



Civic League Project Approval Process

The League, its Board and Officers thereof (acting in any official capacity), shall not represent to the City of Baltimore or any of its departments, the public, nor other group or organization, public or private, that the Roland Park Civic League has approved or supports any plan, proposal or project affecting Roland Park, until such is approved pursuant to the following process:

1. Before taking any approval action, the Board (or a subcommittee assigned by the Board) shall determine whether any plan, proposal, or project is, regardless of its source or origin (including any Master Plan proposal), of major impact or minor impact to the members of the League. This decision is to be made by the Board, but the following examples should be presumed matters of major impact: residential development, commercial development, zoning change (including, but not limited to, requests for variance), changes in planned unit developments (PUDs), land use change, street lighting issues, and proposals for traffic control or changes in traffic patterns, regulations and routing. Generally, plans, proposals, or projects affecting the entire Roland Park community will be matters of major impact, and it must be considered that some changes at a specific location in the community have the potential to affect the community as a whole (for example, proposals for changes in traffic patterns). Plans, proposals, or projects involving any of the schools in the Greater Roland Park area shall be considered of major impact. Charity gifts which conform to the budgetary requirements of these by-laws are exempt from this process, as are matters subject to the jurisdiction and review of the Roland Park Roads and Maintenance Corporation. Matters of routine maintenance (excluding major road projects) which involve no change in the existing state of that which is being maintained are exempt from this process. Emergency maintenance, and even emergency planning, where decisions must be made under conditions which render it is impossible to engage in the process required, are excluded, but not if the emergency planning is the result of the failure to engage in reasonable advance planning.

2. Before approving any plan, proposal or project of major impact, the Board (or its designated subcommittee) shall:

A. Obtain copies of existing documentation of the plan, proposal, or project, including, but not limited, to any maps, drawings, illustrations and photos, as well as written descriptions relating to the matter.

B. Review the documentation obtained. If it is necessary to obtain assistance by experts in order to understand the documentation, or the implications of the documentation or information set forth in the documentation, the Board shall seek such assistance, from qualified volunteers in the community (if available) or from paid consultants or experts if funding is available.

C. Make every reasonable effort to communicate with the members of the League. This communication should set forth the source of the plan, proposal, or project; explain what is being proposed in clear and simple language; provide an analysis of the impact of the plan, proposal, or project on those most affected and on the community as a whole (with a fair presentation of the pros and cons likely to have a material impact). The views of the community should be actively solicited in this communication, and the means by which those views should be communicated to the Board should be described (response to survey, letter or e-mail, public meeting, or any other reasonable means by which the members of the League may participate in informing the decision of the Board). This communication should be accomplished before the Board (or its designated subcommittee) has discussed or adopted any determination as to the merits of the plan, proposal or project.

D. Render a decision by majority vote of the Board present and voting, in which due consideration is afforded to the response of the Members to the plan, proposal, or project, and consideration is weighted favoring those who are most affected. This consideration should be reasonably balanced with the public good of all members of the League.

3. After following the process outlined above in paragraphs A-D, the decision of the Board allows the League (including its Board and Officers) to represent to the City of Baltimore or any of its departments, the public, or other group or organization, public or private, that the Roland Park Civic League has either rejected, approved or supports the plan, proposal or project in question. If the Board, for any reason, cannot follow the procedure set forth paragraphs A -D with regard to matters of major impact, neither the Board nor its Officers shall represent to anyone that the plan, proposal, or project has been approved by the League, or by them in their official capacities as members of the Board or Officers. The Board and its Officers may express their personal opinions, so long as it is clear that those opinions are personal and do not represent any determination of the League.

4. If the determination of the Board is that the plan, proposal, or projects is of minor impact, the Board may determine in its discretion whether the plan, proposal, or project shall require a vote by the Board, or whether some other means of rendering the decision is appropriate. Notice of the plan, proposal, or project shall be given pursuant to and the opportunity to respond shall be afforded to those affected.

5. In matters of major impact, the Board should make reasonable efforts to monitor the project development, implementation or construction. This monitoring is not a condition of League approval; rather, it is an independent obligation because it is in the best interests of the members of the League. The person or persons assigned the role of monitoring any such project shall notify the Board of any material deviation from the plan of the project as submitted to the League. If an emergency situation emerges (for example, the plight of the zelkova trees on the Roland Avenue median during the repaving project), immediate notification is important. If the City or the developer or other proponent of the plan, proposal or project declines to remedy any material discrepancy between the actual plan, proposal, or project and the representations that were made prior to approval, then the Board shall reconsider its approval after notice to the members as initially required.

Approved: February 7, 2018