



TO: Eric Holcomb, Operations Officer  
Commission on Historical and Architectural Preservation

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

Date: February 27, 2023

RE: INSTRUCTIONS FOR NOTICE OF A PUBLIC HEARING – DESIGNATION LANDMARKS

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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. 22-0263

Date: Tuesday, March 21, 2023

Time: 2:05 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, Subtitle 4 Designation of Landmarks, Section § 4-6 – 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 by using the web link below:

[https://legislativereference.baltimorecity.gov/sites/default/files/Art%2006%20-%20HistPres\\_\(rev%2004-06-22\).pdf](https://legislativereference.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 15 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 15 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:	March 6, 2023
Written Notice Deadline:	March 6, 2023
Certification Deadline:	March 16, 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: March 6, 2023  
Written Notice Deadline: March 6, 2023

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**BALTIMORE CITY COUNCIL**  
**PUBLIC HEARING ON BILL NO. 22-0263**

The Economic and Community Development Committee of the Baltimore City Council will meet on Tuesday, March 21, 2023 at 2:05 p.m. to conduct a public hearing on City Council Bill No. 22-0263. 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 22-0263 – Landmark List: Exteriors - Harlem Theater**

For the purpose of designating the Harlem Theater, 616 North Gilmore Street (Block 0110, Lot 008), as an historical landmark: exterior.

Article 6 - Historical and Architectural Preservation  
Sections 18A-4  
Baltimore City Code (Edition 2000)

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

Applicant: The Honorable John Bullock; 100 N. Holliday Street, 5th 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:**

Larry E. Greene  
100 N. Holliday Street, Room 415  
Baltimore, MD 21202  
410-396-7215

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

§ 4-6. 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 a conspicuous place on the subject property; and

(2) by first-class mail to each person who appears on the tax records of the City as an owner of the subject property.

(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) the address of the subject property.

(d) Timing of notice. **The notice must be posted and mailed at least 15 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 1 sign must be visible from each of the property's street frontages;

(2) 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;

(3) 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

(4) 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 an owner of the subject property, 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(l)(2); 2000, Art. 6, §3-2(c).) (Ord. 67-939; Ord. 76-022; Ord. 99-547; Ord. 07-550; Ord. 15-408.)*