



Alley Gating & Greening Toolkit Baltimore



Written by
Benjamin Nathanson & Danielle Emmet

Edited by **Kate Herrod**

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WELCOME AND THANK YOU FOR YOUR INTEREST IN GREENING YOUR ALLEY!

This is an exciting time for citizens of Baltimore. In April of 2007 the Baltimore City Council, under the visionary leadership of Mayor Shelia Dixon, passed a historic piece of legislation - an Alley Gating and Greening ordinance - allowing residents, for the first time ever, to gate and green the alleyways behind their homes.

This ordinance is an historic first step for Baltimore, which now becomes one of the first cities in the country to allow the creation of new “commons” via citizen action. You are fortunate to have this option, for these new alley greens are more than just an attempt for Baltimore to “go green”. These newly shared spaces give you the ability to create a safer environment in which to live. Reclaiming and improving an alley tends to result in a reduction in the amount of dumping, vandalism, and crime that occurs there. You will be able to rest easier knowing that safety is improving.

As the alley improves, so should the value of your home. Having an alley green can act as a great amenity and selling point should you ever decide to sell your home.

An alley green can also be a great place for adults to unwind or kids to play. Since you and your neighbors are in control of designing the space, you will be able to create a shared space that reflects your combined values and interests. Do you want to put in planters? You can do that. Do you want to have a bench or table in the alley to use? You can do that, too. What about putting down grass or having a mural or a small sculpture? Those are options as well. Need a place to let your kids burn off some energy but that is safe and near home? The alley is perfect. What you do with the alley is limited only by the imagination of your group.

As an added plus, these alley greens - once beautified with planters, trees, or grass - will, of course, help the environment and the Chesapeake Bay by cleaning the air, creating microhabitats for birds and insects, reducing storm water runoff, keeping trash out of the bay, and decreasing the urban heat island effect. The environment thanks you.

As you work with your neighbors, some of whom you already know and some of whom may be new to you, you may find that a new sense of cohesion occurs on your block. You may find that new friendships develop and that people look out for one another a bit more. This development is something to be celebrated! In an era of increasing privatization, rediscovering what it means to make “community” an important priority – to move from a “me” perspective to a “we” worldview and then reap the benefits – is something in which to rejoice.

I want to express my many thanks to the host of wonderful partners - only a few of whom are mentioned here - who worked tirelessly alongside us for so many years making this vision a reality: Mayor Shelia Dixon, Deputy Mayor Andrew Frank, Delegate Peter Hammen, Councilman Jim Kraft, Izzie Patoka, the Patterson Park CDC, Loretta Colvin, Barbara Bezdek probono counsel from the University of Maryland School of Law, Don Lehr probono counsel from the Hogan & Hartson law firm, Doug Nazarian, the Patterson Park Neighborhood Association, the Reservoir Hill Improvement Council and the Parks & People Foundation. Thank you all. Without you, we would not be at this important inflection point.

Thanks for your interest, energy, and drive! As we move forward, we look forward to receiving your feedback, thoughts, and inspiration. Together we will make it happen!

Sincerely,



Kate Herrod
Director
Community Greens, an initiative of Ashoka: Innovators for the Public



Now is the time to create your own alley green! With the information and resources found in the pages of this greening guide we can transform Baltimore. I am here to help guide residents, developers, and government officials through the alley green process. Together we can make these special places a reality across the city!

I recently returned from northern Nicaragua where I served as a Peace Corps volunteer. As a Sargent Shriver Fellow pursuing my master's degree in public policy, I am thrilled to be working with Community Greens here in Baltimore. Although the city is quite different from rural Nicaragua, I have fallen in love with the people, vibrant neighborhoods, and of course, Old Bay and Natty Boh.

We are currently working with close to two dozen alleys in thirteen different Baltimore neighborhoods; from Reservoir Hill to Canton, you will soon be seeing alley greens across the city. In addition to our community outreach efforts, we are working with researchers at the University of Maryland and College of William and Mary to assess the impact that alley greens have on the lives of residents who choose to undertake this process. We are conducting before and after analysis of residents on at least six different blocks in various neighborhoods in Baltimore examining residents' lives in terms of their use and satisfaction with the block, their connection with neighbors and sense of community, and their perceived health and well-being in relationship to the gating and greening (Please see Appendix VIII for more information)

I look forward to the possibility of working with you and your neighborhood here in Bal'mer. Please feel free to contact me at 410-925-0166 or greens@ashoka.org.

Warmly,

Benjamin Nathanson
Sargent Shriver Fellow
Community Greens, an initiative of Ashoka: Innovators for the Public

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BENEFITS OF ALLEY GATING AND GREENING

Alley greens provide numerous benefits to residents, neighborhoods, and the environment. Below you will find just a few.



Increase in Safety:

Alley greens increase neighborhood and block safety. The alley gating and greening process brings residents together, therefore increasing resident interactions and neighborliness; residents who know each other are more likely to lookout for each other's homes and safety. Additionally, because the alley is gated where it meets the street, only residents of the block, emergency services, and utility companies have access to the alley; decreasing the likelihood of crime and loitering.

Increase in Property Value:

After alley gating and greening, properties abutting alley greens tend to increase in value by 5% to 15%. As a result, these blocks with alley greens attract new homeowners and therefore decrease the number of vacant and abandoned houses in the area. In addition, higher home values increase real estate tax revenues, benefiting the entire community.

Strengthens social bonds between neighbors:

Residents of homes abutting alley greens develop strong relationships while working and living together with the new community space. Because these community spaces are rare amenities, residents are less likely to leave because the unique living experience is difficult to duplicate elsewhere; minimal turnover leads to further social cohesion and neighborhood stability. Routine clean-up and maintenance projects are opportunities for neighbors to get together and share ideas on the future of their alley green while building cohesion as a block.

Vehicle for Civic Engagement:

Residents involved in alley gating and greening initiatives take on leadership roles to organize fellow neighbors. The alley gating and greening projects often encourage residents to take on leadership roles throughout the neighborhood and remain civically engaged.

Sanitation Benefits:

Illegal dumping and littering by non-block residents is less likely because only residents of the block, utility companies, and emergency services have access to the gated and greened alley. Additionally, residents' increased sense of ownership and pride in the gated and greened alley tends to result in better maintenance and sanitation in the space.

Health Benefits:

Alley greens can lead to positive health outcomes for both adults and children. These community spaces can provide a safe place for children to play outdoors improving mental health and reducing childhood obesity. Adults use the alley green as place to relax and socialize with neighbors also improving residents' mental health.

Environmental Benefits of Greening:

Alley greens are beneficial to the environment. Whether the alley is lined with planters or concrete is removed and replaced with grass and trees, green plants provide clean air to the city of Baltimore. The increased tree cover reduces elevated temperatures in the summer therefore reducing energy consumption and electric bills for air conditioning. Additionally, the removal of concrete reduces toxic storm water run-off into the Chesapeake Bay. Finally, alley greens can be sources of urban agriculture providing food security for residents.



Residents enjoying their alley green in Paterson Park.

OVERVIEW OF THE PROCESS

The first step in creating an alley green is bringing fellow neighbors together and getting them excited about the project. A block committee will help residents work through the process with the city and create the optimal alley green space for the block. The committee will also help residents obtain the necessary approvals of abutting homeowners required by the city to move forward.

In order for the alley to be gated and beautified in a manner that does not impede vehicular traffic, eighty percent of the owners of properties that abut the alley must approve of it in writing via consent forms that the city provides. For example, an alley can be gated and beautified with the addition of temporary planters, benches, lighting, lowering/removing fences and painting existing walls, without obstructing traffic.

Approval from one hundred percent of the owners of properties that abut the alley is required if the alley is to be gated and greened in a way that obstructs traffic, such as removing concrete and planting trees in the middle of the alley or using so many planters that cars can not pass through.

It is important to note that abandoned properties are not counted towards the pool of abutting homes.

The alley gating and greening process requires an initial approval from the Departments of Solid Waste, Transportation, Fire and Police. The city does not want residents expending time and energy on block organizing if the gating can not be allowed for city “infrastructure reasons” – such as an alley that may need to remain open for flow through traffic or trash pick up can not be properly modified.

If initial approval is received, then residents can begin the next step: submitting an application -- which includes the necessary approvals from homeowners and a signed affidavit stating that attempts were made to obtain consents from all homeowners -- to the Department of Public Works. (Please note the city requires that petitioners try to obtain consents of 100% of all abutting homeowners even if ultimately only 80% are needed. Please see Section VI of this toolkit for details.) If this application is approved, a public hearing will be held to finalize the approval process with the city.

Once the project is approved by the city, the transformation process may begin! There are many ways in which to green your alley. You are limited only by your imagination!

Following the transformation of the alley comes years of enjoyment and maintenance. The alley green can be maintained either voluntarily, by residents with rotating responsibility, or by a hired external crew. If no one will maintain the green regularly, however, it will quickly deteriorate which deflates hopes and expectations of residents. This is why smaller alley green projects or requiring financial contributions to a capital fund that will periodically be spent on the green may be a smart move. Start small and build on success!

WHAT OTHERS HAVE DONE

Residents throughout the city are transforming their alleys into alley greens!

The Luzerne/Glover alley of Patterson Park before transformation:



The alley in its original neglected condition.



Rats used to be rampant in the alley.



A typical backyard fence.



Illicit drug use was a serious issue in the alley.

The Luzerne/Glover alley transformed:



The neighbors now have parties in the alley!



They have beautified their fences.



Planters and benches line the beautified alley.



What a little decorating can do!



Other residents enjoying the alley at a recent party!

Chandler's Yard of Federal Hill transformed:



Chandler's Yard is a wonderful example of merged backyards. The shared community green space benefits all residents and engenders a strong sense of community. Residents have shared with us their excitement about their unique space:

1. How has a shared backyard affected your relationships with your neighbors?

It has allowed me to get to know neighbors sooner and better, and to work more cooperatively for our mutual quality of life here in the neighborhood.

2. Has your perception of safety and security at and around your home changed due to the backyard?

Definitely. Mostly because it's enclosed, so it adds extra safety to the back of our homes. Because neighbors share the back, we all keep an eye on things and take responsibility for what happens back there. We communicate with each other when something happens that may threaten us or affect us.

3. Do you spend more time outside in nice weather in this space?

Yes, definitely. Spring and fall are the seasons when the courtyard is most used since the temperature is most pleasant then. But off-season, it still provides a lovely view from the back.

4. Do you think this has made your home a more unique and better place?

Oh yes. It's actually one of the main reasons we chose this particular house from others. The green, quiet, space was so inviting... a far cry from a concrete, messy alleys or tiny fenced-in backyards of other city homes. I think the courtyard increases the value of our home. It enhances security and promotes community -- all of which I deeply value.

GETTING STARTED

Creating an alley green requires organizing fellow residents, navigating an approval process with the city, and working with non-profit organizations. This toolkit is organized for you to better understand these three elements. There are many steps in this process, and each should take about 1 month.

Estimated Timeline

Steps	Organizing residents	Getting approval from the city	Working with non-profit organizations
1	Plan block activities to get to know each other Informational block meeting on alley greens Establish a block alley gating and greening committee	Submit initial request for gating and/or greening to the Department of Public Works (needed: initial approval from Depts of Transportation, Sanitation, Police, and Fire) along with a \$250.00 check made out to <i>Director of Finance</i> .	Connect with Community Greens, Neighborhood Association, and/or Community Development Corporations for assistance
2	Plan block fundraisers Continue working to obtain the necessary approval of property owners along the block	Await pre-approval from Department of Public Works on initial request	Connect with the Neighborhood Design Center to organize a charrette, to help you envision your space
3	Continue fundraising for the alley green Plan an alley and block clean-up with residents	Await pre-approval from Department of Public Works on initial request	

Steps	Organizing residents	Getting approval from the city	Working with non-profit organizations
4	Using consent forms provided by the city, obtain all signatures needed from owners of abutting occupied properties Make diligent attempts to notify ALL residents – even vacant property owners – of the alley gating process and request	Receive pre-approval/denial from the Department of Public Works on initial request Put together full alley gating and/or greening application for the Department of Public	

	their consent.	<p>Works</p> <p>Submit alley gating and/or greening application to the Department of Public Works.</p> <p><u>Pls Note: For Gating Only:</u></p> <p>If one or more owner has not consented to the gating, an affidavit, made under the penalty of perjury, must be included in the application stating that diligent attempts were made to obtain consents from 100% of all abutting property owners.</p> <p><u>Pls Note: For Greening:</u></p> <p>If one or more abandoned or unoccupied property owner has not consented to the greening, an affidavit made under the penalty of perjury, must be included in the application stating that diligent attempts were made to obtain consents from the abandoned property owner and that no abandoned property owner is known to object to the greening.</p>	
5	Send notice of public hearing, 10 days in advance of hearing. to all homeowners abutting the alley	<p>Department of Public Works will conduct a public hearing to consider the gating and/or greening.</p> <p>Department of Public Works will issue a written decision within 30 days of the hearing.</p>	
6	If approved by DPW after the hearing, enter into an agreement with the city to lease the alley	Dept of Public Works will submit the lease to the Board of Estimates for final approval	
7	Once the lease is approved by the Board of Estimates, transform the alley!		If approved, apply for grants to fund the alley green

8 +	Enjoy and maintain the new alley green!		
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Please note: Some residents may choose not to undertake block organizing as outlined in steps 1-4 until they receive their initial approval of the Depts of Transportation, Sanitation, Fire, and Police from the Department of Public Works.

Now enjoy the space!

ORGANIZING RESIDENTS

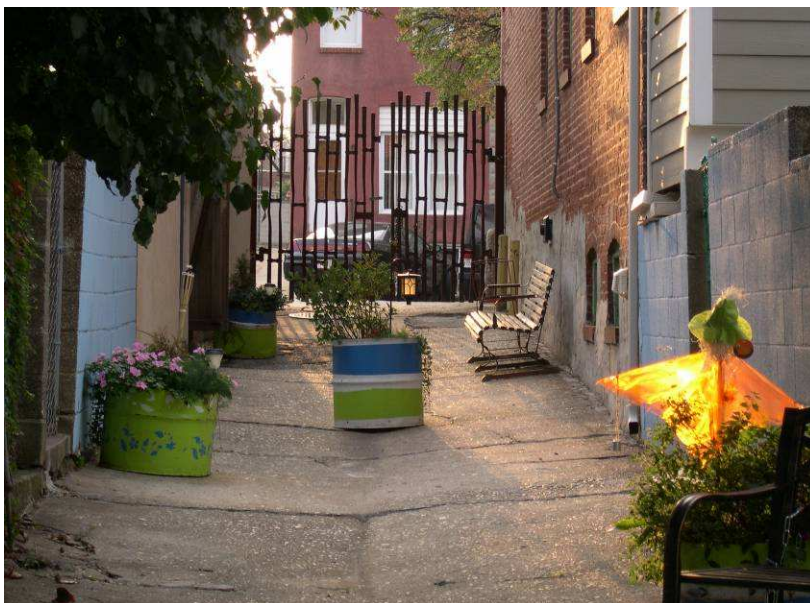
Organizing your neighbors is the most important part of the alley gating and greening endeavor. From past experience, we know that certain steps will be critical to your success. Those steps are outlined below:

Step 1: Get to know one another and get the word out

The first step in creating an alley green is getting to know your neighbors even before you mention alley gating and greening. A block picnic or potluck is a great way for people to get to know each other without even having to think about a community project. The better neighbors know each other, the easier and more enjoyable the planning and decision process will be, and the more likely the project will succeed when it is finally brought forth.

Once neighbors know each other, it is time to get everyone excited about the initiative. Begin by explaining the benefits of alley greens to your neighbors to better gauge their interest in creating one. It is important to also discuss the concerns and fears that the neighbors might have with alley gating and greening. Many concerns and fears can be addressed once they have been voiced.

You can get the word out by talking to your neighbors, setting up a phone tree (one neighbor calls two neighbors and those two call two more, etc.), sending out emails, or by distributing flyers in visible areas, under doors or at a community center. (See Appendix I for a sample flyer.)



Step 2: Informational Block Meeting

If residents are interested in creating an alley green, block leaders should organize an information session about the initiative. During this first block meeting block leaders can show fellow residents the Community Greens PowerPoint presentation. This

presentation offers residents “before and after” pictures of existing alley greens and is a good way to share ideas for your own alley green. The first block meeting might also be a good time to have a guest speaker either from Community Greens or from another block in Baltimore that has created an alley green.

Guest speakers should emphasize that in order for the alley green project to be successful, everyone should be as involved as they can during the decision-making and planning process.

Loretta Colvin is very knowledgeable about alley gating and greening and was instrumental in the Luzern/Glover alley gating initiative. She is a resident of Patterson Park and is a member of the Patterson Park Neighborhood Association. She has volunteered to be a guest speaker. She can be reached at 410 558 0821 or at lcolvin9@hotmail.com.

Community Greens will soon be starting an internet-based users group. People interested in networking with one another will be able to join the site.

Step 3: Establishing an Alley Gating and Greening Committee

The block should next form an Alley Gating and Greening Committee. Although every resident may not be on the committee, it is important that the committee make an effort to involve all residents in the decision making process. This will ensure that the final product will reflect everyone’s vision.

Every block has a unique mix of residents with skills to contribute. Talk to each other to get a sense of what each individual is willing and able to contribute. Delegate responsibilities amongst neighbors and organize them into teams. This is usually done informally. It is important, however, that once someone commits to take on a responsibility, their name and job is recorded. As time passes and enthusiasm wanes, having a record of what people said they would do is useful in holding them accountable.

Jobs can be combined or spread among individuals. There will be responsibilities in each of the following areas:

1. Contact person for the city

It is important to have a contact person for the city. This person will act as a liaison for both the city and the committee. This person should contact the city with resident concerns or questions and keep track of the all city/committee interactions.

2. Contact person for residents/homeowners

The committee should also appoint a contact person for fellow residents and homeowners. This person will work to keep everyone informed about the gating and greening project, clarify confusion, and ensure everyone has the opportunity to voice their opinions.

3. Block Leader / Overall Coordinator

A block leader should act as overall coordinator. This person will keep track of the residents' responsibilities and block progress. This person may sign the affidavit, as outlined in Sections IV and VI.

4. Fundraising / Grant writing

It is important to have an individual dedicated to fundraising and grant writing for the alley gating and greening project. There are many creative ways to raise funds for alley gating and greening as well as grants that can be applied for (see Section X).

5. Bookkeeping / Treasurer / Accounting

A block member with experience in bookkeeping should keep track of all transactions, receipts and costs during the course of the project.

6. Communication (email, web, newsletter)

The block member in charge of communication can utilize email lists, internet blogs, or paper newsletters to keep residents and property owners informed about the alley gating and greening progress. If a block elects to communicate via internet/email, make sure all residents/homeowners have regular internet access so as not to exclude anyone. Flyers are a great way to keep residents informed about key meetings, fundraising, and charrettes.

7. Design

This block member should organize the design charrette (see Section VII) and coordinate landscape architects and contractors if they are employed for the gating and greening project.

8. Installation Project Manager

This person is responsible for overseeing the construction/installation of the gate and other elements of the greening project (pulling up concrete, planting trees, etc.).

9. Legal Coordinator

The Legal Coordinator will oversee any legal issues that may arise during the gating and greening. They should work with an attorney, local neighborhood association and/or community development corporation to better understand legal issues surrounding the alley gating and greening.

10. Signature Collector

This person will work with other block members to obtain the necessary support among homeowners to gate the alley. The Signature Collector will make sure that

homeowners sign the required city documents. This process will additionally solidify homeowners' commitments to the project.

11. Secretary

Recording minutes during block meetings is useful to those who were unable to attend as well as those who later want to refer to details of a meeting.

12. Maintenance

The maintenance for the alley green should not be the sole responsibility of one person. The committee should select someone to coordinate group cleanups as well as individual maintenance responsibilities.

GAINING CITY APPROVAL²

The city of Baltimore passed Alley Gating and Greening Legislation in April of 2007. Mayor Shelia Dixon held a ceremony on May 9th celebrating its passage. This historic piece of legislation permits residents to gate and green their alleys. This section outlines the process of gaining approval from the city as well as the requirements for alley greens. It is only a summary, and we strongly suggest that you carefully read the actual ordinance and the related regulations found in Appendix III a and b.



1. Basic City Requirements

Consider the general city requirements for alley gating and greening. If your alley does not meet these basic city requirements, it is unlikely the city will approve the gating and greening. The basic requirements are:

- a. the structures abutting the alley are predominantly residential
- b. the alley is no longer needed for through pedestrian or vehicular traffic
- c. the gating and, if applicable, the greening, will promote the public health, safety, or welfare

If your alley meets these requirements and you have the support of your block, you can begin the process!

² *While we have attempted to summarize City requirements, please note this description may not be complete, and you should contact City officials directly to ensure compliance.*

2. Application Submission

Start by submitting a written request for the alley gating and/or greening to:

- a. Director of Public Works
600 Abel Wolman Municipal Building
200 N. Holliday Street
Baltimore, Maryland 21202
- b. The written request should include:
 - i. A reason or reasons for the gating of the alley(s).
 1. Residents need to cite how the gating and/or greening will promote the public health, safety or welfare of the block.
 - ii. A map indicating the alley(s) to be gated.
 1. Maps can be found on the City of Baltimore website at <http://maps.baltimorecity.gov/imap/> .
The maps should be printed on an 8.5 X 11 sheet and the portion of the alley to be gated should be highlighted.
 - iii. A check for \$250.00 made out the *Director of Finance*.

3. Approval from Bureau of Solid Waste and Department of Transportation

The Department of Public Works will contact the Bureau of Solid Waste, the Department of Transportation, Fire, and Police for approval. This approval process can take as long as three months so remain patient.

4. Organizing your Neighbors

While you await these approvals, you can continue to work together. Continue to spread the word about the gating and greening with fellow neighbors by having an alley block party, organizing an alley cleanup, and starting block fundraising efforts with yard/sidewalk sales. If you prefer, you can wait to do this organizing until you hear back from the city. That decision is up to you.



5. Once Initial Approval is Received from the Bureau of Solid Waste, the Department of Transportation, Fire, and Police

If Solid Waste, Transportation, Fire and Police approve the gating and greening, the Department of Public Works will provide you with:

- a. A list of all abutting property owners with addresses
- b. A copy of a consent form for you to use in obtaining your neighbors' signatures. You will receive one form for each of your neighbors to sign. **ONLY THIS FORM WILL BE ACCEPTED BY THE CITY.**

You are now ready to move forward with the application process!

6. Formal Application

The city allows for two types of alley transformations:

- a. Gating and/or greening that does not obstruct traffic
- b. Gating and greening that does obstruct traffic

Both applications have features in common and features that differ.

The common features to be included in applications to the Department of Public Works include:

- a. A statement of how the gating and greening will improve public health, safety, or welfare (see Appendix II for sample language).
- b. A statement that no parking spaces will be lost and that no additional parking spaces will be required on the street due to the gating of the alley(s). Residents, however, may explain that the street parking available can accommodate any vehicles that can no longer park in the alley, that they are willing to park on the street, and do not mind the loss of alley parking spaces.
- c. Written consents from owners of either 80% or 100% of occupied properties abutting the alley (see below).
- d. Affidavits, made under penalty of perjury (see below).
- e. A fee of \$250 payable to the *Director of Finance*.

The city prefers to work with a block organization during the formal application process. When residents create the block Alley Gating and Greening Committee, they should also establish an organization with an official name and register it with the city. This will help ease the process with the city.

Beyond these common features, there are also differences in the application process, depending on whether or not the alley to be gated obstructs traffic:

If undertaking gating and/or greening that does not obstruct traffic:

- i. The city requires approval from 80% of the owners of abutting occupied properties

- ii. Although only 80% approval is needed in order to obtain a hearing, the city wants applicants to try to get approvals from as many owners of all abutting occupied properties as possible. If one or more property owners have not agreed in writing to the gating, the applicant must include an affidavit, made under penalty of perjury, describing and substantiating the attempts made by the applicant to obtain consents from all abutting homeowners. The city wants as many homeowners as possible to be in agreement about the gating and greening.

Please note that the City does not consider the gate to obstruct traffic. Residents can beautify the alley by lining it with benches and planters, removing pavement, and putting down permeable pavers – all without obstructing traffic.

When you submit your application be certain that you include:

- a. A detailed drawing of the alley gating and/or greening. This drawing should demonstrate that vehicular traffic will not be obstructed. Include measurements of the width of each alley, AND
- b. A written description of how the gating and greening will not obstruct traffic. This description should also include an explanation of how your alley lined with planters or benches can still accommodate traffic, OR
- c. A description of how portions of the alley are already currently too narrow to accommodate vehicular traffic.

If undertaking gating and/or greening in such a way that traffic is obstructed:

- i. The city requires approval from 100% of the owners of abutting occupied properties.
- ii. In addition, if homeowners know that they will want to green the alley in the future in a way that will obstruct traffic, they will have to submit a statement at the time of the initial application about how the future greening will promote public health, safety, or welfare, which DPW will either approve or deny.
- iii. The applicant must include an affidavit, under penalty of perjury, describing and substantiating the attempts made by the applicant to obtain consents from all owners of abandoned or unoccupied properties abutting the alley, and that no abutting owner of either an occupied, unoccupied, or abandoned property is known to object to the greening.

- iv. If concrete/asphalt is removed, homeowners must submit an engineered drawing (stamped by a licensed engineer) of the alley green.
- v. If a change of grade is orchestrated, a hearing must be held by the Department of Transportation to approve this change.
- vi. The applicant or contractor must execute an approved Developer's Agreement that is provided by the city.

7. Abandoned Properties

Keep in mind that abandoned properties are not counted as part of the pool of homes abutting the alley. You will need to be certain that the house or building is abandoned. The city defines abandoned properties as:

- a. an unoccupied structure or vacant lot on which taxes are not paid for at least 2 years; or
- b. a building that:
 - i. is unoccupied by an owner or tenant;
 - ii. is unfit for habitation;
 - iii. has deteriorated to the point at which it is structurally unsound or the cost of rehabilitating the building would exceed its post-rehabilitated market value and
 - iv. has been the subject of a violation or notice from the city that requires the owner to rehabilitate the building to conform to minimum code habitability requirements or demolish the building for health and safety reasons



8. Public Hearing

After you submit the application with required forms, the Department of Public Works will conduct a public hearing to consider the gating and/or greening. The Department of Public Works will approve or deny the application based on the results of the hearing.

- a. Residents must post a notice of the hearing at each end of the alley at least 10 days before the date for which the hearing is scheduled.

- i. The notice must be of the size and contain the information that the Director of Public Works requires.
- b. Residents must mail notice of the hearing to the owners of all properties abutting the alley at least 10 days before the hearing.
- c. The Director of Public Works shall issue a written decision on the Petition within 30 days of the hearing. A copy of the written decision shall be sent to the applicant.

9. Lease

The approval of any petition to gate or green an alley is subject to the entry into a lease between the city and an entity that consists of property owners whose lots abut the alley. The Department of Public Works will provide the applicant with a copy of the lease agreement. The applicant must complete the agreement and forward three copies to the Department of Public Works.

Upon approval of the lease agreement, by the Board of Estimates, the Department of Public works will forward a copy of the fully executed agreement to the applicant.

10. Lease Terms

The lease shall include, at a minimum, the following:

- a. All plans for the design and construction of gates and for any sodding, removal of pavement, or other landscaping of the alley must be reviewed and approved by the Department of Public Works.
- b. All costs related to the preparation of these plans and to general maintenance of the alley, including all fees for building, fire, or related permits, are at the residents' expense.
- c. Access to the alley must be available to fire, police, public works, and other appropriate agencies of the city and to all companies that have utilities lawfully located in the alley.
- d. A "knox box" must be placed on each gate for access by authorized vehicles and officials.
 - i. You must contact the Baltimore City Fire Department for instruction.
- e. If the Department of Public Works, its employees, agents, or contractors enter the alley for maintenance, repair, or replacement of city utilities, the Department:
 - i. is responsible, on completion of its work, for restoring the alley to grade; but
 - ii. is not responsible for any other work in the alley or for any other costs incurred while restoring the alley, such as damage to the gates, planters, or shrubs
- f. A "quick out" mechanism on the inside (i.e. alley side) of the gate is strongly encouraged for safety reasons.
- g. No utilities in the alley may be disturbed or built upon, and all easements for utilities must be preserved.

- h. Nothing in the lease is to be construed to affect any person's private rights in the alley.
- i. The Director of Public Works may terminate the lease and may order or cause, at the applicant's expense, the removal of all gates and other obstructions and the alley's restoration if:
 - i. at any time, the applicant is in default of any term of the lease; or
 - ii. after a public hearing, with prior notice as provided in the lease, the Director determines that:
 - 1. the alley is needed for through pedestrian or vehicular traffic; or
 - 2. the gating no longer promotes the public health, safety, or welfare.
 - 3. a majority of the owners of abutting properties request in writing that the gates be removed.



With city approval you can now move forward and create your alley green!

LEGAL ISSUES

Various legal issues can arise when creating an alley green. Some residents might have concerns with respect to creating a non-profit organization to work with the city, the lease agreement, or alley access. For assistance with these issues, we strongly recommend that you consult an attorney. The Community Law Center, Inc. is a nonprofit community law firm that may be contacted at (410) 366-0922 or <http://www.communitylaw.org>.

TRANSFORMING YOUR SPACE!

Organizing a Charette

A charrette is a collaborative workshop in which homeowners envision and design their gated alley greens. Residents and homeowners meet with an architect to brainstorm ideas for the alley green taking into consideration the homeowners' reasons for gating such as safety, sanitation, beautification, creating a place for children, and creating a garden, as well as concerns such as trash pickup, parking, and access to the alley. The architect, who should not be a member of the block, should render resident ideas into possible plans and drawings.

The final decisions for the alley green design are usually made through compromise, or for some groups, through a formal block vote. Keep in mind, construction can happen in phases. First, identify the block's priorities, such as gating or beautifying, and then tackle components that can wait, such as lighting fixtures.

Once the group has finalized a design, the committee can begin the transformation process.

Design Resources

Before residents and homeowners begin looking to professionals for help in creating the alley green, it is a good idea to pool block resources. For example, residents or homeowners themselves may have experience with landscape architecture or gardening.

The Neighborhood Design Center is a resource that can provide design and planning services in support of community-sponsored initiatives. They do this by "mobilizing volunteer architects, planners, landscape architects, engineers, and other design professionals who donate their professional services to help groups in the initial stages of neighborhood revitalization efforts." Eligible communities must be moderate to low income and either a non-profit, community-based organization, or small municipality. Your block can pair together with a community organization to be eligible. There is a nominal administrative fee for all projects (\$200 - \$600) assessed on a sliding scale based on the scale of the project and the financial status of the community paying.

For more information on the available services and how to apply visit www.ndc-md.org or call Irene Poulsen at 410-233-9686 x 105.

Design Considerations and Engineering:

The design of the alley will impact how people use and enjoy the space. During the charrette, consider how the following design aspects will affect residents and their use of the alley green. Below are some of the design aspects that should be considered during the charrette:

- Gating
- Outdoor Furnishings
- Lighting
- Plantings / Watering
- Adjusting Fences
- Parking

Gating:

Gating an alley creates a more defensible space. Choosing a high gate and keeping it locked can help achieve this effect. There are many materials and designs of gates available. While all serve the same purpose, they vary in appearance and durability.

Outdoor Furnishings:

Outdoor furnishings such as benches, tables, lounge chairs, and hammocks encourage people to use the alley green to interact and relax. Consider creating a place for community play equipment if there are children on the block.

Lighting:

Adding outdoor lighting to the alley green increases security, encourages residents to use the space after dark, and creates an inviting ambiance.

Plantings / Watering:

If your block elects to landscape the alley, it is advisable to employ a professional landscape architect to help residents think through the various possibilities for the alley green including ensuring proper drainage and location of water spigots.

Lowering, Moving or Removing Fences:

The increased sense of security in the alley green may encourage residents to lower or remove their rear fences. By defragmenting and merging the personal space with the common space there is an overall increase in the space that one feels ownership over. To achieve this while maintaining an element of privacy, consider removing only back portions of fences but leaving the fences between backyards.

Residents may also consider moving fences towards their houses in order to increase common space. This is symbolic and will not affect property lines. A ten-foot wide alley becomes a fourteen-foot wide alley green when residents on both sides move their fences

two feet closer to their homes. In this manner, residents and homeowners are able to create a shared yard that dwarfs their personal one.

In some cases, residents may elect to remove their fences lining the alley as well as their fences separating their property from their neighbors. Merged backyards provide residents with their own private park for relaxation and enjoyment!

When merging backyards, residents should consider:

1. Residents with dogs should consider installing “invisible fences.”
2. Residents may want to increase their liability coverage in their homeowners’ insurance policy.
3. Residents should agree upon how the merged backyards will be maintained. See the Maintaining the New Space section below for ideas.

Parking:

Alleys were initially created as an innovative solution to increase the availability of street parking. If residents on a block are opposed to giving up their parking spaces in the alley, the block should consider using a gate that can provide access to vehicles and include permeable pavers that support cars yet also allow water to filter through the ground and for grass to grow.

Engineering:

If the design of the alley includes the removal of existing concrete, walls, or will change the flow of rainwater, it is important to hire a certified structural engineer who specializes in low impact development and in-fill situations. This professional will review the alley green plan to ensure that it will not compromise the foundations of houses or cause basements to flood. The block will need to submit either an engineer’s drawing or an architectural drawing signed by an engineer to the city for approval before construction may begin and they will need to sign the city’s developer agreement.

Maintaining the New Space:

Residents should agree upon how the alley green will be maintained and managed. The block should form a plan that ensures a common standard for the alley and a common understanding of how this will be maintained. Residents should consider the following issues when forming a plan:

- Budget of on-going maintenance tasks and associated costs (power washing, watering plants, mowing grass, trash clean-up, sweeping)
- Who will be responsible for maintenance? Rotating responsibility?
- How will maintenance be funded? Will residents be asked to contribute to a fund in the beginning of the year?

- Routine block clean-ups and workdays
- Plan for how to address unexpected costs that may arise such as damage to the gate
- Do residents want to form an “Alley Association”? What would be the responsibilities? How are these individuals chosen? Will they be re-chosen on a regular basis?
- Regulations regarding usage? (Approval/sign up for hosting parties and special events, hours of usage, etc.)

Due to the many considerations related to maintaining the new space, residents are encouraged to create a voluntary maintenance fund. An Alley Gating and Greening Committee member can be designated to collect donations two or three times a year. The fund can be used to pay either a resident on the block or outside help to maintain the space.

Luzerne and Glover vs. Chandler’s Yard:

There are different methods for maintaining the alley green. For example, the Luzerne and Glover block residents send out periodic emails to all block residents announcing voluntary alley clean-ups. Residents of Chandler’s Yard – a green in Federal Hill that was created when residents merged portions of their backyards - all pay monthly dues that compensate a professional gardening crew to maintain the shared green space.

ALLEY GREEN ESSENTIALS

You should consider which products or services are necessary or desirable for your alley gating and greening project.³

Gates:

There are many types of gates to choose from for your alley green:

- Iron
- Aluminum
- Wooden
- Chain link
- Recycled plastic lumber
- Artistic gate

Iron Gates:

Iron gates are the most durable and expensive gates. The following Baltimore based metal workers can build an iron a gate to fit the exact dimensions of your alley. All prices are approximate and are for the least expensive design.

Iron gates, however, do require maintenance. The gates are painted with rust-preventing paint, but overtime this paint will wear away and expose the rust prone metal. Keep an eye on the gate and if a rust spot appears, sand it off, prime the spot, and repaint it with Rustolium paint. The gate will need to be repainted completely every 6-8 years.

Company Name	Contact	5ft wide, 7ft tall	10 ft wide, 7ft tall
W L & M Iron Works	4036 Heapschool Rd Pylesville, MD 21132 410 276 8799	\$700 (does not include installation)	\$1,400 (does not include installation)
Mandala Creations in Metal	2010 Clipper Park Suite 101 Baltimore, MD 21211 410 366 8813 www.mandalacreations.com	\$950 (included keyed lockbox and hinges, does not include installation)	\$1,900 (includes keyed lockbox and hinges, does not include installation)
C & S	157 N Haven St	\$900-1100 (includes	\$1800-2200 (includes

³ *Please note that Community Greens and Ashoka have not worked with the vendors listed herein, and cannot attest to their workmanship or business practices. We do not recommend or endorse any particular vendor or group of vendors, and we disclaim any liability for any damage, claim, loss or liability you may incur as a result of your selection of any vendor. We provide this list to you only as a starting point for your own research. We recommend that you conduct your own due diligence, check references carefully, and obtain multiple bids before picking a vendor. Prices listed herein are estimates only, based on information provided to us by the vendors. Actual prices may vary.*

Ornamental Iron Work	Baltimore, MD 21224 410 276 5553 www.csiron.com	installation)	installation)
Dundalk Ornamental Iron Works	1700 S Haven St Baltimore, MD 21224 410 727 1948	\$510 (includes installation)	\$1020 (includes installation)
G. Krug and Son	415 West Saratoga Street Baltimore, MD 21201 410 752 3166 www.gkrugandson.com	\$1800-3000	\$2500-4000
Arco Iron Works	9151 Hampton Overlook Capitol Heights, MD 20743 301 499 4901	\$525 (includes installation)	\$1200 (includes installation)

Aluminum Gates:

Aluminum gates look like iron, however, when compared to iron gates, they are less expensive, lighter, and don't rust. These gates are available in standard sizes from local fencing companies as well as online distributors. Baltimore based fencing companies can visit the alley to estimate the price and install the gate if purchased. Most aluminum gates come with a lifetime warranty. Prices below are for basic designs not including posts, latches, hinges or installation.

Company Name	Contact	5ft wide gate (6ft tall)	10ft wide gate (6ft tall)
Maryland Fence Manufacturing Co	410 866 3200	\$925 (includes posts and hinges)	\$1495 (includes posts and hinges)
Global Fence and Gate	866 776 3230 Globalfenceandgate.com	\$230	\$460
Long Fence	800 917 5664	\$442	\$884

Wooden Gates:

Wooden gates are the least durable gates due to weathering. Painting, staining, and applying waterproof sealer after the gate is installed will extend the life of the gate. These sealers should be reapplied every three years. Residents should consider building a wooden gate on a metal frame with metal posts to increase security and durability.

Both Long Fence (www.longfence.com) and Home Depot (www.homedepot.com) will come to your alley to do a free consultation and estimate.

The prices listed below are for the most basic wooden design that comes with a flattop, arched top, or scalloped top. The price does not include posts, latches, hinges, or installation.

Long Fence	\$158 (5ft wide, 7ft tall)	\$316 (10ft wide, 7 ft tall)
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Chain Link Gates:

Chain link gates are the least expensive option, however, these gates are not as durable as iron or aluminum gates. The estimates below do not include installation.

Company Name	Contact	5ft wide, 7 ft tall	10ft wide, 7 ft tall
Long Fence	800 917 5664	\$230	\$460
Maryland Fence Manufacturing Co	410 866 3200	\$345 (includes posts and hinges)	\$575 (includes posts and hinges)

Recycled Plastic Lumber Gates:

Recycled plastic lumber is an alternative to wooden lumber and virgin plastic lumber. This material is popular due to environmental concern, durability, and minimal need for maintenance or treatment. More information on manufacturers of recycled plastic lumber and can be found at www.healthybuilding.net.

The prices listed below are for a single custom made gate. The price for one gate, however, will decrease with the purchase of additional gates. PlasTeak also manufactures outdoor furniture and planters.

Company Name	Contact	5ft wide, 7 ft tall	10ft wide, 7ft tall
PlasTeak	1 800 320 1841 www.plasteak.com	\$700	\$1400

The companies listed below supply recycled plastic lumber but do not manufacture gates.

Bear Board by Engineered Plastic Systems	847-289-8383 www.epsplasticlumber.com
Millennium Lumber by BJM Industries	724-548-2440 www.bjmindustries.com
Orcaboard by Durable Plastic Designs	425-883-2570 www.orcaboard.com
Select by Bedford Technology	(507) 372-5558 www.plasticboards.com
Leisure Deck by The Plastic Lumber Company	330-762-8989 www.plasticlumber.com

Second-Hand Gates:

The Loading Dock and Second Chance Inc. have a variety of salvaged construction materials. Occasionally they will have gates, but their inventory varies depending on

recent donations. These stores can also be a great source for outdoor lighting, benches, tables, planters and other additions to furnish and beautify your alley.

Keep in mind when buying used gates, they might need to be repainted and/or repaired. You will either have to install the gate yourself or hire a contractor.

The Loading Dock	2 North Kresson St Baltimore, MD 21224 410 558 3625 www.loadingdock.org
Second Chance Inc	1645 Warner Street Baltimore, MD 21230 410 385 1101 www.secondchanceinc.org

Artistic Gates:

A number of local artists craft artistic metal gates. Artistic gates are a unique piece of art for those on the alley and the street to enjoy.

Malcolm Majer	410 960 0477 www.malcolmmajer.com
Steven Jones	steven@stevenjones504.com www.stevenjones504.com
Chris Gavin	410 366 8813 www.mandalacreations.com
John Gutierrez	410 889 1347 www.gutierrezstudios.com
David Hess	410 527 0338 www.davidhess.net
Jonathan Maxwell	410 727 6870 www.maxwellstudios.com

Installation:

Requirements for gate installation vary depending upon the alley. For example, attaching the gate to a brick wall may include drilling posts through concrete or asphalt. When getting your estimate on the gate make sure to discuss the different options for installation and their respective prices regarding installation, a lock box, hinges, and posts.

Locks:

Some gates have locks incorporated into the design of the gate. The City of Baltimore requires that there is a Knox box or Knox padlock attached to the outside of each gate. The Fire Department has the master key to all Knox boxes and padlocks. Inside the Knox

box is the key to that specific gate. This enables the Fire Department to access the alley during an emergency.

To order a Knox box, you must contact the Baltimore City Fire Department.

A quick out mechanism is **STRONGLY** recommended for all gates. The quick out allows people inside the alley to quickly exit without a key in the event of an emergency. A protective plate around the quick out keeps intruders from opening the gate from the outside.

Planters:

Planters are an easy way to add greenery to your alley without removing any concrete. The Loading Dock, Second Chance Inc., Home Depot, Lowes, and garden centers have a selection of standard pots and planters.

Additionally, there are ways you can make your own planters for a fraction of the price. Making your own planters can save residents money and serve as a fun project for the entire block.

Wooden Planters:

Wooden planters are not difficult to build, however they are not as durable as steel or ceramic planters. Avoid using pressure treated wood if you are planting vegetables. This wood has harmful and toxic chemicals (www.extremehowto.com and www.doityourself.com).

Recycled Tire Planters:

Old tires can also serve as planters. These planters are durable and are free at many local garages, recycling centers, and tire retailers. These are great for flowers, herbs, tomatoes, peppers, and other compact plants. The dark rubber absorbs the warmth of the sun, therefore making them great compost bins as well. The planters should be lined with natural or synthetic burlap to keep the soil in the planter (www.backwoodshome.com and www.wuvie.net) and that all sharpened edges are smoothed out.

Recycled Metal Planters:

Another possibility is for residents to cut 50 gallon metal barrels in half to make their own planters. Some restaurants use these barrels for cooking oil. Make sure that whatever they stored beforehand is not toxic for plants.

Cinder Block Planters:

Cinder blocks can be used to make raised beds on top of concrete. These blocks are made in a variety of shapes and sizes. Raised beds provide more planting area than individual planters, however they cannot be moved. It is a good idea to line the beds with either natural or synthetic burlap to prevent the soil from escaping.

Cinder blocks can be painted or stuccoed to beautify the bed, creeping and hanging plants can be planted along the edge of the bed to soften its appearance. Nasturtiums are colorful edible flowers that will cascade over the side of the bed and cover the cinder blocks.

Plants:

Native plants are best suited for the Baltimore area environment because they have their own natural pollinators, don't need as much fertilizer or pesticides, and require less watering (www.mdflora.org). The American Native Plants nursery only sells native plants www.americannativeplantsonline.com.

Residents should also consider organic alley plantings. Many of our waterways are compromised as a result of run-off which contains fertilizers, pesticides and herbicides.

Trees:

Trees can be planted in planters or in the ground. Under the constraining conditions of an alley, it is advisable to select trees that will stay small. Flowering Dogwood, Eastern Redbud, Hackberry, and dwarf fruit trees are all native trees that are best suited for alleys.

Shrubs and Bushes:

Shrubs and bushes are also suitable for planters. Witch Hazel, Serviceberry, Rhododendron, Mountain Laurel, and some species of roses are all native to this region.

Vines:

Planting vines in planters or directly in the ground next to a wall or fence is a great way to add green to your alley vertically. Trumpet Vine, Virginia Creeper, and Honey Suckle are all native vines to this area.

Herbaceous Plants:

Native herbaceous plants will do well in planters and require minimum maintenance. Black Eyed Susans, Cone Flowers, and Echinacea are all perfect examples. Native grasses, such as Little Blue Stem and Indian Grass, are also great for planters. Flower bulbs such as Daffodils, Tulips, Crocuses, and Irises will come back year after year.

Vegetables:

You don't need a lot of space to start growing your own vegetables and herbs in your alley. Starters and seeds are widely available at home improvement stores, garden centers, farmers markets, and super markets.

Annual Plant Sales:

The National Arboretum, Irvine Nature Center, and Cylburn Arboretum all have annual plant sales.

Benches and Tables:

Furnishing your alley with benches, tables, lounge chairs, and hammocks can help create an inviting environment for neighbors and guests to relax, mingle, and dine outdoors. You can find outdoor furniture at the Habitat for Humanity Restore, The Loading Dock, and Second Chance Inc. In addition, Ollie's, Home Depot, and Lowes also have outdoor furniture.

Paint and Stucco:

Painting or stuccoing existing cinderblock walls or fences is a simple way to beautify your alley.

Painting Cinder Blocks:

Paint cinder blocks by first thoroughly cleaning the surface of the block of any grease, mildew or dirt. Then apply a coat of latex block filler to close the pores and make a smooth surface to paint on. You can use any exterior paint for masonry.

Stuccoing Cinder Blocks:

If the cinder blocks were previously painted, you will need to sandblast the paint off so the stucco can bind to the surface. You can purchase stucco mixes at Lowes or Home Depot. Prior to beginning the project, however it is a good idea to do some research on best stuccoing practices.

Pavers:

Permeable pavers are a way to add green to your alley while maintaining a drivable surface. These pavers are made of either concrete or plastic and allow for rainwater to soak through the ground therefore allowing grass to grow. Permeable pavers cost anywhere from \$1.50 to \$10.00 per square foot of installed pavement (www.paversearch.com).

In addition, Baltimore artists Mark Melonas from Luke Works are offering pre-cast concrete for free. This concrete, which comes in various colors, can be transformed into a permeable pave by cutting holes in it with a portable circular saw with a diamond blade (410-366-6161).

Lighting:

Outdoor lighting increases security and safety as well adds as an inviting ambiance to the alley green.

Baltimore City Street Lighting (BCSL) is a city department responsible for street lighting. If lighting in your alley is not sufficient contact BCSL and they will determine if existing lighting needs to be upgraded or if additional lighting needs to be added (410-396-5965).

The Banner Neighborhoods Organization also has a House Lighting Program. The organization will pay for installation of dusk to dawn sensor porch lights if at least half of the block residents pay for the block lights (www.bannerneighborhoods.org).

Residents can also add lighting to the alley by doing it themselves or employing a private outdoor lighting or landscaping company. The Home Depot has many outdoor lighting options. For plug-in or hard-wired lights (lights that require to be plugged into electricity) you will need to dig a path in the ground to hide the wire between the light and the outdoor outlet. In an area with only concrete, this is not possible. Solar powered lights do not require any additional wiring and save electricity. You might also want to consider “sky dark” lighting that shines only toward the ground so as to avoid night-time light pollution. Please find prices for the most affordable lights below.

Type	Price
Post lantern	\$27
Wall light	\$11
Solar path lights	\$30 (4 pack)
Solar post top light	\$30
Solar wall light	\$25

Funding Resources

Alley gating and greening projects can rely on resident contributions, block fundraising efforts, grants, or a combination of all three.

Residents' Contributions:

The alley gating and greening committee can request resident contributions. Voluntary contributions will accommodate all interest levels in the project as well as income levels.

Fundraising:

Fundraisers are a fun and creative way to raise money for the alley project. Furthermore, these events are a great way to get other members of the community to support the project.

- Block-wide garage sale
- Block-wide dinner party
- Bake sale
- Happy hour at a local bar or restaurant

The Luzerne and Glover block residents, for example, reached an agreement with a local Patterson Park bar to hold a fundraising event. A block member bar tended for a happy hour during which all tips and a percentage of sales went towards the project.

It's never too early to begin fundraising!

Grants:

Alley improvement projects are eligible for a variety of local and national grants. Some grants are only available for non-profit 501(c) (3) organizations. Although your block can apply for 501(c) (3) status, this process can be both costly and time consuming. As a result, blocks are encouraged to partner with a community development corporation, neighborhood association, or neighborhood development association.

Below please find a list of grant-making organizations for your consideration:

Baltimore Community Foundation

The applicant for the Neighborhood Grants Program must have 501(c) (3) status. This program includes both a leadership grant and a mobilization grant.

The leadership grant is for projects with total budgets no more than \$12,500. Grant requests may not exceed \$10,000. Applicant organization must provide a minimum match of 25% of the grant request.

The mobilization grant is available for small projects whose total budget is no more than \$5,000. The grant size is up to \$5,000. No match required by the applicant organization.

Dion Cartwright
Associate Program Officer
dcartwright@bcf.org
410-332-4172
<http://www.bcf.org>

Healthy Neighborhoods

The applicant must have 501(c) (3) status and live in a designated Healthy Neighborhood. Healthy Neighborhoods include Belair-Edison, Charles Village, Ednor Gardens, Garwyn Oaks, Midtown, Mondawmin, Neighborhoods of Greater Lauraville, Patterson Park, Reservoir Hill, and Southeast Baltimore.

Two grants available: Community Improvement Grants for up to \$1,000 and Capital Grants between \$5,000 and \$50,000.

Healthy Neighborhoods
410-332-0387
www.healthyneighborhoods.org

Banner Neighborhoods

The applicant is not required to have 501(c) (3) status. Residents applying for the grants must be located within the boundary of Monument St. (north), Eastern Avenue (south), Haven St. (east), and Washington St. (west) in Baltimore City. The Small Grants program provides funding to residents for up to \$1,000 for community building projects.

Banner Neighborhoods
410-585-8814
www.bannerneighborhoods.org

TKF Foundation

The applicant must have 501(c) (3) status. TKF supports greening projects with open access to the public. The organization, therefore, will not fund gating projects. TKF funding, however, is available for alley beautification and greening projects if the alley is “closed” using a low, open gate or just bollards. Grants range from \$10,000 to \$50,000.

210-268-1376
www.tkffdn.org

Chesapeake Bay Trust

Applicant must have 501(c) (3) status. Their Urban Greening Grant program is intended to fund projects that increase tree canopy, reduce storm water run-off and increase air quality in urban areas. Preference is given to communities who are furthest along developing an urban greening program. Grants are for up to \$50,000. Application deadline is July 13th. Mini-grants for up to \$5,000 are also available for projects that address one or more of the Trust's grant making priorities. You may submit the application any time of year.

410-974-2941

www.cbtrust.org

CAMP Funding

CAMP funds are available for residents who elect to remove concrete when creating their alley green. The city will pay \$1.58 per sq. ft. of pervious surface area (grass) created over the existing condition. If pervious pavers are installed, the appropriate percent is calculated. Most pervious pavers are 40% pervious.

For more information contact Environmental Planner Gary Letteron at 410 396 4369 or at gary.letteron@baltimorecity.gov

The Goldseker Foundation

The applicant must have 501(c) (3) status. Grant program areas include community affairs, education, and human services. The applicant will first submit a short proposal letter including background information, objectives of the proposed project, method for accomplishing objectives, projected program budget, and amount sought from Goldseker Foundation. The applicant will be notified if they should submit a fully developed proposal.

Laurie Latuda
Program Officer
410-837-5100

Parks and People Neighborhood Greening Grant

These grants are open to applicants and do not have 501(c) (3) status. Parks and People will fund projects that demonstrate community involvement, have an identified need, and a clear way to address that need. Their neighborhood greening grants are \$1,000.

Kari Smith
410-448-5663 ext. 109
www.parksandpeople.org

The Home Depot Foundation

The applicant must have 501(c) (3) status. The grants available to applicants are through the foundation's Community Trees and Affordable Housing Built Responsibly programs. Eligible projects for the Community Trees grants must incorporate trees in the alley improvement project. Eligible projects for the Affordable Housing Built Responsibly grants must demonstrate how gating and greening the alley will benefit homeowners, renters, and the environment.

770-384-3889 or 1-866-593-7019

www.homedepotfoundation.org

Lowes Charitable and Educational Foundation

The applicant must have 501(c) (3) status. The applicants must be located in communities where Lowes operates stores and distribution centers. Grants range from \$5,000 to \$25,000. Lowes recommends that before applying, applicants should meet with their local Lowes store manager about the project.

www.lowes.com

Association of Baltimore Area Grant Makers

410-727-1205

www.abagmd.org

The Foundation Center

202-331-1400

www.foundationcenter.org

A note about grant writing:

Applicants are advised to review the mission of each organization/program awarding the grant and align the application with their mission to demonstrate not only how alley gating and greening will benefit your block but also how it will help them achieve their goals for communities. Including a story that illustrates why your block is excited about this initiative can be effective.

Partnership Organizations:

Community Greens

Community Greens is working to assist residents, developers, and government officials in creating alley greens throughout the city of Baltimore. We can provide technical assistance, training workshops, and help with community organizing and fundraising.

Benjamin Nathanson is heading the alley gating and greening initiative in Baltimore. Please feel free to contact him with any questions or concerns regarding alley gating and greening.



greens@ashoka.org

410-925-0166

Chicago Green Alley Handbook

Chicago is working with residents to create alley greens throughout the city. The Chicago Green Alley Handbook serves as a great source of information on the creation of environmentally sustainable alley greens.

http://egov.cityofchicago.org/webportal/COCWebPortal/COC_EDITORIAL/GreenAlleyHandbook.pdf

Community Development Corporations (CDC's)

CDC's are non-profits that are likely to have contacts, information, and ideas for possible sources of funding and grants. Check to see if your neighborhood has a CDC.

Neighborhood Associations

Much like CDC's, neighborhood associations are helpful in connecting residents to resources. For example, the Patterson Park Neighborhood Association partnered with the Patterson Park Community Development Corporation and created an active greening committee.

Civic Works

Civic Works is an AmeriCorps program. Civic Works trains and assists participants in performing community service projects. Civic works can assist in the greening process.

410-366-1831
www.civicworks.com

Maryland Conservation Corps

The Maryland Conservation Corps is an AmeriCorps program. The crew may be able to assist with your alley.

410-260-8157
www.dnr.state.md.us/mcc/

Low Impact Development Center

The Low Impact Development Center is a great resource for your alley during the planning and design stage.

301-982-5559
www.lowimpactdevelopment.org

Neighborhood Design Center

The Neighborhood Design Center is a non-profit organization that provides design and planning services in support of community-sponsored initiatives.

410-233-9686
www.ndc-md.org

AmeriCorps

202-606-5000
www.americorps.org

Maryland Native Plant Society

The Maryland Native Plant Society serves can provide information on plants native to the Baltimore area.

410-366-9365
www.mdflora.org

The Community Law Center, Inc.

410-366-0922

www.communitylaw.org

FREQUENTLY ASKED QUESTIONS

1. Why should my block create an alley green?

- a. There are numerous benefits to alley greens including increases in safety and property values, stronger social bonds between neighbors, increased neighborhood civic engagement, as well as health and environmental benefits. For more on how alley greens transform lives and communities see pages 6-7!

2. How much does it cost to create an alley green?

- a. Alley costs vary significantly depending upon the alley green design. Residents can choose from a variety of gates and green materials to minimize costs. Please see pages 28-35 for more information on these materials.
- b. Although residents may need to pool their own resources and fundraise, a number of grants are available that help fund alley green projects. Please see pages 36-39 for more information on funding resources.

3. How does the city approve alleys for gating and/or greening?

- a. The city approval process is complex. Please carefully review pages 18-24, which provides an outline of the process, as well as the attached Alley Gating and Greening ordinance.

4. How long will it take to get city approval to gate and green my alley?

- a. The time required for city approval to gate and green your alley depends on both the city and you!
- b. After submitting your block's initial request to gate and green the alley, it can take the Department of Public Works **one to three months** to get back to you with a response. During this period the departments of Transportation, Solid Waste, Fire and Police will review your alley for approval.
- c. If approved, you will receive a list of all abutting homeowners and a formal application packet, including approved consent forms. At this point you can begin to obtain the needed written consents. The more organized the block, the less time it will take to get the required approval from homeowners, and the sooner you will be able to submit the formal application.
- d. Once you have submitted the formal application, the Department of Public Works will review the application, hold a public hearing, issue a final decision, and then, working with the Board of Estimates, enter into a lease agreement with the applicant.

5. How will the Fire Department access my alley in case of an emergency?

- a. All gates must be equipped with a knox box. The knox box provides the Fire Department access to the alley in case during any emergency.

6. How will utility companies access the alley?

- a. Residents must work with utility companies to provide access to the alley for repairs.
 - i. Residents with keys to the alley gates can arrange to open the gates for utility companies.
 - ii. Gates can be left open on days when utility companies must access the alleys.
 - iii. Residents can arrange for utility companies to have access to a lock box, which is separate and distinct from the Fire Department knox box.

7. What happens to trash pick-up if the alley is been gated?

- a. Residents have a number of options to ensure the trash collection is not interrupted:
 - i. Residents can leave the trash outside the gate at the end of the alley on trash day.
 - ii. Residents can place their trash in the front of their house for collection.
 - iii. If the alley is beautified in a way that does not restrict vehicular traffic, the block can elect to leave the gates open on trash collection day. Residents should be cautious when selecting this option, however, as the city may not be held liable for any damage caused by sanitation vehicles to the alley gate or other improvements. You must get approval from the Department of Sanitation regarding where your block will relocate trash pick up.

8. Will removing concrete in our alley lead to an increase in rat problems?

- a. There should be no increase in rats as a result of greening your alley. In fact, since gating and greening an alley usually results in better sanitation and maintenance of that alley, existing problems with rats tend to decrease. The best measure to control the rat population is to keep the alley clean.

9. Will removing concrete in our alley result in flooding?

- a. If your block chooses remove existing concrete you should hire an engineer. Maintaining proper drainage will prevent flooding from occurring.

10. If residents on the block remove their fences to create a shared backyard, how will this affect our alley green?

- a. It will make the alley green more spacious, inviting, and pretty.
- b. Residents with dogs should either leave up their fence or install an invisible fence.
- c. Residents may want to increase their liability coverage in their homeowners' insurance policy

APPENDICES

- I. Resident block meeting flyer
- II. Resident written request letter
- III. Baltimore City alley gating and greening ordinance
 - a. The ordinance
 - b. April 18th 2007 regulations to the ordinance

Please note that from time to time the Department of Public Works amends the original April 18th 2007 set of regulations. The most recent set of regulations can be obtained from the Department of Public Works.

Appendix I



Appendix II

January 25, 2008

904 South Baylis Street
Baltimore, Maryland 21224

Ms. Shirley Williams
Acting Director of Public Works
600 Abel Wolman Municipal Building
Baltimore, Maryland 21202

Dear Ms. Williams:

I am writing on behalf of several residents of the Canton neighborhood of Baltimore City and would like you to consider this letter our formal expression of interest and request to begin the process of gating three alleys and subsequently greening one of the three alleys as provided for in Article 26, Subtitle 8A of the Baltimore City Code.

The first alley that we are interested in gating and subsequently greening is located behind the 3400 block of Hudson Street and behind the 3400 block of Harmony Court. The alley provides access between Baylis Street and Highland Avenue but it is no longer used for pedestrian or vehicular traffic.

The second alley that we are interested in gating is located behind the 900 block of Baylis Street. This alley ends at the 3400 block of Harmony Court. This alley is approximately 3 feet wide and is not used for vehicular or pedestrian traffic.

The third alley that we are interested in gating is located behind the 900 block of Highland Avenue. This alley ends at the 3400 block of Harmony Court. This alley is approximately 3 feet wide and is not used for vehicular or pedestrian traffic.

A map showing the exact location of all three alleys to be gated is enclosed.

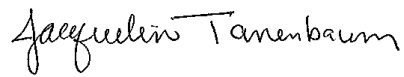
We are seeking to gate the alleys to provide security for homeowners, to eliminate one place where students who attend the nearby Canton Middle School congregate and sometimes smoke marijuana when skipping class, and to create a cleaner, greener shared common space that can be safely enjoyed by residents whose homes are adjacent to the alleys. We believe that gating the three alleys and greening the largest alley will promote the public welfare of those residents whose properties surround the alley.

Upon receipt of this letter, we trust that you will contact the Bureau of Solid Waste and the Department of Transportation for their consent to this request. We also trust that, following favorable consideration of this request by the Department of Transportation and the Bureau of Solid Waste, you shall provide a list of names and addresses of the owners of all properties abutting the alleys so that we can begin to collect signatures of residents on the formal petition.

Ms. Shirley Williams
January 25, 2008
Page 2

Thank you in advance for your prompt attention to this matter. If you have any questions or require additional information, please contact me by phone at 410.244.4512 or by email at JTanenbaum@mtb.com.

Best regards,

A handwritten signature in cursive script that reads "Jacqueline Tanenbaum".

Jacqueline Tanenbaum

Enclosure

Cc: Mayor Sheila Dixon
Councilmember Jim Kraft

Appendix III

A.

The City's Alley Gating and Greening Ordinance is attached.

**SUBTITLE 8A
GATING AND GREENING ALLEYS**

§ 8A-1. Definitions.

(a) *In general.*

In this subtitle, the following terms have the meanings indicated.

(b) *Abandoned property.*

“Abandoned property” means:

(1) an unoccupied structure or vacant lot on which taxes are in arrears for at least 2 years; or

(2) a building that:

(i) is unoccupied by an owner or tenant;

(ii) is unfit for habitation;

(iii) has deteriorated to the point at which:

A. it is structurally unsound; or

B. the cost of rehabilitating the building would significantly exceed the building’s post-rehabilitation market value; and

(iv) has been the subject of a violation notice or order from the City that requires the owner to:

A. rehabilitate the building to conform to minimum code habitability requirements; or

B. demolish the building for health and safety reasons.

(c) *Director.*

“Director” or “Director of Public Works” means the Director of the Department of Public Works or the Director’s designee.

(d) *Greening.*

(1) “Greening” means any alteration to an alley, beyond mere gating, that newly restricts vehicular access to or in the alley.

(2) “Greening” includes, but is not limited to, the installation of a fixed object, plant, or tree that newly restricts vehicular access to or in the alley.

(3) "Greening" does not include any sodding, seeding, or pavement removal that does not restrict vehicular access to or in the alley.
(Ord. 07-409.)

§ 8A-2. In general.

(a) *Scope.*

This subtitle governs the procedures for gating, greening, and leasing alleys under the authority of City Charter Article II, § 35(e) and (f).

(b) *Standard.*

The Director of Public Works may authorize the gating and, if applicable, the greening of an alley if, on petition, public notice, and hearing as provided in this subtitle, the Director determines that:

- (1) the structures abutting the alley are predominantly residential;
- (2) the alley is no longer needed for through pedestrian or vehicular traffic; and
- (3) the gating and, if applicable, the greening will promote the public health, safety, or welfare.

(c) *Rules and regulations.*

- (1) The Director of Public Works shall adopt rules and regulations to carry out this subtitle.
- (2) These rules and regulations may set reasonable fees to cover the costs incurred by the Department of Public Works in processing a petition under this subtitle.
- (3) A copy of these rules and regulations must be filed with the Department of Legislative Reference before they take effect.
(Ord. 07-409.)

§ 8A-3. Record of abutting owners.

At the request of any person interested in the gating or greening of an alley, the Department of Public Works shall provide that person with a list of the names and addresses, as then shown on the Department's records, of the owners of all properties abutting that alley.
(Ord. 07-409.)

§ 8A-4. Petition by abutting owners – General.

(a) *In general.*

To initiate a proceeding under this subtitle, a petition must be submitted to the Director of Public Works.

(b) *Form.*

The petition must be in the form and contain the information that the Director requires.
(Ord. 07-409.)

§ 8A-5. Petition by abutting owners – Consents for gating.

(a) *Required consents.*

- (1) A petition to gate, but not to green an alley must be accompanied by the signed consents of at least 80% of the owners of all abutting properties, not including abandoned properties.
- (2) These consents must be in the form and tenor that the Director requires.

(b) *Statement of diligent attempts.*

If 1 or more abutting owners has not consented in writing to the proposed gating, the petition must be accompanied by an affidavit, made under the penalties of perjury, that describes and substantiates diligent attempts made by the petitioners to obtain the consents of 100% of the owners of all abutting properties.

(Ord. 07-409.)

§ 8A-6. Petition by abutting owners – Consents for greening.

(a) *in general.*

- (1) Except as provided in subsection (b) of this section, a petition to gate and green an alley, or a petition to green an alley for which gating already has been approved, must be accompanied by the signed consents of 100% of the owners of all abutting properties.
- (2) These consents must be in the form and tenor that the Director requires.

(b) *Excepted properties.*

If 1 or more abutting properties are unoccupied or abandoned and, notwithstanding due diligence, their owners have not been found, the petition may still be filed and considered if:

- (1) the petition is accompanied by the signed consents of 100% of the owners of all occupied properties abutting the alley;
- (2) the properties for which signed consents have been obtained constitute at least 80% of all of the properties, not including any abandoned properties, abutting the alley; and
- (3) the petition is accompanied by an affidavit, made under the penalties of perjury, that:
 - (i) describes and substantiates diligent attempts made by the petitioners to obtain the consents of 100% of the owners of all unoccupied properties and abandoned properties abutting the alley; and

- (ii) affirms that no owner of any abutting property has refused to sign a consent or otherwise is known to object to the petition.

(Ord. 07-409.)

§ 8A-7. Petition by abutting owners – Showing of public health, safety, or welfare.

(a) *Gating petition.*

A petition to gate, but not green, an alley must be accompanied by:

- (1) a statement that specifies how the gating would promote the public health, safety, or welfare; and
- (2) if the petitioners anticipate that they will seek to green the alley in the future, a statement that specifies how the greening would promote the public health, safety, or welfare.

(b) *Greening petition.*

A petition to gate and green an alley, or a petition to green an alley for which gating already has been approved, must be accompanied by a statement that specifies how granting the petition would promote the public health, safety, or welfare.

(Ord. 07-409.)

§ 8A-8. Petition by abutting owners – Police and Fire reviews.

The petition must be accompanied by a letter from the Police Commissioner and the Fire Marshall indicating that each has reviewed the proposed petition and has no objection to it.

(Ord. 07-409.)

§ 8A-9. Public hearing.

(a) *Director to conduct.*

The Director of Public Works shall conduct a public hearing on the petition.

(b) *Posting notice.*

- (1) At least 10 days before the date for which the hearing is scheduled, the petitioners shall post a notice of the hearing at each end of the alley.
- (2) The notice must be of the size and contain the information that the Director requires.

(c) *Mailed notice.*

At least 10 days before the hearing, the petitioners shall mail notice of the hearing to the owners of all properties abutting the alley, as then shown on the Department's records.

(Ord. 07-409.)

§ 8A-10. Decision.*(a) In general.*

- (1) The Director of Public Works shall issue a written decision on the Petition within 30 days of the hearing.
- (2) A copy of the written decision shall be sent to a person designated by the petitioners.

(b) Additional finding for gating petitions.

- (1) If the petitioners request to gate, not green, the alley, but indicate that they might seek to green the alley in the future, the director shall make a written finding that:
 - (i) the potential greening would promote the public health, safety, or welfare;
 - (ii) the potential greening would not promote the public health, safety, or welfare; or
 - (iii) more information would be needed in order to determine whether the potential greening would promote the public health, safety, or welfare.
- (2) If, subsequent to the issuance of the Director's decision on gating, the petitioners submit a petition to green the alley, the Director may rely on his or her earlier finding of whether the greening would promote the public health, safety, or welfare.

*(Ord. 07-409.)***§ 8A-11. Required lease – Gating.***(a) In general.*

The approval of any petition to gate, but not to green, an alley is subject to the entry into a lease, in the form and on the terms approved by the Board of Estimates, between the City, as lessor, and an entity that consists of property owners whose lots abut the alley, as lessee.

(b) Terms.

The lease shall include, at a minimum, provisions to the following effect:

- (1) All plans for the design and construction of gates and for any sodding, removal of pavement, or other landscaping of the alley must be reviewed and approved by the Department of Public Works.
- (2) All costs related to the preparation of these plans, to the purchase, installation, and maintenance of gates, to landscaping, including the removal of pavement, and to general maintenance of the alley, including all fees for building, fire, or related permits, are at the lessee's expense.
- (3) The lessee may not cause or permit the "greening" of the alley. That is, the lessee may not make or permit any alteration to the alley, beyond mere gating, that would newly restrict vehicular access to or in the alley.

- (4) Access to the alley must be available to fire, police, public works, and other appropriate agencies of the City and to all companies that have utilities lawfully located in the alley.
- (5) A Knox box must be placed on each gate for access by authorized vehicles and pedestrians.
- (6) No utilities in the alley may be disturbed or built upon, and all easements for utilities must be preserved.
- (7) If the Department of Public Works, its employees, agents, or contractors enter the alley for maintenance, repair, or replacement of City utilities, the Department:
 - (i) is responsible, on completion of its work, for restoring the alley to grade; but
 - (ii) is not responsible for any other work in the alley or for any other costs incurred in restoring the alley.
- (8) Nothing in the lease is to be construed to affect any person's private rights in the alley.
- (9) The Director of Public Works may terminate the lease and may order or cause, at the lessee's expense, the removal of all gates and other obstructions and the alley's restoration if:
 - (i) at any time, the lessee is in default of any term of the lease and has failed to cure that default in accordance with the terms of the lease; or
 - (ii) after a public hearing, with prior notice as provided in the lease, the director determines that:
 - A. the alley is needed for through pedestrian or vehicular traffic; or
 - B. the gating no longer promotes the public health, safety, or welfare.
- (10) The Director of Public Works must after a public hearing, with prior notice as provided in the lease, terminate the lease and order or cause, at the lessee's sole expense, the removal of all gates and other obstructions and the alley's restoration if, at any time, the owners of a majority of the abutting properties, not including any abandoned properties, so request in writing.

(Ord. 07-409.)

§ 8A-12. Required lease – Greening.

(a) *In general.*

The approval of any petition to gate and green an alley, or to green an alley for which gating already has been approved, is subject to the entry into a lease, in the form and on the terms approved by the Board of Estimates, between the City, as lessor, and an entity that consists of property owners whose lots abut the alley, as lessee.

(b) *Terms.*

The lease shall include, at a minimum, provisions to the following effect:

- (1) All plans for the design and construction of gates, for the greening of the alley, and for any sodding, removal of pavement, or other landscaping of the alley must be reviewed and approved by the Department of Public Works.
- (2) All costs related to the preparation of these plans, to the purchase, installation, and maintenance of gates, to greening, to landscaping, including the removal of pavement, and to general maintenance of the alley, including all fees for building, fire, or related permits, are at the lessee's expense.
- (3) Access to the alley must be available to Fire, Police, Public Works, and other appropriate agencies of the city and to all companies that have utilities lawfully located in the alley.
- (4) A Knox box must be placed on each gate for access by authorized vehicles and pedestrians.
- (5) No utilities in the alley may be disturbed or built upon, and all easements for utilities must be preserved.
- (6) If the Department of Public Works, its employees, agents, or contractors enter the alley for maintenance, repair, or replacement of City utilities, the Department:
 - (i) is responsible, on completion of its work, for restoring the alley to grade; but
 - (ii) is not responsible for any other work in the alley or for any other costs incurred in restoring the alley.
- (7) Nothing in the lease is to be construed to affect any person's private rights in the alley.
- (8) The Director of Public Works may terminate the lease and may order or cause, at the lessee's expense, the removal of all gates and other obstructions and the alley's restoration if:
 - (i) at any time, the lessee is in default of any term of the lease and has failed to cure that default in accordance with the terms of the lease; or
 - (ii) after a public hearing, with prior notice as provided in the lease, the director determines that:
 - A. the alley is needed for through pedestrian or vehicular traffic; or
 - B. the gating or greening no longer promotes the public health, safety, or welfare.

- (9) The Director of Public Works must, after a public hearing, with prior notice as provided in the lease, terminate the lease and order or cause, at the lessee's sole expense, the removal of all gates and other obstructions and the alley's restoration if, at any time, the owners of a majority of the abutting properties, not including any abandoned properties, so request in writing.

(Ord. 07-409.)

§ 8A-13. Restoration of alley by utility companies.

If a company that has utilities lawfully located in a leased alley enters the alley for maintenance, repair, or replacement of the utilities, the company:

- (1) is responsible, on completion of its work, for restoring the alley to grade; but
- (2) is not responsible to the lessee for any other work in the alley or for any other costs incurred in restoring the alley.

(Ord. 07-409.)

§ 8A-14. Judicial and appellate review.

(a) Judicial review.

A person aggrieved by a final decision of the Director of Public Works under this subtitle may seek judicial review of that decision by petition to the Circuit Court for Baltimore City in accordance with the Maryland Rules of Procedure.

(b) Appellate review.

A party to the judicial review may appeal the court's final judgment to the Court of Special Appeals in accordance with the Maryland Rules of Procedure.

(Ord. 07-409.)

**Appendix III
B.**

**Baltimore City's April 18th 2007 Alley Gating and Greening
Regulations are attached.**

Alley Gating Rules and Regulations

April 18, 2007

1. A written request, with a map indicating the alleys to be gated, should be forwarded to the Director of Public Works, 600 Abel Wolman Municipal Building, 200 N. Holliday Street, Baltimore, Maryland 21202. Written request must indicate a reason or reasons for the gating of the alley(s) as indicated in Section 8A-7 of the Ordinance.
2. The Department of Public Works will contact the Bureau of Solid Waste and the Department of Transportation for approval. Approval from both Solid Waste and Transportation is needed before the process can proceed.
3. If approved by the Bureaus, the Department of Public Works will provide to the applicant a list of all abutting property owners with addresses, as they are shown in its records. The Department will also provide a copy of a consent form, which must be used by the applicant.
4. Applicant must submit all of the following:
 - A. Written consents from at least 80 per cent of the abutting property owners, not to include abandoned properties.
 - B. An affidavit must be submitted for all abandoned properties, where a written consent was not obtained as indicated in Section 8A-5 of the Ordinance.
 - C. A statement with accompanying date that specifies how the alley gating will promote public health, safety or welfare.
 - D. A written approval from the Police Commissioner and the Fire Marshall must be submitted to the Department of Public Works.
 - E. A statement that no parking spaces will be lost and that no additional parking will be required on the street due to the gating of the alley or alleys.
 - F. A fee of \$ 750.00 is to be submitted. Check should be made payable to the Director of Finance.
5. The Department of Public Works will contact the applicant, indicating the date and time that the Director of Public Works, or his designee, will hold a hearing on the alley gating.
6. Applicant will be responsible to mail notice to all abutting property owners, as indicated on the Department of Public Works' records, at least 10 ten days

Alley Gating Rules and Regulations

before the announced hearing. In addition, the applicant must post notice of the hearing at each end of the alley to be gated. The Department of Public Works will provide to the applicant a copy of the guidelines for the Signs.

7. Upon holding a hearing to gate an alley(s), the Director of Public Works shall issue a written decision on the Petition to gate the alley(s) within 30 days of the hearing. A copy of the decision shall be sent to the party designated by the petitioners.
8. The Department of Public Works shall provide to the party designated by the petitioners, a copy of a lease agreement. The applicant shall complete the agreement and forward three copies to the Department of Public Works. Upon approval of the Lease Agreement, by the Board of Estimates, the Department of Public Works will forward a copy of the fully executed agreement to the person designated by the applicant.

Alley Greening

1. If an alley greening is being requested, consents must be obtained from 100 per cent of the abutting property owners as outlined in Section 8A.6 of the Alley Gating Ordinance
2. Before an alley greening can be approved, an engineered drawing must be submitted. The City's Public Works Developers Agreement process must be followed and a Developer's Agreement approved.
3. A change of grade hearing must be held by the Department of Transportation.
4. The applicant or the contractor must have an approved Developer's Agreement and lease agreement prior to beginning work.

Appendix IV



Residents of your block are currently working to improve the alley abutting your home!

The newly gated and greened alley can provide children safe areas in which to play, stabilize blocks by reducing crime, increase home values, and serve as a vehicle for more civic engagement.

Take a look at what some residents in the Patterson Park neighborhood have done on their block:

BEFORE:



The alley in its original neglected condition.

AFTER:



The new safer, cleaner, greener alley.

Participate in the alley gating and greening study!

We are inviting YOU to participate in a study of people living in communities that are striving to create community greens. Participation in the study involves two confidential interviews, spaced about a year apart, that only last 1 – 2 hours each.

By participating in the study you will:

- Be compensated \$10 for your time at the second interview's end
- Contribute to civic participation efforts that might prove important to alley gating and greening funders and your own block's fundraising
- Contribute to a "first ever" study of this kind in Baltimore and be presented with the study findings of your block
- Engage in the alley gating and greening process

We need your help! Please contact Benjamin Nathanson at greens@ashoka.com or 410-925-0166

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