

RESOLUTION NO. 1496
A RESOLUTION ESTABLISHING FEES AND CHARGES FOR THE
CITY OF PRINEVILLE FOR FISCAL YEAR 2021-2022

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, 2021, and continue in effect until modified by the Prineville City Council.

APPROVED BY THE CITY COUNCIL ON THE 22nd DAY OF JUNE, 2021


Rodney J. Beebe, Mayor

ATTEST:


Lisa Morgan, City Recorder

2.3.1	1 - 10,000 sqft.	1,043.00	
2.3.2	10,001 - 20,000 sqft.	1,489.00	
2.3.3	20,001 - 100,000 sqft.	2,530.00	
2.3.4	100,001 sqft. and Over	3,434.00	
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	153.00	
2.5	Conditional Use Permits - Residential		
2.5.1	1 - 2 Dwellings	263.00	Plus 200.00 if hearing required
2.5.2	Accessory Dwelling Unit (ADU)	204.00	Plus 200.00 if hearing required
2.5.3	Multi-Family (5+ Dwellings)	1,788.00	
2.5.4	Manufactured Home Park	3,849.00	
2.5.5	RV Park	1,987.00	
2.5.6	Use Change	509.00	
2.6	Conditional Use Permits - Commercial and Industrial		
2.6.1	1 - 10,000 sqft.	1,391.00	
2.6.2	10,001 - 20,000 sqft.	1,987.00	
2.6.3	20,001 - 100,000 sqft.	2,934.00	
2.6.4	100,001 sqft. and Over	4,116.00	
2.6.5	Expansion of Existing Approved Conditional Use < 25.00%	50.00% of fee listed above	
2.6.6	Change of Use	675.00	
2.6.7	Hearings Fee for Type I, II, III and IV in Addition to CUP Fee	808.00	
2.7	Other Applications		
2.7.1	Home Occupations	255.00	Plus 200.00 if hearing required
2.7.2	Telecommunications Tower / Co-locate	3,766.00	
2.7.3	Revision / Amendment	Up to 75.00% of new application fee	
2.7.4	Reconsideration	885.00	
2.7.5	Declaratory Ruling by Planning Director	1,106.00	Plus hearings fee if required
2.7.6	Street Renaming	369.00	Plus cost of sign(s)
2.7.7	Measure 49 Claim	2,470.00	Refundable if approved
2.7.8	Miscellaneous Requests	264.00	Plus 200.00 if hearing required
2.7.9	Other Miscellaneous Requests	Charged at actual cost per hour	
2.8	Nonconforming Use Determination		
2.8.1	Administrative	204.00	
2.8.2	Planning Commission	511.00	
2.9	Variance Application		
2.9.1	Major	1,661.00	
2.9.2	Minor	270.00	Plus 200.00 if hearing required
2.9.3	Riparian Adjustment - Single Family and Duplex Residential	470.00	
2.9.4	Riparian Adjustment - Multi-family and Commercial	675.00	
2.10	Land Partitioning Applications		
2.10.1	Major Partition	3,484.00	
2.10.2	Minor Partition	1,788.00	
2.10.3	Boundary Line Adjustment	675.00	
2.10.4	Lot Consolidation	300.00	
2.10.5	Final B/LA Plat	100.00	60.00 per lot GIS fee (see fee 2.19)
2.10.6	Final Partition Plat	300.00	60.00 per lot GIS fee (see fee 2.19)
2.10.7	Final Lot Consolidation Plat	100.00	60.00 per lot GIS fee (see fee 2.19)
2.11	Subdivisions		
2.11.1	Outline Development Plan 5 Acres or Less	5,429.00	
2.11.2	Outline Development Plan Over 5 Acres	9,418.00	
2.11.3	Tentative Plans	2,796.00	Plus 22.00 per additional lot
2.11.4	Final Plat	813.00	Plus 12.00 per lot & 60.00 per lot GIS fee (see fee 2.19)
2.11.5	Final Plat Extensions	608.00	
2.11.6	Revision / Amendment	40.00% of new application fee	
2.12	Comprehensive Plan Amendment		
2.12.1	Plan Amendment and / or UGB Expansion 20 Acres or Less	7,562.00	
2.12.2	Plan Amendment and / or UGB Expansion Over 20 Acres	12,797.00	
2.12.3	Text Amendment (Consistent with Intent of Comprehensive Plan)	6,050.00	

2.13	Zoning Ordinance Amendment								
2.13.1	Ordinance Text Amendment					5,317.00			
2.13.2	Minor Ordinance Text Amendment					2,586.00			
2.13.3	Zoning / Overlay Map Amendment					2,963.00			
2.13.4	Street or Alley Vacation					1,440.00			
2.13.5	Regulating Master Plan (Mixed Use Zone)					6,366.00			
2.14	Appeals								
2.14.1	To Planning Commission					337.00			
2.14.2	To City Council					2,353.00			
2.15	Document Purchase								
2.15.1	Photocopies / Printed Reports / Documents (8.5" x 11" & 11" x 17")					0.48	Per page after first five pages		
2.15.2	Large Format Copies (Over 11" x 17")					2.26	Per page		
2.15.3	Maps					6.80	Minimum (actual costs)		
2.15.4	Fax					2.86	First page plus	1.37	Each additional page
2.15.5	Planning Commission Agenda (One Year)					34.00	Base plus	0.68	Per page
2.15.6	Planning Commission Agenda Packets (One Year)					340.00			
2.16	Annexation								
2.16.1	Petition to Annex					306.00			
2.17	Pre-Application Conference								
2.17	Crook County Parks & Recreation SDC Fee					50.00	per hour (after first hour), applicable to application fee		
2.18	GIS Fee					1,887.00			
2.18	***Note: Parks & Recreation fees are regulated by Crook County and are subject to change.***					60.00			
2.19	GIS Fee								
2.19	***Note: GIS fees are per parcel and are subject to change by Crook County.***								
						Base 21-22			
						Charge			
						Additional Charges / Comments			
3.0	Public Works Review Fees								
3.1	Water System Analysis (Fire Flow)					1,250.00			
3.2	Sewer System Analysis (Capacity)					1,500.00			
3.3	Sidewalk Permit					165.00			
3.4	Utility Street Cut Permit (Base)					200.00			
3.4.1	Per sqft.					3.25			
3.5	Special Permits and Agreements								
3.5	Outside Consultant Review					Charges will be on a per hour basis			
						Actual cost of consultant			
						Base 21-22			
						Charge			
						Additional Charges / Comments			
4.0	System Development Charges (SDC)								
4.1	Transportation SDC Fees								
4.1.1	Single Family Dwelling (One Peak Hour Trip)					4,848.04	May meet 10.00% rule		
4.1.2	Per Peak Hour Trip*					4,848.04	No Transportation SDC charged to accessory dwellings		
	* Based on Institute of Transportation Engineers Trip Generation Manual								
4.2	Water SDC Fees								
4.2.1	3/4" Meter (1 EDU) - Maximum 810 gpd					5,141.03	No Water SDC charged to accessory dwellings unless meter added or size increased		
4.2.1.1	Water SDC Breakdown - 3/4" Meter					4,251.63	82.70%		
4.2.1.2	Improvement Fee					644.69	12.54%		
4.2.1.3	Reimbursement Fee					244.71	4.76%		
4.2.1.4	Administration Fee								
	Total Water SDC					5,141.03			
4.2.2	1" Meter (1.67 EDU) - Maximum 1,353 gpd					8,585.48			
4.2.3	1.5" Meter (3.33 EDU) - Maximum 2,697 gpd					17,119.55			
4.2.4	2" Meter (5.33 EDU) - Maximum 4,317 gpd					27,401.58			
4.2.5	3" Meter (10 EDU) - Maximum 8,100 gpd					51,410.09			
4.2.6	4" Meter (16.67 EDU) - Maximum 13,503 gpd					85,700.62			
4.2.7	6" Meter (33.33 EDU) - Maximum 26,997 gpd					171,349.81			
4.2.8	8" Meter (53.33 EDU) - Maximum 43,197 gpd					274,169.99			
4.2.9	Per Additional 810 Gallons per Day (gpd) Over Maximum					5,141.03			

6.5	Delinquent Fee (Late Fee)		5.00	Plus 1.00%		
6.6	Penalty Fee (For Items Sent to Lien)		10.00%			
	***Note: The base charge for sewer service shall apply at all times whether or not the property is occupied. ***					
			Base 21-22	Charge	Additional Charges / Comments	
7.0	Franchise Fees and Other Taxes					
7.1	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 21-22	Charge	Additional Charges / Comments	
8.0	Administrative Fees and Charges					
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	Per page notarized		
8.6	Research / Accounting			Actual cost incurred		
8.7	Lien Search Fee		25.00			
			Base 21-22	Charge	Additional Charges / Comments	
9.0	Citywide Standard Hourly Billing Rate					
9.1	Multiplier			2.75 x employee hourly pay rate		