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## NOVEMBER 2025 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. In October, the Department made significant progress on several key initiatives, including the integration of the Cannabis Division into PBS and ongoing recruitment efforts to strengthen staffing capacity. These changes are designed to enhance operational efficiency, improve customer service, and support the Department’s long-term strategic goals.

Following the Board of Supervisors’ approval in September, PBS is preparing to implement a new permit management system, Accela. While the software contract has been secured, the Department is now focused on identifying an implementation contractor to guide the transition. Once in place, this system is expected to streamline permitting processes and improve accessibility for both staff and the public. Additionally, the revised cannabis fee schedule, approved in September, will take effect on November 22, 2025. Cannabis applicants are encouraged to submit applications early to take advantage of the current fee rates.

PBS also remains committed to professional development and interagency collaboration. Staff participated in key training and planning conferences in October, including the California Building Officials (“CALBO”) training, California Association of Code Enforcement Officers (“CACEO”) annual conference and the Rural Planning Leadership & Academy Network (“RPLAN”). These opportunities support staff development, foster regional partnerships, and ensure PBS remains aligned with best practices in planning, enforcement, and community engagement.

### 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 approved a contract for a new permit management software provider, Accela, including the system type and required licenses. The next step for the Department is to secure an implementation contractor. With this new software, the Department will be able to implement improvements that will make the permitting process more efficient and user-friendly to both the Department and the public.
- The Department is undergoing new staffing changes, including the integration of the Mendocino Cannabis Department into Planning and Building Services. During the next several months, the Cannabis Department will continue to operate as usual while staff and resources are integrated into the new framework. Several new employees will be joining the PBS team over the coming months including a new Building Inspector, Permit Technician, and Department Analyst.

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- In October 2025, the Cannabis Division reviewed and granted local authorization for 15 active Cannabis Cultivation Business License ("CCBL") applications. At the September 9th Board of Supervisors meeting, the Division received approval for a revised fee schedule, which will take effect on November 22nd. The updated fee schedule is available [HERE](#). Applicants are strongly encouraged to submit renewal applications early; those submitted prior to November 22nd will be subject to the current fee rates. Additionally, the Division completed all Special Inspections for the month of October. Consistent with this year's approach, 5% of in-program sites will be randomly selected for Special Inspection in the upcoming calendar year.

## II. A Safe and Healthy County

- In late October, the Building Division participated in the CALBO training, which offers continuing education to support professional development. Additionally, Ryan Rose achieved a significant milestone by earning his Chief Building Official Certification.
- In the month of October, the CED sent two of its Code Enforcement Officers ("Officers") to the 2025 Code Conference hosted by CACEO in Sacramento. This annual conference provides invaluable training to hundreds of California's code professionals providing classes on leadership, legal updates, various new complex issues and barriers faced by agencies, interpersonal skills, and many other subjects. These trainings provide Continuing Education Units ("CEU"s) to support each Officer's ability to maintain their Certified Code Enforcement Officer ("CCEO") certifications and help them to network with other agencies and vendors. The Division remains committed to supporting ongoing education and training efforts for its Officers to obtain and maintain their certifications to help them develop confidence and independence within their work.
- The Board of Supervisor's ("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>.
- Senior Planners attended the 2025 American Planning Association CA Chapter yearly conference where "planners, professionals, and visionaries come together to shape the future of our cities, towns, and regions."
- Three (3) PBS Planning staff members were able to attend the 2025/2026 RPLAN this year. This program is designed specifically for rural planners. Topics include fire and natural disaster resiliency, public and tribal engagement, transportation, fees, housing, legislation and other matters with a focus on rural areas. To date, five (5) PBS Planners have completed the program.

## III. A Thriving Economy

- PBS Planning staff is working on a request for proposal for consultants to assist with updates to the County's Open Space policies, captured in the Resource Management Element, as required by Senate Bill 1452, and to potentially assist with creating an Environmental Justice Element as required by Senate Bill 1000. County staff have already begun working on these updates but desires the assistance of a consultant who specializes in such work to ensure the Department is compliant.
- 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.

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## 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.
- 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 & Archaeological 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>

### Halloween fun at Planning and Building Services!



PBS staff alongside, issuing Director, Ghoulia Krog, attempting to reign in the animals of “Violation Farm” through a Notice of Violation.



PBS staff member Liam Crowley serving disco inferno with a side of spooky!

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The PBS staff looking Fur-ocious and fabulous for Halloween 2025!