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**DISTRICT 5**



DARCIE ANTLE  
**CHIEF EXECUTIVE OFFICER**  
**CLERK OF THE BOARD**

CHRISTIAN M. CURTIS  
**COUNTY COUNSEL**

**MENDOCINO COUNTY**  
**GENERAL GOVERNMENT COMMITTEE**  
**AGENDA**  
**REGULAR MEETING**  
**June 26, 2023 - 9:00 AM**

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

Zoom Link: <https://mendocinocounty.zoom.us/j/87982056655>

Zoom Phone Number (if joining via telephone): 1 669 900 9128 ; Zoom Webinar ID: 879 8205 6655

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

**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 May, 2023

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 May, 2023.*

**Attachments:** [MCD Monthly Report \(May\)](#)  
[MCD Resource Management Projection Worksheet](#)  
[06-21-23 Renewal Proposal - Supervisor Haschak](#)

**3. OTHER BUSINESS**

- 3a) Approval of Minutes of May 22, 2023 Regular Meeting

Recommended Action:

*Approve minutes of May 22, 2023 regular meeting.*

**Attachments:** [05-22-23 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](http://www.mendocinocounty.org/bos)*

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



# Mendocino County Board of Supervisors Agenda Summary

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**Item #: 2a)**

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**To: General Government Standing Committee**

**From: Cannabis**

**Meeting Date:** June 26, 2023

**Department Contact:** John Burkes

**Phone:** 707-234-6680

**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 May, 2023

**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 May, 2023.

**Previous Board/Board Committee Actions:**

Numerous.

**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

**current f/y cost:** N/A

**annual recurring cost:** N/A

**budget clarification:** N/A

**budgeted in current f/y:** N/A

**if no, please describe:**

**revenue agreement:** N/A

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**CEO Liaison:** Executive Office

**CEO Review:** Yes

**CEO Comments:**

**FOR COB USE ONLY**

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**Item #: 2a)**

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Executed By: Atlas Pearson, Senior Deputy Clerk

Final Status: **Approved**

Date: June 26, 2023





## Mendocino County Cannabis Department Deliverables

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**DATE:** June 26, 2023  
**TO:** Mendocino County General Government Committee  
**FROM:** Mendocino County Cannabis Department  
**RE:** Monthly Activity Report – May 2023

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### **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:	715
Active Commercial Cannabis Cultivation Licenses issued by MCD <sup>1</sup> :	125
TOTAL:	840

### 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 w/ DCC (Annual):	6
MCD Issued License w/ DCC (Provisional):	114
MCD Issued w/o DCC:	5
TOTAL:	125

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

Renewals Issued YTD:	28
Renewals Approved (Pending issuance) YTD:	0
Renewals pending (waiting for review by staff) <sup>2</sup> :	97

### Priority Processing of MCD Applications/Issued Licenses

On or after July 1, 2023, the environmental requirements for DCC annual license renewal are elevated due to statutory deadlines. To ensure that MCD applicants holding DCC provisional licenses are eligible for annual licenses, MCD will first review applications that have provisional licenses scheduled to expire in July, once all July expirations have been assigned, subsequent months will be assigned to contract planning staff and MCD planners. Information regarding current “under review” applications is as follows:

#### Review Data

Number of Applications assigned to contract planners:	131
Preliminary review and deficiency notice submitted to applicant (If needed) <sup>3</sup> :	103

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<sup>1</sup> Renewals are accounted for within the Issued Licenses data set.

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

<sup>3</sup> There are more provisional licenses than this expiring in July, however those reflect multi-type licenses.

## Department Deliverables

Sensitive Species Habitat Review Completed in-house:

19

### Referrals

Sensitive Species Habitat Review: 37

Air Quality Management District<sup>4</sup>: 67

### Site Inspections

Number of Inspections Month of May: 10

Miles Traveled Month of May: 655

### Is MCD on track?

To determine if MCD is “on track” to process license applications and issued license renewals in time for expiring DCC provisional licenses, the following chart has been developed:

	DCC Provisional License Expiration	Priority Applications	Priority Renewals	Processing Timeline
Total	July 1, 2023	45	18	<b>June 30, 2023</b>
Reviews Assigned		41	12	
Review Completed <sup>5</sup>		1	5	
	DCC Provisional License Expiration	Priority Applications	Priority Renewals	Processing Timeline
Total	August 1, 2023	34	14	<b>July 31, 2023</b>
Reviews Assigned		21	8	
Review Completed <sup>4</sup>		0	4	
	DCC Provisional License Expiration	Priority Applications	Priority Renewals	Processing Timeline
Total	September 1, 2023	44	15	<b>August 31, 2023</b>
Reviews Assigned		31	8	
Review Completed <sup>4</sup>		0	3	

<sup>4</sup> “Under review” applications only, renewals may already have the AQMD referral completed.

<sup>5</sup> Upon completion of the Department review, the result will be issued or denied. Those numbers shall reflect in the statistical categories.



## Department Deliverables

	DCC Provisional License Expiration	Priority Applications	Priority Renewals	Processing Timeline
Total	October 1, 2023	15	9	<b>September 30, 2023</b>
Reviews Assigned		12	0	
Review Completed <sup>4</sup>		0	0	

### Resource Management Plan

MCD will divide the labor accordingly:

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

## Deprioritization

MCD has determined that the BOS directive that led to the deprioritization of certain applications has been greatly reduced in practical value. To address issues associated with back taxes, the Treasurer-Tax Collector and the BOS have created the cannabis tax amnesty and payment plan. In an effort to ensure active DCC provisional license holders are processed promptly, there will be a reduction in competing resources associated with active DCC provisional license holders and cultivators without DCC provisional licenses as noted in the resource management plan above.

## 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	Department	465
Active Review	Department	165
Non-responsive or inadequate material <sup>6</sup>	Applicant	85
TOTAL:		715

## Environmental Review

After meeting with DCC, the state has agreed to perform site-specific environmental review as part of its licensing process. DCC plans to utilize a Programmatic Environmental Impact Report ("EIR") to study state licensing of cannabis cultivation in Mendocino County. This EIR can then

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<sup>6</sup> Defined as applicants that are not responding to MCD correspondence and applications that require more information for successful review.

## Department Deliverables

be used as the basis to generate site specific environmental documents for individual license applications and provide a pathway to annual licensure.

MCD will no longer be processing Appendix G's for phase one and two applications. Depending on the outcome of current conversations with the DCC, cultivators may still be able to utilize their completed Appendix G materials with the DCC. MCD is still considering whether Appendix G's will be reviewed for Phase Three applications.

## 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.

MCD is presently implementing changes to our processing strategy as a result of the BOS approving the amended Cannabis Cultivation Ordinance found in MCC Chapter 10A.17 on May 23, 2023, which streamlined the cannabis application and review processes. Important highlights are noted below:

- The minimum documents required for the Cannabis Cultivation Business License ("CCBL") and the subsequent review have been consolidated to include the following:
  - Site plan
  - Cultivation and operations plan
  - Owner consent form
  - Business formation documents
  - Department of Cannabis Control ("DCC") license, if applicable
  - Cortese list search
  - Sensitive species habitat questionnaire
  - Water will serve letter, if applicable
  - Water availability analysis, if applicable

The requirements will vary depending on site-specific variables and the applicable licensing phase. The Department reserves the right to require additional documents under MCC § 10A.17.090.

- MCD will continue performing sensitive species habitat reviews ("SSHR") that, depending on the individual site and circumstances, may require the following additional materials to be submitted:
  - California Department of Fish and Wildlife Lake and Stream Alteration Agreement
  - Notice of applicability
  - Light management plan
  - Generator noise plan
  - Bullfrog management plan
  - Pond permit
  - Relevant notice of violations
  - Grading permit(s)
  - Tree clearing affidavit

## Department Deliverables

- Contiguous expansion affidavit

The California Department of Fish and Wildlife may request additional studies to be submitted to determine that the project has less than a significant impact on sensitive species.

- The above-referenced amended Cannabis Cultivation Ordinance altered the referral process by which MCD referred applicable applicants to the Mendocino County Air Quality Management District (“MCAQMD”). As such, MCD has updated the Air Quality License Checklist Questionnaire. The updated form will be added to our website, and applicants will be requested to submit the new form when the assigned planner reviews the submitted materials. The new process guidance will be added to our website once completed.

## Applicant / License Holder Communication

### New Office Hours

As of June 1, 2023, MCD, located at 125 E. Commercial St., Willits, CA 95490, will be open Monday – Friday 8:00 AM to 5:00 PM, including the lunch hour<sup>7</sup>.

### Conference rooms

MCD has secured use of conference rooms inside of the Willits Justice center for applicant/license holder meetings.

## 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:** As MCD looks to secure funding for the available rounds, MCD has stopped accepting Direct Grant applications, and Waivers. However, based on a cursory analysis of the LEEP program, as of April 26, 2023, MCD believes that there are enough funds left in the program to cover all grants and applications in the queue.

### Financial Report

Administration Amount:	\$ 420,426.00
Amount distributed or to be distributed:	\$ 3,159,478.17
Amount Remaining:	\$ 1,729,643.99
TOTAL <sup>8</sup> :	\$ 5,309,548.16

### Eligibility

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<sup>7</sup> Financial transaction may be completed between 8:30 AM to 4:30 PM.

<sup>8</sup> The Departmental accounting system and methodology is in the process of being restructured to ensure proper reconciliation of the internal data. This figure will be adjusted accordingly.

## Department Deliverables

Applications received:	141
<u>Direct Grants</u>	
Processed to completion YTD:	54
In Review:	23
In que:	71
Cancelled:	5
TOTAL:	153
<u>Waivers processed</u>	
Agricultural Department (TD):	64
Agricultural Department (May):	0
Environmental Health Department (TD):	1
Environmental Health Department (May):	0
Mendocino Cannabis Department (TD):	85
Mendocino Cannabis Department (May):	0
Planning and Building Services Department (TD):	214
Planning and Building Services Department (May):	0
Treasurer Tax Collector (TD):	303
Treasurer Tax Collector (May):	0
<u>Waivers in que</u>	
Agricultural Department:	2
Environmental Health Department:	1
Mendocino Cannabis Department:	14
Planning and Building Services Department:	22
Treasurer Tax Collector:	109

### 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 California Environmental Quality Act ("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.

### Notice of Appeal of Minimum Business Tax for Commercial Cannabis Cultivation

Cultivators who received annual True-Up notices from the Treasurer-Tax Collector but did not cultivate commercial cannabis have appealed the minimum business tax by submitting a completed Notice of Appeal Form, a copy of the annual True-Up notice, supporting documentation, and the appeal payment to MCD. The submission period for the business tax appeal was between April 13 – April 28, 2023.

#### Notice of Appeals

Received and under review: 0

Granted: 69

Denied: 0

Appellants have been notified via email and/or telephone of the outcome of their tax appeal by MCD.

### TTC Payment Plan

Per revisions recently adopted to Mendocino County Cannabis Business Tax, Chapter 6.32, Section 6.32.100, effective April 28, 2023, qualified cultivators will be allowed to participate in a limited amnesty program whereas persons who failed or refused to pay any commercial cannabis business tax required to be paid pursuant to this Chapter for cannabis cultivation or for a nursery business for tax years 2018, 2019, 2020 and 2021 may pay the full amount owed for that year and be waived of any penalties and interest for that year or those years effective April 28, 2023 through June 30, 2024.

### Department Efficiency Study

#### Review Timelines

In March of 2023, MCD implemented time tracking metrics to study planner time spent reviewing applications. Based on initial review of the data being collected, MCD determined it is highly likely that the average time spent will be significantly less than the previous MCD estimate of 200 hours per review. MCD had projected a need of twenty-seven (27) planners to be able to complete reviews described in the tracking chart that was presented in both February 2023 and March 2023's monthly reports. An updated chart is presented in this report under the *Priority Processing of MCD Applications/Issued Licenses* section.

As of May 2023

MCD Planners: 7

Contract Planners: 16

## Department Deliverables

Review time: Approximately 16 to 80 Hours\*

As of June 2023

MCD Planners: 7

Contract Planners: 16

Review Time: Approximately 16 to 80 Hours\*

\*The very pre-mature results of the Department study indicate these results. The time spent reviewing applications is calculated by having planners log the time spent completing actions associated with the review. For example, a 20-minute phone call is recorded as 20 minutes. This style of time accounting does **NOT** consider the time in between tasks, down time, applicant response time, etc. A 16-hour review will **NOT** happen in two 8-hour workdays. This is a purely time spent snapshot.

The 16-hour review would represent the most ideal circumstances. Ideal circumstances may include a highly prepared applicant, new development, no environmental impacts, etc.

The 80-hour review would represent a more complex review that may include a remote location increasing site inspection times, existing development, environmental considerations, remediation or compliance objectives, etc.

### Data Management

The Department has begun an initiative to centralize all license related data to ensure a uniform foundation for tracking and reporting. This includes joining the Department's unique license identifier (AG #) with the State's unique license identifier (CCL #), as well as the expansion and collection of concise and reportable progress metrics. The data consolidation effort has fostered increased partner data exchange with the State and will bridge the efficiency gap until Accela software implementation. As of June 1, 2023, Accela is officially live and the Department has begun integration of the software into our workflow. 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 in the Department.

## Department Staffing levels

### Planning

Filled positions: Chief Planner  
Senior Planner  
Cartographer  
Planner I/II (x6)

Vacant Positions: Planner I/II (x4)

### Administration

Filled positions: Department Head (Interim)  
Senior Program Manager  
Office Services Supervisor

## Department Deliverables

Vacant positions:

- Administrative Assistant
- Program Administrator
- Department Analyst I/II
- Administrative Assistant
- Staff Assistant I/II/III

### Current Recruitments

Program Administrator

*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>



## Resource Management Projection Worksheet PLANNING STAFF

Please see the below the Mendocino County Cannabis Department ("MCD") Projection. Please note the below numbers and timelines are subject to change due to directives from the Board or other matters requiring a reallocation of staff resources.

### Cannabis Planners Total Application Review:

#### Review Detail:

120	Applications under review without DCC Provisionals
595	Applications with DCC Provisionals
715	Total applications under review

### Cannabis Contract Planners

#### Review Detail:

48 Hours	Average review time per application <sup>1</sup>
28,560 Hours	Total review hours needed for 595 applications with DCC Provisionals
1,785 Hours	Total hours needed for each contract planner (16 planners)
44.625 Weeks	Total timeline with workload allocated as noted above <sup>2</sup>

#### Cost Breakdown:

\$142.24	Average cost per hour
\$4,062,374.40	Total hourly and administrative review cost <sup>3</sup>

<sup>1</sup> Review time range 16 to 80 hours equals 48-hour average review time

<sup>2</sup> 1,785 review hours per contract planner at 40 working hours per week equals 44.625 working weeks of review

<sup>3</sup> 28,560 total review hours with an average cost of \$142.24 per hour equals \$4,062,374.40 total review expense



\$3,762,092.00	Total LJAG budget for contract planners
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Based on this projection the Contract planners will process 92.6% of the 595 applications w/DCC Provisionals in the next 10 Months when the LJAG funds are exhausted. This will leave an approximate balance of 44 applications.

#### Mendocino Cannabis Department ("MCD") Staff

##### Application Detail:

44	Applications with DCC Provisionals remaining from above
120	Applications without DCC Provisionals
164	Total applications for MCD staff to review

##### Review Detail:

2,112 Hours	Total application with DCC Provisional review time <sup>4</sup>
5,760 Hours	Total application without DCC Provisional review time <sup>5</sup>
1,152 Hours	(24) Phase III applicants with 48-hour review time
2,500 Hours	(125) Renewals with a 20-hour review time
907.2 Hours	Total site inspections hours (162 inspections at 5.6 hours each) <sup>6</sup>
12,431.20 Hours	Total review and site inspection hours for MCD staff

##### Planner Detail:

2,071.9 Hours	Total needed for each MCD planner <sup>7</sup>
324 Days	Total working days needed to complete <sup>8</sup>

The MCD staff workload mentioned above will take approximately 64 working weeks to complete.

<sup>4</sup> 44 applications with the 48-hour average review time equals 2,112 review hours for MCD staff

<sup>5</sup> 120 applications without DCC Provisionals with the 48-hour average review time equals 5,760 review hours for MCD Staff

<sup>6</sup> Approximately 18% of "under review" applications require a site inspection. 22 applications without DCC provisional, 8 applications with DCC provisional, 24 Phase III applications, 108 Contract Planner applications for a total of 162 site inspections.

<sup>7</sup> 12,431.20 total review and site inspection hours with 6 MCD Planners

<sup>8</sup> 2071.9 hours with 8 hours per working day equals 259 Working days (Approx. 52 Calendar weeks). The 324 days is a 25% increase to account for PTO, Sick Days, Holidays and Other.

Post-backlog

450 Renewals	Annual Projection
9,000 Hours	Total review time needed given a 20-hour average review time
1,500 Hours	Total review time with 6 focused staff members
37.5 Weeks	Staff review time considering a 40-hour work week

To: General Government Committee  
From: John Haschak, Chair  
Date: June 21, 2023  
Re: Renewals of Cannabis Licenses

Efforts have been made to streamline Ordinance 10A.17. A second round of changes are forecasted to take place this summer. One item which needs to be reconsidered is the annual renewal of permits. If a permit is in good standing and isn't a change in size or type, the renewal period should be increased to every 3 or 5 years.

Currently, applications for cannabis cultivation need to be renewed annually as stated in 10A.17.090 (see below). When the permit is in good standing and has not changed in size or type, this renewal process is an unnecessary bureaucratic step. One solution would be that permits in good standing be required the minimal amount of review and that the renewal take place every 3 or 5 years. This would decrease the amount fees paid by the cultivator, decrease the time and staffing required of staff, and allow the Mendocino Cannabis Department to focus on more pressing issues.

There are notations in 10A.17 in various sections referring to annual renewals. 10A.17.070(H)(1), 10A.17.090 and others.

Direction should be given to staff to find applicable references and change these as needed to streamline the ordinance. This could be done in coordination with the Phase 2 of edits to the ordinance which is forecasted to take place later this summer.

### **Sec. 10A.17.090 - Cultivation Permit Application and Zoning Review.**

**modified**

[SHARE LINK TO SECTION](#)[PRINT SECTION](#)[DOWNLOAD \(DOCX\) OF SECTION](#)[EMAIL SECTION](#)[COMPARE VERSIONS](#)

Any person or entity that wishes to engage in the cultivation of cannabis shall submit an application for a Permit to the Department. Applications for Permits shall be made upon such forms and accompanied by such plans and documents as may be prescribed by the Department. The application shall be reviewed by the Department and other agencies as described herein and renewed annually.



# Mendocino County Board of Supervisors Agenda Summary

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**Item #: 3a)**

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**To: General Government Standing Committee**

**From:** Executive Office

**Meeting Date:** June 26, 2023

**Department Contact:** Atlas Pearson

**Phone:** 707-463-4441

**CEO Contact:** Darcie Antle

**Phone:** 707-463-4441

**Time Allocated:** 5 Minutes

**Agenda Title:**

Approval of Minutes of May 22, 2023 Regular Meeting

**Recommended Action/Motion:**

Approve minutes of May 22, 2023 regular meeting.

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**CEO Liaison:** Executive Office

**CEO Review:** Choose an item.

**CEO Comments:**

**FOR COB USE ONLY**

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Executed By: Atlas Pearson, Senior Deputy Clerk

Final Status: Approved

Date: June 26, 2023



GLENN MCGOURTY  
1st District  
Supervisor  
Chair

MAUREEN MULHEREN  
2nd District  
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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  
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## **MENDOCINO COUNTY GENERAL GOVERNMENT COMMITTEE ACTION MINUTES – May 22, 2023**

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

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### **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:** Darcie Antle, Chief Executive Officer; Christian M. Curtis, 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:** Michael Katz.

**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 MAY, 2023 - SPONSOR: CANNABIS**

**Presenter/s:** John Burkes, Acting Senior Program Manager on Special Assignment, Cannabis; Elora Babbini, Chief Planner, Cannabis; and Christian Curtis, County Counsel.

**Public Comment:** Scott Ward; Michael Katz; Hannah Nelson; Corrin Powell; Chantal Simonpietri; and Monique Ramirez.

**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 May 2023. The motion carried by the following vote:

Aye: 2 – Supervisor Mulheren and Supervisor Haschak

No: 0 – None

Absent: 0 – None

**AGENDA ITEM NO. 3 – OTHER BUSINESS****3C) PUBLIC EXPRESSION**

**Presenter/s:** Rick Foltz.

**3A) APPROVAL OF MINUTES OF APRIL 14, 2023 SPECIAL 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 April 14, 2023 special meeting. The motion carried by the following vote:

Aye: 2 – Supervisor Haschak and Supervisor Mulheren

No: 0 – None

Absent: 0 – None

**3B) APPROVAL OF MINUTES OF APRIL 17, 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 April 17, 2023 regular meeting. The motion carried by the following vote:

Aye: 2 – Supervisor Haschak and Supervisor Mulheren

No: 0 – None

Absent: 0 – None


**3D) ANNOUNCEMENTS**

None.

THERE BEING NOTHING FURTHER TO COME BEFORE THE COMMITTEE, THE MENDOCINO COUNTY GENERAL GOVERNMENT COMMITTEE ADJOURNED AT 10:07 A.M.

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

  
JOHN HASCHAK, Chair

  
ATLAS M.A. PEARSON

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

- Effective March 1, 2009, Board of Supervisors minutes will be produced in “action only” format. As an alternative service, public access to recorded Board proceedings will be available on the Board of Supervisors’ website in indexed audio format
- LIVE WEB STREAMING OF BOARD MEETINGS is now available via the County’s YouTube Channel. If technical assistance is needed, please contact The Mendocino County Executive Office at (707) 463-4441.
- 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: [www.mendocinocounty.org/government/board-of-supervisors](http://www.mendocinocounty.org/government/board-of-supervisors)
- To request an official record of a meeting of the Mendocino County Board of Supervisors, please contact the Executive Office at (707) 463-4441
- Please reference the departmental website to obtain additional resource information for the Board of Supervisors and Clerk of the Board: [www.mendocinocounty.org/government/board-of-supervisors](http://www.mendocinocounty.org/government/board-of-supervisors)

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