



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

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## **APRIL 2026 CHIEF EXECUTIVE OFFICER REPORT**

### **Introduction Highlights**

The Department of Planning and Building Services (“Department” or “PBS”) continues to advance its mission of delivering effective, transparent, and responsive service to the Mendocino County community. Over the last month, PBS made progress across major operational, regulatory, and strategic initiatives.

PBS continued its emphasis on transparency through ongoing publication of monthly performance metrics and advanced several key procurements, including the Accela Software Implementation RFP and the Code Enforcement Collections Services RFP. The Department also sought Board of Supervisors approval during the April 7, 2026, meeting to fill critical front-counter positions and completed the close-out of the Local Jurisdiction Assistance Grant Program following timely remittance of required funds.

Several planning and public-safety initiatives advanced, including active RFPs for Abandoned Vehicle Abatement, the Resource Management Element update, and progress on the Housing and Environmental Justice Elements. The Department also continued long-term coastal resilience efforts and facilitated community engagement to support the Local Coastal Program update.

Economic development and cannabis-related efforts progressed as well, highlighted by the award of a \$750,000 Cannabis Equity Grant to support eligible local operators. Staff development efforts also advanced, including the launch of a new collaboration with Mendocino Community College to strengthen Code Enforcement Officer training.

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

- To monitor our performance, the Department publishes monthly metric reports on our webpage. These reports outline revenue and expenses, the number of applications received, current workload, and processing timeframes for each division. You can access the latest reports here: <https://www.mendocinocounty.gov/departments/planning-building-services/metrics-and-permits>.
- Request for Proposal (“RFP”) #045-25 Accela Software Implementation was issued on December 30, 2025. Accela will allow the Department to implement improvements that will make the permitting process more efficient and user friendly. The submission deadline for this RFP was February 10, 2026. RFP Selection and Notification is anticipated to occur in April.
- In alignment with the County’s current Strategic Hiring Process, the Department anticipates bringing forward an item to the Board of Supervisors (“BOS”) requesting authorization to fill front counter service positions for both the Ukiah and Fort Bragg offices at the April 7, 2026 meeting.
- The Cannabis Division received notice in February that the Department of Cannabis Control (“DCC”) had completed its review of Mendocino County’s Local Jurisdiction Assistance Grant Program (“LJAGP”) documentation and determined that \$2,447,061.84 was required to be remitted to the State by March 21, 2026. This amount included unspent funds and ineligible expenditures identified during the audit. The check was remitted by the deadline, and the grant is now closed.

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- PBS Fiscal and Planning staff completed an Ethics and Public Service Laws and Principles training in March, provided by the County Counsel team.
- Staff presented their recommendations for the Short-Term Rental Ordinance to the Board of Supervisors on February 3, 2026, and are preparing the California Environmental Quality Act compliance document for the draft ordinance.
- RFP #005-26 Code Enforcement Collections Services was issued by the Department on January 15, 2026. The purpose of the RFP is to contract a company or corporation for the collection of current and/or previous collections of outstanding violation fees. The submission deadline for this RFP was February 26, 2026. RFP Selection and Notification was announced in March, and the contract has since entered negotiations and the routing process.

## II. A Safe and Healthy County

- RFP #013-26 Abandoned Vehicle Abatement Towing and Support was issued by the Department on 3/12/26. This RFP announces the intent of the County of Mendocino to solicit proposals from qualified tow operators for the removal and disposal of abandoned, wrecked, dismantled, or inoperative vehicles or parts thereof from private and public property and highways throughout the County based on the contracted service areas and closes on April 26, 2026. The Department anticipates awarding this RFP in May.
- RFP # 012-26 Resource Management Element of the General Plan was issued by the Department on March 11, 2026 and announces the intent of the County of Mendocino to seek qualified consulting firms and their subconsultants to assist in the preparation of a General Plan Update to amend the Resource Management Element to comply with Senate Bill (SB)1425 and Assembly Bill (AB) 1889 and closes in April. The Department anticipates awarding this RFP in May.
- On December 3, 2025, PBS Planning staff issued RFP #042-25 for the Housing Element Update and Environmental Justice Element. The Department has selected PlaceWorks as our procured vendor and the BOS approved the contract with this procured vendor on the March 24, 2026, consent calendar. The Department held the kick-off meeting with PlaceWorks on March 27, 2026.

## III. A Thriving Economy

- The Department remains committed to improving efficiency and streamlining processes to better serve the public, in alignment with the direction provided by the BOS. As such, the Department will be participating in April fee hearings to better recover the costs associated with permit processing after streamlining operations and based upon time tracking.
- The Cannabis Division is excited to announce the Cannabis Equity Grants (“CEG”) Program award of \$750,000.00 This is the seventh round of funding for the Local Equity Entrepreneurial Program (“LEEP”) from the Governor’s Office of Business and Economic Development (“GO-Biz”), six of which have been awarded to Mendocino County. The grant agreement term between the County and Go-Biz is anticipated to start in April, 2026. As additional information on this award becomes available, the Cannabis Department will keep the community informed via [CannaNote](#).

## 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

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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 Code Enforcement Division is currently comprised of three (3) Code Enforcement Officers who perform field investigations, (2) Supervising Code Enforcement Officers who provide supervisory duties and carry out enforcement-related duties, (1) Code Enforcement Manager, and (1) Department Analyst. The Division anticipates their final officer will be attending California Association of Code Enforcement Officers (“CACEO”) in coming months.
- The Department is pleased to share that it began a new interactive collaboration with Mendocino Community College in March to strengthen Code Enforcement Officers’ report writing and search warrant preparation. The first session has already taken place, and the second is scheduled for the end of April.
- The Department is also planning on sending two (2) managers to 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>