



# COUNTY OF MENDOCINO

## DEPARTMENT OF PLANNING AND BUILDING SERVICES

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## **MEMORANDUM**

**DATE:** January 23, 2024  
**TO:** Honorable Board of Supervisors  
**FROM:** Julia Krog, Director  
**SUBJECT:** Planning & Building Services Directives, Motions and Priorities for FY 23/24

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On December 19, 2023, the Board directed that Planning and Building Services return in January 2024 with more information regarding current motions and directives for the Department to allow the Board to make a more informed decision on possible removal or deferment of motions/directives.

### **Current Processing Times:**

The Department has been tracking metrics for all Divisions and this includes current processing times from this month compared to the prior fiscal year. Please note that these processing times include periods where response from the applicant is required before further processing can occur.

#### **Building Permits:**

- In November 2023, the average time from application submission, approval, and issuance was 111 Days. This is commonly referred to as the plan review stage prior to construction.
- In November 2023, the average time from issuance to final approval was 227 days. This period is for construction and subsequent inspections.
- The average time for plan review in FY 22/23 was 99 days.
- The average time for final inspections in FY 22/23 was 170 days.

#### **Discretionary Permits:**

- In November 2023, the average time for processing discretionary permits was 470 days.
- The processing of a discretionary permit includes application intake, completeness review, agency referrals, revisions based on referral concerns, staff report preparation including CEQA, due process noticing, public hearings, appeal periods, condition compliance, and approval.
- In FY 22/23, the average time for processing was 322 days.

To see the Department's full tracking spreadsheets please view them at:

<https://www.mendocinocounty.org/government/planning-building-services/issued-building-permits>

### **FY 23/24 Goals:**

On June 6, 2023, Planning and Building Services ("PBS") presented Goals for FY 23/24 as part of budget presentations. At that time, PBS identified the following Goals for FY 23/24:

- Continue enhancement and improvement of PBS services

- Adopt amendments to Class K building regulations to address structures greater than 2,000 square-feet in size
- Adopt update to Inland Zoning Code
- Continue work on the Local Coastal Program Update (note: this will be an on-going goal through end of 2026)
- Update Surface Mining and Reclamation Ordinance to establish consistency with State law
- Fully Implement CalAPP SolarAPP+ Program
- Continue scanning of records to reduce storage needs and improve availability of records

As of January 1, 2024, the Department has completed the following FY 23/24 Goals:

- Adopt amendments to Class K building regulations to address structures greater than 2,000 square-feet in size
- Fully Implement CalAPP SolarAPP+ Program

### **FY 23/24 Recommended Priorities:**

PBS recommends the Board adopt the following priorities for the Department for the remainder of FY 23/24:

1. Processing building permits, discretionary permits, mandatory reporting requirements, and Code Enforcement work based upon December 19, 2023 adopted priorities
2. Continue work on improvement and enhancement of processes and customer service
3. Inland Zoning Code Update – LEAP Grant funding ends September 2024. Includes the following Board directed items:
  - Regulations for Moveable Tiny Homes (Direction provided 11/8/2022)
  - Regulations for temporary camping for profit (Direction provided 6/8/2022)
  - Repeal of Inclusionary Housing Ordinance (Direction provided 6/20/2023)
4. Local Coastal Program Update (continuous priority 2023 through 2026) – Coastal Commission Grant Funds
5. Scanning project to reduce storage needs and improve availability of records
6. Surface Mining and Reclamation Ordinance Update

### **Current Motions & PBS Recommendations:**

1. Regulations of Water Extraction/Mining from Private Wells for Commercial Purposes and Water Hauling. (July 12, 2022)
  - Proposal requires hiring of additional county staff with appropriate expertise (County Hydrologist) and reallocation of existing county staff resources. Considering current fiscal status and hiring freeze.
  - Recommend removal of Motion. Revisit when a County Hydrologist has been hired.
2. Inland Short Term Rental Ordinance. (First direction given in 2017 and most recent on August 29, 2023)
  - Recommend deferment to FY 24/25. PBS will continue to track this motion and if capacity becomes available will begin work this fiscal year.
3. Policy regarding Temporary Tents within the Mendocino Historic District. (September 12, 2023)
  - The anticipated workload for a Planner III and the Director comes at an expense of potentially \$20,000 in staff time that is a General Fund expense.

- MCCSD has already made progress in working with property owners with Tents regarding water usage and seeking solutions. Currently filed MHRB permits may be processed and allow the MHRB to work directly with applicants through the permit review process to address acceptable development for each location.
  - Recommend rescission of Motion.
4. Plan to double allowable residential structures within Inland Zoning and allow Subdivision to one-half current minimums where water and sewer support. (June 20, 2023)
    - Funding has not been secured. Recommend deferment pending funding.
  5. Redwood Valley Municipal Advisory Councils (RVMAC) Draft Redwood Valley Community Action Plan and Design Guidelines. (September 26, 2023)
    - Follow up discussion scheduled with Board for February 2024 on revisions made by the RVMAC to draft documents.
    - Estimated cost \$30,000 in staff time, processing time 12-14 months.
    - Recommend direction to not initiate work on adoption process until FY 24/25 or later. Anticipate adoption would not occur until end of FY 24/25 or early FY 25/26.
  6. Amendments to Chapters 20.118 Cannabis Accommodation and 20.119 Cannabis Prohibition. (October 17, 2023)
    - Estimated cost \$15,000 in staff time for PBS, processing time anticipated to be 9-12 months once initiated.
    - Recommend deferral until FY 24/25 or later.

**Current Directives & PBS Recommendations:**

7. Directive to de-prioritize temporary camping sites that do not pose a risk to public safety. (6/8/2022)
  - Recommend removal of Directive and instead rely upon Code Enforcement priorities adopted December 19, 2023.
8. Directive to establish regulations for "Moveable Tiny Homes" (11/8/2022)
  - Recommend removal of Directive as regulations are being incorporated into the Inland Zoning Code Update, to be adopted prior to September 2024.

**Attachments:**

- A. PBS Project Gantt Chart

## Project Schedule

Gantt Chart Template © 2006-2018 by Vertex42.com.

## Planning & Building Services

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