



Building Department Program Services Updates to Operating Plan

Meeting Date	Staff Contact	Email
July 14, 2026	Adam Hanks, City Administrator Megan Winner, Planning Director	adam.hanks@coburgoregon.gov megan.winner@coburgoregon.gov

SUMMARY AND REQUESTED COUNCIL ACTION

Acknowledge and approve the updated Building Department Program Operating Plan for the purpose of providing Building Department Program Services to the City of Coburg.

Suggested Motion

I move to acknowledge and accept the updated Building Department Program Operating Plan update to be submitted to the State of Oregon Building Codes Division as presented

BACKGROUND

Since June 2020, the City of Coburg has been working under an Intergovernmental Agreement with Cottage Grove for the purpose of providing Building Permit Program Services. At the June 9, 2026 Council meeting, amendments to the IGA were approved that more accurately reflect the cost and operations of the program with the cost structure changing from the previous flat percentage rate of the program to a time and materials cost. This more accurately reflect the cost of Coburg's participation in the program based on use and development activity.

The State of Oregon Building Codes Division (BCD) oversees and regulates the operation of Building Code Programs throughout Oregon and requires that each jurisdiction operating a program complete and submit an Operating Plan every four years to ensure up to date references and information. The City of Coburg's Building Department Program Operating Plan was last updated and submitted to the Building Codes Division in January of 2022.

Attached is an updated Building Department Program Operating Plan that will be submitted to BCD to satisfy this statutory requirement. The plan describes the responsibilities of the City and references the IGA between the cities of Coburg and Cottage Grove as the cornerstone of Coburg's Building Permit Program.

RECOMMENDATION

Staff recommend Council acknowledge and approve the Operating Plan as presented.

BUDGET / FINANCIAL IMPACT

As noted in the Cottage Grove IGA approval at the June 9, 2026 Council meeting, the new cost structure of the IGA allows the building permit program to largely pay for itself in that charges to the City will be associated with a percentage of permit fees, plus any additional work that is requested outside a building permit scope (pre-app meeting, consultation, research, etc.)

The Building Department Program Operating Plan has no specific budgetary or financial impacts in of itself as it is a regulatory compliance document and describes the general operating procedures and responsibilities.

RELEVANT COUNCIL GOAL, CITY POLICY OR COMPREHENSIVE PLAN

From the 2026 adopted Council framework: V. Our Financial Resources

PUBLIC INVOLVEMENT

The Building Department Program Operating Plan was briefly discussed at the June 9, 2026 Council meeting in conjunction with the Cottage Grove IGA discussion and approval.

NEXT STEPS

Implement updated Operating Plan

ATTACHMENTS

1. 2026 Building Department Program Operating Plan