



# Mendocino County

## Legislation Details (With Text)

**File #:** 20-0589      **Version:** 1      **Name:**

**Type:** Presentations      **Status:** Agenda Ready

**File created:** 6/29/2020      **In control:** Planning and Building Services

**On agenda:** 7/14/2020      **Final action:**

**Title:** Discussion and Possible Action Including Direction to Staff on Potential Options to Streamline the Business License Process and Amend Regulations contained in Title 6 of County Code, "Business License Regulations," in Response to Board Direction Received January 7, 2020 to Chapter 6.04 of County Code in Response to Board Direction from January 7, 2020  
(Sponsors: Executive Office, Planning and Building Services, and Treasurer-Tax Collector)

**Sponsors:** Planning and Building Services, Steve Dunncliff

**Indexes:**

**Code sections:**

**Attachments:** 1. 07-12-20 West Center Correspondence

Date	Ver.	Action By	Action	Result
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**To:** Board of Supervisors

**From:** Executive Office ,Planning and Building Services, and Treasurer - Tax Collector

**Meeting Date:** July 14, 2020

**Department Contact:** Steve Dunncliff

**Phone:** 707-463-4441

**Department Contact:** Shari Schapmire

**Phone:** 707-234-6875

**Department Contact:** Brent Schultz

**Phone:** 707-234-6650

**Item Type:** Regular Agenda

**Time Allocated for Item:** 30 Min

**Agenda Title:**

Discussion and Possible Action Including Direction to Staff on Potential Options to Streamline the Business License Process and Amend Regulations contained in Title 6 of County Code, "Business License Regulations," in Response to Board Direction Received January 7, 2020 to Chapter 6.04 of County Code in Response to Board Direction from January 7, 2020  
(Sponsors: Executive Office, Planning and Building Services, and Treasurer-Tax Collector)

**Recommended Action/Motion:**

Direct Staff on the Options presented within the Memorandum provided by Staff. Direct Staff to continue to review Title 6 of County Code for opportunities for efficiency and clarity of regulations and incorporate said changes into any proposed Ordinance Amendment.

**Previous Board/Board Committee Actions:**

Chapter 6.04 of County Code was established and amended by a series of Ordinances over the years by Ordinance No.'s 382, 397, 638, 736, 796, 804, 1953, 3272, 3324, 3328, 4003 and 4019. Most recent actions

include Ordinance No. 4200, adopted in 2008, which made revisions to Chapter 6.04 and Ordinance No. 4416, adopted on October 2, 2018, which amended portions of Chapter 6.04 for the purpose of removing uncertainty and creating efficiency and consistency regarding the issuance of County Business Licenses. On January 7, 2020 the Board directed staff to look at reducing business licensing burdens for small businesses, looking at Lake County as an example, and return to the Board with options.

**Summary of Request:**

On January 7, 2020 the Mendocino County Board of Supervisors directed staff to look at reducing business licensing burdens for small businesses and return to the Board with options, looking at Lake County as an example. The Executive Office in concert with the Treasurer-Tax Collector and Planning and Building Services has reviewed Mendocino County Code ("MCC") Chapter 6.04, which is the primary local law that requires businesses to obtain a Mendocino County business license, to look at opportunities to streamline the business license process for small businesses and identify opportunities for streamlining for all businesses. Staff prepared a memorandum attached to this item which provides options to streamline the business license process for small businesses. Staff looked at small businesses as being businesses either with only 1 or no employees, 10 or less customers per day on-site, and based out of a permitted residence or accessory structure on a residential parcel. Staff has identified eight (8) opportunities for simplifying the process for small businesses for consideration of the Board and additionally requests broad direction that as staff initiates these ordinance amendments that staff will continue to look at opportunities for efficiency and clarity of regulations within Title 6.

**Alternative Action/Motion:**

Provide direction to staff.

**Supervisory District:** All

**vote requirement:** Majority

**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

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

**if no, please describe:**

**revenue agreement:** N/A

**budget clarification:** As presented, this item recommends implementation of two options to streamline business license processes which will have minimal fiscal impact. Five remaining options require board direction regarding workload prioritization; a final remaining option requires additional analysis to better understand the associated costs.

**Agreement/Resolution/Ordinance Approved by County Counsel:** N/A

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**CEO Liaison:** Steve Dunncliff, Deputy CEO

**CEO Review:** Yes

**CEO Comments:**

**FOR COB USE ONLY**

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Executed By: Atlas Pearson, Deputy Clerk I

Final Status: Direction Given to Staff

Date: JULY 20, 2020

