

GLENN MCGOURTY
DISTRICT 1, CHAIR
MAUREEN MULHEREN
DISTRICT 2, VICE-CHAIR
JOHN HASCHAK
DISTRICT 3
DAN GJERDE
DISTRICT 4
TED WILLIAMS
DISTRICT 5



DARCIE ANTLE
CHIEF EXECUTIVE OFFICER
CLERK OF THE BOARD

CHRISTIAN M. CURTIS
COUNTY COUNSEL

**MENDOCINO COUNTY
GENERAL GOVERNMENT COMMITTEE
AGENDA
REGULAR MEETING
August 28, 2023 - 9:00 AM**

Meeting Location(s): 501 Low Gap Road, Room 1070, Ukiah, CA. 95482 (Board Chambers)

Zoom Link: <https://mendocinocounty.zoom.us/j/87491452441>

Zoom Phone Number (if joining via telephone): 1 669 900 9128 ; Zoom Webinar ID: 874 9145 2441

Listed below are some of the Board of Supervisors Public Engagement options. For streaming options and a complete list of ways to interact with agenda items (or more information on any of these listed) please visit: <https://www.mendocinocounty.org/government/board-of-supervisors/public-engagement>

Written Comment

- Submit online via the eComment platform at <https://mendocino.legistar.com/Calendar.aspx>

Verbal Comment

- Speak in person at any physical meeting location when the Chair calls for Public Comment
- Join the Zoom Webinar and use the "raise hand" feature when the Chair calls for Public Comment (if joining via telephone: press *9 to raise your hand, and *6 to unmute yourself when called)
- Leave a voicemail message, up to 3 minutes in length, by calling 707-234-6333

*Note: Voicemail comments will no longer be played back during Open Session, but are immediately available to the full Board of Supervisors upon submittal.

COMMITTEE MEMBERS: Supervisor Mulheren and Supervisor Haschak**1. CALL TO ORDER****2. COMMITTEE ACTION ITEMS**

- 2a) **Discussion and Possible Action Including Providing Recommendations to Staff and a Referral to the Board of Supervisors Recommending Approval of the County of Mendocino Cannabis Department Monthly Update for July 2023**

(Sponsor: Cannabis)

Recommended Action:

Provide recommendations to staff and a referral to the Board of Supervisors recommending approval of the County of Mendocino Cannabis Department Monthly Update for July 2023.

Attachments: [MCD Monthly Activity Report - July](#)

3. OTHER BUSINESS

- 3a) **Approval of the Minutes of July 31, 2023 Regular Meeting**

Recommended Action:

Approve minutes of July 31, 2023 regular meeting.

Attachments: [07-31-23 GGC Minutes](#)

3b) **PUBLIC EXPRESSION**

Members of the public are welcome to address the Committee on items not listed on the agenda, but within the jurisdiction of the Committee. The Committee is prohibited by law from taking action on matters not on the agenda.

Individuals wishing to address the Committee under Public Expression are welcome to do so via any method listed on the front page of this agenda or on our Public Engagement page, at: <https://rb.gy/d3p0>

For more information on any of these methods, please call the Mendocino County Clerk of the Board at (707) 463-4441

3c) **ANNOUNCEMENTS**

ADJOURNMENT

Additional Meeting Information for Interested Parties

For a full list of the latest available options by which to engage with agenda items, please visit <https://www.mendocinocounty.org/government/board-of-supervisors/public-engagement>

All electronically submitted comment is immediately available to Supervisors, staff, and the general public by clicking this meetings eComment link at: <https://mendocino.legistar.com/Calendar.aspx>

LIVE WEB STREAMING OF COMMITTEE MEETINGS is available at <https://mendocino.legistar.com> or visit the Mendocino County YouTube channel. Meetings are also livestreamed from the Mendocino County Facebook page. For technical assistance, please contact the Clerk of the Board at (707) 463-4441. Please reference the departmental website to obtain additional resource information for the Board of Supervisors: www.mendocinocounty.org/bos

Thank you for your interest in the proceedings of the General Government Committee.



Mendocino County Board of Supervisors Agenda Summary

Item #: 2a)

To: General Government Standing Committee

From: Cannabis

Meeting Date: August 28, 2023

Department Contact: Sara McBurney

Phone: 707-234-2879

CEO Contact: Steve Dunncliff

Phone: 707-391-6375

Time Allocated: 30 Minutes

Agenda Title:

Discussion and Possible Action Including Providing Recommendations to Staff and a Referral to the Board of Supervisors Recommending Approval of the County of Mendocino Cannabis Department Monthly Update for July 2023
(Sponsor: Cannabis)

Recommended Action/Motion:

Provide recommendations to staff and a referral to the Board of Supervisors recommending approval of the County of Mendocino Cannabis Department Monthly Update for July 2023.

Previous Board/Board Committee Actions:

On April 19, 2022, the Board directed Department staff to provide a written update during the second Board Meeting of every month. On August 16, 2022, the Board referred the topic of Cannabis to the General Government Committee.

Summary of Request/Referral:

Department staff requests that the General Government Committee provide recommendations to staff regarding the above referenced monthly update and consider a referral to the Board of Supervisors recommending approval of the Department's Monthly Update.

Supplemental Information Available Online At: n/a

Fiscal Details:

source of funding: N/A

budgeted in current f/y: N/A

current f/y cost: N/A

if no, please describe:

annual recurring cost: N/A

revenue agreement: N/A

budget clarification: N/A

CEO Liaison: Executive Office

Item #: 2a)

CEO Review: Yes

CEO Comments:

FOR COB USE ONLY

Executed By: Atlas Pearson, Senior Deputy Clerk

Final Status: Approved

Date: **AUGUST 28, 2023**





Mendocino County Cannabis Department Deliverables

DATE: August 28, 2023
TO: Mendocino County General Government Committee
FROM: Mendocino County Cannabis Department
RE: Monthly Activity Report – July 2023

Mendocino County Cannabis Department Mission Statement

“The Mendocino County Cannabis Department’s mission is to issue cannabis cultivation licenses in accordance with regulations as approved by the Board of Supervisors and ensure that all program cultivation sites comply with all applicable environmental, community safety, and regulatory performance standards. The Department shall implement these services fairly and equitably in a timely, professional, and compassionate manner.”

Department Priorities

The Mendocino County Cannabis Department (“MCD”) has identified the following priorities via Board of Supervisor (“BOS”) directives. These priorities are beyond the normal duties required for normal business operations and does not represent the entirety of all assigned objectives. In the future, the Department will request guidance from the Board to assist the Department in clarifying and prioritizing this list.

Planning

Staff Support
Process Management
Streamlining
Priority Reviews (PH. I & II DCC timelines)
Contract Planners
Phase III Applications
Monthly Reporting
Public Meetings

Administration

Staff Support
Process Management
Fiscal and Budget
Grant Management
PRAs

All the priorities listed above shall support the primary function of MCD, which is clearly outlined in the mission statement, which is to issue cannabis cultivation licenses within the regulatory framework.

Department Deliverables

MCD Activity

The total workload of MCD is best reflected by these two primary data sets;

Active Commercial Cannabis Cultivation Applications submitted to MCD:	589
Active Commercial Cannabis Cultivation Licenses issued by MCD ¹ :	238
Total:	827

Issued MCD License Status

When a commercial cannabis cultivation application meets all required criteria and is approved by MCD it becomes an issued license. Issued licenses are renewed annually and require a state license issued by the Department of Cannabis Control (“DCC”) to actively cultivate cannabis. The main objective is for all applicants and licensees to have an issued county license as well as an annual state license.

Active Commercial Cannabis Cultivation Licenses issued by MCD

MCD Issued License with DCC (Annual):	15
MCD Issued License with DCC (Provisional):	214
MCD Issued without DCC:	9
TOTAL:	238

Annual MCD License Renewals (Applies to the issued licenses above)

Renewals Issued YTD:	38
Renewals Approved (Pending issuance) YTD:	0
Renewals pending (waiting for review by staff) ² :	85

MCD Applications/Issued Licenses

Information regarding current “under review” applications is as follows:

Review Data

Number of Applications assigned to contract planners:	358
Preliminary review and deficiency notice submitted to applicant (If needed):	81
Sensitive Species Habitat Review (“SSHR”) Completed in-house:	3
SSHR Referred to California Department of Fish and Wildlife (“CDFW”):	49

¹ Renewals are accounted for within the Issued Licenses data set.

² Renewals are entered into pending once the license is within 90 days of the license annual expiration.

Department Deliverables

Site Inspections

Number of Inspections Month of July: 5
Miles Traveled Month of July: 330

MCD will commence operations at **860 N. Bush Street, Ukiah, by September 1, 2023**. In addition to a better utilization of physical space, benefits from moving the Cannabis Department include opportunities to collaborate with both Environmental Health and Planning & Building Services through partnerships to assist with workload. Planning and Building Services has partnered with MCD and is actively assisting in site visits in a continued effort to process applications to license issuance.

Is MCD on track?

Moving forward, it is anticipated MCD will divide the labor to review applications as noted below:

- Internal staff will focus on phase three applications, site inspections, renewals and applications with no DCC provisional licenses, and applications with an annual license.
- Contract planners will continue to focus on under-review applications with expiring DCC provisional licenses by order of expiration and renewals with a DCC provisional license as a condition of the contract planner funding source, the local jurisdiction assistance program grant.

Please note the Department is still gathering data to provide a visual chart to showcase total progress and timelines for completion.

MCD Application Status

Active commercial cannabis cultivation license applications that have been submitted to MCD and are in one of the following stages of review.

<u>Status</u>	<u>Responsibility</u>	<u>Applications</u>
Applications received, pending review	MCD	226
Active Review	MCD/4Leaf Contract	363
	TOTAL:	589

Environmental Review

Future CEQA review:

The DCC intends to prepare an Environmental Impact Report (EIR) for the Licensing of Commercial Cannabis Cultivation in Mendocino County Project (Project). The Project consists of the DCC actions to approve annual licensing of commercial cannabis cultivation operations in Mendocino County under California Code of Regulations, title 4, section 15002.

The EIR will programmatically evaluate the environmental impacts of the DCC's annual licensing of commercial cannabis cultivation operations in the county as well as the environmental impacts of future licensed commercial cannabis cultivation operations.

Department Deliverables

As specified by the CEQA Guidelines, a Notice of Preparation (NOP) will be circulated for public review and comment for a 30-day review period. The comment period starts on August 2, 2023, and ends on August 31, 2023.

Training Materials

MCD is training staff on reviewing applications and renewals under the new streamlined Cannabis Cultivation Ordinance. Guidance materials are being updated to reflect the changes. Staff and contract planners have received training on referral processes including to outside agencies and departments, as well as how to notify applicants regarding completion of internal reviews.

Local Equity Entrepreneur Program (LEEP) Grant

Mendocino County was awarded three rounds of funding from the Cannabis Equity Grants Program for Local Jurisdictions which is being administered by the Governor's Office of Business and Economic Development (GO-Biz). LEEP aims to provide funding and services for those hardest hit by the War on Drugs by lowering barriers to cannabis licensing.

Please note: MCD received notice from the State that the program is now under a routine audit for all 3 awarded rounds of funding. As MCD is actively working with the State through the audit, MCD has suspended processing all Direct Grant applications. Once the audit is complete, MCD will continue to process Direct Grants that are awaiting in que until all funding is exhausted.

MCD is planning to apply for the next available round of funding this fall.

Eligibility

Applications received:	141
------------------------	-----

Direct Grants

Processed to completion YTD:	54
In Review:	23
In que:	71
Cancelled:	5
TOTAL:	153

Local Jurisdiction Assistance Grant Program (LJAGP)

On March 14th, the BOS unanimously voted on item (4)(f), directing MCD to work with the DCC to identify mechanisms to streamline CEQA reviews and to support the timely compliance of provisional licensees with state law. To resource this effort, the DCC requested that Mendocino County pause the issuance of unspent Local Jurisdiction Grant funds to assess how best to align the use of these dollars to support CEQA compliance of provisional license holders. In light of this assessment, Mendocino County will discontinue any disbursement of funds including those towards the grant program until the assessment is complete. Both Departments are committed to work collaboratively and have initiated their assessment efforts.

Department Deliverables

The Departmental accounting system and methodology is in the process of being restructured to ensure proper reconciliation of the internal data. These figures will be added to the report once it becomes available.

Department Efficiency Study

As of June 2023

MCD Planners: 6
Contract Planners: 16
Review time: Approximately 16 to 80 Hours*

As of July 2023

MCD Planners: 5
Contract Planners: 16
Review Time: Approximately 25 Hours*

*The June review time is reflected based on the Departments previous time study. The Department conducted a time study on the issued licenses for July and concluded 25 hours as the average time for each license to be issued. This number is subject to change and the Department will continue to gather more data and conduct additional time studies.

Accela and Data Management

The Department is committed to exploring all avenues to enhance Accela's functionality and is actively working on drafting a Phase 2 scope of work for the Accela software. This Phase 2 implementation would take place after the next streamline of the ordinance.

There are ongoing phases of data transfer into the Accela platform. Once data transfer and updates have been completed, Accela will become our authoritative resource for data and reporting in the Department.

Department Staffing levels

Planning

Filled positions: Senior Planner
Cartographer
Planner I/II (x5)

Vacant Positions: Chief Planner
Planner I/II (x5)

Administration

Filled positions: Department Head (Interim)
Senior Program Manager

Department Deliverables

Vacant positions: Program Administrator
Office Services Supervisor
Administrative Assistant
Department Analyst I/II
Administrative Assistant
Staff Assistant I/II/III

Current Recruitments

None

For additional and up-to-date information regarding the Cannabis Department Activities please sign up for "Canna-Notes" through the county's eNotification system at the following link:
<https://www.mendocinocounty.org/government/cannabis-cultivation/enotifications>



Mendocino County Board of Supervisors Agenda Summary

Item #: 3a)

To: General Government Standing Committee

From: Executive Office

Meeting Date: August 28, 2023

Department Contact: Atlas Pearson

Phone: 707-463-4441

CEO Contact: Darcie Antle

Phone: 707-463-4441

Time Allocated: 15 Minutes

Agenda Title:

Approval of the Minutes of July 31, 2023 Regular Meeting

Recommended Action/Motion:

Approve minutes of July 31, 2023 regular meeting.

CEO Liaison: Executive Office

CEO Review: Yes

CEO Comments:

FOR COB USE ONLY

Executed By: Atlas Pearson, Senior Deputy Clerk

Final Status: Approved

Date: AUGUST 28, 2023



GLENN MCGOURTY
1st District
Supervisor
Chair

MAUREEN MULHEREN
2nd District
Supervisor
Vice-Chair

JOHN HASCHAK
3rd District
Supervisor

DAN GJERDE
4th District
Supervisor

TED WILLIAMS
5th District
Supervisor



DARCIE ANTLE
Chief Executive Officer/
Clerk of the Board

CHRISTIAN M. CURTIS
County Counsel

COUNTY ADMINISTRATION CENTER
501 Low Gap Road, Room 1070
Ukiah, CA 95482
(707) 463-4441 (t)
(707) 463-5649 (f)
cob@mendocinocounty.org

MENDOCINO COUNTY GENERAL GOVERNMENT COMMITTEE ACTION MINUTES – July 31, 2023

**BEFORE THE BOARD OF SUPERVISORS
COUNTY OF MENDOCINO - STATE OF CALIFORNIA
FAIR STATEMENT OF PROCEEDINGS
(PURSUANT TO CALIFORNIA GOVERNMENT CODE §25150)**

AGENDA ITEM NO. 1 – OPEN SESSION (PLEDGE OF ALLEGIANCE AND ROLL CALL 9:00 A.M.)

Present: Committee Member/Supervisor Maureen Mulheren and Committee Member/Chair John Haschak. Chair Haschak presiding.

Staff Present: Steve Dunicliff, Deputy Chief Executive Officer; Charlotte Scott, Deputy County Counsel; Atlas M.A. Pearson, Senior Deputy Clerk of the Board; and Lillian Bearden, Deputy Clerk of the Board.

The Pledge of Allegiance was led by: John Burkes.

AGENDA ITEM NO. 2 – REGULAR CALENDAR**2A) DISCUSSION AND POSSIBLE ACTION INCLUDING PROVIDING RECOMMENDATIONS TO STAFF AND A REFERRAL TO THE BOARD OF SUPERVISORS RECOMMENDING APPROVAL OF THE COUNTY OF MENDOCINO CANNABIS DEPARTMENT MONTHLY UPDATE FOR JUNE, 2023 - SPONSOR: CANNABIS**

Presenter/s: Matt Goines, Senior Planner, Cannabis; Charlotte Scott, Deputy County Counsel; Jared Schwass, Deputy County Counsel; and Steve Dunncliff, Deputy Chief Executive Officer.

Public Comment: Michael Katz; Scott Ward; Corrin Powell; Hannah Nelson; and Susan Tibbons.

Committee Action: Upon motion by Supervisor Mulheren, seconded by Supervisor Haschak, IT IS ORDERED that the General Government Committee provides recommendations to staff and a referral to the Board of Supervisors recommending approval of the County of Mendocino Cannabis Department Monthly Update for June 2023. The motion carried by the following vote:

Aye: 2 – Supervisor Mulheren and Supervisor Haschak

No: 0 – None

Absent: 0 – None

2B) DISCUSSION AND POSSIBLE ACTION REGARDING REQUEST THAT STAFF INCLUDE A FIVE (5) YEAR RENEWAL CYCLE FOR CANNABIS CULTIVATION PERMITS AS PART OF FUTURE GENERAL GOVERNMENT COMMITTEE CANNABIS ORDINANCE UPDATE ITEM - SPONSOR: JOHN HASCHAK

Presenter/s: John Haschak; Matt Goines, Senior Planner, Cannabis; and Jared Schwass, Deputy County Counsel.

Public Comment: Scott Ward; Corrin Powell; Hannah Nelson; Michael Katz; Paul Hansberry; and Michele Schott.

Committee Action: Upon motion by Supervisor Mulheren, seconded by Supervisor Haschak, IT IS ORDERED that the General Government Committee requests that staff include a five (5) year renewal cycle for cultivation permits as part of a future GGC Cannabis Ordinance update item.

Aye: 2 – Supervisor Mulheren and Supervisor Haschak

No: 0 – None

Absent: 0 – None

AGENDA ITEM NO. 3 – OTHER BUSINESS**3A) APPROVAL OF MINUTES OF JUNE 26, 2023 REGULAR MEETING - SPONSOR: EXECUTIVE OFFICE/CLERK OF THE BOARD**

Presenter/s: Atlas M.A. Pearson, Senior Deputy Clerk of the Board.

Public Comment: None.

Committee Action: Upon motion by Supervisor Mulheren, seconded by Supervisor Haschak, IT IS ORDERED that the General Government Committee approves minutes of June 26, 2023 regular meeting. The motion carried by the following vote:

Aye: 2 – Supervisor Mulheren and Supervisor Haschak

No: 0 – None

Absent: 0 – None

3B) PUBLIC EXPRESSION

Presenter/s: Michael Katz; Hannah Nelson; and Scott Ward.

3C) ANNOUNCEMENTS

None.

THERE BEING NOTHING FURTHER TO COME BEFORE THE COMMITTEE, THE MENDOCINO COUNTY GENERAL GOVERNMENT COMMITTEE ADJOURNED AT 10:14 A.M.

Attest: ATLAS M.A. PEARSON
Senior Deputy Clerk of the Board


JOHN HASCHAK, Chair



NOTICE: PUBLISHED MINUTES OF THE MENDOCINO COUNTY BOARD OF SUPERVISORS MEETINGS

- Effective March 1, 2009, Board of Supervisors minutes are produced in “action only” format
- LIVE WEB STREAMING OF BOARD MEETINGS is available via the County’s YouTube Channel, which can be found here: <https://www.youtube.com/@MendocinoCountyVideo>
- Minutes are considered draft until adopted/approved by the Board of Supervisors
- The Board of Supervisors’ action minutes are also posted on the County of Mendocino website at: <https://mendocino.legistar.com/Calendar.aspx>
- For technical assistance or any requests for official meeting records of the Mendocino County Board of Supervisors, please contact the Clerk of the Boards Office at (707) 463-4441
- Additional resource information: <https://www.mendocinocounty.org/government/board-of-supervisors>

Thank you for your interest in the proceedings of the Mendocino County Board of Supervisors