

CITY OF COOS BAY CITY COUNCIL

Agenda Staff Report

MEETING DATE	AGENDA ITEM NUMBER
February 17, 2026	5.d

TO: Mayor Benetti, Council President DiNovo, and City Councilors

FROM: Marci Goodrich, Building Codes Administrator

THROUGH: Chelsea Schnabel, Community Development Director

ISSUE: Announcement of Public Hearing – Building Codes Fee Schedule Modifications – March 3, 2026

SUMMARY:

This item provides notice that a public hearing will be held on March 3, 2026, for City Council consideration of proposed modifications to the City of Coos Bay Building Codes fee schedule, including building inspection and plan review fees. The proposed updates have been submitted to the State Building Codes Division in accordance with administrative rule requirements. No public hearing will be conducted at the February 17, 2026 meeting; the formal hearing and opportunity for public testimony will occur on March 3, 2026.

ACTION REQUESTED:

No action required.

BACKGROUND:

The recent update to the Building Codes Fee Schedule included, among many others, a "Master Plans-Structural-setup fee, administrative" fee and fees for "Manufactured Dwelling and Mobile Home Parks". The "Master Plans-Structural-setup fee, administrative" fee assumes a subsequent "Master Plans-Structural-second and subsequent reviews" fee will be offered to provide a discounted rate on subsequent reviews of a master plan, but to offer this discounted rate the fee line item should be reflected in the adopted Fee Schedule. Staff requests adoption of this fee at 50% of the initial plan review for Master Plans.

A typo was found in the "Manufactured Dwelling and Mobile Home Park" fees, where the minimum fee did not cover the full range of dollars needed to get to the next step. This proposal incorporates correction of the typo, allowing the minimum permit fee to cover the first \$2,000.

BUDGET IMPLICATIONS:

"Master Plans" per ORS 455.685, OAR 918- 460-0010, and OAR 918-480-0005 allows for a reduction in plan review fees for subsequent use of the same master plan set at a discounted rate. No budget implication anticipated as this was factored into the budget.

ATTACHMENT(S):

- 2026-coosbay-proposed-fees 02-03-26.pdf