



City of Charleston
South Carolina

John Tecklenberg
Mayor

Daniel Riccio
Director

Department of Livability and Tourism

TOURISM COMMISSION

A meeting of the Tourism Commission will be held Wednesday, **August 24, 2022, at 5:00 p.m.**, at 75 Calhoun in the third floor HR Training Room.

The public is encouraged to attend the meeting in person to speak in order for comments to be fully heard. Written comments must be submitted by 12 p.m. on Tuesday, August 23rd, 2022 (day before the meeting) at <http://innovate.charleston-sc.gov/comments/> or delivered to 75 Calhoun Street, Suite 3400, Charleston, SC 29401. Written comments will be provided to the board members 24 hours in advance of the meeting and will be acknowledged into the record and summarized.

1. Call to order
2. Approval of minutes
3. Public Input
4. Subcommittee Report
 - a. Quality of Life
 - b. Routes, Parking, and Tourism Rules
5. Update from Department of Livability and Tourism
6. Introduction of Tourism Staff
7. Items for Discussion (Action may or may not be taken on any of the below items):
 - a. Review of Application for Certificate of Appropriateness for a certified bus
 - b. Review of Proposed Ordinance amendment regarding removing references to the Manager of Arts and History
 - c. Review of Commission policy regarding public posting of Commission work product and other agenda documents.
8. Old Business
9. New Business
10. Adjournment- The next Tourism Commission meeting will be held on October 26th.

AN ORDINANCE

TO AMEND CHAPTER 29 OF THE CODE OF THE CITY OF CHARLESTON BY REMOVING REFERENCES TO THE MANAGER OF ARTS AND HISTORY/TOURISM COMMISSIONS AND REFERENCES TO TOURISM DIRECTOR AND REPLACING THEM WITH DIRECTOR OF LIVABILITY AND TOURISM.

BE IT ORDAINED BY THE MAYOR AND COUNCILMEMBERS OF CHARLESTON, IN CITY COUNCIL ASSEMBLED:

Section 1. Chapter 29 of the Code of the City of Charleston is hereby amended by deleting text shown below with a ~~strikethrough~~ and adding in its place and stead text with a double-underline:

Section 2. Article I, Sec. 29-2 Definitions

Charter route shall mean an approved route of travel for certain touring vehicles on file in the office of the ~~director of tourism~~ the department of livability and tourism.

~~Manager of arts and history/tourism commissions shall mean the city employee with the title of manager of arts and history/tourism commissions or his or her designee who shall be under the management, direction and control of the clerk of council and who shall be responsible for certain duties and responsibilities, inter alia, related to tour guide testing and the tourism commission.~~

Perimeter route shall mean an approved route of travel for certain touring vehicles on file in the office of the ~~director of tourism~~ department of livability and tourism.

Section 3. Article II, Division 1. GENERALLY, Sec. 29-16. Appeals generally.

Any citizen aggrieved by a decision or interpretation of the ~~tourism~~ director of livability and tourism or his/her designee in enforcing this chapter may appeal such decision to the commission within fifteen (15) days after the ~~tourism~~ director of livability and tourism or his/her designee issues a written decision. Such appeal shall be taken by filing with the ~~tourism~~ director of

livability and tourism or his/her designee and with the commission a written notice of appeal stating the grounds thereof. The ~~tourism~~ director of livability and tourism or his/her designee shall immediately transmit to the commission all papers and matters constituting the record upon which the action appealed from was taken.

Section 4. Chapter 29, Article II is hereby amended by deleting Division 3 in its entirety.

~~Division 3. Tourism~~

~~**Sec. 29-45. Established; manager of arts & history/tourism commissions; duties of manager of arts & history/tourism commissions.**~~

~~There is established a manager of arts and history/tourism commissions under the direction of the clerk of council who shall have the following duties:~~

- ~~(a) Act as staff to the tourism commission and the process for reviewing proposed changes to the South Carolina State Ports Authority's Passenger Cruise Management Plan as set forth in sections 29-283 through 29-286 of the Code of the City of Charleston.~~
- ~~(b) Prepare and disseminate tourism commission agendas, including the posting of said agendas to the city's website.~~
- ~~(c) Prepare and review minutes of meetings of the tourism commission.~~
- ~~(d) Coordinate requests from the public to the tourism commission.~~

~~**Sec. 29-46. Tourism duties and responsibilities of the department of livability and tourism.**~~

~~The Department of livability and tourism shall:~~

- ~~(a) Oversee the enforcement of the provisions of this section.~~
- ~~(b) Advise city council, the mayor and the commission on matters that affect tourism management in the City.~~
- ~~(c) Coordinate the activities of the tourism commission with related commercial activities, neighborhood organizations and appropriate civic groups.~~
- ~~(d) Make an annual report to city council, the mayor and the tourism commission on the activities of his office and the tourism commission and the state of tourism in the city.~~

Section 5. Article IV, Division 3, Sec. 29-110

- (b) The peninsula city shall be divided into zones of operation as may be recommended from time to time by the commission and approved by city council. A map outlining such zones shall be maintained in the office of the ~~director of tourism~~ department of livability and tourism.
- (c) Every touring entity having regularly scheduled small bus tours shall submit to the director of livability and tourism or his/her designee the schedule of times it offers small bus tours. The ~~tourism~~ director of livability and tourism or his/her designee shall assign to touring entities with regularly scheduled small bus tours a route, per regularly scheduled tour, that must be followed and adhered to by the touring entity on a given tour, and shall continue to do so on an annual basis thereafter upon the issuance or renewal of a certificate of appropriateness. Routes assigned by the ~~tourism~~ director of livability and tourism or his/her designee shall be distributed equally among the touring entities submitting schedules to the tourism director.
- (e) Those touring entities having small buses, but which do not conduct regularly scheduled tours, must notify the ~~tourism~~ director of livability and tourism or his/her designee, at least twenty-four (24) hours in advance of a tour, of its intention to conduct a tour, and shall then be assigned a route which must be followed on such tour.

Section 6. Article IV, Division 3, Sec. 29-114.

- (a) There shall not be operated on the streets of the city, pursuant to section 29-81, more than thirty-six (36) small buses at any one time. Should the number of persons desiring to operate small buses exceed thirty-six (36), then the director of ~~tourism~~ livability and tourism or his/her designee with the advice of the tourism commission shall devise a lottery or similar system to ensure that all operators have an equal opportunity to operate for reasonable periods of time.

Section 7. Article IV, Division 3, Sec. 29-115.

- (c) In the event there is a desire by persons or entities to operate more than one (1) bus in the City of Charleston as described in subsection (a), the right to operate shall be made available to persons or entities whose buses met subsection (a) by the director of livability

and tourism or his/her designee (~~or the director's designee~~) conducting a drawing on a six-month basis to determine which bus shall operate in the next succeeding six (6) months.

Section 8. Article IV, Division 5, Sec. 29-142

No large buses may conduct a tour in the districts without a touring permit duly authorized by the director of the department of livability and tourism. A separate permit shall be required for each trip into the districts. At all times during the tour, the permit shall be displayed in the front window of the vehicle. The number of permits in use at any one time may be limited by the director of the department of livability and tourism in coordination with the director of traffic and transportation for the purpose of traffic management. Advance requests for permits may be granted by the ~~tourism~~ director of livability and tourism or his/her designee.

Section 9. Article IV, Division 7, Sec. 29-186.

(a) (3) Color photographs not less than eight (8) inches by ten (10) inches of all four (4) sides of the vehicle or, in the discretion of the director of livability and tourism or his/her designee ~~manager of arts and history/tourism commissions~~, sketches of a similar make and model, and samples of the color proposed for use on the vehicle;

(4) Adequate proof of liability insurance with PIP coverage in an amount as from time to time determined by the commission;

(5) If the vehicle is a used vehicle, the director of livability and tourism or his/her designee ~~manager of arts and history/tourism commissions~~ in his ~~their~~ discretion may require ~~his~~ visual inspection or that of the commission;

(b) Upon receipt of the information as set forth in subsection (a)(1) through (7) director of livability and tourism or his/her designee ~~the manager of arts and history/tourism commissions~~ shall submit the application to such subcommittees as may be designated by the commission for the subcommittee's recommendation as to whether the application should be approved. In acting upon and evaluating any application, the designated subcommittee shall utilize the criteria as set forth in section 29-187 of this chapter.

Section 10. Article IV, Division 7, Sec. 29-189

- (b) If, in the opinion of ~~the manager of arts and history/tourism commissions,~~ in consultation with the director of the department of livability and tourism or his/her designee, a certificate of appropriateness or tour guide license should be suspended or revoked, she shall give written notice to the holder thereof, by certified mail, of the right to appear before the commission and show cause why the certificate of appropriateness or the tour guide license should not be suspended or revoked.

Section 11. Article V, Division 1, Sec. 29.202

- (c) *Administration and appeals.* This section shall be administered by the director of livability and tourism or his/her designee. All appeals from an interpretation or determination by the director of livability and tourism or his/her designee shall be made to the tourism commission, within fifteen (15) days of notice of such interpretation or determination. All appeals from an adverse decision by the tourism commission shall be made to the Court of Common Pleas within thirty (30) days of such decision.

Section 12. Article V, Division 1, Sec. 29-212

- (j) *Recordkeeping.*
- (1) Feeding, shoeing, medication, and treatment logs, bi-annual inspection records, certificate of serviceability, quarterly de-worming records, rectal temperature logs, work schedules, disposal documentation, and such other records as requested by the ~~tourism~~ director of livability and tourism or his/her designee and police department shall be maintained for a three year period by each carriage company operator for every animal used in the touring stock.
- (k) *Inspections.* In addition to the annual inspection provided for herein, animals, facilities and records shall be subject to random or unannounced inspections at the discretion of the ~~tourism~~ director of livability and tourism or his/her designee, police department, and/or the city designated veterinarian. The inspector is permitted to take notes, pictures and video if they deem appropriate. These inspections shall be brief in order to not interfere with the

work flow of the business. The inspector should be allowed to enter the premises no longer than fifteen (15) minutes after arrival at the facility during business hours.

Section 13. Article V, Division 2, Sec. 29-222

- (b) If, in the opinion of the director of livability and tourism or his/her designee ~~manager of arts and history/tourism commissions~~, a certificate of appropriateness should be suspended or revoked, he shall give written notice to the holder thereof, by certified mail of the right to appear before the commission and show cause why the certificate should not be suspended or revoked.

Section 14. Article VI, Sec. 29-237.

The ~~tourism~~ director of livability and tourism or his/her designee, with the consent of the director of traffic and transportation, may temporarily alter the routes of travel and parking limitations of this chapter as well as the trip limitation provisions of sections 29-126, 29-146, 29-160.

Section 15. Article VI, Sec. 29-240

- (a) The driver of a vehicle, or licensed tour guide, governed by the tourism ordinances, involved in any accident/occurrence resulting in injury to or death of any person/animal and/or property damage shall within twenty-four (24) hours of such accident/occurrence make written report thereof to the director of livability and tourism or his/her designee. Further, all carriage operators must maintain current liability insurance information on their carriages at all times. The information must include the name of the insurance carrier, the policy number, and the contact telephone number of the insurance carrier.

Section 16. This Ordinance shall become effective upon ratification.

Ratified in City Council this ____ day of
_____ in the Year of Our Lord, 2022,
and in the ____th Year of the Independence of
the United States of America

John Tecklenburg, Mayor

ATTEST:

Clerk of Council

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