

**RESOLUTION NO. 1598
CITY OF PRINEVILLE, OREGON**

**A RESOLUTION ESTABLISHING FEES AND CHARGES FOR THE
CITY OF PRINEVILLE FOR FISCAL YEAR 2024-2025**

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

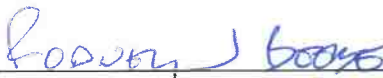
Whereas, the City desires to establish and recover certain City costs from fees and charges levied in providing City services, products, and regulations; and

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, 2024 and continue in effect until modified by the Prineville City Council.

Approved by the City Council this 25th day of June, 2024.



Rodney J. Beebe, Mayor

ATTEST:



Lisa Morgan, City Recorder

Rate Schedule FY 24-25

Exhibit A

		Base 24-25 Charge	Additional Charges / Comments
1.0	Police		
1.1	Police Personnel Outside Services		
1.1.1	Sergeant	83.00	Per hour
1.1.2	Officer	71.62	Per hour
1.1.3	Reserve Officer	43.20	Per hour
1.1.4	Vehicle	60.50	Per hour
1.2	Copies of Documents / Reports	15.00	Additional fees may apply
1.2.1	Copies of Documents / Reports (Minimum Charge)	0.25	
1.2.2	Per Page (After 10 Pages)	40.00	Per media type
1.3	Copies of CDs/DVDs/Thumb Drives	126.00	Per vehicle, per incident
1.4	Tow Fees	34.00	Annual permit
1.5	Burn Barrel Permits		
1.6	Transient Vendor's License	35.00	
1.6.1	Three Day License	50.00	per 30 consecutive days. Maximum 4 consecutive months
1.6.2	Thirty Day License	205.00	Annual
1.7	Social Gaming License		
1.8	Liquor License	100.00	
1.8.1	New Application for Permanent License	75.00	
1.8.2	Change of Ownership	35.00	
1.8.3	Annual Renewal of Permanent License	100.00	
1.8.4	Temporary (Event)		
1.8.5	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 their designee.
1.9	Taxicab License		
1.9.1	Annual License	50.00	
1.9.2	Additional Vehicle	25.00	
1.10	Administrative Research	66.15	Per hour (one hour minimum)
2.0	Community Development		
2.1	Sign Permits	3.00	Per sq. ft.
2.2	Site Plan Review - New Residential Buildings		
2.2.1	1 - 2 Dwellings / Accessory Dwelling Units (ADU)	165.00	
2.2.2	Multi-family (3 - 4 Dwellings)	484.00	
2.2.3	Manufactured Home in Park	56.00	
2.2.4	Accessory structures & additions	56.00	
2.3	Site Plan Review - New Commercial and Industrial Buildings		
2.3.1	1 - 10,000 sq. ft.	1,172.00	
2.3.2	10,001 - 20,000 sq. ft.	1,673.00	
2.3.3	20,001 - 100,000 sq. ft.	2,844.00	
2.3.4	100,001 sqft. and Over	3,861.00	
2.4	Site Plan Review - Commercial and Industrial		
2.4.1	Minor or No Structural Development	585.00	
2.4.2	Expansion of Existing Use or Building < 25.00%		
2.4.3	Change of Use (Existing Building)	170.00	50.00% of fee listed above
2.5	Conditional Use Permits - Residential		
2.5.1	1 - 2 Dwellings	293.00	Plus 250.00 if hearing required
2.5.2	Multi-family (5+ Dwellings)	2,010.00	
2.5.3	Manufactured Home Park	4,328.00	
2.5.4	RV Park	2,233.00	
2.5.5	Use Change	572.00	
2.6	Conditional Use Permits - Commercial and Industrial		

2.6.1	1 - 10,000 sq. ft.	1,563.00		
2.6.2	10,001 - 20,000 sq. ft.	2,233.00		
2.6.3	20,001 - 100,000 sq. ft.	3,299.00		
2.6.4	100,001 sq. ft. and Over	4,628.00		
2.6.5	Expansion of Existing Conditional Use < 25.00%	50.00%	of fee listed above	
2.6.6	Change of Use (No New Structures)	758.00		
2.6.7	Hearings Fee for Type I, II, III and IV in Addition to CUP Fee	800.00		
2.7	Other Applications			
2.7.1	Home Occupations	285.00	Plus 250.00 if hearing required	
2.7.2	Telecommunications Tower / Co-locate	4,234.00		
2.7.3	Revision / Amendment	Up to 75.00%	of new application fee	
2.7.4	Reconsideration	994.00		
2.7.5	Declaratory Ruling	1,242.00	Plus hearings fee if required	
2.7.6	Street Renaming	414.00	Plus cost of sign(s)	
2.7.7	Measure 49 Claim	2,777.00	Refundable if approved	
2.7.8	Miscellaneous Requests	294.00	Plus 250.00 if hearing required	
2.7.9	Other Miscellaneous Requests	Charged at actual cost	per hour	
2.8	Nonconforming Use Determination			
2.8.1	Administrative	200.00		
2.8.2	Planning Commission	500.00		
2.9	Variance Application			
2.9.1	Major	891.00		
2.9.2	Minor	303.00	Plus 250.00 if hearing required	
2.9.3	Riparian Adjustment - Single Family and Duplex Residential	528.00		
2.9.4	Riparian Adjustment - Multi-Family and Commercial	758.00		
2.10	Land Partitioning Applications			
2.10.1	Major Partition	3,917.00		
2.10.2	Minor Partition	2,010.00		
2.10.3	Boundary Line Adjustment	700.00		
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 (ODP)	3,138.00	Does not include Tentative Plan Review	
2.11.2	Planned Unit Development (PUD) 5 Acres or Less	6,105.00	Includes Tentative Plan Review *Requires final plat fee prior to signature	
2.11.3	Planned Unit Development (PUD) Over 5 Acres	10,590.00	Includes Tentative Plan Review *Requires final plat fee prior to signature	
2.11.4	Tentative Plans (Includes ODP & Cluster Developments)	3,143.00	Plus 30.00 per additional lot *Requires final plat fee prior to signature	
2.11.5	Final Plat	914.00	Plus 15.00 per lot & 60.00 per lot GIS fee (see fee 2.19)	
2.11.6	Final Plat Extensions	681.00		
2.11.7	Revision / Amendment	40.00%	of new application fee	
2.12	Comprehensive Plan Amendment			
2.12.1	Map Amendment and / or UGB Expansion 20 Acres or Less	5,230.00		
2.12.2	Map Amendment and / or UGB Expansion 20 - 80 Acres	7,845.00		
2.12.3	Map Amendment and / or UGB Expansion Over 80 Acres	13,598.00		
2.12.4	Text Amendment (Consistent with Intent of Comprehensive Plan)	6,276.00		
2.13	Zoning Ordinance Amendment			
2.13.1	Ordinance Text Amendment (Major)	5,978.00		
2.13.2	Ordinance Text Amendment (Minor)	2,907.00		
2.13.3	Zoning / Overlay Map Amendment	3,331.00		
2.13.4	Street or Alley Vacation	1,618.00		
2.13.5	Regulating Master Plan (Mixed Use Zone)	7,158.00		
2.14	Appeals			
2.14.1	To Planning Commission	377.00		
2.14.2	To City Council	2,645.00		
2.15	Document Purchase			
2.15.1	Photocopies / Printed Reports / Documents (8.5" x 11" & 11" x 17")	0.53	Per page after first five pages	
2.15.2	Large Format Copies (Over 11" x 17")	2.54	Per page	
2.15.3	Maps	7.33	Minimum (actual costs)	

2.16	Annexation	343.00			
2.16.1	Petition to Annex	50.00 per hour (after first hour), applicable to application fee			
2.17	Pre-Application Conference				
2.18	Crook County Parks & Recreation SDC Fee				
2.18.1	Single-family	4,433.77			
2.18.2	Multi-family	4,125.87			
2.19	GIS Fee	60.00			
	Note: Parks & Recreation fees are regulated by Crook County and are subject to change.				
	Note: GIS fees are per parcel and are subject to change by Crook County,				
	Base 24-25	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	Right of Way Permit (Base)	250.00	Includes 20 sq. ft.		
3.4.1	Per sq. ft. For Cuts Over 20 sq. ft.	4.00			
3.5	Special Permits and Agreements		Charges will be on a per hour basis		
3.6	Outside Consultant Review		Actual cost of consultant		
	Base 24-25	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)	5,849.32	May meet 10.00% rule		
4.1.2	Per Weekday Peak Hour Trip of Adjacent Street Traffic*	5,849.32	No Transportation SDC charged to accessory dwellings		
	* Based on ITE Trip Generation Manual 11th Edition				
4.2	Water SDC Fees				
4.2.1	3/4" Meter (1 EDU) - Maximum 810 gpd	6,202.83	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	5,129.74	82.70%		
4.2.1.3	Reimbursement Fee	777.84	12.54%		
4.2.1.4	Administration Fee	295.25	4.76%		
	Total Water SDC	6,202.83			
4.2.2	1" Meter (1.67 EDU) - Maximum 1,353 gpd	10,358.66			
4.2.3	1.5" Meter (3.33 EDU) - Maximum 2,697 gpd	20,655.30			
4.2.4	2" Meter (5.33 EDU) - Maximum 4,317 gpd	33,060.90			
4.2.5	3" Meter (10 EDU) - Maximum 8,100 gpd	62,027.96			
4.2.6	4" Meter (16.67 EDU) - Maximum 13,503 gpd	103,400.61			
4.2.7	6" Meter (33.33 EDU) - Maximum 26,997 gpd	206,739.16			
4.2.8	8" Meter (53.33 EDU) - Maximum 43,197 gpd	330,795.08			
4.2.9	Per Additional 810 Gallons per Day (gpd) Over Maximum	6,202.83			
4.3	Wastewater SDC Fees				
4.3.1	3/4" Meter (1 EDU) - Maximum 260 gpd	3,172.19	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	974.81	30.73%		
4.3.1.3	Reimbursement Fee	2,046.38	64.51%		
4.3.1.4	Administration Fee	151.00	4.76%		
	Total Wastewater SDC	3,172.19			
4.3.2	1" Meter (1.67 EDU) - Maximum 434 gpd	5,297.53			
4.3.3	1.5" Meter (3.33 EDU) - Maximum 866 gpd	10,563.35			
4.3.4	2" Meter (5.33 EDU) - Maximum 1,386 gpd	16,907.70			
4.3.5	3" Meter (10 EDU) - Maximum 2,600 gpd	31,721.75			
4.3.6	4" Meter (16.67 EDU) - Maximum 4,334 gpd	52,880.17			
4.3.7	6" Meter (33.33 EDU) - Maximum 8,666 gpd	105,728.59			

5.2.4.2	After Unauthorized Use	50.00		
	Base 24-25 Charge			
5.2.4	Bulk Water Rates	15.11	Per unit (100 cubic feet) used up to 24 units with a half unit monthly minimum	
5.2.4.1	First 24 units	13.55	Per unit (100 cubic feet) used over 24 units	
5.2.4.2	Additional			
5.2.5	Monthly Standby Fire Protection	22.09		
5.2.5.1	2" or Less	28.19		
5.2.5.2	3"	34.52		
5.2.5.3	4"	46.28		
5.2.5.4	6"	53.30		
5.2.5.5	8"	64.25		
5.2.5.6	10" or Above			
	Base 24-25 Charge			
5.3	Water Connection			
5.3.1	1"	987.96	Plus actual cost of meter	
5.3.2	1.5"	2,256.28	Plus actual cost of meter	
5.3.3	2"	2,719.10	Plus actual cost of meter	
5.3.4	3"	4,472.50	Plus actual cost of meter	
5.3.5	4"	4,571.88	Plus actual cost of meter	
5.3.6	6"	6,445.45	Plus actual cost of meter	
5.4	Water Meters			
5.4.1	3/4" Meter	305.87		
5.4.2	1" Meter	445.69		
5.4.3	1.5" Meter	748.07		
5.4.4	2" Meter	898.39		
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%		
	<i>***Note: The base charge for water service shall apply at all times whether or not the property is occupied. ***</i>			
	Base 24-25 Charge			
	Additional Charges / Comments			
6.0	Sewer Fees and Charges			
6.1	Residential Rates	(7.08)	Per month (income must qualify), 12.00% of base fee	
6.1.1	Senior Citizen / Disabled Persons Discount	59.00	Per dwelling unit	
6.1.2	Monthly Flat Rate			
6.2	Commercial Rates	59.00	Per dwelling unit	
6.2.1	General Service Uses			
6.2.1.1	Monthly Flat Rate			
6.2.2	Large General Service Uses	59.00		
6.2.2.1	Flat Rate	7.02	Per excess unit (100 cubic feet)	
6.2.2.2	Metered or Estimated Water Usage in Excess of 5 Units per Month		To be determined on a case by case basis	
6.2.3	Industrial Use	1,019.37		
6.3	Connection Fee			
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%		
	<i>***Note: The base charge for sewer service shall apply at all times whether or not the property is occupied. ***</i>			
	Base 24-25 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%
8.0	Administrative Fees and Charges								
8.1	Photocopies / Printed Reports								
8.2	Fax Charges								
8.2.1	First Page								0.40
8.2.2	Each Additional Page								2.50
8.3	Public Records Fees (Non-Police)								
8.3.1	Transmitted by Email (Per Page to 10MB in Size)								5.00
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) or Thumb Drive								7.50
8.3.5	True Copy Certification								5.00
8.4	NSF Charges								
8.5	Notary Fee								
8.6	Research / Accounting								
8.7	Lien Search Fee								
9.0	Citywide Standard Hourly Billing Rate								
9.1	Multiplier								2.75 x employee hourly pay rate