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## COLUMBIA ADMINISTRATIVE POLICY COMMITTEE MEETING AGENDA TUESDAY, SEPTEMBER 26, 2023

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The Columbia Administrative Policy Committee will conduct a meeting on Tuesday, September 26, 2023 at 2:00 p.m. at City Hall (Mayor's Conference Room), 1737 Main Street, 2nd Floor, Columbia, SC 29201. Members of the public may view the meeting online at [www.columbiasc.gov](http://www.columbiasc.gov). Please contact the City Clerk's Office at (803)545-3045 or [cityclerk@columbiasc.gov](mailto:cityclerk@columbiasc.gov) if you have questions regarding the meeting.

The Honorable Edward H. McDowell, Jr., Chair  
The Honorable Aditi Bussells, At-Large ■ The Honorable Peter M. Brown, District IV

*Prior to entering the meeting please turn all electronic communication devices to the silent, vibrate or off position. All presenters are asked to speak directly into the microphone for recording purposes.*

### **CALL TO ORDER**

### **COMMITTEE DISCUSSION**

1. Tenant's Bill of Rights and Responsibilities - The Honorable Edward H. McDowell, Jr.
2. Honorary Renaming of Streets, Facilities and Sites - The Honorable Edward H. McDowell, Jr.
  - *Moratorium on Renamings*
  - *Exterior signage opportunities for the Leroy Moss Multipurpose Center at Hyatt Park*
  - *Naming the Earlewood Community Center after Virginia Lee Bedford*
  - *Sara Nance Cultural Resource Center*

### **ADJOURNMENT**



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**MEETING DATE:** September 26, 2023  
**DEPARTMENT:** City Clerk  
**FROM:** *Erika Hammond, City Clerk*  
**SUBJECT:** Tenant’s Bill of Rights and Responsibilities - The Honorable Edward H. McDowell, Jr.  
**FUNDING SOURCE & ORIGINAL BUDGET:**

**ATTACHMENTS:**

- Ordinance Landlord Tenant Notice (DOCX)

**HISTORY:**

08/22/23  
Next: 09/26/23

Administrative Policy Committee

MEETING CANCELLED

**ORDINANCE NO.: 2023-XXX**

*Amending the 1998 Code of Ordinances of the City of Columbia, South Carolina, Chapter 5, Buildings and Buildings Regulations, Article VIII, Rental Housing Regulations to add Section 5-344 Tenant's Bill of Rights and Responsibilities*

**WHEREAS**, City Council finds that there is a growing demand for affordable rental units; and

**WHEREAS**, the availability of safe and affordable rental housing is an essential component of a vital community; and

**WHEREAS**, City Council finds that protecting residential tenants from unfair and illegal rental practices is important to this vital community; and

**WHEREAS**, City Council wishes to adopt a Tenant's Bill of Rights and Responsibilities in order to increase awareness and provide guidance to tenants regarding the availability of community resources, therefore

**BE IT ORDAINED** by the Mayor and City Council of the City of Columbia, South Carolina this \_\_\_ day of \_\_\_\_\_, 2023, that the 1998 Code of Ordinances of the City of Columbia, South Carolina, Chapter 5 is hereby amended by adding Section 5-344 to Article VIII to read as follows:

**Sec. 5-344. Tenant's Bill of Rights and Responsibilities; Notice.**

**(a) No Person or Landlord shall allow a Tenant to apply to rent, or in instances where no application is required, to occupy, a Dwelling Unit under said Person's or Landlord's control or authority without first providing the Tenant with a copy of the Notice of Rights and Responsibilities as provided for herein.**

**(b) For existing Tenants already occupying a Dwelling Unit as of the date of enactment of this Section, the Notice of Rights and Responsibilities shall be provided prior to the commencement of a new rental term. For Tenants with rental terms of 30 days or less, the Notice of Rights and Responsibilities shall be provided prior to initial commencement of the rental term and thereafter no less than once per year. Notices are not required for short term rentals with non-recurring rental terms of 30 days or less, as may be defined in this Code.**

**(c) City Council shall prescribe the contents of the Notice of Rights and Responsibilities by resolution, but it shall generally include information on Tenants' rights under state and local law and contact information for organizations available to provide assistance to Tenants.**

**(d) There shall be a rebuttable presumption that a Person or Landlord has complied with this Section if the Person or Landlord can provide a written, dated and signed affirmation from the Tenant stating that the Tenant has received the Notice of Rights and Responsibilities. The signed affirmation shall be retained for at least one year after the Tenant vacates the Dwelling Unit.**

**(e) For Persons or Landlords owning or managing more than 25 dwelling units, the Notice required by this Section shall be posted in a conspicuous location within each dwelling unit in addition to the copy provided in person.**

**Sec. 5-345. Jurisdiction, enforcement and penalties.**

**(a) An infraction of this Section is hereby declared to be a public nuisance.**

**(b) A Person or Landlord who fails to comply with the provisions of this Section shall be guilty of an infraction.**

**(c) For a Person or Landlord's first violation of this Section, the City of Columbia's Code Enforcement division shall have the discretion to provide a reasonable time period, not to exceed 30 days, within which the Person or Landlord must correct the infraction.**

**(d) No penalties shall be assessed for conduct violating this Section occurring prior to [insert effective date].**

**(e) Each infraction shall be punishable by a civil penalty of \$100.00. The City shall serve a uniform ordinance summons upon the infractor.**

- (1) The City, in addition to or in lieu of assessing or collecting a civil penalty, may institute a civil action in the circuit court in the county in which the infraction occurred seeking (i) a mandatory injunction requiring compliance with this division, (ii) a declaration that the infraction is a public nuisance and an order requiring abatement of the public nuisance, or (iii) for any other remedy permitted by law.**
- (2) Three or more infractions occurring within a six-month period subject to this Section shall be deemed to be a nuisance related to the business.**

**(f) This Section does not create any private causes of action and may only be enforced as provided herein.**

**(g) Appeals. The filing of an appeal shall not act as a stay of the City's right to institute any civil action as described above.**

**(h) Each day and Dwelling Unit shall be considered a separate and distinct infraction.**

Requested by:

Councilman McDowell \_\_\_\_\_

\_\_\_\_\_  
Mayor

Approved by:

\_\_\_\_\_  
City Manager

Approved as to form:

ATTEST:  
\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
City Attorney

Introduced:  
Final Reading:

LEGAL DEPARTMENT  
Attachment: Ordinance Landlord Tenant Notice (8711 : Tenant's Bill of Rights and Responsibilities)



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**MEETING DATE:** September 26, 2023

**DEPARTMENT:** City Clerk

**FROM:** *Erika Hammond, City Clerk*

**SUBJECT:** **Honorary Renaming of Streets, Facilities and Sites - The Honorable Edward H. McDowell, Jr.**

**FUNDING SOURCE & ORIGINAL BUDGET:**

**PURPOSE:**

**Moratorium on Renamings**  
**Exterior signage opportunities for the Leroy Moss Multipurpose Center at Hyatt Park**  
**Naming the Earlewood Community Center after Virginia Lee Bedford**  
**Sara Nance Cultural Resource Center**

**ATTACHMENTS:**

- Resolution\_2017\_052\_Honorary Street Naming Policy (PDF)

RESOLUTION R-2017-052


*Adopting a City of Columbia Honorary Street Naming Policy and Facility and Site Naming Policy*

ORIGINAL  
STAMPED IN RED

BE IT RESOLVED this 19<sup>th</sup> day of September, 2017, that the Mayor and City Council of the City of Columbia, South Carolina hereby adopt as official City policy the City Street and City Facilities Naming Policy attached hereto. This policy replaces and supersedes all previous City Street, Facility and Site Naming policies of the City or its departments.

Requested by:

Mayor and City Council

  
\_\_\_\_\_  
Mayor

Approved by:

  
\_\_\_\_\_  
City Manager

Approved as to form:

  
\_\_\_\_\_  
City Attorney

ATTEST:

  
\_\_\_\_\_  
City Clerk

Introduced: deferred 8/15/2017; deferred 9/5/2017

Final Reading: 9/19/2017



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## CITY OF COLUMBIA HONORARY STREET NAMING POLICY

### Purpose

To provide for a process for the honorary naming of streets so that City Council may honor individuals and organizations who have made significant contributions to the Community.

### Criteria for Designation -

- Honorary street name designations shall be limited to individuals and organizations that have had a significant cultural, historical, or humanitarian impact on the City.
- The requested location for the honorary street designation must have a geographical relationship to the honoree i.e. honoree lived, worked, or had a cultural, historical, or humanitarian impact at the location requested for recognition.
- Honorary designations shall be limited to two signs for each designation.
- As required by Columbia-Richland 911, signs shall be fabricated in a manner that clearly designates them as honorary through color and/or shape. Unless otherwise directed by City Council, the standard color scheme shall be white on brown.
- There shall be only one honorary designation per location.

### Process for Designation

Honorary street name designations shall be sponsored and approved by City Council through the following process:

- An application is completed either by an applicant or the requesting Council Member
- The sponsoring City Council member shall discuss the intent of the Honorary Designation with other Council members as well as any neighborhood or merchant group associated with the geographic area in which the street is located in advance of requesting the drafting of a Resolution.
- Upon request by the sponsoring City Council member, the City Attorney will prepare a Resolution for Council consideration and action and Public Works will manufacture and schedule installation of the signs. Actual installation will not occur until after the resolution is approved by City Council.
- A copy of the Resolution shall be transmitted to Columbia-Richland 911 as well as the appropriate addressing staff at City of Columbia and Richland County to ensure all parties are aware of the honorary designation. However, the honorary designation does not have an impact on addressing, as the official road name does not change.

*Permanent renaming of streets is governed by S.C. Code §6-29-1200 and requires a public hearing by the Planning Commission.*



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## CITY OF COLUMBIA FACILITY AND SITE NAMING POLICY

### Purpose

To provide for a process for the naming of city-owned facilities and sites so that City Council may honor individuals and organizations who have made significant contributions to the Community. This policy applies to naming and renaming facilities and sites.

### Criteria for Designation -

- The naming, other than the use of geographic names, of city-owned facilities and sites shall be limited to individuals and organizations that have had a significant cultural, historical, or humanitarian impact on the City.
- Naming of facilities and sites for individuals shall be only for persons who are deceased.
- Renaming city-owned facilities and sites is not encouraged and should only be entertained after investigating and considering the potential impact of abandoning the current name. Names that have become widely accepted in the community should not be abandoned unless there are compelling reasons and strong public sentiment for doing so.

### Process for Naming -

Naming city-owned facilities and sites shall be sponsored and approved by City Council through the following process:

- The sponsoring City Council member will refer the naming of a city-owned facility or site to the Administrative Policy Committee. If the facility or site is located within a neighborhood or merchant association, the leadership of this organization shall be notified of the proposal and the Committee meeting date and time at which it will be considered. The Committee will report the outcome of the meeting to City Council at its next regular meeting. After review and consideration, City Council shall vote on whether to proceed with the naming.
- Upon a favorable vote by City Council to rename the facility or site, the City Attorney will prepare a resolution for consideration and action on the naming of the facility or site.

*In the event of any conflict between the provisions of this policy and state law, state law shall prevail and be controlling.*