association, Incorporated 1976”.

#### **ARTICLE V – MEMBERS**

Section 1. *Regular Members.* Regular Members of the Corporation are property owners of any household or apartment (collectively “household”) that is (1) located within the Corporation’s Geographic Area, as defined in Article II; and (2) has paid the park fees in a timely manner pursuant to Article VI. Regular Members may elect to pay the optional annual dues of the Corporation. However, Regular Members are not required to pay the annual dues. Furthermore, each Regular Member shall be of voting age. All of the property owners of any household or apartment shall together constitute one (1) Regular Member of the Corporation.

Section 2. *Associate Members.* Associate Members of the Corporation shall be open to all residents and persons affiliated with associations, organizations, and corporations that share in the aims of the Corporation and desire to assist the Corporation. Associate Members shall be considered in good standing following the payment of the park fees as defined in Article VI. Associate Members in good standing shall have all the rights and privileges of Regular Members in good standing except the right to vote. Associate Members may serve on the committees outlined in Article XII.

Section 3. *Members.* The term “Members” is collectively defined as both Regular Members and Associate Members.

#### **ARTICLE VI – DUES AND FISCAL POLICIES**

Section 1. *Park Fees and Annual Dues.* Each Regular Member is required to pay the parks fees. Each Regular Member may elect to pay the optional annual dues of the Corporation. The parks fees and annual dues shall be in such amount, and shall from time to time be approved by the Board of Directors. The Board of Directors may change the annual dues and park fees by a

two-thirds (2/3) vote of the Directors present and voting after written notice to the Members of no less than two (2) weeks.

Section 2. *Payment of Park Fees.* The park fees shall be payable in annual payments pursuant to the Otterbein Covenants and Exterior Design Standards (“OCEDS”), attached hereto as **Exhibit A**. The first park fees payment is due on July 1 of each year, or within ten (10) days after the mailing of such bill by the Corporation to the last known address of the Regular Member pursuant to the Corporation’s records. The Corporation shall have the power to charge for a proportionate part of a year. The Corporation may charge a late payment fee for Regular Members who do not pay the park fees pursuant to the OCEDS, attached hereto as **Exhibit A**. Pursuant to the OCEDS, Regular Members are subject to a late payment fee of ten dollars (\$10.00) or ten percent (10%) of the park fees billed for that year, whichever is higher, and such late fee will continue to accrue for each succeeding sixty (60) day period of nonpayment up to a maximum of fifty percent (50%) of the amount billed for that year, for park fees that are not paid within sixty (60) days of the date listed on the bill. Furthermore, pursuant to the OCEDS, attached hereto as **Exhibit A**, the Corporation with the consent of the Board of Directors, may issue a lien of any mortgage against a Regular Member’s property because of the Regular Member’s failure to pay his/her park fees.

Section 3. *Payment of Annual Dues.* Regular Members are not required to pay the annual dues. However, the Regular Members of the Corporation may elect to pay the optional annual dues of the Corporation.

Section 4. *Budget.* The Board of Directors shall provide written notice of the proposed budget for consideration and approval before the annual meeting of the Board of Directors.

Section 5. *Statement of Affairs of the Corporation.* At the annual meeting, the Treasurer shall submit to the Members a true and full statement of the fiscal affairs of the Corporation. Such statement shall include the amount of assets, liabilities, and receipts and disbursements of the previous twelve (12) months.

Section 6. *Fiscal Year.* The fiscal year of the Corporation shall be a twelve (12) month period beginning on July 1 of each year, unless otherwise specified by the Board of Directors of the Corporation.

Section 7.

- *Fiscal Policies.* All checks, drafts, and orders for payment in excess of Two Thousand Dollars (\$2000.00) shall bear signatures of two (2) of the following: the President, Vice President, or Treasurer.
- The Board of Directors shall approve any contracts or financial commitments , and any deeds or legal proceedings;
- There shall be a quarterly financial report submitted by the Treasurer to the Board of Directors. Thus, quarterly reports are due on the first day of each of the following months



March, June, September, and December; and

- The books and accounts of the Corporation shall be kept in accordance with sound accounting practices and shall be reviewed annually by the Board of Directors.

Section 8. *Notice.* Written notice of fees shall consist of the following: (1) hand delivery; (2) electronic mail; or (3) first class mail to the Members at the address listed in the membership records located with the Treasurer.

## **ARTICLE VII – MEETINGS OF THE MEMBERS**

Section 1. *Meetings.* The Members of the Corporation shall hold regular quarterly meetings during the months of March, June, September, and December. The purpose of the quarterly meetings is to transact routine business of the Corporation. The Board of Directors will provide written notice to the Members of the quarterly meeting dates and times.

Section 2. *Annual Meeting.* The annual meeting of the Members of the Corporation shall be held during the month of June at a time and place designated by the Board of Directors. The purpose of the annual meeting is to elect the Board of Directors; to elect Officers; approve the Treasurer's report; and have a presentation of the President's report, reports of other officers, committee chairmen, and any other appropriate business. Written notice of the time and place shall be given to the Members at least two (2) weeks prior to the date of the annual meeting.

Section 3. *Special Meetings.* At any time, special meetings may be called by the President, or at the written request to the President, by five (5) Members of the Board of Directors, or by twenty five (25) Members of the Corporation. Written notice of the time, place, and purpose of the special meeting and information concerning the question(s) to be voted upon shall be given to the Members at least two (2) weeks prior to the date of the special meeting.

Section 4. *Voting.* Each household, as defined in Article V, containing a Regular Member located in the Geographic Area as defined in Article II, that has paid the park fees as outlined in Article VI, shall be entitled to one (1) vote per household. Where the Regular Members of a household are in disagreement as to the casting of a vote, each Regular Member of the household shall be entitled to cast a percentage of the vote equal to the percentage of the number of Regular Members of the household which the person casting the vote represents. For example, a husband and wife shall each be entitled to cast one-half (1/2) of a vote each.

Section 5. *Quorum.* There shall be no quorum requirement of the Regular Members for the meeting of Members of the Corporation. However, there must be a majority of the Regular Members comprising the Board of Directors, which must be present to constitute a quorum for the meeting of the Members of the Corporation.

Section 6. *Proxies.* Each Regular Member of the Corporation shall be entitled to one (1) vote per household, as defined in Article V. The Board of Directors will provide the proxies that must be completed by the Regular Members who are in good standing as described in Article V, and who are unable to vote in person. At all meetings of the Members, a Member may vote by proxy

executed in writing. Such proxy shall be filed with the Secretary before or at the time of the meeting. No proxy shall be valid after sixty (60) days from the date of its execution, unless otherwise provided by the proxy.

Section 7. *Notice.* Written notice of meetings shall consist of the following: (1) hand delivery; (2) electronic mail; or (3) first class mail to the Members at the address listed in the membership records located with the Treasurer.

## **ARTICLE IX – BOARD OF DIRECTORS**

Section 1. *Board of Directors.* The Board of Directors shall be Regular Members in good standing as defined in Article V, and shall consist of the (1) President; (2) Vice President; (3) Treasurer; (4) Secretary; and (5) three (3) Members at Large, defined immediately below in Section 2. At no time shall there be less than five (5) Directors serving on the Board of Directors.

Section 2. *Members at Large.* Members at Large consist of Regular Members who are in good standing as defined in Article V.

Section 3. *Nomination of the Board of Directors.* The Board of Directors, or Nominating Committee if established, shall present a slate of seven (7) Directors, including a candidate for each of the (1) President; (2) Vice President; (3) Treasurer; (4) Secretary, at the annual meeting, who shall serve for a term of two (2) years. The Nominating Committee shall provide written notice to the Members concerning the slate of Directors at least two (2) weeks prior to the annual meeting.

Section 4. *Election and Term of the Board of Directors.* Directors shall be elected for a term of two (2) years by majority vote of the Regular Members present and qualified to vote at the annual meeting. Directors may serve for a maximum of four (4) consecutive years as an Officer, a maximum of four (4) consecutive years as a Member at Large, and a total of six (6) consecutive years as a Director, including both Officer and Member at Large positions. Directors then shall not be eligible for reelection as a Director for one (1) year.

Section 5. *Duties of the Board of Directors.* Except as otherwise provided in these Bylaws, the Board of Directors shall have charge and general control of the affairs and funds of the Corporation and shall designate the time and place of all meetings except as previously designated under Article VII of these Bylaws. The Board of Directors shall inform the Members of all major proposals and programs presented and the action taken by the Board of Directors.

Section 6. *Meetings of the Board of Directors.* The Board of Directors shall hold regular quarterly meetings during the following months March, June, September, and December. Special meetings may be called by the President. Special meetings may also be called by the written request of two (2) Members of the Board of Directors to the President. Written notice of a special meeting shall be given at least one (1) day prior to the meeting to all Members of the Board of Directors. Notice shall state the purpose of the special meeting and the question(s) to be voted upon.

The Board of Directors shall conduct the affairs of the Corporation and shall perform other duties as authorized by the Membership. The Board of Directors shall keep a record of its meetings, which shall be on file with the Secretary. The Board of Directors shall have the power to employ counsel on behalf of the Corporation when in their judgment counsel is necessary.

No debts shall be incurred on behalf of the Corporation except by an express resolution of the Board of Directors authorizing the incurring of the debt in advance. The Board of Directors shall, however, have no power to make the Corporation liable for any debts amounting to more than half of the amount in the Corporation's bank account.

The Board of Directors shall be responsible to the Members of the Corporation on matters of policy and report to the Members of the Corporation the Board of Directors' recommendations for action. Matters of policy shall include any issue or position considered subject to membership referendum by at least three (3) Members of the Board of Directors.

Meetings of the Board of Directors shall be open to the Members of the Corporation.

Members of the Board of Directors who miss three (3) consecutive meetings without a reasonable excuse shall be notified by the Board of Directors that he/she has forfeited his/her position on the Board of Directors upon recommendation of the President.

Section 7. *Duties.* The powers and duties of the Officers shall be as follows:

- **President:** The President shall be the executive officer of the Corporation, shall call and preside at meetings of the Corporation and the Board of Directors, and shall be member ex officio of all committees, as outlined in Article XII. The President shall appoint the chairmen of all committees and when necessary a Secretary pro tem. The President shall have such powers and perform such duties as may from time to time be vested in the President by the Corporation.
- **Vice President:** The Vice President shall assist the President and shall assume all duties of the President in his/her absence or temporary inability to serve. The Vice President shall automatically be an ex-officio member of all Committees.
- **Treasurer:** The Treasurer shall be the official custodian of all moneys of the Corporation. The Treasurer shall be responsible for the financial affairs of the Corporation, including the care and custody of the Association's membership and park maintenance funds, certificate of deposit, and all other financial records. The Treasurer shall keep the Members and the Board of Directors informed of fiscal affairs and presents a quarterly and annual report to the Members. The Treasurer shall supervise the financial affairs of the Corporation according to acceptable accounting procedures for audit purposes. The Treasurer shall make all financial records available at all times to inspection by any Member. The Treasurer is authorized to pay expenses of the Corporation in the amount of not more than Two Thousand Dollars (\$2000.00). Expenses in excess of Two Thousand Dollars (\$2000.00) (or such other amount as the Board from

time to time may determine) shall be incurred and paid only in accordance with the budget or by order of the Board of Directors. The Treasurer shall keep a current list of the Members; records of the membership dues; and send bills to the Regular Members.

- **Secretary:** The Secretary shall keep the minutes at the meetings of the Corporation and the Board of Directors. The Secretary shall maintain a file containing essential records, which shall be transmitted to his/her successor at the close of the Secretary's term of office. The Secretary shall send notices of all meetings and direct all mailings of the Corporation. The Secretary shall perform such other duties as are traditionally performed by a corporate secretary.

Section 8. *Quorum.* A majority of the Regular Members of the Board of Directors shall constitute a quorum for the respective meetings. In the event of lack of a quorum, the meeting of the Board of Directors shall be postponed. Notice of a postponed meetings shall be the same as for a special or a called meeting.

Section 9. *Resignation of Board of Directors.* Any Director may resign at any time by providing written notice to the Board of Directors. Such resignation shall take effect at the time specified therein. Acceptance by the Board of Directors of such resignation shall not be necessary to make it effective.

Section 10. *Removal of Board of Directors.* Directors may be removed from office at any time, with or without cause, upon a majority vote of the Board of Directors at a meeting called for that purpose. Written notice of the interest to remove a Director shall consist of the following: (1) hand delivery; (2) electronic mail; ; and (3) first class mail to the Member at the address listed in the membership records located with the Treasurer.

Section 11. *Vacancies.* Vacancies in the Board of Directors shall be deemed to exist in the event of the resignation, removal, or death of a Director, or in the event of an increase in the number of Directors. Any such vacancy shall be filled by a majority vote of the remaining Directors. A Director elected to fill a vacancy shall hold office for the unexpired term of his predecessor, and then shall be elected for a term of two (2) years, and will be eligible for an additional term of two (2) years, and then shall not be eligible for reelection for one (1) year.

Section 12. *Notice.* Written notice for purposes of this article shall consist of the following: (1) hand delivery; (2) electronic mail; or (3) first class mail to the Members at the address listed in the membership records located with the Treasurer.

## **ARTICLE X – COMPENSATION OF DIRECTORS AND OFFICERS**

Section 1. *Compensation of Directors and Officers.* Directors and Officers shall not receive any compensation for their services as such; however, the Board of Directors may authorize reasonable reimbursement for all expenses incurred in connection with the performance of services for the Corporation.

## **ARTICLE XI – LIABILITY AND INDEMNIFICATION OF**

## **DIRECTORS AND OFFICERS**

Section 1. *Liability.* In the absence of fraud or bad faith, the Directors and Officers of the Corporation shall not be personally liable for its debts, obligations, or liabilities.

Section 2. *Indemnification.* The Corporation shall indemnify any Director or Officer, or former Director or Officer, against expenses incurred in connection with the defense of any action, suit, or proceeding in which he is made a party by reason of being, or having been, such Director or Officer, to the maximum extent permitted by law. Such indemnification shall not be deemed exclusive of any other rights to which such Director or Officer may be entitled, under any Bylaw provision, agreement, vote of the Board of Director, or otherwise.

Section 3. *Prohibition Against Self Dealing.* Anything contained in this Article to the contrary notwithstanding, the Corporation shall in no event indemnify any person otherwise entitled to such indemnification if such indemnification would constitute “self dealing” as defined in Section 4941 of the Internal Revenue Code of 1986, as amended.

## **ARTICLE XII – COMMITTEES**

Section 1. *Committees.* There should at all times be the following committees: (1) Architectural Review Committee (“ARC”); and (2) Parks Committee. The Corporation may from time to time have such other Committees as the Board of Directors may determine or as the affairs of the Corporation may require.

Section 2. *Nominating Committee.* A Nominating Committee, if established, should consist of three (3) Members of the Corporation appointed by the President with the assistance and approval of the Board of Directors. Such Nominating Committee shall prepare a slate of Officers and Directors and propose candidates to fill vacancies on the Board. The Secretary shall serve as ex officio as Secretary of the Nominating Committee without a vote.

Section 3. *Finance Committee.* A Finance Committee, if established, should consist of the Treasurer who will serve as Chairperson and two (2) Members of the Corporation. The Finance Committee shall prepare an annual budget to be presented to the Members at the annual meeting.

Section 4. *Architectural Review Committee (“ARC”).* The ARC should consist of a Chairperson who is a Regular Member, and three (3) other Regular Members of the Corporation all of whom are Regular Members who own property in the Geographic Area as defined in Article II, who are appointed by the President with the assistance and approval of the Board of Directors.

The ARC shall serve to uphold the adopted OCEDS, attached hereto as **Exhibit A**, as described in the Deed of 119 West Hill Street and 137 Welcome Alley and referenced in all property deeds recorded among the land records in Baltimore City, Maryland.



The ARC shall review and investigate promptly all reports of Otterbein properties that are not in compliance with the adopted OCEDS, and shall forward to the information to the Board of Directors all reports and the ARC's findings for appropriate action and disposition.

The ARC shall review and approve all submission, for conformance with the letter and intent of the adopted OCEDS including all homesteads, existing buildings, infill and multifamily development within the Geographic Area defined in Article II.

The ARC will endorse variances from the adopted standards in substantive, individual cases to the Baltimore City Department of Housing and Community Development ("BCDHCD"). The ARC will recommend to the Members and the BCDHCD additions to the standards. The ARC will inform the BCDHCD of observed deviations from approved submissions.

The ARC shall prepare and provide a report to be presented to the Members at the quarterly meetings and the annual meeting.

Section 5. *Parks Committee.* The Parks Committee should consist of a Chairperson who is a Member of the Corporation and three (3) Members of the Corporation appointed by the President with the assistance and approval of the Board of Directors. The Parks Committee shall be responsible for the upkeep and maintenance of the seven (7) parks, located in the Geographic Area, as defined in Article II. The Parks Committee is also responsible for maintaining and renewing the Otterbein Parks Agreement (lease) with the City of Baltimore. The Parks Committee shall prepare and provide a report to be presented to the Members at the quarterly meetings and the annual meeting. Listed in Article II are the names and locations of the seven (7) parks located in the Geographic Area.

Section 6. *Events Committee.* The Events Committee, if established, should consist of a Chairperson who is a Member of the Corporation and three (3) Members of the Corporation appointed by the President with the assistance and approval of the Board of Directors. The Events Committee shall plan, prepare, and communicate events to the Members, in an effort to strive for neighborhood cohesiveness.

The Board of Directors will approve all events and activities presented by the Events Committee before any of the events and activities are communicated to the Members.

Section 7. *Mullion Committee.* The Mullion Committee, if established, should consist of a Chairperson who is a Member of the Corporation and three (3) Members of the Corporation appointed by the President with the assistance and approval of the Board of Directors. The Mullion Committee shall prepare and distribute a quarterly newsletter, entitled the *Mullion*, which will be distributed and made available to the Members of the Corporation.

### **ARTICLE XIII – PARLIAMENTARY AUTHORITY**

Section 1. *Parliamentary Authority.* Robert's Rules of Order, Revised shall be the parliamentary authority for all matters of procedure not specifically covered by these Bylaws or the Articles of Incorporation of the Corporation.

## **ARTICLE XIV – TESTIMONY BEFORE ZONING OR SIMILAR TRIBUNALS**

Section 1. *Testimony Before Zoning or Similar Tribunals.* A resolution passed at any meeting, annual meeting, or special meeting of the Corporation shall be deemed full and proper authority for any Officers and any other Member so designated by the Corporation to testify on behalf of the Corporation at such proceedings, and report fairly the actions of the Members.

## **ARTICLE XV – AMENDMENTS**

Section 1. *Amendments.* The Bylaws may be amended by a two-thirds (2/3) vote of the eligible Regular Members present and qualified to vote at any meeting of the Corporation provided that the proposed amendment(s) shall have been previously submitted to, but not necessarily approved by, the Board of Directors. Notice of proposed amendment(s) shall be given to each member at least two (2) weeks prior to the date of the meeting.

Section 2. *Notice.* Written notice of any amendment(s) shall consist of the following: (1) hand delivery; (2) electronic mail; or (3) first class mail to the Member at the address listed in the membership records located with the Treasurer.

## **ARTICLE XVI – DISSOLUTION**

Section 1. *Dissolution.* Should it become necessary to dissolve the Corporation, a special Board of Directors meeting shall be called to adopt such a resolution and dissolution shall proceed in accordance with the Articles of Incorporation and the laws of the state of Maryland.

Specifically, upon the dissolution of the Corporation, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the Corporation, dispose of all assets of the Corporation exclusively for the purpose of the Corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes, as shall at the time qualify as an exempt organization or organizations under Section 501(c)(4) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue law), as the Board of Directors shall determine. Any assets not disposed of shall be disposed of by any court of competent jurisdiction in the country or city in which the Corporation's principal office is located, exclusively for such purposes or to such organizations, as said Court shall determine which are organized and operated exclusively for such purposes.

## **ARTICLE XVII – EFFECT OF PROVISION OF LAW**

Section 1. *Effect of Provision of Law.* Each of the provisions of these Bylaws shall be subject to and controlled by specific provisions of the Maryland Nonprofit Corporation Act or the Articles of Incorporation which relate to their subject matter, and shall also be subject to any expectations or more specific provisions dealing with the subject matter appearing in these Bylaws, as amended from time to time.

Otterbein Covenants and Exterior Design Standards, 2018 edition

Otterbein Covenants – Background

The Otterbein Covenants and Exterior Design Standards are included in the City's Plats of the Inner Harbor West Residential Plan - Otterbein Project Subdivision. Otterbein properties, homesteads and new development properties within the following boundaries are subject to both the Otterbein Covenants and the Exterior Design Standards: the south side of Barre Street on the north, the west side of Hanover Street on the east, the east side of Sharp Street on the west and the south side of Hill Street on the south (both the 100 and 200 blocks).

For further information regarding exterior design changes, contact the Chair of the Otterbein Community Association Architectural Review Committee. For information about park maintenance fees, contact the Treasurer of the OCA. The following Covenants appear in the deed to the property 119 West Hill Street, also known as the Foster deed. This deed, or a substantially similar one for 137 Welcome Alley, is referenced in all property deeds in the Otterbein Area.

The Covenants

It is understood and agreed that the conveyance of the property hereinbefore described is made and accepted, and the realty is granted on and subject to the following covenants, conditions, restrictions and reservations:

- a) The realty in the Otterbein Project, both the land and the improvements thereon, is restricted to residential, non-commercial and non-industrial uses only, except as hereinafter expressly provided. Rental of any property, in whole or in part, with a term of less than 30 days is prohibited, unless the property owner is simultaneously residing in the residence during the term of the rental.
- b) The residential improvements granted are restricted to use as a single-family dwelling containing no more than one household, unless multi-family dwelling units have been designated and approved therefor by the Department of Housing and Community Development (hereinafter called "Department") in which case multifamily dwelling units, not to exceed the maximum number designated and approved therefor by the Department may be permitted.
- c) The above provisions notwithstanding, nothing herein contained shall prohibit any resident family member from practicing, for profit or otherwise, any of the arts (which shall include but not be limited to: ceramics, music, painting, photography, sculpture and the like), any handicraft or homecraft (which shall include but not be limited to: embroidery, weaving, sewing, woodworking, carving, candle making, and the like) or any profession (which shall include, but not be limited to: accounting, architecture, dentistry, law, medicine, the ministry, psychiatry and the like), provided that such activity does not involve the regular employment, with or without a salary, of more than one secretary, assistant or helper who is not a resident family member, and provided further that such activity does not involve offensive, disagreeable or other noxious sounds, noises, odors or smells, or any unusual congestion of clients, patients, patrons or customers outside the residential improvements hereby granted,

874 - Several Lots  
 883 - Several Lots  
 884 - Several Lots  
 894 - Several Lots

Otterbein Covenants and Exterior Design Standards, 2018 edition

detrimental to the peaceful use and quiet enjoyment of the other residential properties in its vicinity.

- d) All buildings, structures and other improvements upon the realty hereby granted shall be kept, maintained and preserved in conformity with the architectural drawings, plans and specifications heretofore approved therefor by the Department or its authorized representative.
- e) Any and all additions, alterations or other changes to the buildings, structures and other improvements upon the realty hereby granted affecting the exterior appearance thereof shall be subject to the prior written approval of the Department or its authorized representative.
- f) No building, structure or other improvement upon the realty hereby granted shall be demolished, razed, torn down or removed unless rebuilt and replaced within eighteen (18) months thereafter for the same use, and in substantially the same form and design, or in a form and design compatible with other improvements existing at the time within the Otterbein Homestead Area of Baltimore City, more particularly described below.
- g) Any and all new buildings, structures and other improvements, and any and all replacement buildings, structures and other improvements, shall be subject to prior written approval of the Department or its authorized representative.
- h) The land, exclusive of any building, structure or other change, hereby granted, shall not be subject to subdivision for any purpose of transferring, conveying, granting, selling or leasing any interest in any part or parcel, other than the whole, thereof, except those lots which have been or are to be sold for development of multiple dwellings pursuant to Disposition Agreement between the City and other Developers, provide, however, that nothing herein contained shall prohibit owners of adjacent and adjoining lands from adjusting the boundary lines between their respective properties or from conveying from one to the other special easements, uses ways, exits, entrances and the like.
- i) Any tool shed outbuildings, or shacks shall be subject to the prior written approval of the Department or its authorized representative.

No permanent clothesline structure or similar fixture in pipe, rail, wooden pole or planking, with or without wires, ropes or lines shall be placed, constructed, erected, kept or maintained on any part or parcel of the land hereby granted.

- j) No four-wheeled personal or recreational vehicles, trailers, or camper bodies or any portion thereof, nor any boat or permanently erected tent shall be placed or stored on any part or parcel of the land hereby granted, except as approved by the Department.

Otterbein Covenants and Exterior Design Standards, 2018 edition

- k) All waste, garbage, trash, debris and refuse deposited, placed and held outside the residential structure hereby granted upon any part or parcel of the land hereby granted shall be deposited, placed and held only in closed containers of such design, construction, quality and condition as to prevent any escape therefrom, any emission of offensive, disagreeable or noxious odors and smells, any attraction to or enticement of vermin and pests, and any hazard to health and safety.
- l) No part or parcel of the land hereby granted shall be fenced, walled or otherwise enclosed except in such manner and out of such materials as in conformity with plans approved by the Department or its authorized representative. No signs, billboards, or advertising devices of any kind shall be placed, installed or affixed upon the realty hereby granted, provided that nothing herein contained shall prohibit the placing, installation or affixing
  - a. in the immediate vicinity of an entrance to the residential structure hereby granted, of a name plate, not to exceed twelve inches (12") in length and six inches (6") in height, setting forth in plain and simple lettering the name of any current resident or residents, with or without professional, trade or vocational designations, and no more; or
  - b. signs for real estate sales and rentals, not to exceed 30" x 24" in size.
- m) All house pets kept within, upon or about the realty to be granted shall be kept in humane manner, without health or safety hazard and without nuisance.
- n) The purpose of the covenants, conditions, restrictions, and reservations aforesaid are: to conserve, preserve and maintain the unique and historic character of the Otterbein Homestead Area of Baltimore City, a part of said City's Inner Harbor West Renewal Project, which area is more particularly described as that area bounded by Barre Street on the north, Hanover Street on the east, Hughes Street on the south and Sharp Street on the west; to insure the use of the realty hereby granted for attractive residential purposes only; to prevent impairment of the attractiveness and historicity of the realty hereby granted; to prevent nuisances; and to prevent neglect, abandonment, and dereliction of realty located in the area thereby securing to each owner and occupant of realty located in the area the full benefit and enjoyment of his or her realty with no greater restriction on the free and undisturbed use of his or her realty than is necessary to insure the same advantages to the other owners and occupants of realties located in the Area and creating a viable residential community in the downtown area of Baltimore City with sufficient tax basis to provide the Mayor and City Council thereof with adequate and appropriate resources for the furnishing of their essential public services. Accordingly, the covenants, conditions, restrictions and reservations aforesaid are made for the mutual, individual, joint and several benefits of all the real properties located in the Otterbein Homestead Area, more particularly described above, including those retained by Grantor, those granted to Grantees (hereinafter referred to as the "servient real property") and all others owned and occupied in the Area.

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- o) Each covenant, condition, restriction and reservation aforesaid shall apply to and run with the realty hereby granted and the servient real property for a period of twenty (20) years, starting with the date of this deed, together with any and all successive extension periods as may be effected in accordance with Section (p) hereof.
- p) The covenants, conditions, restrictions, and reservations aforesaid may be extended, beyond the period of twenty (20) years from the date hereof, in whole or part, for successive periods of ten (10) years each by majority vote of all the owners of real properties located in the Otterbein Homestead Area, more particularly described above; such owners may effect such an extension by executing and acknowledging an appropriate agreement or certificate to such effect and filing the same for record in the Land Records Office of Baltimore City, State of Maryland, at least six (6) months prior to the expiration of the covenants, conditions, restrictions and reservations sought to be renewed; and filing of such instruments shall be effective to renew any and all covenants, restrictions and reservations contained herein, or portions thereof, which may be so specified in such instrument, and to remove any of the covenants, conditions, restrictions and reservations not so specified.
- q) It is expressly understood and agreed that it shall be lawful not only for Grantor, its heirs, successors and assigns, but also for the owner or owners of any real properties located within the Otterbein Homestead Area, more particularly described above, deriving title through grant by Grantor, to institute and prosecute any proceedings at law or in equity against the person or persons violating or threatening to violate any of the covenants, conditions, restrictions and reservations aforesaid.
- r) It is expressly understood and agreed that the City and the Otterbein Community Association, Inc. shall have the right to institute and prosecute any proceedings at law or in equity against person or persons violating or threatening to violate any of the covenants, conditions, restrictions, and reservations aforesaid provided said Association remains a non-profit corporation, and provided further that the articles of incorporation of said Association shall specify, among the purposes and duties of said Association, the enforcement of all the covenants, conditions, restrictions and reservations aforesaid.
- s) It is expressly understood and agreed that any owner or owners of any real property located within the Otterbein Homestead Area, more particularly described above, deriving title from or through grant by Grantor, may convey any and all of his, her, or their right to institute and prosecute any proceedings at law or in equity against the person or persons violating or threatening to violate any of the covenants, conditions, restrictions and reservations aforesaid to the Otterbein Community Association, Inc. provided said Association remains a nonprofit corporation, and provided further that the articles of incorporation of said Association shall specify, among the purposes and duties of said Association, the enforcement of all the covenants, conditions, restrictions and reservations aforesaid.



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- t) It is expressly understood and agreed that if any covenant, condition, restriction or reservation aforesaid, or any portion thereof, be or become invalid or void, such invalidity or voidness shall in no way affect any other covenant, condition, restriction or reservation, or any other portion thereof.
- u) The parties of the second part, his, her, their heirs, and assigns shall be liable annually for the proportionate amount hereinafter set forth for the cost of maintenance of the common areas of the Otterbein Project (hereinafter called "Maintenance Charge") to include the fertilizing, pruning, and watering of all trees, shrubbery, and ground cover of any kind of material to assure their continued growth; grass cutting, maintaining all trees, shrubbery, ground cover, and equipment installed upon the common area if any, in a neat, clean, orderly, sanitary, and safe condition; removal of refuse, rubbish, snow, and ice from walkways in the common area as shown on the Plat recorded with the Lease and Maintenance Agreement between the Mayor and City Council of Baltimore and the Otterbein Community Association, Inc. The Obligation to maintain the common areas in the Otterbein Project and the right to collect maintenance charges from all Otterbein Project landowners has been granted to the Association under the terms of said Lease and Maintenance Agreement, which is to be executed and recorded among the Land Records of Baltimore City. [Liber 3884, page 859 through Liber 3884, page 864, dated February 6, 1980] The maintenance charges collected shall be known as the Otterbein Maintenance Fund. No maintenance charge collected shall be used for the employment of personnel and or administration, other than ancillary postage and stationery necessary for billing and collection purposes. Reversionary title to all of the said common areas as shown on the Plat filed with the aforesaid Maintenance Agreement is retained by the Mayor and City Council of Baltimore. The "proportionate amount" shall be the product determined by multiplying the total Annual Maintenance Cost by a fraction, the numerator of which shall be the number of dwelling units located or to be located or to be constructed in the lot conveyed and the denominator shall be 199, which is the total number of dwellings existing or to be constructed in the Otterbein Project. An annual bill shall be submitted by the Association to the said parties of the second part, his, her, or their heirs and assigns at the beginning of each fiscal year of the Association, now July 1st, by July 1st, of that year, or within ten (10) days after the mailing of such bill by the Association to the last known address for said party as shown on the Association records and to be paid to the Association in advance for each quarter thereafter. Notwithstanding anything to the contrary herein, it is agreed by the parties hereto that the Association shall have the power to charge for a proportionate part of a year or after July lot of any year. If a deficit occurs in the Otterbein Maintenance fund in any year, said deficit may be made up from the Fund collected during succeeding years. Thereafter, payments shall be made as heretofore set forth. Billing for maintenance charges for the first year shall be on an estimated basis with proper adjustments against actual proportional amounts being allowed in future billing. The Association may adjust the annual charge from year to year, as the need of the common area, in its judgment, requires.

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- v) If the owner of any part of land in the Otterbein Project shall fail to pay when due for any charge for said common areas, as heretofore set forth, the Grantor shall have the right to collect same and enforce this covenant after assignment of said delinquent account to the Grantor by the Association. It is expressly agreed that the said maintenance charges for the common area shall be a lien or an encumbrance on the land with respect to which said charges are made, and it is expressly stated that by the acceptance of title to any of the land included in said Otterbein Project, the owner (not including thereby a mortgagee) from the time of acquiring title thereto, shall be held to have covenanted and agreed to pay to the Association all charges provided for aforesaid, due and unpaid at the time of his acquiring title in respect of the land so acquired and all such charges thereof falling due as long as he, she or they shall hold title, without the right in any event to reimbursement for charges that he may pay in advance; a certificate in writing signed by an officer of the Association shall be given on demand for any owner liable for said charges, setting forth the status of such owner and of the land in reference to which the inquiry is made, with respect to such charges; such certificate in favor of anyone relying thereon to his damage shall be binding on the Association. By his acceptance of title, each owner shall be held to vest in the party of the first part subject to the assignment aforesaid, the right and power, in its own name, to take and prosecute all actions or suits, legal, equitable, or otherwise, which may in the opinion of the party of the first part be necessary and advisable for the collection of such charges. Any maintenance charges collected by the party of the first part shall be paid back to the Association, less the cost of collecting such charges. Said charges at the discretion of and with the consent in writing of the Association, signed by the President or Vice President and upon such conditions as it may impose, may be made subject to the lien of any mortgage on any part of said tract, provided that such subordination shall apply only to the charges that shall become payable prior to the passing of title under the foreclosure of such mortgage, and nothing herein or in consent to subordination given by the Association shall be held to affect rights herein given to enforce the collections of such charges accruing after sale under foreclosure of such mortgage. [Maintenance Agreement modification dated Jun 22, 1999, Liber 3884, folio 853: Late Fee Charge. The Otterbein Community Association may charge a late payment fee for Otterbein project landowners who do not pay the maintenance charges as outlined in section (u) of the Otterbein covenants in a timely fashion. The late fee will be determined as follows: Maintenance charges not paid within 60 days of the date of the annual bill will be subject to a late fee of \$10.00 or 10% of the maintenance charge billed for that year, whichever is higher, and such late fee will continue to accrue for each succeeding 60 day period of nonpayment up to a maximum of 50% of the amount billed for that year.] The provisions herein contained shall run with and bind the land in the Otterbein Project and shall inure to the benefit of the party of the first part and the owner of any land included in the Otterbein Project, their heirs and assigns, and failure by the Association, or any landowner to enforce any restriction, condition, covenant or agreement herein shall in no event be deemed a waiver of the right to do so thereafter as to the same breach or as to any breach occurring prior or subsequently thereto.
- w) Whenever used, the singular shall include the plural, the plural the singular, and the use of any gender shall be applicable to all genders, and all covenants and obligations of plural



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parties hereto shall be joint and several.

## Otterbein Exterior Design Standards

Properties in the Otterbein Community Association (OCA) boundaries are subject to both the Otterbein Exterior Design Standards and the Baltimore City Commission for Historical and Architectural Review (CHAP) Design Guidelines. The purpose of these Standards and Guidelines is to preserve the architectural character of the Otterbein neighborhood while allowing homeowners to take advantage of improvements in building materials and techniques. For the most part, the OCA Standards echo the CHAP Guidelines, with additional restrictions in a small number of areas.

These Standards were revised in 2018 to remove outdated items that only applied to the period of major restoration and renovation after the establishment of the Otterbein district, correct typographical and other errors, clarify statements, and increase consistency with the CHAP guidelines.

Exterior changes to all properties within Baltimore City's historic districts and local Landmarks must be approved by the CHAP or its staff. This approval is demonstrated by CHAP issuing an Authorization to Proceed. CHAP approval must be obtained prior to receiving a building permit. All work addressed in these guidelines requires CHAP review.

For both minor and major projects, the applicant shall simultaneously submit an Application for Authorization to Proceed to CHAP staff and to the OCA Architectural Review Committee (ARC). The application will be reviewed for completeness and compliance with the Baltimore City Historic Preservation Design Guidelines and the OCA covenants. CHAP staff will coordinate with the OCA ARC. For major projects, a Request for Pre-Development Meeting must also be submitted to the City. You will find more information on the criteria for minor versus major projects and the CHAP requirements at sections 3.3 and 3.4 of the CHAP rules and regulations on its website.

### A. Front Façade

1. Brick work shall be repaired, cleaned and repointed, and existing window, door and alleyway openings shall be retained or restored to period size and proportion.
2. Architectural appointments, including but not limited to lintels, sills, fascias, cornices, and eaves, shall be restored or duplicated to period style.
3. Front facades of adjoining buildings of similar architectural style as listed in Addendum A, shall have uniform roof materials in complementary colors.
4. Existing dormers and chimneys on the fronts shall be retained; repairs or reconstruction shall be to presently existing dimensions and planes.
5. Roof pitches (as seen from the street) are to be retained.
6. Period storefronts as listed in Addendum B may be retained and restored or the facades may be rebuilt to proportions of period residential style.
7. Adjoining houses of similar architectural style in continuous groups as listed in Addendum A must conform in shutter treatment if shutters are chosen, but shutters are not mandatory within a continuous group.

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**B. Side Façade**

Corner units that face two streets shall retain existing compatible openings or introduce new openings that are compatible to and consistent with the existing front or entrance facade.

**C. Rear Façade**

1. Existing additions may be retained or removed.
2. New additions or alterations shall be compatible with existing structure and rear facade in both material and scale, and shall provide a transition between original structure and new additions.
3. New additions or alterations shall not be located within three feet of a common property line without written approval of adjacent homesteader(s)/owner(s), to prevent intrusion upon adjacent natural light source.
4. Fences or yard enclosures shall be brick, stone, stuccoed masonry, wrought iron or wood.
5. Sheds, storage building, or other outbuildings in rear yard may be incorporated into the fence structure using compatible materials, but not more than the height of the fence.

**D. Walls/Brick**

1. Existing brick surfaces on front facades shall be restored and preserved.
2. Deteriorated or missing brickwork (including new front facades) shall be repaired to be inconspicuous and compatible with existing brickwork in size, texture, bond, as well as brick and mortar color.
3. The preservation of raw brick surfaces shall be attained without the use of paint. Previously unpainted masonry may not be painted.

**E. Windows**

1. When replacing windows on front and side facades (visible from street or public walkway) the replacement windows (see CHAP 1.7.3) must visually match the historic windows in size, type, configuration, form, detail, and overall appearance and conform to the following:
  - a. Must fit properly within original opening and replicate the historic dimensions and profiles of the frames, sashes, and style of the existing window;
  - b. Simulated divided lights (SDL) may be used if the muntin bars match historic profiles and are permanently adhered to both sides of the glass with interior spacer bars;
  - c. All window frames and sashes shall be painted wood, aluminum-clad wood or alternative material that matches the historic visual appearance of the existing window;
  - d. Exterior storm windows shall not be permitted, but are allowed on the interior, if not visually noticeable from the exterior;
  - e. Rear façade windows should be harmonious with other facades but have the option of containing contemporary enlarged openings, such as fixed glass, sliding glass windows and doors.

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2. Shutters shall be of louvered or paneled design and be painted wood construction or alternative material that matches the historic visual appearance of the shutters. Shutters shall be operable and fit opening.
3. Wrought iron "burglar bars" shall be allowed.
4. Awnings shall be prohibited on front façade.
5. The size, location, or shape of window openings shall not be altered.

F. Roof Area

1. Existing roof pitches, dormers and eaves on Federal Row units shall be retained; repaired or reconstruction shall be to presently existing dimensions and planes.
2. Fascias and cornices on Greek Revival units shall be retained, restored, or duplicated to period style.
3. Existing chimneys visible on front façade shall be retained and restored to period style.
4. Roof materials on the front roof slope of Federal Row units shall be standing-seam metal, dark fiberglass shingles, or slate, or acceptable alternative materials.
5. All front façade gutters shall be of half-round design; downspouts and leaders shall be of round ' design; and all shall be copper, aluminum or galvanized painted with dark colors.
6. New additions and rear roof alterations shall not adversely affect existing natural light of the adjoining neighbors' roof without written approval of adjacent neighbor.
7. See A.3 for roof material restrictions.

G. Entrances

1. Doors on front facade shall be painted wood panel, smooth fiberglass (no wood grain), or acceptable alternative material construction in period style.
2. Existing transoms, and other embellishments characteristic of period style shall be retained, restored or duplicated.
3. Shutters on the front facade shall be of louvered or paneled design, and painted wood, wood composite, or acceptable alternative material construction and shall be operable and fit the opening.
4. Stoop and step materials shall be stone, wood or brick.
5. Cheek walls on stoops and steps shall not be permitted.
6. Wrought iron railing shall be permitted if dark in color, and consistent with period style.
7. Exterior lighting of a design appropriate to the period style shall be above or flanking the front entrance.
8. Exterior storm doors on front facades shall not be permitted.
9. Existing private sally ports shall be retained for a minimum of six feet back from front facade.
10. Hardware shall be brass or bronze finish or dark painted metal and consistent with period style.
11. Door shutters shall be used only on units without entrance casings. Railings shall not interfere with the apparent operation of the shutters.

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#### H. Contemporary Conveniences

1. The following shall not be permitted where visible from the street: Window air conditioning units, utility vents and grills, water meters, gas and electric meters.
2. Install television dishes, antennas, and security cameras in the least obtrusive location possible. Select security camera models that are as small in size as possible. Do not damage or remove historic materials or obscure historic features when installing security cameras. Attachments should be made through mortar joints rather than masonry.
3. Condensing units and solar panels shall not be visible from the street or public walkways. When no such placement is possible, installation shall be in the least obtrusive location possible.

#### I. Non-conforming Structures

Those structures which do not represent the 19th Century architectural styles of the Otterbein district should conform to those guidelines that are applicable. These include guidelines for brick preservation, roofs, windows, entrances, and contemporary conveniences. While individual circumstances can vary, non-conforming structures should respect adjoining buildings in material, color, and proportions.

#### J. Alternative Materials

Upon request, if available, and to aid consideration of the use of alternative materials, the homeowner is required to submit product literature that states the ability to accurately replicate the visual and aesthetic characteristics of the historic material.

#### K. Paint Colors

Most paint manufacturers have a line of "historic" colors (which contain a wide range of muted colors) and these are preferred. Select paint colors that are stylistically appropriate for the time and period of the neighborhood.

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Addendum A:

Front Facades of adjoining buildings of similar architectural style:

109 – 111 W. Barre Street	102 – 104 W. Lee Street
113 – 115 W. Barre -Street	106 – 110 W. Lee Street
131 – 135 W. Barre Street	103 – 105 W. Lee Street
113 – 115 W. Lee Street	
111 – 113 Welcome Alley	
115 – 117 Welcome Alley	516 – 520 S. Hanover Street
119 – 123 Welcome Alley	526 – 530 S. Hanover Street
706 – 708 S. Hanover Street	
105 – 107 W. Hill Street	710 – 712 S. Hanover Street
109 – 111 W. Hill Street	
119 – 123 W. Hill Street	
133 – 135 W. Hill Street	501 – 503 S. Sharp Street
137 – 139 W. Hill Street	519 – 521 S. Sharp Street
525 – 527 S. Sharp Street	
603 – 605 S. Sharp Street	
607 – 609 S. Sharp Street	
709 – 711 S. Sharp Street	

Addendum B:

Period storefronts:

101 W. Hill Street	511 S. Sharp Street
103 W. Hill Street	515 S. Sharp Street
	523 S. Sharp Street
600 S. Hanover Street	531 S. Sharp Street
602 S. Hanover Street	605 S. Sharp Street
618 S. Hanover Street	

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LR - HOA Dep Amendment  
25.00  
HOA Name: OTTERBEIN  
PROJECT SUBDIVISION  
Ref: 109-111 W BARRE  
ST  
Total: 25.00  
11/21/2018 10:36  
CC24-T8  
#11302722 CC0801 -  
Baltimore City  
Hitchcock/CC08.01.06 -  
Register 06





# Otterbein Homestead Area

Guidelines  
For Exterior  
Restoration



**Client:**

Charles Center Inner Harbor Management, Inc.  
Department of Housing and Community Development  
City of Baltimore  
William Donald Schaefer, Mayor

**Prepared By:**

LAND DESIGN/RESEARCH, Inc.  
Columbia, Maryland



# **Otterbein Homestead Area**

**Guidelines  
For Exterior  
Restoration**

WILLIAM DONALD SCHAEFER, Mayor  
OFFICE OF THE MAYOR • CITY OF BALTIMORE  
7th Floor, 131 East Redwood Street, Baltimore, Maryland 21202, (301) 396-3100



To Whom It May Concern:

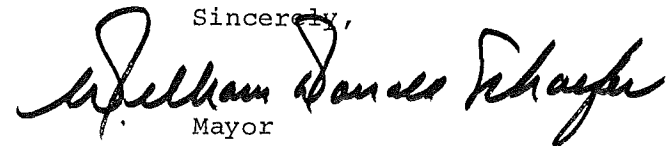
It has been acknowledged that Baltimore offers some of the more distinctive architectural examples of rowhousing in the United States.

2

One strategy employed by Baltimore City to save our architectural heritage and to retain the existing housing stock is the urban homesteading program. The Otterbein Homesteading project is indeed one of Baltimore's more notable and ambitious undertakings as a comprehensive homesteading effort.

Although the concept of homesteading is fairly simple, the execution of a successful project such as Otterbein is quite complex. A successful transformation of the neighborhood will require careful and sensitive rehabilitation efforts by both the City and the residents. It is intended that the publication of this report will communicate clear, informative, and useful guidance to the residents of Otterbein and add another measure of direction in the City's program to establish meaningful guidelines for physical development.

Sincerely,

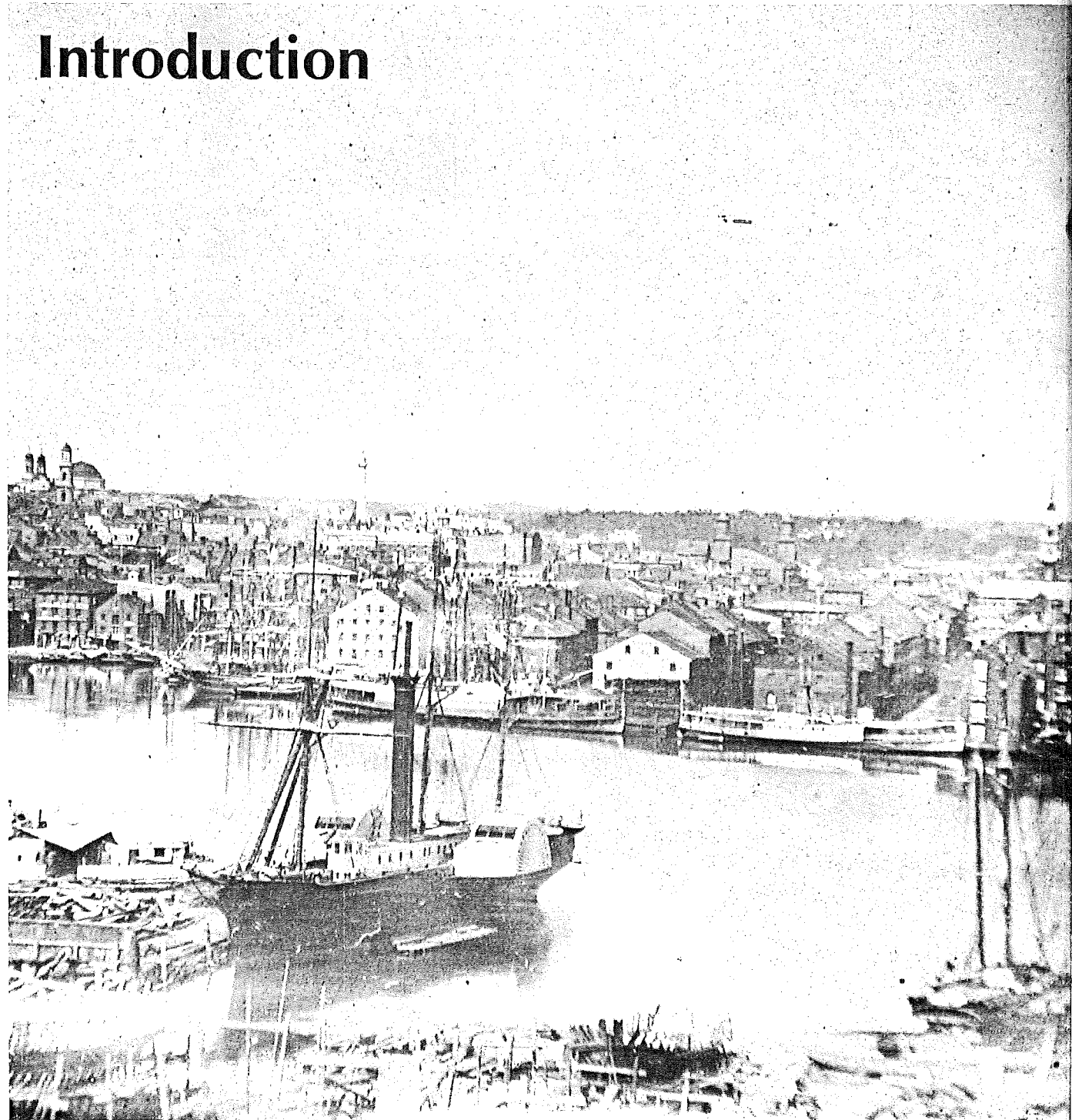
  
Mayor

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# Introduction

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Baltimore about 1851 from Federal Hill looking across the inner harbor

Courtesy Peale Museum

## Area History

In 1785, the existing Old Otterbein Church was built. It later was named for its first pastor Rev. Philip Wilhelm Otterbein.

The area around the church, now called Old Otterbein, was the site of homes owned by some of Baltimore's renowned merchants such as Moses Sheppard and Enoch Pratt, men whose substantial fortunes elevated the City to the status of a world port. Several generals of the War of 1812 also lived on South Charles Street near the Otterbein neighborhood.

Here, close by the once bustling Light and Pratt Street wharves, the commission merchants and bankers lived, keeping an eye on their inventories of tobacco, spices, teas, coffees, sugar, molasses, dry goods, lumber and fruits. They built simple, wide and substantial brick houses, designed as cleanly as were the lines of their sailing ships. Here lived the middlemen; the traders and capitalists who stood between Fells Point's mariners and the American South and West where Baltimore sold her goods.

Otterbein was also home to the merchants' employees and tradespeople, those who kept the ledgers, loomed the wool, brewed the beer and laid the bricks during Baltimore's early growth years.

The homes, shops and workrooms of the tradespeople were built in the same blocks as those of the merchants. Tucked away in little back and side alleys, like Welcome, Homespun and Honey, other dwellings bespeak a time when the City was not economically segregated. During the first half of the 19th century, freed blacks lived alongside whites, in a city loosely segregated by occupation rather than economic station or race. Today, there are magnificent homes scattered throughout the Old Otterbein neighborhood. Many seem to have once had side gardens. The homes opened on large, common squares, backyard breathing spaces that contained an amazing collection of walls and servant quarters.

In the same neighborhood is the Old Marburg Tobacco Company building, at Charles and Camden Street. This 1887 structure, designed by architect Charles Carson has granite swirling detail work, archways and windows decorated in the Adler-Sullivan Chicago style of architecture. Farther west is Camden Station, the 1857 depot that was once the main Baltimore terminal for the B & O railroad. Though modified over the years, it remains a handsome brick building with a golden oak interior.

The Old Otterbein neighborhood's unique role in the economic and social history of Baltimore, its relationship to the Inner Harbor and downtown, and the existing qualities of the homes themselves and the surrounding historic buildings are some of the characteristics making the area worthy of preservation and restoration. Although the Otterbein Homestead Area is not the first concentrated homesteading area in Baltimore, it is certainly the most notable and unique.

## Project Location

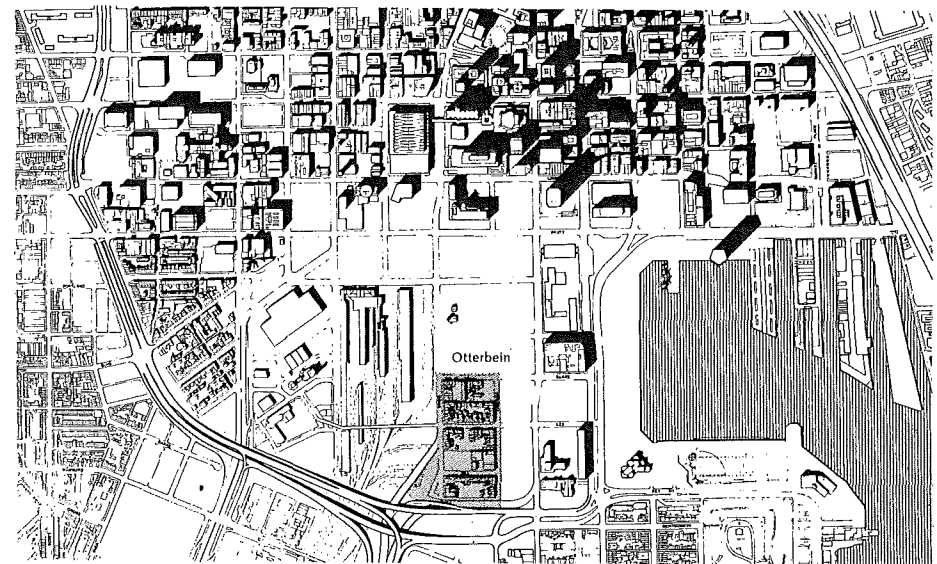
The Otterbein Homestead site is a 2½ city block area approximately 4 blocks

from downtown Baltimore, bordered by Barre Street on the north, Hanover Street on the east, Hughes Street on the south and Sharp Street on the west. The site is east of the Camden Railroad yards, west of Inner Harbor Project I and a part of the Inner Harbor West Residential Development Plan.

Originally, the 130 structures were to be torn down to make way for more modern residential units. However, the intense public interest in the homesteading program, and the historical significance of the Otterbein neighborhood, persuaded the City to modify the master plan to include the homesteading approach.

The Otterbein Homesteading Area is the largest homesteading area in Baltimore. Within the site are approximately 105 houses which have been designated for single family occupancy. In addition, approximately 20 other buildings are planned for multi-family development or other uses. There are also parcels of cleared land designated for some form of future development. The diversity of unit types and future development potential makes this project unique.

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Area Map

# Homesteading

The concept of homesteading was used over 100 years ago as a means of promoting the development of the Western United States. Under the Federal Homestead and Extension Law of 1862, a citizen could obtain up to 160 acres of public land by paying a nominal registration fee. Under this law, millions of acres of land were given to settlers who lived on the land and cultivated it for five years.

The original concept has been modified today to promote the rehabilitation of vacant and neglected houses in urban areas. Baltimore was one of the first cities in the country to use homesteading to revitalize declining neighborhoods. The first property under the Baltimore Homesteading Program was awarded in 1974. Since that time, over one hundred dwellings have been rehabilitated through homesteading.

- 6 Properties are selected for homesteading by the Department of Housing and Community Development from among those acquired by the city. The public is notified of the availability of properties and can apply to the Department of Housing and Community Development for a specific property. One applicant is selected for each property either by a committee or through a lottery as was the case with the Otterbein project.

A cost estimate for the revitalization of the property is obtained and the homesteader has the opportunity to borrow money from the City at a less than market interest rate for the rehabilitation work required.

The homesteader must satisfy certain fire and safety requirements and agree to move into the property within 6 months after rehabilitation work starts.

Within two years from the signing of the homestead agreement, the property must be certified as meeting all applicable code standards. The homesteader then obtains title to the property from the City.

The homesteading program requires a commitment both by the City and by the homesteader in order to be successful. The program, however, provides benefits not only to the City and homesteader, but also to the surrounding community as well. Some of the specific benefits of the homesteading program are:

1. It recycles a neglected segment of the available housing in the community and puts abandoned dwellings back into use and on the tax rolls.
2. It contributes to the revitalization of declining neighborhoods by encouraging improvements to both the immediate residential area and the surrounding community.

3. It increases the opportunity for home ownership to families and individuals who otherwise might not be eligible.
4. It provides residential neighborhoods convenient to downtown cultural facilities and places of work.
5. It makes available older houses with varied architectural details and lower square foot costs than many new houses.

## Project Objectives

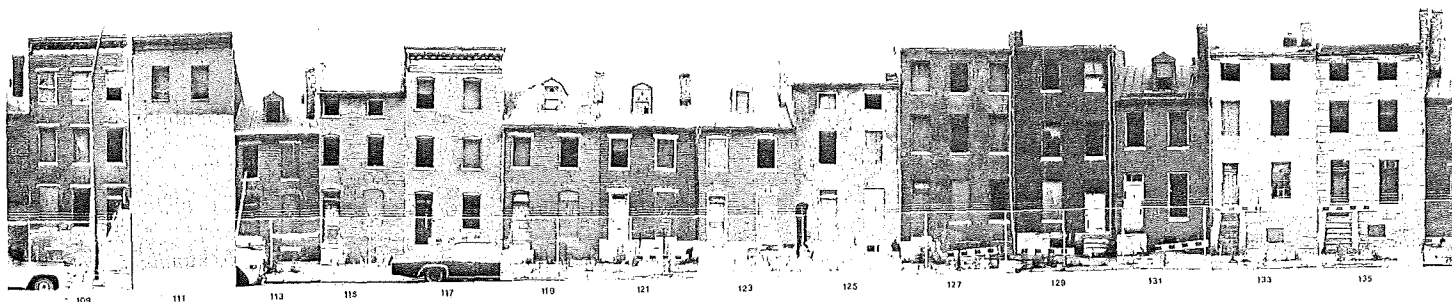
The objective of this project is to create a viable urban residential neighborhood which will preserve and enhance its positive qualities and at the same time function as an integral part of the Inner Harbor West Development Area. This is to be accomplished through the development of neighborhood plans for the restoration of public areas and through the development of exterior restoration guidelines for the buildings.

Although the Otterbein Homestead Area contains the essential elements necessary for a successful revitalization, a thoughtful, comprehensive, and cooperative planning effort is necessary in order to achieve this end. The comprehensive planning effort is intended to:

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## Plann Imple

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Front elevation south side Hill Street

1. develop a master plan and site development plans for the renewal and revitalization of the existing structures and public spaces of Otterbein.
2. develop plans for this historic area that are consistent with the larger framework of the total community plan for the Inner Harbor West Area.
3. develop a system of exterior design guidelines that are clear, educative and informative in nature rather than a mandatory list of requirements.
4. develop a system which deals with all exterior elements of the buildings rather than just street front facades.
5. provide for the direct participation by the future residents of the Otterbein Homesteading Area in the site development planning and the exterior guideline formation.
6. create a system of guidelines that will assist the residents' architectural review committee in monitoring and upholding the environmental quality of the Otterbein Homesteading Area.

## Planning and Implementation

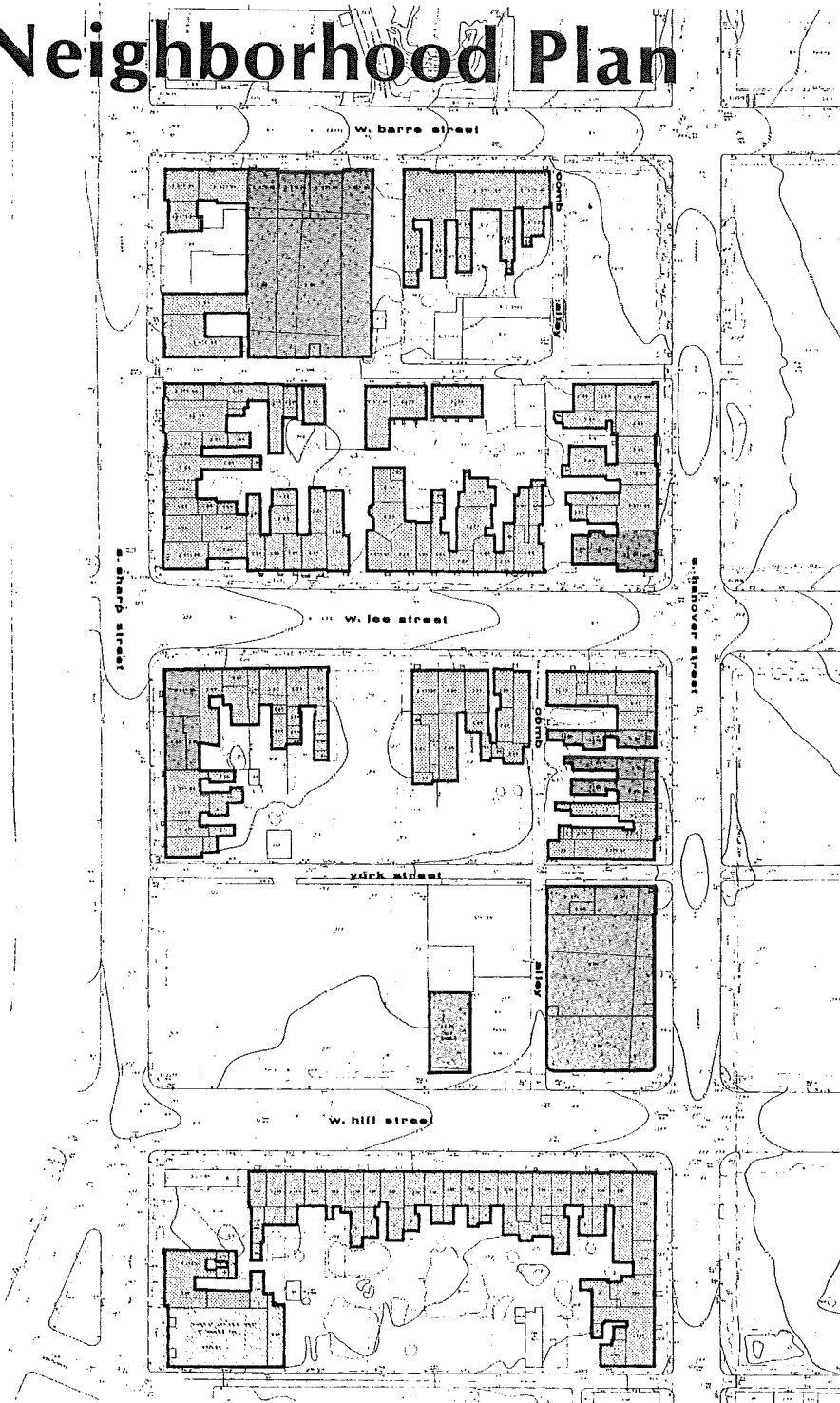
Although the concept of homesteading is fairly simple, the execution of a successful project such as Otterbein is quite complex. A successful transformation of the neighborhood will require careful and sensitive rehabilitation efforts by both the City and the residents. Because of the need for direct resident involvement and the complexity of the project, the City encouraged resident participation in the planning process. This participation has been beneficial since it has made the residents more aware of the need for standards and guidelines. The following chart describes the planning and implementation process and the interaction among the City of Baltimore, the planning consultants — Land Design/Research and the Otterbein residents.

### Planning and Implementation Process

DATE	RESPONSIBLE PARTY	ACTION
Early 1975	Baltimore City	1. Identified Otterbein as a homesteading area and established scope of the project
May 1975		2. Accepted applications for homesteading properties.
July 1975		3. Selected planning consultant and finalized scope of planning work: a) prepare overall site development plan b) prepare exterior design guidelines for restoration c) coordinate the development plan and guidelines with the City, various agencies and the residents
	Land Design/Research	4. Prepared area evaluations, site analysis and architectural evaluations
August 1975		5. Presented site analysis and development alternatives to the City
	Baltimore City	6. Otterbein residents chosen by lottery
September 1975		7. Final site development alternative selected
	Land Design/Research	8. Presented illustrative site plan to Otterbein residents
October 1975	Otterbein Residents	9. Formed a Residents Steering Committee composed of one resident from each of seven geographic districts
	Land Design/Research	10. Presented outline of architectural guidelines through: a) general meetings with all residents b) meetings with Steering Committee c) meetings with residents from each district
	Otterbein residents	11. Provided the consultant with input regarding the overall site plan and guidelines.
November 1975	Land Design/Research	12. Presentation of recommended guidelines to residents.
	Otterbein Residents	13. Approval of each guideline by vote of 75% of residents.
		14. Formation of Resident Architectural Committee.
January 1976	Land Design/Research	15. Publication of guidelines for exterior restoration for single family structures
		16. Final input from the City and the residents and subsequent completion of site development plan
		17. Report of recommendations for multi-family housing infill structures presented to City and residents
Early 1976	Otterbein Residents	18. Completion of design work for single family properties
		19. Sign Homestead agreement and begin unit construction
Summer 1976	Baltimore City	20. Completion of final design and begin public improvements.



# Neighborhood Plan



8

Existing conditions

The development intent of the Otterbein Homestead Area has been to integrate the existing structures and vacant lands into a contiguous and unified neighborhood.

From a physical point of view a neighborhood is an area which takes advantage of its location and relationship with the rest of the City and its activities while at the same time maintaining a separate identity. This definition of the neighborhood has two aspects. First, there is the external aspect which relates it to the rest of the city. Secondly, there is the internal aspect in which it maintains a separate identity.

## External Considerations

The external considerations are those aspects which relate or link Otterbein to the Inner Harbor Area and the rest of the city. The external considerations important to Otterbein may be listed under the following headings: vehicular access; pedestrian linkages; views/vistas; and adjacent development.

### Vehicular Access

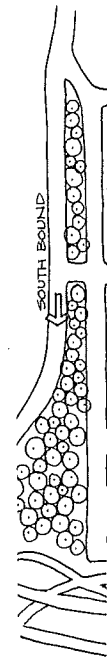
The Otterbein Homestead Area lies in the southwest corner of the Inner Harbor West plan. Present planning calls for vehicular access on the north at Barre Street and on the east at Hanover Street. The proposed Interstate 395 and City Boulevard will make access to the west and to the south less direct.

Direct egress from Otterbein to the Interstate system and to the south will be limited to one point at the northwest corner of the site at the intersection of Barre and Sharp Street. Vehicular access to downtown Baltimore and to the north will be through the Inner Harbor West development.

Although the west a project, it alignment a minimu buffer bet and Hugh system. Si provide a Otterbein ful landsc

### Pedestri

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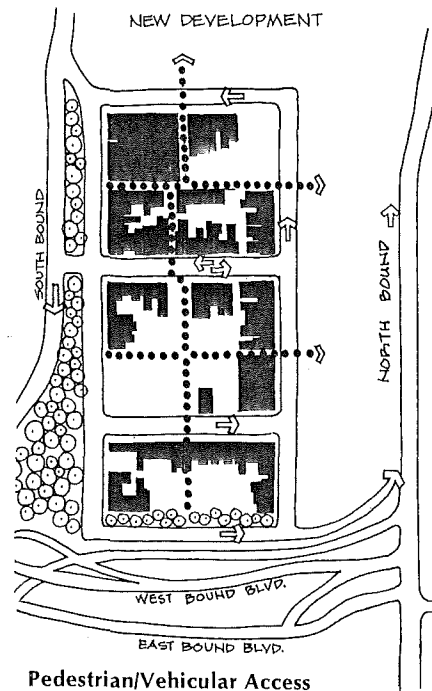


Pedestr

Although the proposed Interstate 395 to the west and the south will edge the project, it has been proposed that the alignment be shifted in order to allow for a minimum of 60 to 70 feet of landscaped buffer between the existing edges of Sharp and Hughes Street and the highway system. Such a buffer will not only help provide a visual and sound barrier for Otterbein, but will also create a meaningful landscaped edge to the homestead area.

### Pedestrian Linkages

The major pedestrian movement from Otterbein will be north to the northern portion of the Inner Harbor West development area and downtown Baltimore, and east to the Inner Harbor. The proposed plan allows for pedestrian linkage to the north to be provided along Hanover Street.



Two traffic lanes will remain open with 18 — 20' wide sidewalks and plantings on both edges. Direct pedestrian linkage to the east and the Harbor will be provided along the existing alignment of Hill Street. Hill Street will be closed to vehicular traffic and will be paved and planted as a major pedestrian walkway.

### Views/Vistas

The east-west streets through Otterbein are oriented to allow views toward the harbor. As the land slopes gradually towards the water, some interesting vistas currently exist along W. Hill, W. Lee and W. Barre Streets. It is hoped that the future development to the east of Otterbein will be so designed and located to maintain these existing views of the harbor area.

### Adjacent Development

In order to create a gradual transition in architectural style and to relate in scale to the restored units of Otterbein, it has been suggested that future development to the east be a maximum of three stories in height. It has also been proposed that the future units to the east and north of Otterbein be compatible in terms of scale, materials, color, detailing, and density to conform to the overall character of the Otterbein Homestead Area. This is especially important for new development facing onto S. Hanover Street and W. Barre Street.



Vista — Toward the Inner Harbor

## Internal Considerations

The internal considerations are those aspects which affect Otterbein within the project boundaries. Such internal considerations are vehicular circulation, parking, pedestrian circulation, property ownership, multi-family/community facilities and infill development.

### Vehicular Circulation

Although the Otterbein neighborhood is being planned with emphasis on the pedestrian, the automobile must be recognized as an important part of modern life. If the vehicular circulation scheme is properly designed, the automobile can have a positive impact on an urban residential neighborhood. Many existing neighborhoods within Baltimore can be used as a model to illustrate this fact.

In order to minimize traffic flow within the homestead area and discourage through traffic from surrounding areas, a one-way traffic system has been developed.

The one-way system will allow for adequate internal circulation on streets of appropriate width and scale. The one-way roads also allow for the existing sidewalks to be widened and enable easier pedestrian circulation.

### Parking

The alternatives of on-street parking and off-street parking were explored. On-street parking provides for the dual use of existing streets as both a thoroughfare and a parking area. This alternative was selected because it allowed utilization of existing street patterns and eliminated the need to create large internal parking lots.

The proposed plan indicates that the majority of parking will be on-street and supplemented by minimal internal parking along the mid-block alleyways in the higher density zones. Those alleyways will be retained as internal emergency and service access areas. By providing a parking ratio of 1 to 1.3 spaces per unit, the plan allows for the majority of the spaces to be provided in the public right of ways rather than utilizing valuable,

internal land for parking. This enables the internal vacant land to be utilized for community use or new infill development.

### Property Ownership

The allocation of property ownership is a significant factor in structuring the neighborhood plan. Various alternatives for ownership exist ranging from all land outside of building walls being quasi-public or in community ownership to the total land being divided into individual lots and held in private ownership. Obviously, there are benefits and also disadvantages associated with each extreme.

If all land outside of building walls was held in common ownership, there would be no immediate private areas outside the home, no pride of ownership or sense of responsibility for the areas adjacent to one's home. There would also be no transition between the privacy inside one's home and the more public areas immediately outside. On the other hand, if all the land within the project were carved up by private ownership, it would create an inequitable distribution of land among

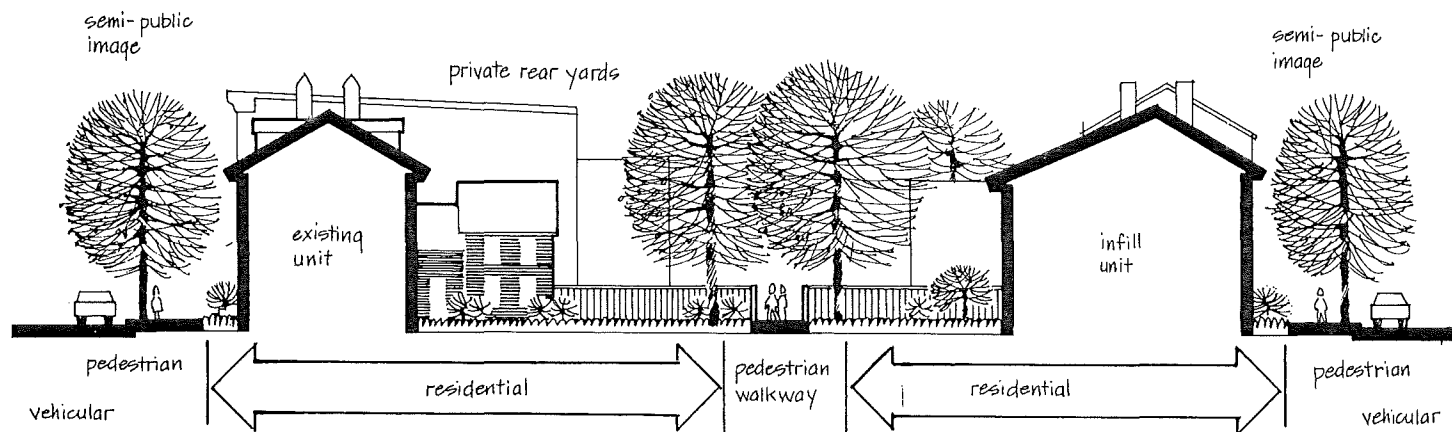
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### Infill De

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Typical Property Distribution

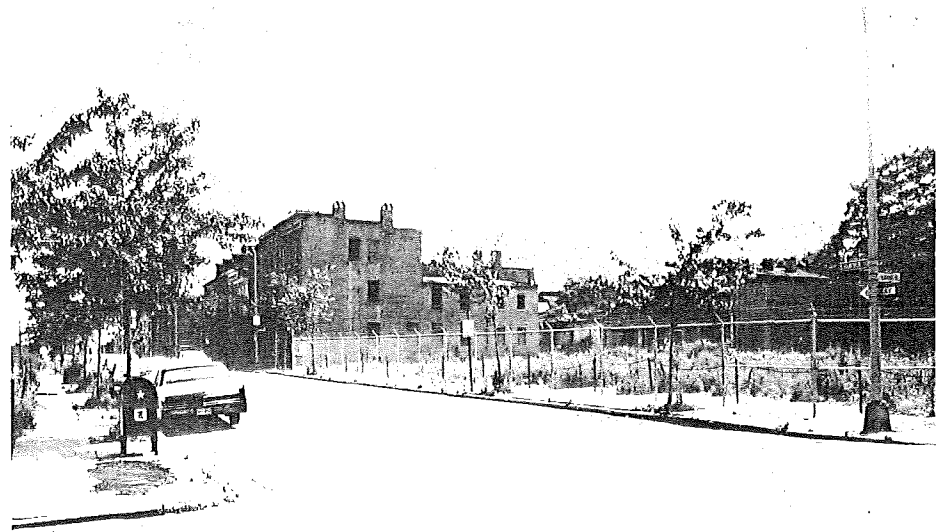
homesteaders. It would also be an inappropriate use of valuable, urban land eliminating the possibility of any community space.

The general objective in allocating ownership was to provide for an equitable distribution of property, one that satisfies not only individual homeowner's needs for private outdoor areas, but also satisfies the neighborhood's needs for circulation space, community activity space, and appropriate infill development.

### Infill Development

A key concept of the plan is to utilize much of the existing vacant lands for infill residential development compatible with the restored units. The vacant land, particularly those parcels at the edges of the blocks, create a feeling of an unstable or changing neighborhood. It also conveys the image of piecemeal development. The infilling of the block spaces will not only unify the individual blocks, but also recognizes the City's desire to create new housing opportunities in the inner city on valuable urban land. The plan also proposes some minimal infill development on the internal portions of the blocks, particularly in the mid and south block. These units are to be of consistent character and scale with the existing internal units on Welcome Alley.

Any newly constructed residential units should be compatible with the restored units, in order to create a consistency throughout the Otterbein neighborhood.



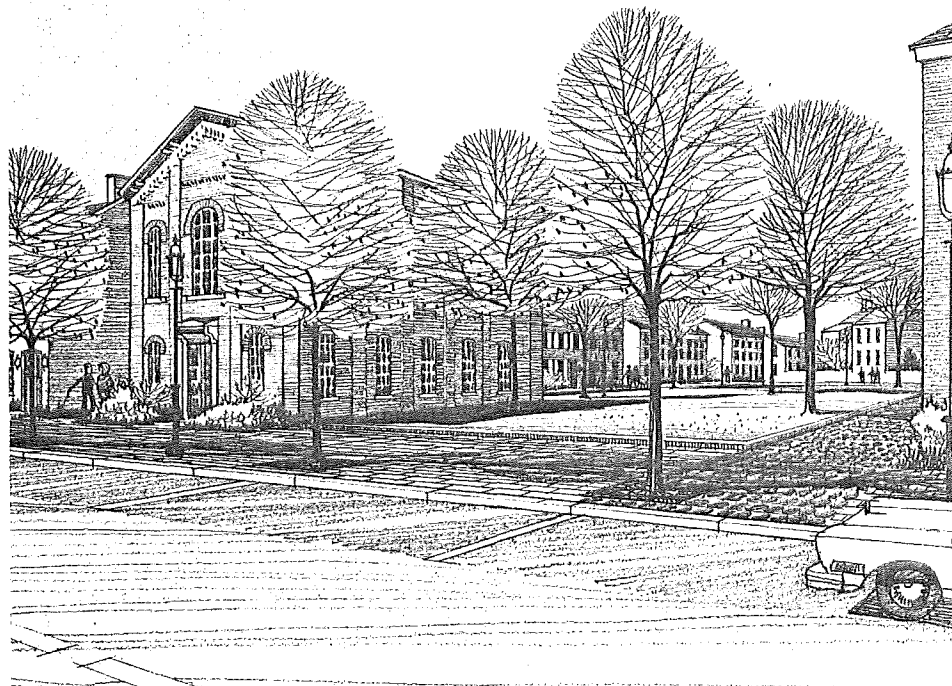
Existing vacant lot, corner Barre Street and Hanover Street



Proposed infill architecture, corner Barre Street and Hanover Street



Existing church building Hill Street



Proposed community building and recreation space

### Pedestrian Circulation

In an urban neighborhood such as Otterbein major emphasis should be placed on pedestrian circulation and activity. The narrowing of existing streets as proposed will enable sidewalks to be widened and allow for planting to provide a more attractive pedestrian environment. This will make the area more conducive to walking, and biking. It is also recommended that pedestrian crossing areas be enlarged to encourage ease of movement and create a safer pedestrian environment. These enlarged crossing areas will be provided at points where the internal pathway crosses a street and also at the corners of blocks. At the corners the enlargements also serve to create a more enclosed or private entry feeling to the street.

The creation of internal pedestrian walkways linking all elements of the neighborhood is another major factor in creating a desirable pedestrian environment. The concept for the design of the pedestrian walkway system is to provide ease of access from the homes to the community open space, to allow rear yard service and provide for emergency needs. The plan proposes utilization of existing alleyways such as Welcome, York and Comb, as major pedestrian linkages and service ways. New pedestrian walkways will be provided from the alleyways to the rear of the residential units.

### Multi-Family/Community Facilities

The proposed site development plan recognizes the potential of both those units allocated for multi-family development as well as those unallocated structures. One of the unallocated structures, the church on Hill Street, is currently being used as a tire sales facility. It has been designated as a potential community facility.

It is also the recommendation that all multi-family structures as well as any proposed new residential units be subjected to rigorous design guidelines that will ensure their compatibility with the restored single family units.

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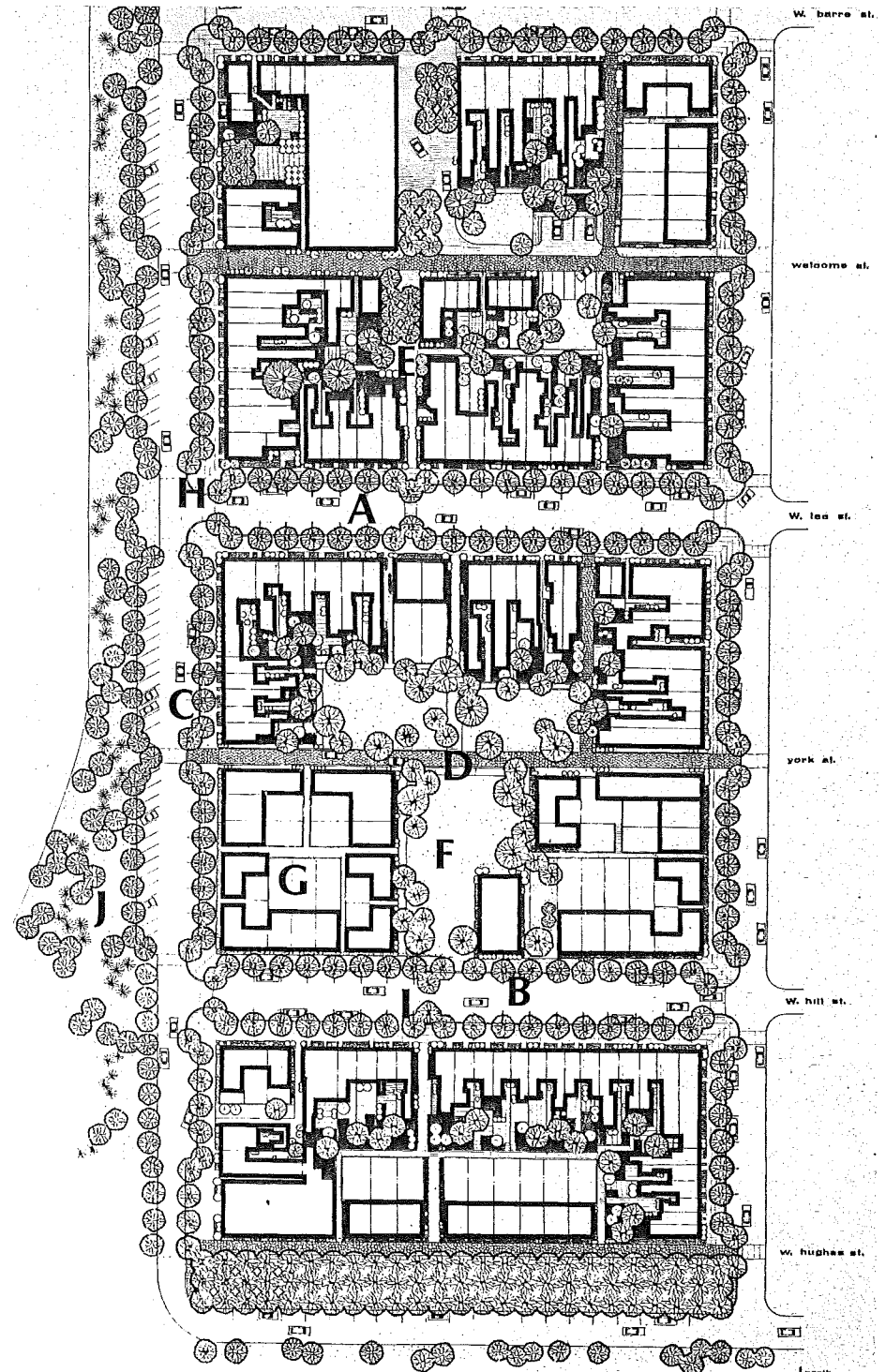
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## Summary of the Plan

The proposed neighborhood plan is intended to create an urban residential neighborhood that generates pride and care from its inhabitants, is contiguous in character, is primarily pedestrian oriented, has limited vehicular traffic and creates a high-quality environment through comprehensive landscape design.

The specific elements of the plan are as follows:

- A. Narrowing of the existing streets and the widening of sidewalks.
- B. Introduction of street trees and other planting throughout the neighborhood.
- C. Parking to be primarily accommodated on-street.
- D. Existing alleyways with their granite block surfaces to be retained as pedestrian walkways allowing for emergency vehicle and service access.
- E. Small pedestrian walkways to connect units to the major pedestrian ways and to provide rear yard access for service.
- F. Internal landscaped open space for active and passive use.
- G. Infill development for new single family rowhouses in most vacant areas to complement the existing character of the restored units.
- H. New sidewalks with consistent site detailing and furnishings.
- I. Sidewalks widened at points of pedestrian crossing.
- J. Landscape buffer zones to be provided along west and south edges of the neighborhood.



Neighborhood development plan



# Architectural Considerations



14

The architectural character of the Otterbein Homestead Area is determined by:

1. the interrelationship of architectural elements that make up the individual units and
2. the units themselves in combination with one another that create the overall block character.

It is essential to understand these relationships in order to provide the basis from which residents can proceed with their own individual analyses and subsequent restorations.

The approach followed in the creation of architectural guidelines was first to inventory the indigenous architectural elements that form the character of Otterbein, analyze those characteristics and prepare guidelines that are sensitive to their restoration. The following process was utilized:

## I. DETERMINE AND INVENTORY THE EXISTING ARCHITECTURAL CHARACTERISTICS

This was accomplished by various site visits, photographic evaluation of all block faces within the project, and architectural and historical research to determine the various architectural styles.

## II. ANALYZE THE CHARACTERISTICS

This was accomplished by a block-by-block architectural evaluation, individual unit evaluations, and visits to other historic revitalization projects.

## III. PREPARE GUIDELINES FOR RESTORATION

This was accomplished by preparing draft guidelines, meeting with residents and the City, and compiling the final publication.

## Block C

The architect is generally responsible for how buildings are put together through form or materials.

Most building proportion, variations do begin rowhouse two to three stories high, particularly to the sides, aligned and crowned flat cornice.

It is important to have specific living, larger building overall design essential in its complement.

Visual continuity of elements is important in neighborhood the art of architecture a sensitivity to the environment and buildings. Architects are not accorded or mandatory standing of the building to determine the each block.

## Forms

A typical block viewed as one of abutting buildings.

The block far from the front of similar to three story. Those rectangular walls slightly vary in wall joints, random and random.

## Block Considerations

The architecture of the Otterbein district is generally restrained and dignified. Few buildings are visually prominent either through flamboyance of style, irregularity of form or marked differentiation of materials.

Most buildings are of similar form, scale, proportion, color and texture. Although variations do exist, the traditional Otterbein rowhouse is constructed of brick, two to three stories high, placed perpendicularly to the street, attached on both sides, aligned at the front property line and crowned with either a pitched roof or flat cornice.

It is important to emphasize that each specific living unit is a part of a larger building group. A sensitivity to the overall design of that building group is essential in restoring each unit as a complementary part of a larger whole.

Visual continuity through consistent design elements is important to the block and neighborhood image and can reintroduce the art of architectural courtesy; that is, a sensitivity of how one unit can complement and be complemented by adjacent units. Architectural courtesy and sensitivity are not accomplished by mere restrictive or mandatory statements but by an understanding of the elements which help determine the character and quality of each block.

### Forms

A typical block of Otterbein may be viewed as one solid building or a series of abutting buildings.

The block face is formed by an aligned front of similar rectangular forms of two to three story and 10—24' wide rectangles. Those rectangles are differentiated by slightly varying color in brick, abutting wall joints, random termination of heights, and random levels of window groupings.

A major element of the forms is the triangular shape of pitched roofs, the intense articulation of the cornices and fascias and the commercial fronts which are applied to the buildings. In some instances, the stoop and entrance areas also provide some relief from the flat quality of the block face.

### Roofscape

The roofscape is composed of the chimneys, dormers, cornices, pitched roofs, and the skyline. It is a collection of rectangular, sharp edged and pitched roof forms and dark colors and random patterns. The randomness and variety is an obvious relief to the more evenly aligned front facades, and provide a variety not normally found in contiguous units of rowhouses.

### Texture

Texture may be defined as the arrangement, size and quantity of repeated elements of the block facades of Otterbein. (More repeated elements equals greater sense of texture).

The texture of a block is created by the uniform and numerous bricks, the random placement of window groupings, rectilinear and vertical in emphasis, the rhythmic series of doors and stoops, the scattered pattern of lintels and sills, and the cornices.

### Function

It is important to understand how the block as a unit and the individual buildings were originally used and how that use reflected the traditional daily activity.

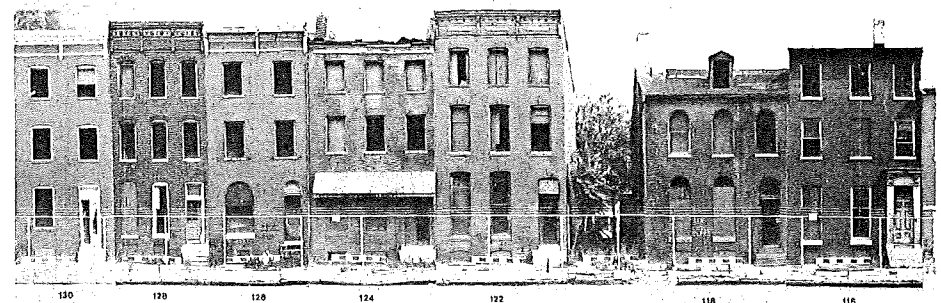
Units were oriented towards the street with the public facade and main entrance on the street. Private areas were in the rear with service access from alleyways. Major light sources were in the front and rear of the units and partial basements were often created, thus requiring stairs to enter on the first floor. Shutters and blinds were often employed for ventilation and security.

### Open Spaces

The city blocks of Otterbein do not present a solid, unending veneer of architecture. The blocks are interrupted by alleyways, streets and occasional units with side yards.

The alleyways and small streets provide access to the rears and also expose side and rear elevations of the end units.

In addition to the alleyways, some large areas today lie vacant and unused, symbolizing contemporary characteristics of neighborhood deterioration and resultant demolition. These vacant areas segment the continuous flow of architectural block faces.



Front elevation Lee Street

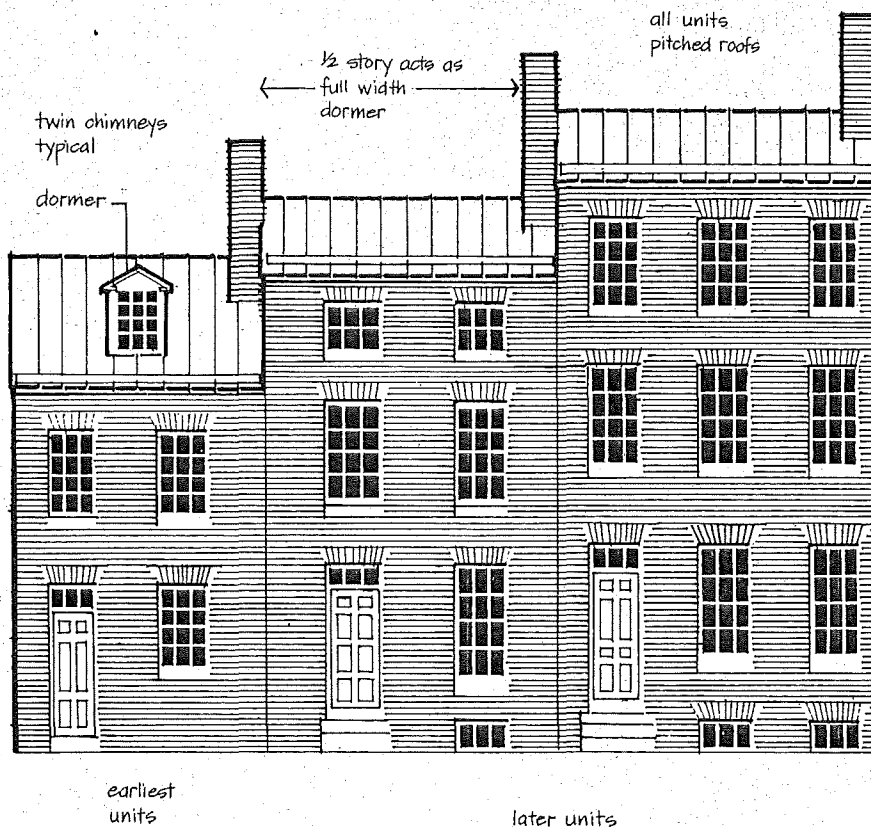


## Unit Considerations

The Otterbein rowhouse is generally designed as a narrow, 10—24' wide rectangular form with flat facades, minimally interrupted by stoops, entrance ways and area ways. Long narrow facade openings for windows and doors are typically arranged in strict gridlike rows. Entrances and accompanying stoops are set up above a low basement or placed at grade level. Ornamental architectural detailing is minimal. In the process of inventorying the Otterbein area, it was necessary to designate categories of unit types for the purpose of determining original architectural appointments and the origins of those designs. Research indicated two major groupings: Federal Row style, and Greek Revival style, with a few units of no particular style.

Although the units were generally built to reflect a particular building style, construction dates have varied and over time some modifications to the original design intent have been made. It is also apparent that although many of the units were faithful to the period style, they were often produced by builders who were interested in ease of construction and economy and not necessarily designed by architects. Consequently, some of the elements of decoration, particularly in the Federal Row structures, were sparingly used.

One purpose of this study is to point out the original design intent of the period style, as both a guide to their analysis and as a basis for rehabilitation and restoration.



Otterbein—Federal Period Units

Otter

### Federal Row

The federal period of architecture evolved after the Revolutionary War. The units began to appear in the Otterbein area in the early 1800's. The major design elements are aimed at simplicity and symmetry. Brick construction of a flat, planar facade with little ornamentation, is predominant.

Roofs are pitched with single dormers on the center line of the front facade with double chimneys. The height varies from 2

to 2½ or 3 stories and windows are generally 6 over 6 style, double hung sash. Entranceways are simple doors of wood paneled construction with a three-light transom over the door.

The proportions of the roof and wall area complement and balance each other. The window design and color in both flat facade and roof dormers tie together, and the brick, walls, and chimney are the same.

### Greek

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Otterbein—Greek Revival Units

### Greek Revival

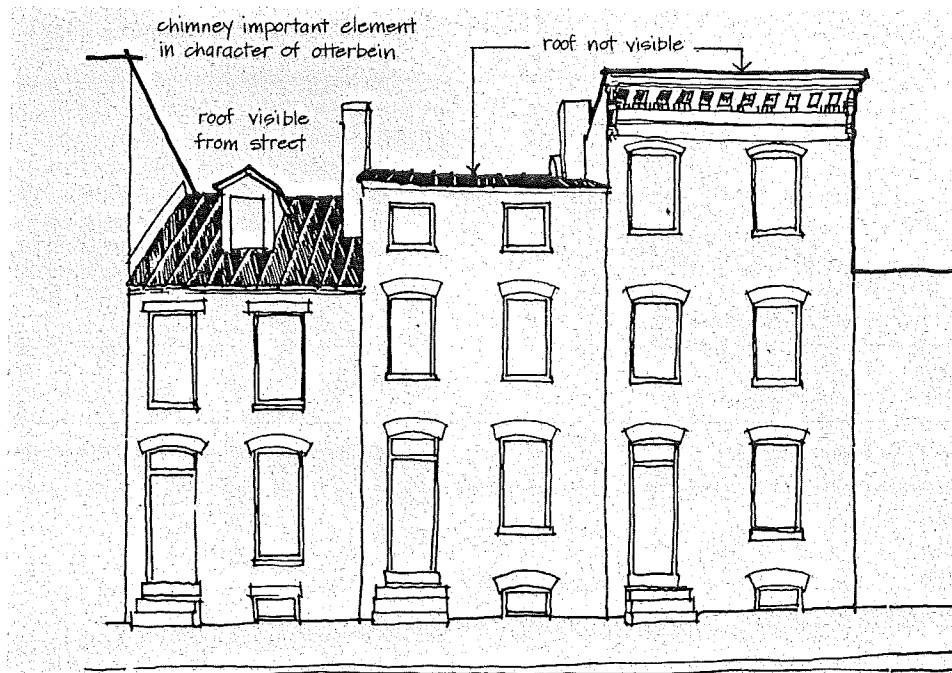
This period of architecture refers to a time when architecture borrowed designs from classic monuments. In Otterbein the Greek Revival units have flat roofs with cornice detailing. The units are vertical in overall proportion and the design elements are vertical in emphasis. The units are generally 3 stories in height with more design articulation on lintels and sills and elaborately patterned cornice and entrance details. French doors and vestibule areas

were a design feature of structures built later. Windows are double hung with 6 over 6 sash in early units and 2 over 2 in later units, with taller proportioned window openings. The elaborate cornice serves to visually terminate the building facade, much as the pitched roof terminates the Federal Row unit facade. The units with an elaborate cornice usually have ornate entrance detailing which tends to provide design balance.

### Design Elements

Although many of the units in Otterbein were designed along the principles of Greek Revival and Federal Row houses, it is important that each unit be viewed not only for its degree of successful interpretation of that period, but also for its original design intent. Certain design elements that should be understood and visually analyzed are facade treatment, proportions and rhythm. The facade as viewed from the street is an essential element in this visual analysis. The two story Federal Row units usually have a more visible roof as well as the Greek Revival unit's cornice detail. However, the 2½ to 3 story unit's roof has less visual impact from the street. These factors should be taken into account when detailing the roof structure and front facade.

Entrance detailing, cornices and windows should complement each other in order to create a unified facade rather than a carnival of competing elements. The design elements should never appear as a series of elements with individual emphasis but as parts of a total design statement. For example, on 2½ and 3 story Federal Row units having a less visible roof area and less impact, the design elements should be more restrained in order to create the proper design balance.



Street Level View of Units

**FACADE:** Facades can be broken down into three major areas: the roof area comprised the dormers, chimneys, cornices; the entrance area including the stoop, doors; and the wall area including the brick texture and windows. The Federal Row unit has a roof area and wall area with the entrance having the same impact as the windows. The roof area and wall area complement and balance each other. The window design and color of first and second floors is the same as the window in the dormer, also the brick used in the walls and the chimney is the same. In the Greek Revival units the cornice visually terminates the building. The entrance area is usually more ornately designed to complement the cornice.

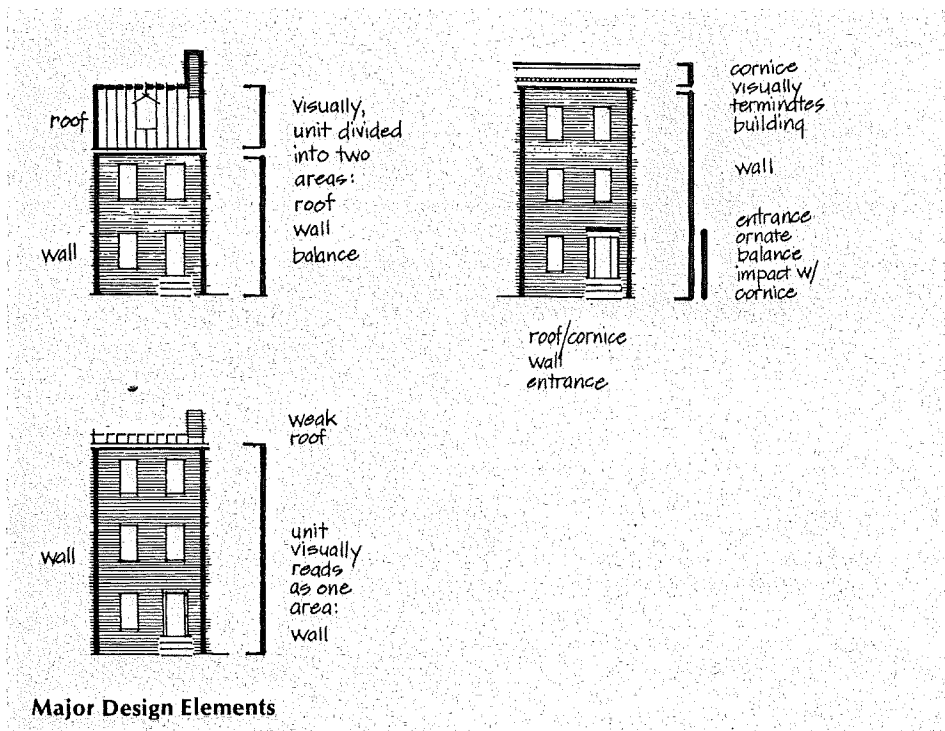
**PROPORTIONS:** Proportion is the relationship of height to width. The use of the rectilinear forms, which are vertical in emphasis, is common to Otterbein. Windows, doors, and the building outlines are tall in proportion. The Greek Revival units tend to be taller in proportion than the Federal Row units. Roof areas and cornices are of horizontal emphasis and visually terminate the buildings. Any elements replaced or added to the unit should be of consistent proportions in order to produce a unified design.

**RHYTHM:** Rhythm refers to the regular occurrence of elements such as windows, doors, and the details in the cornice. In Federal Row units there is a regular occurrence of those elements or equal spacing of elements. In some of the Greek Revival units, unequal or altered spacing of elements was used as a design device. For example, varying window heights, space between windows and varying floor heights were often used to emphasize the verticality of a building.

**DESIGN DETAILS:** Many of the units, while sympathetic to period style, were built to produce homes that were simple and clean in construction. The emphasis was on flat, planar wall surfaces. The detailing came from pattern books and were applied to the building rather than

integrated better quality produced

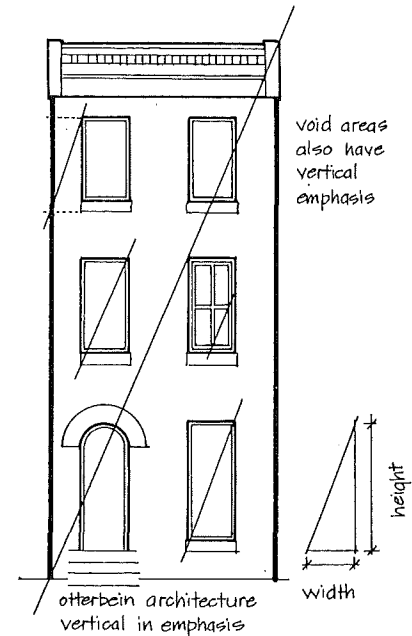
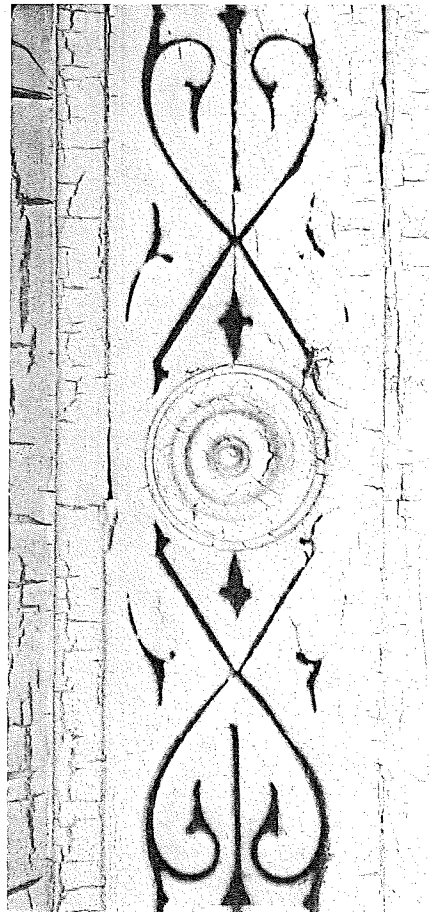
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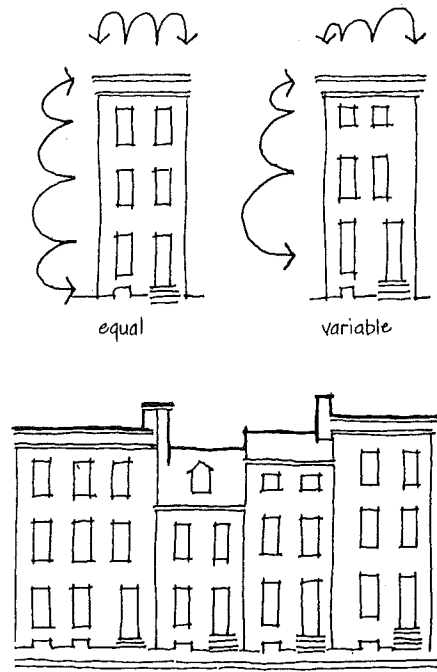
Major Design Elements

integrated into it. The details were of better quality and craft than most produced today.

It is most important to study the facade of each unit to try to determine the original intent of the builder in order to determine the success of the design. This does not mean that the amount of trim applied to the surface necessarily generates a design of high quality nor does age imply excellent design. What might be old might also be an example of the mistakes that were made during that time. It should be emphasized that inappropriate detailing can markedly affect the appearance not only of the units but of the whole street.



Proportions



Rhythm

#### Summary Characteristics

##### FACADE

Three major areas that make up the facade are:

##### ROOF AREAS

2 story units have the most visible roof from the street; 2½ and 3 story units, roof has less visual impact — 2 and 3 story units usually have dormers

Cornice is important; it visually terminates the building and functions as the roof element

##### ENTRANCE AREAS

Entrance has the same impact as the windows; it is not treated as a major statement

Some units have more emphasis placed on the entry area

##### WALL AREAS

2, 2½, and 3 story brick walls, basically flat, uninterrupted surfaces; all levels are treated the same

3 and 4 story brick walls, some lower levels are designed as storefront and treated differently than upper levels

**PROPORTIONS** — the relationship of height to width, includes the total building outline plus individual elements such as windows, entrances, etc.

Use of rectangular forms which are vertical in emphasis, tall in proportion

Generally taller in proportion than the Federal Row units

**RHYTHM** — refers to the regular occurrence of elements such as doors, windows, etc.

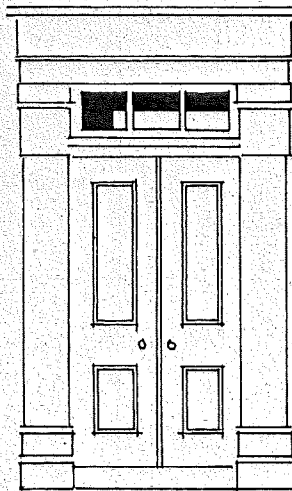
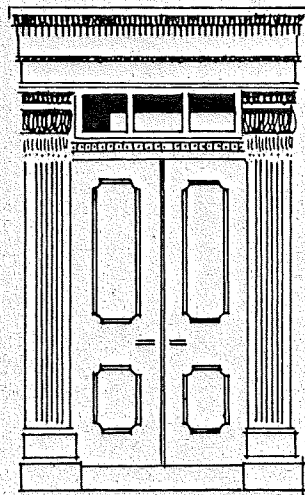
More regular occurrence of elements

Earlier units with regular occurrence of elements, later units with more variation



Front elevation north side Lee Street

20



it is most important to reproduce the size and proportions of trim; details and flourishes are of secondary importance

### Reproducing Trim

**MATERIAL:** The original indigenous materials, e.g. brick, wood and glass used in Otterbein, were derived locally. Replacement of damaged or missing elements of material may be done through salvage or duplication.

It is essential in restoration that the same materials be used as well as the same proportions and massing. More contemporary and synthetic materials such as plastics, and some metal and brick facing do not have the same character, mass or appearance as do most original materials and they are inappropriate for restoration. For example, an aluminum door does not give the same impression as an oak paneled door in terms of sound, color, weight, texture.

The proper selection of original and related materials of quality will enhance the overall appearance and will ease both construction and maintenance.

### REPRODUCING AND DUPLICATING DETAILS

**DETAILS:** In instances where pieces of the facade or details are damaged or missing, the alternatives are restoration, duplication or replacement through salvage. Consideration must be given to the scale and proportion of those elements, whether their emphasis is strong or minimal, vertical or horizontal. For example, thin aluminum door or window details are inappropriate in relation to the proportion of other unit elements.

Smaller embellishments such as moldings and dentils are of secondary importance in relation to the overall unit design. For example, the overall proportions and mass of a cornice are more important than the amount of detailed dentil work it contains. Beware of details that are not of period style, are imitations or are nonfunctional in relation to the building.

**COLOR:** Used wrong in inappropriate regard, the tend to dis and are dis should be elements f whereas d. elements t that semi-gloss reflex



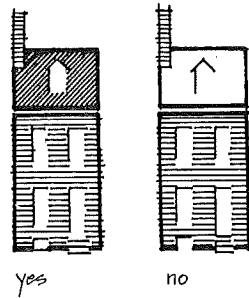
roof

the u  
keep  
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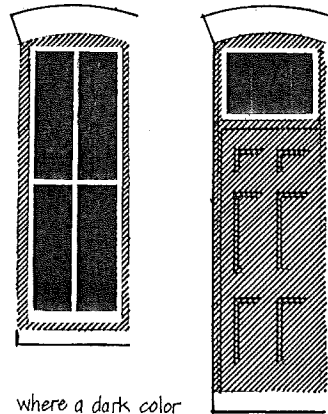
where  
is us  
paint  
of wi

**COLOR:** Color is a means of emphasis. Used wrongly or too intensely, it provides inappropriate emphasis to details. In this regard, the more intense chromatic colors tend to distract from a harmonious design and are discouraged. In general earth tones should be used. Lighter colors bring out elements from the building surfaces whereas darker colors tend to cause elements to recede. It is also recommended that semi-gloss paint be used because gloss reflects light and emphasizes defects.



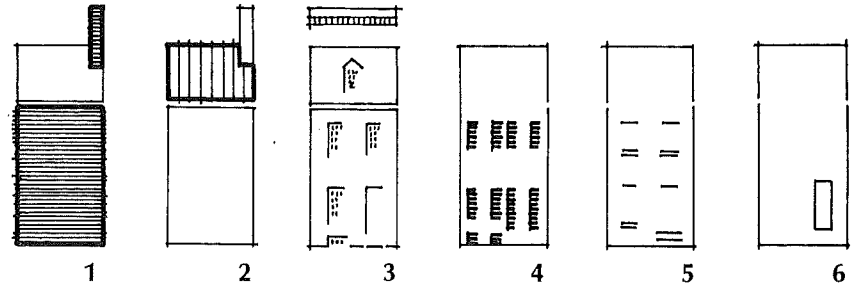
roof traditionally dark in color

the use of color -  
keep number of colors to min.  
pastels & primary colors inappropriate  
semi-gloss paint best finish



where a dark color  
is used for trim,  
paint moving parts  
of window white

## Use of Color



### 1. WALLS

The preservation of raw brick surfaces is to be attained without the use of paint in order to maintain the natural brick color. The mortar and brick should blend together rather than either element dominating the other.

A darker mortar blends best with the existing Otterbein brick emphasizing the total wall as a texture rather than the lines of the mortar.

### 2. ROOF

This applies specifically to the Federal Row units — the roof color should be darker than the brick wall surfaces of the unit. The roof materials specified are inherently dark or will darken through natural weathering processes.

### 3. WINDOWS, DORMERS, CORNICES

The cornice, the dormers, and all windows occurring on the same unit should be the same color.

**Cornice** should generally be light color—the darker colors tend to obscure the ornate forms and detailing.

#### Windows

- Paint all parts a light shade.
- Paint the window casing and frame dark with the moving parts or sash painted white.

### 4. SHUTTERS

All shutters on the same unit must be painted the same color. Traditionally they were painted darker colors.

### 5. SILLS, LINTELS, ENTRY STOOPS

#### Sills and Lintels

- Wood—traditionally painted to imitate stone—should be painted grey or light tones.
- Stone—should be repaired and if necessary painted to match the original color.
- Brick—should be repaired to retain the raw brick surface.

**Stoops** may be painted to imitate natural colors such as stone.

### 6. DOORS

- can be treated to be consistent with window elements—painted same color
- if painted an optional color it should be compatible with other colors used on the unit.

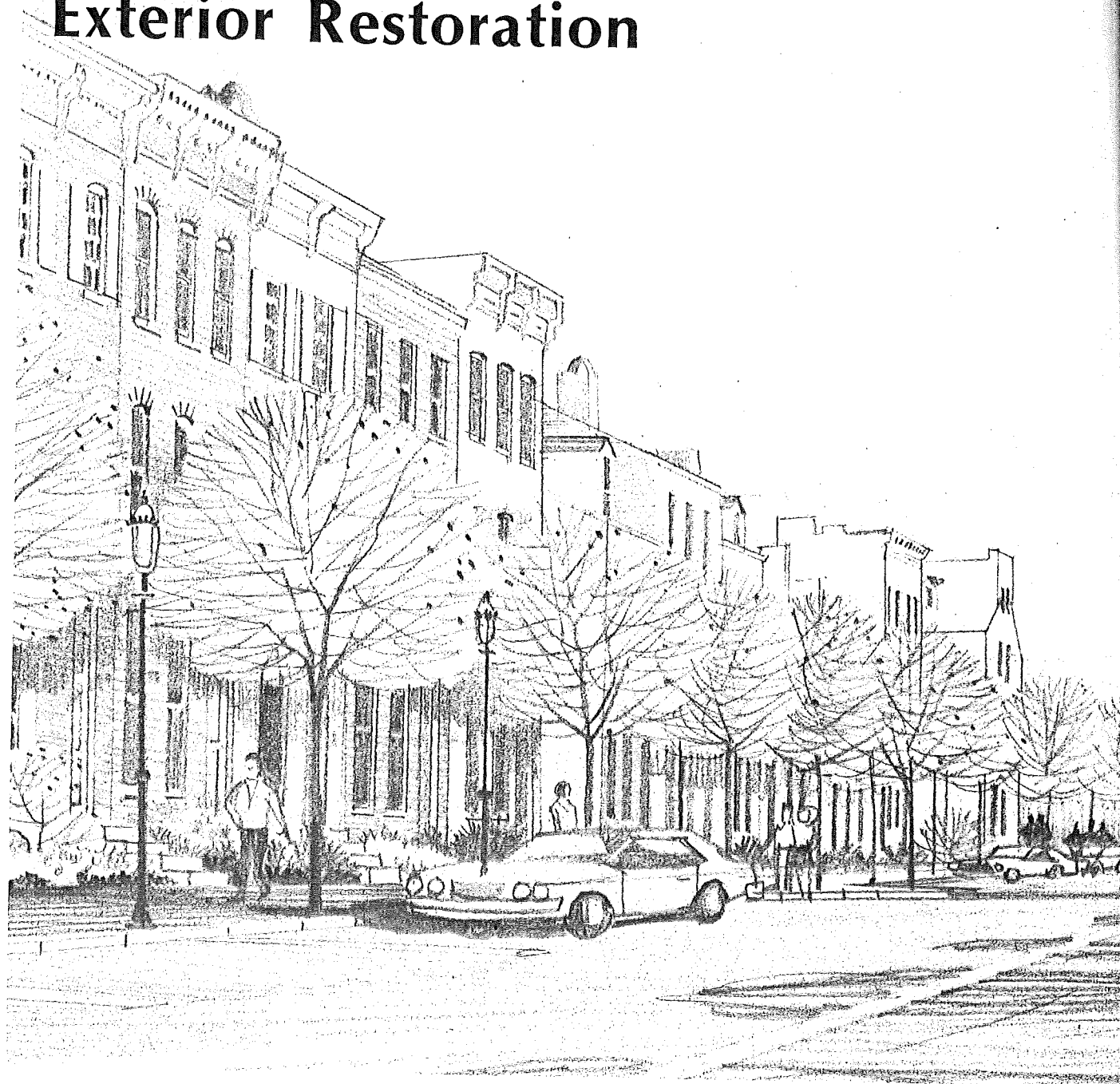
### 7. MISCELLANEOUS

Miscellaneous items such as gutters, downspouts, vents, etc. should be painted to blend with their background surface—should not be emphasized by different color.



# Guidelines For Exterior Restoration

22



Although changes for modern residential use are necessary, the architectural character of Otterbein can be maintained and enhanced if a careful and sensitive restoration program is followed. In order to achieve a sensitive restoration, an awareness of basic design principles and how to apply them is essential. This awareness can guide each resident's individual restoration effort in creating a unity, both in appearance and value for the Otterbein project. Traditional building forms and materials must be respected. Also characteristic features including proportional relationships, facade compositions and textural qualities should be maintained or sensitively restored.

Within the guidelines the emphasis will be to offer as many options as possible in reference to the framework of the restoration and rehabilitation principles. It is recognized that contemporary considerations such as the implications of heating and cooling and availability of craft skills as well as economic choices, must be taken into account.

All plans for new construction, demolition, exterior rehabilitation and repair of existing buildings, as well as all proposals concerning the erection of signs, awnings or other features in the Otterbein district, must be submitted to the Architectural Review Committee of the Otterbein Homestead Area for their review and consideration as they relate to these guidelines.

## Format

The format in each of the following sections of the guidelines is a stated design objective, second, a list of the minimal standards prepared by the consultants and approved by the residents and; third, a range of considerations that support those standards providing descriptive techniques and alternatives in obtaining them. The various sections of the guidelines are as follows:

**FRONT FACADE:** Because of the visual importance of the front facade this section will have the most specific guidelines. In this area the greatest emphasis should be placed on the original design intent of the unit.

**SIDE FACADE:** The side facades are of two types: street corner units which normally have a second front facade and should be treated as such, and the sides which appear within interiors of the block along alleyways. For these units alternatives will be provided which compromise the original design intent with contemporary needs as an area of transition.

**REAR FACADE:** In the rear areas the concern will be with design solutions that allow for contemporary living circumstances in harmony with the neighborhood.

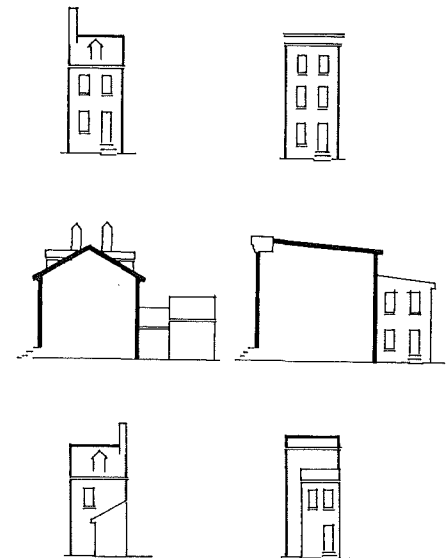
**WALLS/BRICK:** This section deals with restoring and preserving the original brick wall surfaces that exemplify the character of Otterbein.

**WINDOWS:** The vertically proportioned windows of the Otterbein units must be sensitively restored in order to achieve the historic architectural style.

**ROOF AREAS:** Both the Federal Row pitched roofs and the Greek Revival flat roofs should be treated in a manner that preserves the original skyline and design characteristics.

**ENTRANCES:** Doors and entrances, especially those on the front facade, should be maintained and repaired with considerable care.

**CONVENIENCES:** The contemporary conveniences such as antennas, air conditioning units, vents, trash storage facilities, should be designed and located to minimize the impact on the building design and neighborhood image.







**Objective:** To restore the front facade based on the original design intentions of the unit.

#### STANDARDS:

1. Brick work to be repaired, cleaned and repointed to its original character, and existing window, door and alleyway openings shall be retained or restored to period size and proportion.
2. Original architectural appointments, including but not limited to lintels, sills, fascias, cornices, and eaves, shall be restored or duplicated to period style.
3. Front facades of adjoining houses of similar architectural style shall be restored to a uniform character and complementary color of roof materials, window styles, and shutter treatments.
4. Existing dormers and chimneys on the fronts are to be retained and to be repaired.
5. Original roof pitches are to be retained.
6. Period storefronts may be retained or restored to proportions of period residential style.

## Front Facade

The front facade is the street image to the neighborhood and the formal entrance of the unit. Historically, it was given the most design consideration and was often constructed with higher quality brick and better quality windows. The facades of those units facing on alleyways, such as Welcome Alley, are also to be considered front facades.

As a part of the front facade, the roof areas, dormers, and chimneys visible from the street must be preserved and the shape of the building facade unaltered.

Design elements to be restored or added to the front facades must be done so with great care in order to maintain the original design intent. Because of the simplicity of the proportions, relationship of massing and a minimum amount of appointments, the addition of any architectural feature which might detract or interrupt the planar quality of the front facade is discouraged. Certain features such as bay windows, porches, porticos, and wrought iron catwalks that protrude from a front facade are particularly inappropriate. Furthermore, elements of other design periods or elements of the correct architectural period but not characteristic of Baltimore will be discouraged. As an example, wrought iron steps are correct for Federal and Greek Revival period, but were not used extensively in Baltimore.

In instances where design elements are out of proportion or inconsistent, care should be taken in correcting the inconsistencies. Door and window openings may be realigned, incongruous sills or lintels may be modified to an appropriate example.

Reconstruction of missing or destroyed elements should be undertaken with the use of salvage materials or new materials

which respect the massing and texture sively reproduced d as long as their rep compatible in scal period.

## Federal Ro

The main distingui brick fronts are sin of embellishments, dormers and chim

The front brick is u although some of t employed a softer, Care should be tak pointing older surf brick size and col

Window, door and should be retained the original design have been sealed elements of the or reopened. Area wa should be the opti

Sills and lintels sh duplicated. Units v or lintels may cop similar period. Ori be maintained in t are encouraged to as well.



which respect the original proportions, massing and texture. Intricate and expensively reproduced details are not necessary as long as their replacements are compatible in scale and reflective of the period.

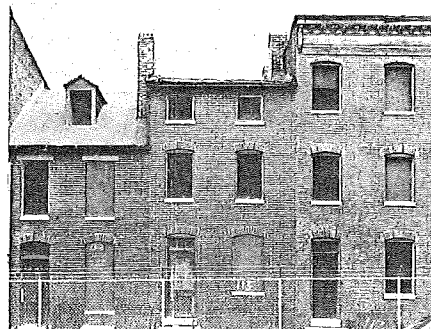
## Federal Row

The main distinguishing features of the brick fronts are simple design, a minimum of embellishments, a pitched roof with dormers and chimneys.

The front brick is usually of better quality, although some of the earlier units employed a softer, more porous brick. Care should be taken in cleaning and re-pointing older surfaces and in matching brick size and color.

Window, door and alleyway openings should be retained unless they differ from the original design intent. Openings that have been sealed off or were integral elements of the original design may be reopened. Area ways, open or closed, should be the option of the owner.

Sills and lintels should be restored or duplicated. Units without restorable sills or lintels may copy the style from a similar period. Original roof pitches must be maintained in the fronts, and owners are encouraged to retain the rear portion as well.



dormers and chimneys on front to be repaired

brick work to be restored

original roof pitch on federal units to be restored

lintels, sills, fascia, eaves to be restored or duplicated

original window, door and alleyway openings to be retained

cornice

chimney

dormer

eaves

roof pitch

sills

lintels

alleyway

### Front Facade Guidelines

## Greek Revival

Distinguishing features of these units are the vertically proportioned front elevation, the vertical windows and doors, and the horizontal cornice.

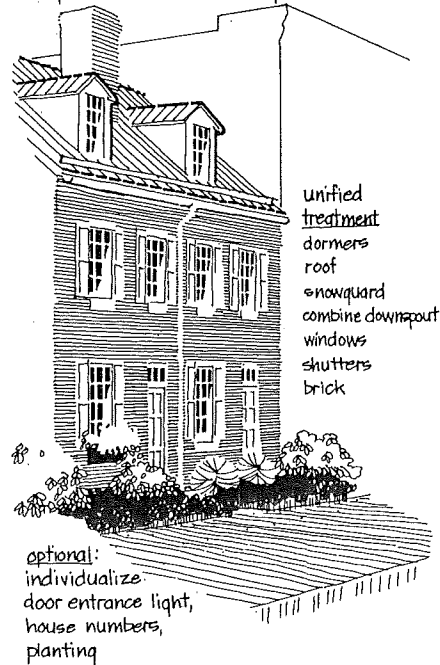
In most cases, front facade bricks are of better quality than those used on the sides, due to the stronger emphasis on frontal appearance.

Incompatible window and door alignments may be altered and the area ways may be sealed or restored. Sills and lintels are usually more elaborate but should not be difficult or costly to restore or

duplicate. An alternative is the introduction of new lintels and sills characteristic of the period, but less complex in nature. For example, soldier courses of brick with back-up steel angles are a replacement for damaged, ornate stone or wood.

Actual roof materials are not of major concern as the flat roofs are not visible from the street. The cornice, however, serves as the upper terminus of the unit and should be carefully considered. Cornice treatment on corner units must be especially considered and designed in terms of continuity around the corner in the appropriate alignment.

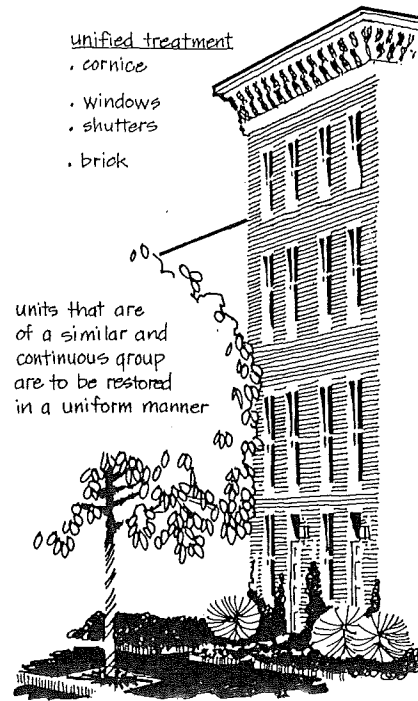
original combined chimneys



unified treatment

- cornice
- windows
- shutters
- brick

units that are  
of a similar and  
continuous group  
are to be restored  
in a uniform manner



26

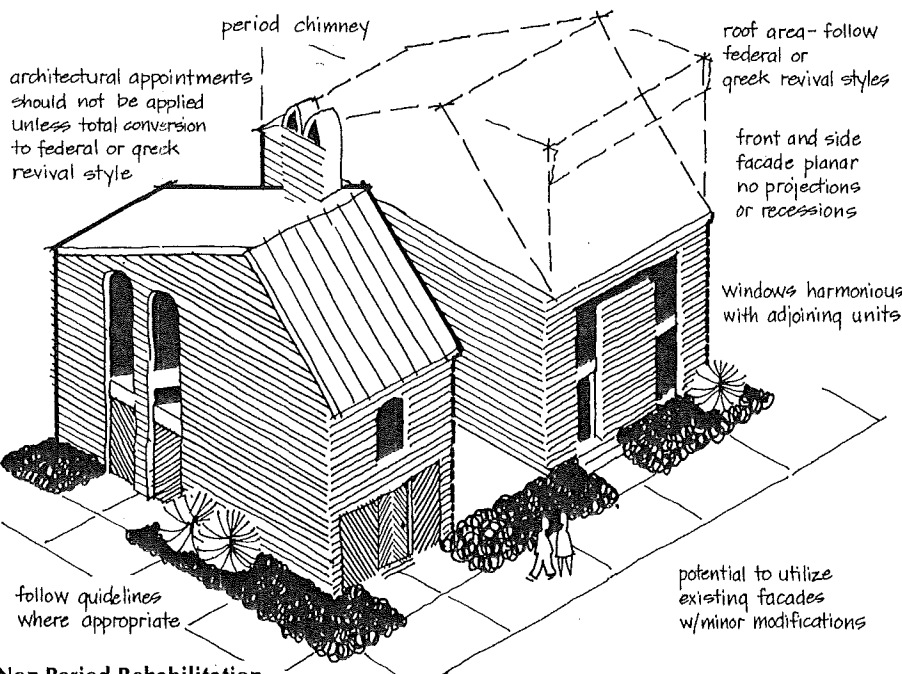
period chimney

architectural appointments  
should not be applied  
unless total conversion  
to federal or greek  
revival style

roof area- follow  
federal or  
greek revival styles

front and side  
facade planar  
no projections  
or recessions

Windows harmonious  
with adjoining units



Non-Period Rehabilitation

## Multiplex

Multiplex refers to those units, although individual in plan, that are attached in groups of 2, 3, or 4 and form a common front facade. In such cases, the major design elements must be restored in a uniform matter. The elements of the facade that must be restored in common material and color are the brick surface, the roof surface, gutters and downspouts, the use of snowguards and window treatment.

The elements of the facade that will allow individual expression are entrance ways and doors and shutters, with individual but compatible colors.

## Non-conforming Structures

Those units which did not represent the period style and do not fit into the two major unit categories should conform at least to those guidelines that are applicable. For example, guidelines for brick preservation, roofs, windows, entrances and contemporary conveniences should be followed.

In the instance of non-conforming structures, the element of architectural courtesy takes on an added significance. This necessitates respect for the adjoining units in material, color, and proportions.

In some instances, front openings have been historically used that are out of character with the original period style. An example is the use of a large, arched window on the first floor which is not aligned with those openings above. It was the tradition in many Baltimore neighborhoods that those openings be used to allow for the passage of caskets in family funeral ceremonies. Such openings, although contrary to period style, may be retained.

## Commercial

Scattered throughout the Otterbein area are some examples of wood commercial fronts of period style. These fronts are often of pleasing proportions and simple in design with the majority of their wood structures intact. Such store fronts are of period style, are reflective of historic commercial uses, and may be retained.

The original and period commercial front buildings undoubtedly provided the owner with living quarters above and, as such, now offer an opportunity for commercial use. Even though the majority of these units have been offered as residences, it is not necessary to replace the commercial front character. Owners are encouraged to respect the existing commercial "openness" and through interior devices such as shutters and blinds, adapt them to residential use. In those instances where it is impractical or undesirable to restore the commercial fronts, they may be replaced with residential scale window and door openings that are compatible and line up with the existing upper story windows.

There are also a few residential units in Otterbein that in more recent years were converted for commercial use. These, unfortunately, have been converted in inappropriate ways and in poor taste. It is recommended in these cases that the storefronts be eliminated and the lower levels be restored to their original residential character.



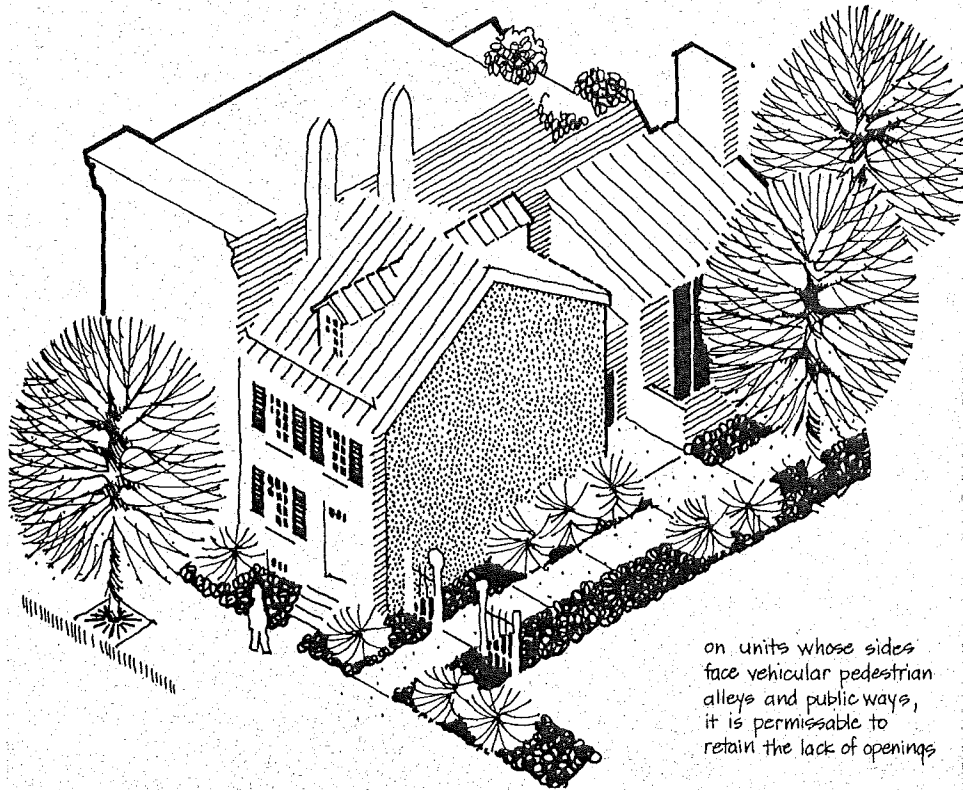
period storefronts may be restored or modified to residential character



coal chutes and basement entrances and areaways may be retained or covered. retention offers pleasant clutter to pedestrian area.

alleyways should be lighted and secured with a gate; wrought iron is preferred - allows view down alley and air movement in summer

## Miscellaneous



**Objective:** On street-corner units, the side facade is considered as a front facade.

#### STANDARDS:

1. Corner units that face two streets may retain existing compatible openings or introduce new openings that are consistent with the existing front or entrance facade.
2. On units facing vehicular-pedestrian alleys, or public ways, it is permissible to retain existing openings or lack of openings: or to provide new openings that are compatible with existing front openings.

## Side Facade

The majority of side walls in rowhousing are common walls, and consequently have no visibility or facade. However, due to the nature of a grid street system of a block face occasionally punctured by a narrow alleyway or demolished unit, many side facades exist. It therefore becomes essential that these facades be given the proper consideration in the overall approach to the unit's restoration and rehabilitation.

The side facades are broken into two groups, street corner units which face onto street intersections and interior block units which face internal pedestrian or vehicular alleyways.

#### Colors:

Colors may vary from unit to unit but should be consistent with the overall color scheme.

#### Alterations:

Alterations should not compromise the character of the building. Skylights may be added to provide internal light. Roofs may be created to create more usable outdoor space or to provide shelter for outdoor sources.

#### Adjacent Units:

Respect for the architectural integrity of the building is permitted that in the case of an adjacent unit, alterations are encouraged to create a cohesive additions with the existing building.

#### Greenhouses:

Inclusion of greenhouses is permitted. They may be attached to the structure or separate. They may be made of wood or painted glass (not plastic) and may be developed in a readily available design taken in terms of the design in relation to the overall concept.

## Street Corner Units

In the case where the side facade becomes a major facade to the street, it should be treated as a front facade with the appropriate guidelines applied. Corner units take on an added significance in that they become entrance ways to the linear character of the neighborhood street. It is important to "turn the corner" with the design treatment so that the front entrance facade will not appear as only a veneer over a building of lesser quality.

The side facade of street corner units should be treated with the same considerations which relate to the original building.

design intent of the unit. The side facade should be consistent in design, materials and color with the entrance front and harmonious with the adjoining facades. Intrusion of elements on the planar character of the walls, such as balconies, bay windows or wrought iron catwalks, are just as inappropriate here as on the front facade.

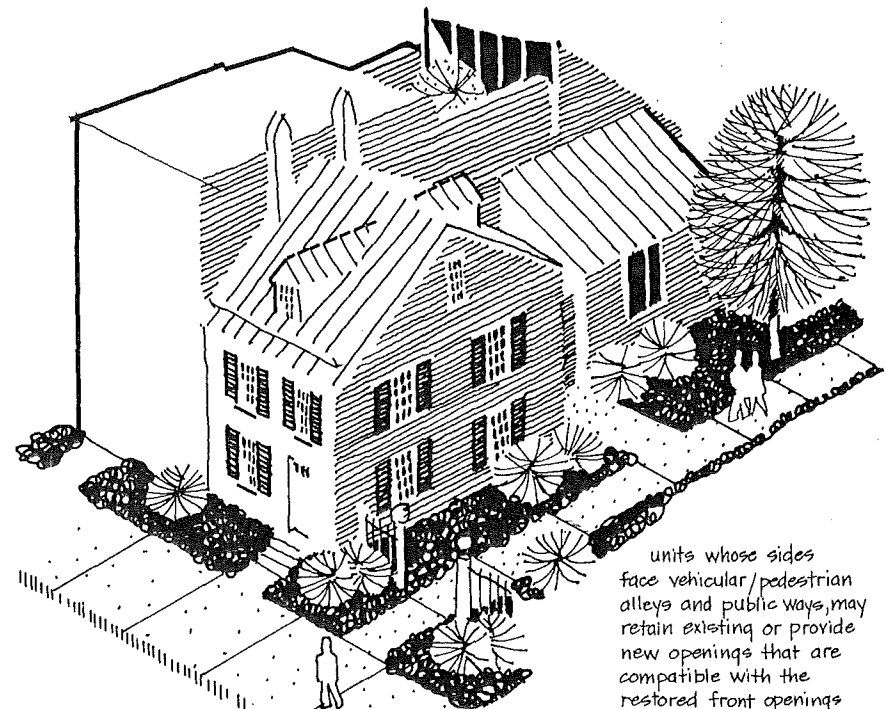
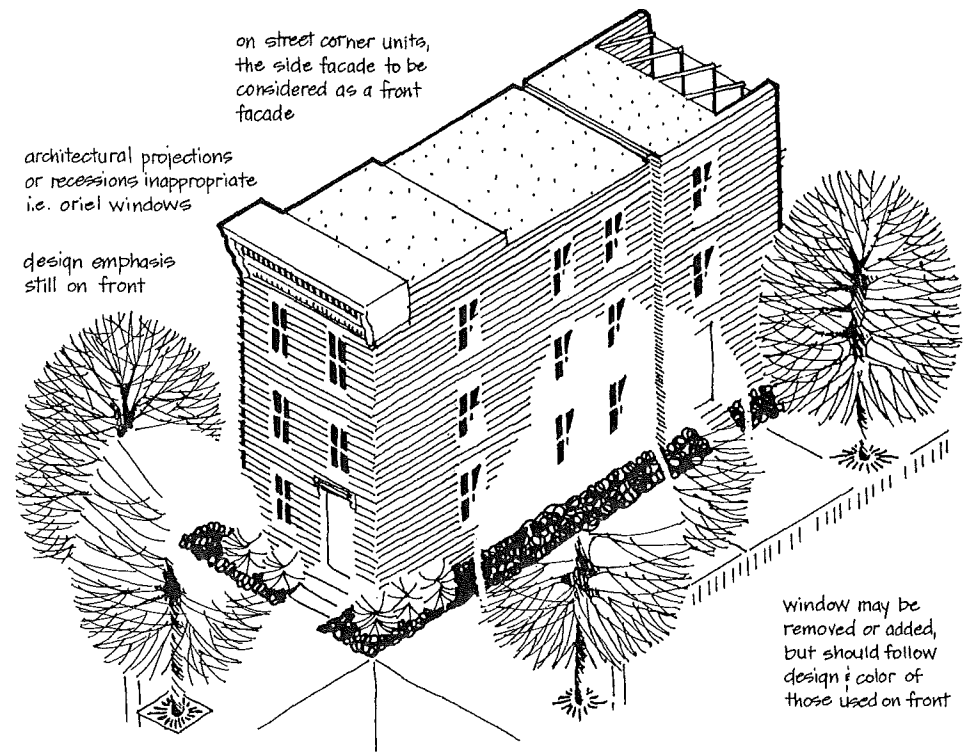
Openings that are compatible with those on the front may be introduced on the side facade of either street corner or interior block units.

## Interior Block Units

Units whose sides face on the pedestrian or vehicular alleyways offer more flexibility in treatment than do the street corner units, since the visual impact is as a transition zone if more contemporary or functional alterations are being considered. It should be treated, however, as a facade compatible with the front if a more traditional appearance is desired.

A further consideration for the side facade is the quality of the existing surface material. Often the side facade materials were of a lesser quality and appearance due to the emphasis placed on the original front facade. Lesser quality materials might also exist on a side facade due to the elimination of an adjacent unit.

The existing surface materials are either brick or stucco. If feasible, the side facade should be restored to its original brick surface. However, if not appropriate, stucco may be repaired and then should be painted a color compatible with the brick on the front facade. It is generally desirable that the brick material of the front facade wrap around the corner of the side, thus providing the proper transition of brick to stucco.





# Rear Facade

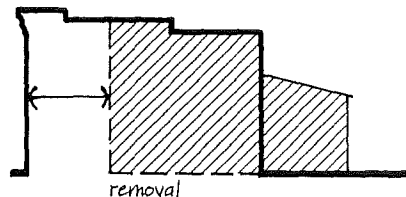
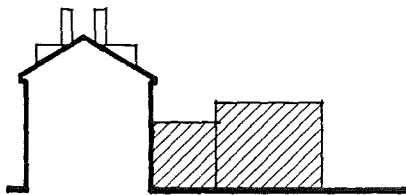
The rear facade of the building offers the most opportunities for change and thus has the least limiting standards. The intent of these guidelines is to deal with existing or proposed alterations or additions that occur from the rear face of the original building to the rear yard property lines.

The original part of most of the residential units in Otterbein is generally easy to distinguish from the subsequent additions to that structure. The existing additions have historical precedent but do not necessarily conform to contemporary living standards and owners have the option of retaining the additions or modifying or removing them. Whatever alterations are proposed, they should relate to the original structure, be harmonious with the other units and not intrude on the functioning of adjacent units. Owners should be sensitive to the plans for adjacent units and are encouraged to coordinate their planning efforts with their neighbors.

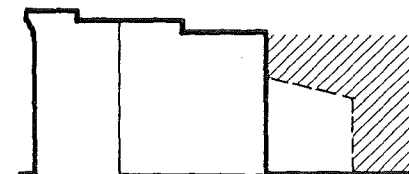
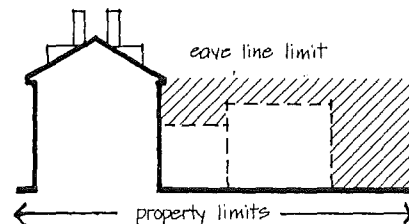
**Objective:** To present alternatives and considerations for the restoration, alteration or additions to the rear facade.

## STANDARDS:

1. Existing additions may be retained or removed.
2. New additions or alterations shall be compatible with existing structure and rear facade in both material and scale, and shall provide a transition between original structure and new additions.
3. New additions or alterations shall not intrude upon adjacent units' internal light source.



removal



expansion

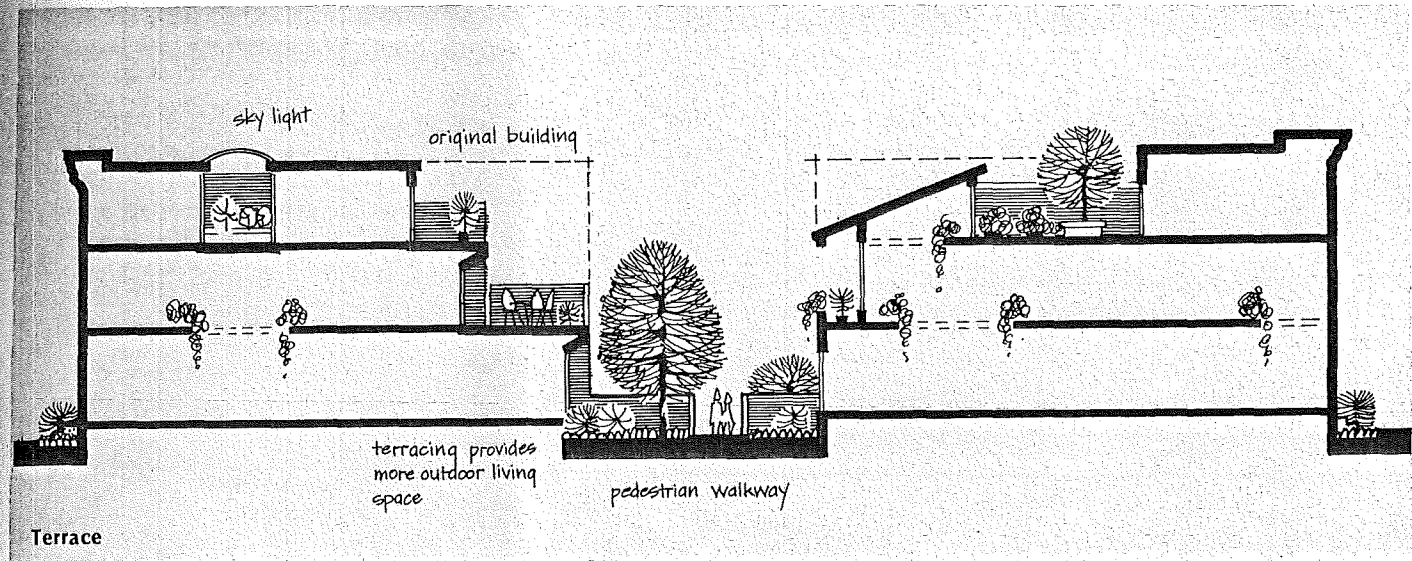
Additions/Removal Standards

The most common approach to rear facade alterations will probably be to accept the existing additions, repair or modify them, and remove any dilapidated elements. That is, however, but one approach. Another approach might be to totally remove all additions in a pure restoration of the original structure. This may create more options for the use of the rear yard area for both new structures or outdoor living spaces.

The rear facade additions and rear yards should be of three dimensional concern. The options are many but the planning should take into account the following:

1. the orientation of the rear portion as to sun and climate;
2. the need for additional light sources;





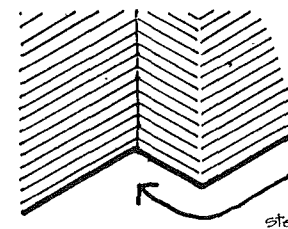
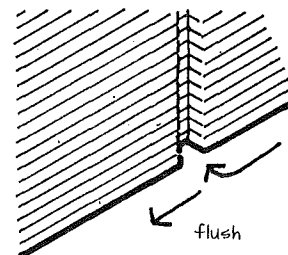
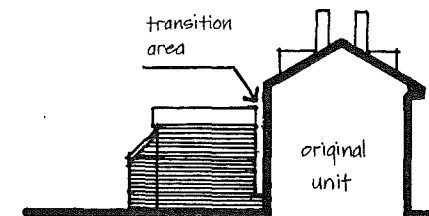
3. the potential use of any outdoor space as a garden or patio;
4. the unit's relationship to the rear pedestrian walkway;
5. surface accessibility to the rear;
6. location of air conditioning units, outdoor storage or work areas;
7. potential studio areas attached or detached;
8. any proposed change as it relates to adjacent units.

#### Removal:

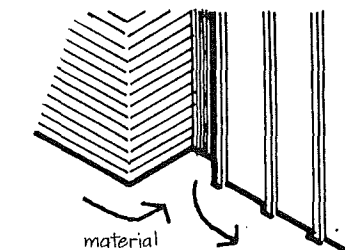
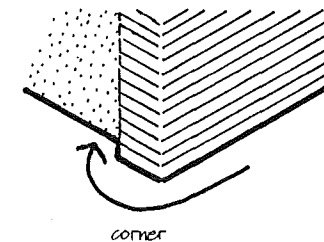
The concept of removing additions that have been added over time can allow for adaptation to a more contemporary living style. The reduction of house square footage will allow more exterior yard space for outdoor living, gardening, etc. and will also lessen heating and cooling loads.

One must remember that the more traditional living style was internal, whereas today more emphasis is placed on the use of adjacent or private outdoor spaces.

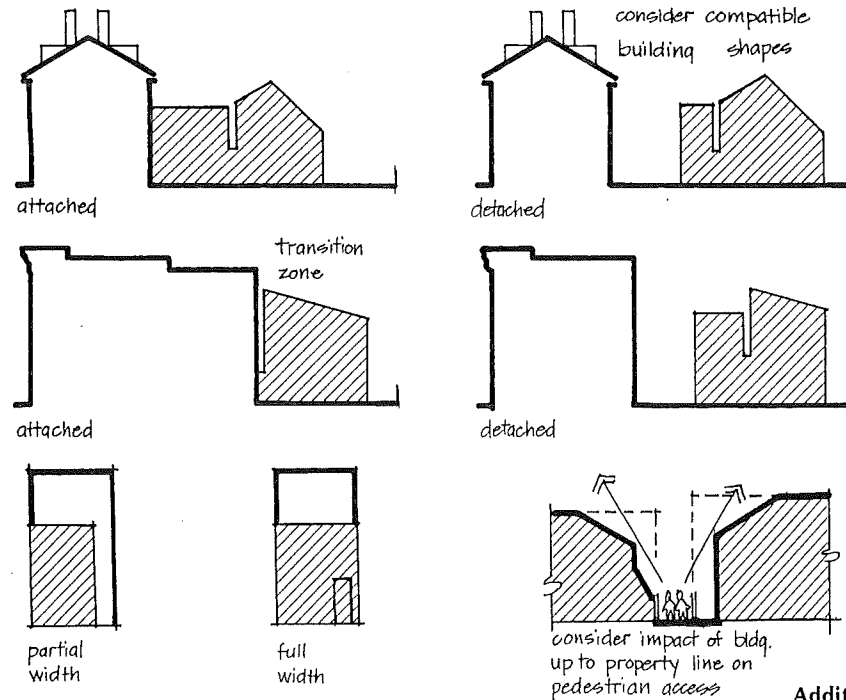
transition:  
sculptural devices  
to allow blending  
of new architecture  
with original



Transition



material



**Additions**

### Additions:

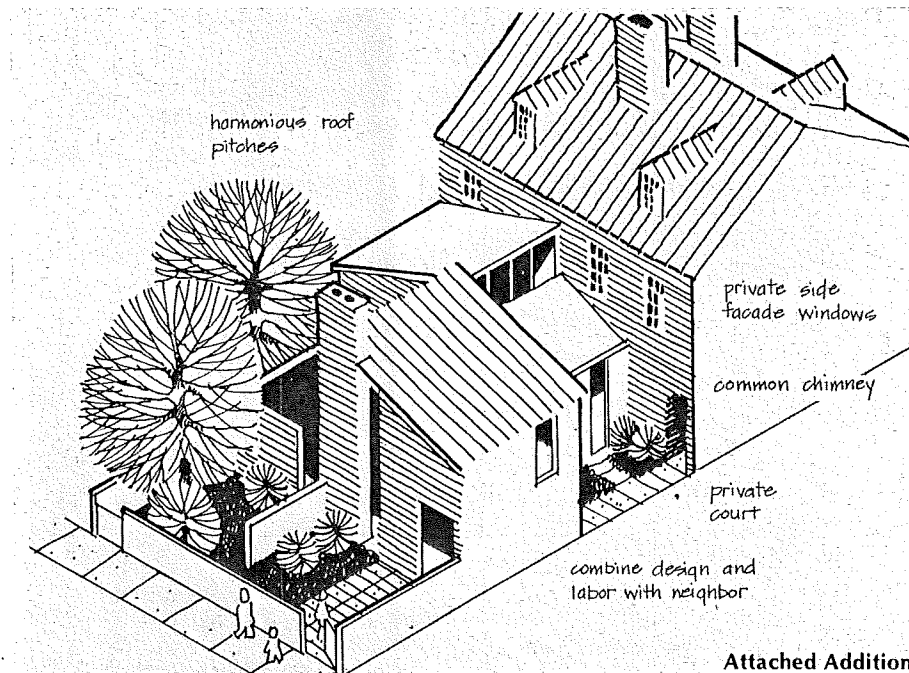
New additions or replacements of old ones should be compatible with the original structure, but do not necessarily have to repeat the original materials. New additions to the rear facade have the option of containing more contemporary window openings, such as sliding glass doors.

Additions should complement older structures, not dominate them. Even the more contemporary features should follow the scale and rhythm in massing of the original buildings. Materials that are indigenous to the area such as brick and stucco should be used. Materials such as stone, aluminum siding or plywood will not be acceptable. Roofing material for new additions should comply with the acceptable roof materials as outlined in that section.

In cases where materials are removed from additions, they should be salvaged for use in new structures, in fences, or in outdoor landscape features.

### Openings:

Larger openings or more contemporary glazing is acceptable provided it is proportional, in harmony, and in scale.



**Attached Addition**

### Colors:

Colors may vary from original structure but should be compatible.

### Alterations:

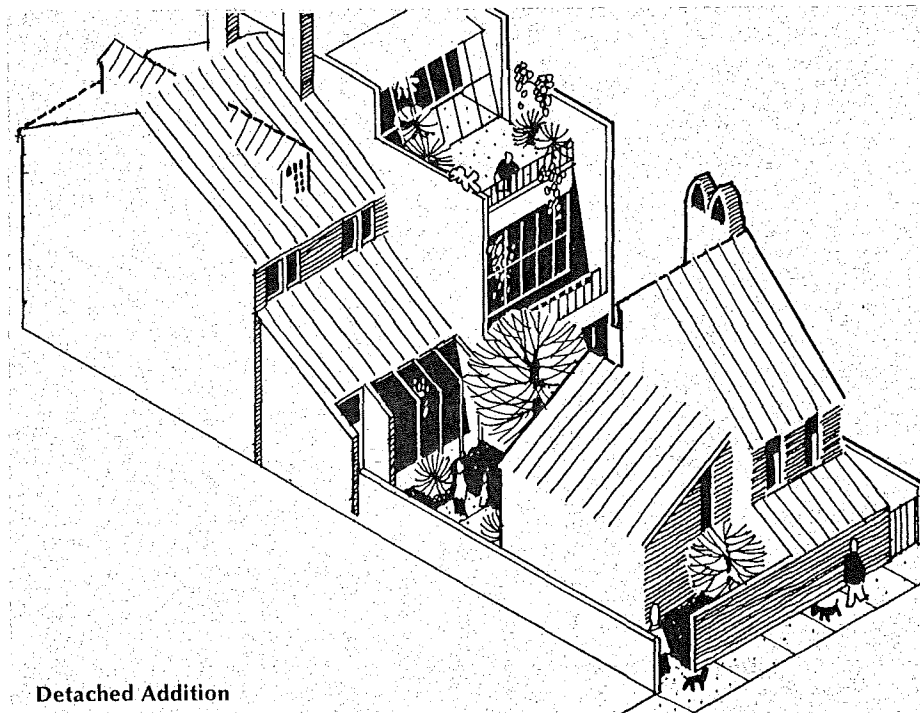
Alterations should take into account the exposure characteristics of the rear yards. Skylights may be added to provide more internal light. Roofs may be altered to create more usable space. Walls may be punctured to create more openness to the outdoor space or to generate new light sources.

### Adjacent Units:

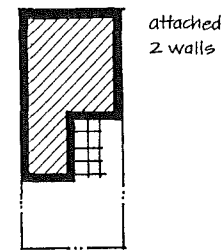
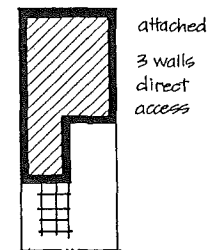
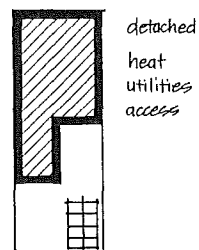
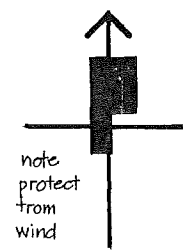
Respect for the adjacent unit is mandatory. No alteration or addition will be permitted that intrudes on the light source of an adjacent unit. Owners are especially encouraged to coordinate the planning of additions with their neighbors.

### Greenhouses:

Inclusion of greenhouses in the rear is permitted. They may be attached to the structure or separate, they may be of wood or painted aluminum framing with glass (not plastic or polyurethane), and may be developed individually or from readily available kits. Care should be taken in terms of orientation, location and design in relation to the overall rear yard concept.



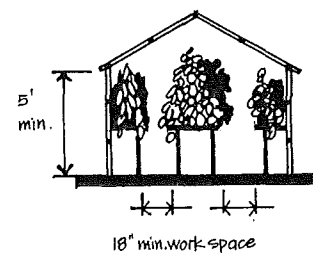
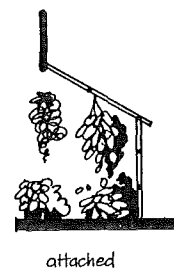
Detached Addition



frame  
wood  
aluminum  
steel

consider  
plumbing  
electricity  
heating  
ventilation

note:  
kits of all  
forms  
available



Greenhouse



**Objective:** To restore and to preserve original brick surfaces.

#### **STANDARDS:**

1. Existing brick surfaces on front facades shall be restored and preserved.
2. All surface coverings on front, including but not limited to "formstone" or stucco, shall be removed and underlying brick surfaces shall be repaired and preserved.
3. Side and rear facades shall be restored to original brick surfaces whenever possible.
4. Deteriorated or missing brickwork shall be repaired to be inconspicuous and compatible with existing brickwork in size, texture, bond and color.
5. The preservation of raw brick surfaces shall be attained without the use of paint.

## **Walls/Brick**

The elements of architecture set against raw brick walls most exemplify the character of Otterbein and are one of the prime considerations of restoration.

The quality of brick varies throughout Otterbein with many of the fronts of a high quality and harder brick, and some fronts and most sides and rears having a lesser quality and more porous brick. Some of the original brick has been covered with stucco.

#### **Cleaning:**

Cleaning should be undertaken if the appearance of a building is substantially affected by dirt or staining. In many instances, brick masonry can be steam cleaned. However, encrusted dirt may necessitate the use of water under controlled pressures or water and fine sand used in combination. Cleaning by sandblasting is generally not recommended in that it is abrasive and may remove mortar or damage the brick surface. Sandblasting may be required to remove paint from masonry surfaces, but should not be used until it is determined that no damage to the brick surface will result. Stains like those under copper downspouts or fire escapes may require chemical treatment. This process should be supervised by an experienced contractor.

After cleaning, the brick surfaces may be protected against the effects of weathering and dirt accumulation by waterproofing with silicone.

#### **Repairing:**

While repairing a section of deteriorated wall, attention should be given to matching adjoining bricks with bricks of the same size, texture and color, and utilizing the same technique and bonding method. The bonding method generally found in the Otterbein area is Flemish or common.

#### **Mortar:**

In order to achieve a brick wall, it is often a lighter or darker tinted mortar is used so that the wall itself rather than the individual bricks stand out. A light tone mortar is used to stand out separate bricks. Mortar is also appropriate for producing areas or panels in a remodeling job. Mortar helps the new work blend with the old by producing a similar effect, even if the composition may be quite different.

Much of the existing mortar is of lime and sand, and the color is the result of the materials used. An analysis of the mortar should determine the ingredients to match the color.

It is best to repoint with the same density and color as the bricks themselves. Stucco should be repointed with hard mortar will cause it to disintegrate.

#### **Repointing:**

Much of the brick masonry was laid up with a variety of mortar joints varying from 1/8" to 1/2". In repointing the bricks for an inconspicuous finish, the mortar can easily be colored to match the original construction. It can be raked, tooled, scored or finished in order to match the original.

#### **Preservatives:**

Deterioration of brick can be abated through the use of preservatives and other recently developed chemical preservatives. Silanes and siloxanes produce a chemical reaction that protects the wall from moisture. The application of preservatives should be done with the advice and supervision of an expert, and should be done on a building that has been cleaned. The preservative effect can last for several years.

### Mortar:

In order to achieve a richly textured brick wall, it is often better to use a grey or darker tinted mortar when repointing so that the wall itself is emphasized rather than the individual bricks. When a light tone mortar is used, each brick seems to stand out separately. The use of darker mortar is also appropriate when introducing areas or panels of new brick work in a remodeling job. The darker mortar helps the new work relate better to the old by producing a similar richness of effect, even if the color of the bricks may be quite different.

Much of the existing mortar in Otterbein is of lime and sand, and is soft; the color is the result of the specific sand used. An analysis of the existing mortar to determine the ingredients aids in matching the color.

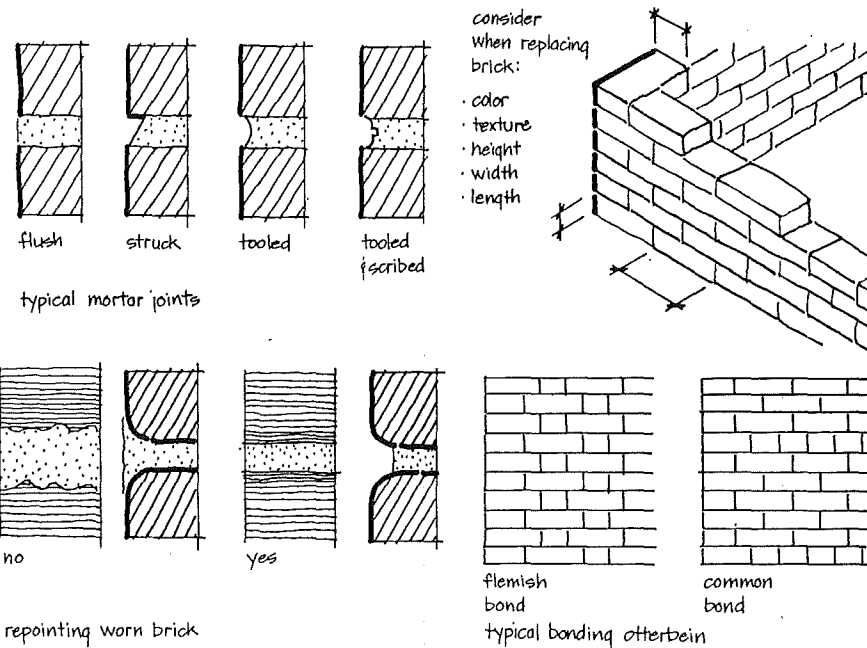
It is best to repoint with mortar having the same density and absorbency as the bricks themselves. Soft brick and stone should be repointed with soft mortar, as hard mortar will cause the softer brick to disintegrate.

### Repointing:

Much of the brick masonry in Otterbein was laid up with a variety of joints varying from 1/8" to 3/8" of thickness. In repointing the brick, one should strive for an inconspicuous appearance. Mortar can easily be colored to match that of the original construction. Joints should be raked, tooled, scored or otherwise treated in order to match original joint technique.

### Preservatives:

Deterioration of brick surfaces can be abated through the application of silicones and other recently developed waterproofing preservatives. Silicones are invisible and produce a chemical bond that protects the wall from moisture and sun. The application of silicones requires the advice and supervision of a waterproofing expert, and should be undertaken after a building has been cleaned or repaired. The preservative effect of silicones will last for several years.





**Objective:** To preserve original window openings, casings and sash on front facade and, as often as practical, on side and rear facades.

#### STANDARDS:

1. Window style on front facade of Federal Row (pitched roof) shall be 6 over 6 or 1 over 1 with horizontal and vertical muntin arrangement.
2. Window style on front facade of Greek Revival (flat roof) shall be 6 over 6, 2 over 2, or 1 over 1 with horizontal and vertical muntin arrangement.
3. Dormer windows on front facade shall match style of lower floors.
4. All window casings, sash, and muntins shall be painted or vinyl-clad wood.
5. Exterior storm windows on front facades shall not be permitted.
6. Exterior storm windows on other facades shall be painted or vinyl-clad wood, or painted or anodized aluminum.
7. Infilling of window openings to accommodate standard or stock window units shall not be permitted on front facades.
8. Infilling of window openings shall be permitted on other facades if the standard windows approximate the window opening size and proportion.
9. Shutters shall be of louvered or paneled design, and painted wood construction and shall be one half the width of the opening and the same length as the opening.
10. Shutters on front facades shall be installed on all floors or first floor only.
11. Wrought iron "burglar bars" shall be allowed.
12. Snap in mullions on front facades are not acceptable.

## Windows

Otterbein windows are usually vertically proportioned openings emphasized by lintels and sills with a minimum of embellishments. Windows vary in form with the architectural style of the building, and change in height and proportion with the functional importance of the rooms within. In Otterbein, windows were almost always double hung and the window configurations that were historically correct were 6 over 6 style for Federal Row houses and 6 over 6 for early Greek Revival units. The 2 over 2 and 1 over 1 styles were found in the later Greek Revival units and Federal Row modifications.



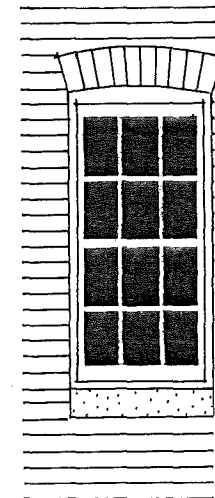
#### Openings:

Window openings shall be closed off or otherwise protected on front facades. No windows should be replaced with irregular openings as reduced for stock size, ever, on side and rear facades openings may be altered to accommodate standard units.

Historically, the window frames were painted in light colors such as beige, light grey or white and window frames show as the movable sashes.

#### Lintels and Sills:

In Otterbein the lintels and sills are of a variety of sizes, shapes and materials. The Federal Row uses wide span lintels; the Greek Revival uses materials that are often embellished. Lintels and sills should be restored and repaired in the original style wherever possible. Where lintels or sills are beyond repair, duplicate a lintel or sill from a period building. Lintels and sills should be installed with steel angles.



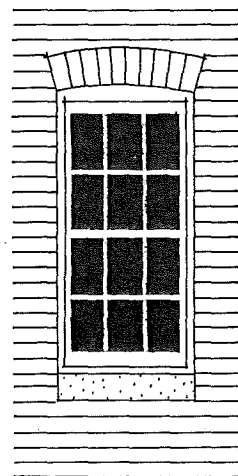
### Openings:

Window openings should not be enlarged, closed off or otherwise altered in form on front facades. New sashes for these windows should be cut to fit curved or irregular openings and should not be reduced for stock sizes or shapes. However, on side and rear facades, the openings may be altered or infilled to accommodate standard window casings.

Historically, the window sashes were painted in light colors such as white beige, light grey or cream. Wooden window frames should be the same color as the movable sash.

### Lintels and Sills:

In Otterbein the lintels and sills come in a variety of sizes, shapes and materials. The Federal Row units have simpler brick span lintels; the Greek Revival used other materials that are more prominent and are often embellished. Lintels and sills should be restored and repaired to the original style wherever possible. In those instances where lintels or sills do not exist, or they are beyond repair, it is permissible to duplicate a lintel or sill from a similar period building. Lintels should be reinforced with steel angles.



arch or  
lintel

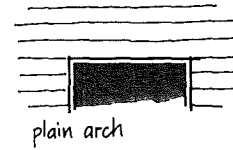
mullion

sash

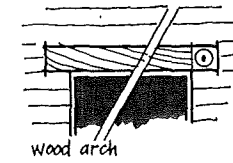
pane of glazing

casing

sill

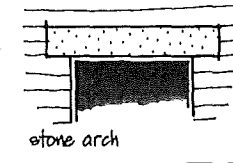


plain arch

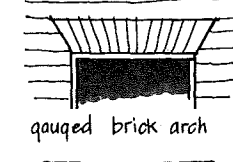


wood arch

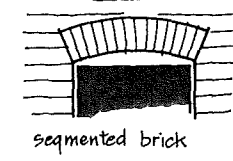
ornament  
(wood or metal)



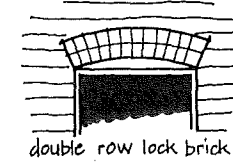
stone arch



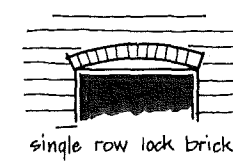
gauged brick arch



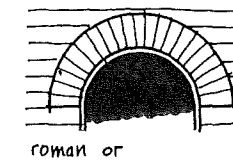
segmented brick



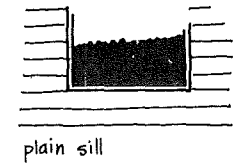
double row lock brick arch



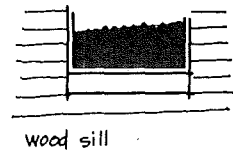
single row lock brick arch



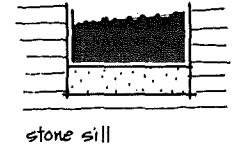
roman or  
semi-circular brick arch



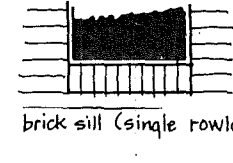
plain sill



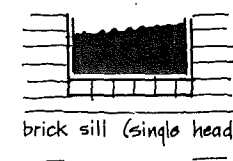
wood sill



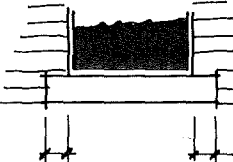
stone sill



brick sill (single rowlock)



brick sill (single header)

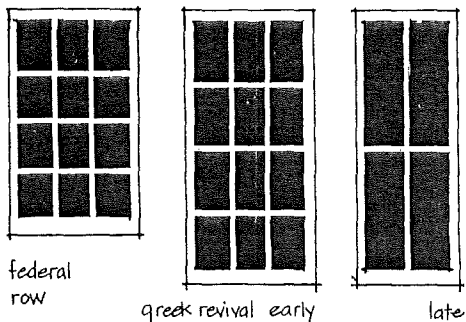


not correct

the majority of sills in  
otterbein are no longer  
than the opening is wide.

when modifying original sills and  
lintels, a survey of similar units of  
the same period should be taken  
to determine a suitable design.  
all sills on the front facade and  
side facades located on street  
corners should be of one design.

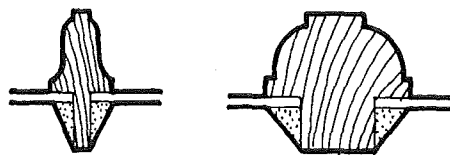




federal row

greek revival early

late



yes

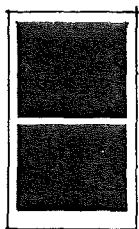


no

all windows should be double hung painted wood or perma shield or equal

snap in mullions unacceptable

thin line mullion correct for both federal row and greek revival unit



acceptable

## Window Style:

Windows should be double hung, of thin lined design with thin mullions. Snap-in mullions are not allowed on the front facade. Storm windows are not allowed on the front facades. An alternative to storm windows on the front facade is for the provision of storm windows on the inside, double glazing, or thermal curtains. Of those storm windows that are allowed on side and rear facades, a thin line style should be chosen in order to reduce their impact. If aluminum is chosen as material for the window, it should be painted the same color as the window casing.

Windows in the dormers and basements on the front facades should be of the same design, material and color as the major windows on the facade.

## Shutters and Blinds

Shutters refer to the louvers normally employed for shade, ventilation. In most cases, the louvers were not original.

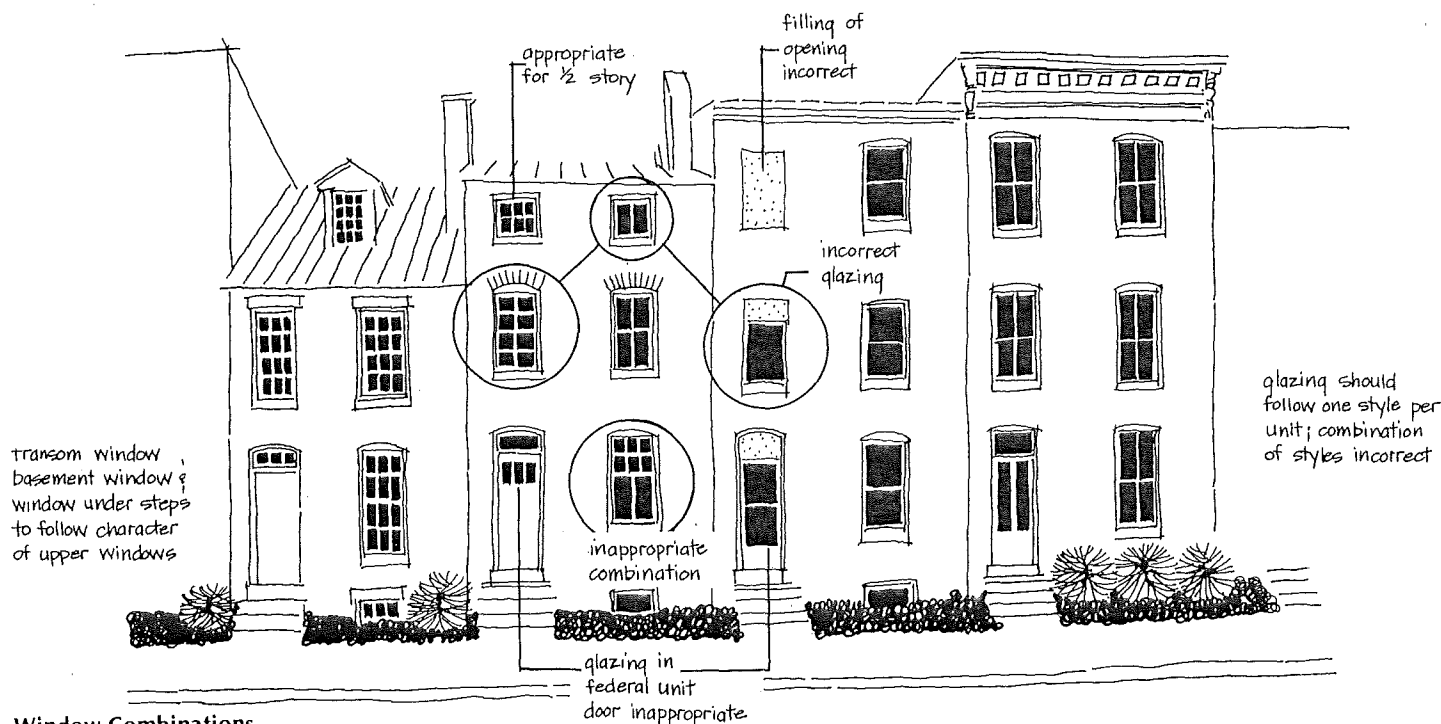
Shutters or blinds are to be the opening and one installed shutters workable, they are appropriate hard catchers and shutters.

## Alterations:

Windows on the vehicular and pedestrian utilize standard original openings. Such windows should and proportion of front facades. But and should be similar appearance and is not permitted.

## Window Panes

38



Window Combinations

### Shutters and Blinds:

Shutters refer to the paneled units originally employed for security reasons. Blinds refer to the louvered units originally used for shade, ventilation and security. In most cases, the latter units or blinds were not originally used in Otterbein.

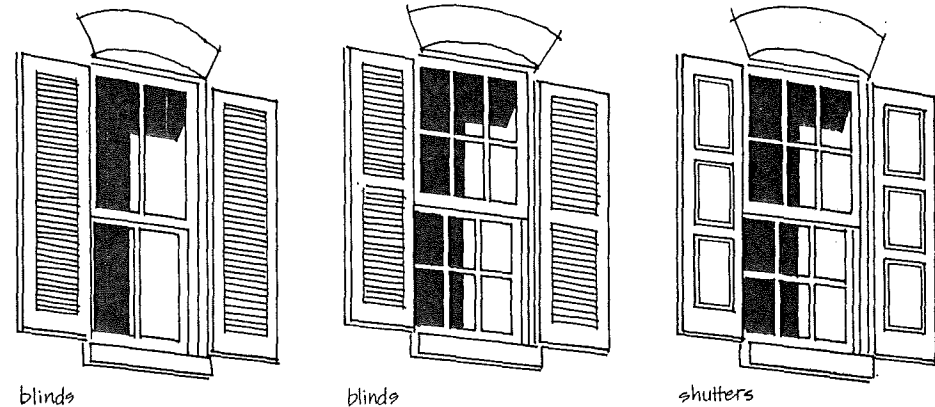
Shutters or blinds shall be made of wood and are to be the full length of the opening and one half the width. If the installed shutters or blinds are not made workable, they must at least have the appropriate hardware such as hinges, catchers and shutter dog.

### Alterations:

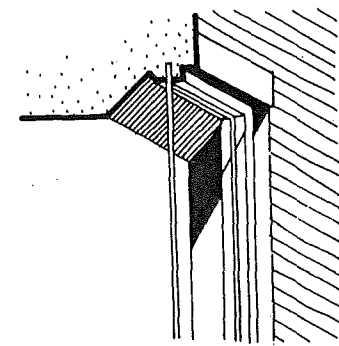
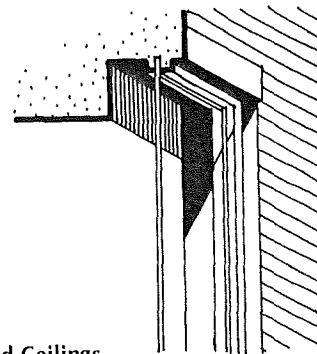
Windows on the side facades facing vehicular and pedestrian alleyways may utilize standard available windows in the original openings by the use of infilling. Such windows should respect the style and proportion of those windows on the front facades. Burglar bars are acceptable and should be simple of design, sturdy in appearance and painted black. Wire mesh is not permitted.



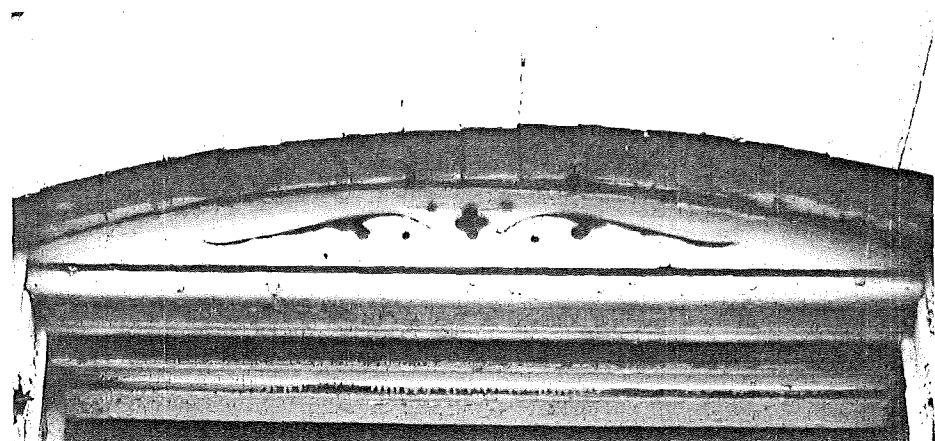
Rat tail shutter dog — found on Barre Street unit



traditional blinds and shutters of federal period and later



Lowered Ceilings



Ornamental window casing 602 Hanover Street



**Objective:** To preserve original skyline and the design characteristics of roofs that are visible from the streets.

#### STANDARDS:

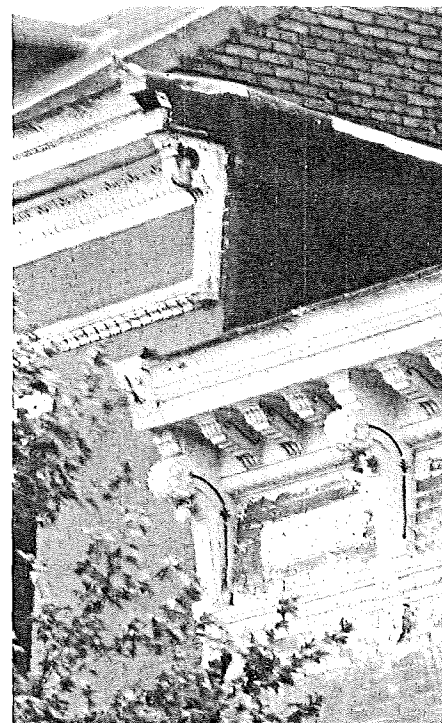
1. Existing roof pitches, dormers and eaves on Federal Row units shall be retained and restored on front facades.
2. Existing fascias and cornices on Greek Revival units shall be restored or duplicated.
3. Existing chimneys visible on front facades shall be retained and restored to period style.
4. Roof materials on Federal Row units shall be standing-seam metal, dark shingles, slate, or fire-rated cedar shakes.
5. Gutters shall be of half-round design; downspouts and leaders shall be of round design; and all shall be copper or aluminum, or galvanized painted with dark colors.

## Roof Area

The Federal Row pitched roofs and the Greek Revival cornices in an irregular pattern are the most frequent roof forms in the Otterbein area. The pitched roofs were distinguished by their simple materials with dormer windows and double chimney stacks, while the flat roof is distinguished by the more elaborate cornice detailing. Both the mass of the pitched roof and the cornice act as a termination of the building face. The design of such physical roof forms should be maintained and restored.

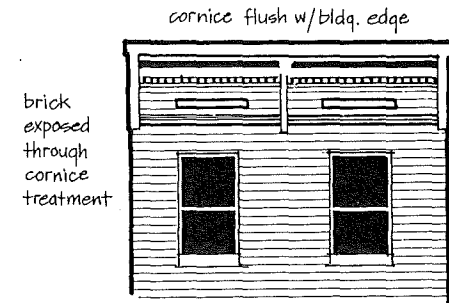
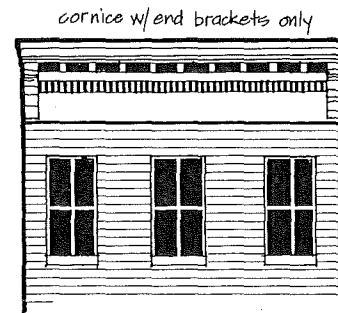
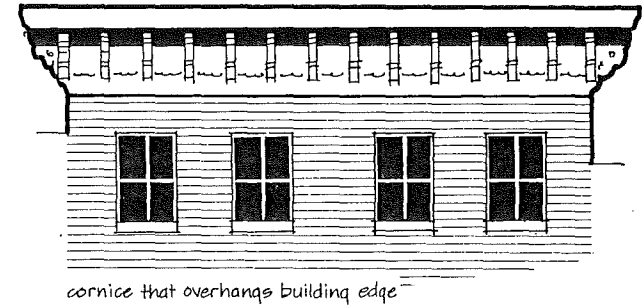
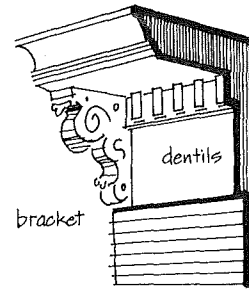
#### Cornices:

The main cornice of Revival units is generally wood, stone, brick or were often elaborate reflect in form and architectural styles. The size the linear pattern provide strong, visual building facades. Unpleasantly, or not be removed from some units the cornice removed in more recent instances, an appropriate cornice should be added in addition of the cornice suitably designed and erected. Such a substitution the correct proportion and weight. The intricate least important.

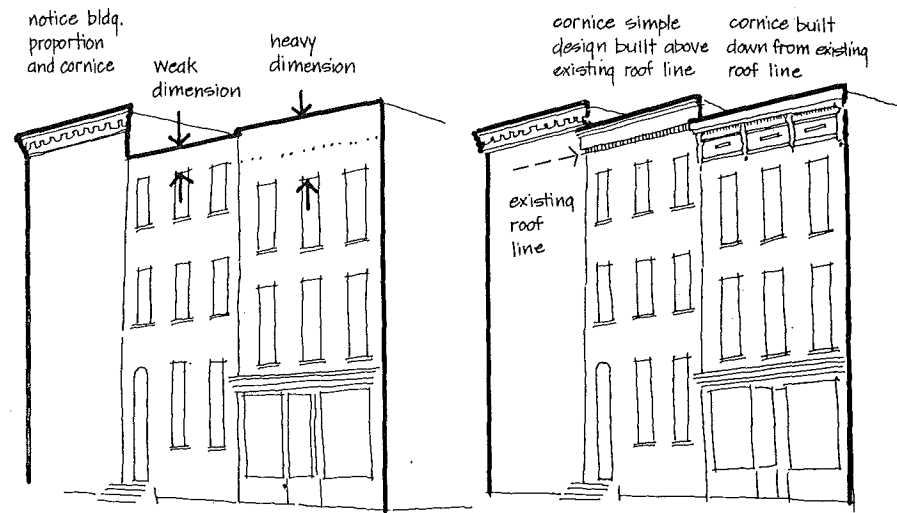
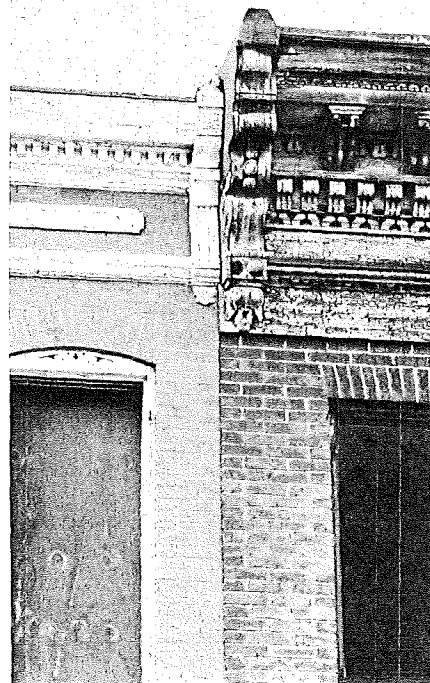


## Cornices:

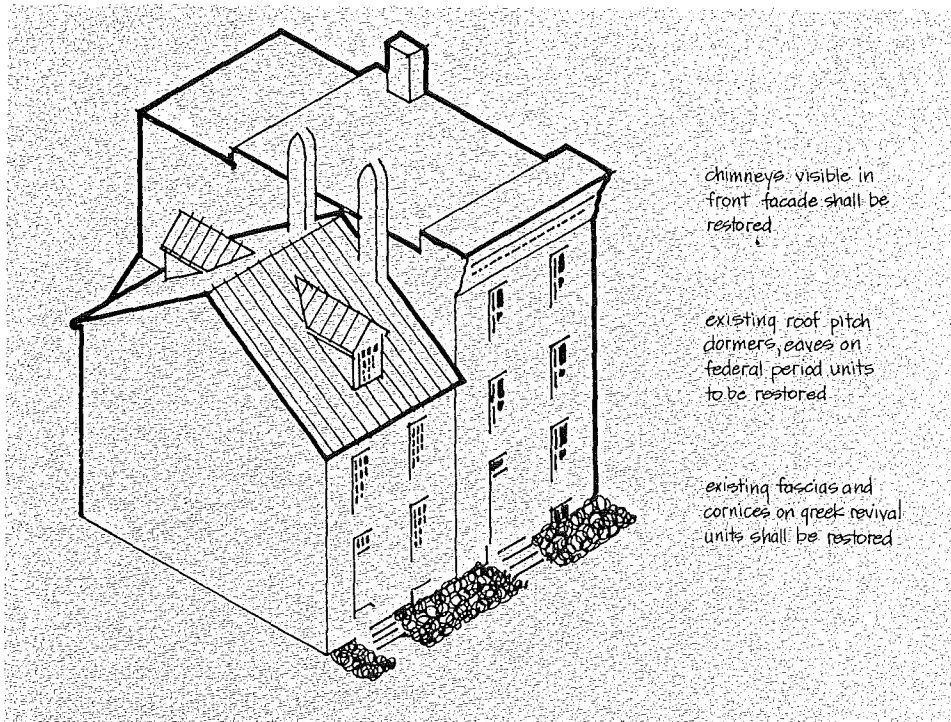
The main cornice of the Otterbein Greek Revival units is generally constructed of wood, stone, brick or pressed metal. They were often elaborately ornamented and reflect in form and detailing specific architectural styles. Cornice lines emphasize the linear pattern of the streets and provide strong, visual termination of the building facades. Unless repair is completely unfeasible, original cornices should not be removed from the buildings. On some units the cornices have been totally removed in more recent times. In those instances, an appropriately designed cornice should be added. If replacement or addition of the cornice is necessary, a suitably designed substitute should be erected. Such a substitute should respect the correct proportions in massing, body and weight. The intricacy of detail is least important.



Otterbein—Cornice Examples



Cornice Replacement



### Pitched Roofs:

These roofs are an integral element of the Federal Row front facade and may require total rebuilding. Care should be taken that the original roof pitches are maintained. Acceptable roof materials are standing seam metal, dark shingles, slate or fire-rated cedar shakes.

### Gutters and Downspouts:

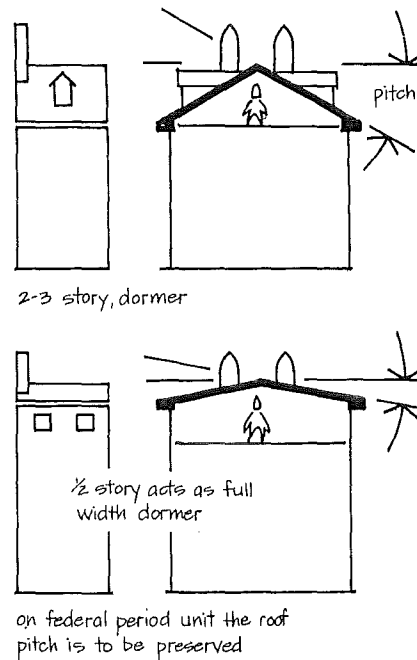
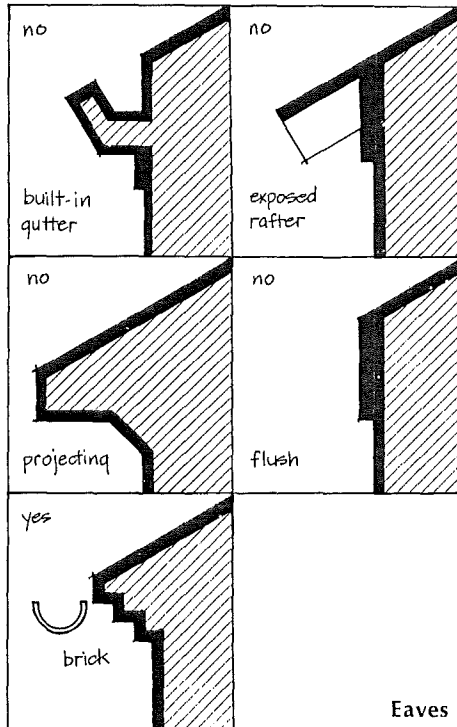
Copper gutters and downspouts are suggested both for durability and appearance and should be allowed to weather naturally. If aluminum or galvanized steel are used, they should be painted in dark colors. Although installation on street facades of most Otterbein buildings is necessary, downspouts should be placed inconspicuously as, for example, along the line of the party wall.

### Dormers:

The dormer windows 3 story units only on the building face. Do maintained and repair materials. The side board painted to match the roof materials on main roof.

**Chimneys:** Chimneys of the Federal Row appear as pairs on a roof peak. They should have the appropriate style brick that matches that of the unit.

In old houses the chimneys were constructed without flues with plaster. Lime is affected by gases as long as wood was used. However, as anthracite was used as a fuel, the roof was damaged.



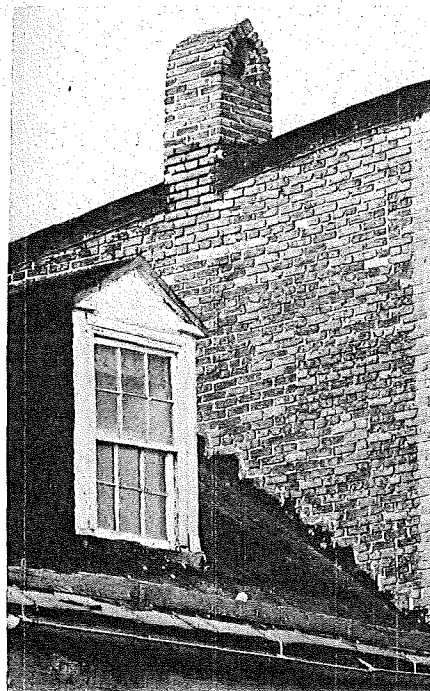
604 Hanover Street

### Dormers:

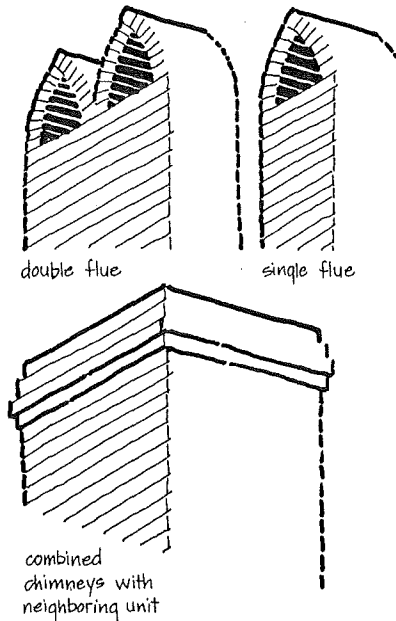
The dormer windows appear on the 2 and 3 story units only and are centered on the building face. Dormers should be maintained and repaired with suitable materials. The side should be of wood clap-board painted to match window color and the roof materials painted to match the main roof.

**Chimneys:** Chimneys are an integral part of the Federal Row houses and often appear as pairs on either side of the roof peak. They should be restored to the appropriate style and rebuilt with brick that matches the brick on the body of the unit.

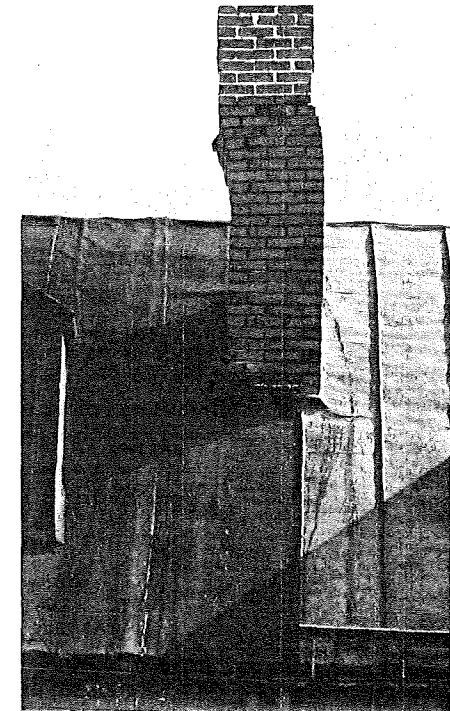
In old houses the chimneys were constructed without flue linings or were lined with plaster. Lime mortar was not greatly affected by gases and condensation as long as wood was used as the fuel. However, as anthracite coal came to be used as a fuel, the mortar was seriously damaged.



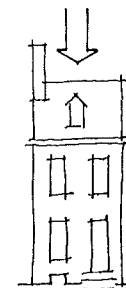
604 Hanover Street



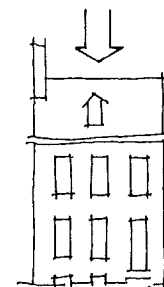
Traditional Chimneys



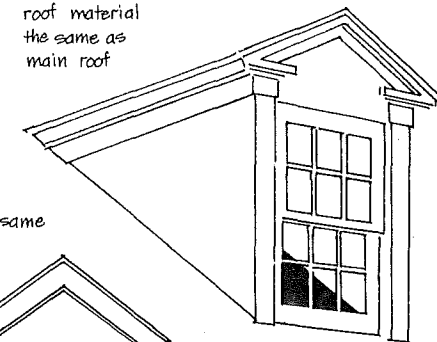
501-503 Sharp Street



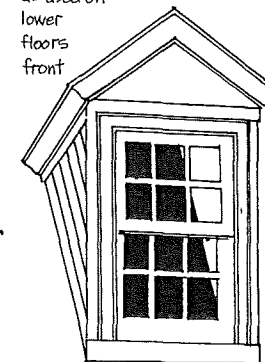
originally dormers were located centrally on roof; each unit having only one per front and back



roof material the same as main roof



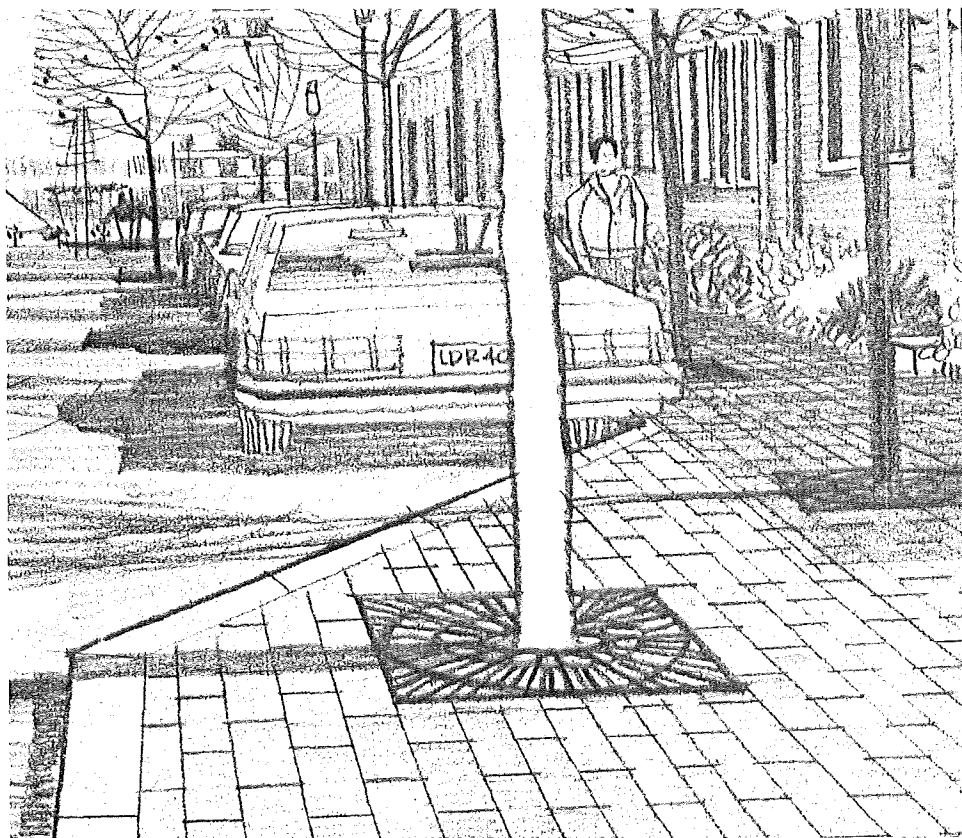
trim color same as used on lower floors front



dormer window should be of same design as windows of front facade shown here - 6 over 6

Dormers





**Objective:** To preserve original design and positive elements of entrances and stoops.

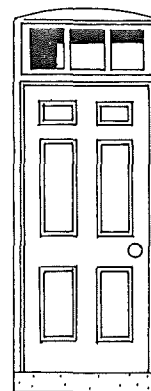
#### STANDARDS:

1. Doors on front facade shall be wood panel construction in period style.
2. Existing transoms, and other embellishments characteristic of period style shall be retained, restored or duplicated.
3. Shutters shall be of louvered or paneled design, and painted wood construction and shall be one half the width of the opening and the same length as the opening.
4. Stoop materials shall be stone, wood or brick.
5. Cheek walls on stoops shall not be permitted.
6. Wrought iron railing shall be permitted for safety if dark in color, simple in design, and sturdy in appearance.
7. Exterior lighting of a design appropriate to the original architecture shall be above or flanking the front entrance.

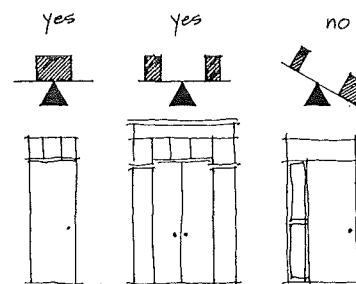
## Entrances

The entrance to the Otterbein houses customarily included front stoops or entrance steps and the doorway, with accompanying wood paneling containing symmetrically designed ornamentation. The entrance areas were designed as a formal image to the street occurring at either street level or set above a low basement. They were sometimes simply designed or ornamented with flamboyant and individual embellishments.

If the entrance to an Otterbein residence is to remain as an impressive feature, as it was originally designed, it must be maintained and repaired with considerable care. Inappropriate alterations to any entrance will substantially affect the appearance of the building and can destroy the unity on an entire street facade.



3 light transom to be restored  
doors on front facade to be of wood panel construction in period design of building



entrances should be restored to original symmetrical design

#### Doors:

The original doors and transoms were made of paneled wood construction. The proportion of paneled wood construction should be maintained. The original door styles and transoms in various designs should be preserved.

The French door, a door opening at the top, is appropriate in the design, and, if desired, may be placed in the design. Wherever possible, lights should be retained.

#### Simple Entrance

A simple entrance should be of wood panel construction. The Federal period Greek Revival unit retained a three-light opening, and the door panels without glass were simple functional.

In restoration of the entrance, the transom should follow the windows on the rear facade. The transom or three panes across the door casing should be window casing.

#### Embellished Entrance

This refers to those entrances that have more elaborate ornamentation, such as columns and overhanging entrance. The entrance should be duplicated, being in the original proportions and materials, particularly to the transom and the cornice design.



### Doors:

The original doors of the Otterbein residences were made of fine woods, hand-somely paneled and occasionally adorned with ornate hardware. Replacement doors of paneled wood construction that maintain the proportions and form of the originals should be installed. Appropriate single door styles are 6 or 8 paneled doors in various designs without glazing.

The French door, a symmetrical double door opening at the center, is often appropriate in the Greek Revival units, and, if desired, may be fitted with symmetrically placed full length glass insets. Wherever possible, transoms and side lights should be retained intact.

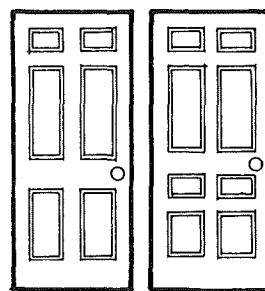
### Simple Entrance:

A simple entrance refers to one with a lack of embellishments found on both the Federal period units and the early Greek Revival units. The door casing contained a three-light transom above the opening, and the doors were of 6 to 8 panels without glazing. Such entrances were simple functional statements.

In restoration of these entrances, the transom should follow the design of the windows on the rest of the front facade or three panes across. The color of the door casing should match that of the window casing.

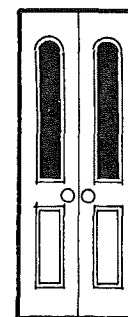
### Embellished Entrance:

This refers to those entrances which reflect classical architectural detailing and more elaborate ornamentation of the side columns and overhead lintels. These embellished entrances should be restored or duplicated, being very sensitive to the proportions and massing of forms, and particularly to the balanced relationship with the cornice detailing above.



yes

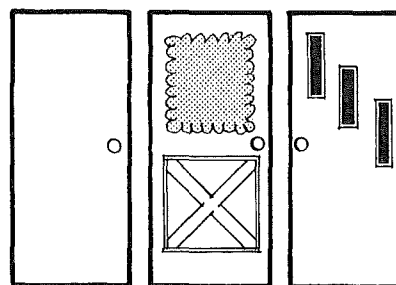
traditional door design 6 and 8 panels - because of thermal insulation and security, solid oak doors are suggested



yes

later, greek revival period units used tall ornate "french doors"

because of size and proportions, it is difficult to replace. salvage by patching and painting

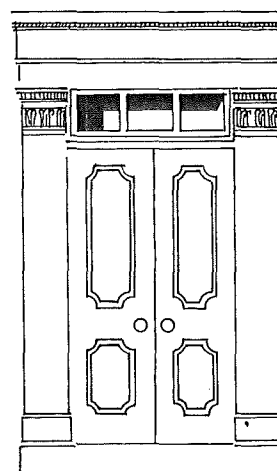


Doors

no

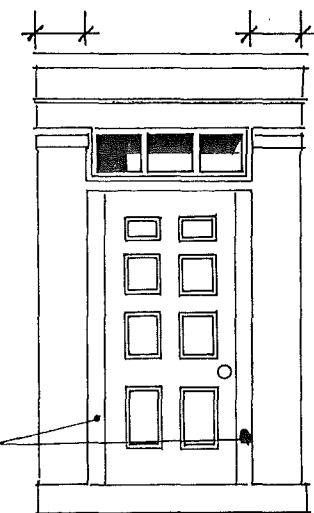
slab doors all metal and plastic doors, dutch doors

original



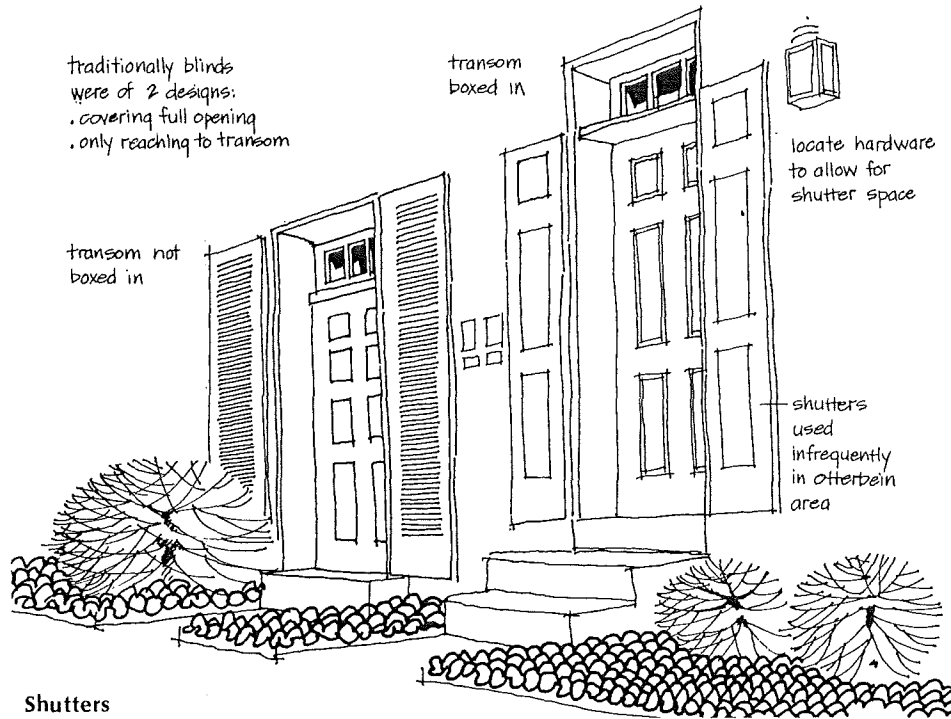
the prime factor in replacing trim is to duplicate the size or mass of the original elements

infill

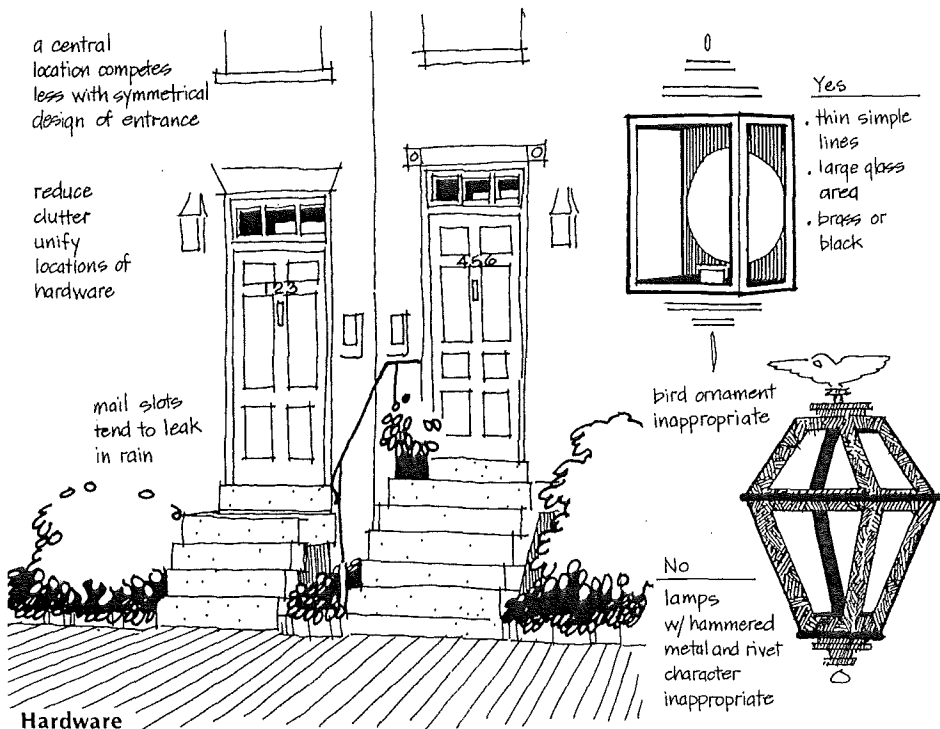


if the replacement of french doors is not possible, a single door of the same period may be used; the door should be located centrally in the opening

### Entrance Embellishments



Shutters



Hardware

### Shutters and Blinds:

Originally, many Federal period units used shutters and blinds at the entrance areas. Shutters or blinds should only be used on those units with simple entrance detailing and should be of the same design, material and color as adjoining first floor window shutters. They should not open onto handrails, but return against the facade of the house. Non-functioning shutters must have appropriate hardware.

### Hardware:

Hardware refers to the functional and appointment elements of the entrance area such as doorknobs, house numbers, mail slots, mail boxes, entry lights and door knockers. If they are sensitively selected and placed, they can be an asset to the facade; if not, they can create an unnecessary clutter.

Hardware should be simple and clean in design. The most attractive materials are brass or bronze, but other metals painted a darker color can be appropriate.

House numbers should be in a type face that is simple and complements the unit. Written numbers are not appropriate.

Entry lights should be designed with clean, simple lines, large glass areas and a vertical emphasis. Avoid large, riveted or hammered looks with eagle ornamentation.

Hardware location should be balanced with the entrance. The hardware should also balance with other hardware on adjoining units and avoid the appearance of clutter. Avoid placing hardware that appears like a spot, unrelated to anything else on a wall.

### Stoops:

The front stoops in occur in a variety of level or set above the entrance at materials were wood a considered acceptable desirable.

Many original steps were removable in to basement levels. on the side to allow basement.

Patching or sealing required should be if necessary, follow coat of paint. The retain the general masonry and must bright or unusual steps of stone should state.

While brick is allowed in that it appropriate transition between the sidewalk and

Steps should be devoted to the wall with a divided at the entrance be closed at appropriate in height and may parallel to the front a minimum of 9 in walls are not acceptable

Wrought iron hand on multi-riser steps: simple design, sturdy appearance and use of ornate embossed should be complex not flamboyant.

Area ways to base retained or enclosed retained should proper lights and proper enclosed with a wrought iron handrail around gate may also be possible

### Stoops:

The front stoops in the Otterbein area occur in a variety of forms at street level or set above a low basement with the entrance at mid-level. Traditional materials were wood and stone; brick may be considered acceptable, but usually is not desirable.

Many original steps were of wood and were removable in order to provide access to basement levels. Often they were open on the side to allow some light to the basement.

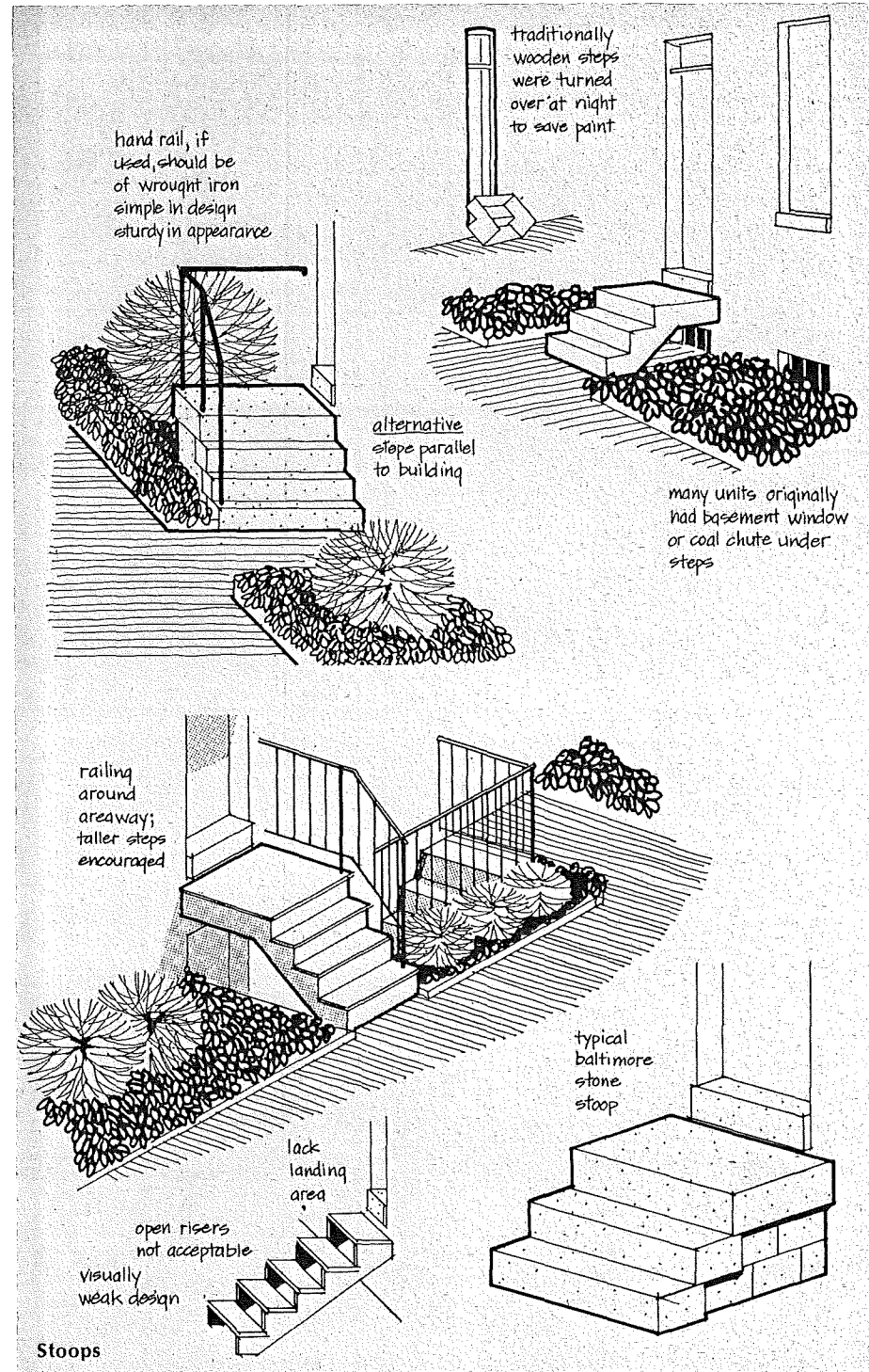
Patching or sealing of stone steps when required should be neatly executed and, if necessary, followed by a matte finish coat of paint. The painting should maintain the general color of the natural masonry and must not be completed in bright or unusual shades. Replacement steps of stone should be left in a natural state.

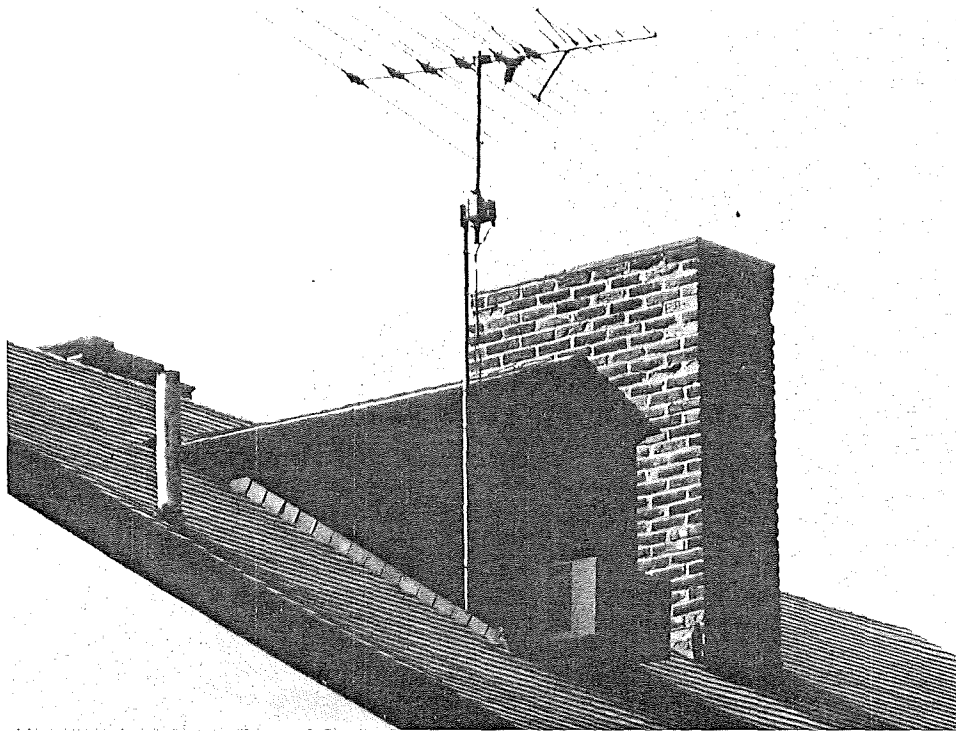
While brick is allowable, it is not encouraged in that it provides an inappropriate transition between the facade brick and the sidewalk paving.

Steps should be designed to be bracketed to the wall with a landing area provided at the entrance level. Risers must be closed at approximately 7 to 8 inches in height and may run perpendicular or parallel to the front wall. Treads must be a minimum of 9 inches in width. Cheek walls are not acceptable.

Wrought iron handrails, where appropriate on multi-riser steps, should be of a clean, simple design, sturdy in construction and appearance and dark in color. Avoid the use of ornate embellishments. Railings should be complementary and functional, not flamboyant.

Area ways to basement levels may be retained or enclosed. Those that are retained should provide safety railings, lights and proper drainage, and should be enclosed with a simply designed wrought iron handrail around the opening. A simple gate may also be provided for safety.



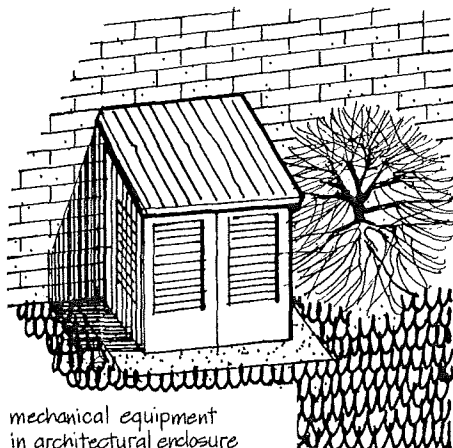


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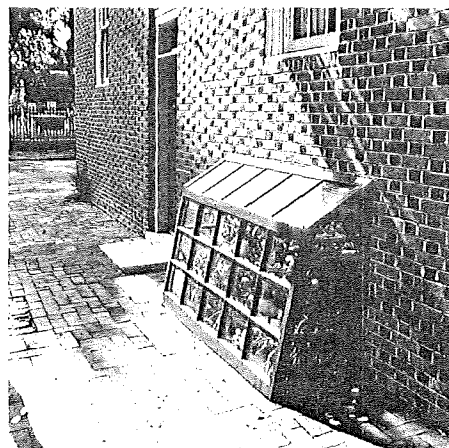
**Objective:** To minimize the impact of contemporary services on original building design.

#### STANDARDS:

1. Window air conditioning units or condenser elements shall not be permitted on front facades.
2. Television or radio antennas shall not be permitted where visible on front facades.



mechanical equipment  
in architectural enclosure



Plant box Philadelphia, Pennsylvania

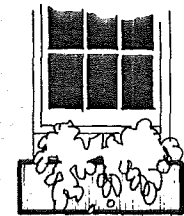
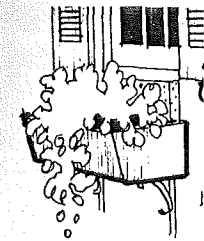
## Contemporary Conveniences

Installation of utility equipment on the exterior of any building in the Otterbein area should be restricted to the rear of the building or portions of the roof that are not visible from the street. Whenever possible, duplication of individual utility units should be avoided through the design of master systems. Television antennas, for example, should not clutter rooftops. Master aerials to which several units can be inconspicuously attached should be developed wherever possible. Antennas should be set back as far from the edge of the street facade as reception quality will permit, and the cable should be placed in the rear of the building.

During building construction or rehabilitation, it is most desirable that central air conditioning systems be installed. Individual air conditioners on street facades are not permitted.

Vents or grills are not acceptable on front facades and should be located appropriately in the planning stage. Where vents or grills are required, they should be simple in design, set flush with the surface and painted to match the surface.

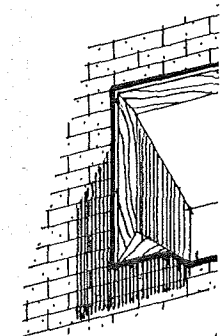
Location of trash or other storage facilities should be carefully considered with the planning of the units. Those facilities that are necessary out of doors should be clustered and made as unobtrusive or as inconspicuous as possible.



80  
slightly wider than

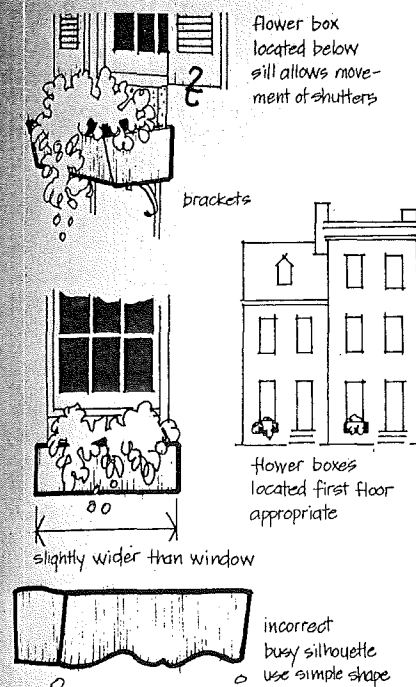


Flower Boxes

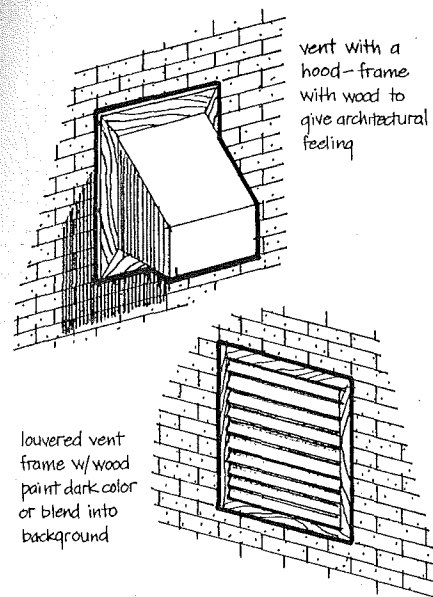


louvered vent  
frame w/ wood  
paint dark color  
or blend into  
background

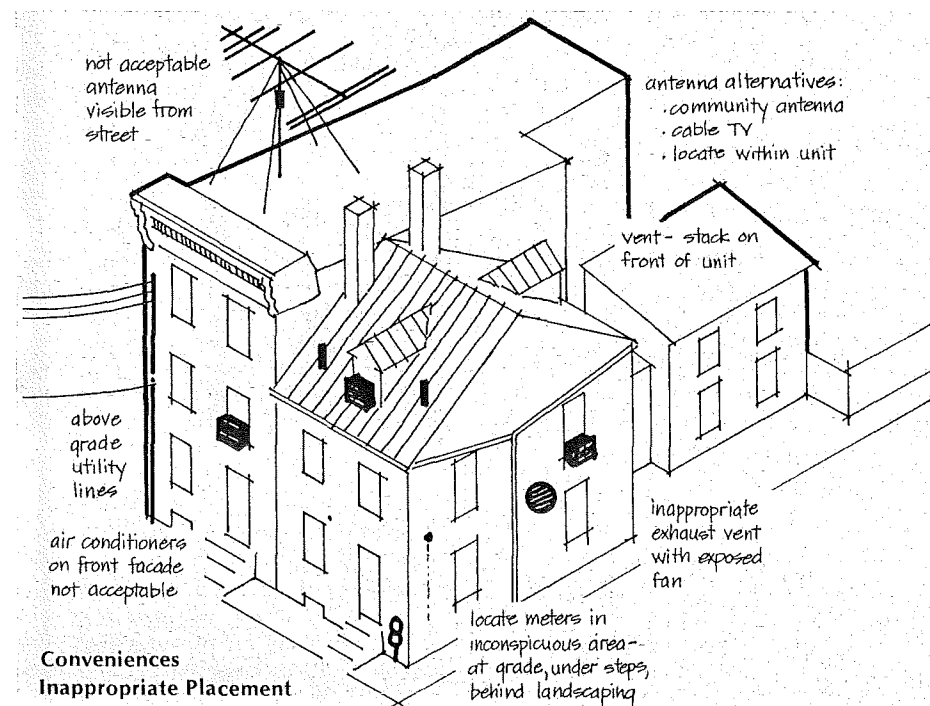
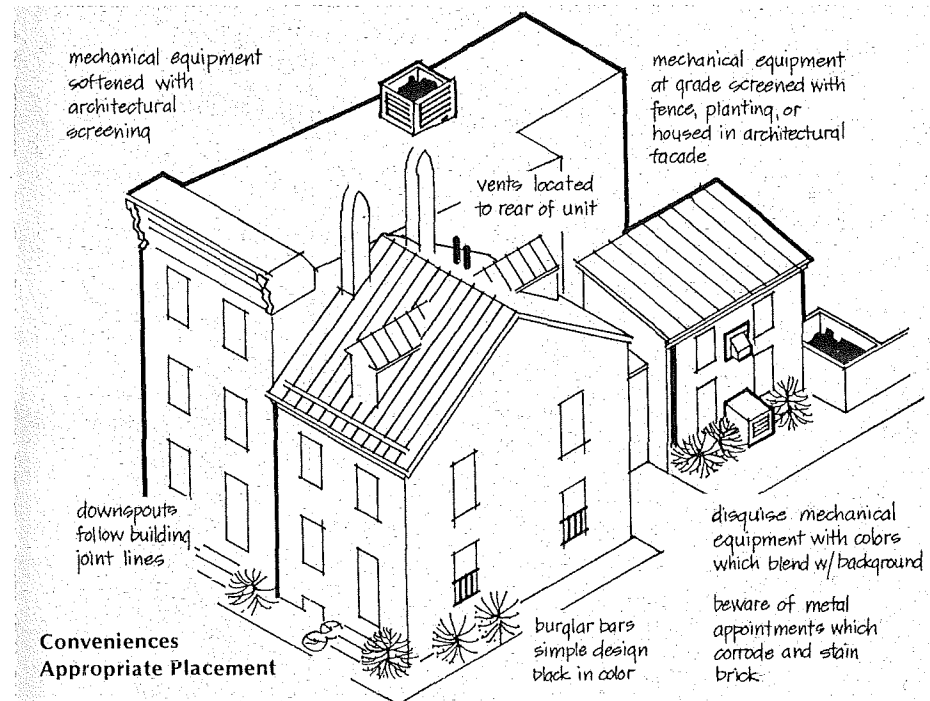
Vents



Flower Boxes



Vents



# Energy Conservation

In the rehabilitation of the Otterbein dwellings, a home owner should consider some basic concepts of energy conservation. Within the constraints of the existing project there are several architectural alterations that can be made to achieve greater compatibility with the existing climate, as it relates to a comfortable human environment.

Energy conservation techniques vary from region to region, depending on local climatic conditions. Baltimore is located within a temperate region which means cold, damp winters and hot, humid summers.

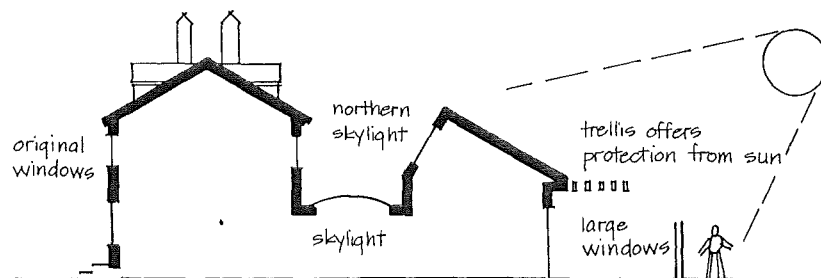
The basic principle of capturing as much sun as possible during the winter months and blocking out cold northern winds should be followed. In the summer the opposite should occur by taking advantage of the southern and easterly breezes and shielding out the sun.

## Ventilation:

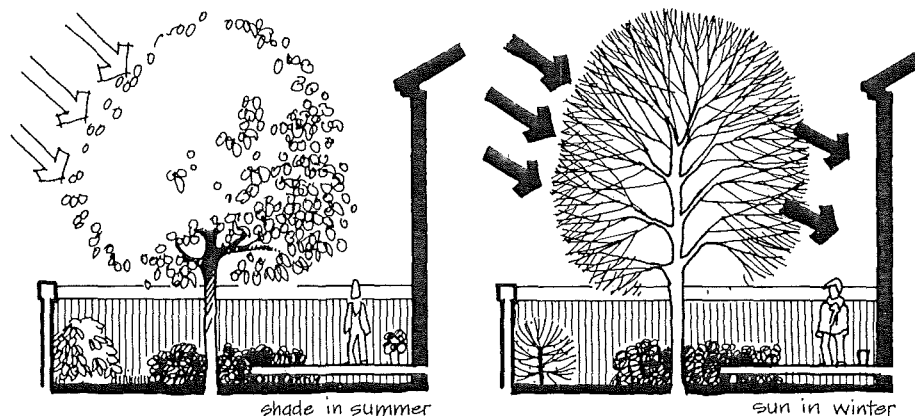
Since all the buildings in Otterbein have a fixed orientation, it may be difficult to take advantage of the natural breezes for through ventilation in the summer months. End units could have windows installed on their side walls to help air flow through the structure. Attic exhaust fans can be adapted to any of the units, to eliminate summer heat absorbed through the roof. Fans can be strategically located as an integral part of the structure during rehabilitation to force ventilation through the unit and reduce the need for total air conditioning.

## Insulation:

More than any other single element insulation will affect the efficiency of a home's heating and cooling system. Ample insulation should be provided throughout, generally 6" in ceiling or roofs and 4" in walls is a minimum. In addition to applied



Window Orientation



Vegetation as Solar Screen

or added insulation, the building materials themselves should be considered for their porosity, color, and degree of insulation quality.

## Color:

The exterior color of the building will affect its ability to absorb or reflect heat. In hot climates, buildings are light colored to reflect the sunlight and reduce heat absorption; the opposite is true in northern climates. In a temperate climate where extremes in both hot and cold are common, it is more difficult to make general statements as to what is best.

In this region dark colors used on the east, south, and west will absorb winter sun and help warm the house. If the southern exposure can be adequately shaded in the summer by using trees, trellises or extended overhangs this would present an ideal compromise. These shade producing elements not only reduce the

effect of summer sun within the building, but also cool outdoor living areas.

## Windows:

Windows are especially important in townhouses to provide light, ventilation, and a more spacious feeling to the long narrow living spaces. However, in an urban environment, windows can also adversely affect security, visual privacy, and the climate within the home. When alterations to a facade are allowable, careful thought should be given to placement, numbers, and size of windows. For example, a rear facade facing north should have a minimum of window openings and they should be functional and small.

Altered windows on the south can be large, but some consideration should be given to protection from summer sun. Serious consideration should be given to the use of insulated glass throughout.

# Solar Ener

Because of the cost posed by the existing houses, it is not possible to assume that solar more than a supplementary source. However, using solar energy such as production greenhouse, and a seasonal system are

As the cost/efficient hardware improve dwellings which will accommodate solar better position to generation of efficient

## Orientation:

The ideal orientation latitude for effect  $15^\circ - 17\frac{1}{2}^\circ$  south. For application relative to the sun, it can be as close as  $10^\circ - 12^\circ$  or optimum line will be

This orientation, a panel at an angle of  $45^\circ - 60^\circ$ , will provide for solar collection in winter. It is important not to be shaded by trees during the peak collection hours of 9 a.m. and 3 p.m.

## Installation:

Because of the Otterbein guidelines for front lines, devices for solar collection only occur on the rear of dwelling units.

Given this criteria, structures in the Otterbein have an acceptable collection. An additional north-south orientation facade oriented to these additional units for solar collection collectors on the rear units or on new additions.

## Solar Energy Utilization

Because of the constraints of space imposed by the existing Otterbein townhouses, it is not presently realistic to assume that solar collectors could be more than a supplementary heating source. However, the possibilities of utilizing solar energy for specific purposes, such as production of hot water, heating a greenhouse, and supplementing a conventional system are worthy of consideration.

As the cost/efficiency of solar collection hardware improves over the years, those dwellings which were initially designed to accommodate solar units will be in a better position to adapt to a future generation of efficient, inexpensive devices.

### Orientation:

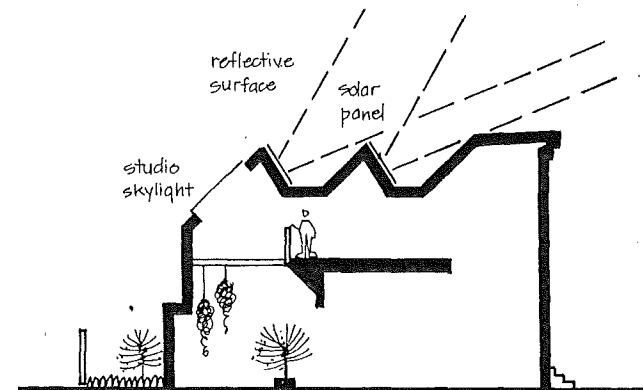
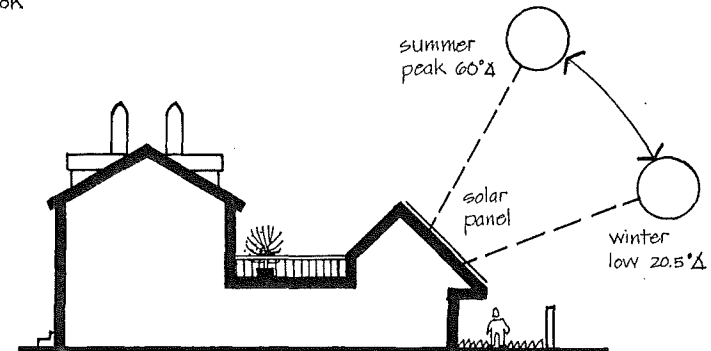
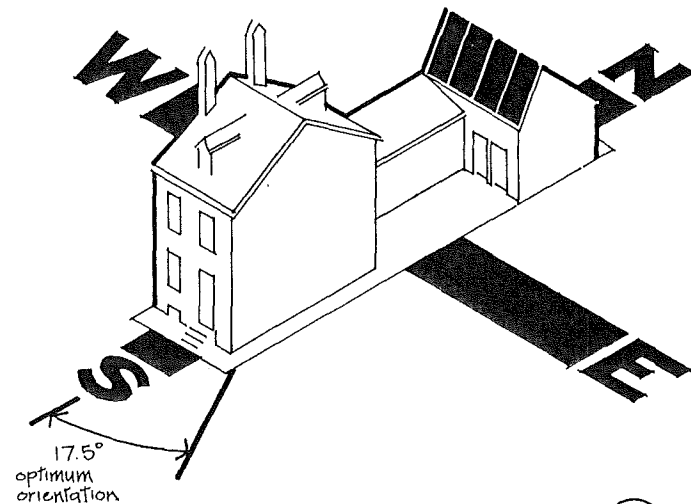
The ideal orientation at this particular latitude for effective solar collection is  $15^{\circ} - 17\frac{1}{2}^{\circ}$  south-southeast. For practical application related to existing structures, it can be assumed that an orientation  $10^{\circ} - 12^{\circ}$  on either side of this optimum line will produce effective results.

This orientation, coupled with a collection panel at an angle of incidence of  $45^{\circ} - 60^{\circ}$ , will produce desirable results for solar collection in both summer and winter. It is important that the panels are not shaded by trees or adjacent buildings during the peak collection hours between 9 a.m. and 3 p.m.

### Installation:

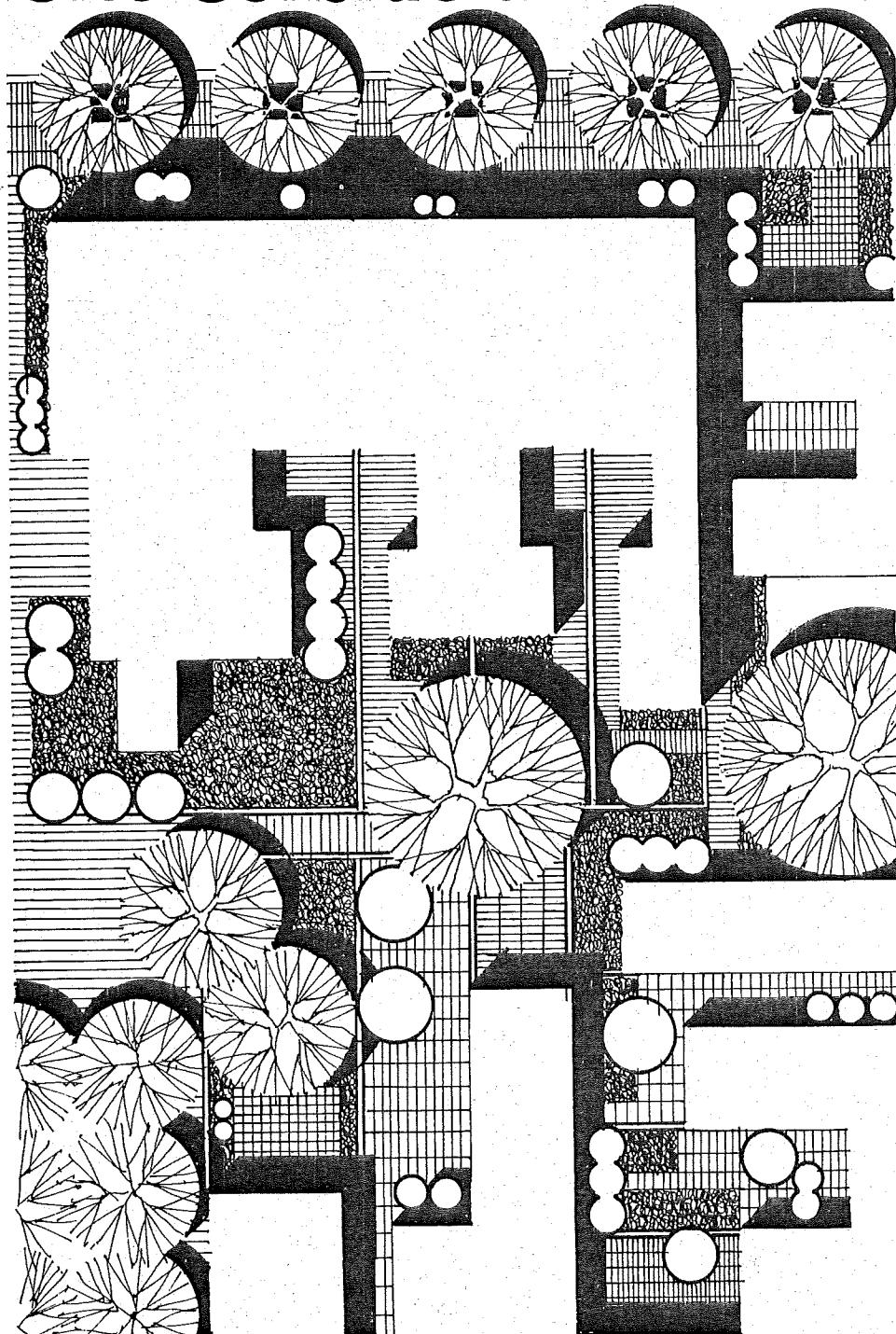
Because of the Otterbein architectural guidelines for front facades and roof lines, devices for solar collection should only occur on the rear or non-public side of dwelling units.

Given this criteria, some 52 single family structures in the Otterbein project area have an acceptable orientation for solar collection. An additional 14 units have a north-south orientation with their front facade oriented to the south. Many of these additional units can also be fitted for solar collection devices either through collectors on the roofs of the flat roofed units or on new additions in the rear yards.





# Site Considerations



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Proper site development is of prime importance in enhancing the total "image" of Otterbein. Many times important site elements are sacrificed in favor of interior architectural improvements. However, it should be stressed that proper site development is equally important in the creation and maintenance of property values.

The following guidelines for planting, fencing, walls, railings, paving and outdoor lighting are intended to provide applicable site development principles for the Otterbein homeowner.

## Planting

One of the major elements in the revitalization of Otterbein will be the planting program. Plant material has the ability to unify diverse architecture, provide a pleasing environment, ensure lasting values, create shade and color, and define spaces.

It is very important that the individual homeowner's planting program (on private property) be coordinated with the overall planting program for the total neighborhood (generally on public property). A brief explanation of the public planting program follows.

**PUBLIC PLANTING** consists of street tree planting, open space planting, and planting along internal public walkways. This public program will be designed, installed, and paid for by the City. The public planting scheme will have a consistency of design and plant material and will be one of the greatest unifying elements of the neighborhood environment.

1. Large scale shade trees will be provided approximately 25' on center along the roadways and parking areas.

2. Berming and planting in the 60' wide Sharp Street area. This planting will include shade trees, evergreen trees, and shrubs on a medium scale.
3. Planting will occur in the open spaces, community building areas, or along

Even though the guidelines deal specifically with private property, an understanding program is essential.

Residents are encouraged to use their individual planting program to achieve an overall public planting program available through

## General Planting

1. Appropriate vegetation should be selected for size at maturity and intended use.
2. Sun, soil, water, and climate conditions should be considered in plant material selection.
3. Planting design should be consistent. Planting mass ground covers with a predominant color for unity is one of the most important in planting design.
4. Planting areas should complement the design of the units. Fencing and ground cover should relate to wind direction and area.
5. Planting areas should be designed so that owners should achieve a unified appearance.

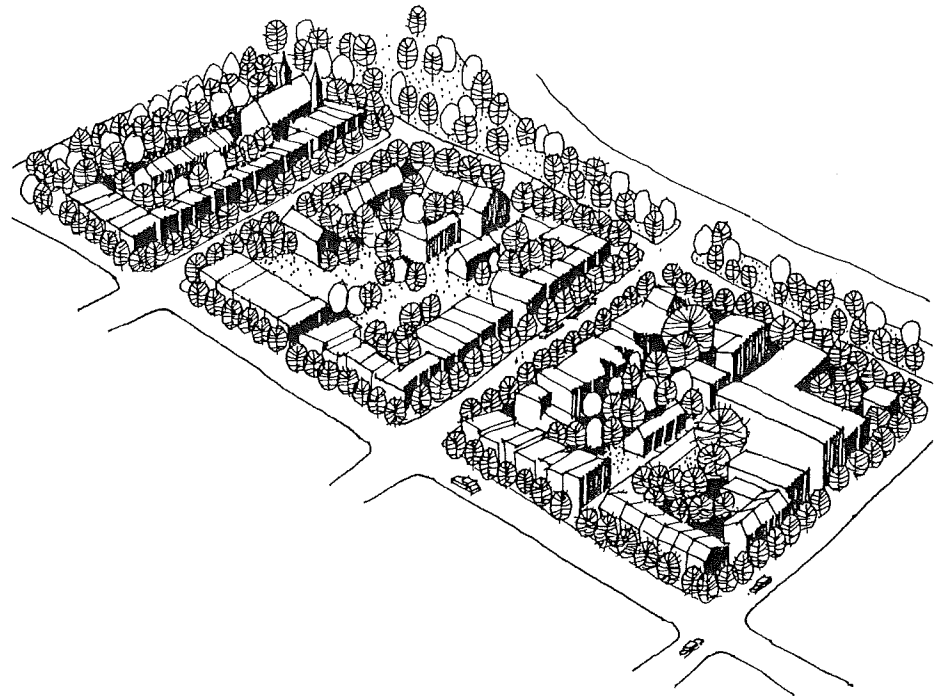
2. Berming and planting will be provided in the 60' wide buffer strips along Sharp Street and W. Hughes Street. This planting will probably include shade trees, evergreen trees and intermediate scale flowering trees.
3. Planting will occur in special areas of the open space such as around the community building, special gathering areas, or along the pedestrian pathway.

Even though the guidelines that follow will deal specifically with planting that might occur on private property or individual lots, an understanding of the public planting program is essential.

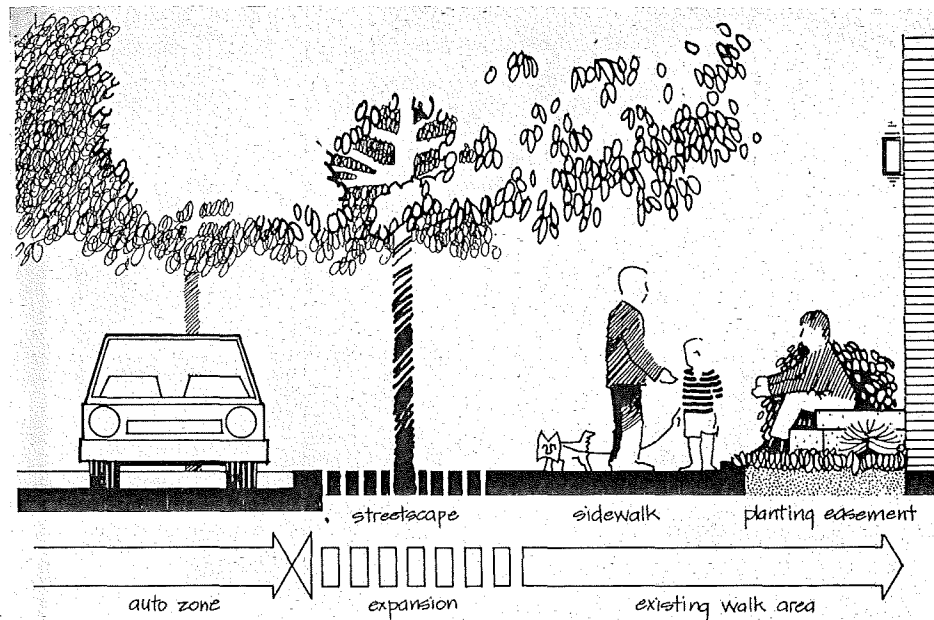
Residents are encouraged to coordinate their individual planting efforts with the overall public planting plan for Otterbein available through the City.

### General Planting Principles

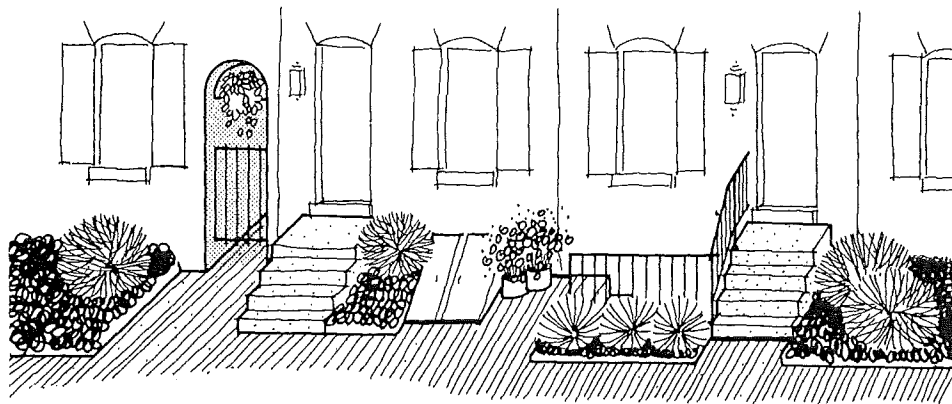
1. Appropriate varieties of plant material should be selected after considering size at maturity, location and intended use.
2. Sun, soil, water, and existing conditions should be considered in selecting plant material.
3. Planting design should be simple. Planting masses of shrubbery and ground covers of appropriate scale with a predominance of one species for unity is one approach to simplicity in planting design.
4. Planting areas should relate to and complement the architectural elements of the units. For example, beds of ground cover might be designed to relate to window openings or entrance area.
5. Planting areas shared by two homeowners should be coordinated to achieve a unified design.



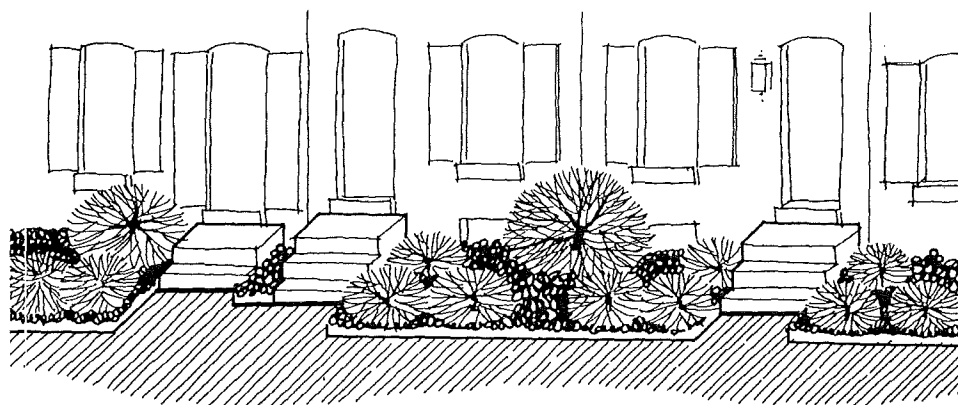
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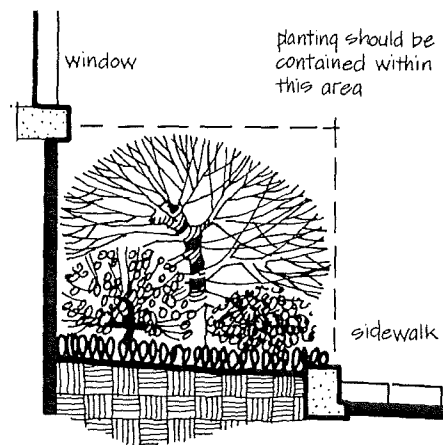
Proposed Streetscape



adjoining stoop areas or plant beds should be treated as one design



examples of various forms of planting areas to soften paving and architecture



Front Planting Zone



Federal Hill Baltimore, Maryland

## Front and Side Yards

From a community standpoint the front yard of each unit is the most visually important area. Although the area is small, its design is most important and will require the most sensitivity in dealing with your neighbors and the architectural committee. The following guidelines should apply:

1. All plant beds in the front yards will be edged with a low curb provided by the City. The curbing is intended to contain plants and soil, enabling easier maintenance and enhancing the general appearance.
2. Ground cover, flowers, both annuals and bulbs, and smaller, more compact shrubs are appropriate for use in the front planting areas.
3. Evergreen material is especially desirable in the front yards. Evergreens will do the best "year around" job of softening the street side facades.
4. Plants, such as Barberry or Hawthorne, which may be hazardous to pedestrians or playing children should not be used in the front or side yard areas.
5. The front yard area between two entry stoops (even though divided by an imaginary property line) should be designed and treated as a total planting zone.
6. Pots or planting containers, if used in the front, should be grouped together for best appearance, not scattered about haphazardly.
7. Side yard planting should follow the same planting principles as suggested for the front yard areas.

## Rear Yards

The rear yards of n will be enclosed ar greatest opportuni individual tastes at the spaces may be effectively utilized gardens when care small garden court for a living room, focus for outdoor

Treatment of rear from the use of h to the use of soft, surface treatment the intended use

partial p

full plan rear cou

## Rear Court Yard:

## Rear Yards

The rear yards of most Otterbein homes will be enclosed and private, offering the greatest opportunity for expression of individual tastes and needs. Even though the spaces may be small, they can be effectively utilized as outdoor rooms or gardens when carefully designed. The small garden court can serve as an amenity for a living room, a dining room, or a focus for outdoor activity.

Treatment of rear yard areas can vary from the use of hard surface materials to the use of soft, planted surfaces. The surface treatment, of course, depends on the intended use of the area. If the yard

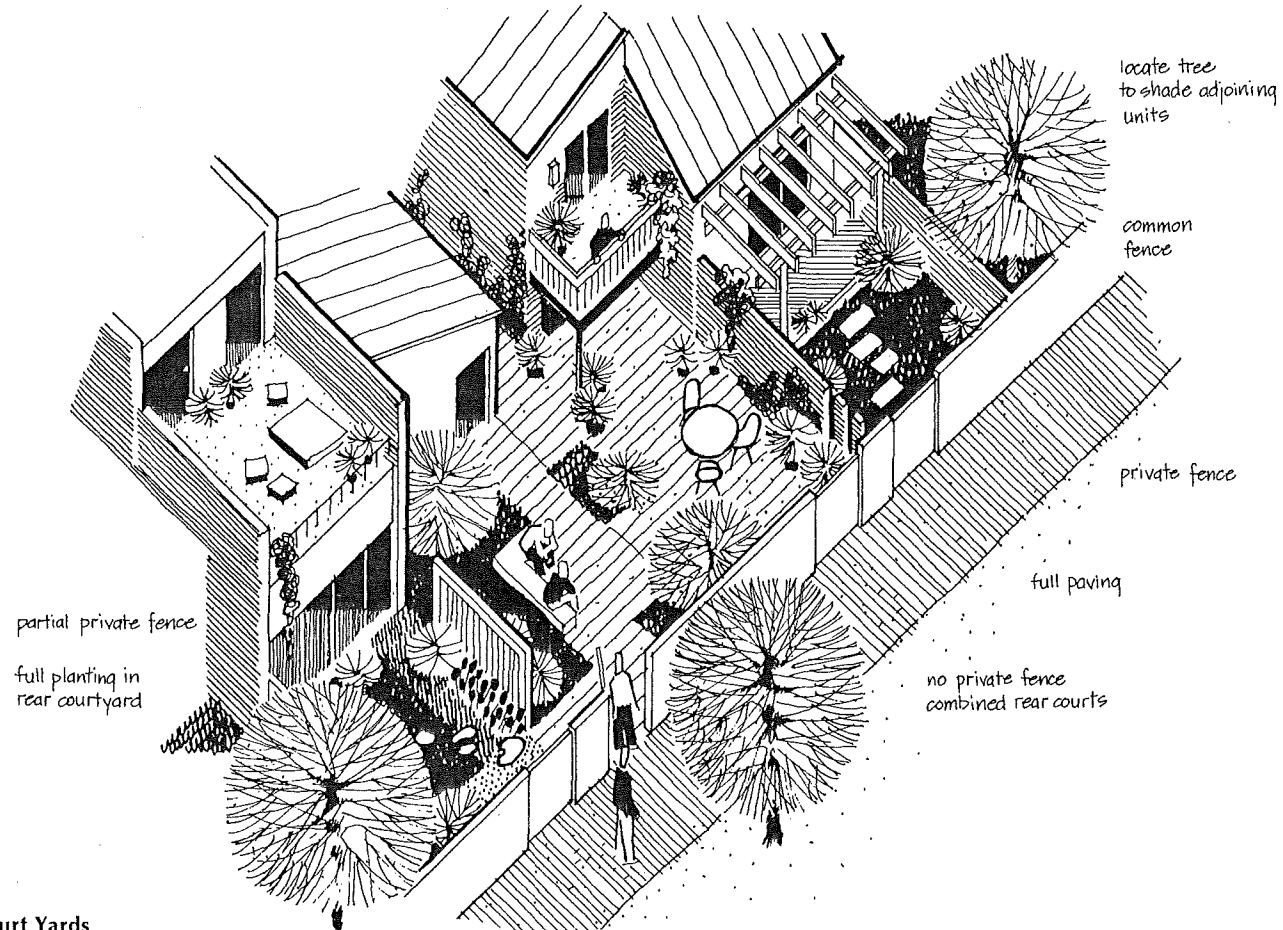
is to be used primarily for outdoor activities, eating or entertaining, hard surfacing such as paving or decking is most appropriate. In this case plant material is best placed in pots, movable planters, or confined planting beds. If the back yard area is to serve as a more passive garden or extensive planted area, hard surface material may be limited to a small pathway or stepping stones.

Scale, exposure, and soil conditions are critical items in choosing plant material for the rear yard areas. The micro-climatic conditions, however, are more easily altered in the rear areas. For example,

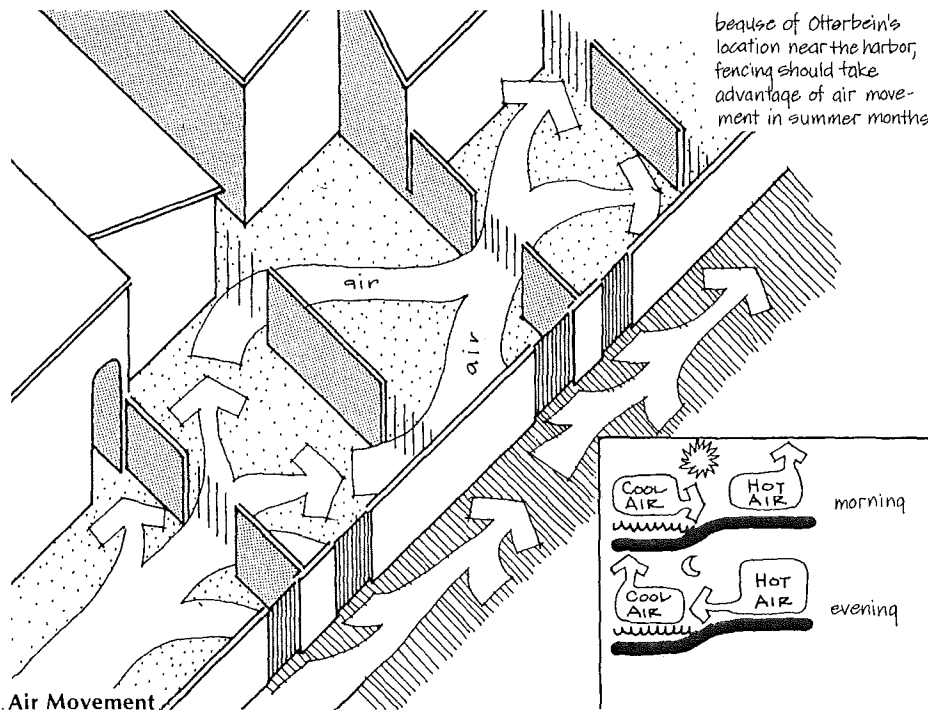
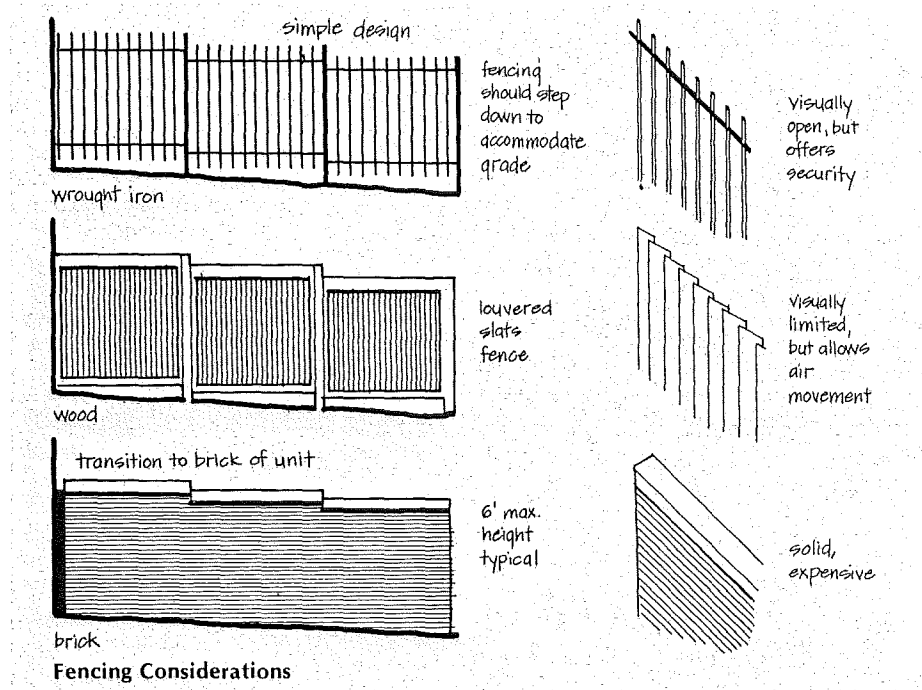
fencing or shrubbery can change wind characteristics, and trees or trellises can alter sun exposure.

Large-scale plant materials such as flowering trees or shade trees are appropriate for rear yard areas if space or conditions allow.

The choice of a tree and its placement should be done with considerable care. Remember, large-scale trees not only affect shade, light and views on your own property, but also on your neighbor's. Therefore, close coordination with adjoining neighbors is encouraged.



Rear Court Yards



## Fences, Walls, Railings

Rowhouse units, because of their small lot configurations, usually require fences and exterior walls for privacy, security and use of outdoor space. Fencing and walls in an urban situation should be considered an integral part of the architecture and thus properly designed along with house and site.

Due to the small lots at Otterbein, fencing and walls are appropriate for use along the rear yard property lines or rear building edges. In the front yard areas, only wrought iron railings will be allowed, such as around area ways or where safety or codes require.

It must be remembered that because of the closeness of units, careful consideration must be given to details, materials and colors for all fencing and walls. A sensitive working relationship between adjacent property owners is also important in their design.

### Fencing Principles:

1. Fencing and walls should be considered an integral part of the architectural and site design for each unit.
2. Fencing materials will be limited to brick, wood and wrought iron.
3. Brick color, size, and texture should be chosen carefully to match or complement the brick used in the house. Wood colors are limited to natural wood stains or the color used on the wood trim of the house. Wrought iron should always be black.
4. Fences or walls will be allowed in the rear yard areas only and will be a maximum height of 6'-0".
5. Wrought iron railings will be allowed in the front when required for safety or by code, such as around areaways. Railings will be a maximum height of 3'-6".

6. New fence building joint to and de by an c gate as
7. Fences genera accom rather
8. Plantin should soften
9. Locatic openne views c cerns s and the

## Paving

Much of th Otterbein v bility. The f allow for p rear yards f following p

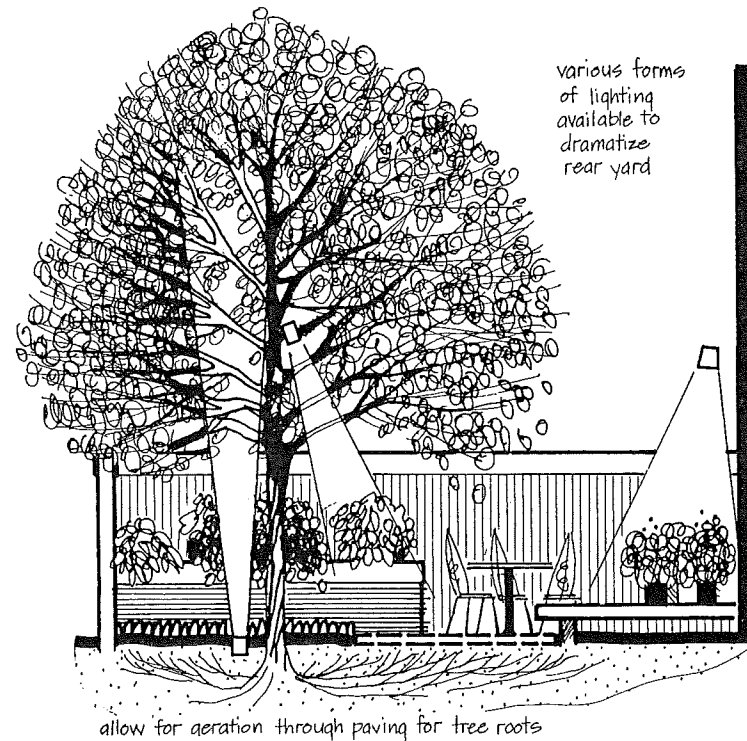
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4. Approp for rear brick, co Asphalt paving n

6. New fences or walls joined to existing buildings may require a reveal or joint to differentiate the materials and details. This may be accomplished by an offset dimension, a reveal, or gate as illustrated.
7. Fences in tight, urban situations should generally be stepped up or down to accommodate changes in topography rather than sloping with the ground.
8. Planting shrubs and clinging vines should be considered to help visually soften walls and fences.
9. Location of fences and degree of openness should take into account views or vistas, environmental concerns such as wind and air circulation, and the desired level of privacy.

## Paving

Much of the ground surfaces throughout Otterbein will be paved to increase usability. The front areas will be paved to allow for pedestrian circulation and the rear yards for use as outdoor rooms. The following principles should be considered:

1. In the front and side yards, all areas that do *not* require use as traffic ways or pedestrian accesses should be left for planting.
2. Where required, paving in the front easement area should be constructed of the same brick and same paving pattern as the sidewalk.
3. The extent of paving in the rear yard areas should be determined by the homeowner's use requirements. Refer to the previous sketches and principles discussed under **Planting**.
4. Appropriate paving material choices for rear yard areas are wood decking, brick, concrete, flagstone, or slate. Asphalt should not be used as a paving material within these areas.



5. Paving design should be kept simple, functional, and sympathetic to the architecture of the unit. Too many materials and complicated paving patterns can create visual disharmony.

## Outdoor Lighting

The outdoor lighting system for Otterbein will consist of public lighting provided by the City and private lighting by the individual homeowner. The public lighting will include street lights and pedestrian scale lights. These fixtures will be of a consistent design for the total neighborhood, providing an overall lighting continuity. Individual property owners, in determining their own outdoor lighting needs, should follow certain principles:

1. The only free standing light fixtures in front of units will be street lights or pedestrian lights as provided by the City.

2. A light mounted at the entry of each dwelling unit to light steps, house number, and entry area, shall be provided by the homeowner. This fixture should provide directed light and should be of low wattage in order to prevent glare or offensive light on an adjacent unit. The entry light should be appropriate in design, color and material with the architecture.
3. Individual tastes and needs for outdoor lighting can best be expressed in the rear yard areas. However, one must not install fixtures that will cast unwanted light into neighboring properties or into adjacent units. Generally, contained or directed light sources are the most desirable, such as well lights mounted in the ground, adjustable stake lights, tree-mounted "down lights" or recessed mounted wall lights.

## Glossary

Appointments	decorative or design details as applied to fascias, cornices, lintels, etc.
Blind	an external or internal louvered wooden shutter that excludes direct light
Casing	the fixed frame around a door or window opening.
Chromatic	of, or containing bright, intense color.
Cornice	a continuous horizontal molding and projecting cap at the top of a building wall.
Dentils	a series of small projecting rectangular blocks similar in effect to teeth, which are often found in the lower part of a cornice.
Dormer	a structure containing a verticle window that projects from a pitched roof.
Eave	the lower edge or edges of a roof, usually projecting beyond the face of a building.
Fascia	a flat board with a vertical face that forms the trim along the edge of a flat roof, or along the horizontal sides of a pitched roof. Rain gutters are often mounted on the fascia.
Indigenous	those architectural elements existing, emerging, or historically inherent in a particular area.
Mullions	slender bars or glazing bars that subdivide window glass into smaller panes.
Oriel Window	a bay window that projects from the building wall at a point above ground level and does not alter the line of the wall at the foundation.
Planar	pertaining to a flat surface.
Sash	the moving unit of a window within the fixed frame or casing. Double hung sash refers to two moving sashes, one above the other.
Shutters	small wooden "doors" on the outside of windows or door openings, originally used for security purposes and now often used for decorative effect. Shutters are paneled, not louvered.
Shutter Dog	iron hardware used to hold a shutter in open position against the building wall.
Sill	the lowest horizontal member in a frame or opening for a window or door.
Soldier Course	a horizontal row of upright bricks used for variety and decorative effect in brickwork, often over windows and door openings.
Symmetry	the correspondence of form or arrangement, on either side of a dividing line to form an aesthetically pleasing whole.
Transom	a small window or shutterlike panel over the top of a door.
Veneer	a thin layer of material applied to an existing surface to create an illusionary, superficial, or more costly appearance.
Vinyl Clad Wood	wood sheathed with a rigid vinyl covering—often used on exteriors of window casings, and sash to improve maintenance and durability characteristics.



## References

### Restoration

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### Site Considerations

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- Time-Life Books, *Time-Life Encyclopedia of Gardening*, New York: 1971.
- Wyman, Donald, *Shrubs and Vines for American Gardens*, New York: The MacMillan Company, 1968.

### Solar Energy

- American Society of Landscape Architects Foundation "Site Planning for Solar Energy Utilization", U.S. Department of Housing and Urban Development, 1975.



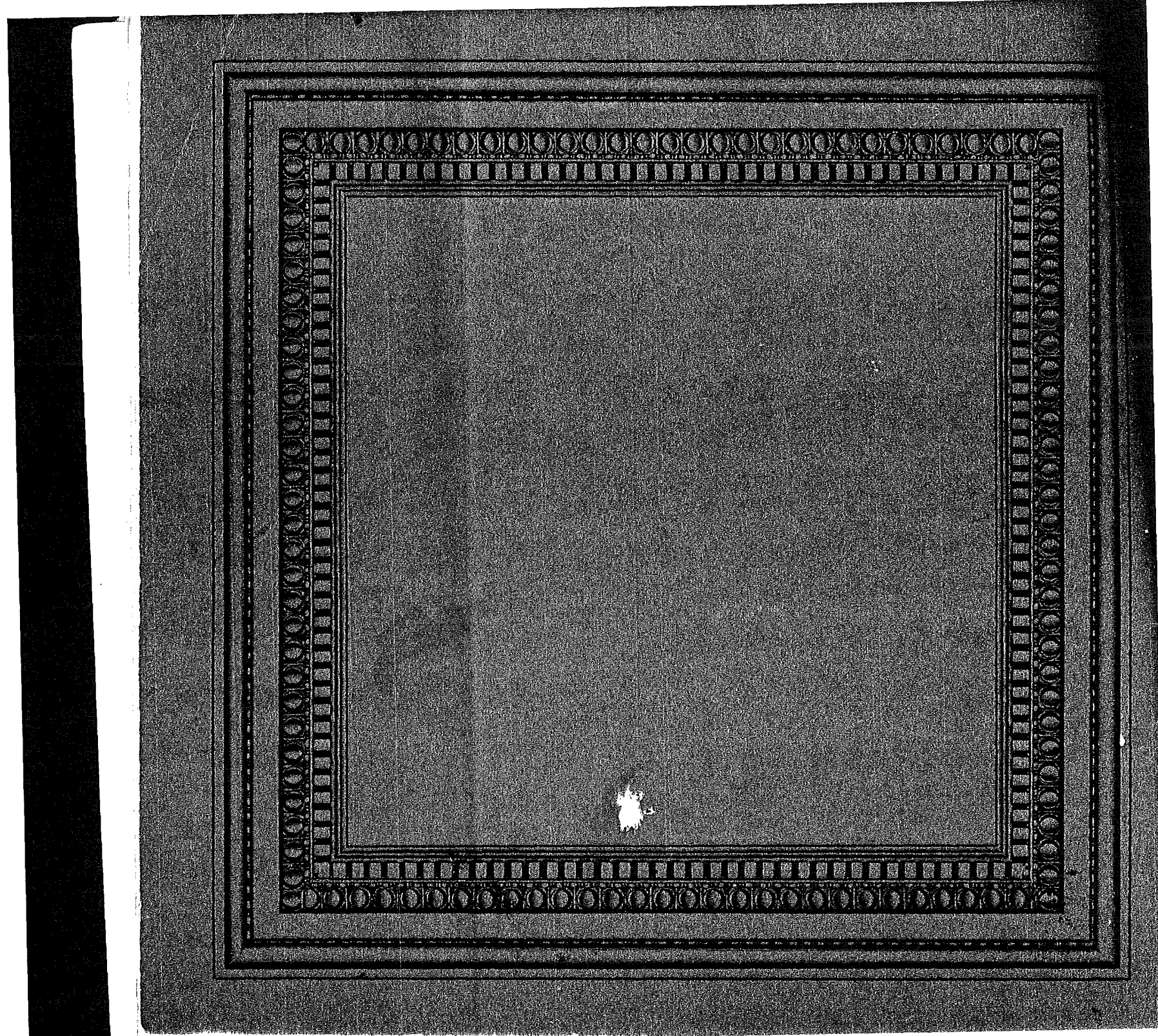
**Prepared By:**

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Columbia, Maryland

**Printed By:**

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Cockeysville, Maryland





# Application for Authorization-to-Proceed

Commission For Historical and Architectural Preservation  
417 E. Fayette Street, 8<sup>th</sup> floor  
Baltimore, Maryland 21202  
(410) 396-4866

Exterior changes to all properties within Baltimore City's local historic districts and landmarks must be approved by the Commission for Historical and Architectural Preservation (CHAP) or its staff by issuing an Authorization-to-Proceed. CHAP approval must be obtained prior to receiving a building permit.

Local historic preservation guidelines are available to assist applicants with their renovation or restoration projects. CHAP staff is available to aid in obtaining the required **CHAP approvals**. An appointment is recommended for larger projects, or if design and/or planning advice is requested.

It is strongly advised that you do not order or purchase any materials, or proceed with any work, until CHAP approval is obtained. If applicants have questions, please call (410) 396-4866.

Historic District or Landmark: \_\_\_\_\_

Permit Number (if applicable): COM20 \_\_\_\_\_ - \_\_\_\_\_

1

## PLEASE PROVIDE THE FOLLOWING INFORMATION:

PROPERTY ADDRESS: \_\_\_\_\_ ZIP \_\_\_\_\_

OWNER'S NAME: \_\_\_\_\_ PHONE # \_\_\_\_\_

OWNER'S ADDRESS: \_\_\_\_\_ ZIP \_\_\_\_\_

APPLICANT'S NAME: \_\_\_\_\_ PHONE # \_\_\_\_\_

APPLICANT'S ADDRESS: \_\_\_\_\_ ZIP \_\_\_\_\_

APPLICANT'S EMAIL: \_\_\_\_\_

APPLICANT IS:

\_\_\_\_ Owner \_\_\_\_ Lessee \_\_\_\_ Architect \_\_\_\_ Consultant \_\_\_\_ Contractor \_\_\_\_ Other

ARCHITECT (if any): \_\_\_\_\_

CONTRACTOR (if any): \_\_\_\_\_

**2**

**DETAILED DESCRIPTION OF ALL EXTERIOR CHANGES PROPOSED:**

Please attach photos, plans, drawings, catalog samples or specifications of the exterior work that you are planning (see checklist for required materials and information to be submitted). You may also submit on a separate sheet:

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**3**

**APPROXIMATE PROJECT COST: \$** \_\_\_\_\_

**4**

**APPROXIMATE PROJECT START AND FINISH DATES:**

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**5**

**HAVE YOU SUBMITTED YOUR APPLICATION TO THE NEIGHBORHOOD ARCHITECTURAL REVIEW COMMITTEE?      YES      NO**

This application should be submitted to CHA staff and the neighborhood liaison concurrently for review.

**6**

**DOES THIS PROJECT REQUIRE A SPECIAL ZONING APPROVAL (VARIANCE)?**

**YES      NO      I DON'T KNOW**

IF YES, Have you obtained approval from the Board of Municipal Zoning Appeals?

LIST DATE OF APPROVAL: \_\_\_\_\_

**7**

**HAVE YOU SUBMITTED A BALTIMORE CITY HISTORIC PROPERTY TAX CREDIT APPLICATION FOR THIS PROPERTY?      YES      NO**

Approximate Date of Submission? \_\_\_\_\_

**8**

**IS THIS AUTHORIZATION-TO-PROCEED APPLICATION BEING FILED IN ORDER TO ADDRESS A HOUSING VIOLATION?      YES      NO**

**9**

**SIGNATURE OF APPLICANT**

To the best of my knowledge, the information in this application is accurate.

---

Signature

Date

---

Print full name

# Authorization-to-Proceed Checklist

The following checklist is to help determine the materials needed for a complete Authorization-to-Proceed application:

**1**

## REPAIR OR REPLACEMENT OF MATERIAL OR ARCHITECTURAL FEATURE

- ☐ Detailed description of proposed change in material or feature
- ☐ Photographs of area involved
- ☐ Samples and specifications of replacement materials or features

**2**

## PAINTING

- ☐ Specifications (name, number, and manufacturer) of paint color, or
- ☐ Paint color sample
- ☐ Feature that is being painted

**3**

## SITE IMPROVEMENTS

### Parking lots / areas

- ☐ Site plan showing dimensions and location of screening
- ☐ Materials specifications for parking surface, fences and walls, as well as landscaping plan

### Fences and Walls

- ☐ Site plan showing location of fence/wall
- ☐ Sketch, drawing, or photograph of proposed design
- ☐ Photographs of area to be fenced and adjacent properties
- ☐ Material specifications

### Mechanical equipment, walks, and landscaping

- ☐ Site plan showing location and layout
- ☐ Photographs of area affected
- ☐ Material specifications

**4**

## SUBSTANTIAL REHABILITATIONS AND ADDITIONS

- ☐ Elevation drawings of addition (if any) and existing structure
- ☐ Door(s) and window(s) design (manufacturer's catalog data may be used)
- ☐ Exterior material description
- ☐ Photographs of existing condition from all relevant elevations
- ☐ For additions: site plan showing lot dimensions and existing building on lot, location and size of proposed addition
- ☐ Historic photographs should accompany any request to return the building or structure to an earlier appearance



## 5

### NEW CONSTRUCTION

- ☐ Elevation drawings in scale of all elevations
- ☐ Photographs of proposed site and adjacent properties (context)
- ☐ Site plan showing proposed building footprint
- ☐ Specifications for materials, incl. colors (roof, siding, windows, doors, architectural ornamentation, etc.)
- ☐ Material samples

## 6

### SIGNS

- ☐ Dimensional elevation identifying materials, colors, lettering (size and style), and text
- ☐ Photograph indicating sign location
- ☐ Lighting specifications, if applicable

For Major Projects, Demolition, and Economic Hardship, please contact CHAP staff

## HISTORIC PROPERTY TAX CREDITS

The Baltimore City Commission on Historic and Architectural Preservation (CHAP) administers a 10-year comprehensive property tax credit granted on the increased appraised value directly resulting from qualifying improvements to commercial and residential historic properties. A minimum investment of 25% of the full cash value of your property, and project certification by CHAP are requirements of this program. Projects must be pre-approved before any work can start. Contact CHAP at (410-396-4866) or [historictaxcredit@baltimorecity.gov](mailto:historictaxcredit@baltimorecity.gov) for further information.

## PUBLIC HEARINGS

Certain permit requests (typically for larger projects, such as additions or new construction) will require a public hearing. **CHAP staff will notify you whether a public hearing will be needed for your project review.** Prior to a public hearing, the applicant must attend a Department of Planning pre-development meeting and a CHAP staff pre-submittal meeting. At these meetings, the applicant will receive information on next steps for all city reviews, design recommendations, and guidance throughout the process. CHAP hearings are held on the second Tuesday of the month, at 1:00 PM, in the Department of Planning, 8<sup>th</sup> floor, 417 East Fayette Street, Baltimore, Maryland 21202.

## NEIGHBORHOOD ARCHITECTURAL REVIEW COMMITTEE CHAIR PERSONS

Ashburton	Mr. Jerry Gaylord	<a href="mailto:AshburtonCHAPReview1920@gmail.com">AshburtonCHAPReview1920@gmail.com</a>
Auchentoroly Terrace	Ms. Donna Cypress	410-728-3292
Bancroft Park	Mr. Ken Lasson	410-358-4649
Barclay/Greenmount	No Liaison At Present	
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Bolton Hill	Ms. Susan Van Buren	<a href="mailto:ssvnbr@gmail.com">ssvnbr@gmail.com</a>
Butchers Hill	Mr. Virgil Bartram	410-327-4964
Dickeyville	Mr. Peter Baily	845-453-5779, <a href="mailto:pfbaily@gmail.com">pfbaily@gmail.com</a>
Eutaw/Madison	Mr. Rolando Maxwell	347-537-8673, <a href="mailto:rolandomaxwell@hotmail.com">rolandomaxwell@hotmail.com</a>
Fell's Point	Fell's Point DRC	<a href="mailto:fellsdrc@gmail.com">fellsdrc@gmail.com</a>
Federal Hill	FHNA	<a href="mailto:preservationfh@gmail.com">preservationfh@gmail.com</a>
Five and Dime	No Liaison At Present	
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Howard Street Commerical	No Liaison At Present	
Hunting Ridge	Ms. Rebecca Company	<a href="mailto:rcampany+arc@gmail.com">rcampany+arc@gmail.com</a>
Jonestown	Mr. Malik Jordan	<a href="mailto:mjordan@tjdevelopment.com">mjordan@tjdevelopment.com</a>
Loft	No Liaison At Present	
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Mount Vernon	Mount Vernon ARC	<a href="mailto:arc@mvba.org">arc@mvba.org</a>
Mount Washington	Mr. Walter Daly	<a href="mailto:walter.m.daly@gmail.com">walter.m.daly@gmail.com</a>
	Mr. Ed Haladay	443-629-0606
Oldtown Mall	No Liaison At Present	
Otterbein	Ms. Vicki Cass Mr. Martyn Mitchell	<a href="mailto:victoria.cass@colorado.edu">victoria.cass@colorado.edu</a> <a href="mailto:mmitchusa@comcast.net">mmitchusa@comcast.net</a>
Perlman Place	No Liaison At Present	
Railroad	Mr. Michael Mellett	443-538-0772, <a href="mailto:michael.mellett@hotmail.com">michael.mellett@hotmail.com</a>
Ridgely's Delight	Mr. Paul Rubenson	410-215-8107
Seton Hill	Mr. Justin Lane	<a href="mailto:jlane@setonhill.org">jlane@setonhill.org</a>
Sharp-Leadenhall	Ms. Jasmine Esteve	<a href="mailto:jesteve7591@gmail.com">jesteve7591@gmail.com</a>
Stirling Street	No Liaison At Present	
Ten Hills	Mr. Robert O'Hatnick Ms. Amy Weber	<a href="mailto:donroberto66@comcast.net">donroberto66@comcast.net</a> <a href="mailto:amweb001@gmail.com">amweb001@gmail.com</a>
Union Square	Mr. Will Brockman	410-948-0007, <a href="mailto:will.f.brockman@gmail.com">will.f.brockman@gmail.com</a>
Upton's Marble Hill	No Liaison At Present	
Washington Hill	No Liaison At Present	
Waverly	Mr. Michael Franch	410-889-3252
Wilkens Avenue	No Liaison At Present	
Woodberry	Mr. Nathan Dennies	<a href="mailto:ndennies@gmail.com">ndennies@gmail.com</a>
Wyndhurst	Mr. Henry Kay	410-464-2842

*If your district has no liason,  
contact your CHAP Planner listed on the next page.*

## COMMISSION FOR HISTORICAL AND ARCHITECTURAL PRESERVATION STAFF CONTACT

---

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Seton Hill  
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Upton's Marble Hill  
Washington Hill  
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Wyndhurst

Ashburton  
Auchentoroly Terrace  
Bancroft Park  
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Franklinton  
Jonestown  
Otterbein  
Sharp-Leadenhall  
Union Square

Woodberry

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Five & Dime  
Howard Street Commerical

<http://chap.baltimorecity.gov>

417 E. Fayette Street, 8<sup>th</sup> Fl, Baltimore, Maryland 21202 (410) 396-4866

## WORK EXEMPT FROM PERMITS

Exemption from permit requirements of this code shall not be deemed to grant authorization for any work to be done in any manner in violations of the provisions of the *Building, Fire, and Related Codes of Baltimore City 2020 Edition* (BFCBC) Section 105.2, *International Building Code 2018* (IBC) Section 105.2, *International Residential Code 2018* (IRC) Section R105.2, or any other laws or ordinances of this jurisdiction.

**In general alterations require a permit, but ordinary repairs which are in fact maintenance activities generally do not require a permit.**

### **For One-and Two-Family Dwellings:**

Permits shall not be required for the following:

#### **Building:**

- ✓ Water tanks supported directly upon grade if the capacity does not exceed 5,000 gallons (18 927 L) and the ratio of height to diameter or width does not exceed 2 to 1.
- ✓ Painting (unless exterior and in a CHAP area), papering, tiling, carpeting, cabinets, counter tops, and similar finish work.
- ✓ Prefabricated swimming pools that are less than 24 inches (610 min.) deep. **(Contact the Zoning Department at 410-396-4126 in reference to Zoning approval of this project).**
- ✓ Swings and other playground equipment. **(Contact the Zoning Department at 410-396-4126 in reference to Zoning approval of this project).**

#### **Electrical:**

- ✓ Listed cord-and-plug connected temporary decorative lighting.
- ✓ Reinstallation of attachment plug receptacles but not the outlets therefor.
- ✓ Electrical wiring, devices, appliances, apparatus or equipment operating at less than 25 volts and not capable of supplying more than 50 watts of energy.
- ✓ Minor repair work, including the replacement of lamps or the connection of approved portable electrical equipment to approved permanently installed receptacles.

#### **Gas:**

- ✓ Portable heating, cooking or clothes drying appliances.
- ✓ Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.
- ✓ Portable-fuel-cell appliances that are not connected to a fixed piping system and are not interconnected to a power grid.

#### **Mechanical:**

- ✓ Portable heating appliances.

- ✓ Portable ventilation appliances.
- ✓ Portable cooling units.
- ✓ Steam, hot-or chilled-water piping within any heating or cooling equipment regulated by this code.
- ✓ Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.
- ✓ Portable evaporative coolers.
- ✓ Self-contained refrigeration systems containing 10 pounds (4.54 kg) or less of refrigerant or that are actuated by motors of 1 horsepower (746 W) or less.
- ✓ Portable-fuel-cell appliances that are not connected to a fixed piping system and are not interconnected to a power grid.

### **For Other Than One-and Two-Family Dwelling:**

Permits shall not be required for the following:

#### **Building:**

- ✓ Water tanks supported directly on grade if the capacity is not greater than 5,000 gallons (18 925 L) and the ratio of height to diameter or width is not greater than 2:1.
- ✓ Interior painting, papering, tiling, carpeting, cabinets, counter tops, and similar interior finish work.
- ✓ Prefabricated swimming pools accessory to a Group-R-3 occupancy that are less than 24 inches (610 mm) deep, are not greater than 5,000 gallons (18 925 L) and are installed entirely above ground.  
**(Contact the Zoning Department at 410-396-4126 in reference to Zoning approval of this project).**
- ✓ Shade cloth or plastic film structures commonly known as “hoophouses”, constructed for nursery or agricultural purposes, not including service systems. The covering of the structure must be a material that conforms to NFPA 701 standards.
- ✓ Swings and other playground equipment accessory to detached one-and two-family dwellings.  
**(Contact the Zoning Department at 410-396-4126 in reference to Zoning approval of this project).**
- ✓ Nonfixed and movable fixtures, cases, racks, counters and partitions not over 5 feet 9 inches (1753 mm) in height.
- ✓ Removal of debris, except in cases of interior or exterior demolition.
- ✓ Boarding exterior openings with plywood.
- ✓ Minor repair or patching of drywall or plaster.

- ✓ Replacing roof shingles.
- ✓ Replacing roof tarring.
- ✓ Installing a temporary door on a structure subject to a vacant building notice.

Electrical:

- ✓ Repairs and maintenance: Minor repair work, including the replacement of lamps or the connection of approved portable electrical equipment to approved permanently installed receptacles.
- ✓ Temporary testing systems: A permit shall not be required for the installation of any temporary system required for the testing or servicing of electrical equipment or apparatus.

Plumbing:

- ✓ The stopping of leaks in drains, water, soil, waste or vent pipe, provided however, that if any concealed trap, drain pipe, water, soil, waster or vent pipe becomes defective and it becomes necessary to remove and replace the same with new material, such work shall be considered as new work and a permit shall be obtained and inspection made as provided in this code.
- ✓ The clearing of stoppages or the repairing of leaks in pipes, valves or fixtures and the removal and reinstallation of water closets, provided that such repairs do not involve or require the replacement or rearrangement of valves, pipes or fixtures.

*\*\*Items listed are not all-inclusive.*



— BALTIMORE CITY —  
DEPARTMENT OF HOUSING &  
COMMUNITY DEVELOPMENT

# GUIDE TO PERMITS

**One-Stop Shop**

**417 E. Fayette Street, Room 100**

**Baltimore, MD 21202**

**443-984-1809**

**Are you planning to build on or renovate  
your property? The Baltimore City  
Department of Housing & Community  
Development's Office of Permits & Building  
Inspections can help.**



<https://dhcd.baltimorecity.gov/pi/permits>



## What requires a permit?

Generally speaking, a permit is required if you are replacing or significantly altering an item at a property. It's the law to obtain a permit for all renovations, modifications, and reconstructions.

This includes:

- Constructing, enlarging, altering, repairing, rehabilitating, demolishing, or moving any structure
- Changing, installing, or replacing any electrical, gas, mechanical, or plumbing system
- Changing the use of land or any structure
- Performing any grading or excavating



## Who should obtain the permit?

The property owner is responsible for obtaining the permit, although an authorized party can apply for the permit online via the ePermits website. The owner must ensure that the contractor is working within the permit's scope.

Does a homeowner need a permit?

If the work requires a permit, then a permit is required before beginning the project, even if you are the homeowner.

## Permits 101

DHCD enforces the Baltimore City Building Code, as well as state laws pertaining to construction and occupancy. Permit and inspection services exist for the safety, health, and welfare of the residents of Baltimore City. Obtaining a permit ensures that related work will be inspected by a City inspector who will verify that the completed work complies with the City's building code, which protects residents from dangers such as a structural collapse and/or fire. Additionally, permits help protect the value of your home, and serve as proof to future buyers that previous work was performed safely and correctly. Permits also help to ensure that a neighbor's work is done properly and will not damage your property. When work is performed on your property, the appropriate permit(s) must be available onsite to present to an inspector upon request.





## Permitting in CHAP Districts

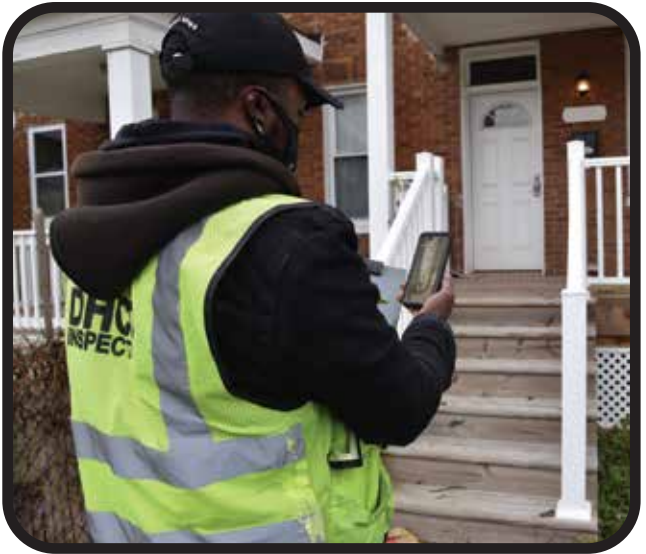
Typically, exterior modifications and improvements require the review and approval of the Commission for Historical and Architectural Preservation Districts (CHAP). When you apply for the permit your application will be referred to CHAP for approval. You must also complete a CHAP application. Additionally, you will need an Authorization-To-Proceed from CHAP in order for the City to issue your permit. Minor work that would not otherwise require a permit will require one in a CHAP district.

## Unauthorized Work

To check whether a permit exists on a specific property, visit our “Existing Permit Search” tool online at: [http://cels.baltimorehousing.org/Search\\_TM\\_MAP.aspx](http://cels.baltimorehousing.org/Search_TM_MAP.aspx). You can anonymously report suspected unpermitted work by calling 311 or by submitting a request online and the City will follow up.

## Penalties

Failing to obtain the required permit(s) will result in fines and penalties. Working without a permit is a misdemeanor and can be prosecuted at any time. It is punishable by up to one year in jail or a criminal fine up to \$1,000. In addition to paying any assessed administrative penalties, you must apply for the appropriate permit. You will be required to apply for the proper permits and pay the appropriate fees. You will be penalized with a surcharge that is the greater of \$1,000 or 50 percent of the total permit fee.



## Permit Extensions

Most permits are valid for six months, but if it expires before your work is completed, you can apply for an extension. You can apply for an extension within 30 days of the permit's expiration at a cost of \$52 for 1-and 2 family dwelling permits and \$77 for all other permits. If you apply 30-60 days after expiration, the cost is 50 percent of the original permit fee.

## Inspections

Schedule inspections through the online Inspection Scheduler in ePermits. You can also use the QuickTrac system at 443-984-2776 to schedule your inspection. You must have your permit number.

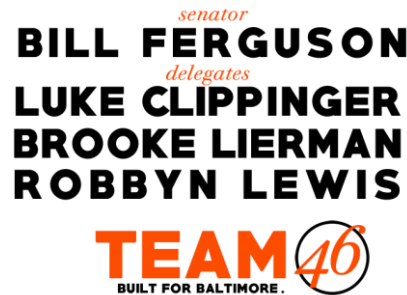
## How to Apply

All permits are applied for online. You will need an account to apply for permits. You can setup your account and log into ePermits at [https://cels.baltimorehousing.org/permit/Account\\_Login.aspx](https://cels.baltimorehousing.org/permit/Account_Login.aspx).

- Communications about permits are made via the ePermits message board
- Permits are paid for online (by check free and by credit/debit card nominal fee)
- The permit is issued online and you will receive an email to download your permit



For assistance call the One Stop Shop at 443-984-1809 or email [DHCD.Permits@baltimorecity.gov](mailto:DHCD.Permits@baltimorecity.gov).



## **Tips for Crime Prevention and Response**

### ***Individual Crime Prevention Tactics***

1. Ensure the front and back of your property are well lit.
  - This includes your house numbers so the police can easily identify your property, if necessary.
  - Consider motion sensitive lighting outside of your home and/or automatic lights inside your home if going away.
  - Install security cameras in the front and back of your property.
2. Ensure all doors and windows are locked before leaving.
3. Develop relationships with your neighbors – the more communication and partnership with your neighbors, the less likely crime is to occur.
  - Organize a block party for community members to meet each other
  - Plan a neighborhood watch with your community association
4. Put identifiers on your property and record the serial numbers on things like bicycles and electronics which make it easier for police to track after a robbery.
  - Put the serial numbers in an e-mail and save it, or print it out and give it to a relative.
5. Ensure your car is empty when parked – this includes removing charging wires from view which could indicate to a thief that there are valuables inside.
6. If you're going out of town, ask a neighbor to regularly collect your mail and any newspaper subscriptions – accumulating mail indicates to a potential robber/vandal that the property is empty. You can also temporarily halt the delivery of mail through this [website](#).
7. Do not discuss your home security with strangers, especially with people who come to your door trying to sell you a different system, or plan.
8. Go to local public safety forums taking place in your community.
9. Take a picture of the inside of your home. If a burglary happens, it will help you remember the things that go missing.
10. Be an advocate in your neighborhood! Support community programs which give young people something to do outside of school hours, help individuals find jobs, and policies which lead to long-term solutions like those in [Team46's Baltimore PROSPERS Framework](#). Community programs include:
  - [Thread](#)
  - [Baltimore Algebra Project](#)
  - [Cherry Hill Eagles](#)
  - [Elev8 Baltimore](#)
  - [Leaders of a Beautiful Struggle](#)
  - [Living Classrooms](#)
  - [MERIT Health Leadership Academy](#)
  - [Mi Espacio Baltimore - CASA of Maryland](#)
  - [OrchKids](#)
  - [Reading Partners](#)
  - [Restoring Inner City Hope \(RICH\)](#)
  - [SquashWise](#)

### ***What to do If a Crime Takes Place***

1. Call the police – do not touch anything immediately after you discover the theft, but take plenty of pictures. It is also recommended that you leave the property until police arrive.
2. Have the police file a report and then file insurance claims immediately.
3. If you have security camera footage, make multiple copies and provide one to the police. Keep the additional copies for your records and in case of lost video evidence.
4. Strengthen/reinforce points of vulnerability in your home.



## ***How Does the CitiWatch Community Partnership Work?***

The CitiWatch Community Partnership asks residents and small business owners to register their privately-owned camera systems with the City's confidential database. In turn, your camera system helps to deter would-be criminals while also facilitating access by Public Safety Agencies to potentially valuable evidence in the event of a public safety disruption. If you own a security camera, become part of the CitiWatch Community Partnership by using our simple online registration form, available at **[citiwatch.baltimorecity.gov](https://citiwatch.baltimorecity.gov)**. Camera voucher and rebate options are now available for qualifying applicants.

Registration for unsubsidized camera owners is completely voluntary and registrants can choose to not participate at any time by emailing the database manager at [help.citiwatch@baltimorecity.gov](mailto:help.citiwatch@baltimorecity.gov). Registrants' information is available only to law enforcement and authorized City personnel.

To **learn more** about the camera rebate and voucher program please visit the Frequently Asked Questions (FAQ) page at **[citiwatch.baltimorecity.gov](https://citiwatch.baltimorecity.gov)**

## ***Do I need to install or configure anything?***

**Yes.** Registration requires that you install a security camera that's facing a public right-of-way (i.e. public space). After installation all that's needed is the information on the online registration form.

## ***Will the city have access to my camera feeds?***

**No.** The CitiWatch Community Partnership registry contains only basic information about the location, type and owner of the camera, and cannot be accessed directly by City agencies. The public safety officials can only view footage with the explicit permission of the camera owner and only in the event of a criminal act or public safety disruption.

## ***Will I ever be contacted directly?***

**Maybe.** Participants might be contacted if:

- public safety or law enforcement officials believe that footage from a registered camera can be useful in the apprehension or prosecution of a suspected criminal.
- footage has potential to assist with a major public safety incident or emergency.

Registrants would be contacted at the email address and/or phone number provided.

### **Registration questions:**

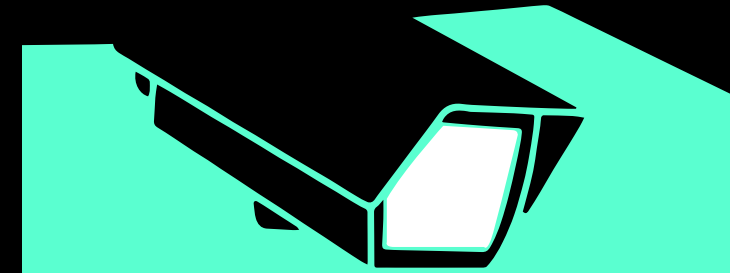
**[help.citiwatch@baltimorecity.gov](mailto:help.citiwatch@baltimorecity.gov)**

### **Application questions:**

**[apply.citiwatch@baltimorecity.gov](mailto:apply.citiwatch@baltimorecity.gov)**



Bernard C. "Jack" Young  
Mayor



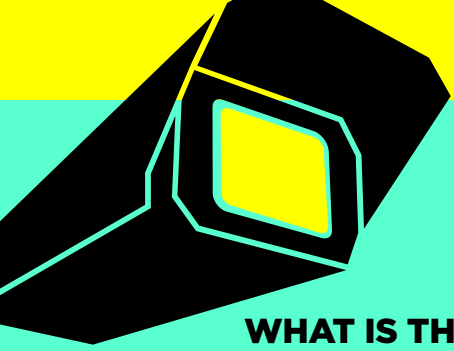
# ***CITIWatch***

**COMMUNITY PARTNERSHIP**

## ***Own a Security Camera?***

***Support Public Safety &  
Make Your Community Safer  
by Joining the CitiWatch  
Community Partnership***





## WHAT IS THE PRIVATE SECURITY CAMERA REBATE AND VOUCHER PROGRAM?

On April 27th 2020 Mayor Bernard C. “Jack” Young signed the Private Security Camera System Rebate and Voucher Program into law. This legislation makes rebates and vouchers of up to \$150 available to qualifying registrants who’ve purchased a security camera system after June 1st 2020. This legislation is intended to increase participation in the CitiWatch Community Partnership, equitably invest taxpayers’ public safety dollars, and enhance reliability of the City’s registry of private security cameras. A robust, accurate, and reputable record of private security cameras helps to conserve City resources, assists law enforcement with locating valuable evidence, and most importantly, improves public safety and the perception of public safety.

## Rebate/Voucher Program FAQs

### *Is my property eligible?*

**Baltimoreans who meet all of the following criteria are eligible for the camera rebate:**

- Purchase a camera on or after June 1, 2020
- Register the camera with the CitiWatch Community Partnership
- Install the camera on the exterior a City-based residence (owned or rented) or small business
- Submit an application, agreeing to all terms and conditions therein

### ***Baltimoreans who meet all of the following criteria are eligible for the camera voucher:***

- Willingness to register with the CitiWatch Community Partnership
- Own or rent a City-based residence; small businesses are not eligible
- Receive and are able to provide proof of receipt of public assistance
- Submit an application, agreeing to all terms and conditions therein

### ***Are Housing Authority of Baltimore City properties eligible?***

**Yes.** HABC properties are eligible.

### ***I already have cameras; am I eligible for a rebate?***

Rebate applicants are eligible to submit for up to two (2) systems purchased after June 1, 2020. Qualifying businesses may submit a rebate application for up to three (3) systems purchased after June 1, 2020.

An individual may submit a rebate application for an additional system for a property that has already received a rebate every 2 years from the original rebate date.

### ***I already have cameras; am I eligible for a voucher?***

Voucher applicants are eligible to submit for up to one (1) system purchased after June 1, 2020. Businesses cannot qualify for a voucher.

An individual may submit a voucher application for an additional system for a property that has already received a voucher every 2 years from the original voucher date.

### ***How can I apply?***

Go to [citiwatch.baltimorecity.gov](http://citiwatch.baltimorecity.gov) to complete a rebate or voucher application and to register your camera. All links can be found directly at the CitiWatch Community Partnership home page.

### ***How do I know if I'm a priority rebate/voucher applicant?***

**To determine if an applicant's property or small business is located within a high-priority area:**

- Go to [citiwatch.baltimorecity.gov](http://citiwatch.baltimorecity.gov)
- Select the Priority Applicant Map tab
- Type the applicant's camera location address into the search bar
- If the applicant's address is located in any of the blue highlighted areas he/she qualifies as a high-priority applicant and is eligible to submit an application year-round
- Those not qualifying as high-priority will not be approved between the period of July 1 and September 30 but are encouraged to submit an application for review after the designated high-priority period

### ***Does the City share my information or make my information public?***

Baltimore City Information Technology (BCIT) does not share disaggregated data with external parties. BCIT may share your data with internal (i.e. City) partners for data management and reporting purposes. However, your unique data will not be shared publicly, and you cannot be singled out as a participant unless you choose to make this information known to your neighbors and community members.

### ***Will Baltimore Police Department (BPD) have access to the footage from my cameras?***

While residents who are interested in participating in the program are required to register their cameras with the BPD, the Department will not have access to live video from any privately owned camera. The BPD, and other Public Safety Agencies, can request that the program participant provide access to recorded footage.

### ***Am I obligated to provide footage to BPD or another requesting agency??***

While the intent of the program is to help make the City safer by increasing the availability of camera footage as an evidentiary tool, the participant is ultimately not obligated to provide footage if he/she decides not to; however, in rare circumstances a Court may issue a subpoena for footage.

# Alternatives for Calling 911 in Baltimore City

If you are in immediate medical or physical danger, call 911

## MENTAL HEALTH & INTERPERSONAL RESOURCES

Baltimore Crisis, Info & Referral Line 410-433-5175  
Baltimore Community Mediation Center 410-467-9165  
Restorative Response Baltimore 410-889-7400  
National Suicide Prevention Lifeline 1-800-273-TALK

## SUBSTANCE ABUSE & HARM REDUCTION RESOURCES

Tuerk House 410-233-0684  
Baltimore Harm Reduction Coalition 410-205-5143

## LGBTQIA+ RESOURCES

Pride Center of MD 410-777-8145  
Hearts & Ears 410-523-1694  
Baltimore Safe Haven 443-869-6867

## DOMESTIC ABUSE & SEXUAL ASSAULT RESOURCES

House of Ruth MD 410-889-7884  
TurnAround MD 443-279-0379  
HopeWorks of Howard County 410-997-2272  
Women's Law Center of MD 410-321-8761

## YOUTH-FOCUSED RESOURCES

YES Drop-In Center 410-235-7744  
The Trevor Project 866-488-7386  
Text Crisis: Text your ZIP Code to 898211

## RESOURCES FOR PEOPLE EXPERIENCING HOMELESSNESS

Baltimore Outreach Services 410-752-1285  
Weinberg Housing and Resource Center 667-600-3230, option 0  
Beans & Bread Day Resource Center 410-732-1892

## OTHER RESOURCES

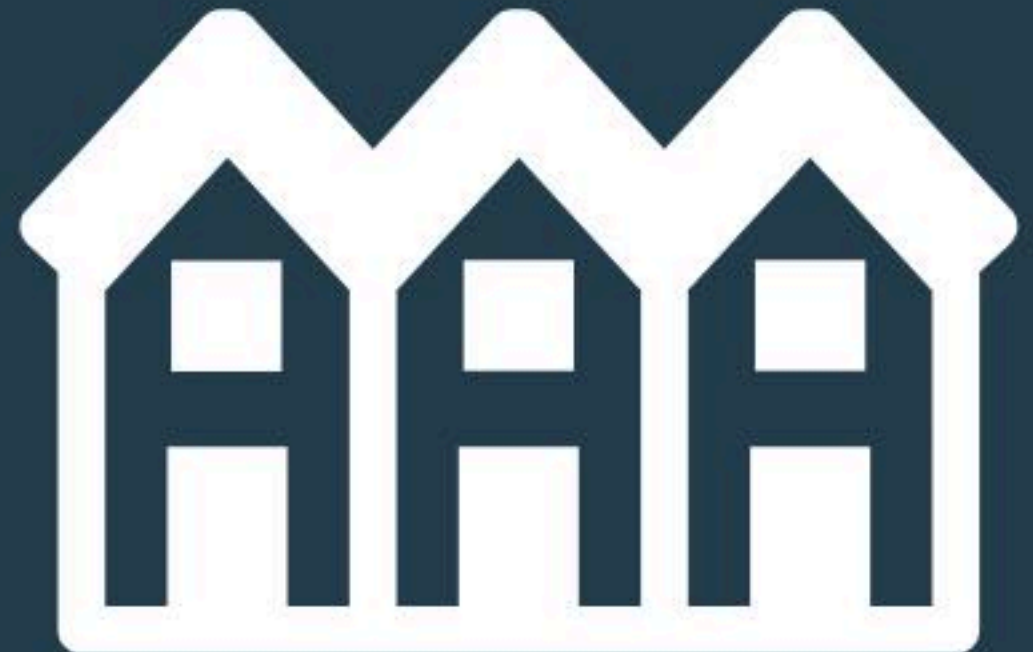
MD 211 (2-1-1 Maryland is to be a statewide resource always available by telephone to connect citizens to health and human resources at any time)  
Baltimore 311 (3-1-1 connects Baltimore citizens, businesses & visitors with a vast array of city services, programs and information.)

If you are in immediate medical or physical danger, call 911

OTTERBEIN

# What can we do about ongoing package thefts?

We believe that there are simple steps we can take as a community to address this issue. This is a joint effort between neighborhood associations in an attempt to address the ongoing crime which is a source of frustration within the community.





OTTERBEIN

# Connecting suspects with multiple incidents.

On an individual level, having a package stolen is simply a frustration many have come to recognize as part of city living. However, if we broaden our scope, it isn't difficult to see how one serial package thief can be responsible for over \$1,500 in stolen goods.



# What does the law say about property theft above \$1,500?

The penalty for theft of property exceeding \$1,500 but less than \$25,000:

- subject to imprisonment not exceeding 5 years or a fine not exceeding \$10,000 or both
- shall restore property to owner or pay owner the value





OTTERBEIN

# Had a package stolen?

If you have had a package stolen in the last two years, we would like to ask for your help. Please take a moment to complete this form so we can begin to build a database of events? It is most beneficial to us if you complete all fields but any partial submissions will also be helpful.

Form - [bit.ly/porchpiratevictiminfo](https://bit.ly/porchpiratevictiminfo)



OTTERBEIN

# Have images of a package being stolen?

To make these connections and present a solid case against serial package thieves we will need pictures and video footage. If you have any footage of events that you are willing to share please let us know by completing this form.

Form - [bit.ly/porchpirateevidence](https://bit.ly/porchpirateevidence)





OTTERBEIN

# Detection & Deterrence Community Crime Plan

- 
- 1) You have a package stolen and camera footage shows theft
  - 2) You submit the footage and delivery receipt showing value of the stolen item(s)
  - 3) Volunteers from your Neighborhood Association will review your submission, attempt to identify the suspect and make links to additional thefts in the area.
  - 4) Your Neighborhood Association informs you of their finding and submits evidence for charging to the Police or Court Commissioner. Submissions will emphasize serial package thieves who can be linked to crimes crossing the \$1500 felony threshold.
  - 5) Your Neighborhood Association will track your case through the court system to hold criminal justice stakeholders accountable to the public, as well as support and advocate for you.



OTTERBEIN COMMUNITY ASSOCIATION

# BE A FRIEND OF THE PARKS!

There are seven parks within the Otterbein community and the OCA wants to ensure our parks continue to be treasured green spaces. Being a **Friend of the Parks** will help us preserve and protect our parks for the benefit of present and future residents.



The OCA parks serve as the community backyard, providing small sanctuaries to escape city living.

## IF YOU LOVE THE PARKS, WE NEED YOUR SUPPORT!

As Spring approaches and the warmer weather returns, we will spend more time outside with our family and pets. We will be scheduling **Spring Clean Up** days soon and would appreciate your time and support in clearing old leaves and debris from park grounds, and flower beds.

We also ask that you be respectful of the parks; dogs should be leashed at all times and not allowed to run through the flower beds.

Always clean up after your dog on walks and remind your neighbors and friends to do the same! Please keep our parks healthy and your shoes clean!

**BE A FRIEND OF THE PARK  
AND PLACE THE  
'OCA FRIEND OF THE PARKS'  
TRANSPARENCY IN YOUR  
WINDOW!**



email [Info.OCABoard@gmail.com](mailto:Info.OCABoard@gmail.com) to get yours today!



# How can I get my residential parking permit?

*3 ways to get decals and temporary permits*

## **PRINT AT HOME**

Go to  
[pabc.thepermitstore.com](http://pabc.thepermitstore.com)  
to apply for a permit and  
select print at home.

## **BY MAIL**

Go to  
[pabc.thepermitstore.com](http://pabc.thepermitstore.com)  
to apply for a permit and  
select mail to me.

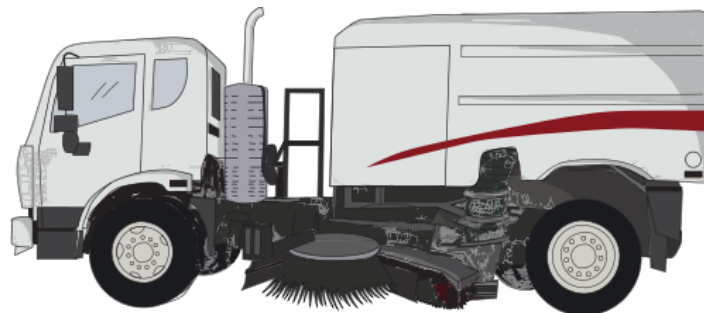
## **IN PERSON**

200 W Lombard Street,  
Baltimore, MD 21201  
Mondays,  
Wednesdays, and  
Fridays  
8:30 am to 4:30 pm

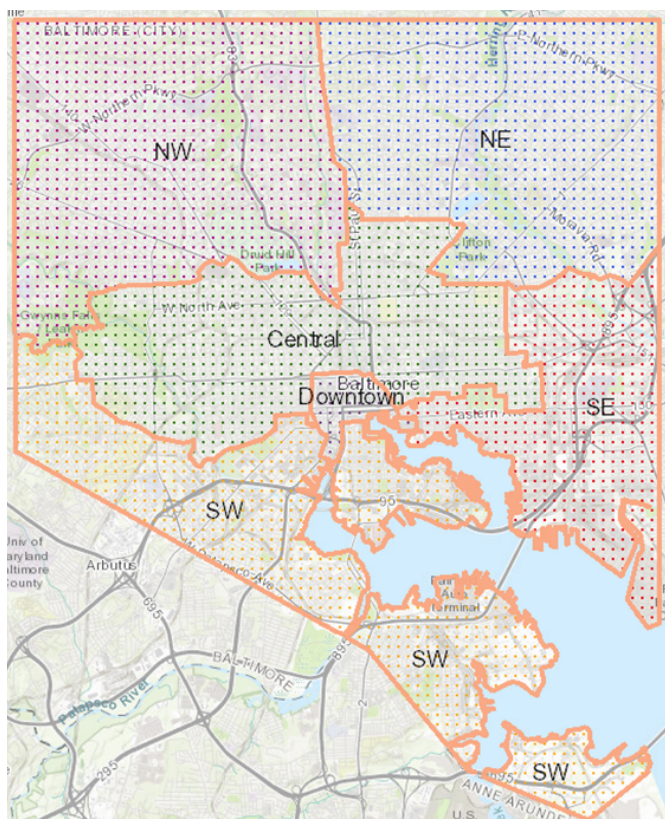
# MECHANICAL STREET SWEEPING

The Mechanical Street Sweeping Program is a City-wide cleaning service that removes dirt and debris from City streets to provide a healthy, safe and attractive environment for Baltimore City residents and visitors.

- Street Sweeping is an important program that helps to regularly remove dirt and litter from the streets. This is necessary to prevent stormwater drains from clogging, which can lead to flooding.
- Street Sweeping also protects our water quality by reducing pollutants, like trash and sediment, from entering the Chesapeake Bay.
- Vehicles should be moved to accommodate for the Mechanical Street Sweeper. Streets are not able to be swept if cars are parked and obstructing the curb.



## Mechanical Street Sweeping Schedule



- If you are unsure of your street sweeping days, please call 311 or visit [cityview.baltimorecity.gov](http://cityview.baltimorecity.gov).
- **Downtown District** is swept on a daily basis. Please adhere to signs posted about parking restrictions.
- **Central District** is swept on a weekly basis. Parking restriction signs should be followed.
- **Quadrant Sweeping** occurs on a monthly basis. These routes do not have posted parking restriction signs, but the City requests residents move vehicles on designated sweeping days.
  - **Northwest and Southeast Quadrants:**
    - Odd street sides are swept on the first Wednesday of the month
    - Even street sides are swept on the second Wednesday of the month
  - **Northeast and Southwest Quadrants:**
    - Odd street sides are swept on the third Wednesday of the month
    - Even street sides are swept on the fourth Wednesday of the month

If you have any questions or concerns about the Mechanical Street Sweeping program, please contact the Department of Public Works at (410) 545-6541 or email [publicworks@baltimorecity.gov](mailto:publicworks@baltimorecity.gov).



# RECYCLING IN BALTIMORE CITY



## Acceptable Items- Empty and Clean



**Aluminum & Steel Cans**  
Lids can be recycled



**Cardboard Boxes  
& Cartons**  
Flatten Boxes



**Glass Bottles & Jars**



**Paper, Newspaper,  
Magazines & Books**



**Plastic Bottles, Jars  
& Jugs**

## Unacceptable Items



**Trash or Yard Trim**  
Place this with your weekly  
refuse pickup.



**No Tangles:  
Hoses, wires, chains  
&/or cords.**  
Place this with your weekly  
refuse pickup.



**No Food or  
Food Stained Paper**  
Place this with your weekly  
refuse pickup.



**No Styrofoam**  
Place this with your weekly  
refuse pickup.



**No Textiles:**  
Please donate clothing,  
shoes, towels, or rugs



**DO NOT BAG  
RECYCLABLES**

NO PLASTIC BAGS IN THE BIN | PLEASE RETURN TO MAJOR RETAILERS



## Less Waste, Better Baltimore... Recycle Now!

- Recycling can be placed securely in any labeled container, cardboard boxes, or paper bags.
- Call 311 if your collection is ever missed.
- Visit [Publicworks.baltimorecity.gov/recycling-services](https://publicworks.baltimorecity.gov/recycling-services) or call the Office of Recycling at (410) 396-4511 if you have any questions.

**Thank you for recycling!**



# Single Stream Recycling Guide

If you don't have a recycle bin, you may place items to be recycled in a cardboard box, marked container of your choice or a brown paper bag.



Cartons



Milk Jugs & Plastic Bottles



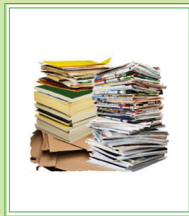
Empty Plastic Bottles



Clean Aluminum Foil & Pans



Empty Glass Bottles & Jars



Books



Pizza Boxes



Clean Cardboard



Plastic Cups



Envelopes  
Newspapers & Paper



Metal Food  
& Beverage Containers



Empty Aerosol Cans



Soiled  
Aluminum Foil



Soiled  
Styrofoam Cups  
Paper Plates



Take-Out Food Containers



Deli & Salad Bar Containers



Plastic Bags



Plastic Rings



**Please do NOT place recycling in plastic bags of any type**

**For More Information Call 311 or Visit [/publicworks.baltimorecity.gov/recycling-services](http://publicworks.baltimorecity.gov/recycling-services)**



# Be More Resourceful

## RecycleMore in BaltiMore

Recycling in Baltimore City is as Easy as...1, 2, 3!

1

Use any container you want, just mark it "recycling":

- paper bags
- cardboard boxes
- old laundry baskets
- trash can

**Do not place recycling in plastic bags!**

2

Fill your container with any of the approved recycling materials:

- paper
- cans
- cardboard
- bottles
- etc.

3

Put out all of recycling that you want curbside or take it to one of the City's Citizen Drop Off Centers; there is no limit!

Recycling, household trash, electronics, white goods, steel, and tires can be taken to the first 5 convenience centers.

### RECYCLING CENTER LOCATIONS

#### 1. Northwest Citizens' Convenience Center

2840 Sisson Street  
(410) 396-7250  
Monday- Saturday 9-5  
(Labor Day-Memorial Day),  
9-7(Memorial Day-Labor Day)

#### 2. Northwest Transfer Station

5030 Reisterstown Road  
(410) 396-2706  
Monday-Saturday 7-3

#### 3. Eastern Citizens' Convenience Center

6101 Bowley's Lane  
(410) 396-9950  
Monday- Saturday 9-5  
(Labor Day-Memorial Day),  
9-7(Memorial Day-Labor Day)

#### 4. Quarantine Road Landfill Citizens' Convenience Center

6100 Quarantine Road  
(410) 396-3772  
Monday- Saturday 9-5  
(Labor Day-Memorial Day),  
9-7(Memorial Day-Labor Day)  
(citizen dropoff)  
Landfill Monday-Saturday 8-4

#### 5. Southwest Citizens' Convenience Center

701 Reedbird Avenue  
(410) 396-3367  
Monday- Saturday 9-5  
(Labor Day-Memorial Day),  
9-7(Memorial Day-Labor Day)

#### 6. York Road Substation

4325 York Road  
410-396-6551  
Mon. – Fri., 7 am- 10:30 pm

**Recyclable Items Only**

#### 7. Calverton Road Substation

239 N. Calverton Road  
410-396-0228  
Mon. – Fri., 7 am- 10:30 pm

**Recyclable Items Only**

#### 8. Lewin Substation

4410 Lewin Avenue  
410-396-0210  
Mon. – Fri., 7 am- 10:30 pm

**Recyclable Items Only**

To confirm your recycling day visit [cityview.baltimorecity.gov](http://cityview.baltimorecity.gov).

For more information visit [publicworks.baltimorecity.gov/recycling-services](http://publicworks.baltimorecity.gov/recycling-services) or call (410) 396-4511.



## Acceptable Items:

- Automotive Fluids
- Batteries
- Household Cleaning Products
- Insecticides
- Pesticides
- Oil Paint
- Varnishes and Stains
- Flourescent Light Bulbs

All materials must be in original containers

## Unacceptable Items:

- Asbestos
- Acids
- Ammunition
- Explosives
- Medical Waste
- Radioactive Materials
- Photographic Chemicals

Latex paint is not accepted as it is not considered hazardous. Please dry out and dispose of with your regular trash.

# 2021 HOUSEHOLD WASTE COLLECTION

APRIL 9 & 10: 9AM-5PM

MAY 7 & 8: 9 AM-5 PM

JUNE 4 & 5: 9 AM- 7 PM

JULY 2 & 3: 9 AM- 7 PM

AUGUST 6 & 7: 9 AM- 7 PM

SEPTEMBER 3 & 4: 9 AM- 5 PM

OCTOBER 1 & 2: 9 AM- 5 PM

**Northwest Citizens'  
Convenience Center  
2840 Sisson Street 21211**



For more information please visit:  
[publicworks.baltimorecity.gov](http://publicworks.baltimorecity.gov)  
or call (410) 396-4511







BALTIMORE

# CLEAN CITY GUIDE









# Welcome to the neighborhood!

The Baltimore City Clean Guide was made by neighbors for neighbors. This guide gives residents more detailed information about trash removal, recycling, and rat prevention. We hope that you will use the ideas and tools in this guide to keep your street, alley and backyard clean and healthy and share these tips with your neighbors. It has become part of the Clean Corps Baltimore initiative to make Baltimore a cleaner city.

Clean Corps Baltimore is a peer-to-peer network of city neighborhoods, working in partnership with the City and nonprofits to reduce trash and litter in their communities. Clean Corps uses a peer-to-peer network to distribute information and resources to City residents who are committed to having clean streets and alleys; train engaged community leaders to provide them with the tools and knowledge necessary to educate their neighbors; and engage them in community cleanups, art projects, and advocacy.

Clean Corps Captains are residents in neighborhoods who want to make a difference and commit to keeping their neighborhoods clean and healthy! By making the choice to be a Clean Corps Captain, you will receive:

- Clean Corps Kits - gloves, trash grabber, name badge & lanyard, Clean Corps safety vest, trash bags, t-shirt, pledges
- Yard & window signs
- Organizing support
- Flyer templates
- Small grant funding for block events
- Help with follow-up with city agencies when you need it!

For more information on how to become a Clean Corps Captain in your neighborhood, or to order copies of this guide, visit: [www.cleancorpsbaltimore.org](http://www.cleancorpsbaltimore.org) or call: 410-989-1216.



# Trash Basics

**There is a lot to learn about how you can help keep our neighborhoods clean. Start with these trash basics.**

**Use durable trash cans with tight-fitting lids**

**Bags of trash that are NOT in a can are illegal and feed rats**

**You can have up to 3 (32 gallon) trash cans per address**

**Place cans out for collection no earlier than 6 p.m. before your collection day**

**Do not block alleys and/or sidewalks with your cans**

**Never pile bags on the corner of your block or end of your alley**

**Keep your sidewalks, street gutters and alleys trash free**

**Violations can cost you as much as \$500 per citation**

# Clean Guide Contents

## Section 1

311 Services for Non-Emergency Requests

## Section 2

Rat Prevention

## Section 3

Bulk Trash

## Section 4

Citizen Drop-off Centers

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# 1

## Where to Report

**Phone - It is best to CALL 311**  
to make sure that your service request is reported in the right way and so that the operator can answer your questions.

**Online - 311 online**  
(<https://baltimore.customerservicerequest.org>)

**Mobile Device - the FREE 311 mobile app.**

## 311 Services for Non-Emergency Requests

### What You can report

The 311 service phone line and online system has many FREE City services such as:

- Trash, high grass, and weeds
- Illegal dumping
- Dirty alleys
- Rats
- Corner trash cans
- Vacant homes
- Bulk trash pickup  
(see the Bulk Trash section)  
a FREE service
- Missed trash and recycling pick-up
- Graffiti removal
- Fallen or dead tree
- Street light repair
- Sidewalk repair (no charge if caused by City tree roots)

For an investigator to determine and fine a responsible party, it is best to call 311 and speak to a city 311 operator.



# 311 Services for Non-Emergency Requests

## How to make a Service Request (SR):

- Report your problem and record your Service Request (SR) number.
- Follow up on your problem using your SR number to see what action was taken.
- Check your SR status at <http://csr.baltimorecity.gov/Search.aspx>
- To look up citations, check your SR status, find Code Enforcement officers, check on court orders, and more online, go to [http://www.baltimorehousing.org/code\\_enforcement](http://www.baltimorehousing.org/code_enforcement)
- If you need assistance, call your community leaders, your Council member's office, or the City's community liaisons.
- To look up your legislators, go to [www.mdelect.net](http://www.mdelect.net)

**The easiest way to learn more is to talk to your neighbors!**

## Most common 311 service requests:

### REPORT "Trash, High Grass, and Weeds"

This service request is for loose trash in yards, trash bags not in cans, high grass, and weeds on a property or any other sanitation complaints on private or public property.

- This 311 service request means that a Housing and Code Division (HCD) sanitation inspector will visit the site within 10 days.
- After the inspection, the Baltimore City Department of Public Works (DPW) will remove the items within 30 days if unoccupied.
- Citations or a violation notice will be issued, if the inspector can determine who is responsible for the trash.

### REPORT "Dirty Alley"

This is a service request for pieces of trash and bulk items that are left in the alley.

- For big, bulk items use "Illegal Dumping" and for bags filled with trash use "Trash, High Grass, and Weeds."
- Dirty alley requests are sent to DPW's Bureau of Solid Waste.
- DPW will send a cleaning crew out within 3 days to clean the alley.

## **REPORT “Illegal Dumping”**

This is a service to try to determine who is responsible for illegal dumping and to remove the items.

- Call 311 to report illegal dumping of large quantities of trash bags, building materials, or bulk items that you think are big problems and should receive high fines.
- Do not use illegal dumping for neighbors that need education to learn how to properly dispose of trash and big items. This option is for chronic dumpers that represent a bigger problem in the City and therefore has a much higher fine.
- If you want to report illegal dumping and the operator says this is not an option, ask for a supervisor.
- Inspectors will try to determine who dumped the items within 5 days and then ask DPW's Bureau of Solid Waste to remove the items within 10 days.

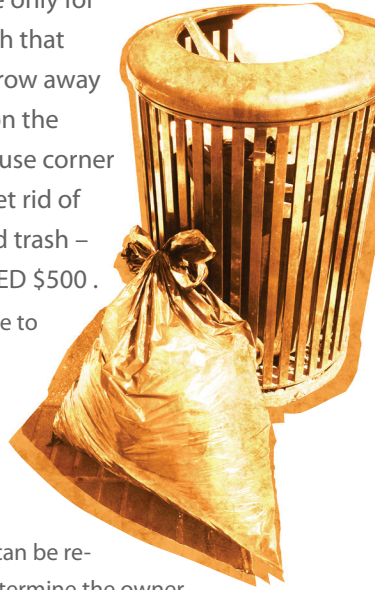
## **REPORT “Bulk Trash” to 311**

- See Bulk Trash Section.

## **REPORT “Corner Can Collection”**

Corner cans are only for disposal of trash that you need to throw away while you are on the street - Do not use corner trash cans to get rid of your household trash – You will be FINED \$500 .

- This is a service to request DPW to empty an overflowing street corner can.
- An inspector can be requested to determine the owner of household trash.



## **REPORT “Vacant Residential Properties” to 311**

All vacant homes should be identified by Housing Code Enforcement and have an open “Violation Notice.”

- You can request a vacant home's doors to be boarded, report rat infestations, and more.

## **REPORT “Rats” to 311**

- Call 311 and request the “Rat Rubout” program.
- *See the Rat Prevention section, next.*



# Rat Prevention

## You know you have a rat problem when you...

- Hear rats crawling around inside your walls or ceiling—they are loud!
- See fresh rat droppings.
- Find burrows or holes under hard surfaces, such as the back yard or the alley.
- See areas of fresh dirt (possibly next to a hole), this is the rat burrow entrance.

## Do not feed rats...

- Rats like to eat the same food that you do!
- Keep rats out by putting trash in a bin with a tight-fitting lid.
- Keep your yard and alley free of trash, standing water, or other debris.
- Keep your yard and alley free of high weeds and grass.
- Remove all items that collect water.
- Clean up dog feces! Feces is the number-one food source for rats in cities.
- Dog feces contains Vitamin K, which when eaten makes rats resistant to poison.

## What YOU can do...

- Request the FREE Rat Rubout Program! Call 311 to request the program.
- Fill out Public Works Right of Entry Form , request it via 311.
- The City's Rat Rubout Inspector will examine the property for rat burrows and treat. Only rat burrows may be treated.
- You may also need to hire an exterminator and fill holes where rats live in your back yard or the alley.
- Landlords are responsible for making sure there are no rats in your home or yard.
- Landlords are required to provide trash bins with lids for tenants.
- Contact your local community leaders, your Council member's office, and other neighbors for more support if you need it.





# What YOU can do....QUICK GUIDE

**Start with using a can with a tight-fitting lid especially if your trash is out at night!**

**NO Poo!**



Cuts off food supply.  
Yes, rats eat it.  
Clean up immediately.  
Dispose of properly.

**NO Bags  
out at night**



Cuts off food supply.  
Rats eat what we eat.  
Rats are out at night.  
Put trash out in the morning or use a can with a tight-fitting lid at night.

**Use Lids!**



Cuts off food supply.  
Rats eat what we eat.  
Rats are out at night.  
Use a can with a tight-fitting lid at night.

**NO weeds &  
tall grass**



Cuts off places to live and hide. Rats like to stay under cover - they do not like to be out in the open.

**Call 311**



The Rat Rubout Program will treat rat infestations / burrows for FREE.



# 3



## Bulk Trash

### How It Works

The City collects bulk items for FREE. Bulk collection helps residents avoid hefty fines that can range from \$150 to \$500. The City will collect up to three of your bulk items for FREE once a month, not including holidays.

- Bulk items are your big personal items that you want to dispose of, including furniture, appliances, and tires (up to 4 rimless tires).
- Bulk item disposal is the owner's responsibility.
- Bulk items do not include:  
Building materials such as wood or drywall, auto parts, or hazardous waste.
- Separate collection facilities are available for items such as electronics.
- You can also take bulk items to citizen drop-off centers.

### What YOU can do to Get Your Bulk Items Picked Up

- Bulk routes are determined by location. You must schedule three business days prior to your scheduled date.
- Call 311 to Schedule your personal pick up date and time.
- Bulk items are placed for collection where your trash is collected. Items should be clearly marked for bulk collection.

# Citizen Drop-off Centers

## Eastern Sanitation Yard

6101 Bowleys Lane, 410-396-9950

## NW Citizens - Convenience Center

2840 Sisson Street, 410-396-7270

## Quarantine Rd. Sanitary Landfill and Convenient Citizen Drop-off

6100 Quarantine Road, 410-396-3772

## Western Sanitation Yard

701 Reedbird Avenue, 410-396-3367

## Eastern Sanitation Yard

6101 Bowleys Lane, 410-396-9950

## NW Transfer Station

5030 Reisterstown Road, 410-396-2706

## Recyclable Items Only:

### York Road Substation

4325 York Road, 410-396-6551

### Calverton Road Substation

239 N. Calverton Road, 410-396-0228

### Lewin Substation

4410 Lewin Avenue,  
410-396-0210

## General Hours:

Monday through Saturday  
9 a.m. to 5 p.m.

Extended summer hours,  
Memorial Day - Labor Day  
Monday through Saturday  
9 a.m. to 7 p.m. for select locations.  
For specific hours, call the number  
listed for individual yard.

## How It Works - Drop-off tips:

- Citizen drop-off centers are for Baltimore City residents only. You must show proof of residency.
- The drop-off center workers will check your driver's license and write down your vehicle tag number to verify that you are a current Baltimore City resident.
- Commercial and rental vehicles are prohibited.

Learn more about these citizen drop-off centers:

<http://publicworks.baltimorecity.gov/Recycling/CitizenDrop-OffCenters.aspx>



# Recycling

5

Recycling is a FREE service that can reduce the amount of trash you produce by more than half! AND it helps protect the environment.

## How It Works - The ABCs of Recycling

### **A - Always place your recycling in the proper container.**

- You can put your recycling in any container EXCEPT plastic bags as long as it is marked "RECYCLE."
- "Single Stream" Recycling means you can mix together paper, plastic, soda cans, glass bottles, and anything that has a triangle with a number 1 through 6 printed on the bottom.
- Recycle bins with lids may be purchased at 111 Kane Street, select ACE Hardware locations, and Falkenhan's Hardware.

### **B - Be aware of your recycling days.**

- Recycling is picked up once a week. Ask a neighbor or call 311 about your recycling day.
- Place your recycling outside by 6 a.m on the day of your collection. You also have the option of placing your recycling out by 6 p.m the day before.
- Recycling is unlimited! You can put out as much recycling as you want. Recycling is FREE.

### **C - Care about our community by making recycling a priority in your home! Call 311 or the Office of Recycling at 410-396-4511 for all recycling questions.**

## Recycling Styrofoam

- Styrofoam products can ONLY be recycled at the Northwest Citizens' Convenience Center that is located at 2840 Sisson Street.
- No packing peanuts
- No straws, lids, stickers, , or insulation material.
- Lightly rinse the Styrofoam containers
- Styrofoam must be placed in clear see-through plastic bags and dropped off at the Northwest Citizens' Convenience Center. (Plastic bags are available at Sisson street for Styrofoam recycling.)



# What YOU can Recycle...QUICK GUIDE

**YES - ANYTHING** that has a triangle with a number 1 through 6 printed on the bottom.

**YES - Recycle** in a bin with a lid, a cardboard box, or a paper bag.

**NO - DO NOT PUT YOUR RECYCLABLES IN A PLASTIC BAG.**

**YES Paper/Newspapers/Books**

**YES Paperboard (unwaxed cereal box type paper)**

**YES Cardboard**

**YES Pizza Boxes**

**YES Plastic Bottles/Milk Jugs**

**YES Soda Cans/Canned Goods Cans**

**YES Glass Bottles/Jars**

**YES Plastic Cups**

## **What YOU can't Recycle...**

**NO Styrofoam**

**NO Plastic Bags**

**NO Take-out Food Containers**

**NO Plastic Six Pack Rings**

**NO Soiled Aluminum Foil**

**NO Light Bulbs**

**NO Drink Boxes**

**NO Combination Mail Envelopes**

**NO Pressurized Spray Cans**



# 6

## Consequences – Fines & Enforcement

### Fines

There are citations and fines associated with rat and trash problems that can help prevent and stop rat and trash problems in your community.

### Enforcement

Housing Code Enforcement officers issue these citations and violation notices, including violations both inside and outside homes and businesses, vacant homes, fire code, registration and licensing, and they run the Special Investigation Unit.

Here are some of the common citations that they issue:

- No trash can or no lid on the trash can.
- Trash accumulation.
- High grass and weeds.
- Failure to provide sufficient number of cans.
- Dumping trash (also known as Illegal Dumping).
- Residential trash issues are generally dealt with by issuing citations.
- Most of these citations are a fine of \$50.
- Illegal dumping fines are \$500 to \$1,000 .

### Citations on Rentals

- If a landlord has registered their property, the tenant responsible will get the citation (if the owner provides the City Housing Code Division (HCD) with the occupant's information).
- If property is not registered the citation will go to the owner.
- After 2 citations to the tenant, the third ticket will be sent to the owner.

### Environmental Control Board

Challenges to environmental citations are heard at the Environmental Control Board (ECB) which is an independent City agency. Important facts about the ECB process:

- A hearing must be requested within 30 days from the date that the citation was issued.
- Hearings are conducted by hearing officers who are licensed attorneys.
- The issuing agency will submit documentation and/or testimony about the cited violation.
- The respondent (person cited) has the opportunity to question the agency and to present any documents or testimony.

# Violation & Citation Definitions

- The hearing officer will decide whether the respondent is responsible for the violation and the appropriate fine amount.
- The respondent has the right to appeal the decision of the hearing officer to the full board.
- If a respondent fails to request or appear for a hearing, or pay the fine, the citation will be subject to default penalties.
- The laws, rules, and regulations that apply to the ECB can be found on the ECB's website.
- The ECB is located at 200 E. Lexington Street, Suite 100.
- Please call with any questions at 410-396-6909.

## What YOU can do...

- Contact your housing code enforcement officer to discuss where there are trash and rat problems in your neighborhood.
- Call 311 to find the Housing Inspection area offices in your area and for help.
- Call 311 to talk to your enforcement officer, your enforcement officer supervisor, or a Superintendent.
- Cameras can be placed in high trash and rat areas – talk to your neighborhood leaders and to your housing code enforcement officer about this option.
- Invite housing code enforcement officers to your community meetings and to walk through the neighborhood to discuss any problems together.

## A Violation Notice

Violation notices can be issued instead of citations. A violation notice places the responsible person on notice that a violation exists and orders them to correct the violation(s). The responsible person is given a time period to correct the violation. If not corrected, the responsible person could face a citation for failing to abate the violation notice and can also be referred to the Code Enforcement Legal Section for additional prosecution.

Violations give a person time to correct the problem. If the problem is not corrected a citation could be issued, the person can go to court and a lien can be placed on the property.

## A Citation

Citations are like parking tickets and are civil in nature. If a citation is issued to the owner of a property and the fine is not paid it will result in a lien on the property. If the responsible party is not satisfied with the outcome they can request a hearing with the Environmental Control Board.

**For a full Housing and Enforcement Handbook go to [http://static.baltimorehousing.org/pdf/code\\_handbook.pdf](http://static.baltimorehousing.org/pdf/code_handbook.pdf)**





# 7

**Landlords and small businesses need to connect to the neighborhood to keep their areas clean and to support the local residents.**

**Here are a few tips for you as landlords and as small businesses.**

## **Landlords and Business Trash & Recycling Information**

### **Business Trash**

- Businesses that have City trash pickup service, should put their trash out by 6 a.m. on trash day.
- Trash can be taken out the night before **ONLY** if the trash is in trash cans with secure lids.
- Pickup is no more than three 32 gallon containers of trash. Most businesses produce more trash than this per week and are required to use a private vendor.
- Your business can model positive behavior for the neighborhood. Litter near your business can result in a \$50 fine.
- If you have problems with trash dumping near your business call 311 and ask for a housing code inspection officer to inspect the trash. They may be able to find the responsible person.

### **Business Recycling**

- The City will pick up recycling, for **FREE**, from your business.
- You must call the Recycling Office at 410-396-4511.
- See the Recycling section for what can and cannot be recycled.

## Landlord Responsibilities

While landlords may not live on the premises, the landlord is still responsible for these things on the property:

- Trash and rats.
- Rat proofing the home and removing rat burrows.
- Removing rat infestations inside the home (if multiple unit).
- All trash problems.
- Providing trash bins with secure lids to the tenants.
- Communicating with the tenants to ensure the property is clean of trash, debris, and rats.

Landlords will receive fines for problems at their property. Landlords should coordinate with the community association and community leaders to keep our community clean and healthy.

## Code Enforcement

Talk to your code enforcement officer to get the right services. Call 311 to find out who the code enforcement officer is in your area. There are Spanish translation services that you can request for you and your tenant/customer.

See the relevant sections in this guide for more details and specific information. There are many resources that the City and the neighborhood have that will support you.

## 311 City System

Call 311 to ask questions or find resources. See the 311 Services section in this guide.

# Municipal Trash Cans & FAQs

As part of the ongoing effort to keep our neighborhoods and waterways cleaner and healthier, Baltimore City is providing Municipal Trash Cans to every residential address that currently receives trash collection by the City. These durable, wheeled trash cans are equipped with attached, tight-fitting lids that have proven effective in keeping streets and alleys clean, and in deterring rodents.



## Frequently Asked Questions What Should I Know?

1. The cans are for trash only.
2. The cans are assigned specifically to each address, remain the property of the City, and should not be altered or defaced with letters, names, stickers, numbers, or symbols.
3. Failure to properly dispose of trash in a durable can with a tight-fitting lid is subject to a City fine.
4. If your can is damaged through normal wear and tear, call 311 to have it repaired or replaced. If the can is stolen, a police report must be provided for a one- time free replacement.
5. To keep the can clean, please put your trash into trash bags and then into the can.

## Why Municipal Trash Cans?

Containing trash in a durable can with a tight-fitting lid is one of the best ways to reduce debris and litter, keep food away from rats, and make our neighborhoods clean and safe. Each can comes with an attached lid, so trash won't blow away and critters won't climb in. Trash trucks

fitted with special lifting mechanisms will quickly and easily dump the cans, reducing strain on our workers. Each can will have wheels, making them easy to move, as well as a radio frequency identification (RFID) tag, making them easy to identify.

### **How does this work?**

The Citywide Municipal Trash Cans will remain the property of the City, and will be assigned to the specific address. Residents will not be charged for the cans, but are expected to place their trash into bags before putting the trash in the cans. The cans should not be altered or defaced with letters, names, stickers, numbers, or symbols.

### **What is the replacement policy?**

If your can is damaged through normal wear and tear, call 311 to have it repaired or replaced. If the can is stolen, a police report (you may file one at [www.BaltimorePolice.org](http://www.BaltimorePolice.org)) must be provided for a one-time free replacement.

### **May I use additional, personal cans?**

Collecting trash from additional cans is possible as long as the total amount of trash per address does not exceed 96

gallons, the legal limit for the City to collect. Regular recycling helps to minimize the amount of waste that is thrown away. Trash set out in bags is not an acceptable means to contain trash.

### **Will there be collection from multi-family dwellings?**

Every address in Baltimore City is eligible for collection service under the restriction that they may only set out 96 gallons of mixed refuse per week. Addresses that generate above this limit must contract with private waste collectors. Any address currently receiving sanitation collection services from DPW's Bureau of Solid Waste will participate in the Municipal Trash Can Program.

### **What do I do with the municipal trash container if I move?**

The city-issued municipal trash container is the property of the City of Baltimore. Please leave it in the rear yard of the residence when you move.

For more information about the City's Municipal Trash Can program or for answers to frequently asked questions, please visit our website: <http://publicworks.baltimorecity.gov>.



9

## Mechanical Street Sweeping Program

Citywide Mechanical Street Sweeping is here! DPW's Bureau of Solid Waste is working to make Baltimore City neighborhoods cleaner by sweeping neighborhoods EVERY WEDNESDAY! Please do your part to help make Baltimore cleaner and greener by moving your cars so street sweepers can provide a "clean sweep" of our streets. Street Sweeping schedule is as follows.

NW & SE Quadrants:

Odd Sides: 1st Wednesdays

Even Sides: 2nd Wednesdays

SW & NE Quadrants

Odd Sides: 3rd Wednesdays

Even Sides: 4th Wednesdays

Volunteer Street Sweeping Signs are available. Please call the Office of Recycling at 410-396-4511 to request signs that you can post on your street sweeping days.

**Street Sweeping**

**This Wednesday**  
8 a.m. to 4 p.m.  
**Please move your vehicle**



Better Schools. Safer Streets. Stronger Neighborhoods.



# 10 Stormwater Fee Reduction

Have you noticed that you are paying a Stormwater Fee as part of your water bill? Would you like to reduce your bill? Save \$\$\$ on your water bill by volunteering for Stormwater Participation Events!

Here are 4 easy steps to save \$\$\$ and help your community.

1. Register and/or Volunteer for a Stormwater Participation Event. These are activities that help to reduce polluted stormwater runoff, like community clean-ups and tree plantings. To register an Event call 311 or go online <http://www.baltimorecity.gov/311-services>.
2. Receive a certificate. When you volunteer for an event you receive a certificate. Keep these certificates; they are proof of your having volunteered. Certificates can be combined - a husband and wife volunteering each get a certificate. Kids can get certificates, too. Don't want your certificate? You can give it to a friend, neighbor, or church.
3. 8 volunteer hours = \$10 credit on your stormwater fee  
Each certificate includes the number of volunteer hours.
4. Apply for your credit. Once you have enough certificates that total 8 hours, then simply make a copy of them and submit to DPW with a Stormwater Fee Credit Application. You can get up to \$30 credit each year.

Questions? Call 410-396-0732 and ask for the Watershed Liaison.

# 11

## Holiday Schedule

When a holiday or weather event falls on your trash pickup day or recycle day, the trash or recycling will be picked up on Saturday.

### Snow Day or Extreme Weather Event

If a snow day or extreme weather event occurs on your recycle or trash pickup day, check your local news to find out the next pickup day.

### Christmas Tree Collection

Residents should set out trees on their regularly scheduled trash collection day at the same location where their trash is collected. Trees are collected on trash day through the month of January. All tinsel and ornaments must be removed from trees.

### Christmas Tree Mulching Services


#### Where:

Reedbird Avenue Citizens' Convenience Center, 701 Reedbird Avenue.

#### When:

The month of January, Mon to Sat, 9 a.m. to 2 p.m.

(Bring your own bag if you want to take mulch home with you.)



Note to Self -  
No trash pick  
up on Fourth of July

### Yard Waste

Collection of bagged leaves will be picked up on regular scheduled trash days. Up to five (5) clear or labeled bags will be picked up at each home.

Residents can drop off bagged leaves and yard waste at their local citizens' drop-off center.

## 12 Templates and Flyers that Work

If you want to view and use our templates or flyers that we think are great to educate others on waste, recycling, alley clean ups, pet waste, and more visit [baltimorewaterfront.com/healthy-harbor/trash-free-neighborhoods/](http://baltimorewaterfront.com/healthy-harbor/trash-free-neighborhoods/).

Use these resources to support your neighborhood cleaning efforts:

- Baltimore City Department of Public Works.
- Housing and Code Enforcement, Sustainability Office websites.

## 13 Contact and Resources

Use these resources to support your neighborhood cleaning efforts:

DPW's Bureau of Solid Waste, Housing and Code Enforcement, and Sustainability Office websites; find them all from here: [www.baltimorecity.gov](http://www.baltimorecity.gov).

Baltimore Clean Corps Network:

Clean Corps is new citywide network of residents, non-profits, and city government that offers resources and tools geared towards a cleaner Baltimore. To get involved call 410-989-1216 or go here:

[www.cleancorpsbaltimore.org](http://www.cleancorpsbaltimore.org)

Also, you find us on Facebook at Clean Corps Baltimore.



## Acknowledgements

A huge thank you to the Patterson Park Neighborhood Association's Greening Partnership who developed the original version of this guide and inspired its citywide production! Also, thank you to the funders of the guide for investing in our neighborhoods: The Baltimore City Department of Public Works, The Baltimore Community Foundation and the Chesapeake Bay Trust. The Clean City Guide team included over 20 neighbors, City of Baltimore staff, non-profits and community organizations, local business owners, and most importantly, neighbors just like you!



To order copies of this guide, visit: [www.cleancorpsbaltimore.org](http://www.cleancorpsbaltimore.org)  
or call: 410-989-1216

Design / Layout/ Illustration by Full Circuit Studio





# CLEAR THE FOG

## FATS, OILS, GREASE

**Fats, Oils and Grease (FOG)** come from food preparation and kitchen clean-up. FOG may look like liquid when drained, but it solidifies when discharged into the sanitary sewer. This results in clogged drains, sewage backups and the discharge of raw sewage into our local waterways.

### MYTH

I can pour grease down the drain if I run hot water with it.

I can scrape kitchen waste down the drain if I use the garbage disposal.

Pouring grease down the drain with dish soap will completely dissolve the grease.

I can discard grease in my tub, shower, or toilet.

### FACT

Grease poured down the drain, even with hot water, will eventually cool and solidify in the sewer pipe.

The garbage disposal only grinds up items before discharging them to the sewer system but does not eliminate FOG.

Most dish soaps break up grease, but once cooled, the grease will still solidify in the sewer system.

FOG poured in a bathtub, shower, or toilet will end up in the same sewer system that the sink drains to and may cause damage.

## WHAT SHOULD I DO?

- Wipe loose food and grease from dishes before washing them in the sink.
- Scrape food scraps into a garbage can or compost bin.
- Pour all grease and cooking oil into a covered container and dispose of it in the garbage.
- Clean grease with absorbent materials, like paper towels, and then throw the material in the garbage.



BALTIMORE CITY  
**DPW**  
DEPARTMENT OF PUBLIC WORKS



# COST OF FOG

## FATS, OILS, GREASE

**Don't let FOG clog your pipes, it will cost you:**



### **MONEY**

FOG can cause costly repairs for your home and your community.

- Hiring a professional to perform a Camera Inspection - \$450.00
- Repairing a sewer line - \$3,818 (national average).
- A complicated sewer line repair - \$30,000.



### **TIME**

Replacing a sewer line is a large construction project. On average:

- It can take from 3 -5 days to complete.
- Total landscape restoration could take 1 - 6 months to return to pre-existing conditions.



### **HEALTH**

Attempting to clean up a sewer backup can cause serious infections, including viral hepatitis, if not done correctly. It's always best to hire a professional company.

- Never try to clean up sewage backup in your home.
- Items damaged by sewage must be replaced or professionally restored.



### **CONTACT INFORMATION**

To get help with a sewage backup, call **311** or go to the **311 website** [www.baltimorecity.gov/311-services](http://www.baltimorecity.gov/311-services) to report your sewage event.

To learn more about FOG and other items that cause sewage backups, visit <https://publicworks.baltimorecity.gov/sewer-consent-decree/clean-drain-campaign>





# TRASH THE WIPES



## What is allowed in the toilet?

Poo, pee & toilet paper



## What about products labeled as **FLUSHABLE**?

Companies that make wipes may claim their product is flushable, but there is currently no general agreement on what is "flushable." Wipes frequently stay durable through the plumbing system. They can get snagged on globs of fats, oils, and grease, forming "Fatbergs" that clog the sewer and lead to overflows and basement backups. Only flush products that break down in water within seconds, like toilet paper.

**FLUSHABLE DOES NOT MEAN BIODEGRADABLE**

## THINK BEFORE YOU FLUSH

Items which contribute to clogs are:



### ADDITIONAL NO FLUSH ITEMS:

- Cigarette Butts
- Facial tissue, cotton balls
- Toilet scrub pads
- Napkins (paper or cloth)
- Paper towels
- Food and kitchen waste
- Fats, oils, greases
- Household chemicals
- Plastic of any kind
- Vitamins, medicines, or other pharmaceuticals



Wipes can cause breakdown of pumps in pump stations



Wipes can combine with fats and grease in the pipe to form "Fatbergs" and are the primary causes of overflows from the manholes

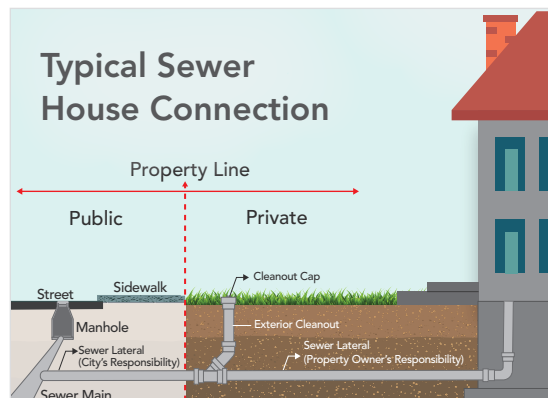


# SEWAGE BACKUP GUIDE

## The Baltimore City Department of Public Works (DPW)

prepared this guide to provide customers with information regarding sewage backups. The guide includes (1) steps you can take to prevent sewer backups; (2) potential health risks; (3) what to do if a backup happens; (4) recommendations for documenting your expenses; (5) guidelines to consider during cleanup; (6) the DPW Expedited Reimbursement Program; and (7) the General Liability Claims process.

**A typical sewer to house connection is shown below.**



All properties should install an exterior cleanout in accordance with City Code. If a problem occurs in the house connection and an exterior cleanout is not available, you must hire a licensed plumber to assess and resolve the problem.

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## CAUSES AND RISKS

**Causes:** Sewage backups have two primary causes.

- **Pipe blockages or failures.** These problems can be caused by inappropriate disposal of fats/oils/grease, wipes/rags/sanitary products, root intrusion, or pipe deterioration.
- **Stormwater and groundwater entering your sewer system during wet weather**—these flows may occur directly (through illegal connections) or indirectly (through cracks and loose joints).

**Health risks:** Sewage may contain bacteria, viruses, and other pollutants that can cause disease and contaminate property. Health risk factors depend on: (1) the amount of sewage; (2) the type of germs/contaminants; (3) the length of time sewage has been in contact with materials in your home or business; and (4) how much and how long you are exposed.

# PREVENTING THE PROBLEM BEFORE IT HAPPENS

- Do not flush grease, rags, diapers, plastics, wipes, personal sanitary items, or similar waste.
- Do not plant trees or bushes near sewer lines and laterals.
- Disconnect downspouts and sump pumps from your house connection.
- Hire a licensed plumber to install an exterior cleanout.

- Consider installing a backflow preventer and/or grinder pump.
- Consider purchasing a sewer backup rider for your insurance policy.
- Consider purchasing an extended warranty for your pipes—the City partners with HomeServe USA to offer low-cost, extended warranties.
- **More information found here:**  
[www.homeserveusa.com](http://www.homeserveusa.com).



## WHAT TO DO



**Prevent Electrocution** by turning off the power if there is standing water or electrical wires, as the wires may come into contact with water or soggy materials.



**Do not** flush your toilet or run your faucet, dishwasher, or washing machine until the backup is resolved.



Keep all children and pets **away** from the sewage.



**Notify DPW:**



**Call "311"** to notify the City that a backup is occurring.



**Go to the 311 website:**

<http://www.baltimorecity.gov/311-services>



**Do not touch sewage with bare hands.** Wear rubber gloves when handling anything contaminated with sewage. Wash hands immediately after handling.

## TAKE PRECAUTIONS

**Wear protective eyewear, gloves, and boots** – avoid unprotected contact with sewage.

- **Wash hands** thoroughly.
- **Protect** all cuts, scrapes, and open wounds. Immediately wash and disinfect any wound that comes into contact with sewage.
- **Never mix bleach with ammonia** – it makes a deadly gas.
- **Do not flush wipes.** Many wipes labeled as "flushable" do not dissolve properly in the sewer system. Instead, these wipes accumulate inside pipes and pump systems, causing back-ups and overflows.
- **Do not connect sump pumps, gutters, roof drainage, and similar drainage systems to the sanitary sewer system without a permit from DPW.** These connections can overwhelm your sewer system during wet weather.

## DOCUMENTATION AND CLEANUP

DPW does not clean sewage backups. Customers are responsible for all cleanup and disinfection of private property. The risk increases the longer sewage remains in contact with building interiors. Dry out the affected area promptly, discard contaminated materials, and clean/disinfect as soon as possible.

Document all costs related to the sewage backup. To request reimbursement, provide copies of all receipts, invoices, charges, and other documentation of cleanup and disinfection costs. Document and take pictures of all property damage and the affected area. Documentation is vital to file claims with your insurance company.



## HIRE SOMEONE OR DO IT YOURSELF?

Decide whether or not to hire a cleanup professional. You may wish to call your insurance provider to determine whether your policy covers cleanup. The State of Maryland does not certify cleanup companies. However, the Institute of Inspection Cleaning and Restoration Certification (IICRC) provides education and standards for contractors who perform this work, and you may ask your contractor to follow these guidelines. The IICRC also lists cleanup companies organized by zip code and provides other useful information on its website: <http://www.iicrc.org/>. You may also call the IICRC at 844-464-4272. Note that this number is not toll-free.

### Hire a Professional

**You may want to hire a professional if:**

- Insurance will pay for it
- Ductwork is contaminated
- Sewage remains indoors for 24+ hours
- The job is large or complex

If you decide to hire a contractor, you may wish to contact the Consumer Protection Division of the Maryland Attorney General's Office <http://www.marylandattorneygeneral.gov/Pages/CPD/default.aspx> or call 410-576-6550 between 9am and 3pm and ask if the contractor has a complaint history file. Keep copies of any receipts or invoices for your files.

## Do it yourself

If you clean the sewage backup, protect yourself, and consider following these guidelines. For more information, contact the City Health Department.

### 1. Dry the area

- Remove all standing water with a wet vac or bucket/mop, and place it in your toilet. Do not flush your toilet until the backup is resolved.
- Control the temperature to increase evaporation, ventilation, and dehumidification. Only use whole-house air conditioners or furnace blowers if the air ducts were not impacted by wastewater.
- Collect and discard any solids.
- Remove vinyl wallpaper in affected areas – it may slow the drying process.
- Expose affected areas to sunlight.

### 2. Discard and disinfect

- Determine what can be salvaged and what must be discarded. Always discard contaminated food, cosmetics, medicine, or medical supplies.
- Consider discarding all contaminated porous materials, including paper or

cardboard, books and magazines, carpets and rugs, upholstered furniture, unfinished wood, wallboard, upholstered items, and anything else that is difficult to clean. Certain items may be salvageable if they can be adequately laundered. Discuss with a professional cleaner for specifics, and save any receipts for your records.

- Go to <https://publicworks.baltimorecity.gov/solid-waste/drop-off> or call 311 to locate one of DPW's free Citizen Drop-off Centers where you can dispose of contaminated material.
- If you see a water line or stain on wallboard or paneling from the sewage backup, the material and underlying insulation should be removed up to several inches above the water line.
- **Do not skip this step, or disinfection will be ineffective!** Wash the affected area with detergent solution to remove surface dirt and contamination. Allow the area to air-dry.
- Apply a disinfectant labeled as bactericidal (kills bacteria) or a solution of 1/4 cup bleach in one gallon of water. **Follow all manufacturer's directions on proper usage and application. Always use proper ventilation while cleaning and disinfecting.** Allow the area to air-dry.

## EXPEDITED REIMBURSEMENT PROGRAM

DPW offers an Expedited Reimbursement Program for certain sewage backups caused by wet weather. Eligibility is based on the conditions established in Appendix E of the City's Modified Consent Decree. For additional details regarding eligibility, please visit <https://publicworks.baltimorecity.gov/sewer-consent-decree>.

Acceptance or denial of applications under the Expedited Reimbursement Program is not a determination of fault or liability. All determinations of liability are made by the Baltimore City Law Department. If you wish to submit a claim to the Law Department, you must file a separate claim form (see next page).

**Submitting an Application.** The Expedited Reimbursement Program offers repayment up to \$2,500.00 of clean-up and disinfection costs that are documented appropriately. If your application is determined to be eligible, you must sign a release from any cleanup or disinfection costs before your check can be processed. Applications are available on DPW's website and from the Customer Support and Services Division in the lobby of the Abel Wolman Municipal Building, located at 200 Holliday Street.





### To be eligible, you must:

- File a completed "Application For Expedited Reimbursement of Building Backup." Applications are available on DPW's website, at the DPW Customer Support and Services Walk-in Center at 200 Holliday Street, and upon request.
- Be a homeowner, tenant, or other residential customer.
- Experience a sewage backup resulting from surcharging in the sanitary sewer system caused by wet weather.
- Report the sewage backup to the City within 24 hours by calling 311.
- File an application with the DPW Office of Legal and Regulatory Affairs (OLRA) within 90 days after the incident.

**How to file an application.** Your application is effective when received by OLRA. If your application is incomplete, you will be notified. You must provide all necessary documentation to OLRA before your application may be processed.

Applications are processed within 60 days after receipt of all necessary information and documentation. Failure to provide necessary information and/or documentation may delay your application.

### Documents Required.

- Copies of all receipts, invoices, billing/account statements, etc., that document cleaning and/or disinfection costs arising from the backup.
- If you are a tenant, you must provide a copy of your lease signed by the owner of record.

- If you are are filing an application on behalf of an owner or tenant, you must include proof of power of attorney.
- If you are insured against sewage backups, you must receive a final determination from your insurance company before your application can be finalized. Regardless, you must file an application with OLRA within 90 days after the sewage backup. You must supplement your application with the documentation from your insurer within 30 days after receipt. Applications received after this deadline will be denied as untimely.
- You must include all documentation submitted to and received from your insurance company, including documentation of any deductible paid.

## GENERAL LIABILITY CLAIMS

The Baltimore City Law Department makes all determinations of liability on behalf of the City. You may file a claim for any damages you believe you have incurred, including disinfection, cleanup, property damage or loss. These determinations are separate from the Expedited Reimbursement Program. If you have questions, you may call the Law Department between 8:30 A.M. and 4:30 P.M. at 410-396-3400.

To file a claim, you must return a completed, signed claim form to the Law Department as soon as possible, and no later than one (1) year after the event. Facsimile transmission is not acceptable. Claim forms are available online at <https://law.baltimorecity.gov/claims> and upon request. You must include the date, time, and

location of the incident, the cause of any injury or damages, and the names and addresses of any witnesses or other interested persons. Submit copies of all photographs, bills, receipts, estimates, and other documents in support of your claim. Once your claim is received, an investigator will be assigned to your case, and may contact you for further information. Claims are typically evaluated based on a general negligence standard.

You will be notified upon completion of the investigation. The average timetable for general liability claims is up to 180 days, depending on the number of claims and the documentation provided to substantiate the damages alleged.

## APPLICATION INSTRUCTIONS:



**Send a completed application and all supporting documentation to the DPW Office of Legal and Regulatory Affairs within 90 days:**

Baltimore City DPW  
Office of Legal and Regulatory Affairs  
Abel Wolman Municipal Building  
200 Holliday Street  
Baltimore, MD 21202  
410-396-7755 between  
8:30am and 4:30pm  
[reimbursement@baltimorecity.gov](mailto:reimbursement@baltimorecity.gov)