



MEMO TO: Board of Trustees
FROM: Garrett Scott, Town Planner
CC: Michael Brack, Town Manager
DATE: January 21, 2025
SUBJECT: Building Division Services
Intergovernmental Agreement (IGA)

Matter before the Board of Trustees:

Action of Resolution 2026-01-05 to authorize the Mayor to execute a new Intergovernmental Agreement (IGA) with the Town of Winter Park for Building Inspection and Plan Review Services, referred to as Building Division Services.

Background:

Since 2007, the Town of Fraser and Town of Winter Park have operated under a shared Building Division that provides plan review, building permitting, building inspection, and administrative services to both towns. In January of 2010, this shared Building Division was expanded to also include the Town of Granby, and the three towns entered into an IGA that established the mutual rights and obligations of this arrangement. This IGA was approved by Town of Fraser Resolution 2010-01-02. Subsequently, the Building Division IGA was amended in June of 2020 and approved by Resolution 2020-06-02. The executed version of this IGA from 2020 is provided in the Board packet for reference.

Under this IGA, Section 11 allows for any party to terminate the agreement with a written notice to the other parties with at least 90 days' notice. On October 7, 2025, Granby sent its notice to terminate the IGA, which will be effective as of January 31, 2026. The IGA states that "in the event of termination by one Party, the other two Parties may choose to continue to cooperate by separate agreement." Therefore, a new IGA has been prepared that only includes Fraser and Winter Park but maintains all the terms of the prior agreement from 2020.

The Town Attorney has reviewed the current 2026 IGA and has no concerns given that the terms remain the same, except for the removal of the Town of Granby from the agreement. This IGA will be brought to the Winter Park Town Council for their approval on January 20, 2026 and is anticipated to be approved. Because of the long history and success of a shared Building Division between the Town of Fraser and the Town of Winter Park, staff recommends that the Board of Trustees approve the IGA as presented.

Recommendation:

Town staff recommends that the Board of Trustees APPROVE Resolution 2026-01-05 Approving an Intergovernmental Agreement with the Town of Winter Park Regarding Building Division Services

Attachments:

- 01 Building Division Services IGA_2026
- 02 Executed Building Division Services IGA_2020

Board of Trustees Resolution 2026-01-05