

**BYLAWS  
of the  
MRIA ARCHITECTURAL REVIEW COMMITTEE  
for the Bolton Hill Historical and Architectural Preservation District**

**ARTICLE I: AUTHORITY, PURPOSE AND RESPONSIBILITIES**

**A. History and Charge of the Committee**

On the recommendation of the Baltimore City Commission for Historical and Architectural Preservation (CHAP), the Board of Directors of the Mount Royal Improvement Association (MRIA), at its meeting on May 6, 1991, created the MRJA Architectural Review Committee ("the Committee"). MRJA charged the Committee with reviewing and making recommendations concerning the appropriateness of proposed exterior changes to public and private properties within the Bolton Hill historic district. Such review is necessary to preserve the historical, cultural, and architectural value of the neighborhood. In evaluating proposed changes, the Committee shall consider the historical or architectural significance, the architectural style, the general design, and the arrangement, texture, composition and color of the exterior architectural features of the subject structure and other structures in the neighborhood.

**B. Geographic Area of Concern**

The Committee will direct its activities to properties within the Bolton Hill Historical and Architectural Preservation District. That district's boundaries are defined by Baltimore City Ordinance as follows:

- . on the south, to and including the properties on the south side of Dolphin Street;
- . on the east, to and including the properties facing on the east side of Mount Royal Avenue;
- . on the north, to and including the properties on the south side of North Avenue; and
- . on the west, to and including the properties fronting on the west side of Eutaw Place.

**C. Objectives**

The Committee's primary objective shall be to preserve the architectural and historical integrity of Bolton Hill. The Committee will pursue this objective through six primary areas of effort.

1. Historical Preservation

The Committee will work to ensure the preservation and maintenance of historically significant architecture and architectural detail and the public structures, fixtures, and landscaping which contribute to the character of Bolton Hill.

2. Architectural Aesthetics

The Committee will seek to ensure that any renovation or new construction undertaken in Bolton Hill, whether initiated by the public or private sector, is compatible with the general character, scale, and fabric of the neighborhood.

3. Public Awareness

The Committee will advise and educate the Bolton Hill community in matters of area history, aesthetics, and preservation and in related matters of community importance. In this context, the Bolton Hill community is understood to encompass resident and non-resident owners, tenants, and businesses.

The Committee will work to create an awareness among contractors serving the neighborhood of the special requirements which must be met in Bolton Hill relative to historical preservation and architectural aesthetics.

The Committee will act to ensure that City government agencies are cognizant of the community's special needs regarding historical preservation and architectural aesthetics. The Committee will press for improvements in the procedures of City agencies to better serve these special needs.

4. Guidance

The Committee will provide information and advice to community residents contemplating or initiating improvements on their properties. This guidance will include information on policy, required permits, contractors, and general information on design approaches which are likely to be acceptable to the Community. On occasion, the Committee may refer Bolton Hill residents to individuals in other community organizations or City agencies for resolution of matters outside the Committee's purview.

5. Monitoring

The Committee will observe and monitor developments in the neighborhood and will maintain active communications with City agencies (notably CHAP) regarding alterations to Bolton Hill properties.

6. Enforcement

The Committee will use its influence and any legal and regulatory remedies necessary to rectify actions which either (a) are contrary to guidelines or legislation on historic preservation/architectural aesthetics or (b) generally detract from the overall historic or aesthetic character of Bolton Hill. (The Committee recognizes that rectification is its least desirable means of enforcement: it is far preferable to avoid situations that would require correction.)

**D. Implementation of Objectives**

The Committee will recommend to CHAP approval or disapproval of proposed exterior changes to structures within the Bolton Hill historic district. Property owner's requests for project approval must be submitted to the Committee in writing. (This written request may take the form of an application to CHAP for a Permit to Proceed.) Property owners and their agents may be required to make personal presentations to the full Committee before the Committee will make recommendations to CHAP. Those matters which require presentations are listed under Article IV of these bylaws.

## ARTICLE II: OFFICERS AND MEMBERSHIP

### A. Chairperson

#### 1. General Responsibilities

The Chairperson ("the Chair") will be responsible for the conduct of general Committee business. He/she will determine the agenda for each meeting and will see that Committee members are apprised of meeting times and locations. The Chair will preside at meetings and will maintain communications with public agencies and individuals whose project proposals are under review. He/she will call special meetings as required. The Chair will ensure that Committee records and documents are appropriately and accurately maintained.

The Chair will notify persons making presentations (pursuant to Article IV) of the scheduled date and time of the required presentation. The Chair will advise presenters of the written and structural documentation that must accompany such presentations.

When an actionable issue is brought to the Committee's attention, the Chair shall notify the property owner that his/her property is located in an historic district and that a "notice to proceed" must be obtained from CHAP before exterior changes can be initiated. When the Committee has completed its evaluation of a project proposal, the Chair shall provide written notification to CHAP of the Committee's recommendations.

#### 2. Selection

The Chairperson will be elected by the general membership of the Committee, prior to the annual induction of new Committee members. The Committee's selection of a Chair shall be subject to approval by the MRIA Board of Directors.

#### 3. Term of Office

The Chairperson's term of office will be one year, renewable for one additional year. After serving a second term, an individual may be re-elected to chair the Committee only after a one-year hiatus.

#### 4. Operating Methods

At the outset of each Chairperson's term of office, the Committee will develop operating procedures to supplement these bylaws. These operating procedures will define the role and responsibilities of the Executive Committee and any additional Committee officers determined to be needed.

## **B. Other Committee Officers**

At the request of a newly installed Chairperson, the Committee may elect a Co-chairperson and/or a Recording Secretary to assist with Committee business. The term of office for these positions will correlate to that of the Chairperson. Selection of these officers will not be subject to MRIA approval. If such officers are established, their responsibilities will be delineated in formal Committee operating procedures.

## **C. Executive Committee**

### **1. Members**

The Executive Committee will consist of the Chair (or his/her designated representative) and two members. The Chair will serve on the Executive Committee for the duration of his/her term in office. The other two positions will be filled from the general membership, on a rotating basis.

### **2. Duties**

In prescribed circumstances, the Executive Committee may act on behalf of the full Committee. The types of activities for which such authority shall be granted will be predetermined by the full Committee and outlined in Committee operating procedures. In "emergency" situations, the Executive Committee may be asked to make recommendations to CHAP on the Committee's behalf. For purposes of this paragraph, "emergency" is defined as a situation where, absent action by the Executive Committee, the proposed project will commence before the next regularly scheduled Committee meeting.

## **D. Committee Membership**

### **1. Number of Members**

Committee membership will consist of no more than ten members in addition to the Chairperson.

### **2. Qualifications**

Members must be registered to vote in the Bolton Hill historic district. The Committee will attempt to include among its members individuals from the following professions:

- a. Preservation Historian
- b. Architectural Historian
- c. Registered Architect
- d. Registered Landscape Architect
- e. Licensed Attorney
- f. Preservation Planner

3. Duties

Members are expected to attend all general meetings. The Committee is authorized to dismiss a member without notice if that member fails to attend three meetings in a calendar year without a reasonable excuse for the absences.

4. Selection

New members shall be selected annually by the general membership to fill positions of those members whose terms are about to expire. Selections are not subject to MRIA approval.

5. Term of Office

Members will serve two-year terms, renewable for one additional term. That is, members may serve on the Committee for four years before retiring. An individual may be selected, again, after having been retired for one year.

### ARTICLE III: MEETINGS

The Committee shall meet once a month. The Committee shall designate the date of each meeting. Meetings will be open to the public. Meeting protocol will be governed by *Robert's Rules of Order*.

To the extent possible, the Committee will work within the time frames of CHAP's review process. (See Article II, Section C, above.) If necessary, the Executive Committee will perform an expedited review process (for projects not requiring presentation before the full Committee) to ensure that recommendations are made promptly to CHAP.

**ARTICLE IV: PROJECT REVIEW REQUIREMENTS**

The type of review required for individual projects will vary based upon the nature and scope of project proposal. The chart below summarizes the review required by the Committee for various types of projects.

<u>ISSUE OR PROJECT TYPE</u>	<u>REQUIRED DOCUMENTATION OR PRESENTATION</u>
Paint Colors. . . . .	For both house and trim: Paint chip, photograph showing the present color of the subject house and the immediately adjacent houses, and description of where paint will be applied. <i>(Presentation not required)</i>
Façade Cleaning. . . . .	Contractor proposal detailing methods and cleaning medium. <i>(Presentation not required)</i>
Permanent or Seasonal Fixtures . . . . . (e.g., exterior lights, grates, awnings . . . . . storm and replacement windows)	Verbal description/proposal from contractor and sketch <i>(Presentation at Committee Discretion)</i>
Signs and Banners . . . . .	Verbal description, duration of display and sketch <i>(Presentation at Committee Discretion)</i>
Repair and Maintenance . . . . .	Proposal from contractor detailing methods and materials or description of work, if no contractor is to be employed. (If the project includes painting, see above.) <i>(Presentation at Committee Discretion)</i>
Paving (additions, removals, changes in material). . . . .	Proposal from Contractor plus site plan <i>(Presentation Required)</i>
Construction of Ancillary Structure . . . . . (e.g., fence, wall, deck, porch, shed gazebo)	Site plan and elevation, site photographs <i>(Presentation Required)</i>
Structural Addition . . . . . (Room or story)	Site plan and elevation, site photographs <i>(Presentation Required)</i>
Demolition (including alteration. . . . . of architectural detail or removal of doors, windows or other architectural features)	Plan and photographs of structure to be demolished <i>(Presentation Required)</i>
New Construction . . . . .	Plans and elevation <i>(Presentation Required)</i>