



STAFF REPORT ON PROPOSED LEGISLATION

To: Mayor Gavin Buckley

From: Victoria Buckland, Acting City Manager

Date: May 22, 2025

Subject: O-19-25: Regulation of Tours in Historic Annapolis

Purpose of legislation

The purpose of this legislation is to regulate walking tours operated by tour companies in the Annapolis Historic District; require a City business license, and insurance coverage; ensure the protection of historic buildings and spaces; require free-flow of pedestrian and vehicular traffic; and generally related to business licenses of tour operators in the City.

Impact of legislation on operations

Implementing this legislation will require the Department of Planning and Zoning to build a new license within the City's permitting system, to develop an outreach strategy to businesses that may need to obtain this new license, and to craft an enforcement strategy for potential violators. Some aspects of this ordinance may be difficult to enforce such as the prohibition in 7.50.040.A against touching historic properties. The Department of Planning and Zoning will likely need the help and support of the City's Risk Manager to assess the adequacy of insurance as stipulated in 7.50.020.B.1. The ordinance's stipulation that regulations must be completed and promulgated within 90 days of passage may be ambitious given the City Code requirements contained in 2.04.090.

The City is assuming that after the initial outreach period, enforcement of this ordinance will be complaint-driven.

Prepared by Victoria Buckland, Acting City Manager