



TO: Councilman Conway

FROM: Niya Garrett, Committee Staff

Date: October 22, 2024

RE: INSTRUCTIONS FOR NOTICE OF A PUBLIC HEARING – ZONING CODE AMENDMENT

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The Ways and Means Committee of the Baltimore City Council has scheduled the following public hearing:

Bill: City Council Bill No. 24-0599

Date: Tuesday, November 19, 2024

Time: 10:00 A.M.

Place: Clarence "Du" Burns Chamber, City Hall, 100 N. Holliday Street, 4th Floor and online via Webex

Notice of the public hearing must be provided by and at the expense of the applicant in accordance with Article 32. Zoning § 5-601 – Map or Text Amendments; PUDs. For helpful information about the notice requirements under Article 32 - Zoning see Attachment B. You are encouraged to access and review Article 32 using the web link below:

<https://legislativereference.baltimorecity.gov/city-codes>

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

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## **Newspaper Advertisement**

At least 15 days before the hearing, the applicant must publish notice consisting of the language between the double lines on Attachment A in one (1) newspaper of general circulation. You may choose any of the following newspapers for advertising purposes: The Daily Record, The Baltimore Sun, or the Afro-American.

## **Certifications**

At least four (4) days before the hearing, certifications of the written notice, newspaper advertisement, 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 to the applicant.

## **Deadlines**

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

Newspaper Ad Deadline:	November 4, 2024
Certification Deadline:	November 15, 2024

**Please note that ALL the requirements MUST be met for your hearing to proceed as scheduled.**

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

Niya Garrett, Committee Staff  
Baltimore City Council  
Ways and Means Committee  
(410) 396-1268  
[Niya.Garrett@baltimorecity.gov](mailto:Niya.Garrett@baltimorecity.gov)

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

Newspaper Ad Deadline: November 4, 2024  
Certification Deadline: November 15, 2024

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**BALTIMORE CITY COUNCIL**  
**PUBLIC HEARING ON BILL NO. 24-0599**

The Ways and Means Committee of the Baltimore City Council will conduct a public hearing on City Council Bill No. 24-0599 on November 19, 2024, at 10:00 A.M. in the Clarence “Du” Burns Chamber, City Hall, 100 N. Holliday Street, 4th Floor, Baltimore, MD 21202. Information on how the public can participate in the hearing virtually, via Webex, will be available at <https://baltimore.legistar.com/Calendar.aspx>.

**Zoning - Conditional Use – Crematorium**

For the purpose of creating a stand-alone use in the Zoning Code for crematoriums; amending certain related definitions; revising certain zoning tables to include the use “crematorium”; making conforming changes; providing for a special effective date; and generally related to creating the stand-alone use “crematorium” in the Zoning Code.

Applicant: Councilman Conway

For more information, contact Committee Staff at (410) 396-1268.

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

Eric T. Costello  
Chair

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SEND CERTIFICATION TO:

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

SEND BILL TO:

Councilman Conway  
100 Holliday St.  
Baltimore, MD 21202  
(410) 396-4830  
[mark.conway@baltimorecity.gov](mailto:mark.conway@baltimorecity.gov)

**Article 32. ZONING  
SUBTITLE 6 – NOTICES**

**§ 5-601. Map or text amendments; PUDs.**

(a) Hearing required.

For a bill proposing a zoning map amendment, a zoning text amendment, or the creation or modification of a planned unit development, the City Council committee to which the bill has been referred 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 reviewed.

(b) Notice of hearing required.

Notice of the hearing must be given by each of the following methods, as applicable:

- (1) by publication in a newspaper of general circulation in the City;
- (2) for the creation or modification of a planned unit development and for a zoning map amendment, other than a comprehensive rezoning:
  - (i) by posting in a conspicuous place on the subject property; and
  - (ii) by first-class mailing of a written notice, on forms provided by the Zoning Administrator, to each person who appears on the tax records of the City as an owner of the property to be rezoned; and
- (3) for a comprehensive rezoning:
  - (i) by posting in conspicuous places within and around the perimeter of the subject area or district, as the Department of Planning designates; and
  - (ii) by first-class mailing of a written notice, on forms provided by the Zoning Administrator, to each person who appears on the tax records of the City as an owner of property within the subject area or district.

(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 rezoning; and
- (3) the name of the applicant.

(d) Number and manner of posted notices.

- (1) For a zoning map amendment or the creation or modification of a planned unit development, 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) for a comprehensive rezoning, a change in the boundaries of a zoning district, or the creation or modification of a planned unit development, at least 2 or more signs are required, as the Department of Planning designates;
  - (iii) 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;
  - (iv) 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
  - (v) 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 notices – In general.

The notice must be published, mailed, and, except as provided in subsection (f) of this section, posted:

- (1) at least 15 days before the public hearing; or
- (2) for a comprehensive rezoning, at least 30 days before the public hearing.

(f) Timing of notices – Posting for map amendment or PUDs.

For a zoning map amendment or the creation or modification of a planned unit development, the posted notice must be:

- (1) posted at least 30 days before the public hearing; and
- (2) removed within 48 hours after conclusion of the public hearing.