

## TOWN COUNCIL

### STAFF REPORT

#### Finance & Administration Department



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| <b>MEETING DATE:</b>    | May 13, 2025   |
| <b>PROJECT:</b>         | Consideration of Ordinance Amending Chapter 6 – Businesses and Business Regulations, Article III – Soliciting and Mobile Vending – First Reading |
| <b>PROJECT MANAGER:</b> | Natalie Majorkiewicz, CGFO, CGFM Director of Finance   |

#### **REQUEST:**

Town Staff requests Town Council to approve First Reading of an Ordinance amending Article III – Soliciting and Mobile Vending in Chapter 6 – Businesses and Business Regulations of the Town Code. The proposed amendment replaces fees associated with Mobile Vending Permits with referencing the Master Fee Schedule which will reduce the permit fee from \$400 to \$50 effective with the 05/01/2026 permit. Additionally, language cleanup from a prior Ordinance amendment 2024-31 approved December 10, 2024 in Section 6-83 – Fire safety.

#### **BACKGROUND:**

In 2017, the Town of Bluffton adopted mobile vending requirements in Chapter 6 – Business and Business Regulations, Article III – Soliciting and Mobile Vending. The Ordinance was enacted to regulate allowed locations, hours of operation, permitting processes and other miscellaneous issues for mobile vendors (food trucks) in Bluffton with an annual permit fee of \$400 on a calendar year.

In 2021, the Town amended its Business License Ordinance as required by the State of South Carolina per Act 176 that became effective January 1, 2022 and moved all business licenses to an annual license beginning on May 1<sup>st</sup> of each year.

On December 10, 2024, the Town amended the Article III – Soliciting and Mobile Vending with one of the amendments aligning the annual mobile vending permit from a calendar year to the business license year that begins May 1<sup>st</sup>. Additionally, conditions specific to fire safety was updated and a minor text edit is recommended in Sec. 6-83 – Fire safety to remove “to ensure that the vehicle meets the conditions below” as the conditions were removed and instead referenced in the South Carolina Fire Code.

**NEXT STEPS:**

Should Town Council approve the First Reading of the proposed amended Ordinance, the following are next steps;

1. Second and Final Reading on June 10, 2025 and
2. The Mobile Vending Permit Fee will be located in the Master Fee Schedule and no longer identified in Town Code. The reduction of the Mobile Vending Permit Fee will reduce from \$400 to \$50 annually and will be effective for permits beginning on May 1, 2026.

**SUMMARY:**

The approval of the proposed amended Ordinance removes the amount of the fee associated with a Mobile Vending Permit and instead references the Master Fee Schedule where the fee will be located. This proposed amendment also includes minor text edits to clean up Sec. 6-83 – Fire Safety from the recently amended Ordinance 2024-31 adopted on December 10, 2024.

**ATTACHMENTS:**

1. Proposed Ordinance
2. Master Fee Schedule Section III, Business License Fees
3. Recommended Motions