



COUNTY OF MENDOCINO

DEPARTMENT OF PLANNING AND BUILDING SERVICES

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JUNE 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. Over the past month, PBS has remained focused on strengthening core operations, improving service accessibility, and enhancing customer experience through sustained organizational improvements. The Department’s commitment to data-driven decision-making is reflected in the continued publication of monthly metrics, which track workloads, application volumes, revenue, expenditures, and processing timeframes for each division. These efforts reinforce the County’s broader goal of efficient and accountable government service.

PBS also made significant progress on several high-priority initiatives designed to improve long-term operational capacity and public safety. Key advancements include continued movement on major technology and contracting initiatives, such as Accela implementation negotiations and multiple RFP processes supporting towing operations, the Resource Management Element of the General Plan, and code enforcement. The Department further strengthened its front-counter and permitting support capacity by advancing Permit Technician recruitment and extending offers for two new full-time extra-help positions, both expected to begin in June. Additionally, PBS has continued countywide outreach and public education efforts, including repeated notification regarding a nationwide fraudulent-email scam targeting planning departments, a matter that remains a priority for customer safety and departmental integrity.

Looking ahead, PBS remains deeply engaged in planning efforts that support a resilient and thriving Mendocino County. The Department is advancing key milestones in the Local Coastal Program update, Sea Level Rise analysis and policy development, and regional coordination through the California Energy Grant Partnership, including work on geothermal potential studies and inter-county collaboration. At the same time, PBS continues to support the local cannabis industry through tax appeal processing, Local Equity Entrepreneurial Program (“LEEP”) grant-funded technical assistance, and targeted fee-relief initiatives. Combined with the Board’s approval of updated permit processing fees, taking effect June 22, 2026, these efforts reflect a forward-looking strategy that balances regulatory responsibility, economic development, environmental stewardship, and community resilience.

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.
- The Board of Supervisors (“BOS”) approved a Department request to fill front-counter service positions in both the Ukiah and Fort Bragg offices. As a result, the Department opened recruitment

PBS JUNE 2026 CEO REPORT

for Permit Technician positions, which closed in April. The Department is currently conducting QAPs and anticipates holding interviews in coming weeks.

- In addition to the recruitment for Permit Technicians, the Department has extended job offers for two (2) full-time extra-help positions, with both employees anticipated to begin in June.
- Pursuant to Resolution 19-372, adopted by the BOS on October 22, 2019, if no commercial cannabis cultivation occurred during the tax period indicated, one may appeal the imposition of the minimum tax imposed as stated on the invoice. The Cannabis Division received twenty-nine (29) tax appeal applications during the open appeal window of April 1, 2026, to May 20, 2026. Of the appeal applications received, three (3) were denied and twenty-six (26) were approved.
- The Cannabis Division entered a contract with Canna Business Services on June 1, 2026, to continue providing free Direct Technical Assistance to equity verified applicants and licensees. 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>

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. As noted in last month's report, applicants are reminded to call our office to verify any questionable communications. 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 has progressed to contract negotiations with the vendor who reflected the strongest alignment with the County's operational goals.
- The Department has re-issued an RFP for the Resource Management Element of the General Plan. This RFP was opened on May 6, 2026 and is anticipated to close on June 24, 2026.
- During the June 18, 2026 Planning Commission meeting, consultants working with the County on the LCP Update provided multiple presentations to the Commission, including:
 - Larry Walker Associates regarding the Update on Coastal Groundwater Conditions
 - TJKM regarding the State Route 1 Highway Traffic Capacity Study

III. A Thriving Economy

- PBS and Cannabis 2026/2027 Budgets were approved by the BOS on June 2, 2026.
- The Department has partnered with Sonoma County - Permit Sonoma on a California Energy Grant Partnership for Mendocino County to contract with a Subrecipient for a geothermal potential study that involves a physical and environmental constraints analysis, regional and tribal coordination, and stakeholder engagement to identify suitable sites for large scale geothermal energy projects within the Sonoma, Lake and Mendocino County Region.
- The Department participated in April fee hearings to support improved cost recovery for permit processing and a time-tracking analysis. The BOS approved the updated fee schedule on April 21, 2026, and the new fees will go into effect 60 days from that date (June 22, 2026).

PBS JUNE 2026 CEO REPORT

- The Cannabis Division opened a limited Local Equity Entrepreneurial Program (“LEEP”) fee-relief window on May 15, 2026. The online application received 156 applications and covered over \$92K in equity applicants and licensees fees.

IV. A Prepared and Resilient County

- Mendocino County is continuing to update 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.
- 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
- Two (2) Planners were able to attend and complete their Rural Planning Leadership Academy and Network (“RPLAN”) certification in May 2026. This program is designed to support the professional development of rural planners.
- Our final Code Enforcement Officer has completed Module I, Module II, and Module III Academies through the California Association of Code Enforcement Officers (“CACEO”) which will allow them to earn their Certified Code Enforcement Officer (“CCEO”) designation. The CCEO designation elevates not just the professionalism of code enforcement officers, but the commitment of our profession to the safety and well-being of the communities we serve.

Other/Additional Information

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