Transfer of Lots in Use as Community-Managed Open Space from Baltimore City to a Land Trust

Overview of Acquisition Process per CMOS

**Detail of HCD Process**

- **Site Manager at a Community-Managed Open Space (CMOS)** applies to a Land Trust approved by Office of Sustainability to have land preserved through Land Trust.
- **Land Trust evaluates the site to ensure it meets the 4 criteria on the reverse. Votes on acquisition. See detail on page 2.**
- **Yes, Land Trust completes City of Baltimore’s application and forwards to the Baltimore Office of Sustainability.**
- **Department of Planning Community Planner evaluates the application and makes recommendation, to be endorsed by Director of Planning.**
- **No. This outcome will only apply if:**
  - the site does not meet the criteria, and the land trust’s reasoning for waiving one or more criteria does not appear sound.
  - there are development plans for this lot within 5 years, and its use as community-managed open space cannot be accommodated within those plans.
- **Yes. Planning forwards to “CMOS liaison” at HCD for preparation of LDA. See below for steps internal to HCD.**
- **Board of Estimates approval.**
- **Approved. Closing occurs on Exhibit 1 within 60 days, then on further exhibits as land becomes available.**
- **Site Manager, Community Partner, and Land Trust sign renewable 5-year agreement.**

Semi-monthly meetings of the CMOS team, which consists of Liaisons from the Baltimore Office of Sustainability and the Department of Housing and Community Development; Community Planners with sites in the review and transfer process; and staff from each Land Trust with sites in the review and transfer process. Each meeting will report on the status of each lot in the evaluation or transfer process. In addition, each Land Trust will provide annual updates on transferred lots.

**Agency/Staff Roles**

**CMOS Team**
This team will consist of Land Trust staff and the following City of Baltimore members:

**Housing and Community Development: CMOS Liaison**
HCD’s CMOS Liaison coordinates all work at HCD related to the acquisition of tax-foreclosed properties, clearing of liens, and disposition of lots that are part of the community-managed open spaces approved for transfer to a Land Trust.

**Baltimore Office of Sustainability: CMOS Liaison**
BOS’s CMOS Liaison is the Land Trust's first point of contact for submitting applications, and ensures that the City’s internal review process retains its focus on social and environmental benefits.

**Department of Planning, Comprehensive Planning Division**
The application for each CMOS will be directed by BOS to the appropriate Community Planner for review. These Community Planners are “ad hoc” members of the CMOS team while sites in their areas are on the CMOS Team’s agenda.

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**February 22, 2010**
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**Detail of Land Trust Process**

1. **Site Manager at a Community-Managed Open Space (CMOS):** applies to a Land Trust approved by Office of Sustainability to have land preserved through Land Trust.

2. **Land Trust's Land Transactions Committee:** makes recommendation to full board whether to move forward with due diligence investigations. Board votes.

3. **Yes, Land Trust and Site Manager, and Community Partner enter into MOU that outlines the roles of each.**

   Meanwhile, Land Transactions Committee evaluates feasibility of acquisition as well as whether the site meets its criteria for acquisition (see below).

4. **Land Transactions Committee makes final recommendation on acquisition to Land Trust board.**

5. **Are the lots that make up the CMOS private or publicly owned?**

   - **Land Trust approaches land owners when the City does not hold any liens on the lot.**
   - **No. CMOS can make an appeal directly to the board, and can also attempt to address any reasons cited and apply again.**

   - **For city-owned lots and privately owned lots with liens, Land Trust applies to Baltimore City for transfer.**

**Criteria for Acquisition of CMOS by Land Trust**

1. The request for preservation must come from people involved with the site, and the proposed site manager is responsible for the completion of an application.

2. The community must demonstrate a capacity for long-term management of the site. This consists of several components:

   a. committed, able site manager and involvement of sufficient residents to take care of the site and to provide continuity.

   b. involvement of at least one partner organization active in the community (such as a community organization, umbrella organization, religious, service, or social institution, or in some cases a school)

   c. the community-managed open space must be at least five years old. Under special circumstances, where there is other strong evidence of the community’s capacity to manage the site, the site can be younger.

3. The community-managed open space must have a strong function in at least one community use, such as active recreation, passive recreation, food production, education, visual relief from the built environment, or gathering space for formal or informal community gatherings. Environmental benefits and livability benefits enhance the site's attractiveness as permanent community-managed open space.

4. The green space must demonstrate a match between identified environmental risks and how the site is used.