



**COUNTY OF MENDOCINO**  
**DEPARTMENT OF PLANNING AND BUILDING SERVICES**

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## **FEBRUARY 2025 CEO REPORT**

### **Introduction**

The Planning and Building Services Department continues to work on the County's Strategic Plan objectives while focusing on four primary internal goals: establishing tools to measure success, documenting and improving Department procedures, enhancing the customer experience, and cultivating a structured and productive workplace culture.

The Department's tool for measuring basic performance criteria, and thereby measuring success, is monthly metric reports, which are posted monthly to the Planning and Building Services Department webpage. These reports quantify revenue vs. expense, applications received, workload inventory, and lead time for completion. The metrics are separated by division. Please go to <https://www.mendocinocounty.gov/departments/planning-building-services/metrics-and-permits> for the latest metrics.

This edition of the Department's CEO Report is focused on the 2024 year in review. Below you will find highlights under each pillar of the Strategic Plan.

### **I. Effective County Government Organization**

- Community stakeholder meeting on the Coast (November)
- Updated the Department phone system menu and voicemail (Oct)
- Updated the Department's website (September)
- Launched digital application submission and issuance (September)
- Continued the scanning of Department records with the intention of going all digital (July)
- Implemented front counter "Stations" to increase responsiveness in the Ukiah office (June)
- Started a Records Management Project, including process analysis and improvement (July)
- Implemented Bluebeam Digital Plan Review (January)
- Began Department metrics monthly reporting (January)

### **II. A Safe and Healthy County**

- Administered a County wide amnesty program and the subsequent extension (October)
- Updated the County zoning code (September)
- Conducted an internal structural reorganization (July)
- Established staff performance expectations (July)
- Started the grant funded Sea Level Rise Resilience Strategy (June)
- Started a grant funded Groundwater Study (May)
- The Code Enforcement Abandoned Vehicle Abatement program was extended (January)
- Began piloting Code Enforcement as a Service Model to other Departments (January)
- All Code Enforcement Officers achieved California Association of Code Enforcement Officers certification (January)

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## III. A Thriving Economy

- Offered a sample pricing matrix for building in the County in the CEO report (October)
- Continued administering the Disaster Recovery Multifamily Housing grant (May)
- Launched the SolarApp+ online application tool (May)

## IV. A Prepared and Resilient County

Planning and Building Services staff continue to participate in all Emergency Operations Center related trainings and responds to requests for information as it relates to emergency preparedness.

### Other/Additional Information

In 2024, the New Chief Building Official and one of his Sr. Building Inspectors achieved the Master Code Professional certification.

The Department accomplished the following:

<b>Department</b>	
Board/Commission Meetings Supported	161
<b>Building Division</b>	
Building permit Applications	2090
Online Building Permit Applications	277
ADU Applications	14
Plan Checks completed	1,835
Building Permits Issued	1,975
Amnesty Program Permits Issued	45
Building Inspections Performed	5,722
<b>Planning Division</b>	
Business License Application Reviews	218
Projects Received	186
Projects to Hearing	180
<b>Code Enforcement Division</b>	
Complaints Received and Investigated	632
Complaints/Cases Closed	834
Abandoned Vehicles Abated	92
Substandard Housing Inspection Reports	22

The Local Coastal Program update grant work is in full swing! Contracts have been executed for several of the required update studies that will provide background information to support the update process.

For questions or to be placed on an interested parties list for this Local Coastal Program grant work, please contact [LCPUpdate@mendocinocounty.gov](mailto:LCPUpdate@mendocinocounty.gov).