



COUNTY OF MENDOCINO
DEPARTMENT OF PLANNING AND BUILDING SERVICES

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JULY 2025 CHIEF EXECUTIVE OFFICER REPORT

Introduction Highlights

Our Fort Bragg office has relocated! As of Monday, June 16, 2025, the Fort Bragg offices of Planning and Building Services (PBS) are now located at 752 South Franklin Street, Fort Bragg. The Department looks forward to continuing to serve the public from our new location.

The Mendocino County Grand Jury published a 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>. The Board of Supervisors (BOS) appointed an ad hoc committee on June 24, 2025, to engage with PBS and develop a response to the report within 90 days of publication per the report requirements.

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 PBS 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.
- PBS is seeking new permit management software. This software will be focused on customer and staff experience. This new software will take approximately eighteen (18) months to fully implement once the software and vendor are selected.
- The BOS adopted fee updates for both the Building and Planning Divisions at the April 22, 2025, Board Meeting. The new fees are live as of June 22, 2025.

II. A Safe and Healthy County

- The Code Enforcement Division (CED) continues to manage its existing caseload while responding to new complaints in alignment with the enforcement priorities established by the BOS. From January through June 2025, the Division averaged 44.2 incoming complaints per month. Notably, the Division is seeing an upward trend, with 46 new complaints received in just the first eight days of July. This recent influx may result in some delays in response times and in addressing the full range of active complaints. Nevertheless, the Division remains committed to prioritizing all cases in accordance with Board-directed enforcement priorities, with a continued focus on addressing life and safety concerns first.
- The recent zoning code update enacted by the BOS has been updated in the County's digital code library, Municode, and can be found here: https://library.municode.com/ca/mendocino_county/codes/code_of_ordinances?nodeId=MECO_CO_TIT20ZOOR

III. A Thriving Economy

PBS JULY 2025 CEO REPORT

- 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 creation of an Environmental Justice Element as required by Senate Bill 1000. County staff have already begun working on these updates but desire 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, and PBS Planning staff will be presenting results to the Board, requesting guidance on Staff recommendations.

IV. A Prepared and Resilient County

- Planning and Building Services 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.

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>

The Local Coastal Program update grant work is in full swing! PBS awarded the Environmental Impact Report requirements to the contractor, EMC, who also provided the Visual Resources Report. For questions or to be placed on an interested parties list for this Local Coastal Program grant work, please contact LCPUpdate@mendocinocounty.gov.