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**RE: Cannabis Ordinance Review**

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**From** Paul Skaff <pskaff@perrysburglaw.com>

**Date** Wed 7/23/2025 2:22 PM

**To** NBAdmin <NBAdmin@northbaltimore.net>

**Cc** David Richmond <dritchmond@northbaltimore.net>

So, the procedure is as follows:

1. The PC must schedule a meeting. Because the PC does not meet on a regular basis, the meeting should be preceded by published notice of the location, date and time of the meeting once per week for two consecutive weeks, with the second notice greater than 30 days in advance of the meeting.
2. The PC will meet at the scheduled time to discuss the proposal and, ultimately, vote to make recommendations to Council – to approve or reject the proposal.
3. The Council then schedules a public hearing on the PC recommendation, again with advance notice of the hearing location, date and time, including a brief statement of the topic of the meeting, published once per week for two consecutive weeks, with the second notice greater than 30 days in advance of the hearing.
4. If the zoning change proposal will affect ten or fewer parcels of land, the village must also send by ordinary, first class mail notice to those affected property owners (sent to the tax mailing address on the county auditor's website) not less than 20 days in advance of the scheduled hearing.
5. The council will hold its public hearing at the scheduled time to discuss the topic and hear from visitors.
6. The council must then, at its next regularly scheduled meeting, vote on the PC recommendation – to adopt, reject, or modify the recommendation. (note, often what councils will do is schedule the public hearing immediately before a regularly scheduled council meeting, then act at the council meeting). The council may waive the second and third readings, or may read the ordinance three times.

Note, an ordinance changing the zoning code must contain the entire ordinance or section to be amended and the ordinance or section so amended must be repealed, and the new provision adopted.

I hope this is helpful.

LEATHERMAN & WITZLER

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**From:** NBAdmin <NBAdmin@northbaltimore.net>

**Sent:** Wednesday, July 23, 2025 12:23 PM

**To:** Paul Skaff <pskaff@perrysburglaw.com>