



# TOWN OF HAYMARKET TOWN COUNCIL

## SPECIAL MEETING

~ AGENDA ~

Chris Coon, Business Manager  
<http://www.townofhaymarket.org/>

15000 Washington St  
Haymarket, VA 20169

Tuesday, April 21, 2020

6:00 PM

Council Chambers

### **I. Call To Order**

### **II. Call of Special Meeting Notice**

1. Notice of Special Meeting

### **III. Pledge of Allegiance**

### **IV. Citizens Time**

1. Citizens Comments Electronically- Join Zoom Meeting Via URL or Go on Town Website to Click on the Link <https://Zoom.Us/J/94632412969>

### **V. Agenda Items**

1. Approval of FY 20-21 Tax Rate
2. Letter to Delegate Roem and Senator Bell Regarding Local Town Election Date
3. Discussion on FY 2019-2020 Real Estate Refund

### **VI. Adjournment**

**CALL FOR A SPECIAL MEETING OF THE  
HAYMARKET TOWN COUNCIL**

**TUESDAY, APRIL 21, 2020 AT 6:00 PM**  
15000 Washington Street, Suite 100, Haymarket, Virginia 20169

Pursuant to Haymarket Town Charter Article III - "Administration and Government," Section 1(10):

*Regular & Special Meetings of the Council*

*The Council shall, by ordinance, fix the time for their regular meetings, which shall be held at least once a month. Special meetings may be called by the Clerk at the instance of the Mayor or any two (2) Members of the Council in writing; and no other business shall be transacted at a special meeting except that stated in the call, unless all members are present and consent to the transaction of such other business. The meetings of the Council shall be open to the public except when in the judgment of the Council the public welfare shall require executive meetings.*

Pursuant to Virginia Code § 2.2-3707 D., notice is being provided to the public contemporaneously with the notice to the members of the governing body and to persons who have requested notice of council meetings. Notice is to be hand-delivered to council members and posted on the Town's webpage.

Mayor David Leake calls for a Special Meeting of the Town Council for Tuesday, April 21, 2020 at 6 PM to discuss the following agenda:

- FY 2020-21 Tax Rate Resolution
- Letter to Delegate Roem and Senator Bell regarding Local Town Election Date
- Discussion on FY 2019-20 Real Estate Tax Refund

The Special Meeting will be held at the Haymarket Town Hall, 15000 Washington Street, Haymarket, Virginia 20169.

Signed:

  
David Leake, Mayor

Attest:

  
Kimberly Henry, Clerk of the Council

Date: 4/17/2020





Town of Haymarket  
15000 Washington Street, #100  
Haymarket, VA 20169  
703-753-2600

**Christopher S. Coon**  
**Town Business Manager**

## MEMORANDUM

TO: Honorable Mayor and Town Council  
FROM: Chris Coon, Business Manager  
DATE: April 17, 2020  
SUBJECT: Approval of Fiscal Year 2020-2021 Tax Rate

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### Background:

The Finance Committee reviewed the budget in its entirety in their February 20<sup>th</sup> committee meeting. They provided their recommendations for the FY 2020-2021 Budget at the March 2, 2020 Council Work Session. Town Council has discussed the budget in their March 26<sup>th</sup>, April 4<sup>th</sup>, and April 14<sup>th</sup> meetings.

A Public Hearing on the proposed real property tax rate was properly advertised on March 11, 2020 and held on April 14, 2020.

At the Town Council April 14, 2020 special meeting, Council directed staff to advertise a Public Hearing for the FY 2020-2021 Annual Budget for May 4, 2020. Town residents will be able to provide comments via mail, email, in person, and via ZOOM.

Due to the current COVID-19 pandemic the Council has discussed passing the current draft budget while knowing that if this pandemic continues, amendments may be necessary in June when more information is available.

Town Council is required to adopt tax rates prior to July 1, 2020.

### Staff Recommendation:

Staff recommends Town Council adopt the Resolution #2020-009 adopting the Fiscal Year 2020-2021 Tax Rates and Fee Schedule

### Draft Motion:

1. *"I move to approve Resolution #2020-009 adopting the Fiscal Year 2020-2021 Tax Rates and Fee Schedule"*

Or,

2. Alternate Motion

Attachment: FY21 Tax Rate Memo 2 (4421 : Approval of FY 20-21 Tax Rate)



**HAYMARKET TOWN COUNCIL  
RESOLUTION #2020-009**

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**RESOLUTION TO ADOPT TAX RATES AND A FEE SCHEDULE FOR THE FISCAL  
YEAR BEGINNING JULY 1, 2020 AND ENDING JUNE 30, 2021**

**WHEREAS**, the Council of the Town of Haymarket held several meetings since January discussing the FY 2020-2021 budget, taxes, and fees; and

**WHEREAS**, the real property tax rate was advertised on March 11, 2020 and a public hearing was held on April 14, 2020 to consider the Proposed FY 2020-2021 Tax Rates in accordance with Section 58.1-3321 of the Code of Virginia; and

**WHEREAS**, Council has determined to keep the Town fee schedule unchanged from the previous Fiscal Year;

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Town of Haymarket, Virginia meeting in special session this 21<sup>st</sup> day of April 2020, adopts the tax rates and fee schedule attached to this Resolution in support of the budget.



**Adopted Tax Rates Fiscal 2020 – 2021**

Real Property Tax Rate	\$ .136/ \$100 Assessed Value
Personal Property Tax Rate	\$0.00/\$100 Assessed Value
Cigarette Tax	\$.75/ Pack
Prepared Food & Beverage Tax (Meals Tax)	4%
Transient Occupancy Tax	7%
Utility Tax for Consumption of Natural Gas (Residential)	\$1.50 minimum charge + \$.75/CCF not to exceed \$3.00/month
Utility Tax for the Consumption of Natural Gas (Non-Residential)	\$3.00 minimum charge + \$.675/CCF not to exceed \$100/month
Utility Tax for the Usage of Telecommunications & for the Usage of Electricity (Residential)	20% of the monthly charge with a \$3.00 maximum charge
Utility Tax for the Usage of Telecommunications & for the Usage of Electricity (Non-Residential)	20% of the monthly charge with a \$100.00 maximum charge
<b><u>Business Professional &amp; Occupational License Tax:</u></b>	<b><u>Tax Rate Per \$100/Gross Receipt</u></b>
Contractors	\$0.15
Wholesale	\$0.05/Purchases
Retail	\$0.15
Financial Services	\$0.15
Repair Services	\$0.15
Personal Services	\$0.15
Business Service	\$0.15
Restaurants	\$0.10
Public Service Corporation	\$0.10
Professional Services	\$0.30
Real Estate Services	\$0.30
Percent of Revenue from Real Estate Tax	13.71%
2019 Assessed Value of Property- Town of Haymarket	\$275,974,800
Assessed Value of Property Exempt from Taxation (FY17)	\$6,160,400
Tax Exempt Property as a Percentage of the Aggregate Assessed Value of All Property	2.18%

“The tax rates and expenditures shown in this budget are for informative and fiscal planning purposes only, and the council may alter them after the public hearing. The real estate tax rate will not be increased over the amount advertised, but other tax rates are subject to being increased or decreased from the advertised rates.”

Attachment: Tax Rates Fiscal 2021 42120 (2) (4421 : Approval of FY 20-21 Tax Rate)

TOWN OF HAYMARKET DEVELOPMENT FEE SCHEDULE

5.1.d

Application Category	Application Type	Fee
Misc. Zoning Fees	Zoning Permit	\$50 Commercial \$25 Residential
	Readvertise Public Hearing	Cost of Advertising
	Zoning Administrator Determination	350 + TAR
	Renotify Property Owners	Cost of Re-Notification
Sign Permits	Permanent Signs	\$50
	Temporary Signs Requiring Permit	\$25
	Sign Plan	\$150
Certificate of Appropriateness	New Construction / Demolition	\$100/Application
	Exterior Alterations and Accessory Structures	\$25
	Signs	\$25
	Amendments to approved / disapproved applications	\$25
	Appeal to Council	\$25
Site Plan	Preliminary Site Plan	\$1,500 + TAR + TCP + ECR
	Final Site Plans	\$2,500 + \$95 per acre + TAR + ECR + TPR + TBO + E&S
	Re-submissions (2 + submissions)	\$350 + TAR
	Amendment / Revision to an Approved Site Plan	\$500 (minor) \$1,200 (major)
	Parking Lot Landscaping Modification / Alternate Landscape Screening	\$425 + Cost of Advertising
	Site Plan Waiver / Exception	\$100 Residential (SFD only) \$425 Non-Residential
	Other Required Plats and Deeds of Dedication	ECR + TAR + TPR
Subdivision	Sketch Plat	\$150 + ECR + TPR
	Preliminary Plat	\$1,750 + \$350/lot over 3 lots
	Final Plat	\$2,000 + \$50 per final lot + TAR
	Amendment / Revision to an Approved Subdivision	\$500 (minor) \$1,200 (major)
	Subdivision Requirement Waiver / Exception	\$425 + TAR
	Subdivision Plat Extension	\$200
	Boundary Line Adjustment / Lot Consolidation / Vacation of a Plat / Other Required Plats and Deeds of Dedication	\$425 + TAR
Grading Plan Review	Grading Plan	\$250
	One House Lot Grading Plan	\$150
Performance Bonds and As-Built Site Inspections	Bond Extension	\$250 per year
	Bond Reduction / Release	\$300 + ECR
	Additional Bond Inspections	\$200
	As-Built Submissions	\$300 + ECR
Land Use Applications	Zoning Map Amendment	\$3,000 for the first acre, \$1,500 each acre thereafter <i>(conforms to Comp Plan)</i> .  \$4,000 for the first acre, \$2,000 per acre thereafter <i>(does not conform to the Comp Plan)</i>
	Zoning Text Amendment	\$2,500 + TAR
	Proffer Review	\$150 + TAR
	Comprehensive Plan Amendment	\$2,500 + TAR
	Special Use Permit - (Residential District)	\$500 \$200 In-home Businesses
	Special Use Permit (Commercial/Industrial District)	\$350 (no disturbance) \$1,500 (disturbance)
	Temporary Special Use	\$250 + cost of advertising
BZA Applications	Appeals of Admin Decision	\$350
	Interpretation of the Zoning Map	\$350
	Application for a Variance	350 + Cost of Advertising
	Approve or Revoke a Special Exception	\$350
Publications	Zoning Ordinance	\$45
	Zoning Map or other Official Map	N/A
	Subdivision Ordinance	\$15

Attachment: Effective Town of Haymarket DEVELOPMENT ONLY Fee Schedule February 2017 042120 (3) (4421 : Approval of FY 20-21 Tax Rate)

TAR - Town Attorney Review  
 ECR - Engineering Consultant Review  
 TPR - Town Planner Review  
 TBO - Town Building Official

TOWN OF HAYMARKET DEVELOPMENT FEE SCHEDULE

Application Category	Application Type	Fee
	Comprehensive Plan	\$45
Business License Fees		<b>There is a minimum Fee of \$35 for a business license application or renewal</b>
	Contractors	\$.15/\$100 Gross Receipts
	Retail/Restaurant Merchant	\$.10/\$100 Gross Receipts
	Real Estate (includes Property Management)	\$.30/\$100 Gross Receipts
	Whole Sale Merchant	\$.05/\$100 purchases
	Financial Services	\$.30/\$100 Gross Receipts
	Personal Service	\$.10/\$100 Gross Receipts
	Repair Service	\$.10/\$100 Gross Receipts
	Business Service	\$.10/\$100 Gross Receipts
	Manufacturer	Exempt
	Professional Service	\$.30/\$100 Gross Receipts
	Carnival	\$500 Flat Fee
	Itinerant Merchant	\$500 Flat Fee

Attachment: Effective Town of Haymarket DEVELOPMENT ONLY Fee Schedule February 2017 042120 (3) (4421 : Approval of FY 20-21 Tax Rate)

TAR - Town Attorney Review  
 ECR - Engineering Consultant Review  
 TPR - Town Planner Review  
 TBO - Town Building Official

**BY ORDER OF THE HAYMARKET TOWN COUNCIL**

Done this 21st day of April 2020

Motioned by:

Seconded by:

Ayes:

Nays:

Abstain:

Absent:

SIGNATURES

\_\_\_\_\_  
David Leake, Mayor

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
Kimberly Henry  
Clerk of the Council

\_\_\_\_\_  
Date

Attachment: Resolution signature page (4) (4421 : Approval of FY 20-21 Tax Rate)





Town of Haymarket  
15000 Washington Street, #100  
Haymarket, VA 20169  
703-753-2600

**Christopher S. Coon**  
**Town Business Manager**

## MEMORANDUM

TO: Honorable Mayor and Town Council  
FROM: Chris Coon, Business Manager  
DATE: April 17, 2020  
SUBJECT: Election Recommendation

### Background:

On April 8, 2020 Governor Ralph Northam requested the General Assembly move the May General Election in HB29, including the Town Council Election, and all special elections scheduled for May 5, 2020 to the November 3, 2020 General Election date to further mitigate the spread of COVID-19. The proposed request would have any received absentee ballots discarded and those individuals would need to vote once again in the November 3, 2020 General Election. This agenda item is to allow Town Council to discuss if they would like to send a letter, in opposition or in support of moving the election date, to our State Representatives prior to their session beginning on April 22, 2020.

### Draft Motion:

1. *"I move to send a letter in favor of HB29"*

Or,

2. *"I move to send a letter in opposition to HB29"*

Or,

3. Alternate Motion



Town of Haymarket  
 15000 Washington Street, #100  
 Haymarket, VA 20169  
 703-753-2600

**Christopher S. Coon**  
**Town Business Manager**

## MEMORANDUM

TO: Honorable Mayor and Town Council  
 FROM: Chris Coon, Business Manager  
 DATE: April 17, 2020  
 SUBJECT: FY 19-20 Real Estate Tax Refund

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### Background:

During the April 14<sup>th</sup>, 2020 Town Council special meeting the idea of a stimulus package was discussed amongst Council. The consensus of all Council present was to discuss the ability to issue a real estate tax refund to all residential and commercial property owners.

### Staff Updates:

The Town Treasurer will have a call with our accountant and auditor on Monday April 20<sup>th</sup>, 2020. He will provide an update at the meeting.

Attachment: FY19-20 RE Tax Refund (4423 : Discussion on FY 2019-2020 Real Estate Refund)