



# TOWN OF HAYMARKET TOWN COUNCIL

## PUBLIC HEARING ~ AGENDA ~

Shelley M. Kozlowski, Clerk of Council  
<http://www.townofhaymarket.org/>

15000 Washington St  
Haymarket, VA 20169

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Tuesday, May 29, 2018

7:00 PM

Council Chambers

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### **I. Roll Call**

### **II. Pledge of Allegiance**

### **III. Public Hearing - Proposed Real Property Tax**

1. Proposed Real Property Tax Increase Public Notice

### **IV. Discussion**

1. Business Manager Staff Report on Tax Rate
2. Proposed FY19 Fee Schedule

### **V. Adjournment**



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

## TOWN OF HAYMARKET NOTICE OF PUBLIC HEARING PROPOSED REAL PROPERTY TAX INCREASE

Notice is hereby provided pursuant to Section 58.1-3321 of the Code of Virginia that the Town of Haymarket Virginia proposes to increase property tax levies for the Fiscal Year 2018-2019.

1. Assessment Increase: Total assessed value of real property, excluding additional assessments due to new construction or improvements to property, exceeds last year's total assessed value of real property by 6.2% percent.

2. Lowered Rate Necessary to Offset Increased Assessment: The tax rate which would levy the same amount of real estate tax as last year, when multiplied by the new total assessed value of real estate with the exclusions mentioned above, would be \$0.137 per \$100 of assessed value. This rate will be known as the "lowered tax rate."

3. Effective Rate Increase: The Town of Haymarket proposes to adopt a tax rate of no more than its current rate of \$0.146 per \$100 of assessed value. The difference between the lowered tax rate and the proposed rate would be \$0.009 per \$100, or 6.5 percent. This difference will be known as the "effective tax rate increase." Individual property taxes may, however, increase at a percentage greater than or less than the above percentage.

4. Proposed Total Budget Increase: Based on the proposed real property tax rate and changes in other revenues, the total budget of the Town of Haymarket will exceed last year's by 3.3 percent.

A public hearing on the increase will be held on **May 29, 2018 at 7:00 PM** in the Haymarket Town Hall, 15000 Washington Street Suite 100, Haymarket, Virginia 20169.

**BY ORDER OF THE HAYMARKET TOWN COUNCIL**  
**Shelley M. Kozlowski**  
 Clerk to the Town Council



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

# TOWN OF HAYMARKET

## NOTICE OF PUBLIC HEARING

Notice is hereby given that the Mayor and Council of the Town of Haymarket will hold a Public Hearing on **Monday, May 7, 2017 at 7:00 P.M.** in the Haymarket Town Hall located at 15000 Washington Street, Suite 100, Haymarket, Virginia, on the Town of Haymarket's Proposed Budget for Fiscal Year 2018-2019 (July 1, 2018-June 30, 2019) in the amount of \$2,643,824 pursuant to Virginia Code § 15.2-2506. The following is a synopsis of the proposed budget:

### DRAFT BUDGET - FISCAL YEAR 2018-2019

FY2018-2019 Projected Revenues		FY2018-2019 Projected Expenditures	
General Property Taxes	\$ 379,940	Administration	\$ 697,700
Meals Tax	\$ 650,000	Police Department	\$ 706,184
BPOL Tax	\$ 180,000	Public Works	\$ 276,926
Other Local Taxes	\$ 458,000	Community Development	\$ 106,773
Permits, Fees & Licenses	\$ 39,600	Building Official	\$ 50,000
Fines & Forfeitures	\$ 65,000	Museum, Town Events	\$ 75,150
Rental Revenue	\$ 136,957	Haymarket Community	
Public Safety	\$ 5,000	Park	\$ 75,000
Interest (Bank, Investment Pool)	\$ 8,000	Debt Service	\$ 186,440
Miscellaneous	\$ 1,000	Caboose Project	\$ 7,100
Revenue from Commonwealth	\$ 171,627	Town Center Project	\$ 203,951
Revenue from Government	\$ 228,700	Blight Mitigation	\$ 50,000
From Reserves for CIP	\$ 250,000	Pedestrian Improvement	
Town Event Sponsorship	<u>\$ 70,000</u>	Project	<u>\$ 208,600</u>
<b>Total Revenue</b>	<b>\$2,643,824</b>	<b>Total Expenditures</b>	<b>\$2,643,824</b>

The Budget is available on the Town's website ([www.townofhaymarket.org](http://www.townofhaymarket.org)) and for review at Town Hall located at 15000 Washington Street, between the hours of 8:00 A.M. and 4:30 P.M. Monday - Friday, phone 703-753-2600. All meetings are open to the public. Handicapped accommodations are available. This hearing will be open to the public and the Town Council will permit all citizens of the Town the right to attend and state their views thereon.

BY ORDER OF THE TOWN COUNCIL  
Shelley M. Kozlowski  
Clerk to the Town Council

Publish: no later than April 30, 2018  
Posted at Town Hall: April 18, 2018

Attachment: 04.18.2018 Budget Public Hearing Notice (3621 : Proposed Real Property Tax Increase Public Notice)

**AFFIDAVIT OF PUBLISHER  
PURSUANT TO SECTION 8.01-415  
OF THE 1950 CODE OF VIRGINIA  
AD AMENDED**

I Evelyn Cobert, being duly sworn deposes and says that the attached order of publication was published in the Gainesville / Prince William Times, a newspaper published in the County of Prince William, State of Virginia, on 4-25-18, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,

and that deponent is duly authorized agent of the Publisher of said newspaper


Evelyn Cobert  
Evelyn Cobert  
Advertising Representative  
State of Virginia  
County of Prince William

COMMONWEALTH of VIRGINIA  
IN THE COUNTY OF PRINCE WILLIAM, to-wit:

on 5-2, 2018

Evelyn Cobert  
who is known to me and whose name as Advertising Representative in the County Prince William, State of Virginia, is signed to the foregoing affidavit, personally appeared before me, a Notary Public in and for the jurisdiction aforesaid, to affirm that the foregoing affidavit was sworn & subscribed to in front of me and executed the same by proper authority.

Jean E Cobert  
Notary Public  
Notary Registration No. 7274066  
My commission expires: **October 31, 2021**

  
Jean E. Cobert  
NOTARY PUBLIC  
Commonwealth of Virginia  
Reg. #7274066  
My Commission Expires  
October 31, 2021

Attachment: Affidavit of Publication (3621 : Proposed Real Property Tax Increase Public Notice)



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

**JERRY M. SCHIRO**  
 BUSINESS MANAGER

**Town of Haymarket Council Meeting  
 May 29, 2018**

Public Hearing on the Real Property Tax Rate for Fiscal Year 2018-19

A public hearing will be held on the proposed real property tax rate at \$0.146 per \$100 of assessed property values. Notice of the public hearing was published on April 24, 2018. An affidavit of publication is included.

The tax rate is not proposed for increase from last year; however, the total assessed value of real property in Haymarket, excluding additional assessments due to new construction or improvements, exceeds last year's total assessed value by 6.2 percent.

In order to equalize the rate, or to generate the same revenue in the proposed budget as the current budget, the rate would be reduced to \$0.137 per \$100. Total assessed value of property in the Town of Haymarket is estimated at \$251,826,600.

The additional revenue generated by the increased assessment is approximately \$21,618.

The approved tax rate will be adopted, along with the budget, at the June 4, 2018 Regular Town Council meeting.



Application Category	Application Type	Town Fees	Recommended Fees
<b>Misc. Zoning Fees</b>			
	Zoning Permit	\$50 Commercial \$25 Residential	\$50 Commercial \$25 Residential
	Readvertise Public Hearing	Cost of Advertising	Cost of Advertising
	Zoning Administrator Determination	350 + TAR	350 + TAR
	Renotify Property Owners	Cost of Notification	Cost of Re-Notification
<b>Sign Permits</b>			
	Permanent Signs	\$50	\$50
	Temporary Signs Requiring Permit	\$25	\$25
	Sign Plan	\$150	\$150
<b>Certificate of Appropriateness</b>			
	New Construction / Demolition	\$100/Application	\$150 Residential, \$200 Non-Residential
	Exterior Alterations and Accessory Structures	\$25	\$50 Commercial for ARB Review, \$25 for Administrative Applications; \$25 Residential for ARB Review & Admin Review
	Signs	\$25	\$50
	Amendments to approved / disapproved applications	\$25	\$50 Commercial for ARB Review, \$25 for Administrative Applications; \$25 Residential for ARB Review & Admin Review
	Appeal to Council	\$25	\$50
<b>Site Plan</b>			
	Preliminary Site Plan	\$1,500 + TAR + TCP + ECR	\$1,500 + TAR + ECR
	Final Site Plans	\$2,500 + \$95 per acre + TAR + ECR + TPR + TBO + E&S	\$2,500 + \$95 per acre + TAR + ECR + E&S
	Re-submissions (2 + submissions)	\$350 + TAR	\$350 + TAR + ECR
	Amendment / Revision to an Approved Site Plan	\$500 (minor) \$1,200 (major)	\$500 (minor) + ECR \$1,200 (major) + ECR
	Parking Lot Landscaping Modification / Alternate Landscape Screening	\$425 + Cost of Advertising	\$425 + Cost of Advertising
	Site Plan Waiver / Exception	\$100 Residential (SFD only) \$425 Non-Residential	\$100 Residential (SFD only) + ECR \$425 Non-Residential + ECR
	Other Required Plats and Deeds of Dedication	ECR + TAR + TPR	\$425 + ECR + TAR
<b>Subdivision</b>			
	Sketch Plat	\$150 + ECR + TPR	\$150 + ECR + TPR
	Preliminary Plat	\$1,750 + \$350/lot over 3 lots	\$1,750 + \$350/lot over 3 lots + ECR
	Final Plat	\$2,000 + \$50 per final lot + TAR	\$2,000 + \$50 per final lot + TAR + ECR
	Amendment / Revision to an Approved Subdivision	\$500 (minor) \$1,200 (major)	\$500 (minor) + ECR + TAR \$1,200 (major) + ECR + TAR
	Subdivision Requirement Waiver / Exception	\$425 + TAR	\$425 + TAR
	Subdivision Plat Extension	\$200	\$200
	Boundary Line Adjustment / Lot Consolidation / Vacation of a Plat / Other Required Plats and Deeds of Dedication	\$425 + TAR	\$425 + TAR
<b>Grading Plan Review</b>			
	Grading Plan	\$250	250 + ECR
	One House Lot Grading Plan	\$150	150 + ECR
<b>Performance Bonds and As-Built Site Inspections</b>			
	Bond Extension	\$250 per year	\$250 per year
	Bond Reduction / Release	\$300 + ECR	\$300 + ECR
	Additional Bond Inspections	\$200	\$200 + ECR
	As-Built Submissions	\$300 + ECR	\$300 + ECR
<b>Land Use</b>			

Planner's Notes
*would not be paid if in conjunction with Special Exceptions / Site Plan Applications.
*Fee is not part of the Site Plan review fee* Planner recommends increasing the fee for new construction and demolitions, due to the need for multiple meetings.
Planner would like to work with the ARB to better define Administrative Reviews, which could include Roof Color Change, Repainting/Siding on Homes, other minor repairs/alterations
Adminstrative Review fee + ARB Review fee
Cost of Original Application
Remove Planner Consultant fee
Insure that all admin and overhead are covered
Insure that all admin and overhead are covered
Insure that all admin and overhead are covered
Previously treated as a waiver
Review by Planner and Engineer
As needed
Insure that all admin and overhead are covered
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Catch-all for unusual situations, added ECR to insure that all admin and overhead are covered
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Insure that all admin and overhead are covered

Attachment: 2018 Fee Schedule Comparison V2 (3630 : Proposed FY19 Fee Schedule)

<b>Applications</b>	Zoning Map Amendment	\$3,000 for the first acre, \$1,500 each acre thereafter <i>(conforms to Comp Plan).</i>	\$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>	\$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	\$2,500 + TAR
	Proffer Review	\$150 Cost of TAR	\$150 Cost of TAR
	Comprehensive Plan Amendment	\$2,500 + TAR	\$2,500 + TAR
	Special Use Permit (Residential District)	\$500 In-home Businesses \$200	\$500 \$200 In-home Businesses
	Special Use Permit (Commercial/Industrial District)	\$350 (no disturbance) \$1,500 (disturbance)	\$350 (no disturbance) \$1,500 (disturbance)
Temporary Special Use	\$250 + cost of advertising	\$250 + cost of advertising	
<b>BZA Applications</b>	Appeals of Admin Decision	\$350	\$350
	Interpretation of the Zoning Map	\$350	\$350
	Application for a Variance	\$350 + Cost of Advertising	\$350
	Approve or Revoke a Special Exception	\$350	\$350
<b>Publications</b>	Zoning Ordinance	\$45	\$45
	Zoning Map or other Official Map	N/A	\$5 for color
	Subdivision Ordinance	\$15	\$15
	Comprehensive Plan	\$45	\$45
<b>Business License Fees</b>			<b>There is a minimum Fee of \$35 for a business license application or renewal</b>
	Contractors	\$.15/\$100 Gross Receipts	\$.15/\$100 Gross Receipts
	Retail/Restaurant Merchant	\$.10 Rest/ .15 Retail/\$100 Gross Receipts	\$.10 Rest/ .15 Retail/\$100 Gross Receipts
	Real Estate (includes Property Management)	\$.30/\$100 Gross Receipts	\$.30/\$100 Gross Receipts
	Whole Sale Merchant	\$.05/\$100 purchases	\$.05/\$100 purchases
	Financial Services	\$.30/\$100 Gross Receipts	\$.30/\$100 Gross Receipts
	Personal Service	\$.15/\$100 Gross Receipts	\$.15/\$100 Gross Receipts
	Repair Service	\$.15/\$100 Gross Receipts	\$.15/\$100 Gross Receipts
	Business Service	\$.15/\$100 Gross Receipts	\$.15/\$100 Gross Receipts
	Manufacturer	Exempt	Exempt
	Professional Service	\$.30/\$100 Gross Receipts	\$.30/\$100 Gross Receipts
	Carnival	\$500 Flat Fee	\$500 Flat Fee
	Itinerant Merchant	\$500 Flat Fee	\$500 Flat Fee
<b>Site Inspections</b>	Grading Site Inspections (E&S)		E&S Inspector Fee

Includes advertising  
Includes advertising  
Includes advertising

Currently do not have a fee for E&S Inspections so that we can recoup the consultant fees. Fee will be invoiced.