



**ADMINISTRATIVE POLICY COMMITTEE MEETING MINUTES
TUESDAY, JUNE 18, 2024**

CALL TO ORDER

The Administrative Policy Committee conducted a meeting on Tuesday, June 18, 2024 at the Busby Street Community Center, 1735 Busby Street, Columbia, SC 29203. The Honorable Edward McDowell, Jr. called the meeting to order at 11:24 a.m.

Attendee Name	Title	Status
Edward H. McDowell	Chair	Present
Aditi Bussells	Member	Present
Peter M. Brown	Member	Present

APPROVAL OF MINUTES

1. May 21, 2024 Administrative Policy Committee Meeting Minutes – *Approved*

Upon a motion made by Dr. Bussells and seconded by Mr. Brown, the committee voted unanimously to approve the May 21, 2024 Administrative Policy Committee Meeting Minutes.

COMMITTEE DISCUSSION

2. Vape and CBD Signage Ordinance Update - Ms. Jessica Kinard, Esq., Senior Assistant City Attorney – *Endorse for City Council Consideration*

Ms. Jessica Kinard, Esq., Senior Assistant City Attorney shared the mayor’s concerns about signage that could be misleading by resembling medical establishments. The update to the ordinance aims to prohibit any depiction of cannabis on exterior signage and to ensure clarity and compliance with existing ordinances.

There was discussion about existing policies and regulations, particularly on LED string lighting and decorative lighting; uniform compliance within a reasonable timeframe; challenges from affected businesses; concerns specific to businesses near churches; and potential operational restrictions on Sundays.

There was consensus of the committee to endorse the ordinance for City Council’s consideration subject to including a 90-day compliance period and a provision for extensions.



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3. Proposed Policy Related to the Issuance of Proclamations and Keys to the City - Ms. Pamela Benjamin, Assistant City Manager for Administrative Services – *Endorse for City Council Consideration*

Ms. Pamela Benjamin, Assistant City Manager for Administrative Services said we were able to complete the suggested edits from the discussion at our last meeting. This is closer to the final version of the policy.

There was consensus of the committee to endorse the draft policy and procedures related to the issuance of proclamations and keys to the city for City Council’s consideration.

ADJOURNMENT

The meeting was adjourned at 11:44 a.m.

Respectfully submitted:

Erika D. Moore Hammond, CMC
City Clerk