

**POPLAR HILL ASSOCIATION  
BALTIMORE, MD**

**Poplar Hill Association Building Guide**

Poplar Hill is a unique residential neighborhood where many homeowners have lived for decades. As members of the Poplar Hill Association (“PHA”), we welcome new friends and upgrading of existing structures, but also would like our member neighbors to be informed about changes that could affect them or the character of the neighborhood. This guide will help us all to be informed in a timely manner regarding proposed changes to homes and property that could impact our neighborhood.

**OBJECTIVE**

The intent of PHA BUILDING GUIDE is to:

- a) Protect the unique quality of life and environment of the Poplar Hill neighborhood (wooded areas, open spaces, quality architecture that is harmonious with the environment etc.)
- b) Ensure an open and transparent review of all proposed building in the neighborhood.
- c) Articulate the minimum steps and actions necessary for the PHA to consider and recommend the approval of any proposed changes contained within a *Builder’s Proposal* to the Baltimore City Department of Planning or Board of Municipal and Zoning Appeals (“BMZA”) as appropriate.

***The homeowner or developer is responsible for adhering to all applicable Federal, State and City rules and regulations.***

**All proposals requiring a variance from BMZA**

PHA asks that the owner/developer provide a *Builder’s Proposal* with pertinent information for the PHA Land Use Committee to review. The information should include any documents, plats and architectural elevation designs that will be submitted to the City of Baltimore. The PHA Land Use Committee will talk with

the owner/developer and ensure that the neighbors have been informed. The PHA Land Use Committee will present their recommendation to the PHA Board.

The PHA Board (PHA) may request in cases involving development or which impact a significant segment of the community that a special meeting be held with all community members. Other neighborhood associations may be invited if appropriate. The PHA Board will coordinate the meeting date, time, and location to encourage participation of all parties.

The meeting will be the owner's opportunity to present the proposed project and have an open dialogue with the neighborhood. Neighbors are encouraged to attend and share their opinions.

The *Builder's Proposal* will be made available to all PHA members in electronic PDF format prior to the meeting and paper copies available for meeting attendees.

The neighbor's comment period will be 14 calendar days from the date PHA has shared the Builder's Proposal with its members. All comments will be presented to the Board members.

Following the 14-day comment period, the Board will, in writing, take one of two actions:

- a) **PHA approves the *Builder's Proposal*, asking for no** changes by the owner/developer of said project.

The PHA will communicate their support for the project as appropriate.

- b) **PHA opposes the *Builder's Proposal***, asking the owner/developer to work with the PHA to gain its support by submitting an amended or a new proposal. The PHA reply will provide requirements for gaining support from the PHA.

Should the owner/developer fail to engage in further discussions, the PHA Board will take whatever action they deem appropriate to communicate the community's concerns.

### **Proposals not requiring a variance**

The PHA Board is requesting that all owners inform their immediate neighbors and the PHA Land Use committee if planning to make a *significant* change to their property that is visible from outside the property and requires a building permit.

These actions are purely voluntary. The purpose is to keep the neighborhood informed of changes to the community and to make sure that immediate

residents are aware of any changes that might impact them. The Land Use Committee can assist the property owner with communication to the community and immediate neighbors.