



MEMORANDUM

To: The Honorable President and Members of the Baltimore City Council
c/o Karen Randle, Executive Secretary

From: Paul T. Graziano, Commissioner

Date: September 29, 2008

Re: **City Council Bill 08-0181 Environmental and Civil Citations -
Building Code Notices - Service**

The Department of Housing and Community Development has reviewed City Council Bill 08-0181, which was introduced for the purpose of requiring that service by mail of environmental citations, civil citations, and building code notices be both by certified mail and by regular mail; conforming and clarifying certain language; and generally relating to the service of environmental citations, civil citations, and building code notices.

The Building, Fire and Related Codes of Baltimore City (2007), section 123.6.2 provides that the proper a building violation notice is properly served if:

1. Served personally on the owner, operator or agent of the property;
2. Hand delivered to (or posted on) the owner's home or business; or
3. Sent by registered or certified mail to the responsible party's home, business, or tax record address.

It is the established procedure of Housing Code Enforcement (HCE), including both housing inspectors and sanitation enforcement officers, to send each violation notice or citation by both certified and regular mail to the responsible party. Additionally, HCE officials post a copy of any notice on the violating property within 30 days of issue. If adopted, City Council Bill # 08-0181 would mirror and therefore codify our existing service procedures.

The Department of Housing and Community Development supports the adoption of City Council Bill 08-0181.

PTG:pmd

cc: Ms. Angela Gibson
Mr. Demaune Millard
Mr. Andrew Frank

