

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

April 17, 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/85055931373>

Zoom Phone Number (if joining via telephone): 1 669 900 9128 ; Zoom Webinar ID: 850 5593 1373

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 April 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 April 2023.

Attachments: [MCD April Report](#)

3) OTHER BUSINESS**3a) 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

3b) Approval of Minutes of March 27, 2023 Regular Meeting

Recommended Action:

Approve minutes of March 27, 2023 regular meeting.

Attachments: [03-27-23 Minutes](#)

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: April 17, 2023

Department Contact: Elora Babbini

Phone: 707-234-6680

CEO 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 April 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 April 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 each 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

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

CEO Liaison: Steve Dunncliff, Deputy CEO

CEO Review: Yes

Item #: 2a)

CEO Comments:

FOR COB USE ONLY

Executed By: Atlas Pearson, Senior Deputy Clerk

Final Status: **Approved**

Date: April 17, 2023





DATE: April 17, 2023
TO: Mendocino County General Government Committee
FROM: Mendocino County Cannabis Department
RE: Monthly Activity Report – April 2023

“The Mendocino County Cannabis Department’s mission is to issue cannabis cultivation permits 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 professional and compassionate manner.” - MCD Mission Statement

Department Priorities

The Department has identified the following priorities via Board of Supervisor 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

Department Activity

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

Applications: 729
Issued Permits: 115*
TOTAL: 844

*Renewals are accounted for within the Issued Permits data set.



COUNTY OF MENDOCINO CANNABIS DEPARTMENT

125 EAST COMMERCIAL ST
WILLITS CALIFORNIA · 95490

department

PHONE: 707-234-6680

cannabisprogram@mendocinocounty.org
[https://www.mendocinocounty.org/departments/cannabis-](https://www.mendocinocounty.org/departments/cannabis-department)

Permit Status:

When an application meets all required criteria and is approved by the Department it becomes an issued permit. Issued permits are renewed annually and require a state license to actively cultivate cannabis. The main objective is for all applicants and permittees to have an issued county permit as well as an annual state license.

Issued w/ DCC (Annual): 7

Issued w/ DCC (Provisional): 91

Issued w/o DCC: 25

TOTAL: 123*

*This total should reflect the number of “issued permits” in the Department Activity section. The Department is in the process of restructuring the data management system to ensure proper reconciliation of the internal data. Moving forward, this figure will be adjusted accordingly.

Priority Processing

To ensure that applicants holding provisional state licenses are eligible for license renewal on or after July 1, 2023 when the environmental requirements for renewal are elevated due to statutory deadlines, the department will first review applications that have provisional licenses scheduled to renew in July 2023. The full table from the March 27th Department report is attached.

	DCC Renewal timeline	Priority Applications	Priority Renewals	Processing Timeline
Projected	July 2023	23	17	April 30, 2023
Assigned		23	17	
Review Completed*		0	0	
	DCC Renewal timeline	Priority Applications	Priority Renewals	Processing Timeline
Projected	August 2023	12	13	May 31, 2023
Assigned		18	8	
Review Completed*		0	0	

*Upon completion of the Department review, the result will be issued or denied. Those numbers shall reflect in the statistical categories below.



Application Status

Cultivation Permit applications have submitted to the Department and are in one of the following stages of review.

Status	Responsibility	Applications
Applications received pending review	Department	351
Active Review	Department	110
Non-responsive or inadequate material	Applicant	268
		TOTAL: 729

Local Equity Entrepreneur Program (LEEP) Grant:

Please note: Currently, LEEP direct grants are on hold and new applications are not being accepted. The LEEP Waiver program is still open for use by equity eligibility approved candidates.

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 that hardest hit by the War on Drugs by lowering barriers to cannabis permitting and licensing.

Administration Amount:	420,426.00
Amount distributed or to be distributed:	3,159,478.17
Amount Remaining:	1,729,643.99
TOTAL:	5,309,548.16*

*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.

Local Jurisdiction Assistance Grant Program (LJAGP):

On March 14th, the board unanimously voted on item (4) (f), directing The Mendocino Department of Cannabis to work with the California Department of Cannabis Control, 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 assessments efforts.



COUNTY OF MENDOCINO CANNABIS DEPARTMENT

125 EAST COMMERCIAL ST
WILLITS CALIFORNIA · 95490

PHONE: 707-234-6680

cannabisprogram@mendocinocounty.org
<https://www.mendocinocounty.org/departments/cannabis-department>

department

Administration Amount: *

Amount distributed: *

Amount Remaining: *

TOTAL: *

*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

The Department implemented time tracking to study planner time spent reviewing applications. Based on initial review of the data being collected, the Department determined it is highly likely that the average time spent will be significantly less than 200 hours per review. The Department had projected a need of twenty-seven (27) to be able to complete reviews described in the tracking chart that was presented in both February and March's monthly reports. Total number of planners that the Department expects to have is eighteen (18), six (6) from the Department and twelve (12) contract planners. The Department has a high level of confidence that with projected average review times based on the time study, the number of available planners compared to the projected in fact will not prevent the Department from achieving its goals on time. Despite not having any completed reviews to date for June deadlines, the Department believes that, with the efficiency study, those numbers will improve in the coming months.

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 #: 3b)

To: General Government Standing Committee

From: Executive Office

Meeting Date: April 17, 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 March 27, 2023 Regular Meeting

Recommended Action/Motion:

Approve minutes of March 27, 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: April 17, 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)
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MENDOCINO COUNTY GENERAL GOVERNMENT COMMITTEE ACTION MINUTES – March 27, 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: Darcie Antle, Chief Executive Officer; Christian M. Curtis, County Counsel; Atlas M.A. Pearson, Senior Deputy Clerk of the Board; Kim Saylor, Deputy Clerk of the Board; and Lillian Bearden, Deputy Clerk of the Board.

The Pledge of Allegiance was led by: Supervisor Haschak.

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 MARCH - SPONSOR: CANNABIS**

Presenter/s: Kristin Nevedal, Director, Cannabis; Elora Babbini, Chief Planner, Cannabis; Christian M. Curtis, County Counsel; and Darcie Antle, Chief Executive Officer.

Public Comment: Michael Katz; Hannah Nelson; Scott Ward; Chantal Simonpietri; Monique Ramirez; Paul Hansbury; Corinne Powell; and Jude Thilman.

COMMITTEE RECESS: 10:48 A.M. – 11:01 A.M.

Committee Action: Upon motion by Supervisor Mulheren, seconded by Supervisor Haschak, IT IS ORDERED that the General Government Committee provide recommendations to staff and a referral to the Board of Supervisors recommending approval of the County of Mendocino Cannabis Department Monthly Update for March. 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 INCLUDING REFERRAL TO THE BOARD OF SUPERVISORS REGARDING ANY APPROPRIATE DIRECTION TO STAFF TO PREPARE POSSIBLE ORDINANCE AMENDMENT TO PROCESS CANNABIS CULTIVATION APPLICATIONS WITH DEPRIORITIZED STATUS FOR NOT PAYING TAXES AND NOT PROVIDING PROOF OF A STATE CANNABIS LICENSE WHILE CULTIVATING - SPONSORS: COUNTY COUNSEL AND CANNABIS

Presenter/s: Christian M. Curtis, County Counsel; and Kristin Nevedal, Director, Cannabis.

Public Comment: Hannah Nelson; Michael Katz; Monique Ramirez; Paul Hansbury; and Mike Adams.

Committee Action: No Action Taken.

AGENDA ITEM NO. 3 – OTHER BUSINESS**3B) APPROVAL OF MINUTES OF FEBRUARY 27, 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 February 27, 2023 regular meeting. The motion carried by the following vote:

Aye: 2 – Supervisor Haschak and Supervisor Mulheren

No: 0 – None

Absent: 0 – None

3A) PUBLIC EXPRESSION

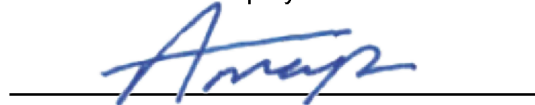
Presenter/s: Michael Katz; Hannah Nelson; Corinne Powell; Monique Ramirez; Jude Thilman; Tamara Kislak; and Harrison Sugar.

3C) ANNOUNCEMENTS

None.

THERE BEING NOTHING FURTHER TO COME BEFORE THE BOARD, THE MENDOCINO COUNTY BOARD OF SUPERVISORS ADJOURNED AT 12:16 P.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 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
- 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

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