



COUNTY OF MENDOCINO

DEPARTMENT OF PLANNING AND BUILDING SERVICES

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FEBRUARY 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. Throughout 2025, PBS achieved significant progress in modernization, integration, and operational efficiency. The Department launched a major technology upgrade by securing Board approval for Accela, a new permit management system designed to streamline permitting and improve user experience. Another milestone was the successful integration of the Mendocino Cannabis Department into PBS, creating a unified framework that enhances collaboration and service delivery.

Staffing changes were managed strategically, with key hires including a Building Inspector, Permit Technician, and Department Analyst, while honoring long-term retirements and remaining mindful of budget constraints. Operationally, PBS processed 2,432 building permit applications and finalized 2,342 permits, while the Cannabis Division reviewed and authorized 179 active Cannabis Cultivation Business Licenses. Professional development was also a highlight, as Senior Inspector Ryan Rose earned both Master Code Professional and Certified Building Official credentials, strengthening technical leadership within the Building Division.

PBS advanced planning initiatives by preparing updates to Open Space and Environmental Justice policies and engaging stakeholders on Short-Term Rentals and Low-Intensity Camping regulations. Code Enforcement remained active, addressing 795 complaints, removing 98 abandoned vehicles, and implementing improvements to complaint prioritization and reporting. These accomplishments reflect PBS's commitment to modernization, fiscal responsibility, and community-focused service, positioning the Department for continued success and resilience in 2026.

I. Effective County Government Organization

- The Department's tool for measuring basic performance criteria, and thereby measuring success, is monthly metric reports, which are posted monthly to the Department's 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.
- On September 23, 2025, the Board of Supervisors ("BOS") approved a contract for a new permit management software provider, Accela, including the system type and required licenses. On December 30, 2025, Request for Proposal ("RFP") #045-25 Accela Software Implementation was issued, which announced the intent of PBS to contract with a vendor for implementing the Accela Civic Application software for permit, project, and case management. Accela will allow the Department to implement improvements that will make the permitting process more efficient and user friendly.
- In 2025, the Mendocino Cannabis Department was successfully bridged with PBS, creating a unified framework that streamlined operations and enhanced collaboration. This integration marked a major milestone for Mendocino County, aligning resources and expertise to deliver

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more efficient service to the community. As we begin 2026, the Cannabis team will continue to operate seamlessly during the transition, and staff and resources will continue to be strategically merged into the new structure, laying the foundation for a more cohesive and innovative approach to planning and permitting. This achievement reflects our commitment to modernization and cross-departmental synergy

- PBS strengthened its team with several key hires in 2025, including a new Building Inspector, Permit Technician, and Department Analyst, while also celebrating the careers of long-term staff who retired during the year. These changes reflect the Department's commitment to maintaining expertise and continuity as we evolve to meet growing community needs, all while remaining mindful of budget constraints and ensuring that staffing decisions align with fiscal responsibility.
- During calendar year 2025, the Building Division processed a total of 2,432 building permit applications and finalized 2,342 permits.
- Over the past year, the Cannabis Division reviewed and granted local authorization for 179 active Cannabis Cultivation Business License ("CCBL") applications.

II. A Safe and Healthy County

- The Building Division currently has 8 full-time inspectors with 116 combined certifications through the International Code Council. A significant professional milestone was achieved within the Division in 2025. Senior Inspector Ryan Rose earned both the Master Code Professional ("MCP") designation and Certified Building Official ("CBO") certification. These credentials represent the highest level of professional achievement in the building safety profession. This accomplishment strengthens the Division's technical leadership and supports mentoring of fellow staff.
- The 2025 California Building Code officially went into effect on January 1, 2026. The transition to the new code set was implemented successfully and staff preparedness, training, and consistent communication with the development community contributed to a smooth rollout.
- The Mendocino County Code Enforcement Division continues its efforts to address current and incoming complaints by working with responsible parties to obtain voluntary compliance. The Division has undergone some new changes in 2025 and is navigating those changes while maintaining its regulatory objectives. One notable change came with the updated direction from the BOS regarding the Division's discretion for prioritization of current and new complaints, as well as those that are received anonymously. The Division has also updated its online reporting form to improve the quality of complaints received to also assist with the Division's ability to appropriately prioritize them. The Division continues to operate as the Service Authority for the County's Abandoned Vehicle Abatement ("AVA") Program, by performing administration of the tow company's contract and disperse program funds. The Division also assists with the removal of qualifying abandoned vehicles within the unincorporated areas of the County.
- The BOS Ad Hoc committee responded via the September 9, 2025 meeting to the Mendocino County Grand Jury published report on June 6, 2025 titled "Planning and Building Department Structural Issues: Exposing the cracks" which can be found here: <https://www.mendocinocounty.gov/government/county-organization/grand-jury/2024-25-reports>.

III. A Thriving Economy

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- On December 3, 2025, PBS Planning staff issued RFP #042-25 for the Housing Element Update and Environmental Justice Element. This initiative seeks to engage a qualified consultant to assist in preparing the 2027–2035 Housing Element Update, including the integration of an Environmental Justice Element. The Department anticipates awarding the contract and commencing work in March 2026, ensuring compliance with state mandates and advancing equitable planning for Mendocino County.
- Community stakeholder meetings for both Short Term Rentals and Low Intensity Camping are completed. PBS Planning staff sought direction from the Board on September 9, 2025, regarding Low Intensity Camping regulations. PBS Planning staff will be presenting results to the Board, requesting guidance on Staff recommendations for Short Term Rentals tentatively scheduled for a BOS meeting in 2026.

IV. **A Prepared and Resilient County**

- Department 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.
- 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. With its small team, the Division remains productive and is proud to present its 2025 Statistics below as additional information.
- Mendocino County is updating its Local Coastal Program (“LCP”). This is the plan that guides how land along the coast can be used and developed. The Department held a Community Workshop on November 5, 2025, to receive feedback on the visual and archaeological resources section of the LCP. To learn more about the Visual & Archeological Resources section of the LCP by visiting the web page [HERE](#).

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>
- Please see the summary for the 2025 Calendar year:

Planning

2025 Project Type	New Apps*	Closed Apps**
(A) Agricultural Preserve (new and cancellations)	2	0
(AA) Administrative Appeal	0	0
(ALUC) Airport Land Use Commission review	0	0
(AP) Administrative Permit	27	30
(B) Boundary Line Adjustment	33	24
(BL) Business License	315	289
(CC) Certificate of Compliance	4	5
(CDP) Coastal Development Permit (all types)	37	43
(CE) Categorical Exclusion	29	23
(CFBL) Cannabis Facilities Business License	14	24

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(EM) Emergency Permit	6	6
(GPA) General Plan Amendment	1	1
(LCP) LCP Consistency Review	6	3
(MHRB) Mendocino Historical Review Board	14	18
(MS) Minor Subdivision	6	2
(OA) Ordinance Amendment	3	0
(PAC) Pre-Application Conference	13	11
(R) Rezone	3	3
(RE) Rescind and Reenter (Williamson Act)	1	0
(REC) Mining Reclamation Plan	0	1
(RN) Private Road Name Petition	1	1
(U) Use Permit (all types)	5	13
(V) Variance	2	0
YEAR TOTAL	522	497

*New applications include those deemed complete and assigned to staff for processing.

**Projects are considered closed when staff review is nominally complete. This includes projects that have been approved or withdrawn.

Code Enforcement:

2025 Complaint/Case Data	Number of Cases/Complaints
Received Incoming Complaints (Total)	795
Cases Opened*	80
Complaints/Cases Investigated and Closed (with compliance)	745
Complaints Deprioritized and/or Closed **	206
Referrals Sent to Other Regulatory Agencies	139
Building Permits Application Submitted to Resolve Violation***	221

* Cases Opened occur when voluntary compliance was not achieved or refused by responsible party

** Closed due to insufficient complaint information for prioritization and/or lacked County jurisdictional authority

*** Excludes Online Permit Application Submittals

2025 Investigation/Enforcement Data	Number of Completed Actions
Inspection Reports (Courtesy Notice) Issued	189
Notices of Violations Issued	127
Administrative Citations Issued	42
Liens Recorded	47
Inspection Warrants Conducted	1
Cannabis Plants Administratively Abated	4,078

2025 Abandoned Vehicle Abatement (AVA) Program Data	Number of Vehicles
Abandoned Vehicles Removed from Unincorporated Areas	98