

RESOLUTION NO. 1358  
A RESOLUTION ESTABLISHING FEES AND CHARGES FOR THE  
CITY OF PRINEVILLE FOR FISCAL YEAR 2018-2019

The Prineville City Council specifically finds that:

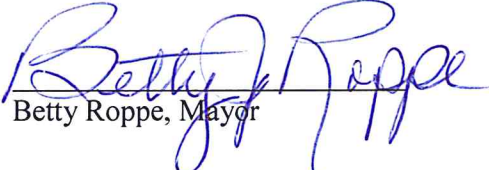
WHEREAS, various City Ordinances and state statutes allow the City to establish certain fees by Resolution; and

WHEREAS, the City of Prineville desires to establish and recover certain City costs from fees and charges levied in providing City services, products, and regulations; and

WHEREAS, the City Manager has caused review of all City fees and charges and determined the costs of such fees and charges; and

NOW, THEREFORE, it is hereby resolved that the fee and charge schedule attached to this Resolution as Exhibit A is hereby adopted with said fees and charges to be effective July 1, 2018, and continue in effect until modified by the Prineville City Council.

APPROVED BY THE CITY COUNCIL ON THE 26th DAY OF JUNE, 2018

  
Betty Roppe, Mayor

ATTEST:

  
Lisa Morgan, City Recorder





1.16	Overnight Camping Permit	50.00							
2.0	Community Development	Base 18-19							
2.1	Sign Permits	Charge							
2.2	Site Plan Review - New Residential Buildings	3.00	Per sqft.						
2.2.1	1 - 2 units	138.00							
2.2.2	Multi-Family (3 - 4 units)	400.00							
2.2.3	Mobile Home in Park	50.00							
2.2.4	Non-dwelling Addition	50.00							
2.2.5	Dwelling Addition	100.00							
2.3	Site Plan Review - New Commercial and Industrial Buildings								
2.3.1	1 - 20,000 sqft.	1,379.00							
2.3.2	20,001 - 100,000 sqft.	2,342.00							
2.3.3	100,001 sqft. and Over	3,178.00							
2.4	Site Plan Review - Commercial and Industrial Buildings								
2.4.1	Expansion of Existing Approved Outright Use < 25.00%	50.00%	of fee listed above						
2.4.2	Change of Use	150.00							
2.5	Conditional Use Permits - Residential Zones								
2.5.1	1 - 2 Family	245.00	Plus 200.00 if hearing required						
2.5.2	Multi-family	1,655.00							
2.5.3	Mobile Park	3,562.00							
2.5.4	Use Change	472.00							
2.6	Conditional Use Permits - New Commercial and Industrial Zones								
2.6.1	1 - 20,000 sqft.	1,840.00							
2.6.2	20,001 - 100,000 sqft.	2,716.00							
2.6.3	100,001 sqft. and Over	3,808.00							
2.7	Conditional Use Permits - Commercial and Industrial Zones								
2.7.1	Expansion of Existing Approved Conditional Use < 25.00%	50.00%	of fee listed above						
2.7.2	Change of Use	625.00							
2.7.3	Hearings Fee for Type I, II, III and IV In Addition to CUP Fee	748.00							
2.8	Other Applications								
2.8.1	Home Occupations	500.00	Plus 200.00 if hearing required						
2.8.2	Telecommunications Tower / Co-locate	3,485.00							
2.8.3	Revision / Amendment	75.00%	of new application fee						
2.8.4	Reconsideration	820.00							
2.8.5	Declaratory Ruling by Planning Director	1,025.00	Plus hearings fee if required						
2.8.6	Street Renaming	343.00	Plus cost of sign(s)						
2.8.7	Measure 49 Claim	2,286.00	Refundable if approved						
2.8.8	Miscellaneous Requests	246.00	Plus 200.00 if hearing required						
2.8.9	Other Miscellaneous Requests	Charged at actual cost per hour							
2.9	Nonconforming Use Determination								
2.9.1	Administrative	200.00							
2.9.2	Planning Commission	500.00							
2.10	Variance Application								
2.10.1	Major	1,538.00							
2.10.2	Minor	251.00	Plus 200.00 if hearing required						
2.10.3	Riparian Adjustment - Single Family and Duplex Residential	436.00							
2.10.4	Riparian Adjustment - Multi-family and Commercial	625.00							
2.11	Land Partitioning Applications								



2.11.1	Major Partition	3,178.00						
2.11.2	Minor Partition	1,655.00						
2.11.3	Boundary Line Adjustment	625.00						
2.11.4	Lot Consolidation	300.00						
2.11.5	Final BIA Plat	190.00						
2.11.6	Final Partition Plat	374.00						
2.11.7	Final Lot Consolidation Plat	128.00						
<b>2.12 Subdivisions</b>								
2.12.1	Outline Development Plan 5 Acres or Less	5,023.00						
2.12.2	Outline Development Plan Over 5 Acres	8,713.00						
2.12.3	Tentative Plans	2,588.00						
2.12.4	Final Plat	753.00						
2.12.5	Final Plat Extensions	564.00						
2.12.6	Final Plat Revision / Amendment	40.00%						
<b>2.13 Comprehensive Plan Amendment</b>								
2.13.1	Plan Amendment and / or UGB Expansion 20 Acres or Less	6,996.00						
2.13.2	Plan Amendment and / or UGB Expansion Over 20 Acres	11,839.00						
2.13.3	Text Amendment (Consistent with Intent of Comprehensive Plan)	5,597.00						
<b>2.14 Zoning Ordinance Amendment</b>								
2.14.1	Ordinance Text Amendment	4,920.00						
2.14.2	Minor Ordinance Text Amendment	2,393.00						
2.14.3	Zoning / Overlay Map Amendment	2,742.00						
2.14.4	Street or Alley Vacation	1,333.00						
2.14.5	Regulating Master Plan (Mixed Use Zone)	5,889.00						
<b>2.15 Appeals</b>								
2.15.1	To Planning Commission	313.00						
2.15.2	To City Council	2,178.00						
<b>2.16 Administrative Determination</b>								
2.16.1	Written (i.e. Zoning Verifications)	20.00						
2.16.2	Bonding Forms and Review	100.00						
2.16.3	Flood Zone Determination	20.00						
<b>2.17 Document Purchase</b>								
2.17.1	Photocopies / Printed Reports / Documents (8.5" x 11" & 11" x 17")	0.45						
2.17.2	Large Format Copies (Over 11" x 17")	2.10						
2.17.3	Maps	6.30						
2.17.4	Fax	2.65						
2.17.5	Planning Commission Agenda (One Year)	32.00						
2.17.6	Planning Commission Agenda Packets (One Year)	315.00						
<b>2.18 Annexation</b>								
2.18.1	Petition to Annex 1 Acre or Less	300.00						
2.18.2	Petition to Annex Over 1 Acre	600.00						
<b>2.19 Pre-Application Conference</b>								
2.20	Crook County Parks & Recreation SDC Fee	50.00						
2.21	GIS Fee	1,887.00						
<b>*** Note: Parks &amp; Recreation fees are regulated by Crook County and are subject to change. ***</b>								
<b>*** Note: GIS fees are per parcel and are subject to change by Crook County. ***</b>								
2.21	GIS Fee	60.00						
3.0	Public Works Review Fees	Base 18-19						
3.1	Water System Analysis (Fire Flow)	Charge						
		Additional Charges / Comments						
		1,250.00						



3.2	<b>Sewer System Analysis (Capacity)</b>	1,500.00							
3.3	<b>Engineering Review Fee</b>	-	First two sheets						
3.3.1	Additional Sheets	-							
3.4	<b>Construction Inspection Fee</b>	-	First two sheets						
3.4.1	Additional Sheets	-							
3.5	<b>Sidewalk Permit</b>	165.00							
3.6	<b>Utility Street Cut Permit (Base)</b>	200.00							
3.6.1	Per sqft.	3.25							
3.7	<b>Special Permits and Agreements</b>	Charges will be on a per hour basis							
3.8	<b>Outside Consultant Review</b>	Actual cost of consultant							
3.9	<b>Additional Plan Review (Drawing Review)</b>	-							
3.10	<b>Additional Inspection Time</b>	-							
		Base 18-19							
4.0	<b>System Development Charges (SDC)</b>	Charge	Additional Charges / Comments						
4.1	<b>Transportation SDC Fees</b>								
4.1.1	Single Family Dwelling (One Peak Hour Trip)	4,326.67	May meet 10.00% rule						
4.1.2	Per Peak Hour Trip* (See Transportation SDC Help Sheet)	4,326.67	No Transportation SDC charged to accessory dwellings						
	* Based on Institute of Transportation Engineers Trip Generation Manual								
4.2	<b>Water SDC Fees</b>								
4.2.1	3/4" Meter (1 EDU) - Maximum 810 gpd	3,146.26	No Water SDC charged to accessory dwellings unless						
4.2.2	1" Meter (2.5 EDU) - Maximum 2,025 gpd	7,865.65	meter added or size increased						
4.2.3	1.5" Meter (5 EDU) - Maximum 4,050 gpd	15,731.30							
4.2.4	2" Meter (8 EDU) - Maximum 6,480 gpd	25,170.08							
4.2.5	3" Meter (16 EDU) - Maximum 12,960 gpd	50,340.16							
4.2.6	4" Meter (25 EDU) - Maximum 20,250 gpd	78,656.50							
4.2.7	6" Meter (50 EDU) - Maximum 40,500 gpd	157,313.00							
4.2.8	Per Additional 810 Gallons per Day (gpd) Over Maximum	3,146.26							
4.3	<b>Wastewater SDC Fees</b>								
4.3.1	3/4" Meter (1 EDU) - Maximum 260 gpd	4,703.33	No Wastewater SDC charged to accessory dwellings unless						
			water meter added or size increased						
4.3.1.1	Improvement Fee Breakdown								
4.3.1.2	Treatment Expansion	1,201.23	25.54%						
4.3.1.3	Collection Improvements	1,681.44	35.75%						
4.3.1.4	I & I Reduction Improvements	281.73	5.99%						
4.3.1.5	Reimbursement Fee								
4.3.1.6	Treatment	1,303.76	27.72%						
4.3.1.7	Administration Fee	235.17	5.00%						
	<b>Total Wastewater SDC</b>	4,703.33							
4.3.2	3/4" Meter (1 EDU) - Maximum 260 gpd	4,703.33	Percentage breakdown above applies to all meter sizes						
4.3.3	1" Meter (2.5 EDU) - Maximum 650 gpd	11,758.33	Percentage breakdown above applies to all meter sizes						
4.3.4	1.5" Meter (5 EDU) - Maximum 1,300 gpd	23,516.65	Percentage breakdown above applies to all meter sizes						
4.3.5	2" Meter (8 EDU) - Maximum 2,080 gpd	37,626.64	Percentage breakdown above applies to all meter sizes						
4.3.6	3" Meter (16 EDU) - Maximum 4,160 gpd	75,253.28	Percentage breakdown above applies to all meter sizes						
4.3.7	4" Meter (25 EDU) - Maximum 6,500 gpd	117,583.25	Percentage breakdown above applies to all meter sizes						
4.3.8	6" Meter (50 EDU) - Maximum 13,000 gpd	235,166.50	Percentage breakdown above applies to all meter sizes						
4.3.9	Per Additional 260 Gallons per Day (gpd) Over Maximum	4,703.33	Percentage breakdown above applies to all meter sizes						
		Base 18-19							
		Charge	Additional Charges / Comments						



<b>5.0 Water Rates &amp; Fees</b>									
<b>5.1 Residential Rates</b>									
5.1.1	Senior Citizen / Disabled Persons Discount	(4.29)	Per month (Income must qualify), 24.00% of base fee						
5.1.2	Monthly Water Rates (Minimum Charges)								
5.1.2.1	3/4" Meter	17.87							
5.1.2.2	1" Meter	24.40							
5.1.2.3	1.5" Meter	44.07							
5.1.2.4	2" Meter	68.65							
5.1.2.5	3" Meter	107.69							
5.1.2.6	4" Meter	151.67							
5.1.2.7	6" Meter	297.03							
5.1.2.8	Commodity Charge	2.00	Per unit (100 cubic feet) of water used						
5.1.3	Suspension Fee / Service Charge								
5.1.3.1	During Business Hours	25.00							
5.1.3.2	After Business Hours	50.00							
5.1.3.3	After Unauthorized Use	50.00							
<b>5.2 Commercial &amp; Industrial Rates</b>									
5.2.1	Monthly Water Rates (Minimum Charges)								
5.2.1.1	3/4" Meter	17.87	0 units included						
5.2.1.2	1" Meter	28.17	11 units (1,100 cubic feet) included						
5.2.1.3	1.5" Meter	72.99	28 units (2,800 cubic feet) included						
5.2.1.4	2" Meter	109.96	41 units (4,100 cubic feet) included						
5.2.1.5	3" Meter	204.78	77 units (7,700 cubic feet) included						
5.2.1.6	4" Meter	342.60	131 units (13,100 cubic feet) included						
5.2.1.7	6" Meter	651.54	245 units (24,500 cubic feet) included						
5.2.1.8	Commodity Charge	2.00	Per unit (100 cubic feet) of water used						
5.2.2	Suspension Fee / Service Charge								
5.2.2.1	During Business Hours	25.00							
5.2.2.2	After Business Hours	50.00							
5.2.2.3	After Unauthorized Use	50.00							
5.2.3	Bulk Water Rates								
5.2.3.1	First 24 units	12.66	Per unit (100 cubic feet) used up to 24 units						
5.2.3.2	Additional	11.36	Per unit (100 cubic feet) used over 24 units						
5.2.4	Monthly Standby Fire Protection								
5.2.4.1	2" or Less	18.51							
5.2.4.2	3"	23.62							
5.2.4.3	4"	28.64							
5.2.4.4	6"	38.76							
5.2.4.5	8"	44.65							
5.2.4.6	10" or Above	53.82							
<b>5.3 Water Connection</b>									
5.3.1	3/4"	657.30	Plus actual cost of meter						
5.3.2	1"	749.59	Plus actual cost of meter						
5.3.3	1.5"	1,711.90	Plus actual cost of meter						
5.3.4	2"	2,063.06	Plus actual cost of meter						
5.3.5	3"	3,393.41	Plus actual cost of meter						
5.3.6	4"	3,468.81	Plus actual cost of meter						
5.3.7	6"	4,890.34	Plus actual cost of meter						
<b>5.4 Water Meters</b>									
5.4.1	3/4" Meter	232.07							
5.4.2	1" Meter	338.16							

5.4.3	1.5" Meter	567.58						
5.4.4	2" Meter	681.63						
5.4.5	Larger Sizes	Call for pricing						
5.5	Water Account Deposit	40.00						
5.6	Meter Test Fee	85.00						
5.7	Delinquent Fee (Late Fee)	1.50%						
5.8	Penalty Fee (For Items Sent to Lien)	10.00%						
	<b>***Note: The base charge for water service shall apply at all times whether or not the property is occupied. ***</b>							
6.0	Sewer Fees and Charges	Base 18-19						
6.1	Residential Rates	Charge			Additional Charges / Comments			
6.1.1	Senior Citizen / Disabled Persons Discount	(6.35)						
6.1.2	Monthly Flat Rate	52.93			Per month (Income must qualify), 12.00% of base fee			
6.2	Commercial Rates							
6.2.1	General Service Uses	52.93			Per dwelling unit			
6.2.1.1	Monthly Flat Rate							
6.2.2	Large General Service Uses							
6.2.2.1	Flat Rate	52.93						
6.2.2.2	Metered or Estimated Water Usage In Excess of 5 Units per Month	4.13			Per excess unit (100 cubic feet)			
6.2.3	Industrial Use				To be determined on a case by case basis			
6.3	Connection Fee	794.84						
6.4	Sewer Deposit	100.00						
6.5	Delinquent Fee (Late Fee)	5.00			Plus 1.00%			
6.6	Penalty Fee (For Items Sent to Lien)	10.00%						
	<b>***Note: The base charge for sewer service shall apply at all times whether or not the property is occupied. ***</b>							
7.0	Franchise Fees and Other Taxes	Base 18-19						
7.1	Transient Room Tax	Charge			Additional Charges / Comments			
7.1.1	Transient Room Tax	8.50%						
7.2	Franchise Fees							
7.2.1	Cascades Natural Gas	5.00%						
7.2.2	Crestview Cable	5.00%						
7.2.3	Pacific Power	5.00%						
7.2.4	Prineville Disposal	5.00%						
7.2.5	CenturyLink	7.00%						
7.3	Privilege Tax							
7.3.1	Third-party Electricity / Natural Gas Suppliers	5.00%						
		Base 18-19						
8.0	Administrative Fees and Charges	Charge			Additional Charges / Comments			
8.1	Photocopies / Printed Reports	0.40			Per page after first five pages			
8.2	Fax Charges							
8.2.1	First Page	2.50						
8.2.2	Each Additional Page	1.30			Per page			
8.3	Public Records Fees (Non-Police)							
8.3.1	Transmitted by Email (per page to 10MB in Size)	5.00			For records relating to the Police Department, refer to fees in section 1.0			



8.3.2	Transmitted by Fax (First Page)	2.50							
8.3.3	Transmitted by Fax (Each Additional Page - 10 Page Limit)	1.30							
8.3.4	Records Copied to CD (each CD)	5.00							
8.3.5	True Copy Certification	5.00							
8.4	NSF Charges	33.00							
8.5	Notary Fee	10.00							
8.6	Research / Accounting	Actual cost incurred							
8.7	Lien Search Fee	25.00							
9.0	Citywide Standard Hourly Billing Rate	Base 18-19							
9.1	Multiplier	Charge	Additional Charges / Comments						
		2.75 x employee hourly pay rate							