



**COUNTY OF MENDOCINO**  
**DEPARTMENT OF PLANNING AND BUILDING SERVICES**

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

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

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DATE: NOVEMBER 7, 2022

TO: MARK CLISER, PLANNER II/MHRB EXECUTIVE SECRETARY  
FROM: GRETCHEN MCLAUGHLIN, SUPERVISING CODE ENFORCEMENT OFFICER

RE: TOWN OF MENDOCINO CODE ENFORCEMENT REPORT FOR DECEMBER 2022 MEETING

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Due to current demands on the Code Enforcement Division staff, a staff report was not compiled for the upcoming December 5, 2022, hearing. Code Enforcement hopes to provide an updated staff report to reflect this report period's information along with the next quarterly staff report.

All Regulatory Code Violations in the TOM are either zoning or building violations (or both).

Pursuant to State Law and County Ordinance, violators of the zoning or building code must be given a minimum of 30 days from proper notice to correct the violation before penalties can be imposed. It is our policy to work with violators to gain compliance and only those that fail to be responsive are issued citations with penalties. After-the-fact permitting for zoning or building violations based on Code Investigations require double (for residential) and triple (for commercial) base permit fees as a consequence of doing work requiring a permit without first obtaining one.

The Code Enforcement Division will document all complaints in the Town of Mendocino and investigation and enforcement will occur as time permits based on the directed priorities and available personnel resources.

If making a complaint, please make sure that clear descriptive information about the conditions are provided and the exact address, business name and any other identifying information is provided as it is sometimes difficult to identify locations in the Town of Mendocino due to inconsistent street numbers. If at all possible, please provide the Assessor's Parcel Number so that we can clearly identify the location of the complaint.