**RESOLUTION NO. 1530**
**CITY OF PRINEVILLE, OREGON**

**A RESOLUTION ESTABLISHING FEES AND CHARGES FOR THE CITY OF PRINEVILLE FOR FISCAL YEAR 2022-2023**

The Prineville City Council specifically finds that:

**Whereas,** various City Ordinances and state statutes allow the City of Prineville ("City") to establish certain fees by Resolution; and

**Whereas**, the City 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, the City of Prineville Resolves as follows:**

1. That the fee and charge schedule attached as Exhibit A, which is incorporated herein, is hereby adopted with said fees and charges to be effective July 1, 2022 and continue in effect until modified by the Prineville City Council.

Approved by the City Council this 28th day of June, 2022.

Rodney J. Beebe, Mayor

ATTEST:

Lisa Morgan, City Recorder

Exhibit "A"

| | | | | |
|---|---|---|---|---|
| **Rate Schedule FY 22-23** | | | | |
| **Exhibit A** | | | | |
| | | **Base 22-23 Charge** | **Additional Charges / Comments** | |
| **1.0** | **Police** | | | |
| **1.1** | **Police Personnel Outside Services** | | | |
| 1.1.1 | Sergeant | **79.05** | **Per hour** | |
| 1.1.2 | Officer | **68.21** | **Per hour** | |
| 1.1.3 | Reserve Officer | **41.14** | **Per hour** | |
| 1.1.4 | Vehicle | **55.00** | **Per hour** | |
| **1.2** | **Copies of Documents / Reports** | | | |
| 1.2.1 | Copies of Documents / Reports (Minimum Charge) | **10.00** | **Additional fees may apply** | |
| 1.2.2 | Per Page (After 10 Pages) | **0.25** | | |
| **1.3** | **Copies of CDs/DVDs** | **32.75** | **Per disc** | |
| **1.4** | **Tow Fees** | **126.00** | **Per vehicle, per incident** | |
| **1.5** | **Bicycle License** | **-** | **Per bicycle** | |
| **1.6** | **Burn Barrel Permits** | **32.75** | **Annual permit** | |
| **1.7** | **Transient Vendor's License** | | | |
| 1.7.1 | Annual License | **158.00** | | |
| 1.7.2 | Three Day License | **35.00** | | |
| 1.7.3 | Thirty Day License | **50.00** | **per 30 consecutive days** | |
| **1.8** | **Social Gaming License** | **205.00** | **Annual** | |
| **1.9** | **Liquor License** | | | |
| 1.9.1 | New Application for Permanent License | **100.00** | | |
| 1.9.2 | Change of Ownership | **75.00** | | |
| 1.9.3 | Annual Renewal of Permanent License | **35.00** | | |
| 1.9.4 | Temporary (Event) | **100.00** | | |
| 1.9.5 | Renewal of Temporary License (Within 18 months after paying initial temporary license fee) | | **May be reduced to 35.00 per event under authority and discretion of the Chief of Police or his designee.** | |
| **1.10** | **Taxicab License** | | | |
| 1.10.1 | Annual License | **50.00** | | |
| 1.10.2 | Additional Vehicle | **25.00** | | |
| **1.11** | **Administrative Research** | **63.00** | **Per hour (one hour minimum)** | |
| **1.12** | **Conference Room Rental** | | | |
| 1.12.1 | Conference Room Rental Fee | **15.00** | **Per four hour block** | **Conference room fees are waived for non-profit uses.** |
| 1.12.2 | Multimedia / Projector Fees for Conference Room | **15.00** | **Per four hour block** | |
| 1.12.3 | Network Access (Internet) for Conference Room | **25.00** | **Per day** | |
| | | **Base 22-23 Charge** | **Additional Charges / Comments** | |
| **2.0** | **Community Development** | | | |
| **2.1** | **Sign Permits** | **3.00** | **Per sqft.** | |
| **2.2** | **Site Plan Review - New Residential Buildings** | | | |
| 2.2.1 | 1 - 2 Dwellings / Accessory Dwelling Units (ADU) | **151.00** | | |
| 2.2.2 | Multi-family (3 - 4 Dwellings) | **442.00** | | |
| 2.2.3 | Manufactured Home in Park | **52.00** | | |
| 2.2.4 | Accessory structures & additions | **52.00** | | |
| **2.3** | **Site Plan Review - New Commercial and Industrial Buildings** | | | |
| 2.3.1 | 1 - 10,000 sqft. | **1,070.00** | | |
| 2.3.2 | 10,001 - 20,000 sqft. | **1,527.00** | | |
| 2.3.3 | 20,001 - 100,000 sqft. | **2,595.00** | | |
| 2.3.4 | 100,001 sqft. and Over | **3,523.00** | | |
| **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 | **156.00** | | |
| **2.5** | **Conditional Use Permits - Residential** | | | |
| 2.5.1 | 1 - 2 Dwellings | **269.00** | **Plus 200.00 if hearing required** | |
| 2.5.2 | Multi-family (5+ Dwellings) | **1,834.00** | | |
| 2.5.3 | Manufactured Home Park | **3,949.00** | | |
| 2.5.4 | RV Park | **2,038.00** | | |
| 2.5.5 | Use Change | **522.00** | | |
| **2.6** | **Conditional Use Permits - Commercial and Industrial** | | | |
| 2.6.1 | 1 - 10,000 sqft. | **1,427.00** | | |
| 2.6.2 | 10,001 - 20,000 sqft. | **2,038.00** | | |
| 2.6.3 | 20,001 - 100,000 sqft. | **3,010.00** | | |
| 2.6.4 | 100,001 sqft. and Over | **4,223.00** | | |
| 2.6.5 | Expansion of Existing Approved Conditional Use < 25.00% | **50.00% of fee listed above** | | |
| 2.6.6 | Change of Use | **692.00** | | |
| 2.6.7 | Hearings Fee for Type I, II, III and IV in Addition to CUP Fee | **829.00** | | |
| **2.7** | **Other Applications** | | | |
| 2.7.1 | Home Occupations | **261.00** | **Plus 200.00 if hearing required** | |
| 2.7.2 | Telecommunications Tower / Co-locate | **3,863.00** | | |
| 2.7.3 | Revision / Amendment | **Up to 75.00% of new application fee** | | |
| 2.7.4 | Reconsideration | **908.00** | | |
| 2.7.5 | Declaratory Ruling by Planning Director | **1,134.00** | **Plus hearings fee if required** | |
| 2.7.6 | Street Renaming | **378.00** | **Plus cost of sign(s)** | |
| 2.7.7 | Measure 49 Claim | **2,534.00** | **Refundable if approved** | |
| 2.7.8 | Miscellaneous Requests | **270.00** | **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 | **209.00** | | |
| 2.8.2 | Planning Commission | **524.00** | | |
| **2.9** | **Variance Application** | | | |
| 2.9.1 | Major | **1,704.00** | | |
| 2.9.2 | Minor | **277.00** | **Plus 200.00 if hearing required** | |
| 2.9.3 | Riparian Adjustment - Single Family and Duplex Residential | **482.00** | | |
| 2.9.4 | Riparian Adjustment - Multi-family and Commercial | **692.00** | | |
| **2.10** | **Land Partitioning Applications** | | | |
| 2.10.1 | Major Partition | **3,574.00** | | |
| 2.10.2 | Minor Partition | **1,834.00** | | |
| 2.10.3 | Boundary Line Adjustment | **675.00** | | |
| 2.10.4 | Lot Consolidation | **300.00** | | |
| 2.10.5 | Final BLA 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 | 5,570.00 | |
| 2.11.2 | Outline Development Plan Over 5 Acres | 9,662.00 | |
| 2.11.3 | Tentative Plans | 2,868.00 | Plus 22.00 per additional lot |
| 2.11.4 | Final Plat | 834.00 | Plus 12.00 per lot & 60.00 per lot GIS fee (see fee 2.19) |
| 2.11.5 | Final Plat Extensions | 623.00 | |
| 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 | 7,758.00 | |
| 2.12.2 | Plan Amendment and / or UGB Expansion Over 20 Acres | 13,129.00 | |
| 2.12.3 | Text Amendment (Consistent with Intent of Comprehensive Plan) | 6,207.00 | |
| **2.13** | **Zoning Ordinance Amendment** | | |
| 2.13.1 | Ordinance Text Amendment | 5,455.00 | |
| 2.13.2 | Minor Ordinance Text Amendment | 2,653.00 | |
| 2.13.3 | Zoning / Overlay Map Amendment | 3,040.00 | |
| 2.13.4 | Street or Alley Vacation | 1,477.00 | |
| 2.13.5 | Regulating Master Plan (Mixed Use Zone) | 6,531.00 | |
| **2.14** | **Appeals** | | |
| 2.14.1 | To Planning Commission | 345.00 | |
| 2.14.2 | To City Council | 2,414.00 | |
| **2.15** | **Document Purchase** | | |
| 2.15.1 | Photocopies / Printed Reports / Documents (8.5" x 11" & 11" x 17") | 0.49 | Per page after first five pages |
| 2.15.2 | Large Format Copies (Over 11" x 17") | 2.32 | Per page |
| 2.15.3 | Maps | 6.98 | Minimum (actual costs) |
| **2.16** | **Annexation** | | |
| 2.16.1 | Petition to Annex | 313.00 | |
| **2.17** | **Pre-Application Conference** | 50.00 per hour (after first hour), applicable to application fee | |
| **2.18** | **Crook County Parks & Recreation SDC Fee** | 3,600.00 | |
| | ***Note: Parks & Recreation fees are regulated by Crook County and are subject to change.*** | | |
| **2.19** | **GIS Fee** | 60.00 | |
| | ***Note: GIS fees are per parcel and are subject to change by Crook County.*** | | |
| | | Base 22-23 | |
| | | 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** | Charges will be on a per hour basis | |
| **3.6** | **Outside Consultant Review** | Actual cost of consultant | |
| | | Base 22-23 | |
| | | Charge | Additional Charges / Comments |
| **4.0** | **System Development Charges (SDC)** | | |
| **4.1** | **Transportation SDC Fees** | | May meet 10.00% rule |
| 4.1.1 | Single Family Dwelling (One Peak Hour Trip) | 5,452.54 | No Transportation SDC charged to accessory dwellings |
| 4.1.2 | Per Weekday Peak Hour Trip of Adjacent Street Traffic* | 5,452.54 | |
| | * Based on ITE Trip Generation Manual 11th Edition | | |
| **4.2** | **Water SDC Fees** | | |
| 4.2.1 | 3/4" Meter (1 EDU) - Maximum 810 gpd | 5,782.07 | No Water SDC charged to accessory dwellings unless meter added or size increased |
| 4.2.1.1 | Water SDC Breakdown - 3/4" Meter | | |
| 4.2.1.2 | Improvement Fee | 4,781.77 | 62.70% |
| 4.2.1.3 | Reimbursement Fee | 725.07 | 12.54% |
| 4.2.1.4 | Administration Fee | 275.23 | 4.76% |
| | **Total Water SDC** | 5,782.07 | |
| 4.2.2 | 1" Meter (1.67 EDU) - Maximum 1,353 gpd | 9,656.00 | |
| 4.2.3 | 1.5" Meter (3.33 EDU) - Maximum 2,697 gpd | 19,254.19 | |
| 4.2.4 | 2" Meter (5.33 EDU) - Maximum 4,317 gpd | 30,818.28 | |
| 4.2.5 | 3" Meter (10 EDU) - Maximum 8,100 gpd | 57,820.41 | |
| 4.2.6 | 4" Meter (16.67 EDU) - Maximum 13,503 gpd | 96,386.63 | |
| 4.2.7 | 6" Meter (33.33 EDU) - Maximum 26,997 gpd | 192,715.42 | |
| 4.2.8 | 8" Meter (53.33 EDU) - Maximum 43,197 gpd | 308,356.25 | |
| 4.2.9 | Per Additional 810 Gallons per Day (gpd) Over Maximum | 5,782.07 | |
| **4.3** | **Wastewater SDC Fees** | | |
| 4.3.1 | 3/4" Meter (1 EDU) - Maximum 260 gpd | 2,957.01 | No Wastewater SDC charged to accessory dwellings unless water meter added or size increased |
| 4.3.1.1 | Wastewater SDC Breakdown - 3/4" Meter | | |
| 4.3.1.2 | Improvement Fee | 908.69 | 30.73% |
| 4.3.1.3 | Reimbursement Fee | 1,907.56 | 64.51% |
| 4.3.1.4 | Administration Fee | 140.75 | 4.76% |
| | **Total Wastewater SDC** | 2,957.00 | |
| 4.3.2 | 1" Meter (1.67 EDU) - Maximum 434 gpd | 4,938.19 | |
| 4.3.3 | 1.5" Meter (3.33 EDU) - Maximum 866 gpd | 9,846.80 | |
| 4.3.4 | 2" Meter (5.33 EDU) - Maximum 1,386 gpd | 15,760.80 | |
| 4.3.5 | 3" Meter (10 EDU) - Maximum 2,600 gpd | 29,569.97 | |
| 4.3.6 | 4" Meter (16.67 EDU) - Maximum 4,334 gpd | 49,293.14 | |
| 4.3.7 | 6" Meter (33.33 EDU) - Maximum 8,666 gpd | 98,556.70 | |
| 4.3.8 | 8" Meter (53.33 EDU) - Maximum 13,866 gpd | 157,696.64 | |
| 4.3.9 | Per Additional 810 Gallons per Day (gpd) Over Maximum | 2,957.01 | |
| | | Base 22-23 | |
| | | Charge | Additional Charges / Comments |
| **5.0** | **Water Rates & Fees** | | |
| **5.1** | **Residential Rates** | | |
| 5.1.1 | Senior Citizen / Disabled Persons Discount | (4.83) | 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 | 20.12 | |
| 5.1.2.2 | 1" Meter | 31.70 | |
| 5.1.2.3 | 1.5" Meter | 60.43 | |
| 5.1.2.4 | 2" Meter | 95.03 | |
| 5.1.2.5 | 3" Meter | 175.85 | |
| 5.1.2.6 | 4" Meter | 291.18 | |
| 5.1.2.7 | 6" Meter | 579.53 | |
| 5.1.3 | Commodity Charge | | |

| | | | |
|---|---|---|---|
| 5.1.3.1 | 3/4" to 6" Meter | | |
| 5.1.3.1.1 | Tier I | 2.25 | Per unit (100 cubic feet) of water used from 1 - 25 units |
| 5.1.3.1.2 | Tier II | 2.47 | Per unit (100 cubic feet) of water used from 26 - 37 units |
| 5.1.3.1.3 | Tier III | 2.81 | Per unit (100 cubic feet) of water used 38 units and over |
| | | | |
| | | Base 22-23 | |
| | | Charge | Additional Charges / Comments |
| 5.1.4 | Suspension Fee | | |
| 5.1.4.1 | During Business Hours | 75.00 | |
| 5.1.4.2 | Suspension Reconnect After Business Hours | 25.00 | Charged Monday - Friday 3:00pm to 8:00am. All hours on weekends/holidays. |
| | (Charged in addition to business hours suspension fee) | | |
| 5.1.5 | Service Charge | | |
| 5.1.5.1 | After Business Hours | 50.00 | |
| 5.1.5.2 | After Unauthorized Use | 50.00 | |
| | | | |
| | | Base 22-23 | |
| | | Charge | Additional Charges / Comments |
| **5.2** | **Commercial & Industrial Rates** | | |
| 5.2.1 | Monthly Water Rates (Minimum Charges) | | |
| 5.2.1.1 | 3/4" Meter | 20.12 | 0 units included |
| 5.2.1.2 | 1" Meter | 31.70 | 0 units included |
| 5.2.1.3 | 1.5" Meter | 60.43 | 0 units included |
| 5.2.1.4 | 2" Meter | 95.03 | 0 units included |
| 5.2.1.5 | 3" Meter | 175.85 | 0 units included |
| 5.2.1.6 | 4" Meter | 291.25 | 0 units included |
| 5.2.1.7 | 6" Meter | 579.53 | 0 units included |
| 5.2.2 | Commodity Charge | | |
| 5.2.2.1 | 3/4" to 6" Meter | | |
| 5.2.2.1.1 | Tier I | 2.25 | Per unit (100 cubic feet) of water used from 1 - 25 units |
| 5.2.2.1.2 | Tier II | 2.47 | Per unit (100 cubic feet) of water used from 26 - 37 units |
| 5.2.2.1.3 | Tier III | 2.81 | Per unit (100 cubic feet) of water used 38 units and over |
| | | | |
| | | Base 22-23 | |
| | | Charge | |
| 5.2.3 | Suspension Fee | | |
| 5.2.3.1 | During Business Hours | 75.00 | |
| 5.2.3.2 | Suspension Reconnect After Business Hours | 25.00 | Charged Monday - Friday 3:00pm to 8:00am. All hours on weekends/holidays. |
| | (Charged in addition to business hours suspension fee) | | |
| 5.2.4 | Service Charge | | |
| 5.2.4.1 | After Business Hours | 50.00 | |
| 5.2.4.2 | After Unauthorized Use | 50.00 | |
| | | | |
| | | Base 22-23 | |
| | | Charge | |
| 5.2.4 | Bulk Water Rates | | |
| 5.2.4.1 | First 24 units | 14.24 | Per unit (100 cubic feet) used up to 24 units with a half unit monthly minimum |
| 5.2.4.2 | Additional | 12.78 | Per unit (100 cubic feet) used over 24 units |
| 5.2.5 | Monthly Standby Fire Protection | | |
| 5.2.5.1 | 2" or Less | 20.83 | |
| 5.2.5.2 | 3" | 26.57 | |
| 5.2.5.3 | 4" | 32.53 | |
| 5.2.5.4 | 6" | 43.62 | |
| 5.2.5.5 | 8" | 50.24 | |
| 5.2.5.6 | 10" or Above | 60.56 | |
| | | | |
| | | Base 22-23 | |
| | | Charge | |
| **5.3** | **Water Connection** | | |
| 5.3.1 | 3/4" | 804.19 | Plus actual cost of meter |
| 5.3.2 | 1" | 917.09 | Plus actual cost of meter |
| 5.3.3 | 1.5" | 2,094.43 | Plus actual cost of meter |
| 5.3.4 | 2" | 2,524.05 | Plus actual cost of meter |
| 5.3.5 | 3" | 4,151.67 | Plus actual cost of meter |
| 5.3.6 | 4" | 4,243.92 | Plus actual cost of meter |
| 5.3.7 | 6" | 5,983.10 | Plus actual cost of meter |
| **5.4** | **Water Meters** | | |
| 5.4.1 | 3/4" Meter | 283.93 | |
| 5.4.2 | 1" Meter | 413.72 | |
| 5.4.3 | 1.5" Meter | 694.41 | |
| 5.4.4 | 2" Meter | 833.94 | |
| 5.4.5 | Larger Sizes | Call for pricing | |
| **5.5** | **Water Account Deposit** | 60.00 | |
| **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% | |
| | ***Note: The base charge for water service shall apply at all times whether or not the property is occupied. *** | | |
| | | | |
| | | Base 22-23 | |
| | | Charge | Additional Charges / Comments |
| **6.0** | **Sewer Fees and Charges** | | |
| **6.1** | **Residential Rates** | | |
| 6.1.1 | Senior Citizen / Disabled Persons Discount | (6.67) | Per month (income must qualify), 12.00% of base fee |
| 6.1.2 | Monthly Flat Rate | 55.61 | Per dwelling unit |
| **6.2** | **Commercial Rates** | | |
| 6.2.1 | General Service Uses | | |
| 6.2.1.1 | Monthly Flat Rate | 55.61 | Per dwelling unit |
| 6.2.2 | Large General Service Uses | | |
| 6.2.2.1 | Flat Rate | 55.61 | |
| 6.2.2.2 | Metered or Estimated Water Usage in Excess of 5 Units per Month | 6.62 | Per excess unit (100 cubic feet) |
| 6.2.3 | Industrial Use | To be determined on a case by case basis | |
| **6.3** | **Connection Fee** | 946.25 | |
| **6.4** | **Sewer Deposit** | 120.00 | |
| **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 22-23 Charge | Additional Charges / Comments |
|---|---|---|---|
| 7.0 | **Franchise Fees and Other Taxes** | | |
| 7.1 | **Transient Room Tax** | | |
| 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 22-23 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 22-23 Charge | Additional Charges / Comments |
|---|---|---|---|
| 9.0 | **Citywide Standard Hourly Billing Rate** | | |
| 9.1 | **Multiplier** | 2.75 x employee hourly pay rate | |