



COUNTY OF MENDOCINO

DEPARTMENT OF PLANNING AND BUILDING SERVICES

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DECEMBER 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. This quarter, key accomplishments include the Board of Supervisors' approval of a new permit management system, Accela, which is expected to streamline the permitting process and enhance the user experience. The Department also prioritized staff development and training, implemented strategic staffing adjustments to support fiscal responsibility, and maintained accurate metric reporting to promote transparency and operational efficiency.

In November, PBS welcomed two new team members and recognized the retirement of a dedicated public servant whose contributions are deeply appreciated. The Department also applied for the latest round of the Cannabis Equity Grants Program, with award notifications anticipated in early 2026. Throughout the past month, monthly performance metrics continued to serve as a key tool for public accountability, offering valuable insight into departmental workload, revenue, and service timelines. Additionally, PBS would like to remind the community that the 2025 California Building Code will take effect on January 1, 2026.

Looking ahead, PBS remains committed to strengthening internal operations, enhancing service delivery, and supporting a resilient, well-equipped team. Through the adoption of new technologies, continued investment in staff, and a focus on emergency preparedness, the Department is dedicated to continuous improvement and serving the residents of Mendocino County with integrity and professionalism.

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.
- PBS welcomed two new team members this month: Dylan Knowles, Department Analyst, and Paul Moore, Permit Technician. We're excited to have them on board and look forward to their contributions. Additionally, Keith Hoyt retired as Sr. Building Inspector after eight (8) years of service. We thank Keith for his dedication and wish him all the best in retirement.
- In November 2025, the Cannabis Division reviewed and granted local authorization for 19 active Cannabis Cultivation Business License ("CCBL") applications.

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II. A Safe and Healthy County

- The 2025 California Building Code was adopted in November and will go into effect on January 1, 2026. The new Building Code will apply to permit applications submitted on or after this date and introduces updates to energy efficiency, fire safety, structural resilience, and accessibility. Key changes include new energy standards like expanded heat pump use and stronger ventilation, enhanced seismic requirements for vulnerable buildings, more stringent wildland-urban interface fire safety rules for new construction, and new rules for electrical readiness and bike parking.
- 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.
- The Cannabis Division has submitted an application for the latest round of the Cannabis Equity Grants Program for Local Jurisdictions, a state initiative aimed at advancing economic justice for communities disproportionately impacted by cannabis prohibition and the War on Drugs. This program supports local jurisdictions in promoting equity and reducing barriers for equity applicants and licensees entering the regulated cannabis industry. Mendocino County has actively participated in this program, submitting applications in all seven funding rounds to date, with five of those applications successfully awarded. The County anticipates notification of the most recent grant award by February 27, 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.
- 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, visit the web page [HERE](#).

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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>
- PBS will be closed for the holidays from December 22 through December 26 and again from 12:00 PM on December 31 through January 2, 2026. To schedule an inspection during this period, please use our online portal [eTRAKiT](#) or call our automated inspection request lines at 707-234-6650 (Ukiah) or 707-961-2677 (Fort Bragg). When calling, please have your address and permit number ready and follow all prompts carefully. **Important:** The deadline to request an inspection via the automated phone system is 3:00 PM the day before the desired inspection date. Please note that no inspections will be conducted on December 24–26 or January 1–2.



PBS Ukiah Staff pose for Keith Hoyt's last day of public service.