

DEPARTMENT OF PLANNING & BUILDING SERVICES  
BOARD OF SUPERVISORS ADHOC  
PRESENTATION  
SEPTEMBER 27, 2021





# Introduction

On January 25, 2021, by General Consensus of Board of Supervisors, an Ad Hoc Committee of Supervisors Gjerde and McGourty was created to work with Planning and Building Services (PBS) on a process to best manage resources and staff related to tasks directed by the Board. Specifically, there were concerns regarding the deviation of the Department's Core Mission and Vision.

- The Ad Hoc firs met with PBS staff in February of 2021 and conducted a variety of meetings with staff from all of the divisions (Planning, Building, Code Enforcement, Administrative, etc.). This also included meeting with PBS staff in the Fort Bragg Office.

# Ad Hoc Meetings With PBS (cont.)



The Ad Hoc conducted interviews with PBS staff regarding what was working and not working within the Department.

The Ad Hoc met with PBS Code Enforcement regarding pro-active enforcement and the need for additional code enforcement officers.

The Ad Hoc also examined the leadership structure within PBS.



# PBS Ad HOC

In the last several months the Ad Hoc Committee has made several recommendations for the consideration of the full Board, regarding Planning and Building Services:

- (1) Separation of the Cannabis Program from PBS to a stand-alone department;
- (2) Increased staffing in the Planning Division, Building Division, and Code Enforcement Division;
- (3) Technology enhancements to provide more streamlined services;
- (4) Establish Long-Range Planning; and
- (5) Enhancements to services offered at the Coastal Office.

# PBS Ad Hoc Findings

- Change in Leadership- Leadership has stabilized within the Department.
- Vast improvement of morale amongst the staff.
- Relationships with other jurisdictions/Departments have improved.
- Recruitments have occurred and staff is being hired in all divisions.
- Technology enhancements are being put in place.

# PBS Ad Hoc Findings (Cont.)

## Completion of a variety of projects within the past 8 months, including:

- 1) Completion of the Airport Land Use Plan for Ukiah Airport;
- 2) Completion of the General Plan Safety Element;
- 3) Completion of Chapter 22.18 Cannabis Ordinance;
- 4) Annual General Plan Housing Element Reports to the State (HCD) completed, County is now in compliance;
- 5) Award of several CDBG Grants to Assist the Business Community during COVID;
- 6) Initiation of Inland Zoning Code/Division of Land Regulations Update; and
- 7) Code Enforcement is being staffed up and implementing enhanced Code Enforcement Program.

# PBS Challenges

- Create Strategic 5 year Plan for the Department
- Continue to manage the high volume of permits/projects
- **Retain** High Performing Staff
- Fill Needed Positions
- Continue to train staff and improve efficiency
- Continue technology advancements
- Continue to work on formally re-establishing long-range planning as staffing increases

Questions ?

