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## **MAY 2026 CHIEF EXECUTIVE OFFICER REPORT**

### **Introduction Highlights**

The Department of Planning and Building Services (“PBS”) continues to advance its mission of delivering effective, transparent, and responsive service to the Mendocino County community. This reporting period reflects meaningful progress across all divisions, including continued access to performance metrics, advancement of the Accela implementation process, and strategic hiring efforts to strengthen front-line customer service. The Department also launched cross-training between the Planning and Cannabis Divisions to enhance capacity for daily customer support and permit review, further reinforcing PBS’s commitment to efficient and accountable service delivery.

PBS also made notable advancements in core operational and regulatory initiatives. The Building Division has begun collaboration with a neighboring jurisdiction to deliver state-mandated inspector training locally which will result in reduced costs, improved consistency in code interpretation, and supported workforce development while maintaining service levels for the community. The Department moved multiple RFPs into contract negotiation, advanced long-range planning efforts, including the Local Coastal Program update, Cultural and Visual Resource studies, and the Housing Element process, and continued supporting cannabis equity programs and fee-relief opportunities. These efforts ensure that PBS remains aligned with Board direction, statewide compliance mandates, and community needs.

Finally, PBS strengthened public safety and community resilience through Code Enforcement officer training, abandoned vehicle abatement contracting, and the ongoing Sea Level Rise Analysis and Policy Update. Public outreach, including surveys, stakeholder sessions, and the customer satisfaction survey, continues to inform departmental priorities. The Department remains committed to providing accessible, high-quality public service while fostering a safe, thriving, and resilient Mendocino County.

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

- To support transparency and track departmental performance, monthly metric reports are published on our webpage. These reports provide an overview of revenue and expenditures, application volumes, current workloads, and processing timeframes for each division. The most recent reports can be accessed here:  
<https://www.mendocinocounty.gov/departments/planning-building-services/metrics-and-permits>.
- The Request for Proposal (“RFP”) #045-25 for Accela Software Implementation has progressed to contract negotiations with the highest-scoring vendor. The Accela platform will enable the Department to implement enhancements that streamline the permitting process and improve the overall user experience.
- In alignment with the County’s Strategic Hiring Process, the Department brought forward an item to the Board of Supervisors (“BOS”) at the April 7, 2026 meeting requesting authorization to fill front-counter service positions in both the Ukiah and Fort Bragg offices. The BOS approved the request. The recruitment for the Permit Technician position closed in April, and the Department anticipates conducting interviews in the coming weeks.
- RFP #005-26 for Code Enforcement Collections Services has progressed into contract negotiations.

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- Under Resolution 19-372, adopted by the Mendocino County BOS on October 22, 2019, CCBL holders who did not engage in commercial cannabis cultivation during the indicated tax period may appeal the minimum tax listed on their invoice. Appeals for the prior tax year may be submitted to the Cannabis Division through the Accela Citizen Access Portal between April 1 and May 20.
- The Cannabis Division has entered contract negotiations with Canna Business Services to continue providing free Direct Technical Assistance to individuals who have been equity verified. Direct Technical Assistance refers to support designed to help cannabis equity applicants and licensees gain the knowledge and skills necessary to enter and successfully operate within the regulated cannabis market. This assistance is offered at no cost to verified equity applicants and licensees through the Local Equity Entrepreneurial Program (“LEEP”) Grant. More information can be found here:  
<https://www.mendocinocounty.gov/departments/cannabis-department/free-direct-technical-assistance>
- In April, PBS Fiscal staff participated in a comprehensive Policy 1 and Contract Management training. The session covered recent updates to Policy 1, key procedural requirements, and best practices for contract development, documentation, and routing. Staff also received guidance on applying Policy 1 standards within Cobblestone to ensure accuracy, compliance, and consistency in contract processing.
- The Planning Division is pleased to announce cross-training with the Cannabis Division. Cannabis planners will now assist the PBS Planner of the Day (“POD”) and provide additional support with the review of PBS permit applications.

### II. A Safe and Healthy County

- A series of fraudulent emails are being sent to PBS applicants, impersonating PBS Director Julia Krog and requesting additional payments via wire transfer. This scam is part of a nationwide scheme targeting local and county planning departments. If you are unsure whether an email is legitimate, please call our office to verify. If you receive a suspicious message, do not open attachments, report it as spam and delete it.
- RFP #013-26 Abandoned Vehicle Abatement Towing and Support was issued by the Department on 3/12/26 and closed on 4/23/26. The Department has begun contract negotiations with the vendor who reflected the strongest alignment with the County's operational goals.
- Following its release on March 11, 2026, RFP #012-26 for the Resource Management Element of the General Plan did not receive any responses. The Department is revising the scope of work and will reissue the RFP once updates are complete.
- A key advancement for the Building Division this period is collaboration with a neighboring jurisdiction to jointly provide state-mandated training for building inspectors. This partnership allows building inspectors to meet continuing education and certification requirements without the need for travel, helping the Department maintain consistent service levels for the community. Hosting the training locally reduces costs, strengthens regional coordination, and promotes consistency in code interpretation and enforcement across jurisdictions. This approach supports workforce development, enhances retention, and ensures our inspectors stay current with evolving California Building Code standards while continuing to serve Mendocino County efficiently.
- On May 7, 2026, the Mendocino County Planning Commission heard multiple presentations from consultants working with the County on long range planning initiatives. Presentations included:

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- EMC Planning Group regarding the [Final Visual Resources Analysis Report](#) and [Cultural Resources Analysis](#) that are associated with the County's Local Coastal Program Update.
- Placeworks, Inc. regarding the 2027-2035 Housing Element Update Process and Environmental Justice Element.

### III. A Thriving Economy

- In alignment with direction from the Board of Supervisors, the Department participated in the April fee hearings to support improved cost recovery for permit processing following operational streamlining and time-tracking analysis. The Board approved the updated fee schedule on April 21, 2026, and the new fees will take effect 60 days from that date.
- The Cannabis Division is pleased to announce a limited Local Equity Entrepreneurial Program ("LEEP") fee-relief window will be open from Friday, May 15, 2026, at 8:00 a.m. through Saturday, May 16, 2026, at 11:59 p.m. The online application will launch at 8:00am on May 15, 2026, and can be found using the following link:  
<https://www.mendocinocounty.gov/departments/cannabis-department/cannabis-grant-opportunities/cannabis-local-equity-program-information/2025-leep-fee-relief-application>

### IV. A Prepared and Resilient County

- Mendocino County is currently updating its Local Coastal Program ("LCP"), which guides land use and development along the coast. Since early 2026, County staff have coordinated with the City of Fort Bragg and the Noyo Harbor Master. On March 3, an online survey was released to owners and operators of Visitor-Serving Facilities to gather information on current usage patterns, growth trends, and projected demand for both day-use and overnight accommodations in Coastal Mendocino County. Insights from this survey will help inform the LCP update. Additionally, on March 18, County staff hosted an informal drop-in listening session for coastal Visitor-Serving Facilities, to provide an opportunity for stakeholders to share their concerns, ideas, challenges, and long-term vision for coastal operations. Participants of this session were engaged and able to leave feeling informed.
- The Department anticipates the release of the Sea Level Rise Analysis and Risk Assessment prepared by ESA and ARUP. A draft of this document was reviewed by the Advisory Committee in late April, and their feedback will be incorporated into the revised document.
- The Department has initiated work on the Sea Level Rise Baseline Policy LCP Update (GP\_2026-0001) including initiating tribal consultation pursuant to Government Code §65352.3 and §65352.4 which require local governments to notify local Native American Tribes identified by the Native American Heritage Commission ("NAHC") of the pending adoption of an amendment to the local General Plan for the purpose of avoiding, protecting and/or mitigating impacts to cultural places when creating or amending a General Plan. The baseline policies will cover four key topic areas:
  - Best available science
  - Risk disclosure/assumption of risk
  - Vulnerability assessments and adaptation plan development/updates
  - Phase updates
- The Code Enforcement Division is pleased to announce their final officer has attended the California Association of Code Enforcement Officers ("CACEO") on 4/26/26.
- The Department is pleased to share that it completed an interactive collaboration with Mendocino Community College to strengthen Code Enforcement Officers' report writing and search warrant preparation.

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- Two (2) department managers attended the CACEO 2<sup>nd</sup> Annual Leadership Summit in May 2026.

### **Other/Additional Information**

- Planning and Building Services Online Customer Survey is Live! Click the link or copy the QR code to complete our confidential Customer Survey. <https://forms.office.com/g/UjZnVN4eHe>