



TO: Melinda Toussaint

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

Date: October 26, 2022

RE: INSTRUCTIONS FOR NOTICE OF A PUBLIC HEARING – CONDITIONAL USE AND VARIANCES

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The Committee on Economic and Community Development of the Baltimore City Council will hold the following public hearing:

**Bill:** City Council Bill No. 22-0276

**Date:** Tuesday, December 13, 2022

**Time:** 2:15 p.m.

**Place:** City Hall, Clarence “Du” Burns Chambers, 100 N. Holliday Street, 4<sup>th</sup> Floor

Notice of the public hearing must be provided by and at the expense of the applicant in accordance with Article 32. Zoning § 5-602 – Major variances: Conditional uses. For helpful information about the public notice requirements under Article 32 - Zoning (*pages 129 – 130*) see *Attachment B*. You can access and review Article 32 using the web link below:

<http://ca.baltimorecity.gov/codes/Art%2032%20-%20Zoning.pdf>

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

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## **Sign Posting**

The applicant must post the required sign(s) at least 21 days before the public hearing. The language for the sign(s) appears between the double lines on Attachment A. Instructions for posting the sign(s) can be found in Article 32. Zoning § 5-602 – Major variances: Conditional uses.

## **Certification of Posting**

At least four (4) days prior to the hearing, the applicant must submit a certification of sign posting electronically to Natawna Austin at [NatawnaB.Austin@Baltimorecity.gov](mailto:NatawnaB.Austin@Baltimorecity.gov).

If the required certification is not received as specified above, the public hearing will be cancelled without notice to the applicant.

## **The deadline dates are as follows:**

<i>Sign Posting Deadline:</i>	<i>November 22, 2022</i>
<i>Certificate of Posting Deadline:</i>	<i>December 8, 2022</i>

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 obligations, please contact:

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

THE APPLICANT MUST POST THE REQUIRED SIGN(S) CONTAINING THE INFORMATION BETWEEN THE DOUBLE LINES **BY NOVEMBER 22, 2022.**

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**BALTIMORE CITY COUNCIL  
PUBLIC HEARING ON BILL NO. 22-0276**

The Committee on Economic and Community Development of the Baltimore City Council will meet on Tuesday, December 13, 2022 at 2:15 p.m. to conduct a public hearing on City Council Bill No. 22-0276. The Committee will conduct the hearing online via WEBEX and at City Hall, Clarence “Du” Burns Chambers, 100 N. Holliday Street, 4<sup>th</sup> Floor, Baltimore Maryland 21202. Information on how the public can participate in the hearing virtually, via WEBEX, will be available at <https://baltimore.legistar.com/Calendar.aspx>.

**CC 22-0276 - Zoning - Zoning - Conditional Use Conversion of a Single-Family Dwelling Unit to 2 Dwelling Units in the R-8 Zoning District - Variances - 2722 Auchentoroly Terrace**

For the purpose of permitting, subject to certain conditions, the conversion of a single-family dwelling unit to 2 dwelling units in the R-8 Zoning District on the property known as 2722 Auchentoroly Terrace (Block 3229, Lot 30), as outlined in red on the accompanying plat; and granting variances from certain bulk regulations (lot area size) and required off-street parking requirements.

By authority of Article – Zoning, Sections 5-201(a), 5-305(a), 5-308, 9-401 (Table 9-401), 9-701(2), 9-703(f), 16-203, and 16-602 (Table 16-406); Baltimore City Revised Code (Edition 2000)

Applicant: Melinda Toussaint

For more information, contact committee staff at (410) 396-1260.

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

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:

Melinda Toussaint  
2700 E Strathmore Avenue  
Baltimore, MD 21214  
202-702-2647

**ZONING  
SUBTITLE 6 – NOTICES**

**ARTICLE 32, § 5-602**

<http://ca.baltimorecity.gov/codes/Art%2032%20-%20Zoning.pdf>

§ 5-602. Major variances; Conditional uses.

(a) Hearing required.

For major variances and conditional uses, the Board of Municipal and Zoning Appeals or the City Council, as the case may be, must conduct a hearing at which:

- (1) the parties in interest and the general public will have an opportunity to be heard; and
- (2) all agency reports will be read.

(b) Notice of hearing required.

Notice of the hearing must be given by posting in a conspicuous place on the subject property.

(c) Contents of notice.

The notice must include:

- (1) the date, time, place, and purpose of the public hearing;
- (2) the address of the subject property or a drawing or description of the boundaries of the area affected by the proposed variance or conditional use;
- (3) the name of the applicant; and
- (4) how additional information on the matter can be obtained.

(d) Number and manner of posted notices.

(1) The number and manner of posting is as follows:

- (i) for an individual property, at least 1 sign must be visible from each of the property's street frontages;

- (ii) 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;
  - (iii) 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
  - (iv) each sign must be at least 3 feet by 4 feet in size.
- (2) Nothing in this subtitle prevents the voluntary posting of more notices than required by this subtitle.

(e) Timing of notice.

The posted notice must be:

- (1) posted at least 21 days before the public hearing; and
- (2) removed within 48 hours after conclusion of the public hearing.

(Ord. 16-581; Ord. 17-015.)