



COUNTY OF MENDOCINO

DEPARTMENT OF PLANNING AND BUILDING SERVICES

860 NORTH BUSH STREET • UKIAH • CALIFORNIA • 95482
120 WEST FIR STREET • FT. BRAGG • CALIFORNIA • 95437

JULIA KROG, DIRECTOR
TELEPHONE: 707-234-6650
FAX: 707-463-5709
FB PHONE: 707-964-5379
FB FAX: 707-961-2427
pbs@mendocinocounty.gov
www.mendocinocounty.gov/pbs

OCTOBER 2024 CEO REPORT

Introduction

The Planning and Building Services Department continues to work on the County's Strategic Plan objectives while focusing on four primary internal goals: establishing tools to measure success, documenting and improving Department procedures, enhancing the customer experience, and cultivating a structured and productive workplace culture.

The Department's tool for measuring basic performance criteria, and thereby measuring success, is monthly metric reports, which are posted monthly to the Planning and Building Services Department 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.

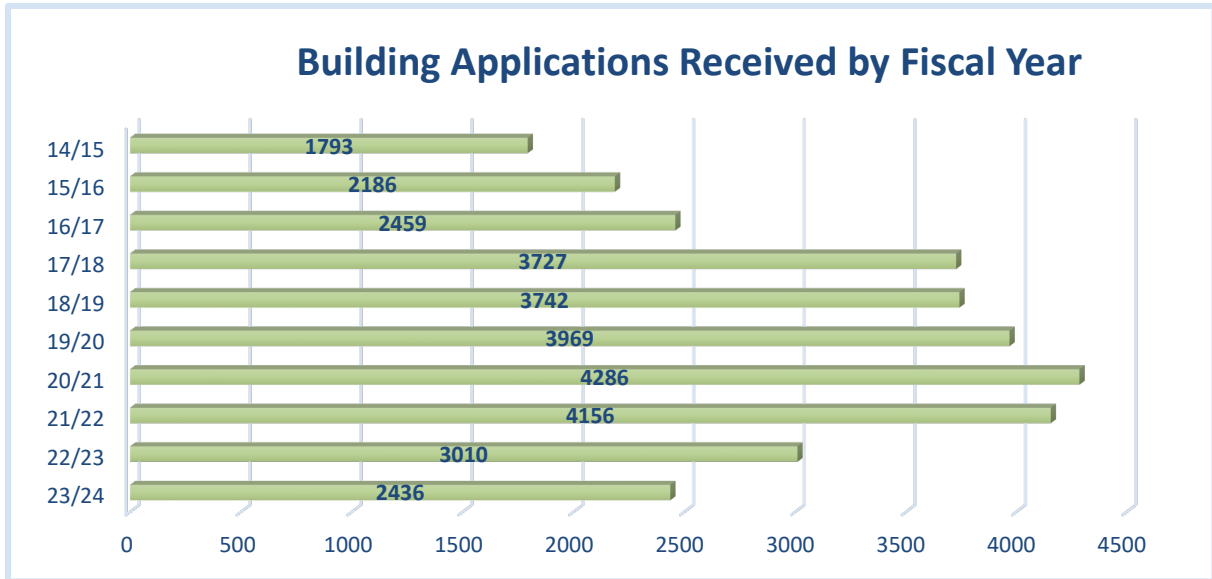
I. Effective County Government Organization

Last month, the Department successfully updated the voicemail phone system. This new voicemail provides updated options to leave messages for the desired Division, and separates out Planning, Building and Code Enforcement while describing the type of questions answered by each Division. This system update has improved operational efficiency and the customer experience.

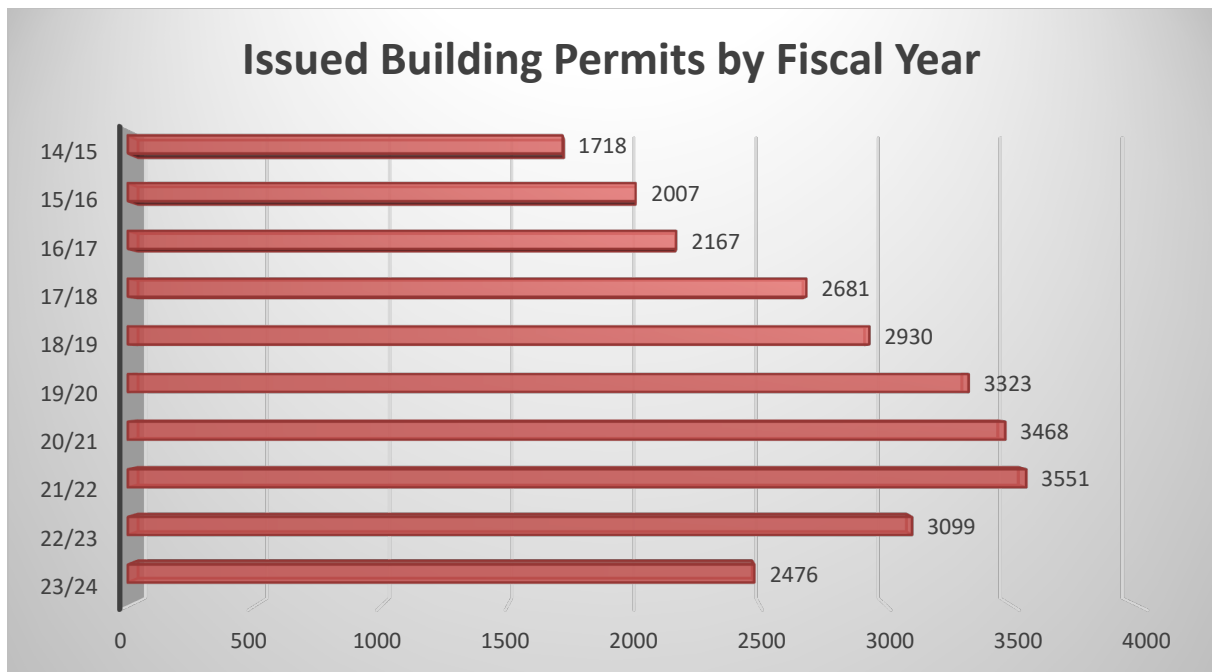
II. A Safe and Healthy County

Building codes establish regulations that provide minimum standards to safeguard lives and property and protect the public health, safety and general welfare.

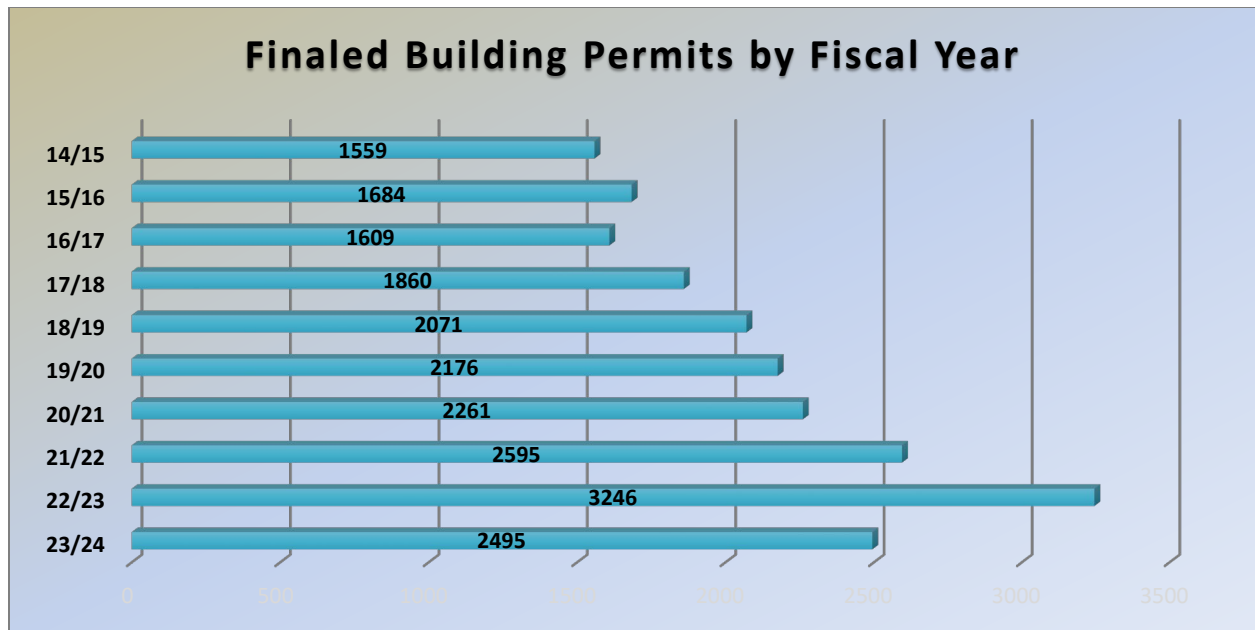
Building permit applications have been on a downward trend since fiscal year 21/22. In fiscal year 23/24 the Department saw a reduction by 40% from fiscal year 21/22 permit applications with 1,850 less applications being received. Permit application activity has returned to levels similar to pre-adoption of the Mendocino Cannabis Cultivation Ordinance, as shown in the chart below.



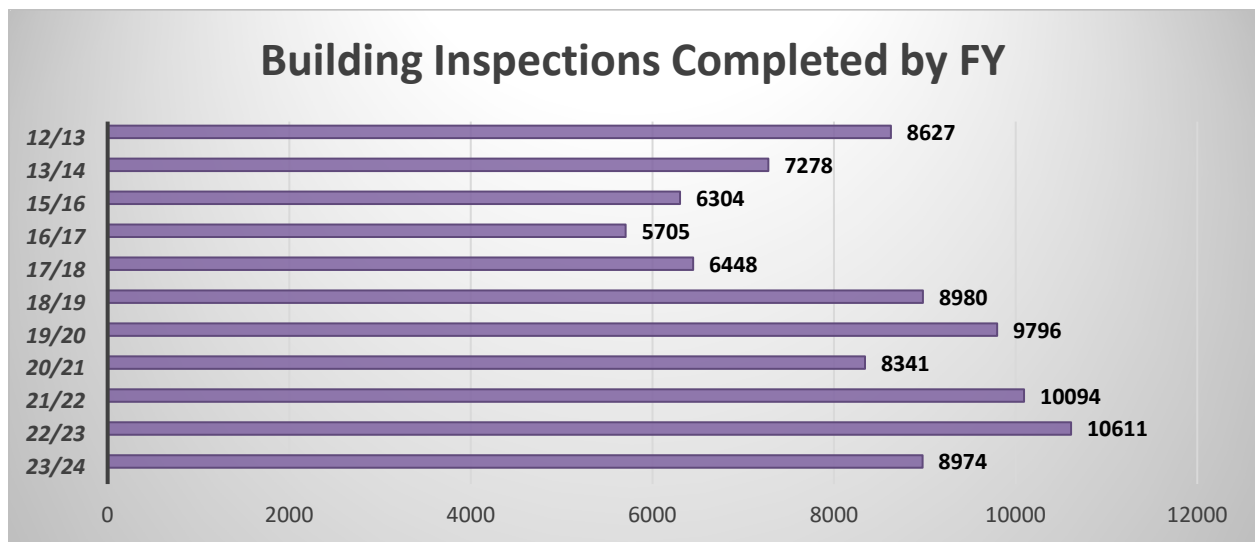
As expected with less permit applications received, permit issuance has similarly decreased, as shown in the chart below.



As shown in the chart below, finalized permits follow a similar trend to applications received and permits issued. There is a spike shown during fiscal year 22/23 which appears to be related to cannabis infrastructure permits issued in the preceding years as finalized building permits are one of the last steps in the permit process.



Conversely, building inspections completed do not follow the application/issuance trends because number of inspections are directly related to the type of permit. The chart below shows the inspections completed over the last 11 fiscal years.



Since the beginning of the Amnesty program the Department has received a total of 71 Amnesty permit applications, please see the details below for the status of those applications:

- 10 applications under review
- 12 permits issued
- 28 permits finaled and complete
- 13 applications in correction letter status, waiting for revised plans
- 8 applications awaiting outside agency review, i.e. Fire district approval

On September 24, 2024 the Board provided direction to Planning and Building Services to bring forward an agenda item to extend the amnesty program termination date to December 31, 2024. The extension will be considered at the October 22, 2024 Board of Supervisors meeting.

III. A Thriving Economy

Have you ever wondered what the typical development cost is for a new single family residence? The overall cost varies depending on a number of factors:

- the fire, sewer and/or water district jurisdiction the property is located within;
- if the school district in which the property is located collects Development Impact fees; and
- if additional permits are required such as well and/or septic with the Division of Environmental Health.

Below are several examples of development fees and permit costs associated with constructing a new residence in various districts.

Ukiah Area- 3,600 square foot, 3Bd/2Ba home

- Ukiah Valley Fire District fees - \$3,952.58
 - Ukiah Unified School District fees - \$17,694.26
 - Ukiah Valley Sanitation District fees - \$12,002.00
 - Ukiah Water meter hookup fees - \$2,615.00
 - Planning and Building Permit fees - \$15,539.93
- Total development fee estimate with hookups = \$51,803.77

Ukiah Area- 2,000 square foot, 3Bd/2Ba home

- Ukiah Valley Fire District fees - \$2,140.00
 - Ukiah Unified School District fees - \$9,580.00
 - Ukiah Valley Sanitation District fees - \$12,002.00
 - Ukiah Water meter hookups - \$2,615.00
 - Planning and Building Permit fees - \$9,136.87
- Total development fee estimate with hookups = \$35,473.87

NOTE: Both Ukiah area permits above would be within the City of Ukiah for water district and sanitation hookups, but would be in the unincorporated area for permits. Other water districts such as Rogina Water or Millview were not used in these estimates.

Hopland Area- 2,500 square foot, 3Bd/2Ba home

- Hopland Fire fees - \$4,815.11
 - Ukiah Unified School fees - \$12,075.59
 - Hopland Public Utilities water fees - \$5,000.00
 - Hopland Public Utilities sewer fees - \$6,866.00
 - Planning and Building Permit fees - \$10,493.38
- Total development fee estimate with hookups = \$39,250.08

Anderson Valley Area- 2,000 square foot, 3Bd/2Ba home

- Anderson Valley Fire District fees - \$4,260.00
- Anderson Valley School District fees - \$10,340.00
- Planning and Building Permit fees- \$9,136.87

Total development fee estimate excluding water/septic/hookups = \$23,736.87

Willits Area- 2,000 square foot, 3Bd/2Ba home

- Little Lake Fire District fees - \$1,960.00
- Planning and Building Permit fees - \$9,136.87

Total development fee estimate excluding water/septic/hookups = \$11,096.87

Fort Bragg Area- 2,000 square foot, 3Bd/2Ba home

- Ft. Bragg Rural Fire District- no fee, voter approved tax measure
- Planning and Building Permit fees - \$9,136.87

Total development fee estimate excluding water/septic/hookups = \$9,136.87

IV. A Prepared and Resilient County

Planning and Building Services staff continue to participate in all Emergency Operations Center related trainings and responds to requests for information as it relates to emergency preparedness. Staff will be participating in a pre-season flood coordination meeting with the Office of Emergency Services on October 16, 2024. In addition, staff will be participating in the Great Shakeout scheduled for October 17, 2024.

Other/Additional Information

The Local Coastal Program update grant work is in full swing! Contracts have been executed for several of the required update studies that will provide background information to support the update process.

For questions or to be placed on an interested parties list for this Local Coastal Program grant work, please contact LCPUpdate@mendocinocounty.gov.