



City of Prineville
DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT
STAFF REPORT

Date: September 23, 2008
To: Prineville City Council
From: Ricky Sites, Community Development Director
Through: Wayne Van Matre, Acting City Manager
Issue: Community Development Fee Structure Revision

The Council approved the Community Development Fee Structure at fees of 50% of actual cost in June 2008. This is reflected on the Fee Schedule for 2008-09. Some of the Engineering fees were consolidated under one heading without an hourly breakdown for additional work. This has resulted in the possibility that some applicants are being charged too much for a simple application, while those applicants requiring more staff and engineering time are not paying a proportionate share of the cost. The revised fee schedule has a more detailed breakdown of costs to correct the schedule.

No other changes have been made to the fee schedule. All fees still reflect a 50% of actual cost recovery.

For purposes of the Resolution adopting fees, all fees are rounded up to the nearest dollar.

Staff Recommendation:

Replace Resolution # 1080 with new Resolution # 1088 adopting Revised Fee Structure dated September 23, 2008.

2.1.3.3	50,001 - 100,000 sqft.	1,879.00	60.00 GIS Fee (see fee 2.18)	
2.1.3.4	> 100,000 sqft.	2,533.00	60.00 GIS Fee (see fee 2.18)	
2.1.4	Industrial			
2.1.4.1	0 - 10,000 sqft.	2,078.00	60.00 GIS Fee (see fee 2.18)	
2.1.4.2	10,001 - 50,000 sqft.	2,779.00	60.00 GIS Fee (see fee 2.18)	
2.1.4.3	> 50,000 sqft.	3,635.00	60.00 GIS Fee (see fee 2.18)	
2.2	Conditional Use Permits			
2.2.1	Residential			
2.2.1.1	1-2 Family	799.00	60.00 per unit GIS fee (see fee 2.18)	
2.2.1.2	Multi-family	1,925.00	60.00 per unit GIS fee (see fee 2.18)	
2.2.1.3	Mobile park	3,437.00	60.00 per unit GIS fee (see fee 2.18)	
2.2.1.4	Use change	975.00		
2.2.2	Commercial			
2.2.2.1	Use change	1,085.00		
2.2.2.2	Use change < 25% Alt	2,078.00		
2.2.3	New Construction			
2.2.3.1	1 - 20,000 sqft.	2,078.00	60.00 per unit GIS fee (see fee 2.18)	
2.2.3.2	20,001 - 50,000 sqft.	2,779.00	60.00 per unit GIS fee (see fee 2.18)	
2.2.3.3	50,001 - 100,000 sqft.	3,635.00	60.00 per unit GIS fee (see fee 2.18)	
2.2.3.4	> 100,000 sqft.	4,826.00	60.00 per unit GIS fee (see fee 2.18)	
2.2.4	Industrial			
2.2.4.1	0 - 10,000 sqft.	2,078.00	60.00 per unit GIS fee (see fee 2.18)	
2.2.4.2	10,001 - 50,000 sqft.	2,779.00	60.00 per unit GIS fee (see fee 2.18)	
2.2.4.3	> 50,000 sqft.	3,635.00	60.00 per unit GIS fee (see fee 2.18)	
2.2.5	Home occupations	659.00		
2.2.6	Other Uses (requires land use approval)	-		
2.2.7	Telecommunications tower	2,787.00		
2.2.8	Espresso stands	1,105.00		
2.2.9	Government Non-profit	1,105.00		
2.2.10	Revision/Amendment			
2.2.11	Reconsideration	659.00		
2.2.12	Declaratory Ruling	1,452.00		
2.2.13	Additional pre-application meeting	609.00		
2.2.14	Miscellaneous requests			
2.3	Nonconforming Use Determination			
2.3.1	Administrative	224.00		
2.3.2	Planning Commission	462.00		
2.4	Variance Application			
2.4.1	Major	1,230.00		
2.4.2	Minor	867.00		
2.5	Sign Permits	148.00		
2.6	Land Partitioning Applications			
2.6.1	Major Partition	3,220.00		
2.6.2	Minor Partition	1,325.00		
2.6.3	Boundary Line Adjustment	1,061.00		
2.6.4	Final BLA Plat	337.00	60.00 per lot GIS fee (see fee 2.18)	
2.6.5	Final Partition Plat	402.00	60.00 per lot GIS fee (see fee 2.18)	
2.7	Subdivisions			
2.7.1	Outline Development Plan 5 Acres or less	6,908.00		
2.7.1.1	Outline Development Plan 5.1 acres or more	6,908.00		
2.7.2	Tentative Plans	-	see #2.16.18 & 2.16.19	

2.7.3	Tentative Plan Revision	75% of original application fee			
2.7.4	Final Plat	114.00			
2.7.5	Final Plat Bonding Review and Development Agreements	2,836.00			
2.7.6	Final Plat Extensions	148.00			
2.7.7	Final Plat Revision/Amendment	40% of original application fee			
2.8	Comprehensive Plan Amendment				
2.8.1	Comp. Plan Amendment (no UGB)	9,435.00			
2.8.2	Comp. Plan Amendment (UGB)	9,608.00			
2.8.3	Text Amendment (consistent w/intent of Comp Plan)	3,944.00			
2.8.4	Text Amendment (new policy or program)	4,476.00			
2.9	Zoning Ordinance Amendment				
2.9.1	Ordinance Text Amendment	3,944.00			
2.9.2	Zoning Map Amendment	4,476.00			
2.9.3	Street/Alley Vacation or Dedication	1,068.00			
2.1	Appeals				
2.10.1	To Planning Commission	250.00			
2.10.2	To City Council	1,744.00			
2.11	Administrative Determination				
2.11.1	Written - i.e. zoning verifications	15.00			
2.11.2	Space intentionally left blank	-			
2.11.3	Bonding Forms and Review (2% of application fee)	74.00			
2.12	Document Purchase				
2.12.1	Other document	0.30	per page		
2.12.2	Photocopies	0.30	per page		
2.12.3	Maps	5.15	minimum (actual costs)		
2.12.4	Fax	2.20	first page plus	1.10	each additional page
2.12.5	Agenda (one year)	25.75	base plus	0.55	per page
2.12.6	Agenda Packets (one year)	257.50			
2.13	Flood Zone Determination				
2.13.1	Written Administrative	15.00			
2.14	Annexation				
2.14.1	Petition to Annex	1,894.00			
2.14.2	Other Annexation	1,894.00			
2.15	Consortium Agreements				
	w/ Legislative or Quasi judicial changes	Charged at actual cost			
2.16	Public Works Review Fees				
2.16.1	Space intentionally left blank				
2.16.2	Water System Analysis (Fire Flow)	1,072.00			
2.16.3	Sewer System Analysis (Capacity)	1,397.00			
2.16.4	Traffic Review Fee	2,200.00			
2.16.5	Water Inspection (8 hours)	1,175.00	1,436.00	Plus consultant cost	
2.16.4.1	Per Lineal Foot	1.00	2.00		
2.16.4.2	Per Service	9.00	10.00		
2.16.4.3	Per Fire Hydrant	101.00	123.00		
2.16.4.4	Per Tee / Valve Assembly	52.00	63.00		
2.16.4.5	Per Vault Assembly	261.00	319.00		
2.16.4.6	Hours on Master Plan Improvements	1,918.00	180.00	per hour	
2.16.5	Water Inspection & As-Builts (8 hours)	1,015.00	1,240.00		
2.16.5.1	Per Lineal Foot	2.00	2.00		
2.16.5.2	Per Fire Hydrant	148.00	181.00		
2.16.5.3	Per-Service	74.00	91.00		

2.16.5.4	As-Built fee	90.00	110.00				
2.16.5.5	Additional Hours of Inspection		155.00				
2.16.6	Sewer Construction Drawing Review & Approval	1,015.00	1,240.00	per hour			
2.16.6.1	Per Lineal Foot	1.00	2.00				
2.16.6.2	Per Manhole	101.00	123.00				
2.16.6.3	Per Service	9.00	10.00				
2.16.6.4	Hours on Master Plan Improvements	1,918.00	293.00	per hour			
2.16.7	Sewer Inspection & As-Built's (8 hours)	1,015.00	1,240.00				
2.16.7.1	Per Lineal Foot	2.00	2.00				
2.16.7.2	Per Manhole	148.00	181.00				
2.16.7.3	Per Service	19.00	23.00				
2.16.7.4	As-Built fee	45.00	55.00				
2.16.7.5	Additional Hours of Inspection		155.00	per hour			
2.16.8	Street Construction Drawing Review & Approval	1,893.00	2,313.00				
2.16.8.1	Per Lineal Foot	7.00	8.00				
2.16.8.2	Per Catch Basin	304.00	371.00				
2.16.9	Hours of Traffic Control Devices / Master Plan	4,089.00	228.00	per hour			
2.16.10	Street Construction Inspection & As-Built's (8 hours)	451.00	552.00				
2.16.10.1	Per Lineal Foot	3.00	3.00				
2.16.10.2	Per Catch Basin		91.00				
2.16.10.3	Additional Hours of Inspection	74.00	69.00	per hour			
2.16.11	Sidewalk Permit	148.00					
2.16.12	Driveway Permit	74.00					
2.16.13	Excavation Permit (Base)	177.00					
2.16.13.1	per sqft.	3.00					
2.16.14	Special permits and agreements						
2.16.15	Pre-application Review		Charges will be on a per hour basis				
2.16.15.1	Each additional hour	609.00	First hour complementary				
2.16.16	Outside Consultant Review		Actual cost of consultant				
2.16.17	Space intentionally left blank	-					
2.16.18	Tentative Plans 4 lots	2,075.00					
2.16.19	Tentative Plans (each additional lot)	22.00					
2.16.20	Space intentionally left blank	-					
2.16.21	Space intentionally left blank	-					
2.16.22	Additional Plan Review (Drawing Time)	106.00					
2.16.23	Additional Inspection time	74.00					
2.16.24	Space intentionally left blank						
2.16.25	Space intentionally left blank	-					
2.17	System Development Charges						
2.17.1	Transportation SDC Fees						
2.17.1.1	Single Family Dwelling 1 EDU	2,893.43					
2.17.1.2	Manufactured Home on Lot 1 EDU	2,893.43					
2.17.1.3	Duplex 2 EDU's	5,786.87					
2.17.1.4	Tri-plex 3 EDU's (2.4)	6,944.24					
2.17.1.5	Four-plex 4 EDU's (3.2)	9,258.99					
2.17.1.6	Apartment Complex		per pm peak hour trip			20% reduction applies	
2.17.1.7	Mobile Home Park		per pm peak hour trip			20% reduction applies	
2.17.2	Water SDC Fees						
2.17.2.1	Single Family Dwelling 1 EDU	2,558.74					
2.17.2.2	Manufactured Home on Lot 1 EDU	2,558.74					
2.17.2.3	Duplex 2 EDU's	5,117.48					

2.17.2.4	Tri-plex 3 EDU's (2.4)	6,140.98				
2.17.2.5	Four-plex 4 EDU's (3.2)	8,187.97				
2.17.2.6	Apartment Complex	(# units x .8=EDU's x 2558.74)				
2.17.2.7	Mobile Home Park	(# units x .8=EDU's x 2558.74)				
2.17.3	Wastewater SDC Fees					
2.17.3.1	Single Family Dwelling 1 EDU					
	Improvement Fee					
2.17.3.1.1	Treatment expansion	3,939.10				
2.17.3.1.2	Collection improvements	1,636.80				
	Reimbursement fee					
2.17.3.1.3	Treatment	1,056.00				
2.17.3.1.4	I & I reduction improvements	248.60				
2.17.3.1.5	Administration Fee	278.30				
	Total Wastewater SDC	7,158.80				
2.17.3.2	Manufactured Home on Lot 1 EDU					
	Improvement Fee					
2.17.3.2.1	Treatment expansion	3,939.10				
2.17.3.2.2	Collection improvements	1,636.80				
	Reimbursement fee					
2.17.3.2.3	Treatment	1,056.00				
2.17.3.2.4	I & I reduction improvements	248.60				
2.17.3.2.5	Administration Fee	278.30				
	Total Wastewater SDC	7,158.80				
2.17.3.3	Duplex 2 EDU's					
	Improvement Fee					
2.17.3.3.1	Treatment expansion	7,878.20				
2.17.3.3.2	Collection improvements	3,273.60				
	Reimbursement fee					
2.17.3.3.3	Treatment	2,112.00				
2.17.3.3.4	I & I reduction improvements	497.20				
2.17.3.3.5	Administration Fee	556.60				
	Total Wastewater SDC	14,317.60				
2.17.3.4	Tri-plex 3 EDU's (2.4)					
	Improvement Fee					
2.17.3.4.1	Treatment expansion	9,453.40				
2.17.3.4.2	Collection improvements	3,930.30				
	Reimbursement fee					
2.17.3.4.3	Treatment	2,531.10				
2.17.3.4.4	I & I reduction improvements	669.90				
2.17.3.4.5	Administration Fee	596.20				
	Total Wastewater SDC	17,180.90				
2.17.3.5	Four-plex 4 EDU's (3.2)					
	Improvement Fee					
2.17.3.5.1	Treatment expansion	12,604.90				
2.17.3.5.2	Collection improvements	5,236.00				
	Reimbursement fee					
2.17.3.5.3	Treatment	3,379.20				
2.17.3.5.4	I & I reduction improvements	893.20				
2.17.3.5.5	Administration Fee	792.00				
	Total Wastewater SDC	22,905.30				
2.17.3.6	Apartment Complex (# units x .8=EDU's x 7158)					

	Improvement Fee					
2.17.3.6.1	Treatment expansion	55.02%				
2.17.3.6.2	Collection improvements	22.86%				
	Reimbursement fee					
2.17.3.6.3	Treatment	14.75%				
2.17.3.6.4	I & I reduction improvements	3.47%				
2.17.3.6.5	Administration Fee	3.89%				
	Total Wastewater SDC					
2.17.3.7	Mobile Home Park (# units x .8=EDU's x 7158)					
	Improvement Fee					
2.17.3.7.1	Treatment expansion	55.02%				
2.17.3.7.2	Collection improvements	22.86%				
	Reimbursement fee					
2.17.3.7.3	Treatment	14.75%				
2.17.3.7.4	I & I reduction improvements	3.47%				
2.17.3.7.5	Administration Fee	3.89%				
	Total Wastewater SDC					
2.17.4	Crook County Parks & Recreation SDC Fees					
2.17.4.1	Single Family	\$1,183.00				
2.17.4.2	Multi-family	\$802.00				
2.17.4.3	Mobile home in park	\$1,005.00				
2.18	GIS Fee	\$60.00				
	Note: Parks & Recreation fees are not regulated by the City of Pineville. Fees are mandated by Crook County and are subject to change.					
	Note: GIS fees are not regulated by the City of Pineville. Fees are mandated by Crook County and are subject to change.					
3.0	Water Rates & Fees					
3.1	Residential Rates					
3.1.1	Senior Citizen Credit	(3.10)				per month (income must qualify)
3.1.2	Monthly water rates (minimum charges)					
3.1.3	3/4" Meter	13.06				
3.1.4	1" Meter	15.61				
3.1.5	1.5" Meter	27.25				
3.1.6	2" Meter	43.44				
3.1.7	3" Meter	57.92				
3.1.8	4" Meter	68.13				
3.1.9	6" Meter	130.59				
3.1.10	Commodity Charge	1.36				per unit (100 cubic feet) of water used
3.1.11	Service Restoration					
3.1.11.1	During business hours	25.00				
3.1.11.2	After business hours	51.50				
3.2	Commercial & Industrial Rates					
	Monthly water rates (minimum charges)					
3.2.1	3/4" Meter	19.88				
3.2.2	1" Meter	24.42				14 units (140 cubic feet) included
3.2.3	1.5" Meter	57.35				17 units (170 cubic feet) included
3.2.4	2" Meter	85.17				42 units (420 cubic feet) included
3.2.5	3" Meter	158.98				62 units (62 cubic feet) included
3.2.6	4" Meter	266.86				116 units (11600 cubic feet) included
3.2.7	6" Meter	499.65				196 units (19600 cubic feet) included
3.2.8	Commodity Charge	1.36				367 units (36700 cubic feet) included
						per unit (100 cubic feet) of water used

3.2.9	Service Restoration						
3.2.9.1	During business hours	25.00					
3.2.9.2	After business hours	51.50					
3.2.11	Bulk Water Rates						
3.2.11.1	First 18,000 gallons	8.52					
3.2.11.2	Additional	7.66					
3.2.12	Monthly Standby Fire Protection						
3.2.12.1	2" or less	12.49					
3.2.12.2	3"	15.90					
3.2.12.3	4"	19.30					
3.2.12.4	6"	26.12					
3.2.12.5	8"	30.09					
3.2.12.6	10" or above	36.27					
3.2.13	Water Connection						
3.2.13.1	3/4"	442.90					
3.2.13.2	1" Meter	504.70					
3.2.13.3	1.5" Meter	1,153.60					
3.2.13.4	2" Meter	1,390.50					
3.2.13.5	3" Meter	2,286.60					
3.2.13.6	4" Meter	2,338.10					
3.2.13.7	6" Meter	3,296.00					
3.3	Water Deposit	70.00					
3.4	Meter Test Fee	85.00					
	***Note: The basic charge for water service shall apply at all times whether or not the property is occupied. ***						
4.0	Sewer Fees and Charges						
4.1	Residential Rates	Base 08-09					
4.1.1	Senior Citizen Credit						
4.1.2	Monthly flat rate	(6.20)					
4.2	Commercial Rates	50.99					
4.2.1	General Service Uses						
4.2.1.1	Monthly flat rate	50.99					
4.2.2	Large General Service Uses						
4.2.2.1	Flat rate	124.78					
4.2.2.2	Metered or estimated water usage in excess of 30 units per month (a unit of water is 100 cubic feet)	3.36					
4.2.3	Industrial Use						
4.2.4	Connection Fee	727.60					
4.3	Sewer Deposit	70.00					
	***Note: The basic charge for sewer service shall apply at all times whether or not the property is occupied. ***						
5.0	Franchise Fees and Other Taxes						
5.1	Transient Room Tax	Base 08-09					
5.2	Franchise Fees	Charge					
5.2.1	Cascades Natural Gas	5.00%					
5.2.2	Crestview Cable	5.00%					
5.2.3	Pacific Power	5.00%					
5.2.4	Prineville Disposal	5.00%					

5.2.5	Qwest	7.00%						
6.0	Administrative Fees and Charges - City-wide	Base 08-09 Charge		Additional Charges / Comments				
6.1	Photocopies	0.30						
6.2	Fax charges							
6.2.1	1st Page	2.20						
6.2.2	2-5 Pages	1.10		per page				
6.2.3	5-10 Pages	0.80		per page				
6.2.4	over 10 pages	0.55		per page				
6.3	NSF Charges	25.00						
6.4	Notary Fee	5.00						
6.5	Research	54.60						
6.6	Lien Search Fee	25.00		per hour (minimum 1 hour)				

RESOLUTION NO. 1088

A RESOLUTION AMENDING THE CITY OF PRINEVILLE'S SCHEDULE OF FEES AND CHARGES

It is hereby resolved by the Prineville City Council that the fees and charges shown on the attached Exhibit A are hereby adopted with said fees and charges to be effective September 14, 2008, and continuing in effect until modified by the Prineville City Council.

It is further resolved that any and all prior fee schedules are hereby repealed.

Approved by the City Council this 23rd day of September, 2008.

Signed by the Mayor this 23rd day of September, 2008.

Mike Wendel, Mayor

ATTEST:

Wayne Van Matre, Interim City Manager/Recorder