



COUNTY OF MENDOCINO
DEPARTMENT OF PLANNING AND BUILDING SERVICES

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JUNE 2025 CEO REPORT

Introduction

Our Fort Bragg office has relocated! As of Monday, June 16, 2025, the Fort Bragg offices of Planning and Building Services are now located at 752 South Franklin Street, Fort Bragg. The Department looks forward to continuing to serve the public from our new location.



**Photograph of Employee Entrance (left) and Public Entrance (right) to
752 South Franklin Street Office.**

The Planning and Building Services (“PBS”) continues to work on the County’s Strategic Plan objectives while focusing on four primary internal goals: utilizing tools to measure success, documenting and improving PBS procedures, enhancing 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 PBS 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.

I. Effective County Government Organization

PBS JUNE 2025 CEO REPORT

- PBS has received vendor proposals to provide new permitting software and looks to award a contract at the July 29th regular Board of Supervisors (“BOS”) meeting. This software will be focused on the customer and staff experience. Rather than an “out of the box” style software, PBS has opted for a custom software to serve our community specifically. This new software will take approximately eighteen (18) months to fully implement.
- The Board of Supervisors (“BOS”) adopted fee updates for both the Building and Planning Divisions at the April 22, 2025 Board Meeting. There was a slight decrease in the average cost of fees for the Building Division, and a slight increase in the average cost of fees for the Planning Division. The new fees will go live June 22, 2025.
- Public Facing Workflows - PBS has developed new public-facing workflows aimed at improving service delivery and making it easier for residents, property owners, and developers to navigate planning, permitting, and code compliance processes. These workflows are meant to bring greater clarity and efficiency to the processes and increase transparency in how services are provided. The public-facing workflows are a high-level view of each of the Department's processes and should be considered a simplified visualization of the overall process, not guaranteeing any specific results.

II. A Safe and Healthy County

- In addition to reducing waste while producing public hearing packets and including QR codes for the public to locate agenda materials, staff are using SharePoint internally so that all documents may be delivered to Commissioners, Applicants and agents securely, without the need for printing. This also reduces staff time in creating large bulky packets of material to mail.
- The recent zoning code update enacted by the BOS has been updated in the County’s digital code library, Municode, and be found here:
https://library.municode.com/ca/mendocino_county/codes/code_of_ordinances?nodeId=MECOCO_TIT20Z00R
- The Code Enforcement Division has been working with the Mendocino County Cannabis Department to resolve joint interest compliance cases, including resource and information sharing.

III. A Thriving Economy

- PBS continues to focus on ways to reduce barriers to community members by offering the fastest service possible and promoting development. PBS has entered the third phase of a scanning project that has already converted thousands of documents into digital format. The ultimate objective is to make these records available online for near instant viewing by the community or as requested during Public Records Requests.
- PBS has identified community stakeholder engagement session dates and locations for the Low Intensity Camping regulations. The information can be found here:
<https://www.mendocinocounty.gov/Home/Components/News/News/7372/>

IV. A Prepared and Resilient County

- Planning and Building Services staff continue to participate in all Emergency Operations Center (“EOC”) related trainings and respond to requests for information as it relates to emergency preparedness. Additionally, PBS continues to track recovery numbers from previous disasters including the Redwood Valley Complex, Oak and August Complex, Broiler Fire and Hopkins Fire.

Other/Additional Information

PBS JUNE 2025 CEO REPORT

- Planning and Building Services Online Customer Survey is Live! Click the link to complete our confidential Customer Survey.

<https://forms.office.com/g/UjZnVN4eHe>

The Local Coastal Program update grant work is in full swing! PBS awarded the Environmental Impact Report requirements to the contractor, EMC, who also provided the Visual Resources Report. For questions or to be placed on an interested parties list for this Local Coastal Program grant work, please contact LCPUpdate@mendocinocounty.gov.