

Historic Preservation Cheat Sheet

CHAP Commission

- 13 members appointed by the Mayor
- Members serve four year terms, and can serve two full terms
- All hearings are public meetings, and anyone can appear and speak before a decision is reached.
 - The Commission can hold executive sessions that are private, but no ordinance, resolution, or regulation can be passed there.
- Conduct at meetings: “Members shall conduct themselves at Commission meetings in a fair, understanding manner. They shall seek to be considerate of all individuals, attitudes, and differences of opinion involved in official Commission Business.”

Landmark Procedures

1. Procedures can begin in two ways. (1) Property owner or member of the public writes a letter to the mayor, CHAP, City Council representative requesting a hearing on landmarking a building, or (2) The request comes internally from CHAP.
2. CHAP staff researches the building and its history, then composes a report and recommendation on landmarking.
3. A hearing is scheduled. Notification is sent to the property owner via certified mail at least ten days prior to the hearing, posted to the Baltimore City website at least ten days before the hearing, and letters are sent to “interested parties” such as City Council, community organizations, Baltimore AIA, or Baltimore City historic preservation organizations.
4. At the hearing, the staff recommendation is read, the public can comment, and the CHAP Commission votes on landmarking.
 - a. Any person who feels aggrieved by a decision by CHAP can seek judicial review by petitioning the Circuit Court of Baltimore City within 30 days of the decision, who will make a decision. Appeals to the Circuit Court go to the Court of Special Appeals.
5. If landmarking is approved by CHAP, it moves to Planning Commission, where they review the recommendation and vote.
6. If landmarking is approved by Planning Commission, an ordinance is written and introduced to City Council, where it is passed to the Urban Affairs subcommittee.
7. A public hearing is held. The Urban Affairs subcommittee reports back to City Council on the designation of the landmark. If it’s favorable, it’s signed by the President of City Council and the Mayor.
8. After landmark designation is complete, all external changes must be approved by CHAP.