

CITY OF COOS BAY CITY COUNCIL

Agenda Staff Report

MEETING DATE	AGENDA ITEM NUMBER
March 3, 2026	4.b

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

FROM: Marci Goodrich, Building Codes Administrator

THROUGH: Chelsea Schnabel, Community Development Director

ISSUE: Public Hearing to Consider Adoption of State approved Building Codes Permit Fee Schedule Modifications.

SUMMARY:

Proposed Resolution 26-05 includes the allowance of reduced fees on subsequent master plan reviews and clarifies the value of work covered by the minimum permit fee for "Manufactured Dwelling and Mobile Home Park". The format of the fee schedule resolution has also been updated to improve administrative efficiency and allow staff to make future amendments more effectively. For reference and review purposes, the most recent resolution in the previous format has been included.

ACTION REQUESTED:

Adopt the State approved Building Codes Permit Fee Schedule Modifications, included in proposed Resolution 26-05.

BACKGROUND:

At the November 18, 2025, City Council meeting, staff presented a fee increase proposal and requested approval to submit to the State Building Codes Department (BCD) for review and approval. Council approved that request. The fee schedule became effective on February 2, 2026. It included adoption of the "Master Plans Structural-setup fee, administrative" fee and fees for "Manufactured Dwelling and Mobile Home Parks", among others.

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. In order 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 listed dollar value covered by the minimum fee did not align with dollar value of the next fee step. This proposal incorporates correction of the typo, allowing the minimum permit fee to cover the first \$2,000. As previously published, the minimum fee covered the first \$500 and left a gap between \$501 and \$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):

City Council Meeting March 3, 2026

- 2026-coosbay-proposed-fees 02-03-26.pdf
- Resolution 26-02_Amending Fee Schedule.pdf
- Resolution 26-05 Amending City Fee Schedule.pdf