



STAFFING IMPACT 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 staffing

Implementing this legislation will require staffing support for the Department of Planning and Zoning to help draft the appropriate regulations, see them through the promulgation process outlined in 2.04.090, and buildout of appropriate applications and enforcement documentation in the City's permitting system. Once implemented, the staffing impact will depend on the volume of licenses sought and the number of enforcement actions the Department must undertake. The City is not anticipating a large number of licenses, but enforcement volume may be greater.

Prepared by Victoria Buckland, Acting City Manager