



Office of the Town Manager
Frank Cassidy

STAFF REPORT

Warrenton Town Council

Carter Nevill, Mayor
Heather Sutphin, Ward 1
William Semple, Ward 2
Brett Hamby, Ward 3
James Hartman, Ward 4 Vice Mayor
Eric Gagnon, Ward 5
Paul Mooney, At Large
David McGuire, At Large

Council Meeting Date:	November 12, 2024
Agenda Title:	Proposed Change to Business License Filing Due Date
Requested Action:	Conduct the Public Hearing and Consider Adopting the Ordinance to Amend the Business License Filing Due Date
Department / Agency Lead:	Department of Finance and Procurement
Staff Lead:	Stephanie Miller, Director

EXECUTIVE SUMMARY

This staff report outlines the request to change the current business license renewal application due date from March 1st to April 15th. This change will require an amendment to the Town Code, which will necessitate a public hearing.

The Town Council held a work session on this item at the October 8, 2024, meeting and directed staff to advertise a public hearing for the November Council meeting.

BACKGROUND

Virginia Code Sec. 58.1-3703, *Uniform ordinance provisions*, paragraph 2.a provides that "Each person subject to a license tax shall apply for a license prior to beginning business if he was not subject to licensure in this jurisdiction on or before January 1 of the license year, or no later than March 1 of the license year if he had been issued a license for the preceding year. Any locality is authorized to adopt a later application date that is on or before May 1 of the license year."

The business license tax is based on prior year gross receipts. We often receive requests for extension of time for filing from businesses that have not completed their federal income tax filing by March 1. Aligning the due date with the federal income tax filing date provides the businesses more flexibility in meeting their tax filing requirements. Fauquier County changed their due date to April 15 in 2023.

If this proposal is acceptable to the Council, Section 9.6 of the Warrenton Town Code, *License requirement*, paragraph (b) is recommended to be modified to:

Each person subject to a license tax shall annually apply for a license on or before April 15. Each person beginning a business shall obtain a license prior to beginning the business in the town. The application shall be on forms prescribed by the finance director.

As this change will require an ordinance to amend the Town Code, it requires a public hearing.

STAFF RECOMMENDATION

Conduct the public hearing and consider adopting Ordinance 2024-15.

Service Level/Collaborative Impact

None.

Policy Direction/Warrenton Plan 2040

None.

Fiscal Impact

None.

Legal Impact

None.

ATTACHMENTS

None.