



COUNTY OF MENDOCINO

DEPARTMENT OF PLANNING AND BUILDING SERVICES

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APRIL 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.

I. Effective County Government Organization

- The Department is continuously updating processes and reviewing enhancements to increase efficiency. As such, PBS is working on purchasing new software for public hearing bodies. This new software will function similarly to Legistar/Granicus and allow for greater familiarity with the public as they submit comment letters or search for agendas related to Planning and Building meetings.
- During the month of April, the Department will be holding a series of stakeholder meetings regarding Short Term Rental Policies. On the PBS webpage, there is a link to take a Short-Term Rental Survey or provide comments to staff during the process. Those meeting dates can be found on our website, or by clicking this link: <https://www.mendocinocounty.gov/departments/planning-building-services/planning-division/short-term-rentals>
- The Department is working on fee updates for both the Building and Planning Divisions, which are anticipated to come forward at the April 22, 2025 Board Meeting.

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 is 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 Department has been working with Colleen Hunt, a local stormwater consultant, to update and streamline processes in the Low Impact Development Manual (LID), as well as update the County's permit with the State. Those changes are nearing completion, and the revised document will be posted on the website towards the end of April.

III. A Thriving Economy

PBS APRIL 2025 CEO REPORT

- Recently, Planning and Building Services Director, along with Jessica Byers and Adrienne Thompson, attended the Ribbon Cutting ceremony for the Acorn Valley Plaza. This housing project was funded by Community Development Block Grant funds (CDBG), which was allocated from the State Housing and Community Development Department to assist in the recovery from the Redwood Complex Fire. The grant award was given to Danco, who has now completed and leased all units! Follow this link to a video from Danco on the “lease-up” process:



<https://www.dropbox.com/scl/fi/pktbkakly11vj4rs08tcq/Acorn-Valley-Plaza-Lease-Up-Video.mp4?rlkey=3foals1qjd8xhj2nzdjmxfadp&e=1&st=58gwb4s6&dl=0>

- The Department continues to focus on ways to reduce barriers to community members by offering the fastest service possible and promote development. The Department has entered into 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.
- The Department is in the process of identifying community stakeholder engagement session dates and locations for the Low Intensity Camping regulations. One confirmed, the Department will issue a Press Release and notify all individuals on the interested parties mailing list.

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. Additionally, the Department 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

The Local Coastal Program update grant work is in full swing! The RFP for the EIR has been mailed, and the Department is awaiting submittals. For questions or to be placed on an interested parties list for this Local Coastal Program grant work, please contact LCPUUpdate@mendocinocounty.gov.