



# 2025 BOS Workshop: Planning & Building Services Priorities

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# Agenda

1. Department Overview
2. Key Goals for 2025
3. Strategic Plan Initiatives
4. Questions/Comments



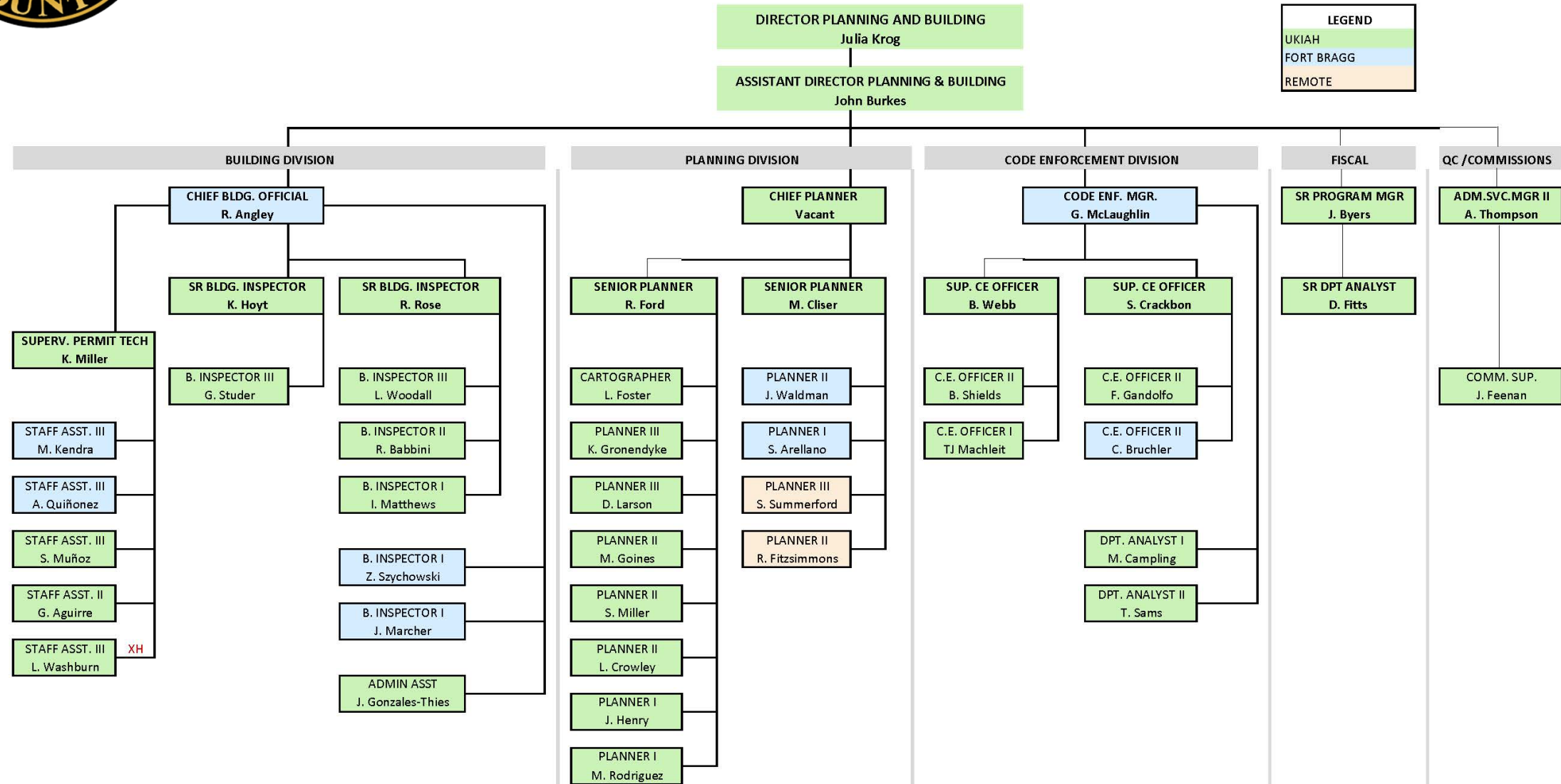
# Department Overview

Mendocino County Code Chapter 2.52 establishes the Department of Planning & Building Services as the agency responsible for “administering and enforcing the zoning, subdivision and building codes of Mendocino County.”

- Key Functional Areas:
  1. Building Division
  2. Planning Division
  3. Code Enforcement Division
- Two Office Locations – Fort Bragg & Ukiah



# Department Overview



**LEGEND**

- UKIAH
- FORT BRAGG
- REMOTE



# Department Overview

**Building Division:** Administering, implementing and enforcing state and local building construction regulations in the unincorporated areas and the cities of Fort Bragg and Point Arena. This includes the review, issuance, and inspection of building permits as well as Flood Plain and stormwater runoff compliance.

**Planning Division:** Administering, implementing and enforcing the Zoning Ordinance and state laws, and preparing, updating and implementing the County General Plan, including the Housing Element and Local Coastal Program. This includes the processing of discretionary permits and staff support for eight Boards and Commissions. Additionally, the Division provides services such as mapping/cartography, GIS, addressing, and census data.

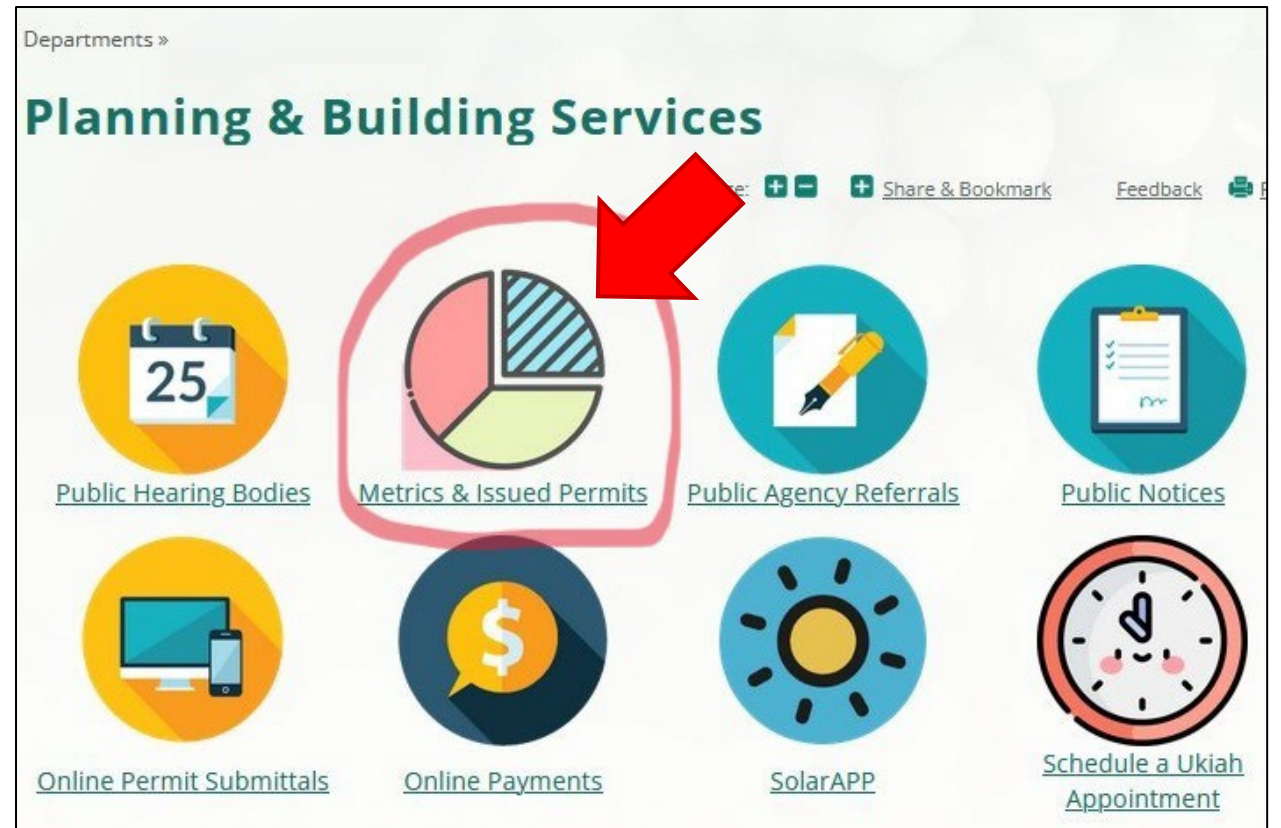
**Code Enforcement Division:** Safeguards the health and welfare of the community by responding to citizen complaints, conducting Cannabis enforcement, managing the Abandoned Vehicle Abatement Program, as well as nuisance abatement projects.



# Department Overview

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

These reports quantify revenue vs. expense, applications received, workload inventory, and lead time for completion. The metrics are separated by division.







# Key Goals for 2025

1. Processing building permits, discretionary permits, mandatory reporting requirements, and Code Enforcement work based upon previously adopted priorities
2. Continue work on improvement and enhancement of processes and customer service, including permit tracking software update and fee schedule updates
3. Continue scanning project to reduce storage needs and improve availability of records
4. Complete Fort Bragg office location move to Avila Center
5. Continue Local Coastal Program Update (continuous priority 2023 through 2026)
6. Complete Surface Mining and Reclamation Ordinance Update
7. Complete Ukiah Valley Area Plan related rezonings
8. Building Code Cycle Update
9. Complete zoning regulations for Inland Short-Term Rentals
10. Complete zoning regulations for Inland Low Intensity Camping
11. Complete integration of Redwood Valley Municipal Advisory Council Community Action Plan



# Key Goals for 2025

Priorities for Code Enforcement (previously adopted 12/19/2023):

1. Life/Safety
2. Environmental Degradation
3. Non-permitted Construction
4. Nuisances
5. Illegal Cannabis Cultivation

For all other complaints received not applicable to the above list, the Division has discretion to determine response to complaints and enforcement methodology to address the complaint.

In addition, the Division has strategic discretion for response to and enforceability of anonymous complaints.





# Strategic Plan Initiatives

- Effective County Government Organization
  - Encouraging training for employees at all levels
  - Process improvements for permits and entitlements including establishment of workflows and desk manuals
  - Enhancing the customer service experience
  - Transparent metrics published monthly
  - Electronic plan review through Bluebeam
  - Digital Building Permit Application submittals
  - Digital Building Permit issuance process
  - Performance expectations for all employees
  - Modified website design to improve availability of information
  - Leveraging other funding sources such as grant funds to support Plan and Ordinance updates
- Prepared and Resilient County
  - Assigned staff continue to participate in all Emergency Operations Center related trainings and respond to requests for information as it relates to emergency preparedness.



# Strategic Plan Initiatives

- Safe and Healthy County
  - Coastal Groundwater Study and Development Guidelines update (part of Local Coastal Program Update process)
  - Sea Level Rise Resiliency Strategy (part of Local Coastal Program Update process)
  - Integrated CalApp Solar+ for automated solar plancheck for eligible systems
  - Ordinance amendments to address roof-mounted solar installations and EV charging stations
- Thriving Economy
  - Continue to collaborate with stakeholders on development proposals and regular community input meetings regarding operations
  - Encourage development of housing by reducing barriers through zoning ordinance amendments
  - Recent amnesty program to permit unpermitted development without financial penalties
  - Implemented electronic building permit submittal and issuance process
  - Digitization of records
  - Process improvements for permits and entitlements



Questions/Comments?