



Agenda Item Summary Report

Meeting Date:
May 12, 2025

Submitted by:
Michelle Bailey Hedgepeth, Town Administrator
Roger Rinehart, Code Enforcement Supervisor

Item Title: **ORDINANCE 11-2025 | AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF BLADENSBURG TO AMEND § 76-4 OF THE TOWN CODE: BUSINESS LICENSE AND PERMIT FEES AND ADDS AN ALARM REGISTRATION FEE.**

Work Session Item [X]
Council Meeting Item [X]

Documentation Attached:
Ordinance 11-2025
Background Memo on Business Licenses
Fiscal Impact Information

Recommended Action:

SECOND READING: Staff recommends the approval of Ordinance 11-2025, which approves updates to the Town code and amends business license and permit fees. This ordinance also adds a Business Alarm Registration Fee. Please note the minor change to **CLASS 2 Businesses**.

Summary: The Town of Bladensburg staff requests that Council approve **Ordinance 11-2025**, which updates § 76-4 of the Town Code to revise business license fees and introduce a Business Alarm Registration Fee. Key points include:

1. Fee Updates & Justification

- Business license fees are increasing to **offset rising administrative and public safety costs**.
- The **fee schedule has not been updated since 2017** and requires periodic adjustments to align with economic conditions.
- A new **Business Alarm Registration Fee** is being introduced to help reduce false alarm calls and improve police response efficiency.

2. New Fee Schedule Implementation

- **Increases take effect in two phases:**
 - **FY 2026 (July 1, 2025)** – First round of fee adjustments.
 - **FY 2027 (July 1, 2026)** – Further incremental increases.
- A **\$25 Business Alarm Registration Fee** will apply starting FY 2026.

3. Specific Fee Adjustments

- **Class 1 (Mobile Vendors, Salons, Laundromats, etc.):** Increases from **\$125 to \$200 (FY 26)** and **\$225 (FY 27)**.
- **Class 2 (Retail under 10,000 sq. ft., Restaurants, Offices, etc.):** Increases from **\$175 to ~~\$375 (FY 26)~~ and ~~\$400 (FY 27)~~**. (**STAFF Recommended Change \$350 – FY26 and \$375 – FY27**) – **Updated for May 12, 2025 Meeting**
- **Class 3 (Industrial, Auto Repair, Banks, etc.):** Increases from **\$175 to \$400 (FY 26)** and **\$425 (FY 27)**.
- **Class 4 (Retail over 10,000 sq. ft., Warehouses, Grocery, etc.):** Increases from **\$400 to \$500 (FY 26)** and **\$575 (FY 27)**.
- **Class 5 (Apartments/Senior Housing):** Fee per dwelling unit increases from **\$25 to \$35 (FY 26)** and **\$40 (FY 27)**.

4. Late Fee Policy

- A **\$100 late fee** remains in place for licenses/permits purchased after July 1.
- A **10% penalty** applies to payments more than **30 days overdue**.

5. Ordinance Adoption & Effective Date

- **Introduced on April 14, 2025**
- **Second Reading on May 12, 2025**, with a **20-day implementation period** following adoption.
- **If any part of the ordinance is deemed invalid**, other provisions remain unaffected.

The FY 2026 Budget impact of these changes \$55,600. This update ensures that the Town's business license fees remain current while supporting public safety and operational efficiency.

If you have any questions regarding this matter the Town Administrator or the Code Enforcement Supervisor will be able to answer them.

Budgeted Item: Yes [☐] No [☒]

Budgeted Amount:\$

One-Time Cost: NA

Ongoing Cost:

Continued Date:

Council Priority: Yes [☐] No [☐]

Approved Date: