Transfer of Lots in Use as Community-Managed Open Space from Baltimore City to a Land Trust Overview of Acquistion Process per CMOS

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.

No. The site remains in its status quo, and may reapply if any issues identifed by the land trust are addressed.

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. Pending. The planner has identified issues that need to be addressed by the Land Trust and/or Site Manager. If so, Land Trust and/or Site Manager address issues and resubmit to Planning.

Yes. Planning forwards to "CMOS liaison" at HCD for preparation of LDA. See below for steps internal to HCD.

Board of Estimates 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.

Annual site monitoring and ongoing technical assistance by Land Trust. Annual report to CMOS team.

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.

Detail of HCD Process

HCD's "CMOS liaison" receives application with Planning Department recommendation. The liaison will coordinate the work involved in the transaction. The goal is to create a single LDA for all lots in a single CMOS; however, each CMOS will be evaluated on its own, following this procedure.

necessary.
(Can be waived by HCD if the assessed value of a lot is under \$2.5K.)
This step will be

Appraisal, if

This step will be removed once the Appraisal Policy is amended to provide an exemption for CMOSs.

The price per lot will be set at \$1, whether or not an appraisal is required. This is based on the investment that has already gone into the site. It is possible to sell at this low price because the site provides a direct benefit to the immediate community (as allowed for in the appraisal policy).

Evaluation of any obstacles to quick settlement, including:

• ground rents Solution: The City will extinguish before settlement

• lot is under

another agency's control Solution: HCD will request control of the lot(s)

 lot is not owned by MCC, but has liens.
 Solution: HCD will foreclose

of multiple lots. Solution: HCD will consolidate as feasible.

site is composed

Can issues be accommodated in one LDA?

LDA with 1 or more exhibits that can be closed on at different times, accompanied by a memo from the Commissioner of Housing to the Board of Estimates. All CMOSs will be transmitted by one memo each year.

Yes. Create an

No. The Real Estate
Office will handle its
own dispositions. The
CMOS transfer may
require two LDAs.

No. If Land Trust still wants to move ahead, create LDA of available lots and proceed to BoE, as above.

Continue work on outstanding issues on lots not included in the LDA, as appropriate.

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

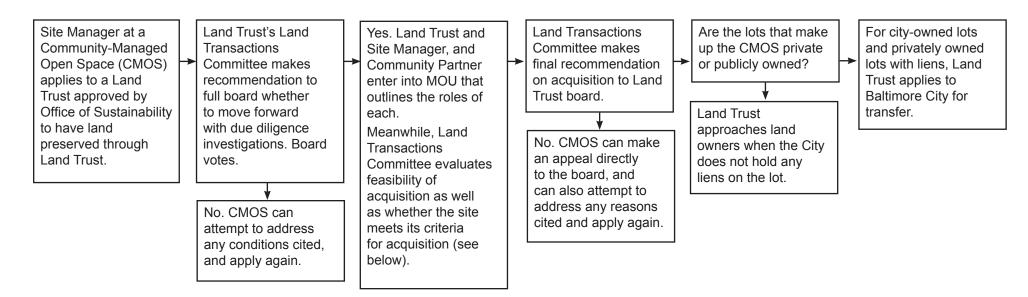
HCD's CMOS Liaison coordinates all work at HCD related to the acquisition of tax-foreclosed properties, clearing of liens, and and disposition of lots that are part of the community-managed open spaces approved for transfer to a Land Trust.

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 socian 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.

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



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.