



TO: Eric Holcomb, Executive Director  
Commission on Historical and Architectural Preservation

FROM: Jennifer L. Coates, Committee Staff  
Committee Economic and Community Development

Date: November 22, 2022

RE: INSTRUCTIONS FOR NOTICE OF A PUBLIC HEARING – MAP AMENDMENTS  
(REZONINGS); PLANNED UNIT DEVELOPMENTS

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The Economic and Community Development Committee of the Baltimore City Council, has scheduled the following City Council Bill for a public hearing:

Bill: City Council Bill No. 22-0284

Date: Tuesday, January 24, 2023

Time: 2:00 p.m.

Place: City Hall, 100 N. Holliday Street, Baltimore, MD 21202 and online via WEBEX

Notice of the public hearing must be provided by and at the expense of the applicant in accordance with Article 6. Historical and Architectural Preservation § 3-6 – Council Action – Public Notice and Hearing. For helpful information about the notice requirements under Article 6 – Historical and Architectural Preservation see Attachment B. You are encouraged to access and review Article 6 using the web link below:

[https://legislative.reference.baltimorecity.gov/sites/default/files/Art%2006%20-%20HistPres\\_\(rev%2004-06-22\).pdf](https://legislative.reference.baltimorecity.gov/sites/default/files/Art%2006%20-%20HistPres_(rev%2004-06-22).pdf)

The required notice and deadlines are outlined on the following page.

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## **Sign Posting**

At least 30 days prior to the date of the hearing, the applicant must post the required sign(s) consisting of the language between the double lines on Attachment A.

## **Written Notice to Property Owners**

At least 30 days prior to the date of the hearing, the applicant must send by first-class mail written notice consisting of the language between the double lines on Attachment A to each person who appears on the tax records of the City as an owner of the property to be designated as part of an Historical and Architectural Preservation District.

## **Certifications**

At least four (4) days prior to the hearing, certifications of the written notice and sign posting must be submitted electronically to Natawna Austin at [NatawnaB.Austin@Baltimorecity.gov](mailto:NatawnaB.Austin@Baltimorecity.gov). If the required certifications are not received the public hearing will be cancelled without notice.

## **Deadlines**

The deadline dates for the require notices and certifications are as follows:

Sign Posting Deadline:	December 25, 2022
Written Notice Deadline:	December 25, 2022
Certification Deadline:	January 19, 2023

**Please note that ALL of these requirement MUST be met in order for your hearing to proceed as scheduled.**

If you have any questions regarding your notice requirements please contact:

Jennifer L. Coates, Committee Staff  
Baltimore City Council  
Economic and Community Development Committee  
410-396-1260  
[Jennifer.Coates@baltimorecity.gov](mailto:Jennifer.Coates@baltimorecity.gov).

**ATTACHMENT A**  
**Required Language for Public Notice**

Sign Posting Deadline: December 25, 2022  
Written Notice Deadline: December 25, 2022

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**BALTIMORE CITY COUNCIL**  
**PUBLIC HEARING ON BILL NO. 22-0284**

The Economic and Community Development Committee of the Baltimore City Council will meet on Tuesday, January 24, 2023 at 2:00 p.m. to conduct a public hearing on City Council Bill No. 22-0284. The Committee will conduct the hearing at City Hall, 100 N. Holliday Street, 4<sup>th</sup> Floor, Clarence “Du Burns” Chambers, Baltimore, Maryland 21202 and virtually through Webex. Information on how the public can participate in the hearing will be available at <https://baltimore.legistar.com/Calendar.aspx>.

**CC 22-0284 – Sarah Ann Street Historic District**

For the purpose of designating the area located within certain boundaries as the Sarah Ann Street Historic District.

By amending Article 6 - Historical and Architectural Preservation; Section 11-40; Baltimore City Revised Code (Edition 2000)

THE AREA LOCATED WITHIN THE FOLLOWING BOUNDARIES IS DECLARED TO BE THE SARAH ANN STREET HISTORIC DISTRICT. BEGINNING AT THE INTERSECTION OF NORTH CARROLLTON AVENUE AND SARAH ANN STREET; THENCE BINDING EASTERLY ON THE STREET CENTERLINE OF SARAH ANN STREET FOR 278 FEET TO THE CENTERLINE OF THE ALLEY EAST OF THE PROPERTY KNOWN AS 1102 SARAH ANN STREET; THENCE BINDING NORTHERLY ON SAID CENTERLINE OF ALLEY FOR 55 FEET TO THE INTERSECTION WITH THE CENTERLINE OF ALLEY TO THE REAR OF THE PROPERTY KNOWN AS 1102 SARAH ANN STREET; THENCE BINDING WESTERLY ON SAID CENTERLINE OF ALLEY FOR 157 FEET TO THE CENTERLINE OF THE ALLEY TO THE WEST OF THE PROPERTY KNOWN AS 1124 SARAH ANN STREET; THEN BINDING NORTHERLY ON SAID CENTERLINE OF ALLEY FOR 3 FEET TO THE XTENDED PROPERTY LINE BETWEEN PROPERTIES KNOWN AS 321 AND 323 NORTH CARROLLTON AVENUE; THEN BINDING WESTERLY ON SAID PROPERTY LINE FOR 117 FEET TO THE CENTERLINE OF NORTH CARROLLTON AVENUE; THEN BINDING SOUTHERLY ON NORTH CARROLLTON AVENUE TO POINT OF BEGINNING.

NOTE: This bill is subject to amendment by the Baltimore City Council.

Applicant: Eric Holcomb, Executive Director, Baltimore City Commission for Historical and Architectural Preservation; 417 E. Fayette Street, 8<sup>th</sup> Floor; Baltimore, MD 21202

For more information, contact Committee Staff at (410) 396-1260.

SHARON GREEN MIDDLETON  
Chair

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SEND CERTIFICATION TO:

Natawna B. Austin  
[NatawnaB.Austin@Baltimorecity.gov](mailto:NatawnaB.Austin@Baltimorecity.gov)

SEND BILL TO:

Commission for Historical and Architectural  
Preservation  
c/o Eric Holcomb, Executive Director  
417 E. Fayette Street, 8<sup>th</sup>  
Baltimore, MD 21202  
443-984-2728

**ARTICLE 6  
HISTORICAL AND ARCHITECTURAL PRESERVATION  
SUBTITLE 3 DESIGNATION OF DISTRICTS**

**§ 3-6. Council action – Public notice and hearing.**

(a) Hearing required. The City Council may not place the bill on its second reading calendar until the Council committee to which the bill is assigned has conducted a public hearing at which parties in interest and the general public are afforded an opportunity to be heard on the bill.

(b) Notice required. Notice of the hearing must be given as follows:

(1) by posting in conspicuous places, as the Department of Planning designates, within and around the following, as the case may be:

- (i) the perimeter of the proposed new District; or
- (ii) the perimeter of any area proposed to be added to or removed from an existing district; and

(2) by first-class mail to each person who appears on the tax records of the City as an owner of property within the following, as the case may be:

- (i) the perimeter of the proposed new District; or
- (ii) the perimeter of any area proposed to be added to or removed from an existing District.

(c) Contents of notice. The notice must include:

- (1) the identifying number of the bill to be heard;
- (2) the name and address of the person requesting the bill;
- (3) the date, time, place, and purpose of the public hearing; and
- (4) a drawing or description of the boundaries of the area affected by the proposed bill.

(d) Timing of notice. The notice must be posted and mailed at least 30 days before the public hearing.

(e) Number and manner of posted notices. The number of posted notices and the manner of their posting are as follows:

- (1) at least 2 or more signs are required, as the Department of Planning designates;
- (2) for a notice applicable only to an individual property, at least 1 sign must be visible from each of the property's street frontages;
- (3) each sign must be posted at a prominent location, near the sidewalk or public right-of-way, so that it is visible to passing pedestrians and motorists;

(4) a window-mounted sign must be mounted inside the window glass and placed so that it is clearly visible to passing pedestrians and motorists; and

(5) each sign must be at least 3 feet by 4 feet in size.

(f) Responsibility for notice. The notices required by this section are the responsibility of the following:

(1) for a bill requested by the Commission for Historical and Architectural Preservation, the notices must be given by and at the expense of the Mayor and City Council of Baltimore;

(2) for a bill requested by or on behalf of a property owner to include that property in or remove that property from an existing District, the notices must be given by and at the expense of the requester; and

(3) in all other cases, the notices must be given by and at the expense of the City Council.

*(City Code, 1976/83, art. 1, §40(j)(3); 2000, art. 6, §3-1(c).) (Ord. 64-229; Ord. 67-939; Ord. 76-022; Ord. 99-547; Ord. 15-408.)*